



# ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

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

Agenda for July 19, 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 12
  - C. Consent -- Summer School Personnel 13
  - D. Consent -- Approval of Bills and Wire Transfers 15
  - E. Consent -- Approval of Open Enrollments 36
  - F. Consent -- Joint Powers Agreement with Crown College 37
5. **CLOSED SESSION SUMMARY**
  - A. Superintendent Evaluation Summary 42
6. **HIGH STUDENT ACHIEVEMENT**
7. **SAFE & WELCOMING ENVIRONMENT**
8. **FISCAL RESPONSIBILITY**
  - A. Resolution of Acknowledgement of Contributions / Donations 43
  - B. General Fund State Aid Budget Update 44
  - C. ESSER Funds 52
9. **EFFICIENT & EFFECTIVE OPERATIONS**
  - A. Technology Department Update 66
  - B. Annual Review of Select Policies
  - C. Renewal for MSHSL Membership 2021-2022 76
  - D. REAMS Staff Handbook Supplement 2021-2021 80
  - E. Galaxy Kids School Age Childcare Parent-Staff Handbook 2021-2022 97
  - F. RMS-CES Staff Handbook Supplement 2021-2022 125
  - G. Early Childhood Programs Staff Handbook and Launching Pad Preschool Parent Handbook 2021-2022 148
10. **BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS**
  - A. Regular Meeting of the Board of Education: Monday, August 16th, 2021 at 6:30 p.m. in the



# ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

Heritage Room at RHS.

B. Board Committee Updates

## 11. ADJOURNMENT

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

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

### Rockford Board of Education

Brady Anderson

Eric Gordee

Jenny Kneeland

Amy Edwards

Jessica Johnson

Beth Praska

Superintendent Rhonda Dean



## Independent School District #883

### Regular School Board Meeting

June 21, 2021

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

#### **Pledge of Allegiance**

The meeting opened with the Pledge of Allegiance.

#### **Board Roll Call**

Members present: *Anderson, Edwards, Gordee, Johnson, Kneeland, Praska and Superintendent Dean.* Also present were *Business Manager Tanley Lego, HR Director Erin Raukar, Kevin Keller Director of Teaching and Learning, POSA Matthew Scheidler, and Director of Buildings and Grounds James Leuer..*

Members absent: *None*

#### **APPROVAL OF AGENDA**

Motion to amend the agenda was presented by Johnson seconded by Gordee. The item to amend is to add item 9A School Board Retreat on June 24th, 2021 from 9am-3pm in the RCC. Roll call vote to amend the agenda, the following voted in favor: Anderson, Kneeland, Praska, Gordee, Edwards, and Johnson. The following voted against: none.

*Motion carried unanimously*

Motion by Gordee, seconded by Anderson, to approve the amended agenda as presented. 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**

There were no public comments.

## CONSENT ITEMS

Praska 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:**

May 17, 2021 Work Session

May 17, 2021 Regular Meeting

- **Personnel:**

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
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	MS 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	Paraprofessional	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	

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

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	2,025.16
<b>Total:</b>	<b>\$1,602,599.44</b>

- ***Open Enrollments:***

**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

- **Approval of change in the Staff and Parent Calendar 2021-2022**

*Change on the Open house dates for RMS-CES and RHS. RMS will take place on September 1st and RHS will be on September 2nd, 2021. Times stay the same.*

- **Approval of Principal’s Union Master Agreement 2020-2022**

*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.*

- **ESY Personnel**

ESY Hiring	
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

- **Property, Liability, Workers Compensation Renewal**

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.

### HIGH STUDENT ACHIEVEMENT

**Director of Teaching and Learning Kevin Keller** presented an update on data from FASTBridge and STAR assessments taken during the school year.

**POSA Matthew Scheidler** presented an update on Summer school regarding communication, schedule, enrollment, and budget.

### SAFE AND WELCOMING ENVIRONMENT

- **LTFM approval and ICS update**

Director Leuer presented to the board the LTFM 10 year plan for approval and ICS Representative Ryan Hoffman gave an update on Facilities.

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

*Motion carried unanimously.*

### **FISCAL RESPONSIBILITY**

Johnson motioned, seconded by Kneeland, 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.

NW Jaycees - \$1,500.00 - REAMS General Music Classroom Fund  
Rockford Lions - \$900.00 - RMS-CES General Fund  
MN Blaze Track & Field Club - \$165.00 - Boys track fee's  
MN Blaze Track & Field Club - \$1,200.00 - Track Activity Acct  
Norwanz (Culvers) - \$185.00 - MS FFA Activity Acct  
Lia Hall - Art Supplies - REAMS General Fund  
S Vinico - \$20.00 - RHS General Fund  
Jorgenson Trust - \$100.00 - RHS General Fund  
Jorgenson Trust - \$100.00 - RHS General Fund  
N Masica - \$100.00 - RHS General Fund  
N Lunderby - \$60.00 - RHS 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.*

- **Budget 2021-2022**

Business Manager Lego presented the final budget for 2021-22.

Gordee motioned to approve the 2021-22 budget as presented. 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.

Anderson motioned to have a board meeting recess from 8:37pm to 8:45pm. Praska seconded. On a roll call vote, the following voted in favor: Anderson, Edwards, Gordee, Johnson, Kneeland, and Praska. And the following voted against: None.

*Motion carried unanimously*

**EFFICIENT & EFFECTIVE OPERATIONS**

- **Human Resources Update:** Director Raukar presented an update on talent acquisition, safety and wellbeing, exit interview insights, Title IX training and Resources and miscellaneous Human Resources Updates.
- **Branding:** Superintendent Rhonda Dean presented to the board the Rockford Area Schools Style Guide and the changes that will be made with our new strategic plan.
- **Revision of 2020-21 Academic Calendar** - Superintendent Dean presented the changes that were made to the 2020-21 Academic Calendar for Board Approval.

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 <sup>st</sup> day of 2 <sup>nd</sup> 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

Gordee motioned to approve the revision of the 2020-21 Academic Calendar as presented. Praska seconded. On a roll call vote, the following voted in favor: Anderson, Kneeland, Edwards, Gordee, Johnson and Praska. And the following voted against: None.

*Motion carried unanimously.*

- **District Parent-Student Handbook 2021-2022:** Superintendent Dean presented the changes for the parent-student handbook for the 2021-22 school year.

Johnson motioned to approve the 2021-22 District Parent-Student Handbook as presented. Anderson seconded. On a roll call vote, the following voted in favor: Anderson, Kneeland, Edwards, Gordee, Johnson and Praska. And the following voted against: None. Motion carried.

- The Board reviewed changes to the *REAMS Staff Handbook Supplement 2021-22*. Action will take place at the July regular meeting.

- The Board reviewed changes to the *2021-22 GALAXY Kids School Age Childcare Parent and Staff handbook 2021-2022*. Action will take place at the July regular meeting.
- The Board reviewed changes to the *2021-22 RMS-CES Staff Handbook Supplement*. Action will take place at the July regular meeting.
- The Board reviewed changes to the *Early Childhood Programs Staff Handbook and Launching Pad Preschool Parent Handbook 2021-2022*. Action will take place at the July regular meeting.

### **BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS**

Board Retreat, June 24th from 9am-3pm in the RCC. A work session meeting is scheduled for June 28th at 6:30 p.m. in the Heritage room. This will be a closed session to discuss the Superintendent's Evaluation. A work session is scheduled on July 19, 2021 at 5:30 p.m. at the RCC and a regular meeting is scheduled for July 19, 2021, at 6:30 p.m. at the RCC as well.

- **Board Committee Updates**

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

#### **Board/Superintendent Updates and Announcements**

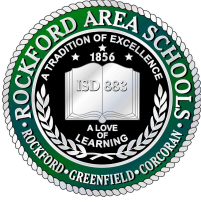
The Board gave updates on their committee assignments and events attended.

- Gordee - MSBA school update and legislate session through MSBA, NW suburban meeting, graduation, principal negotiations.
- Praska - SEE meeting, graduation, principal negotiations, end of the year celebration, STEP graduation, pre-board meeting planning.
- Anderson - Graduation, participated in the End of the year celebration.
- Johnson - Senior awards, principals negotiations, STEP graduation, MAWSECO meeting, graduation and End of the year celebration.
- Kneeland - Participated in the End of the year celebration and graduation.
- Edwards - Renaissance award for Senior Awards ceremony, graduation, end of the year celebration, pre-meeting planning for board meeting.
- Superintendent Dean - Senior Awards, graduation ceremony, end of the year celebration, pre-meeting planning for board meeting, REAMS seniors salute, facilities committee meetings, negotiations, 1000 Hearts Serve Day, Memorial Day Tribute,

Johnson motioned to adjourn the meeting at 10:02 p.m. Gordee seconded. The following voted in favor: Anderson, Gordee, Johnson, Kneeland, Praska, and Edwards. And the following voted against: None. *Motion carried unanimously.*

*Ivonne Padilla*  
Recorder

*Jessica Johnson*  
Clerk



**ROCKFORD AREA SCHOOLS**  
**Independent School District 883**  
**School Board Work Session Minutes**  
**Monday, June 28, 2021**

Pursuant to due call and notice, the Rockford Board of Education met in a work session on Monday, June 28, 2021 at Rockford Community Center. Beth Praska called the work session meeting to order at 6:33 pm. Members Kneeland, Gordee, Johnson, Praska, and Edwards were present. Member Anderson was also present via video conference. Also present was Superintendent Rhonda Dean. Chair Edwards noted that the purpose of the meeting is to hold a closed session to discuss the superintendent's evaluation.

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

Edwards motioned to call for a closed session to discuss the superintendent's evaluation at 6:35 pm. Gordee seconded. By roll call, the following approved: Johnson, Anderson, Gordee, Kneeland, Praska and Edwards. The motion carried.

Vice Chair Praska reopened the meeting at 9:23pm and stated that the Board discussed the superintendent's evaluation.

A Board work session is scheduled for Monday, July 19, 2021 at 5:30 pm in the Rockford Community Center. The next regular meeting is scheduled for Monday, July 19, 2021 at 6:30 pm in the Rockford Community Center.

Kneeland motioned, Gordee seconded, to adjourn the meeting at 9:27 pm. By roll call, the following approved: Johnson, Anderson, Gordee, Kneeland, Praska and Edwards. Motion passed unanimously.

Jessica Johnson  
Clerk



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

**Subject: Consent Personnel**

Meeting Date: July 19, 2021

Prepared By: Department of Human Resources

Date Prepared: July 13, 2021

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

Status	First Name	Last Name	Position	Date(s)
Hire	Aaron	Fuller	CE Wrestling Coach	6/22/2021
Hire	Michelle	O'Hern	RACER Soccer	7/1/2021
Hire	Justine	Miller	RACER Soccer Assistant	7/1/2021
Hire	Marissa	Miller	RACER Soccer Assistant	7/1/2021
Hire	Annie	Mickelburg	DO Assistant & MARSS Coordinator	7/12/2021
Hire	Brian	Fredine	RHS Math Teacher	2021-22 School Year
Hire	Jenny	Nichols	Asst. Volleyball Coach	2021-22 School Year
Hire	Brett	Ripley	Asst. Football Coach	2021-22 School Year
Hire	Michael	Rask	REAMS Counselor	2021-22 School Year
Hire	Justin	Griffin	SPED Paraprofessional	2021-22 School Year
Hire	Nikki	Lopatowski	SPED Paraprofessional	2021-22 School Year
Hire	Michelle	Rist	Kindergarten Teacher	2021-22 School Year
Hire	Ben	Bonnett	MTSS Position	2021-22 School Year
Resignation	HS Principal Secretary			6/28/2021
Resignation	Clint	Smith	RHS Ag Teacher, FFA, OJT, Asst. HS Football and 8th Grade Girls Basketball Coach	06/30/2021
Resignation	Cathy	Egbert	Playground Supervisor	7/9/2021
Resignation	Lindsay	Wurm	Junior Class Advisor	07/13/2021
Retirement	Connie	Anderson	Paraprofessional	7/15/2021



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

**Subject: Consent Summer School Personnel Assignments**

Meeting Date: July 19, 2021

Prepared by: Department of Human Resources

Date Prepared: July 13, 2021

<input type="checkbox"/> Information	<input type="checkbox"/> Briefing	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Enclosure Item(s)
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**Summer School Personnel Assignments**

<b>RHS</b>	<b>Data Support</b>
Brian Fleisner	Kevin Neff
Samantha Bloom	
Madison Holm	
<b>RMS</b>	<b>Clerical Support</b>
Brian Fleisner	Christa Larson
LouAnn Eberspacher	Bobbie Dahlke
Alex Probst	
Meghan Larson	
Kristen Nolby	
Marty Johnson	
<b>REAMS</b>	<b>Maple Hill</b>
Cara Tensen	Krista Bird
Rachel Yakesh	Alex Probst
Holly Biorn	Anne Koste
Becky Miller	Polly Trandahl
Kayla Manske	
Polly Trandahl	



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



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

**Subject: Consent approval of Bills and Wire Transfers**

Meeting Date: July 19, 2021

Prepared by: Tanley Lego

Date Prepared: July 14, 2021

Information

Briefing

Action

Enclosure Item(s)

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June 2021 (listing attached)

Fund 01	\$1,557,331.76
Fund 02	\$1685.24
Fund 04	\$21,497.53
Fund 21	\$1300.06
Fund 45	\$2045.99
<hr/>	
Total:	\$1,583,860.58

Note: Reconciled as of 7/14/2021 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		53688		Wire	1	3370	MN CHILD SUPPORT PMT CENTER		No	Yes	No	06/16/2021	323.50
ASSO		53689		Wire	1	3370	MN CHILD SUPPORT PMT CENTER		No	Yes	No	06/15/2021	323.50
ASSO		53690		Wire	1	1962	MINNESOTA DEPT OF REVENUE		No	Yes	No	06/16/2021	38,315.90
ASSO		53691		Wire	1	1962	MINNESOTA DEPT OF REVENUE		No	Yes	No	06/01/2021	17,605.13
ASSO		53692		Wire	1	1962	MINNESOTA DEPT OF REVENUE		No	Yes	No	06/09/2021	1,423.34
ASSO		53693		Wire	1	2006	US GOVERNMENT		No	Yes	No	06/16/2021	220,544.76
ASSO		53694		Wire	1	2006	US GOVERNMENT		No	Yes	No	06/16/2021	382.50
ASSO		53695		Wire	1	2006	US GOVERNMENT		No	Yes	No	06/02/2021	104,123.48
ASSO		53696		Wire	1	2006	US GOVERNMENT		No	Yes	No	06/09/2021	10,197.42
ASSO		53697		Wire	1	1938	TRA		No	Yes	No	06/25/2021	111,661.20
ASSO		53698		Wire	1	1938	TRA		No	Yes	No	06/14/2021	53,459.23
ASSO		53699		Wire	1	1937	PUBLIC EMPLOYEES RETIREMENT ASS		No	Yes	No	06/14/2021	19,192.63
ASSO		53700		Wire	1	1937	PUBLIC EMPLOYEES RETIREMENT ASS		No	Yes	No	06/25/2021	22,038.36
ASSO		53701		Wire	1	1938	TRA		No	Yes	No	06/25/2021	390.75
ASSO		53702		Wire	1	4050	AFLAC		No	Yes	No	06/18/2021	532.52
ASSO		53703		Wire	1	5459	LEGAL SHIELD		No	Yes	No	06/17/2021	220.30
ASSO		53704		Wire	1	1937	PUBLIC EMPLOYEES RETIREMENT ASS		No	Yes	No	06/14/2021	3,968.54
ASSO		53705		Wire	1	2470	MSRS		No	Yes	No	06/16/2021	16,204.44
ASSO		53754		Wire	1	7649	TSA CONSULTING GROUP, INC.		No	Yes	No	06/21/2021	40,361.80
ASSO		53755		Wire	1	8119	GIS BENEFITS, INC.	S Corporation	No	Yes	No	06/21/2021	14,777.34
ASSO		53756		Wire	1	4718	MN TRUST		No	Yes	No	06/24/2021	339.18
ASSO		53860		Wire	1	1937	PUBLIC EMPLOYEES RETIREMENT ASS		No	Yes	No	06/29/2021	6,348.81
ASSO		53861		Wire	1	1962	MINNESOTA DEPT OF REVENUE		No	Yes	No	06/29/2021	3,149.19
ASSO		53862		Wire	1	2006	US GOVERNMENT		No	Yes	No	06/29/2021	22,406.40
ASSO		53863		Wire	1	1938	TRA		No	Yes	No	06/29/2021	7,100.48
ASSO		53864		Wire	1	8119	GIS BENEFITS, INC.	S Corporation	No	Yes	No	06/29/2021	0.00
ASSO		53865		Wire	1	4718	MN TRUST		No	Yes	No	06/29/2021	20.83
ASSO		53866		Wire	1	4718	MN TRUST		No	Yes	No	06/30/2021	292.47
ASSO		53867		Wire	1	4718	MN TRUST		Yes	Yes	Yes	06/30/2021	0.00
ASSO		53882		Wire	1	4718	MN TRUST		No	Yes	No	06/30/2021	352.76
ASSO		45558	93173	Check	1	7427	NHSSCA		Yes	No	Yes	06/02/2021	(125.00)
ASSO		46004	93545	Check	1	7450	HARN, HIRUN		Yes	No	Yes	06/02/2021	(25.00)
ASSO		46211	93764	Check	1	7484	LARSON, DOUGLAS		Yes	No	Yes	06/02/2021	(45.00)
ASSO		46547	94026	Check	1	7524	KRUSTOS, KRISTI & DAVID		Yes	No	Yes	06/02/2021	(30.00)
ASSO		46709	94122	Check	1	7530	ATTIPOU, JUSTIN		Yes	No	Yes	06/02/2021	(76.00)
ASSO		47945	95272	Check	1	7392	THOUGHT FARM LLC		Yes	No	Yes	06/02/2021	(2,570.25)
ASSO		53434	100038	Check	1	6274	METRO PAVING <sup>16</sup>		Yes	No	Yes	06/16/2021	(6,000.00)
ASSO		53553	100153	Check	1	1269	T-MOBILE		Yes	Yes	Yes	06/01/2021	1,065.12
ASSO		53572	100154	Check	1	4335	4 POINT 0 SCHOOL SERVICES		Yes	Yes	No	06/04/2021	9,795.33

## Rockford ISD #0883 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
ASSO		53573	100155	Check	1 4335		4 POINT 0 SCHOOL SERVICES		Yes	Yes	No	06/04/2021		83,447.08
ASSO		53564	100156	Check	1 1369		ABC LETTERING		Yes	Yes	No	06/04/2021		600.00
ASSO		53581	100157	Check	1 6204		APPLAUSE LEARNING RESOURCES		Yes	Yes	No	06/04/2021		299.90
ASSO		53583	100158	Check	1 6572		BEHRENS, CHARLES		Yes	Yes	No	06/04/2021		77.00
ASSO		53580	100159	Check	1 6183		BUFFALO GUN CLUB, INC.		Yes	Yes	No	06/04/2021		2,420.00
ASSO		53562	100160	Check	1 1180		CENTERPOINT ENERGY		Yes	Yes	No	06/04/2021		147.64
ASSO		53586	100161	Check	1 7519		COMMON THREAD CUSTOM APPAREL		Yes	Yes	No	06/04/2021		390.00
ASSO		53592	100162	Check	1 8133		COREMARK METALS	C Corporation	Yes	Yes	No	06/04/2021		1,024.75
ASSO		53590	100163	Check	1 8071		CREATIVE STAFFING SOLUTIONS		Yes	Yes	No	06/04/2021		843.75
ASSO		53567	100164	Check	1 2159		DELANO PUBLIC SCHOOLS		Yes	Yes	No	06/04/2021		5,971.97
ASSO		53582	100165	Check	1 6377		DISH		Yes	Yes	No	06/04/2021		108.04
ASSO		53579	100166	Check	1 5992		ECM PUBLISHERS, INC.		Yes	Yes	No	06/04/2021		102.90
ASSO		53585	100167	Check	1 7450		HARN, HIRUN		Yes	No	No	06/04/2021		25.00
ASSO		53584	100168	Check	1 6714		HEMMAH, LLOYD		Yes	Yes	No	06/04/2021		93.00
ASSO		53558	100169	Check	1 1057		HILLYARD		Yes	Yes	No	06/04/2021		8.00
ASSO		53594	100170	Check	1 8217	remit	HP PAYMENT PROCESSING CENTER	C Corporation	Yes	Yes	No	06/04/2021		231.00
ASSO		53569	100171	Check	1 3679		INNOVATIVE OFFICE SOLUTIONS		Yes	Yes	No	06/04/2021		188.23
ASSO		53575	100172	Check	1 4507		JENSEN STEVE		Yes	Yes	No	06/04/2021		154.00
ASSO		53560	100173	Check	1 1102		JW PEPPER		Yes	Yes	No	06/04/2021		414.14
ASSO		53589	100174	Check	1 7853		KAPCO		Yes	Yes	No	06/04/2021		784.61
ASSO		53576	100175	Check	1 5070		LIFETOUCH NSS A/R		Yes	Yes	No	06/04/2021		1,760.35
ASSO		53587	100176	Check	1 7697		MARISELA V NELSON INTERPRETING		Yes	Yes	No	06/04/2021		450.00
ASSO		53561	100177	Check	1 1124	remit	MTI DISTRIBUTING, INC.	C Corporation	Yes	Yes	No	06/04/2021		17,354.40
ASSO		53555	100178	Check	1 1006		NORTHWEST SUBURBAN INTEGRATIO		Yes	Yes	No	06/04/2021		270.00
ASSO		53593	100179	Check	1 8144		OXFORD UNIVERSITY PRESS USA		Yes	Yes	No	06/04/2021		1,863.78
ASSO		53597	100180	Check	1 8225		PARTY CRASHERS RC RACING	Ind/Sole Proprietor	Yes	Yes	No	06/04/2021		280.00
ASSO		53588	100181	Check	1 7811		PASCO SCIENTIFIC		Yes	Yes	No	06/04/2021		42.00
ASSO		53591	100182	Check	1 8072		PEDIATRIC HOME SERVICE		Yes	Yes	No	06/04/2021		900.00
ASSO		53557	100183	Check	1 1020	remit	PITNEY BOWES GLOBAL FINANCIAL SE		Yes	Yes	No	06/04/2021		903.54
ASSO		53568	100184	Check	1 3403		RANDY'S SANITATION INC		Yes	Yes	No	06/04/2021		2,274.69
ASSO		53571	100185	Check	1 3915		REINHART FOOD SERVICE		Yes	Yes	No	06/04/2021		273.79
ASSO		53574	100186	Check	1 4466		SCHMID BRIAN		Yes	Yes	No	06/04/2021		77.00
ASSO		53559	100187	Check	1 1091		SCHMITT MUSIC CENTER		Yes	Yes	No	06/04/2021		535.90
ASSO		53556	100188	Check	1 1012		SCHOOL SPECIALTY INC		Yes	Yes	No	06/04/2021		11.24
ASSO		53565	100189	Check	1 1792		THREE RIVERS PARK DISTRICT		Yes	Yes	No	06/04/2021		137.50
ASSO		53577	100190	Check	1 5149		TOLL COMPANY		Yes	Yes	No	06/04/2021		72.17
ASSO		53566	100191	Check	1 1899		TROPHIES BY LINDA		Yes	Yes	No	06/04/2021		95.50
ASSO		53578	100192	Check	1 5547		UPS		Yes	Yes	No	06/04/2021		13.07
ASSO		53570	100193	Check	1 3727		VERNIER SOFTWARE & TECH		Yes	Yes	No	06/04/2021		3,627.08

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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		53596	100194	Check	1	8224	WYHE'S CHOICE FUNDRAISING	S Corporation	Yes	Yes	No	06/04/2021		654.50
ASSO		53563	100195	Check	1	1215	XCEL ENERGY		Yes	Yes	No	06/04/2021		19,508.16
ASSO		53595	100196	Check	1	8223	YOUTH WITH A MISSION		Yes	Yes	No	06/04/2021		1,200.00
ASSO		53598	100197	Check	1	8170	remit US BANCORP GOV'N'T LEASING & FINA	C Corporation	Yes	Yes	No	06/04/2021		7,569.12
ASSO		53631	100198	Check	1	6623	ADVANCED IMAGING SOLUTIONS		Yes	Yes	No	06/09/2021		5,449.00
ASSO		53626	100199	Check	1	6015	AWARDS DIRECT - DIRECT IMPRESSIC		Yes	Yes	No	06/09/2021		73.75
ASSO		53657	100200	Check	1	8234	BACCAM, MINIE		Yes	No	No	06/09/2021		111.90
ASSO		53624	100201	Check	1	5807	BOADA, JULIE		Yes	Yes	No	06/09/2021		1,125.00
ASSO		53633	100202	Check	1	6976	BOWEN, KIRSTIN		Yes	No	No	06/09/2021		42.10
ASSO		53650	100203	Check	1	8227	BROKING, JEREMY & ANNE		Yes	No	No	06/09/2021		100.80
ASSO		53606	100204	Check	1	1180	CENTERPOINT ENERGY		Yes	Yes	No	06/09/2021		1,959.97
ASSO		53645	100205	Check	1	8037	CHRISTENSEN, PATRICK & TRACI		Yes	Yes	No	06/09/2021		40.19
ASSO		53656	100206	Check	1	8233	CLARK, JAMES & DANA		Yes	No	No	06/09/2021		27.80
ASSO		53600	100207	Check	1	1007	CMERDC		Yes	Yes	No	06/09/2021		6,396.00
ASSO		53628	100208	Check	1	6266	CONNELLY, JAN		Yes	Yes	No	06/09/2021		26.60
ASSO		53639	100209	Check	1	7480	CORPORATE MECHANICAL, INC.		Yes	Yes	No	06/09/2021		1,436.00
ASSO		53646	100210	Check	1	8071	CREATIVE STAFFING SOLUTIONS		Yes	Yes	No	06/09/2021		2,358.00
ASSO		53607	100211	Check	1	1200	CUB FOODS		Yes	Yes	No	06/09/2021		139.36
ASSO		53610	100212	Check	1	2159	DELANO PUBLIC SCHOOLS		Yes	Yes	No	06/09/2021		345.00
ASSO		53630	100213	Check	1	6481	GRADY'S ACE HARDWARE		Yes	Yes	No	06/09/2021		1,483.74
ASSO		53617	100214	Check	1	4491	GRENIGER TERESA AND KURT		Yes	Yes	No	06/09/2021		20.05
ASSO		53642	100215	Check	1	7949	HAGEN-JOHNSON, LIZ		Yes	Yes	No	06/09/2021		12.70
ASSO		53651	100216	Check	1	8228	HELD, MARK & COLLEEN		Yes	Yes	No	06/09/2021		100.45
ASSO		53652	100217	Check	1	8229	HETCHLER, ROBERT & SHELBY		Yes	Yes	No	06/09/2021		12.20
ASSO		53602	100218	Check	1	1057	HILLYARD		Yes	Yes	No	06/09/2021		2,855.98
ASSO		53648	100219	Check	1	8173	HOEKSTRA, MICHAEL & PAMELA		Yes	Yes	No	06/09/2021		50.15
ASSO		53644	100220	Check	1	7971	JOHNSON, SCOTT & RUTH		Yes	Yes	No	06/09/2021		12.00
ASSO		53629	100221	Check	1	6350	JORDET, JEREMY & LISA		Yes	Yes	No	06/09/2021		13.00
ASSO		53612	100222	Check	1	3422	KING, JAMISON & CLEONNA		Yes	Yes	No	06/09/2021		38.10
ASSO		53627	100223	Check	1	6205	LAGERGREN, MARK		Yes	Yes	No	06/09/2021		150.00
ASSO		53608	100224	Check	1	1394	MBNA/BUSINESS CARD		Yes	Yes	No	06/09/2021		254.95
ASSO		53609	100225	Check	1	1394	MBNA/BUSINESS CARD		Yes	Yes	No	06/09/2021		14.87
ASSO		53601	100226	Check	1	1039	MINNESOTA ELEVATOR, INC		Yes	Yes	No	06/09/2021		442.84
ASSO		53614	100227	Check	1	4162	MOE, DALE & CHRISTINE		Yes	Yes	No	06/09/2021		10.70
ASSO		53654	100228	Check	1	8231	MOTTET, DAVID & SUZANNE		Yes	No	No	06/09/2021		17.90
ASSO		53655	100229	Check	1	8232	MURRAY, JODIE		Yes	Yes	No	06/09/2021		40.00
ASSO		53634	100230	Check	1	7024	MUTTERER, PAUL & DIANE		Yes	No	No	06/09/2021		42.80
ASSO		53613	100231	Check	1	3802	NELSON, PATRICK		Yes	Yes	No	06/09/2021		317.20
ASSO		53620	100232	Check	1	5006	OTTEN BROS		Yes	Yes	No	06/09/2021		196.02

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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		53647	100233	Check	1	8072	PEDIATRIC HOME SERVICE		Yes	Yes	No	06/09/2021		450.00
ASSO		53611	100234	Check	1	3217	PLATZ, STEVEN & JULIE		Yes	Yes	No	06/09/2021		191.90
ASSO		53623	100235	Check	1	5252	PROFESSIONAL WIRELESS COMMUNIK		Yes	Yes	No	06/09/2021		800.00
ASSO		53636	100236	Check	1	7069	RAYMOND, MARK & KRISTEN		Yes	Yes	No	06/09/2021		54.50
ASSO		53615	100237	Check	1	4366	REGION 5A SECRETARY		Yes	Yes	No	06/09/2021		200.00
ASSO		53616	100238	Check	1	4366	REGION 5A SECRETARY		Yes	Yes	No	06/09/2021		3,900.00
ASSO		53604	100239	Check	1	1152	RESOURCE TRAINING & SOLUTIONS		Yes	Yes	No	06/09/2021		300.00
ASSO		53605	100240	Check	1	1152	RESOURCE TRAINING & SOLUTIONS		Yes	Yes	No	06/09/2021		75.00
ASSO		53622	100241	Check	1	5168	ROOTNESS, JOHN & DAWN		Yes	No	No	06/09/2021		19.80
ASSO		53632	100242	Check	1	6928	SCHILTZ, STEVE		Yes	Yes	No	06/09/2021		141.85
ASSO		53603	100243	Check	1	1091	SCHMITT MUSIC CENTER		Yes	Yes	No	06/09/2021		162.00
ASSO		53638	100244	Check	1	7387	remit SFRC		Yes	Yes	No	06/09/2021		253.50
ASSO		53653	100245	Check	1	8230	STEWART, COURTNEY		Yes	No	No	06/09/2021		19.75
ASSO		53625	100246	Check	1	5881	SYVERSON, LEONARD & JANA		Yes	Yes	No	06/09/2021		13.95
ASSO		53640	100247	Check	1	7545	TEACHERS ON CALL		Yes	Yes	No	06/09/2021		11,881.68
ASSO		53641	100248	Check	1	7778	TEAMWORKS INTERNATIONAL, INC		Yes	No	No	06/09/2021		312.50
ASSO		53621	100249	Check	1	5149	TOLL COMPANY		Yes	Yes	No	06/09/2021		19.99
ASSO		53619	100250	Check	1	4719	TRACTOR SUPPLY CREDIT PLAN		Yes	Yes	No	06/09/2021		1,016.91
ASSO		53637	100251	Check	1	7197	UNIVERSITY OF MINNESOTA DULUTH		Yes	Yes	No	06/09/2021		1,932.00
ASSO		53635	100252	Check	1	7050	WAYZATA RESULTS, INC.		Yes	Yes	No	06/09/2021		800.00
ASSO		53649	100253	Check	1	8224	WYHE'S CHOICE FUNDRAISING	S Corporation	Yes	Yes	No	06/09/2021		58.00
ASSO		53618	100254	Check	1	4605	ZIEMER, DAVID & KRISTEN		Yes	Yes	No	06/09/2021		15.20
ASSO		53643	100255	Check	1	7963	ZIMMERMAN, JOHN & JANINE		Yes	No	No	06/09/2021		24.00
ASSO		53659	100256	Check	1	1394	MBNA/BUSINESS CARD		Yes	Yes	No	06/15/2021		18,353.51
ASSO		53671	100257	Check	1	6260	AVE MARIA ACADEMY		Yes	Yes	No	06/16/2021		940.17
ASSO		53675	100258	Check	1	7208	BARNETT, TERRY & ELIZABETH		Yes	Yes	No	06/16/2021		375.10
ASSO		53660	100259	Check	1	2340	BENILDE ST. MARGARET'S SCHOOL		Yes	Yes	No	06/16/2021		405.35
ASSO		53663	100260	Check	1	2552	BLAKE SCHOOL		Yes	Yes	No	06/16/2021		367.84
ASSO		53664	100261	Check	1	2553	BRECK SCHOOL		Yes	Yes	No	06/16/2021		186.34
ASSO		53680	100262	Check	1	7718	CARLSON, TYLER & BRANDY		Yes	Yes	No	06/16/2021		358.16
ASSO		53681	100263	Check	1	7719	CLOSE, JASON & ANNIE		Yes	No	No	06/16/2021		350.90
ASSO		53678	100264	Check	1	7474	ERICKSON, NATHAN & CHRISTINA		Yes	No	No	06/16/2021		510.62
ASSO		53683	100265	Check	1	8006	GIARUSSO, JUSTIN & KRYSTLE		Yes	Yes	No	06/16/2021		438.02
ASSO		53670	100266	Check	1	5852	GOEDJEN, CARL & PAIGE		Yes	Yes	No	06/16/2021		350.90
ASSO		53682	100267	Check	1	8005	GRACE LUTHERAN SCHOOL		Yes	Yes	No	06/16/2021		198.44
ASSO		53662	100268	Check	1	2551	HOLY NAME OF JESUS SCHOOL		Yes	Yes	No	06/16/2021		387.20
ASSO		53674	100269	Check	1	6950	HOLY SPIRIT ACADEMY		Yes	No	No	06/16/2021		381.15
ASSO		53684	100270	Check	1	8007	HUGHES, PAUL & KELLI		Yes	Yes	No	06/16/2021		179.08
ASSO		53676	100271	Check	1	7211	LaCOMBE, BRAD & JENNIFER		Yes	Yes	No	06/16/2021		343.64

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												Date		
ASSO		53677	100272	Check	1	7212	MOULTON, RICK & KRISTINE		Yes	Yes	No	06/16/2021		182.71
ASSO		53686	100273	Check	1	8239	PALMER, MATTHEW & JESSICA		Yes	Yes	No	06/16/2021		381.15
ASSO		53661	100274	Check	1	2345	PROVIDENCE ACADEMY		Yes	No	No	06/16/2021		2,577.30
ASSO		53665	100275	Check	1	2558	REDEEMER LUTHERAN SCHOOL		Yes	Yes	No	06/16/2021		365.42
ASSO		53687	100276	Check	1	8240	RESTREPO, NICOLAS & LINDSAY		Yes	No	Yes	06/16/2021		162.14
ASSO		53685	100277	Check	1	8009	RIVERTREE SCHOOL		Yes	Yes	No	06/16/2021		269.83
ASSO		53668	100278	Check	1	4256	SALEM LUTHERN SCHOOL		Yes	Yes	No	06/16/2021		1,589.94
ASSO		53672	100279	Check	1	6473	SATHER, MICHAEL & LEANN		Yes	No	No	06/16/2021		355.74
ASSO		53679	100280	Check	1	7476	ST. AGNES SCHOOL		Yes	No	No	06/16/2021		1,068.43
ASSO		53667	100281	Check	1	2564	ST. JOHN'S LUTHERAN		Yes	No	No	06/16/2021		4,008.73
ASSO		53673	100282	Check	1	6622	ST. MAXIMILIAN KOLBE SCHOOL		Yes	Yes	No	06/16/2021		964.37
ASSO		53669	100283	Check	1	5510	ST. MICHAEL CATHOLIC SCHOOL		Yes	No	No	06/16/2021		365.42
ASSO		53666	100284	Check	1	2561	WEST LUTHERAN HIGH SCHOOL		Yes	No	No	06/16/2021		1,283.21
ASSO		53708	100285	Check	1	2009	EDUCATION FOUNDATION - EMR		Yes	Yes	No	06/17/2021		9,189.12
ASSO		53706	100286	Check	1	1644	ISD #883 EDUCATION FOUNDATION		Yes	No	No	06/17/2021		467.70
ASSO		53707	100287	Check	1	1969	SCHOOL SERVICE EMPLOYEES		Yes	Yes	No	06/17/2021		1,994.72
ASSO		53716	100288	Check	1	4335	4 POINT 0 SCHOOL SERVICES		Yes	Yes	No	06/17/2021		34,993.66
ASSO		53736	100289	Check	1	7798	ALBIN ACQUISITION CORP		Yes	Yes	No	06/17/2021		28.00
ASSO		53722	100290	Check	1	6015	AWARDS DIRECT - DIRECT IMPRESSIC		Yes	Yes	No	06/17/2021		65.20
ASSO		53711	100291	Check	1	1180	CENTERPOINT ENERGY		Yes	Yes	No	06/17/2021		945.86
ASSO		53715	100292	Check	1	3242	CENTURY FENCE		Yes	Yes	No	06/17/2021		13,500.00
ASSO		53730	100293	Check	1	7480	CORPORATE MECHANICAL, INC.		Yes	Yes	No	06/17/2021		9,998.00
ASSO		53742	100294	Check	1	8071	CREATIVE STAFFING SOLUTIONS		Yes	Yes	No	06/17/2021		843.75
ASSO		53731	100295	Check	1	7570	CST MN - BIN # 170065		Yes	Yes	No	06/17/2021		77,522.55
ASSO		53734	100296	Check	1	7720	FABER, TODD		Yes	Yes	No	06/17/2021		53.85
ASSO		53721	100297	Check	1	5416	GRIMM DESIGN, LLC		Yes	No	No	06/17/2021		420.00
ASSO		53720	100298	Check	1	5165	ICS CONSULTING, INC		Yes	Yes	No	06/17/2021		795.00
ASSO		53725	100299	Check	1	6738	INTERNATIONAL ACADEMY OF SCIENC		Yes	Yes	No	06/17/2021		500.00
ASSO		53710	100300	Check	1	1102	JW PEPPER		Yes	Yes	No	06/17/2021		243.39
ASSO		53712	100301	Check	1	1437	KOIVISTO ELECTRICAL		Yes	Yes	No	06/17/2021		10,448.99
ASSO		53743	100302	Check	1	8090	LUTHERAN SOCIAL SERVICES-HOMME		Yes	Yes	No	06/17/2021		2,736.11
ASSO		53733	100303	Check	1	7697	MARISELA V NELSON INTERPRETING		Yes	Yes	No	06/17/2021		110.00
ASSO		53737	100304	Check	1	7857	MCLEOD COMMUNITY SOLAR ONE LLC		Yes	Yes	No	06/17/2021		1,835.76
ASSO		53738	100305	Check	1	7858	MEEKER COMMUNITY SOLAR ONE LLC		Yes	Yes	No	06/17/2021		2,371.44
ASSO		53713	100306	Check	1	2216	MENARDS INC		Yes	Yes	No	06/17/2021		610.23
ASSO		53723	100307	Check	1	6274	METRO PAVING		Yes	Yes	No	06/17/2021		33,600.00
ASSO		53740	100308	Check	1	8018	MYHERVOLD, STEPHANIE		Yes	Yes	No	06/17/2021		28.50
ASSO		53727	100309	Check	1	6913	NEE INVESTMENT 9, LLC		Yes	Yes	No	06/17/2021		989.19
ASSO		53717	100310	Check	1	4341	NORTH STAR AWARDS & TROPHIES		Yes	Yes	No	06/17/2021		30.00

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												Date		
ASSO		53739	100311	Check	1	7873	ON SITE COMPANIES, INC.		Yes	Yes	No	06/17/2021	1,303.00	
ASSO		53744	100312	Check	1	8225	PARTY CRASHERS RC RACING	Ind/Sole Proprietor	Yes	No	No	06/17/2021	12.00	
ASSO		53729	100313	Check	1	7276	PETERMAN, SHARLA		Yes	Yes	No	06/17/2021	208.89	
ASSO		53741	100314	Check	1	8056	RAAA JO VOLLEYBALL		Yes	Yes	No	06/17/2021	1,500.00	
ASSO		53718	100315	Check	1	4366	REGION 5A SECRETARY		Yes	Yes	No	06/17/2021	4,590.00	
ASSO		53719	100316	Check	1	4937	RUSSELL SECURITY RESOURCE INC		Yes	Yes	No	06/17/2021	136.00	
ASSO		53709	100317	Check	1	1091	SCHMITT MUSIC CENTER		Yes	Yes	No	06/17/2021	41.36	
ASSO		53714	100318	Check	1	2346	SHAMROCK GOLF COURSE		Yes	Yes	No	06/17/2021	3,000.00	
ASSO		53726	100319	Check	1	6748	STEINKE, KURT & SUSAN		Yes	Yes	No	06/17/2021	510.62	
ASSO		53724	100320	Check	1	6437	TASC		Yes	Yes	No	06/17/2021	5.75	
ASSO		53735	100321	Check	1	7786	REMIT TERRAFORM PHOENIX II ARCADIA		Yes	Yes	No	06/17/2021	397.60	
ASSO		53728	100322	Check	1	6953	remit TRIAND, INC.		Yes	No	No	06/17/2021	1,188.00	
ASSO		53732	100323	Check	1	7649	TSA CONSULTING GROUP, INC.		Yes	Yes	No	06/17/2021	347.48	
ASSO		53745	100324	Check	1	8241	iHEALTH		Yes	Yes	No	06/17/2021	250.00	
ASSO		53751	100325	Check	1	2159	DELANO PUBLIC SCHOOLS		Yes	Yes	No	06/17/2021	1,588.21	
ASSO		53752	100326	Check	1	5199	FRANKLIN PRESS INC.		Yes	Yes	No	06/17/2021	420.00	
ASSO		53753	100327	Check	1	7432	NORTH HENNEPIN COMMUNITY COLLE		Yes	Yes	No	06/17/2021	21,375.00	
ASSO		53749	100328	Check	1	1091	SCHMITT MUSIC CENTER		Yes	Yes	No	06/17/2021	795.00	
ASSO		53750	100329	Check	1	1841	WRIGHT TECHNICAL CENTER		Yes	Yes	No	06/17/2021	1,362.40	
ASSO		53758	100330	Check	1	6031	POSTMASTER		Yes	No	No	06/28/2021	1,029.52	
ASSO		53757	100331	Check	1	4279	ROCKFORD RIVER DAYS		Yes	No	No	06/28/2021	135.00	
ASSO		53764	100332	Check	1	1369	ABC LETTERING		Yes	No	No	06/29/2021	315.00	
ASSO		53795	100333	Check	1	8208	ACOUSTICS ASSOCIATES, INC.		Yes	No	No	06/29/2021	7,663.00	
ASSO		53766	100334	Check	1	1492	ADAM'S PEST CONTROL INC		Yes	No	No	06/29/2021	152.36	
ASSO		53774	100335	Check	1	5853	remit ALL STATE COMMUNICATIONS, INC		Yes	No	No	06/29/2021	21,936.00	
ASSO		53797	100336	Check	1	8238	BIRCHBARK BOOKS & NATIVE ARTS LL		Yes	No	No	06/29/2021	2,420.74	
ASSO		53773	100337	Check	1	5507	CITY OF GREENFIELD WATER & SEWE		Yes	No	No	06/29/2021	1,173.14	
ASSO		53762	100338	Check	1	1181	CITY OF ROCKFORD		Yes	No	No	06/29/2021	738.61	
ASSO		53786	100339	Check	1	8025	COLLEGE BOARD		Yes	No	No	06/29/2021	2,190.00	
ASSO		53781	100340	Check	1	7480	CORPORATE MECHANICAL, INC.		Yes	No	No	06/29/2021	1,096.75	
ASSO		53783	100341	Check	1	7570	CST MN - BIN # 170065		Yes	No	No	06/29/2021	49,070.98	
ASSO		53793	100342	Check	1	8191	FRSECURE LLC	LLC - S Corp	Yes	No	No	06/29/2021	9,000.00	
ASSO		53771	100343	Check	1	4945	GOPHER SPORTS		Yes	No	No	06/29/2021	5,839.85	
ASSO		53784	100344	Check	1	7738	REMIT GRANITE TELECOMMUNICATIONS, LLC		Yes	No	No	06/29/2021	736.21	
ASSO		53798	100345	Check	1	8242	HILLSTROM, JAMIE		Yes	No	No	06/29/2021	165.00	
ASSO		53759	100346	Check	1	1057	HILLYARD		Yes	No	No	06/29/2021	16,954.85	
ASSO		53768	100347	Check	1	2323	HOUSE OF PRINT <sup>21</sup>		Yes	No	No	06/29/2021	3,569.49	
ASSO		53765	100348	Check	1	1437	KOIVISTO ELECTRICAL		Yes	No	No	06/29/2021	573.04	
ASSO		53761	100349	Check	1	1166	remit MASBO		Yes	No	No	06/29/2021	110.00	

## 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		53794	100350	Check	1	8192	MAXBAT, INC.	S Corporation	Yes	No	No	06/29/2021	76.75
ASSO		53799	100351	Check	1	8243	MILLE LACS MUSEUM & TRADING POS		Yes	No	No	06/29/2021	7,323.53
ASSO		53767	100352	Check	1	1751	MINNESOTA HISTORICAL SOCIETY		Yes	No	No	06/29/2021	3,343.67
ASSO		53777	100353	Check	1	6847	MN DECA		Yes	No	No	06/29/2021	9.00
ASSO		53779	100354	Check	1	7298	MOR GOLF AND UTILITY, INC.		Yes	No	No	06/29/2021	11,725.00
ASSO		53775	100355	Check	1	6191	NAC MECHANICAL & ELECTRICAL SER		Yes	No	No	06/29/2021	1,425.80
ASSO		53785	100356	Check	1	7873	ON SITE COMPANIES, INC.		Yes	No	No	06/29/2021	985.00
ASSO		53789	100357	Check	1	8072	PEDIATRIC HOME SERVICE		Yes	No	No	06/29/2021	675.00
ASSO		53787	100358	Check	1	8030	PHILADELPHIA INSURANCE COMPANIE		Yes	No	No	06/29/2021	350.00
ASSO		53778	100359	Check	1	7144	REMIT PIONEER CRITICAL POWER		Yes	No	No	06/29/2021	350.00
ASSO		53772	100360	Check	1	5252	PROFESSIONAL WIRELESS COMMUNIC		Yes	No	No	06/29/2021	4,964.76
ASSO		53796	100361	Check	1	8226	PROLAWNS INC.	S Corporation	Yes	No	No	06/29/2021	361.00
ASSO		53788	100362	Check	1	8049	RAAA BASKETBALL		Yes	No	No	06/29/2021	9,840.00
ASSO		53769	100363	Check	1	3403	RANDY'S SANITATION INC		Yes	No	No	06/29/2021	1,707.40
ASSO		53790	100364	Check	1	8100	remit REINDERS, INC.		Yes	No	No	06/29/2021	5,096.80
ASSO		53770	100365	Check	1	4937	RUSSELL SECURITY RESOURCE INC		Yes	No	No	06/29/2021	9,364.00
ASSO		53763	100366	Check	1	1266	SAFE COMMUNITIES OF WRIGHT CTY		Yes	No	No	06/29/2021	20.00
ASSO		53760	100367	Check	1	1091	SCHMITT MUSIC CENTER		Yes	No	No	06/29/2021	113.00
ASSO		53791	100368	Check	1	8143	SCRIBBLES SOFTWARE	C Corporation	Yes	No	No	06/29/2021	120.90
ASSO		53780	100369	Check	1	7387	remit SFRC		Yes	No	No	06/29/2021	301.32
ASSO		53782	100370	Check	1	7545	TEACHERS ON CALL		Yes	No	No	06/29/2021	5,291.71
ASSO		53776	100371	Check	1	6276	TURFWERKS	C Corporation	Yes	No	No	06/29/2021	19,601.25
ASSO		53792	100372	Check	1	8170	remit US BANCORP GOVN'T LEASING & FINA	C Corporation	Yes	No	No	06/29/2021	7,569.12
Bank Total:												\$1,420,148.10	
CHK		44183	91947	Check	1	6714	HEMMAH, LLOYD		Yes	No	Yes	06/02/2021	(93.00)
CHK		44357	92105	Check	1	6417	CARR, KRISTINE		Yes	No	Yes	06/02/2021	(6.00)
CHK		44883	92563	Check	1	7370	PARTYBOOTH		Yes	No	Yes	06/02/2021	(100.00)
Bank Total:												(\$199.00)	
WEST		53746		Wire	1	1977	BLUE CROSS BLUE SHIELD of MN		No	Yes	No	06/01/2021	141,033.77
WEST		53747		Wire	1	6431	HR SIMPLIFIED		No	Yes	No	06/02/2021	6,866.37
WEST		53748		Wire	1	6431	HR SIMPLIFIED		No	Yes	No	06/15/2021	6,446.37
WEST		53837		Wire	1	1968	BANKWEST ROCKFORD		No	Yes	No	06/29/2021	5,571.76
WEST		53868		Wire	1	1968	BANKWEST ROCKFORD		No	Yes	No	06/30/2021	3,993.21
Bank Total:												\$163,911.48	
Report Total:												\$1,583,860.58	

## Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	44183	CHK	1	6714		HEMMAH, LLOYD	202112	0883	7167	93.00	0.00	
										0883	46709	ASSO	1	7530		ATTIPOU, JUSTIN	202112	0883	7167	76.00	0.00	
										0883	53434	ASSO	1	6274		METRO PAVING	202112	0883	7167	6,000.00	0.00	
										0883	53553	ASSO	1	1269		T-MOBILE	202112	0883	7167	0.00	1,065.12	
										0883	53555	ASSO	1	1006		NORTHWEST SUBURB.	202112	0883	7167	0.00	270.00	
										0883	53556	ASSO	1	1012		SCHOOL SPECIALTY IN	202112	0883	7167	0.00	11.24	
										0883	53557	ASSO	1	1020	remit	PITNEY BOWES GLOB#	202112	0883	7167	0.00	903.54	
										0883	53558	ASSO	1	1057		HILLYARD	202112	0883	7167	0.00	8.00	
										0883	53559	ASSO	1	1091		SCHMITT MUSIC CENTI	202112	0883	7167	0.00	28.79	
										0883	53559	ASSO	1	1091		SCHMITT MUSIC CENTI	202112	0883	7167	0.00	127.05	
										0883	53559	ASSO	1	1091		SCHMITT MUSIC CENTI	202112	0883	7167	0.00	117.80	
										0883	53559	ASSO	1	1091		SCHMITT MUSIC CENTI	202112	0883	7167	0.00	194.10	
										0883	53559	ASSO	1	1091		SCHMITT MUSIC CENTI	202112	0883	7167	0.00	46.61	
										0883	53559	ASSO	1	1091		SCHMITT MUSIC CENTI	202112	0883	7167	0.00	21.55	
										0883	53560	ASSO	1	1102		JW PEPPER	202112	0883	7167	0.00	121.89	
										0883	53560	ASSO	1	1102		JW PEPPER	202112	0883	7167	0.00	45.00	
										0883	53560	ASSO	1	1102		JW PEPPER	202112	0883	7167	0.00	140.25	
										0883	53560	ASSO	1	1102		JW PEPPER	202112	0883	7167	0.00	2.50	
										0883	53560	ASSO	1	1102		JW PEPPER	202112	0883	7167	0.00	104.50	
										0883	53561	ASSO	1	1124	remit	MTI DISTRIBUTING, INC	202112	0883	7167	0.00	17,354.40	
										0883	53562	ASSO	1	1180		CENTERPOINT ENERG	202112	0883	7167	0.00	122.00	
										0883	53562	ASSO	1	1180		CENTERPOINT ENERG	202112	0883	7167	0.00	25.64	
										0883	53563	ASSO	1	1215		XCEL ENERGY	202112	0883	7167	0.00	19,508.16	
										0883	53565	ASSO	1	1792		THREE RIVERS PARK	202112	0883	7167	0.00	137.50	
										0883	53566	ASSO	1	1899		TROPHIES BY LINDA	202112	0883	7167	0.00	95.50	
										0883	53567	ASSO	1	2159		DELANO PUBLIC SCHO	202112	0883	7167	0.00	5,971.97	
										0883	53568	ASSO	1	3403		RANDY'S SANITATION I	202112	0883	7167	0.00	2,274.69	
										0883	53569	ASSO	1	3679		INNOVATIVE OFFICE S	202112	0883	7167	0.00	188.23	
										0883	53570	ASSO	1	3727		VERNIER SOFTWARE	202112	0883	7167	0.00	234.19	
										0883	53570	ASSO	1	3727		VERNIER SOFTWARE	202112	0883	7167	0.00	3,392.89	
										0883	53572	ASSO	1	4335		4 POINT 0 SCHOOL SEF	202112	0883	7167	0.00	9,795.33	
										0883	53573	ASSO	1	4335		4 POINT 0 SCHOOL SEF	202112	0883	7167	0.00	81,930.60	
										0883	53574	ASSO	1	4466		SCHMID BRIAN	202112	0883	7167	0.00	77.00	
										0883	53575	ASSO	1	4507		JENSEN STEVE	202112	0883	7167	0.00	154.00	
										0883	53576	ASSO	1	5070		LIFETOUCH NSS A/R	202112	0883	7167	0.00	1,760.35	
										0883	53577	ASSO	1	5149		TOLL COMPANY	202112	0883	7167	0.00	72.17	
										0883	53578	ASSO	1	5547		UPS	202112	0883	7167	0.00	13.07	
										0883	53579	ASSO	1	5992		ECM PUBLISHERS, INC	202112	0883	7167	0.00	102.90	

## Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	53580	ASSO 1	6183				BUFFALO GUN CLUB, I	202112	0883	7167	0.00	2,420.00
										0883	53581	ASSO 1	6204				APPLAUSE LEARNING I	202112	0883	7167	0.00	299.90
										0883	53583	ASSO 1	6572				BEHRENS, CHARLES	202112	0883	7167	0.00	77.00
										0883	53584	ASSO 1	6714				HEMMAH, LLOYD	202112	0883	7167	0.00	93.00
										0883	53586	ASSO 1	7519				COMMON THREAD CU	202112	0883	7167	0.00	390.00
										0883	53587	ASSO 1	7697				MARISELA V NELSON I	202112	0883	7167	0.00	30.00
										0883	53587	ASSO 1	7697				MARISELA V NELSON I	202112	0883	7167	0.00	80.00
										0883	53587	ASSO 1	7697				MARISELA V NELSON I	202112	0883	7167	0.00	30.00
										0883	53587	ASSO 1	7697				MARISELA V NELSON I	202112	0883	7167	0.00	30.00
										0883	53587	ASSO 1	7697				MARISELA V NELSON I	202112	0883	7167	0.00	80.00
										0883	53587	ASSO 1	7697				MARISELA V NELSON I	202112	0883	7167	0.00	30.00
										0883	53587	ASSO 1	7697				MARISELA V NELSON I	202112	0883	7167	0.00	30.00
										0883	53587	ASSO 1	7697				MARISELA V NELSON I	202112	0883	7167	0.00	80.00
										0883	53587	ASSO 1	7697				MARISELA V NELSON I	202112	0883	7167	0.00	30.00
										0883	53587	ASSO 1	7697				MARISELA V NELSON I	202112	0883	7167	0.00	30.00
										0883	53588	ASSO 1	7811				PASCO SCIENTIFIC	202112	0883	7167	0.00	42.00
										0883	53589	ASSO 1	7853				KAPCO	202112	0883	7167	0.00	784.61
										0883	53590	ASSO 1	8071				CREATIVE STAFFING S	202112	0883	7167	0.00	843.75
										0883	53591	ASSO 1	8072				PEDIATRIC HOME SER'	202112	0883	7167	0.00	900.00
										0883	53592	ASSO 1	8133				COREMARK METALS	202112	0883	7167	0.00	1,024.75
										0883	53593	ASSO 1	8144				OXFORD UNIVERSITY F	202112	0883	7167	0.00	1,863.78
										0883	53598	ASSO 1	8170			remit	US BANCORP GOVNT I	202112	0883	7167	0.00	7,569.12
										0883	53600	ASSO 1	1007				CMERDC	202112	0883	7167	0.00	6,396.00
										0883	53601	ASSO 1	1039				MINNESOTA ELEVATOF	202112	0883	7167	0.00	442.84
										0883	53602	ASSO 1	1057				HILLYARD	202112	0883	7167	0.00	2,855.98
										0883	53603	ASSO 1	1091				SCHMITT MUSIC CENTI	202112	0883	7167	0.00	70.00
										0883	53603	ASSO 1	1091				SCHMITT MUSIC CENTI	202112	0883	7167	0.00	92.00
										0883	53604	ASSO 1	1152				RESOURCE TRAINING	202112	0883	7167	0.00	100.00
										0883	53604	ASSO 1	1152				RESOURCE TRAINING	202112	0883	7167	0.00	100.00
										0883	53604	ASSO 1	1152				RESOURCE TRAINING	202112	0883	7167	0.00	100.00
										0883	53605	ASSO 1	1152				RESOURCE TRAINING	202112	0883	7167	0.00	75.00
										0883	53606	ASSO 1	1180				CENTERPOINT ENERG	202112	0883	7167	0.00	268.65
										0883	53606	ASSO 1	1180				CENTERPOINT ENERG	202112	0883	7167	0.00	1,628.31
										0883	53606	ASSO 1	1180				CENTERPOINT ENERG	202112	0883	7167	0.00	63.01
										0883	53608	ASSO 1	1394				MBNA/BUSINESS CARC	202112	0883	7167	0.00	254.95
										0883	53609	ASSO 1	1394				MBNA/BUSINESS CARC	202112	0883	7167	0.00	14.87
										0883	53610	ASSO 1	2159				DELANO PUBLIC SCHO	202112	0883	7167	0.00	345.00
										0883	53615	ASSO 1	4366				REGION 5A SECRETAR	202112	0883	7167	0.00	200.00

## Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	53616	ASSO 1	4366				REGION 5A SECRETAR	202112	0883	7167	0.00	3,900.00
										0883	53619	ASSO 1	4719				TRACTOR SUPPLY CRE	202112	0883	7167	27.89	0.00
										0883	53619	ASSO 1	4719				TRACTOR SUPPLY CRE	202112	0883	7167	0.00	255.84
										0883	53619	ASSO 1	4719				TRACTOR SUPPLY CRE	202112	0883	7167	0.00	45.98
										0883	53619	ASSO 1	4719				TRACTOR SUPPLY CRE	202112	0883	7167	0.00	34.20
										0883	53619	ASSO 1	4719				TRACTOR SUPPLY CRE	202112	0883	7167	0.00	205.91
										0883	53619	ASSO 1	4719				TRACTOR SUPPLY CRE	202112	0883	7167	0.00	14.99
										0883	53619	ASSO 1	4719				TRACTOR SUPPLY CRE	202112	0883	7167	0.00	167.93
										0883	53619	ASSO 1	4719				TRACTOR SUPPLY CRE	202112	0883	7167	0.00	319.95
										0883	53620	ASSO 1	5006				OTTEN BROS	202112	0883	7167	0.00	196.02
										0883	53621	ASSO 1	5149				TOLL COMPANY	202112	0883	7167	0.00	19.99
										0883	53623	ASSO 1	5252				PROFESSIONAL WIREL	202112	0883	7167	0.00	800.00
										0883	53624	ASSO 1	5807				BOADA, JULIE	202112	0883	7167	0.00	1,125.00
										0883	53627	ASSO 1	6205				LAGERGREN, MARK	202112	0883	7167	0.00	150.00
										0883	53630	ASSO 1	6481				GRADY'S ACE HARDW	202112	0883	7167	0.00	1,299.60
										0883	53631	ASSO 1	6623				ADVANCED IMAGING S	202112	0883	7167	0.00	5,449.00
										0883	53635	ASSO 1	7050				WAYZATA RESULTS, IN	202112	0883	7167	0.00	800.00
										0883	53637	ASSO 1	7197				UNIVERSITY OF MINNE	202112	0883	7167	0.00	1,932.00
										0883	53638	ASSO 1	7387			remit SFRC		202112	0883	7167	0.00	22.58
										0883	53638	ASSO 1	7387			remit SFRC		202112	0883	7167	0.00	89.57
										0883	53638	ASSO 1	7387			remit SFRC		202112	0883	7167	0.00	10.24
										0883	53638	ASSO 1	7387			remit SFRC		202112	0883	7167	0.00	10.64
										0883	53638	ASSO 1	7387			remit SFRC		202112	0883	7167	0.00	88.92
										0883	53638	ASSO 1	7387			remit SFRC		202112	0883	7167	0.00	10.46
										0883	53638	ASSO 1	7387			remit SFRC		202112	0883	7167	0.00	10.55
										0883	53638	ASSO 1	7387			remit SFRC		202112	0883	7167	0.00	10.54
										0883	53639	ASSO 1	7480				CORPORATE MECHANI	202112	0883	7167	0.00	1,436.00
										0883	53640	ASSO 1	7545				TEACHERS ON CALL	202112	0883	7167	0.00	6,662.14
										0883	53640	ASSO 1	7545				TEACHERS ON CALL	202112	0883	7167	0.00	4,442.51
										0883	53641	ASSO 1	7778				TEAMWORKS INTERN	202112	0883	7167	0.00	312.50
										0883	53646	ASSO 1	8071				CREATIVE STAFFING S	202112	0883	7167	0.00	843.75
										0883	53646	ASSO 1	8071				CREATIVE STAFFING S	202112	0883	7167	0.00	843.75
										0883	53646	ASSO 1	8071				CREATIVE STAFFING S	202112	0883	7167	0.00	670.50
										0883	53647	ASSO 1	8072				PEDIATRIC HOME SER	202112	0883	7167	0.00	450.00
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARC	202112	0883	7167	0.00	180.38
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARC	202112	0883	7167	0.00	36.59
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARC	202112	0883	7167	0.00	270.04
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARC	202112	0883	7167	0.00	289.50

## Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	193.06
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	39.98
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	116.63
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	46.90
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	244.85
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	390.21
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	523.31
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	182.20
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	19.89
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	72.33
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	41.29
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	553.52
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	40.97
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	106.22
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	56.85
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	563.50
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	1,325.92
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	301.21
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	149.22
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	24.57
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	19.98
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	75.48
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	220.44
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	244.78
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	294.23
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	54.72
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	539.96
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	297.00
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	1,118.66
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	91.98
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	1,370.65
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	58.00
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	1,089.00
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	92.50
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	1,414.98
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	253.49
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	73.95
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARL	202112	0883	7167	0.00	35.48

## Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	53659	ASSO 1	1394				MBNA/BUSINESS CARC	202112	0883	7167	0.00	134.95
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARC	202112	0883	7167	0.00	1,582.70
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARC	202112	0883	7167	0.00	22.95
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARC	202112	0883	7167	0.00	218.34
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARC	202112	0883	7167	0.00	258.75
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARC	202112	0883	7167	0.00	165.89
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARC	202112	0883	7167	0.00	829.50
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARC	202112	0883	7167	0.00	405.73
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARC	202112	0883	7167	0.00	31.88
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARC	202112	0883	7167	0.00	106.09
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARC	202112	0883	7167	0.00	92.38
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARC	202112	0883	7167	0.00	196.71
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARC	202112	0883	7167	0.00	79.95
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARC	202112	0883	7167	0.00	68.75
										0883	53659	ASSO 1	1394				MBNA/BUSINESS CARC	202112	0883	7167	0.00	228.02
										0883	53660	ASSO 1	2340				BENILDE ST. MARGARE	202112	0883	7167	0.00	405.35
										0883	53661	ASSO 1	2345				PROVIDENCE ACADEM	202112	0883	7167	0.00	2,577.30
										0883	53662	ASSO 1	2551				HOLY NAME OF JESUS	202112	0883	7167	0.00	387.20
										0883	53663	ASSO 1	2552				BLAKE SCHOOL	202112	0883	7167	0.00	367.84
										0883	53664	ASSO 1	2553				BRECK SCHOOL	202112	0883	7167	0.00	186.34
										0883	53665	ASSO 1	2558				REDEEMER LUTHERAN	202112	0883	7167	0.00	365.42
										0883	53666	ASSO 1	2561				WEST LUTHERAN HIGH	202112	0883	7167	0.00	1,283.21
										0883	53667	ASSO 1	2564				ST. JOHN'S LUTHERAN	202112	0883	7167	0.00	4,008.73
										0883	53668	ASSO 1	4256				SALEM LUTHERN SCH	202112	0883	7167	0.00	1,589.94
										0883	53669	ASSO 1	5510				ST. MICHAEL CATHOLIC	202112	0883	7167	0.00	365.42
										0883	53670	ASSO 1	5852				GOEDJEN, CARL & PAI	202112	0883	7167	0.00	350.90
										0883	53671	ASSO 1	6260				AVE MARIA ACADEMY	202112	0883	7167	0.00	940.17
										0883	53672	ASSO 1	6473				SATHER, MICHAEL & LE	202112	0883	7167	0.00	355.74
										0883	53673	ASSO 1	6622				ST. MAXIMILIAN KOLBE	202112	0883	7167	0.00	964.37
										0883	53674	ASSO 1	6950				HOLY SPIRIT ACADEMY	202112	0883	7167	0.00	381.15
										0883	53675	ASSO 1	7208				BARNETT, TERRY & ELI	202112	0883	7167	0.00	375.10
										0883	53676	ASSO 1	7211				LaCOMBE, BRAD & JEN	202112	0883	7167	0.00	343.64
										0883	53677	ASSO 1	7212				MOULTON, RICK & KRI	202112	0883	7167	0.00	182.71
										0883	53678	ASSO 1	7474				ERICKSON, NATHAN &	202112	0883	7167	0.00	510.62
										0883	53679	ASSO 1	7476				ST. AGNES SCHOOL	202112	0883	7167	0.00	1,068.43
										0883	53680	ASSO 1	7718				CARLSON, TYLER & BR	202112	0883	7167	0.00	358.16
										0883	53681	ASSO 1	7719				CLOSE, JASON & ANNI	202112	0883	7167	0.00	350.90
										0883	53682	ASSO 1	8005				GRACE LUTHERAN SCI	202112	0883	7167	0.00	198.44

## Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	53683	ASSO 1	8006			GIARUSSO, JUSTIN & K	202112	0883	7167	0.00	438.02	
										0883	53684	ASSO 1	8007			HUGHES, PAUL & KELL	202112	0883	7167	0.00	179.08	
										0883	53685	ASSO 1	8009			RIVERTREE SCHOOL	202112	0883	7167	0.00	269.83	
										0883	53686	ASSO 1	8239			PALMER, MATTHEW & .	202112	0883	7167	0.00	381.15	
										0883	53687	ASSO 1	8240			RESTREPO, NICOLAS	202112	0883	7167	0.00	162.14	
										0883	53688	ASSO 1	3370			MN CHILD SUPPORT PI	202112	0883	7167	0.00	323.50	
										0883	53689	ASSO 1	3370			MN CHILD SUPPORT PI	202112	0883	7167	0.00	323.50	
										0883	53690	ASSO 1	1962			MINNESOTA DEPT OF F	202112	0883	7167	0.00	38,315.90	
										0883	53691	ASSO 1	1962			MINNESOTA DEPT OF F	202112	0883	7167	0.00	17,605.13	
										0883	53692	ASSO 1	1962			MINNESOTA DEPT OF F	202112	0883	7167	0.00	1,423.34	
										0883	53693	ASSO 1	2006			US GOVERNMENT	202112	0883	7167	0.00	220,544.76	
										0883	53694	ASSO 1	2006			US GOVERNMENT	202112	0883	7167	0.00	382.50	
										0883	53695	ASSO 1	2006			US GOVERNMENT	202112	0883	7167	0.00	104,123.48	
										0883	53696	ASSO 1	2006			US GOVERNMENT	202112	0883	7167	0.00	10,197.42	
										0883	53697	ASSO 1	1938			TRA	202112	0883	7167	0.00	111,661.20	
										0883	53698	ASSO 1	1938			TRA	202112	0883	7167	0.00	53,459.23	
										0883	53699	ASSO 1	1937			PUBLIC EMPLOYEES R	202112	0883	7167	0.00	19,192.63	
										0883	53700	ASSO 1	1937			PUBLIC EMPLOYEES R	202112	0883	7167	0.00	22,038.36	
										0883	53701	ASSO 1	1938			TRA	202112	0883	7167	0.00	390.75	
										0883	53702	ASSO 1	4050			AFLAC	202112	0883	7167	0.00	266.26	
										0883	53702	ASSO 1	4050			AFLAC	202112	0883	7167	0.00	266.26	
										0883	53703	ASSO 1	5459			LEGAL SHIELD	202112	0883	7167	0.00	113.33	
										0883	53703	ASSO 1	5459			LEGAL SHIELD	202112	0883	7167	0.00	106.97	
										0883	53704	ASSO 1	1937			PUBLIC EMPLOYEES R	202112	0883	7167	0.00	3,968.54	
										0883	53705	ASSO 1	2470			MSRS	202112	0883	7167	0.00	8,102.26	
										0883	53705	ASSO 1	2470			MSRS	202112	0883	7167	0.00	8,102.18	
										0883	53706	ASSO 1	1644			ISD #883 EDUCATION F	202112	0883	7167	0.00	233.85	
										0883	53706	ASSO 1	1644			ISD #883 EDUCATION F	202112	0883	7167	0.00	233.85	
										0883	53707	ASSO 1	1969			SCHOOL SERVICE EMF	202112	0883	7167	0.00	997.36	
										0883	53707	ASSO 1	1969			SCHOOL SERVICE EMF	202112	0883	7167	0.00	997.36	
										0883	53708	ASSO 1	2009			EDUCATION FOUNDAT	202112	0883	7167	0.00	4,592.64	
										0883	53708	ASSO 1	2009			EDUCATION FOUNDAT	202112	0883	7167	0.00	4,596.48	
										0883	53709	ASSO 1	1091			SCHMITT MUSIC CENT	202112	0883	7167	0.00	41.36	
										0883	53710	ASSO 1	1102			JW PEPPER	202112	0883	7167	0.00	23.94	
										0883	53710	ASSO 1	1102			JW PEPPER	202112	0883	7167	0.00	5.95	
										0883	53710	ASSO 1	1102			JW PEPPER	202112	0883	7167	0.00	111.60	
										0883	53710	ASSO 1	1102			JW PEPPER	202112	0883	7167	0.00	44.00	
										0883	53710	ASSO 1	1102			JW PEPPER	202112	0883	7167	0.00	40.00	

# Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	53710	ASSO 1	1102			JW PEPPER	202112	0883	7167	0.00	8.95	
										0883	53710	ASSO 1	1102			JW PEPPER	202112	0883	7167	0.00	8.95	
										0883	53711	ASSO 1	1180			CENTERPOINT ENERG	202112	0883	7167	0.00	587.85	
										0883	53711	ASSO 1	1180			CENTERPOINT ENERG	202112	0883	7167	0.00	358.01	
										0883	53712	ASSO 1	1437			KOIVISTO ELECTRICAL	202112	0883	7167	0.00	401.00	
										0883	53712	ASSO 1	1437			KOIVISTO ELECTRICAL	202112	0883	7167	0.00	10,047.99	
										0883	53713	ASSO 1	2216			MENARDS INC	202112	0883	7167	0.00	610.23	
										0883	53714	ASSO 1	2346			SHAMROCK GOLF COL	202112	0883	7167	0.00	3,000.00	
										0883	53715	ASSO 1	3242			CENTURY FENCE	202112	0883	7167	0.00	13,500.00	
										0883	53716	ASSO 1	4335			4 POINT 0 SCHOOL SEF	202112	0883	7167	0.00	34,993.66	
										0883	53718	ASSO 1	4366			REGION 5A SECRETAR	202112	0883	7167	0.00	4,590.00	
										0883	53719	ASSO 1	4937			RUSSELL SECURITY RE	202112	0883	7167	0.00	136.00	
										0883	53720	ASSO 1	5165			ICS CONSULTING, INC	202112	0883	7167	0.00	795.00	
										0883	53721	ASSO 1	5416			GRIMM DESIGN, LLC	202112	0883	7167	0.00	420.00	
										0883	53723	ASSO 1	6274			METRO PAVING	202112	0883	7167	0.00	27,600.00	
										0883	53723	ASSO 1	6274			METRO PAVING	202112	0883	7167	0.00	6,000.00	
										0883	53724	ASSO 1	6437			TASC	202112	0883	7167	0.00	5.75	
										0883	53725	ASSO 1	6738			INTERNATIONAL ACADI	202112	0883	7167	0.00	500.00	
										0883	53726	ASSO 1	6748			STEINKE, KURT & SUS	202112	0883	7167	0.00	510.62	
										0883	53727	ASSO 1	6913			NEE INVESTMENT 9, LL	202112	0883	7167	0.00	531.41	
										0883	53727	ASSO 1	6913			NEE INVESTMENT 9, LL	202112	0883	7167	0.00	457.78	
										0883	53728	ASSO 1	6953		remit	TRIAND, INC.	202112	0883	7167	0.00	1,188.00	
										0883	53730	ASSO 1	7480			CORPORATE MECHANI	202112	0883	7167	0.00	9,998.00	
										0883	53731	ASSO 1	7570			CST MN - BIN # 170065	202112	0883	7167	0.00	77,522.55	
										0883	53732	ASSO 1	7649			TSA CONSULTING GRC	202112	0883	7167	0.00	347.48	
										0883	53733	ASSO 1	7697			MARISELA V NELSON II	202112	0883	7167	0.00	30.00	
										0883	53735	ASSO 1	7786		REMIT	TERRAFORM PHOENIX	202112	0883	7167	0.00	397.60	
										0883	53737	ASSO 1	7857			MCLEOD COMMUNITY :	202112	0883	7167	0.00	1,835.76	
										0883	53738	ASSO 1	7858			MEEKER COMMUNITY :	202112	0883	7167	0.00	2,371.44	
										0883	53739	ASSO 1	7873			ON SITE COMPANIES, I	202112	0883	7167	0.00	72.00	
										0883	53739	ASSO 1	7873			ON SITE COMPANIES, I	202112	0883	7167	0.00	72.00	
										0883	53739	ASSO 1	7873			ON SITE COMPANIES, I	202112	0883	7167	0.00	72.00	
										0883	53739	ASSO 1	7873			ON SITE COMPANIES, I	202112	0883	7167	0.00	72.00	
										0883	53739	ASSO 1	7873			ON SITE COMPANIES, I	202112	0883	7167	0.00	306.00	
										0883	53739	ASSO 1	7873			ON SITE COMPANIES, I	202112	0883	7167	0.00	162.00	
										0883	53739	ASSO 1	7873			ON SITE COMPANIES, I	202112	0883	7167	0.00	306.00	
										0883	53739	ASSO 1	7873			ON SITE COMPANIES, I	202112	0883	7167	0.00	241.00	
										0883	53742	ASSO 1	8071			CREATIVE STAFFING S	202112	0883	7167	0.00	843.75	

## Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	53743	ASSO 1	8090				LUTHERAN SOCIAL SEI	202112	0883	7167	0.00	2,736.11
										0883	53744	ASSO 1	8225				PARTY CRASHERS RC	202112	0883	7167	0.00	12.00
										0883	53745	ASSO 1	8241				iHEALTH	202112	0883	7167	0.00	250.00
										0883	53746	WEST 1	1977				BLUE CROSS BLUE SH	202112	0883	7167	0.00	70,640.27
										0883	53746	WEST 1	1977				BLUE CROSS BLUE SH	202112	0883	7167	0.00	0.00
										0883	53746	WEST 1	1977				BLUE CROSS BLUE SH	202112	0883	7167	0.00	68,462.98
										0883	53747	WEST 1	6431				HR SIMPLIFIED	202112	0883	7167	0.00	6,866.37
										0883	53748	WEST 1	6431				HR SIMPLIFIED	202112	0883	7167	0.00	6,446.37
										0883	53749	ASSO 1	1091				SCHMITT MUSIC CENTI	202112	0883	7167	0.00	50.00
										0883	53749	ASSO 1	1091				SCHMITT MUSIC CENTI	202112	0883	7167	0.00	45.00
										0883	53750	ASSO 1	1841				WRIGHT TECHNICAL C	202112	0883	7167	0.00	1,362.40
										0883	53751	ASSO 1	2159				DELANO PUBLIC SCHO	202112	0883	7167	0.00	432.60
										0883	53751	ASSO 1	2159				DELANO PUBLIC SCHO	202112	0883	7167	0.00	723.01
										0883	53751	ASSO 1	2159				DELANO PUBLIC SCHO	202112	0883	7167	0.00	432.60
										0883	53752	ASSO 1	5199				FRANKLIN PRESS INC.	202112	0883	7167	0.00	420.00
										0883	53753	ASSO 1	7432				NORTH HENNEPIN COI	202112	0883	7167	0.00	21,375.00
										0883	53754	ASSO 1	7649				TSA CONSULTING GRC	202112	0883	7167	0.00	5,495.30
										0883	53754	ASSO 1	7649				TSA CONSULTING GRC	202112	0883	7167	0.00	4,048.81
										0883	53754	ASSO 1	7649				TSA CONSULTING GRC	202112	0883	7167	0.00	125.00
										0883	53754	ASSO 1	7649				TSA CONSULTING GRC	202112	0883	7167	0.00	10,460.52
										0883	53754	ASSO 1	7649				TSA CONSULTING GRC	202112	0883	7167	0.00	5,501.58
										0883	53754	ASSO 1	7649				TSA CONSULTING GRC	202112	0883	7167	0.00	4,144.53
										0883	53754	ASSO 1	7649				TSA CONSULTING GRC	202112	0883	7167	0.00	125.00
										0883	53754	ASSO 1	7649				TSA CONSULTING GRC	202112	0883	7167	0.00	10,461.06
										0883	53755	ASSO 1	8119				GIS BENEFITS, INC.	202112	0883	7167	0.00	172.83
										0883	53755	ASSO 1	8119				GIS BENEFITS, INC.	202112	0883	7167	0.00	304.05
										0883	53755	ASSO 1	8119				GIS BENEFITS, INC.	202112	0883	7167	0.00	2,187.99
										0883	53755	ASSO 1	8119				GIS BENEFITS, INC.	202112	0883	7167	0.00	383.66
										0883	53755	ASSO 1	8119				GIS BENEFITS, INC.	202112	0883	7167	0.00	3,812.21
										0883	53755	ASSO 1	8119				GIS BENEFITS, INC.	202112	0883	7167	0.00	204.16
										0883	53755	ASSO 1	8119				GIS BENEFITS, INC.	202112	0883	7167	0.00	161.30
										0883	53755	ASSO 1	8119				GIS BENEFITS, INC.	202112	0883	7167	0.00	265.35
										0883	53755	ASSO 1	8119				GIS BENEFITS, INC.	202112	0883	7167	0.00	1,962.35
										0883	53755	ASSO 1	8119				GIS BENEFITS, INC.	202112	0883	7167	0.00	385.83
										0883	53755	ASSO 1	8119				GIS BENEFITS, INC.	202112	0883	7167	0.00	4,639.88
										0883	53755	ASSO 1	8119				GIS BENEFITS, INC.	202112	0883	7167	0.00	223.92
										0883	53756	ASSO 1	4718				MN TRUST	202112	0883	7167	0.00	318.35
										0883	53757	ASSO 1	4279				ROCKFORD RIVER DAY	202112	0883	7171	0.00	135.00

## Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	53758	ASSO 1	6031			POSTMASTER	202112	0883	7171		0.00	1,029.52
										0883	53759	ASSO 1	1057			HILLYARD	202112	0883	7171		0.00	16,954.85
										0883	53760	ASSO 1	1091			SCHMITT MUSIC CENT	202112	0883	7171		0.00	113.00
										0883	53761	ASSO 1	1166	remit		MASBO	202112	0883	7171		0.00	110.00
										0883	53762	ASSO 1	1181			CITY OF ROCKFORD	202112	0883	7171		0.00	40.34
										0883	53762	ASSO 1	1181			CITY OF ROCKFORD	202112	0883	7171		0.00	116.95
										0883	53762	ASSO 1	1181			CITY OF ROCKFORD	202112	0883	7171		0.00	172.01
										0883	53762	ASSO 1	1181			CITY OF ROCKFORD	202112	0883	7171		0.00	276.90
										0883	53762	ASSO 1	1181			CITY OF ROCKFORD	202112	0883	7171		0.00	121.70
										0883	53762	ASSO 1	1181			CITY OF ROCKFORD	202112	0883	7171		0.00	10.71
										0883	53765	ASSO 1	1437			KOIVISTO ELECTRICAL	202112	0883	7171		0.00	136.03
										0883	53765	ASSO 1	1437			KOIVISTO ELECTRICAL	202112	0883	7171		0.00	437.01
										0883	53766	ASSO 1	1492			ADAM'S PEST CONTRC	202112	0883	7171		0.00	76.18
										0883	53766	ASSO 1	1492			ADAM'S PEST CONTRC	202112	0883	7171		0.00	76.18
										0883	53767	ASSO 1	1751			MINNESOTA HISTORIC,	202112	0883	7171		0.00	1,108.61
										0883	53767	ASSO 1	1751			MINNESOTA HISTORIC,	202112	0883	7171		0.00	1,450.00
										0883	53767	ASSO 1	1751			MINNESOTA HISTORIC,	202112	0883	7171		0.00	95.88
										0883	53767	ASSO 1	1751			MINNESOTA HISTORIC,	202112	0883	7171		0.00	689.18
										0883	53768	ASSO 1	2323			HOUSE OF PRINT	202112	0883	7171		0.00	3,569.49
										0883	53769	ASSO 1	3403			RANDY'S SANITATION I	202112	0883	7171		0.00	1,707.40
										0883	53770	ASSO 1	4937			RUSSELL SECURITY RE	202112	0883	7171		0.00	9,364.00
										0883	53771	ASSO 1	4945			GOPHER SPORTS	202112	0883	7171		0.00	1,173.00
										0883	53771	ASSO 1	4945			GOPHER SPORTS	202112	0883	7171		0.00	945.00
										0883	53771	ASSO 1	4945			GOPHER SPORTS	202112	0883	7171		0.00	3,721.85
										0883	53772	ASSO 1	5252			PROFESSIONAL WIREL	202112	0883	7171		0.00	4,964.76
										0883	53773	ASSO 1	5507			CITY OF GREENFIELD \	202112	0883	7171		0.00	1,140.14
										0883	53773	ASSO 1	5507			CITY OF GREENFIELD \	202112	0883	7171		0.00	33.00
										0883	53774	ASSO 1	5853	remit		ALL STATE COMMUNIC.	202112	0883	7171		0.00	8,835.00
										0883	53774	ASSO 1	5853	remit		ALL STATE COMMUNIC.	202112	0883	7171		0.00	13,101.00
										0883	53775	ASSO 1	6191			NAC MECHANICAL & EI	202112	0883	7171		0.00	1,425.80
										0883	53776	ASSO 1	6276			TURFWERKS	202112	0883	7171		0.00	19,601.25
										0883	53777	ASSO 1	6847			MN DECA	202112	0883	7171		0.00	9.00
										0883	53778	ASSO 1	7144			REMIPIONEER CRITICAL PO	202112	0883	7171		0.00	350.00
										0883	53779	ASSO 1	7298			MOR GOLF AND UTILIT	202112	0883	7171		0.00	11,725.00
										0883	53780	ASSO 1	7387	remit		SFRC	202112	0883	7171		0.00	116.74
										0883	53780	ASSO 1	7387	remit		SFRC	202112	0883	7171		0.00	13.60
										0883	53780	ASSO 1	7387	remit		SFRC	202112	0883	7171		0.00	13.43
										0883	53780	ASSO 1	7387	remit		SFRC	202112	0883	7171		0.00	13.74

## Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank Grp	Code	Rcd Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	53780	ASSO 1	7387	remit SFRC	202112	0883	7171	0.00	13.67	
										0883	53780	ASSO 1	7387	remit SFRC	202112	0883	7171	0.00	116.35	
										0883	53780	ASSO 1	7387	remit SFRC	202112	0883	7171	0.00	13.79	
										0883	53781	ASSO 1	7480	CORPORATE MECHANI	202112	0883	7171	0.00	604.75	
										0883	53781	ASSO 1	7480	CORPORATE MECHANI	202112	0883	7171	0.00	492.00	
										0883	53782	ASSO 1	7545	TEACHERS ON CALL	202112	0883	7171	0.00	5,291.71	
										0883	53783	ASSO 1	7570	CST MN - BIN # 170065	202112	0883	7171	0.00	49,070.98	
										0883	53784	ASSO 1	7738	REMIGRANITE TELECOMMU	202112	0883	7171	0.00	736.21	
										0883	53785	ASSO 1	7873	ON SITE COMPANIES, I	202112	0883	7171	0.00	985.00	
										0883	53786	ASSO 1	8025	COLLEGE BOARD	202112	0883	7171	0.00	2,190.00	
										0883	53787	ASSO 1	8030	PHILADELPHIA INSURA	202112	0883	7171	0.00	350.00	
										0883	53789	ASSO 1	8072	PEDIATRIC HOME SER	202112	0883	7171	0.00	675.00	
										0883	53790	ASSO 1	8100	remit REINDERS, INC.	202112	0883	7171	0.00	5,096.80	
										0883	53791	ASSO 1	8143	SCRIBBLES SOFTWARE	202112	0883	7171	0.00	120.90	
										0883	53792	ASSO 1	8170	remit US BANCORP GOVN'T	202112	0883	7171	0.00	7,569.12	
										0883	53793	ASSO 1	8191	FRSECURE LLC	202112	0883	7171	0.00	9,000.00	
										0883	53795	ASSO 1	8208	ACOUSTICS ASSOCIAT	202112	0883	7171	0.00	7,663.00	
										0883	53796	ASSO 1	8226	PROLAWNS INC.	202112	0883	7171	0.00	361.00	
										0883	53797	ASSO 1	8238	BIRCHBARK BOOKS & I	202112	0883	7171	0.00	838.10	
										0883	53797	ASSO 1	8238	BIRCHBARK BOOKS & I	202112	0883	7171	0.00	616.22	
										0883	53797	ASSO 1	8238	BIRCHBARK BOOKS & I	202112	0883	7171	0.00	486.46	
										0883	53797	ASSO 1	8238	BIRCHBARK BOOKS & I	202112	0883	7171	0.00	479.96	
										0883	53799	ASSO 1	8243	MILLE LACS MUSEUM &	202112	0883	7171	0.00	7,323.53	
										0883	53837	WEST 1	1968	BANKWEST ROCKFOR	202112	0883	7173	0.00	2,300.59	
										0883	53860	ASSO 1	1937	PUBLIC EMPLOYEES R	202112	0883	7182	0.00	6,348.81	
										0883	53861	ASSO 1	1962	MINNESOTA DEPT OF F	202112	0883	7182	0.00	3,149.19	
										0883	53862	ASSO 1	2006	US GOVERNMENT	202112	0883	7182	0.00	22,406.40	
										0883	53863	ASSO 1	1938	TRA	202112	0883	7182	0.00	7,100.48	
										0883	53864	ASSO 1	8119	GIS BENEFITS, INC.	202112	0883	7182	0.00	0.00	
										0883	53866	ASSO 1	4718	MN TRUST	202112	0883	7185	0.00	292.47	
										0883	53867	ASSO 1	4718	MN TRUST	202112	0883	7191	318.35	0.00	
										0883	53867	ASSO 1	4718	MN TRUST	202112	0883	7185	0.00	318.35	
										0883	53868	WEST 1	1968	BANKWEST ROCKFOR	202112	0883	7185	0.00	1,446.67	
										0883	53882	ASSO 1	4718	MN TRUST	202112	0883	7194	0.00	352.76	
Account Total:																			\$6,515.24	\$1,563,847.00
0883	B	02	101	000			F		Cash & Cash Equiv	0883	53611	ASSO 1	3217	PLATZ, STEVEN & JULII	202112	0883	7167	0.00	191.90	
										0883	53612	ASSO 1	3422	KING, JAMISON & CLEC	202112	0883	7167	0.00	38.10	
										0883	53613	ASSO 1	3802	NELSON, PATRICK	202112	0883	7167	0.00	317.20	

## Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount																			
0883	B	02	101	000			F		Cash & Cash Equiv	0883	53614	ASSO 1	4162				MOE, DALE & CHRISTIN	202112	0883	7167	0.00	10.70																			
										0883	53617	ASSO 1	4491				GRENIER TERESA AN	202112	0883	7167	0.00	20.05																			
										0883	53618	ASSO 1	4605				ZIEMER, DAVID & KRIS	202112	0883	7167	0.00	15.20																			
										0883	53622	ASSO 1	5168				ROOTNESS, JOHN & D	202112	0883	7167	0.00	19.80																			
										0883	53625	ASSO 1	5881				SYVERSON, LEONARD	202112	0883	7167	0.00	13.95																			
										0883	53628	ASSO 1	6266				CONNELLY, JAN	202112	0883	7167	0.00	26.60																			
										0883	53629	ASSO 1	6350				JORDET, JEREMY & LIS	202112	0883	7167	0.00	13.00																			
										0883	53632	ASSO 1	6928				SCHILTZ, STEVE	202112	0883	7167	0.00	141.85																			
										0883	53633	ASSO 1	6976				BOWEN, KIRSTIN	202112	0883	7167	0.00	42.10																			
										0883	53634	ASSO 1	7024				MUTTERER, PAUL & DI	202112	0883	7167	0.00	42.80																			
										0883	53636	ASSO 1	7069				RAYMOND, MARK & KR	202112	0883	7167	0.00	54.50																			
										0883	53642	ASSO 1	7949				HAGEN-JOHNSON, LIZ	202112	0883	7167	0.00	12.70																			
										0883	53643	ASSO 1	7963				ZIMMERMAN, JOHN & J	202112	0883	7167	0.00	24.00																			
										0883	53644	ASSO 1	7971				JOHNSON, SCOTT & RI	202112	0883	7167	0.00	12.00																			
										0883	53645	ASSO 1	8037				CHRISTENSEN, PATRIC	202112	0883	7167	0.00	40.19																			
										0883	53648	ASSO 1	8173				HOEKSTRA, MICHAEL	202112	0883	7167	0.00	50.15																			
										0883	53650	ASSO 1	8227				BROKING, JEREMY & A	202112	0883	7167	0.00	100.80																			
										0883	53651	ASSO 1	8228				HELD, MARK & COLLEE	202112	0883	7167	0.00	100.45																			
										0883	53652	ASSO 1	8229				HETCHLER, ROBERT &	202112	0883	7167	0.00	12.20																			
										0883	53653	ASSO 1	8230				STEWART, COURTNEY	202112	0883	7167	0.00	19.75																			
										0883	53654	ASSO 1	8231				MOTTET, DAVID & SUZ	202112	0883	7167	0.00	17.90																			
										0883	53655	ASSO 1	8232				MURRAY, JODIE	202112	0883	7167	0.00	40.00																			
										0883	53656	ASSO 1	8233				CLARK, JAMES & DANA	202112	0883	7167	0.00	27.80																			
										0883	53657	ASSO 1	8234				BACCAM, MINIE	202112	0883	7167	0.00	111.90																			
										0883	53734	ASSO 1	7720				FABER, TODD	202112	0883	7167	0.00	53.85																			
										0883	53740	ASSO 1	8018				MYHERVOLD, STEPHAI	202112	0883	7167	0.00	28.50																			
										0883	53837	WEST 1	1968				BANKWEST ROCKFOR	202112	0883	7173	0.00	43.10																			
										0883	53868	WEST 1	1968				BANKWEST ROCKFOR	202112	0883	7185	0.00	42.20																			
Account Total:																																								\$0.00	\$1,685.24
0883	B	04	101	000			F		Cash & Cash Equiv	0883	44357	CHK 1	6417				CARR, KRISTINE	202112	0883	7167	6.00	0.00																			
										0883	45558	ASSO 1	7427				NHSSCA	202112	0883	7167	125.00	0.00																			
										0883	46004	ASSO 1	7450				HARN, HIRUN	202112	0883	7167	25.00	0.00																			
										0883	46211	ASSO 1	7484				LARSON, DOUGLAS	202112	0883	7167	45.00	0.00																			
										0883	46547	ASSO 1	7524				KRUSTOS, KRISTI & DA	202112	0883	7167	30.00	0.00																			
										0883	53564	ASSO 1	1369				ABC LETTERING	202112	0883	7167	0.00	600.00																			
										0883	53571	ASSO 1	3915				REINHART FOOD SERV	202112	0883	7167	0.00	273.79																			
										0883	53573	ASSO 1	4335				4 POINT 0 SCHOOL SEF	202112	0883	7167	0.00	1,516.48																			
										0883	53582	ASSO 1	6377				DISH	202112	0883	7167	0.00	108.04																			

## Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank Grp	Code	Rcd Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	04	101	000				F	Cash & Cash Equiv	0883	53585	ASSO 1	7450	HARN, HIRUN	202112	0883	7167	0.00	25.00	
										0883	53594	ASSO 1	8217	remit HP PAYMENT PROCES	202112	0883	7167	0.00	231.00	
										0883	53597	ASSO 1	8225	PARTY CRASHERS RC	202112	0883	7167	0.00	280.00	
										0883	53607	ASSO 1	1200	CUB FOODS	202112	0883	7167	0.00	55.89	
										0883	53640	ASSO 1	7545	TEACHERS ON CALL	202112	0883	7167	0.00	777.03	
										0883	53729	ASSO 1	7276	PETERMAN, SHARLA	202112	0883	7167	0.00	208.89	
										0883	53733	ASSO 1	7697	MARISELA V NELSON II	202112	0883	7167	0.00	80.00	
										0883	53741	ASSO 1	8056	RAAA JO VOLLEYBALL	202112	0883	7167	0.00	1,500.00	
										0883	53763	ASSO 1	1266	SAFE COMMUNITIES O	202112	0883	7171	0.00	20.00	
										0883	53764	ASSO 1	1369	ABC LETTERING	202112	0883	7171	0.00	315.00	
										0883	53788	ASSO 1	8049	RAAA BASKETBALL	202112	0883	7171	0.00	3,476.00	
										0883	53788	ASSO 1	8049	RAAA BASKETBALL	202112	0883	7171	0.00	6,364.00	
										0883	53798	ASSO 1	8242	HILLSTROM, JAMIE	202112	0883	7171	0.00	165.00	
										0883	53837	WEST 1	1968	BANKWEST ROCKFOR	202112	0883	7173	0.00	3,228.07	
										0883	53868	WEST 1	1968	BANKWEST ROCKFOR	202112	0883	7185	0.00	2,504.34	
Account Total:																			\$231.00	\$21,728.53
0883	B	21	101	000				F	Cash & Cash Equiv	0883	44883	CHK 1	7370	PARTYBOOTH	202112	0883	7167	100.00	0.00	
										0883	47945	ASSO 1	7392	THOUGHT FARM LLC	202112	0883	7167	973.00	0.00	
										0883	47945	ASSO 1	7392	THOUGHT FARM LLC	202112	0883	7167	195.00	0.00	
										0883	47945	ASSO 1	7392	THOUGHT FARM LLC	202112	0883	7167	973.00	0.00	
										0883	47945	ASSO 1	7392	THOUGHT FARM LLC	202112	0883	7167	234.25	0.00	
										0883	47945	ASSO 1	7392	THOUGHT FARM LLC	202112	0883	7167	195.00	0.00	
										0883	53595	ASSO 1	8223	YOUTH WITH A MISSIO	202112	0883	7167	0.00	1,200.00	
										0883	53596	ASSO 1	8224	WYHE'S CHOICE FUND	202112	0883	7167	0.00	654.50	
										0883	53607	ASSO 1	1200	CUB FOODS	202112	0883	7167	0.00	83.47	
										0883	53626	ASSO 1	6015	AWARDS DIRECT - DIR	202112	0883	7167	0.00	73.75	
										0883	53630	ASSO 1	6481	GRADY'S ACE HARDW/	202112	0883	7167	0.00	184.14	
										0883	53649	ASSO 1	8224	WYHE'S CHOICE FUND	202112	0883	7167	0.00	58.00	
										0883	53659	ASSO 1	1394	MBNA/BUSINESS CARL	202112	0883	7167	0.00	816.50	
										0883	53717	ASSO 1	4341	NORTH STAR AWARDS	202112	0883	7167	0.00	30.00	
										0883	53722	ASSO 1	6015	AWARDS DIRECT - DIR	202112	0883	7167	0.00	65.20	
										0883	53736	ASSO 1	7798	ALBIN ACQUISITION CC	202112	0883	7167	0.00	28.00	
										0883	53749	ASSO 1	1091	SCHMITT MUSIC CENT	202112	0883	7167	0.00	700.00	
										0883	53794	ASSO 1	8192	MAXBAT, INC.	202112	0883	7171	0.00	76.75	
Account Total:																			\$2,670.25	\$3,970.31
0883	B	45	101	000				F	Cash & Cash Equiv	0883	53746	WEST 1	1977	BLUE CROSS BLUE SH	202112	0883	7167	0.00	1,930.52	
										0883	53755	ASSO 1	8119	GIS BENEFITS, INC.	202112	0883	7167	0.00	73.81	

## Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Cr	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	45	101	000					F Cash & Cash Equiv	0883	53756	ASSO 1	4718		MN TRUST	202112	0883	7167	0.00	20.83	
										0883	53865	ASSO 1	4718		MN TRUST	202112	0883	7182	0.00	20.83	
																			Account Total:	\$0.00	\$2,045.99
																			Report Total:	\$9,416.49	\$1,593,277.07



# ROCKFORD AREA SCHOOLS

## INDEPENDENT SCHOOL DISTRICT 883 BOARD OF EDUCATION

### Subject: OPEN ENROLLMENTS

Meeting Date: July 19, 2021

Prepared by: Superintendent's Office

Date Prepared: July 13, 2021

Information       Briefing       Action       Enclosure Item(s)

### Resident Students Attending Other Schools

	Grade	Non-Resident District	Number	Date Effective	NR/OE
1	K	Orono	278	9/7/2021	OE
2	K	Orono	278	9/7/2021	OE
3	K	Orono	278	9/7/2021	OE
4	K	Orono	278	9/7/2021	OE
5	K	Buffalo	877	9/7/2021	OE

### Non-Resident Students Attending Rockford

	Grade	Resident District	Number	Date Effective	NR/OE
1	4	Osseo	279	9/7/2021	NR
2	9	St. Michael-Albertville	885	9/7/2021	NR
3	7	Delano	879	9/7/2021	NR
4	9	Buffalo	877	9/7/2021	NR
5	11	Buffalo	877	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: CONSENT--Crown College Joint Powers Agreement**

Meeting Date: July 19, 2021

Prepared by: Superintendent's Office

Date Prepared: July 12, 2021

Information       Briefing       Action       Enclosure Item(s)

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Crown College has requested an agreement to for post-secondary enrollment options. Attached, for your approval, is an agreement starting August 1, 2021 through July 31, 2022. Please see enclosed document for details.

**ISD #883 Rockford High School  
Rockford, MN**

THIS JOINT POWERS AGREEMENT, and amendments and supplements thereto, (hereinafter “contract”) is between **Independent School District #883**, Rockford High School, 6051 Ash Street, Rockford, MN 55373 (hereinafter “SCHOOL DISTRICT”), which is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10; and **Crown College**, acting through its Board of Trustees (hereinafter “COLLEGE”), which is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10, and WHEREAS, Minnesota Statutes Chapter 123.3514, the Post-Secondary Enrollment Options act, provides that school district may enter into agreements between a school board and public post-secondary faculty member, and

WHEREAS, SCHOOL DISTRICT wishes to enter into such an agreement, and

WHEREAS, COLLEGE represents that it is duly qualified and willing to perform the services set forth herein

NOW, THEREFORE, it is agreed:

- I. SCHOOL DISTRICT’S DUTIES. The SCHOOL DISTRICT shall:
  - A. Provide a roster to the Finance Office of high school students to be enrolled under the terms of this agreement before the commencement of each term for which the students wish to enroll.
  - B. Provide special education or support services for physically challenged students admitted under the terms of this agreement.
  - C. Provide general information, by March 1 of each year of this agreement, about the program to all students in grades 10, 11, 12. To the extent possible, SCHOOL DISTRICT shall provide counseling services as stipulated in MN Statutes 123.3514 Subd. 4(a) to students and their parents before students enroll for courses at the COLLEGE.
  - D. Inform students enrolling under the terms of this agreement that they must meet all requirements and standards for admission, including, but not limited to those indicated and immunization laws.
  - E. Grant academic credit to a student enrolled in a course if the student successfully completes the course. The SCHOOL DISTRICT shall also grant academic credit to student enrolled in a course for post-secondary credit if secondary credit is requested by the student.
  - F. Counsel students enrolled under this program to ensure that the students meet requirements for high school graduation.

II. COLLEGE DUTIES. The COLLEGE shall:

- A. Provide all books and materials that are required for participation in instructional courses. The books and materials shall become the property of the COLLEGE.
- B. Enroll qualified students on a space available basis in courses selected by the students after COLLEGE'S regular students have registered. Once the student has been enrolled in a course under this agreement, the student may not be displaced by another student. High school students are only permitted to enroll in selected courses as prescribed by the PSEO requirements.
- C. Provide advising for high school students registering under the terms of this agreement. Students shall have their course schedules reviewed for proper registration by the COLLEGE'S authorized agent.
- D. Provide services to students enrolled under the post-secondary program on the same basis as they are provided to other students.

III. CONSIDERATION AND TERMS OF PAYMENT.

- A. Consideration for all services performed by the COLLEGE pursuant to this contract shall be paid by SCHOOL DISTRICT as follows:

In consideration for all services performed and benefits derived pursuant to this agreement, SCHOOL DISTRICT agrees to pay COLLEGE at the rate established by the Minnesota Department of Education, which will be **\$221.87** per semester credit hour for which students enrolled under this agreement have registered. Such credit hour fee includes the admission to the COLLEGE fee, resident undergraduate tuition, student fees, books and course fees, if any.

- B. Terms of payment. Payments shall be made by SCHOOL DISTRICT promptly after the COLLEGE'S presentation of invoices for services performed and acceptance of such services by SCHOOL DISTRICT authorized representative pursuant to Clause VII. Invoices shall be submitted according to the following schedule:

COLLEGE shall invoice SCHOOL DISTRICT by the sixth week of each academic term. SCHOOL DISTRICT agrees to make payment within 45 days of the receipt of the invoice. If a student drops a course or withdraws by the 14<sup>th</sup> instructional day of the semester, the COLLEGE will give SCHOOL DISTRICT full credit for the courses.

- IV. CONDITIONS OF PAYMENT. All services provided by the COLLEGE pursuant to this contract shall be performed to the satisfaction of SCHOOL DISTRICT, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. The COLLEGE shall not receive

payment for work found by SCHOOL DISTRICT to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.

- V. TERM OF CONTRACT. This contract shall be effective as of **August 1, 2021** or upon the date that the final required signature is obtained by the COLLEGE, whichever occurs later, and shall remain in effect until **July 31, 2022** or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first.
- VI. COLLEGE'S AUTHORIZED REPRESENTATIVE. The COLLEGE'S Authorized Representative for the purpose of administration of this contract is **Dr. Chris Mathews**. SCHOOL DISTRICT'S Authorized Representative for the purposes of administration of this contract is **Superintendent Rhonda Dean**. SCHOOL DISTRICT'S Authorized Representative shall have final authority for acceptance of the COLLEGE'S services and if such services are accepted as satisfactory, shall so certify on each invoice submitted.
- VII. ASSIGNMENT. Neither party shall assign or transfer any rights or obligations under this contract without the prior written consent of the other party. Such consent shall not be unreasonably withheld.
- VIII. AMENDMENTS. Any amendments to this contract shall be in writing, and shall be executed by the same parties who executed the original contract, or their successors in office.
- IX. LIABILITY. SCHOOL DISTRICT shall indemnify, save, and hold the COLLEGE, its representatives and employees harmless from any and all claims or causes of action, including all attorney fees incurred by the COLLEGE, arising from the performance of this contract by SCHOOL DISTRICT OR SCHOOL DISTRICT'S agents or employees. This clause shall not be construed to bar any legal remedies the SCHOOL DISTRICT may have for the COLLEGE'S failure to fulfill its obligations pursuant to this contract.
- X. COLLEGE AUDITS. The books, records, documents, and accounting procedures and practices of SCHOOL DISTRICT relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.
- XI. DATA PRACTICES ACT. SCHOOL DISTRICT shall comply with the Minnesota Data Practices Act as it applies to all data provided by the COLLEGE in accordance with this contract and as it applies to all data created, gathered, generated or acquired in accordance with this contract.
- XII. OTHER PROVISIONS.
- A. Academic Requirements: Students in the 11<sup>th</sup> grade must have a minimum cumulative high school GPA of 3.25 (on campus PSEO) or 3.0 (online PSEO). If no GPA is available, the student must have taken either the ACT and received a composite score of 24 or above, or the SAT and received a combined score of at least 1090 (critical reading and math). Students in the 12<sup>th</sup> grade must have a minimum cumulative high school GPA of 3.25 (on campus PSEO) or 3.0 (online PSEO). If no GPA is available, the student

must have taken either the ACT and received a composite score of 22 or above, or the SAT and received a combined score of at least 1020 (critical reading and math).

- B. Transportation costs shall be the responsibility of the student.
- C. Any needed or required equipment shall be the responsibility of the student. Such equipment shall become the property of the student. Equipment is defined as a tangible unit of the non-expandable character, is not consumed in use, and has an extended useful life.
- D. Students may also be charged for fees, textbooks, and supplies that are in excess of the minimum requirements and are at the student's option. Such materials then become the personal property of the students.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

**APPROVED:**

**1. ROCKFORD HIGH SCHOOL**  
Rockford, MN

**2. CROWN COLLEGE**  
St. Bonifacius, MN

Contractor certifies that the appropriate person(s) have executed the contract on behalf of the contractor as required by applicable articles, by-laws, resolutions, or ordinances.

School Board Chair
Date:

Vice President of Academic Affairs
Date:

Superintendent
Date:



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

**Subject: Closed Session Summary**

Meeting Date: July 19, 2021

Prepared by: Superintendent's Office

Date Prepared: July 15, 2021

Information       Briefing       Action       Enclosure Item(s)

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Chair Edwards will read a statement reflective of the work session that took place on June 28, 2021.





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

**Subject: General Fund State Aid Budget Update**

Meeting Date: July 19, 2021

Prepared by: Tanley Lego

Date Prepared: July 14, 2021

Information       Briefing       Action       Enclosure Item(s)

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Presenting a Budget Update based on State Legislative update June 30, 2021 on 2.45% increase of General Fund State Aid for FY 2022, instead of the best estimated 1% increase approved in the Original Budget on June 21, 2021 Board meeting.

Presented by Business Manager, Tanley Lego



# Rockford Area Schools

*Presented by*  
Tanley Lego, Business Manager  
Budget Update 2021-2022

#ROCKETS883





# 2021 - 2022 - Budget Overview

The Original Budget was presented on June 21, 2021 to the Board with **best estimate** of 1% increase in State Aid for FY 2022.

The Original Budget was approved **before** the State Legislative Update to increase our General Education formula on June 30, 2021.

The General Education Formula is approved to increase by 2.45% in FY 22 and 2.0% in FY 23

General Education Formula is the largest source of revenue for districts and schools.





# Budget Assumptions - General Fund

## 2021 - 2022 Original Budget

The Original 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 was based on 1% and allowance \$6,633 (year 1 of 2 years) which expired June 30, 2023.

Estimated 2% inflation on other expenditures (contract services, supplies & materials, equipment, etc.). Salary contracts not yet settled. \$146,170 Compensatory loss.

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

## 2021 - 2022 State Aid Update

Budget Update is based on the same 1695 Adjusted Pupil Units and enrollment to remain at 1547 pupils for FY22.

State Aid Formula is 2.45% and formula allowance \$6,734 (year 1 of 2 years) which expired June 30, 2023.

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

47

The budget is an informative update on how this State Aid increase affects our current original budget for FY22



# General Fund – State Aid Increase

## 2021 - 2022 Original Budget

FY21-22 General Fund Revenues	\$20,434,742
FY21-22 General Fund Expenditures	<u>\$21,186,304</u>
<b>Deficit</b>	<b>-\$751,752</b>

## 2021 - 2022 State Aid Update

FY21-22 General Fund Revenues	\$20,582,577
FY21-22 General Fund Expenditures	<u>\$21,186,304</u>
<b>Deficit</b>	<b>-\$603,727</b>

Ending Fund Balance June 2021 \$3,782,302

Ending Fund Balance June 2021 \$3,782,302

Estimated Fund Balance June 2022 \$3,030,740

Estimated Fund Balance June 2022 \$3,178,575

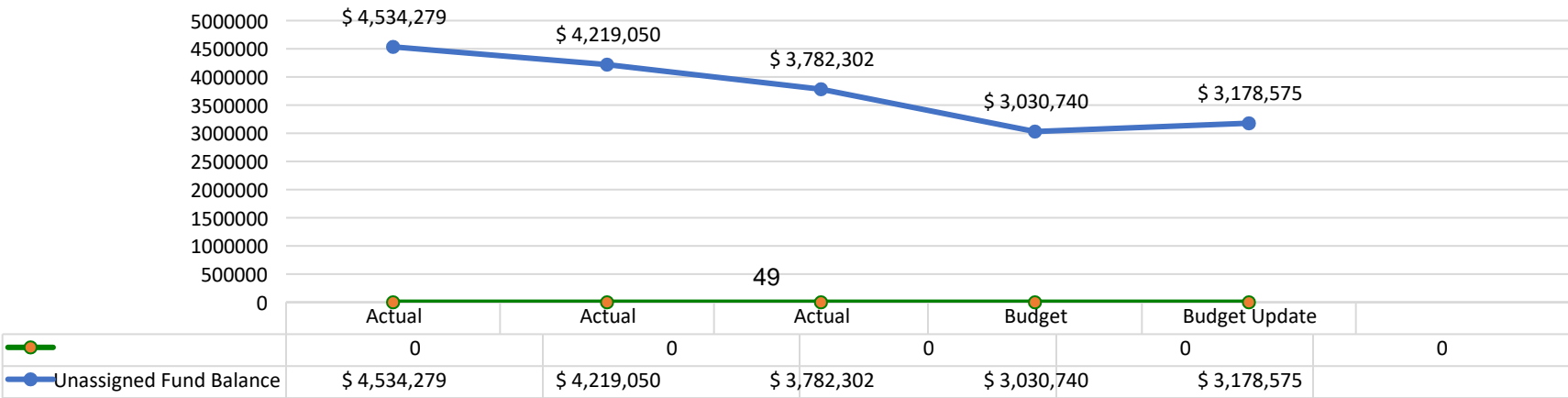
June 30, 2022 Fund Balance % 14.31%<sup>48</sup>

June 30, 2022 Fund Balance % 15.00%



# General Fund Unassigned Fund Balance

	Actual FY18-19	Actual FY19-20	Actual FY 20-21	Budget FY21-22	Budget Update FY221-22
<b>General Fund Expenditures</b>	\$ 20,960,021	\$ 19,938,953	\$ 22,448,942	\$ 21,186,304	\$ 21,186,304
<b>Unassigned Fund Balance</b>	\$ 4,534,279	\$ 4,219,050	\$ 3,782,302	\$ 3,030,740	\$ 3,178,575
<b>Fund Balance %</b>	21.63%	21.16%	16.85%	14.31%	15.00%

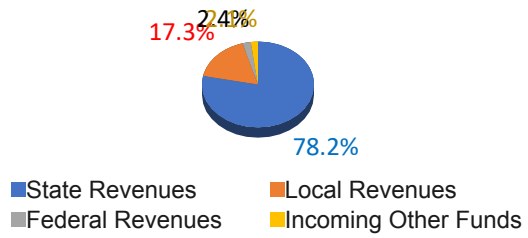




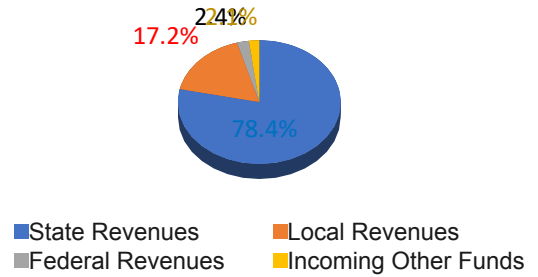
# Revenue By Source

Revenue Source	Original Budget	FY22 %	Update	FY22 %
State Revenues	\$15,982,792	78.2%	\$16,130,627	78.4%
Local Revenues	\$3,542,591	17.3%	\$3,542,591	17.2%
Federal Revenues	\$486,181	2.4%	\$486,181	2.4%
Incoming Other Funds	\$423,178	2.1%	\$423,178	2.1%
<b>Total</b>	<b>\$20,434,742</b>	<b>100.00%</b>	<b>\$20,582,577</b>	<b>100.00%</b>

BUDGET FY2020-21



UPDATE FY2021-22





# Questions/Comment

S

Tanley Lego

Business Manager

Rockford Area Schools District

[legot@rockford.k12.mn.us](mailto:legot@rockford.k12.mn.us)



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

**Subject: Principal on Special Assignment-Student Services**

Meeting Date: July 19, 2021

Prepared by: Dr. Matthew J Scheidler

Date Prepared: July 14, 2021

Information       Briefing       Action       Enclosure Item(s)

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**Highlighted Items:**

- 1) COVID-19 Reimbursement Funds Review
- 2) COVID-19 Reimbursement Funds Preview



# Rockford Area Schools

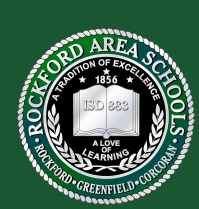
*presented by,*

*Matthew J Scheidler, Ed.D., Principal on Special Assignment-Student Services*

*July 19, 2021*

**#ROCKETS883**





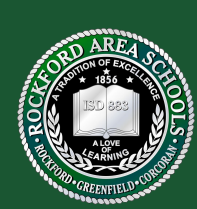
# AGENDA

- Review of 2020-21 CARES Reimbursement Funds
- Preview of 2021-22 CARES Reimbursement Funds
- Questions and Clarifications



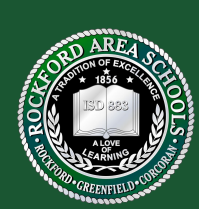
# Review

<b>Fund</b>	<b>Allocation</b>	<b>Available</b>	<b>MDE Reimbursement</b>
<b>WCC</b>	<b>\$134,381.12</b>	<b>\$0.00</b>	<b>\$134,381.22</b>
<b>CRF</b>	<b>\$418,141.64</b>	<b>\$0.00</b>	<b>\$418,141.64</b>
<b>ESSER 90%</b>	<b>\$118,163.00</b>	<b>\$36,738.00</b>	<b>\$81,425.00</b>
<b>Geer</b>	<b>\$20,411.00</b>	<b>\$4,582.26</b>	<b>\$15,828.74</b>
<b>ESSER 9.5%</b>	<b>\$12,478.00</b>	<b>\$3,592.21</b>	<b>\$8,885.79</b>
<b>Total</b>	<b>\$703,574.76</b>	<b>\$44,912.47</b>	<b>\$658,662.29</b>



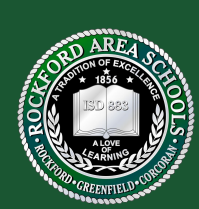
# Wright County CARES (WCC)

- **Wright County CARES: funds \$134,381.12**
- **Due Date: Dec 1, 2020**
- **Action: Paid \$134,381.12 of Building & Grounds Expenditures (\$140,569.50)**
- **This Action allowed us to recoup 100% of Wright County CARES Reimbursement funds**



# Corona Relief Funds (CRF)

- **CRF Funds: \$418,017.00**
- **Due Date: Dec 30, 2020**
- **Action: Paid remaining expenses for Technology, PPE, Teaching & Learning**



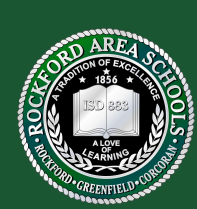
# ESSER 90%

- **Range: March 13, 2020 thru September 30, 2022**
- **Due Date: September 30, 2022**
- **Purpose:** Funds can be spent across a wide range of areas to meet local needs emerging from the COVID-19 situation and public health responses to the disease, including promotion of digital literacy among staff, students, and families.
- **Action: Distance Learning Teachers, Teachers on Call (substitutes), Payment Vouchers for Contact Tracing, PD**



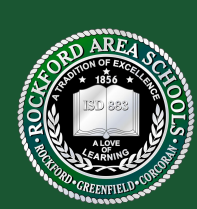
# Governor's Emergency Education Relief (GEER)

- **GEER funds: \$20,411.00**
- **Range: March 13, 2020 through September 30, 2022**
- **Due Date: September 30, 2022**
- **Purpose:** Expanding technology capacity to meet student learning needs by increasing broadband access, establishing wireless hotspots and purchasing devices such as laptops or tablets for students.
- **Action: Hot Spot devices and internet service**



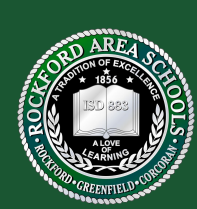
# ESSER 9.5%

- **ESSER 9.5% funds: \$12,478.00**
- **Range: March 13, 2020 to September 30, 2022**
- **Due Date: September 30, 2022**
- **Purpose:** Funds from this state-directed ESSER grant should first be spent to finish meeting summer school programming needs not met with GEER funds
- **Action: Summer School Programming, Replacement<sup>60</sup> Supplies, PPE, Payment Vouchers**



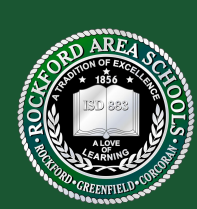
# Preview

Fund	Allocation	Available	MDE Reimbursement
<b>ESSER II 90%</b>	<b>\$210,176.00</b>	<b>\$210,176.00</b>	<b>\$0.00</b>
<b>ARP</b>	<b>\$48,192.00</b>	<b>\$48,192.00</b>	<b>\$0.00</b>
<b>ESSER III 90%</b>	<b>\$472,207.00</b>	<b>\$472,207.00</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$730,575.00</b>	<b>\$730,575.00</b>	<b>\$0.00</b>



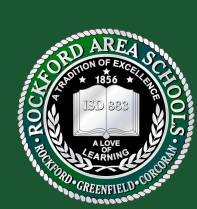
# ESSER II 90%

- **ESSER II funds: \$210,176.00**
- **Range: June 1, 2021 to September 30, 2023**
- **Due Date: September 30, 2023**
- **Purpose:** These funds can be used very flexibly for most COVID-19-related needs, including for purposes as broad as maintaining operations and staffing in the face of declining revenue from other sources.
- **Action: TBD Based on Feedback, Data Analysis, Collaboration**



# Gov. Walz American Recovery Plan (ARP)

- **ARP funds: \$48,192**
- **Range: June 1, 2021 to August 31, 2022**
- **Due Date: August 31, 2022**
- **Purpose:** Governor Walz will use flexible federal American Rescue Plan (ARP) dollars for programming that will support academic enrichment and mental health starting in summer 2021 for students, families, educators, communities and schools.
- **Action: TBD, Summer School Programming, Mental Health support for students, families, educators, communities, schools**



# ESSER III

- **ESSER 9.5% funds: \$12,478**
- **Range: March 1, 2021 to September 30, 2024**
- **Due Date: September 30, 2024**
- **Purpose:** Twenty percent of each ESSER III 90% award must be spent on activities that address “learning loss” due to the COVID-19 pandemic. Eighty percent of the total may be used for a wide variety of allowable activities in response to COVID-19.
- **Action: TBD Based on Feedback, Data Analysis, Collaboration**



**Thank You.**



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

**Subject:**

Meeting Date: July 19, 2021

Prepared by:

Date Prepared: July 14, 2021

Information       Briefing       Action       Enclosure Item(s)

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School Board Presentation – July 19, 2021  
Presenter: Jeff Kienitz, Director of Technology  
Length: 10 minutes

**Welcome**

Introduction

**Technology Goals and Objectives**

**Audit Review - FrSecure**

Admin Controls – Managing risks, assets, and data encryption

Physical Controls – cameras/door controls/clear screens

Internal Technical Controls - vulnerability, client, servers, and storage with an emphasis on password management, patching, centralized management, group policy, backups.

External Technical Controls - best practices (research/documentation) enumeration (accountability of people/devices/software)

**Technology Operations:**

- Rebuild AD, Radius servers – move AD/DHCP/DNS out of cluster.
- Start Mitigating Security Audits (est. 3072 hours)
- Sync Google to Active Directory and Applications Management (GADS/GAM)
- encryption of laptop drives
- patch management and application updates (Versatrans/Destiny)
- cameras (restore existing and add a few critical areas)
- PA/Phone interface
- File security reviews
- Encryption protocols in draft form
- Data breach/crisis management protocols in draft form



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

**Current Teaching and Learning Support Projects**

Staff – laptops purchased (est. 160) to be deployed mid to late fall.

Student – Planning 1:1 moving forward. MS/HS off campus.

1:1 program development

Continue distance learning curricular capabilities into 21-22 (Google integrations)

Digital survey to stakeholders (MDE driven)

1:1 Forms and support procedures for parents

Chrome book repairs: Approx. \$5,500 – SY20-21.

IBT: HS business lab/replace

IBT: Art/Video production lab replacement

Improve Google Services for Teaching and Learning

Clever integration for student applications and devices

Tableau integration

Infinite Campus Application Support for summer school.

Devices support for summer school.

**District Support -**

Marrs Coordinator and Ed-Fi implementation

MCCC/ED-Fi/MARRS/ACT uploads due in July

Website implementation/branding (Finalsite) Dec opening

Human Resources: Staff/student onboarding protocols – (HR Driven)

Infinite Campus 504 implementation to improve communication/compliance

Infinite Campus: Online Registration program

Emergency Connectivity Fund Application (FCC)

Payment conversion from Vanco to Payrix

**Review and Comment -**

| Prepared For: Rockford Area Schools  
| Validated By: FRSecure LLC



# Executive Summary Report

## Rockford Area Schools Overall Results

The overall S2SCORE (or risk rating) is **505.30**.



The S2SCORE represents a comprehensive, authoritative, and objective information security risk value. S2 School® enables District leaders (superintendent / school board) to quickly identify and relate to the amount of information security risk that is present in their District, and a S2SCORE also allows the district to succinctly communicate the level of risk to interested third-parties.

A S2SCORE of **505.30** translates to "**Poor**". A detailed explanation of the S2SCORE and further definition of its meaning can be found in the S2SCORE Full Report. The S2SCORE is calculated in a range from 300 to 850. The lower the score, the higher the risk and vice versa. A S2SCORE of **660.00** or "**Good**" is acceptable to most districts and should be the goal for Rockford Area Schools.

### S2SCORE Scale



### S2SCORE Average Across Industries

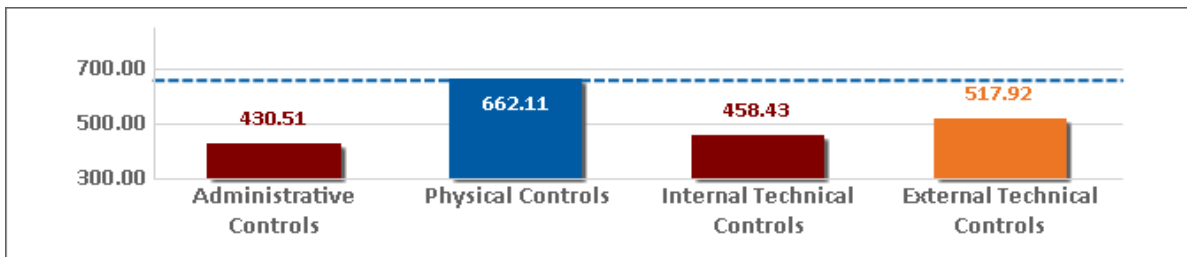
Industry: All Industries



The average third-party validated S2SCORE is **619.46** across all industries. According to our calculations, there is roughly 18.4% more risk in the Rockford Area Schools information security program than other programs in similar districts.

### S2SCORE phase-by-phase Comparison

There are four phases in a Full S2SCORE: Administrative Controls, Physical Controls, Internal Technical Controls, and External Technical Controls. An "acceptable" level of security is 660.



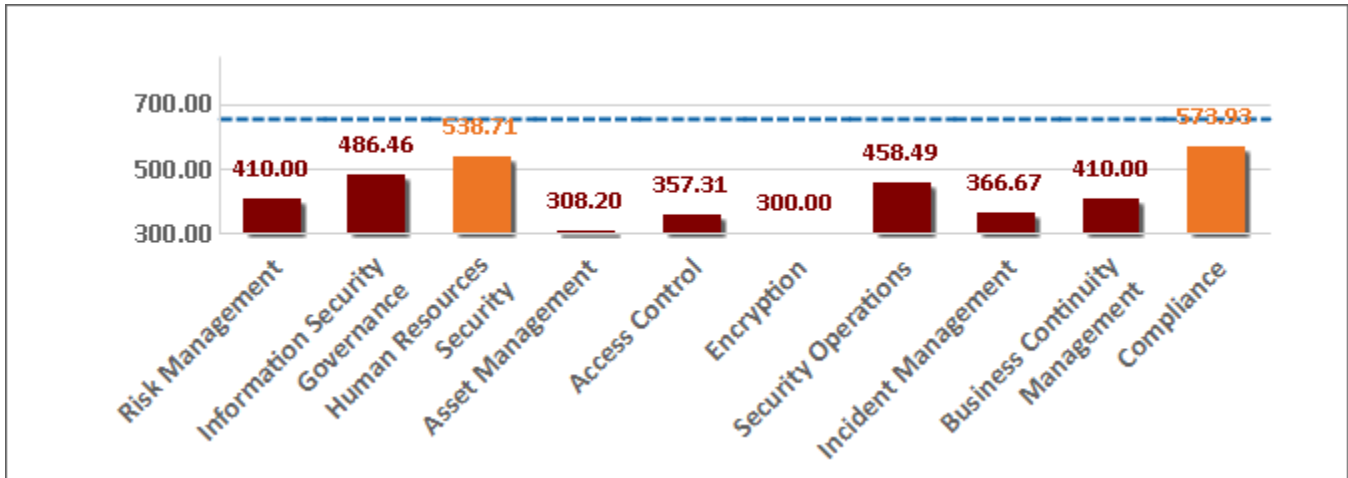
## Administrative Controls Summary

Administrative Controls form the framework for managing an effective security program and they are sometimes referred to as the “human” part of information security. Administrative Controls inform people on how District leadership (superintendent / school board) expects day-to-day operations to be conducted and they provide guidance on what actions or activities workforce members are expected to perform. Common Administrative Controls include policies, awareness training, guidelines, standards, and procedures. For more information about the Rockford Area Schools Administrative Controls S2SCORE, see the section titled "Administrative Controls" in the full report.



The overall Administrative Controls S2SCORE is **430.51** or "**Very Poor**".

There are ten (10) sections within the administrative controls assessment and are summarized in the following chart.



### Top Administrative Controls Recommendations

Make sure that risk management processes are formalized and include the identification and prioritization of risks, overall risk tolerance, criteria that should be used for risk management, and plans to mitigate or accept risks.

Consider establishing an information security committee to govern (oversee and coordinate) information security activities as this is not a single roles responsibility but a responsibility of the entire district. The information security committee should be chartered, have specific tasks that it is responsible for, and be staffed by management personnel from various parts of the district.

Develop information security policies to cover more areas of the of the school district. Security policies should provide overall direction to the entire workforce and help to enforce administrative controls to help protect, secure, and safeguard all district's resources which include information, assets, and most importantly people.

Formalize asset management practices and that all assets are accounted for, inventoried, and properly managed. Assets include physical assets, software assets, and data assets.

Consider developing a formalized manual audit process for all the operational system, including servers, network equipment, and any other informational systems to ensure that all security settings are functional and approved.

Formalize access control procedures and practices. Make sure there is an audit trail for all account activities (requests, authorizations, management).

Make sure the documented incident response plan covers information security incidents and that includes cyber security insurance requirements. Ensure that all relevant people know the details of the plan and that the plan is tested on a regular basis.

## Physical Controls Summary

Physical Controls for information assets cannot be overlooked in an effective information security strategy. Physical Controls are the security controls that protect our assets from physical theft, modification, and destruction. Physical Controls can often be touched and provide assurances that our information will be safe. Common physical controls include doors, locks, camera surveillance, and alarm systems. For more information about the Rockford Area Schools Physical Controls S2SCORE, see the section titled "Physical Controls" in the full report.



The overall Physical Controls S2SCORE is **662.11** or "**Good**".

There is one (1) physical location that is in scope for this assessment. The in-scope physical location is:

- **Physical Location 1** - Headquarters

### Top Physical Controls Recommendations

Formalize the overall physical security and maintenance operations strategy in policy. The policy should include high-level management direction for how the district must physically secure facilities and information assets. Procedural documentation contains the step-by-step directions for how to comply with policy. Policies require senior/executive management approval and should be updated on a continual basis.

Consider increasing internal and external cameras that include all public areas, sensitive or confidential areas, parking lots, high traffic areas and all exterior entrances and any other areas that are deemed to be a potential security risk. Perform a specific physical assessment on the different areas to help determine where more cameras are needed.

Ensure all restricted areas are covered with cameras and have auditable controls in place for all access.

Make sure that clear desk/screen requirements are documented in policy and communicated to the workforce.

## Internal Technical Controls Summary

Internal Technical Controls are the controls that are technical in nature and used within your district's technical domain (inside the gateways or firewalls). Internal technical controls include things such as firewalls, intrusion prevention systems, anti-virus software, and mobile device management (MDM). For more information about the Rockford Area Schools Internal Technical Controls S2SCORE, see the section titled "Internal Technical Controls" in the full report.



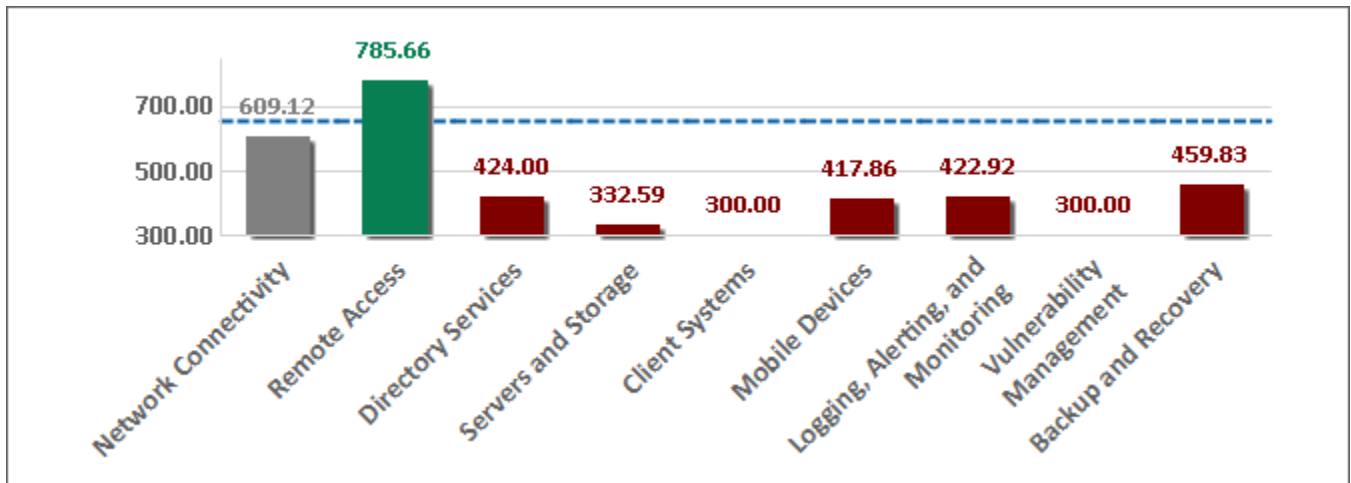
The overall Internal Technical Controls S2SCORE is **458.43** or "**Very Poor**".

## Network Architecture Overview

The overall Network Architecture Overview S2SCORE is **469.12** or "**Very Poor**".



There are nine (9) sections within the internal technical controls assessment and are summarized in the following chart.



## Vulnerability Scanning

The Vulnerability Scanning S2SCORE is **451.31** or "**Very Poor**".



## Top Internal Technical Controls Recommendations

Consider strengthening your password requirements that are enforced through group policy and any other applications that are not LDAP integrated. Recommended minimum password settings include: A minimum of 12 characters, enforce password history (24 passwords remembered), maximum password age (90 days), minimum password age (10 days), password must meet complexity requirements (Enabled).

Where possible, eliminate the ability for users to use shared or generic accounts, especially to administer systems. Where it is not possible, ensure that proper logging and audit trail exist for using a shared or generic account.

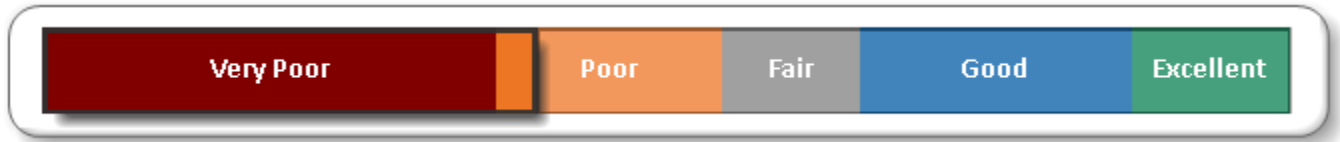
Ensure that all devices that are able to connect to the information resources are fully managed by active directory, group policy, centralized patching systems, and centralized logging systems.

Make sure that backups are air gapped from the internal network and that the backups are tested and verified.

Consider developing an overall data loss prevention strategy for the district and implement the necessary technologies and/or processes to enable effective data loss protection. The data loss prevention technologies can be host or network-based and should be constantly tested for effectiveness.

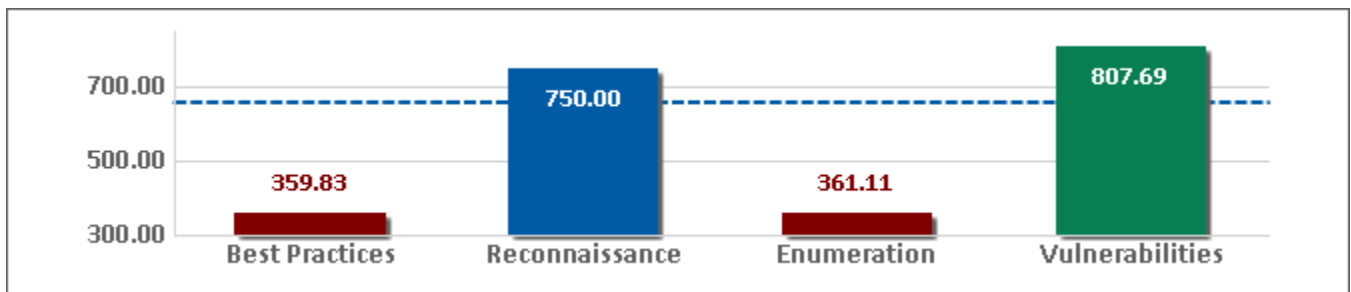
## External Technical Controls Summary

External technical controls are technical in nature and are used to protect outside access to your district's technical domain (outside the gateways or firewalls). External technical controls consist of search engine indexes, social media, DNS, port scanning, and vulnerability scanning. For more information about the Rockford Area Schools External Technical Controls S2SCORE, see the section titled "External Technical Controls" in the full report.



The overall External Technical Controls S2SCORE is **517.92** or "**Poor**".

There are four (4) sections within the external technical controls assessment and are summarized in the following chart.



### Top External Technical Controls Recommendations

Perform external vulnerability scanning on a regular basis or as changes to the external facing systems are performed.

Review the medium vulnerabilities that were discovered and make a formal decision to either remediate them or accept the current risk that they pose.

Review the enumeration report and determine if there was any confidential or sensitive information discovered and if so work to remediate the findings.

**You have reached the end of the report.**

Please contact FRSecure LLC with any questions or concerns about the content of this report.



ROCKFORD AREA SCHOOLS  
INDEPENDENT SCHOOL DISTRICT 883  
BOARD OF EDUCATION

**Subject: Resolution for Membership in the MSHSL**

Meeting Date: July 19, 2021

Prepared by: Superintendent's Office

Date Prepared: July 12, 2021

Information

Briefing

Action

Enclosure Item(s)

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Minnesota Statutes Section 128C.01 requires individual school boards each year to authorize membership in the Minnesota State High School League. The resolution affirms that the Board delegates control, supervision and regulation of League-sponsored athletic and fine arts activities to the MSHSL; that the Board adopts the Constitution, Bylaws and Rules and Regulations of the League; and that the administration for and the "responsibility for supervising the activities are assigned to official school representatives.

By signing this resolution, the Board affirms they have reviewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language. A link to the video is found here--

<https://vimeo.com/128275166>

If the board agrees, action is needed.

**2021-2022 Resolution for Membership in the Minnesota State High School League**

RESOLVED, that the Governing Board of School District Number 883, County of Wright, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school listed below (name all high schools in the district):

*Rockford High School*

is authorized by this, the Governing Board of said school district or school to:



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

*Renew* its membership in the Minnesota State High School League; and,  
Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's Official Handbook, on file at the office of the school district or as appears

on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.



## 2021-2022 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE

**RESOLVED**, that the Governing Board of School District Number \_\_\_\_\_, County of \_\_\_\_\_, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

**FURTHER RESOLVED**, that the high school(s) listed below (name all high schools in the district):

\_\_\_\_\_

\_\_\_\_\_

(If more than four high schools, attach an additional list)

is/are authorized by this, the Governing Board of said school district or school to:

1. \_\_\_\_\_ Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): \_\_\_\_\_
- OR;**
- \_\_\_\_\_ Renew its membership in the Minnesota State High School League; and,
  2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

**FURTHER RESOLVED**, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

***Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.***

*Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.*

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: \_\_\_\_\_  
(Clerk/Secretary - Local Governing Board)

Signed: \_\_\_\_\_  
(Superintendent or Head of School)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

District Office Address, City, Zip: \_\_\_\_\_

School Superintendent's Phone: \_\_\_\_\_

School Superintendent's Email: \_\_\_\_\_

**This form must be completed and submitted to MSHSL NOT LATER THAN AUGUST 31, 2021  
Retain one copy for the school files.**

**2020-2021 RESOLUTION FOR MEMBERSHIP**

**This page must be completed once for each school in the district.**

The following is taken from the MSHSL Constitution:

**208.00 LOCAL CONTROL**

**208.01 Designated School Representatives**

At the beginning of the League’s fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

**One of the designated representatives shall be a member of the school’s governing board and the other shall be an administrator or full-time faculty member of the member school.**

In school districts with multiple schools, the designated representative from the school district’s governing body may represent more than one school and is entitled to one vote for each school they represent.

**208.02 Designated Activity Representatives**

At the beginning of the League’s fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

**208.03 Local Advisory Committee**

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school’s membership in the MSHSL.

**Please complete and return this form with your school’s 2021-2022 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.**

\_\_\_\_\_  
Name of School (Please Print)

**208.01 VOTE ON BEHALF OF THE HIGH SCHOOL**

\_\_\_\_\_  
(Designated School Board Member – please print)

\_\_\_\_\_  
(Designated School Representative – please print)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

**208.02 ACTIVITY REPRESENTATIVES**

\_\_\_\_\_  
(Boys’ Sports – please print)

\_\_\_\_\_  
(Girls’ Sports – please print)

\_\_\_\_\_  
(Speech – please print)

\_\_\_\_\_  
(Music – please print)

**208.03 LOCAL ADVISORY COMMITTEE MEMBERS**

\_\_\_\_\_  
(Board Member—please print)

\_\_\_\_\_  
(Student—please print)

\_\_\_\_\_  
(Parent—please print)

\_\_\_\_\_  
(Faculty Member—please print)

\_\_\_\_\_  
(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.



**ROCKFORD AREA SCHOOLS  
INDEPENDENT SCHOOL DISTRICT 883**

**BOARD OF EDUCATION**

**Subject: REAMS Staff Handbook Supplement**

Meeting Date: July 19, 2021

Prepared by: Brenda Nyhus

Date Prepared: July 14, 2021

Information       Briefing       Action       Enclosure Item(s)

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

A complete draft of the handbook is enclosed.

# **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](http://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**

<b>REAMS</b>
<b>RMS-CES</b>
<b>RHS</b>
<b>NO SCHOOL</b>
<b>LATE START</b>

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 2<sup>nd</sup> 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 1<sup>st</sup> Day of classes (RHS, RMS-CES)  
 7,8 REAMS Assessment Days  
 9 REAMS 1<sup>st</sup> 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 3<sup>rd</sup> 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
				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 1<sup>st</sup> 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](mailto: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**

<b><u>Topic</u></b>	<b><u>Policy Number(s)</u></b>
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**

<b><u>Topic</u></b>	<b><u>Policy Number(s)</u></b>
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: 07/19/21

Prepared by: Superintendent's Office

Date Prepared: 07/14/21

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**

2020-2021

## 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.

## 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

School Year Fees	
Before School 6-8:05am	\$9.00/day
Preschool Half-Day Care 8a-12:15p or 10:45a-2:55pm	\$15.00/day
Preschool School day Care 8:05-2:55p	\$25/day
After School 2:55-6pm	\$13.50/day
1 hour, Before or After School 7a-8:05am or 2:55-4:00p only	\$6.00/session
Non-School Day 6am-6pm	\$35.00
Activity Fee for field trip or on-site presenter	Cost of Activity
Summer Fees	
Full Day 6am-6pm	\$35.00/day
Weekly Rate	\$160.00/week
Activity Fee for field trip or on-site presenter	Cost of Activity
Partial Day AM or PM (not available on field trip days)	\$25.00/day
Additional Fees as Needed	
Finders Fee	\$5.00
Late Payment Fee	\$25.00
Late Schedule Fee	\$25.00
Transportation Fee	\$30/season
Late Pick-Up Fee	\$5/First 10 minutes, \$1 per minute after the first 10 minutes.
Drop-in Fee	\$2.00 + cost of session
Registration Fees	
Registration (required fall and summer)	\$40.00 \$75 max/family
Early Bird Registration (required fall and summer)	\$35.00 \$65 max/family

## Additional Fees

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

**Late Payment Fee:** \$25.00 will be applied to your account if your payment is not received by the due date. If a family is unable to make payment by the due date, contact the supervisor to discuss payment

arrangements. If no payment or contact is made within 7 business days of the due date, child care may be terminated. Your family will be unable to sign up for any other Community Education offerings until the account is paid in full.

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

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

### **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**

Care is billed monthly based on the days you have contracted for. Invoices will be available for payment

on the 15<sup>th</sup> of the month prior to care. Payments are due by the 25<sup>th</sup> of the month prior to care being provided (i.e. September payment is due by August 25<sup>th</sup>). 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.

## **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 someone 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.

### 2019-20 LUNCH AND BREAKFAST PRICES

Breakfast \$1.75

Elementary Lunch \$2.55

Middle/High Lunch \$2.80

Adult Lunch/2nd Lunch \$3.50

Milk \$.55

*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 bag 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 1<sup>st</sup> 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 follows 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](http://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](http://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.



*Rockford Area Schools*  
**COMMUNITY  
EDUCATION**

2021-2022

## Staff Handbook



# **GALAXY KIDS**

School Age Care

Galaxy Program

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## Introduction

Welcome to Galaxy Kids Program. The purpose of this handbook is to inform all Galaxy Kids Program Staff members of their responsibilities, Galaxy Kids Program procedures and other information pertinent to the Galaxy Kids Program.

At Galaxy Kids Program we believe that our staff should be professional, able to carry out instruction, and are warm and welcoming towards children.

Please familiarize yourself with the contents of the Galaxy Kids Program Staff Handbook. This handbook includes information specific to the Galaxy Kids Program. If you need further information, all Rockford Area School District policies can be found on the school district website,

[www.rockford.k12.mn.us](http://www.rockford.k12.mn.us).

## Mission Statement

Galaxy Kids Program is committed to providing a safe, enriching learning environment for students in our community during their out of school time. We strive to work cooperatively with students' families, school-day staff, and our community to provide a quality, year-round child care program that is dedicated to continual improvement. We encourage self-expression and creativity, build self-esteem and confidence, and promote positive behavior, social skills, and friendships. Galaxy Kids Program is dedicated to providing an inclusive, diverse environment for students of varying abilities, backgrounds, and needs, allowing all students to feel safe and respected. We encourage students to make choices, gain independence, and experience a variety of social and educational experiences. We encourage student involvement in planning, coordinating, and implementing activities. It is our purpose to help each child develop to the best of their individual ability in an atmosphere in which each child will become a valued member of our school community.

## Hours of Operation

Galaxy Kids Program is open Monday-Friday, 6:00am-6:00pm. Galaxy is open most non-school days, excluding staff holidays. Galaxy Kids also has a summer program from mid-June through the end of August. Galaxy Kids is closed over Winter Break and the week of July 4<sup>th</sup>.

## Hiring Procedures

Galaxy Kids Program follows RAS policy 401: Equal Employment Opportunity.

A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status. The school district also makes reasonable accommodations for disabled employees.

B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.

C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.

D. Every school district employee shall be responsible for following this policy.

E. Any person having any questions regarding this policy should discuss it with Business Manager/Personnel Manager.

The Galaxy Kids Program Coordinator will be responsible for reviewing applications received for open positions. The Program Coordinator will be responsible for screening all applicants, including but not limited to: interviewing applicants and checking references and employment history. The ISD 883 business office is responsible for initiating and completing a background check.

## Orientation

Staff members must complete at least 10 hours of orientation prior to working with children. New staff members will not be left alone with children until their orientation is complete. During your orientation, you will receive a written job description along with a copy of the Galaxy Staff Handbook.

## Training/In-service

Galaxy Kids Program will pay for the tuition cost for any staff training required by the Galaxy Kids Program Coordinator or Community Education Director. Staff members are allowed to record time and receive wages for time spent in staff meetings scheduled and approved by the Galaxy Kids Program Coordinator.

Assistants that work 20 or more hours per week will be expected to attend at least 15 hours of

workshops/trainings that are offered each year (July 1-June 30). Proof of attendance is required and given to the coordinator. This does NOT include CPR/First Aid training, which is required for ALL Assistants.

Assistants that work under 19 hours per week will be expected to attend at least 12 hours of workshops/trainings that are offered each year (July 1-June 30). Proof of attendance is required and given to the coordinator. This does NOT include CPR/First Aid training, which is required for ALL Assistants.

Student workers are not required to attend workshops/training, but are welcome to go if it works with their homework schedule. However, student workers are required to attend all staff meetings and family night events, along with CPR/First Aid training.

## Personnel Procedures

Galaxy Kids Program follows all policies and procedures of ISD 883/Rockford Community Education. Please see the district-wide handbook, located at [www.rockford.k12.mn.us/Page/36](http://www.rockford.k12.mn.us/Page/36) for more information.

## Professional Development Plans

All classroom assistants will work with the Program Coordinator to develop a Professional Development Plan (PDP). PDP's will be developed using the Core Competencies for Out of School Time professionals, and will be reviewed with the Program Coordinator annually or as needed. We are committed to developing each staff's knowledge and abilities continuously throughout their employment at Galaxy Kids Program.

## Staff Reviews

Staff reviews will be completed one time per year. Reviews are typically completed each June. Staff members will meet with the Program Coordinator to complete their yearly reviews.

## Time Sheets/Pay Day

Employees will document their time worked using the TimeClock+ system. Pay periods are the 1-15 of the month, and the 16-the end of the month. Employees are paid on the 1<sup>st</sup> and 15<sup>th</sup> of each month.

## Reporting to Work/Late Staff

All employees are expected to report to work on time and to be ready to work with the children. For example, if you are scheduled to work at 7:00, you

are here, personal belongings are put away and you are ready to work with the children at 7:00. You should put a note in TC+ when clocking in stating you were late and you should notify the Coordinator.

## Confidentiality

Because of data privacy and confidentiality issue, Galaxy staff members must abide by the following:

1. When speaking with a parent involving an incident between their child and another child, always refer to the other child as "the other child." DO NOT USE NAMES.
2. Home or work phone numbers of staff, parents, and children **are not** to be given out to anyone other than Galaxy Staff. Staff members may take a message and pass it along to others.

*Galaxy Staff may discuss issues of a confidential nature with the program coordinator or the Community Education Director.*

## Staff Schedules

The Galaxy Coordinator will determine the staff schedules. At any time hours may be increased or decreased due to low student enrollment or other circumstances.

When Galaxy is in operation from 6:00am to 6:00pm, staff schedules may vary in hours and scheduled work times. Staff members may be asked to leave early due to a low number of children in attendance. Staff schedules will be adjusted for the summer program to meet the needs of the program.

## Requesting Time Off

Staff members may request time off in writing to their direct supervisor, in addition to submitting time off using the Kelly Services website. Time off will be approved in the order requests were received. If the program cannot maintain a safe staff to student ratio, time off requests may be denied. Part-time staff members may fill in for other staff members, as long as their total hours for the week do not exceed 40. The Program Coordinator maintains a list of district staff that have received training to substitute for staff members at Galaxy Kids Program. In the event of a long-term absence from the program, the out of ratio staff who completes lesson planning and the Program Coordinator will adjust schedules to cover the open time frame.

## Sick Time

If an employee is sick, they must notify their immediate supervisor at least one hour prior to the

start of their shift. It is the employee's responsibility to make sure they receive a response from their supervisor to ensure their message was received. Employees must also note when they are sick on TC+.

### **Mandated Reporting**

Galaxy Kids Program follows RAS policy 414: Mandated Reporting of Child Neglect or Physical or Sexual Abuse.

All staff members are mandated reporters. Mandated reporters are professionals or a professional's delegate identified by law who **MUST** make a report if they have reason to believe that the abuse, neglect, or financial exploitation of a vulnerable adult has occurred. If you suspect a child is being neglected or abused, you must make a VERBAL report within 24 hours of becoming aware of the suspected abuse/neglect. A WRITTEN report must be completed within 72 hours. All reports are confidential. You are protected by law from retaliation when filing a report. For more information or resources on child abuse, visit Prevent Child Abuse Minnesota at: <http://www.pcamn.org/>.

### **Staffing Ratios/Supervision**

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

Preschool: 1: 10 (maximum 20)

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

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

### **Volunteers**

If someone requests to volunteer at Galaxy Kids Program, the Program Coordinator and RAS district office will work cooperatively to ensure a background check is completed. Volunteers may not be included in the staff to student ratio, and may never be left alone with children.

### **Communication**

1. Galaxy Kids Program uses the following communication tools to communicate updates and information to staff members: Daily Dayminder, district email, monthly staff meetings, monthly parent newsletters, and information posted on the staff bulletin board.

2. Staff members are expected to communicate with peers, children, and parents in a professional manner. Parents should be greeted upon entering the classroom and provided with regular verbal updates regarding their children. Staff members will communicate concerns using Incident/Accident Reports and Behavior Reports.

3. Galaxy Kids Program will conduct annual surveys to gather feedback from students, staff, and parents. Results from these surveys will be used to develop ongoing improvements within the program.

4. Staff members will provide feedback regarding the program in the form of written notes, discussions with supervisors, participation in staff meetings, and completing surveys.

4. Staff members will maintain confidentiality while communicating with parents using both written and verbal communication.

### **Answering the Telephone**

When answering the phone, staff should greet the caller by saying, "Good morning/afternoon, Galaxy Kids this is \_\_\_\_\_ how may I help you?" If the person is asking questions that you do not know the answers to, please transfer them to the Galaxy Coordinator. The phones at Galaxy should not be used for personal calls. If an emergency arises, make your call brief. Use of a personal cell phone to make non-work related calls is prohibited during scheduled work hours.

### **Staff Responsibilities**

#### **Galaxy Kids Program School-Age Care Assistant**

1. Planning and implementing daily activities from subject areas as assigned by Coordinator. Plans need to be completed in a timely manner & written out for substitutes to follow as well as for program coordinator to view. This includes filling out Activity Planning Forms in a timely manner.

2. Interacting directly with the children during all activities, i.e. gym games, outside, sitting with children during meals, art projects, etc.

3. Communicating clearly with parents. Parents should be informed of any and all matters pertaining to their child in a positive and timely manner. Parents should be greeted every morning and evening.

4. Communicating in a positive and professional manner with program and district staff.
5. Maintaining on site record keeping, daily attendance, locating children who do not show up when scheduled, keeping children's files up to date.
6. Documenting any and all negative behaviors and reporting these behaviors to the coordinator immediately.
7. Providing a safe environment, foreseeing potentially dangerous situations, and being current in first aid/CPR training and blood-borne pathogens training.
8. Serving breakfast or snacks, and supervising the children during meals.
9. Knowledge of all guidelines and policies. Be familiar with the parent handbook, program forms and Galaxy Program website. All staff should also be familiar with the ISD 883 District-Wide Staff Handbook.
10. Providing guidance and a safe setting while enforcing consistent boundaries for child behavior.

### **High School Student Worker**

1. Communicating in a positive and effective manner to children, parents, building staff, and other Galaxy Staff.
2. Helping serve breakfast and snacks and supervising children during meals.
3. Assisting other staff in planning and carrying out daily activities.
4. Interacting directly with the children during all activities, i.e. gym games, outside, sitting with children during meals, art projects, etc.
5. Have knowledge of Galaxy Program guidelines and policies and be familiar with the parent handbook and Galaxy Program website.
6. Enforcing behavior guidance policies with help from adult staff and coordinator, if necessary. Do not deal with serious issues; tell the coordinator or assistant so they can handle the child.
7. First Aid/CPR certification preferred.

## **Program Guidelines and Expectations**

### **Arrivals/Departures**

1. Staff members are responsible for signing children into the program each session, and signing them out at the end of the session or when they leave for the day. Children will be signed in and out on the Staff Attendance Board. When children are dropped off or picked up by their parent or an authorized person, the authorized person must sign the child in/out on the Parent Sign-In/Out boards. Staff members are responsible for reminding parents to sign their

children in/out.

2. When students arrive on a school van or bus, the staff member will sign the child in on the Staff Attendance Board. The staff member will also sign the child out on the Parent Attendance Board, noting that the child left on the bus.

### **Pickup Authorization**

Children are to be released only to their parents or persons listed on their Authorized Pick Up list. If parents would like their child released to anyone else, the parent must provide authorization in writing in advance. In an emergency, a phone call will be sufficient. Inform the parent that the person will need to show proper identification.

*If someone comes to pick up a child that the staff does not know, follow these directions:*

1. Ask the person for identification.
2. Check to see if their name is on the child's Authorized Pick-Up List or check the Dayminder to see if there is a note from the parent authorizing their child's release to this person.
3. If the person is not an authorized person tell them you must speak to the parent before releasing the child.
4. Phone the parent. If the parent authorizes the person to pick up their child, you may release the child to the person. If you are not able to reach the parent, notify the person that you cannot release the child without the parents authorization.

**Staff must be aware of any persons who are authorized to pick children up. The Coordinator will keep the registration list up to date. If the unauthorized person is a biological or adoptive parent we must have a copy of the restraining order on file.**

*If a person who is unauthorized to pick up a child, such as a non-custodial parent, arrives to pick up the child, the following steps should be taken:*

1. Ask the parent to step out in the hall or into another room with you, away from the children.
2. The other staff person(s) in attendance will stay with the children.
3. The other staff members are to remove the children from the unauthorized parent if the following are factors:
  - A. There is a restraining order against this person and Galaxy has a copy of it.
  - B. The person becomes abusive, verbally and/or physically with the staff members.

*If the above occurs, the staff person who stays with the children will then make a phone call to 911. Never leave the children unattended. The designated removal place will be where there is a telephone.*

Do not ever put yourself or the children in a position of physical harm.

Any situation such as the one described above needs to be documented immediately and the Galaxy Kids Program Coordinator and Community Education Director need to be contacted as soon as possible.

### **Tracking Children**

All staff members are responsible for knowing how many children are in their care at all times. A written count of all children present will take place every 30 minutes. The staff member assigned to the Sign In/Out boards is responsible for initiating the child count and confirming that it is correct. Staff members may use checklists at their own discretion; however all staff members are required to use the magnetic white boards with a nametag for each child in their care. When the child leaves for the day their nametag will be removed from the whiteboard and placed on the "Out" board.

### **Missing Children**

If a child does not check-in after school, please take the following steps to locate the child. You must repeat all steps until the child has been safely located.

1. Check on Infinite Campus to see if the child was in school.
2. Call the school teacher or school office to see if they know the whereabouts of the child.
3. If the child has gotten on a bus call the bus garage and ask them to bring the child to Galaxy Kids Program. If they were on the bus but have already been dropped off at home, call the home to see if they answer. Ask to speak to an adult. Contact the parents immediately to notify them of the situation.
4. If the school/bus company does not know the whereabouts of the child, call the parent(s).
5. If the parent(s) cannot be reached by phone, the emergency contacts must be called.
6. Leave messages at all available phone numbers for the parents, guardians, and emergency contacts, inform them of the situation.
7. Fill out a Finder's Fee Form and give it to the coordinator. The coordinator will notify the parent and apply the Finders Fee to their Parent Portal.

If you are not able to reach any adult or cannot find the location of the child, contact the police department and explain the situation to them.

### **Children Who Run Away**

When a child in your care runs away from the supervised area keep an eye on him/her from a distance. If the child moves toward a place where his/her safety is a concern you must go after him/her. If the child leaves the grounds and you cannot find him/her, call the police for assistance and call the coordinator. Any time a child runs or a restraint is utilized the parents must be informed, and the incident documented on a Behavior Report.

#### ***Information for the police:***

You can give the police a description of the child including their name, address, appearance, etc. *You should not reveal information about the child regarding special needs.* You can tell the police about events leading up to the incident and what type of mood the child may be in when they arrived. The coordinator can also request that the police notify Galaxy Kids when they have caught up with the child and inform Galaxy Kids of their location so assistance with handling/processing the situation can be done. We are permitted to give the police more information regarding special needs if the parents have signed a release allowing us to do so.

### **Maintaining Staff and Student Professional Boundaries**

1. In order to maintain professional boundaries, children may not hang or jump on staff members at any time. Staff members may not hold children or allow children to sit on their laps.
2. Staff members must always be at the head of the group when transitioning. A second staff member, if possible, should be at the end of the group.
3. If you take groups to the large bathrooms, be sure to monitor the time spent in the bathrooms.
4. **Children should never be left in any area unattended.** If the staff member needs to step out, another staff member should be contacted to take over.
5. Children are not allowed to use the walkie-talkies, staff computers, or program keys.

### **Alone with a Child**

Whenever possible staff members should not be alone with a child. There are, however, times when this may not be possible. For staff security, staff members should choose a location that is "public" and open in nature when alone with a child. Student workers and volunteers may not supervise children

and must never be left alone with a child for any period of time.

### **Classrooms**

1. Toys from home are to stay in lockers, unless permission has been given from the group leader (in most cases we allow toys on Fridays only).
2. Children should clean up their play area before switching activities, going to school or going home.
3. Only Galaxy CD's/tapes are to be played unless staff has previewed and permission has been given.
4. TV is only operated by the staff members and only on during designated hours.
5. Computers must be monitored at all times.
6. Children (and staff members) are not allowed to sit on counters and/or tables.

**Staff members are responsible for actively supervising and interacting with children at all times. Staff members should not be visiting with each other, talking on the phone (including cell phones), or working on their own projects.**

### **Gym**

1. A first aid bag and radio must always go inside with the group.
2. Organized games are to be played, no free play in the gym. Staff members must be aware of what is happening at all times, in all areas of the gym.
3. If the curtain is down a staff member needs to be on both sides of the curtain.
4. No food, drink, or gum is allowed in the gym (children and staff).
5. Staff members should be involved with the activities in the gym, not just observing or standing around.
6. No tackle football or any other physical contact sport, is allowed at any time.
7. Children are not allowed in equipment storage areas.
8. Children should be separated by age and ability groups based on the activity to ensure safety.

### **Playground**

1. A first aid bag and radio must always go outside with the group.
2. Children are not to run upstairs to the playground. They must walk with the leader and hold on to the railing.
3. No throwing stones or snowballs on the playground.
4. Go down slides feet first and one child at a time.
5. Children playing on the grassy areas or basketball areas need to be supervised at all times.
6. Staff are to spread out on the playground so all children are being observed at all times.
7. School building rules are followed at all times.

8. All equipment in games should be used as it was intended for.

### **Toileting Assistance**

In an effort to protect the dignity and privacy of the child who require assistance in toileting, when possible two staff members will be present. When two staff members are not available, the staff person assisting the child will notify another member of the staff that they will be assisting the child with toileting alone and they will use the restroom that is normally used by Galaxy Kids. Care will be taken to be respectful and appropriate in all conversation and actions while assisting the child.

### **Outside Time**

All children should go outside every day, weather permitting, even if just for a few minutes. If the children went outside at recess and the weather has not gotten any colder, staff should take the children outside. Do not take the children outside if it is extremely cold, wet, muddy, too humid, etc. Children and staff members should have proper clothing for being outside. Staff members should place themselves in different areas of the playground so they can actively supervise all children. Staff members should not congregate together.

Children need to follow all playground rules. Staff members are responsible for making sure these rules are being followed and prevent any situations that could become dangerous.

### **Activity/Lesson Planning**

The program planning specialist will complete daily lesson plans (Lesson Planning Forms). Classroom Assistants will meet with the planning specialist one time a week during their weekly planning meeting. During this meeting classroom assistants will receive their Lesson Plans for the following two weeks and will have an opportunity to ask questions and provide feedback to the planning specialist. All staff members will be scheduled a minimum of one hour per week to complete their Activity Planning Forms. The Activity Planning Form will be completed at least one week prior to when the activity is scheduled to take place. Activity Planning Forms will be attached to the Lesson Planning Sheet that is provided by the planning specialist.

### **Programming**

Galaxy Kids Program strives to ensure our lesson plans and curriculum supports youth development

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

## Child Guidance and Behavior Management

### Inclusive Environment

Galaxy Kids Program and staff members will create a caring, inclusive environment. The program values and supports the rights of all children, regardless of their diverse abilities, to participate actively in our child care setting. Children will be provided with reasonable accommodations and should be in groups with same-age peers whenever possible.

### Pro-Social Behavior

Staff members will model appropriate, pro-social behavior at all times when working with students.

If a child is displaying negative behaviors, staff should do the following:

1. Talk to the child. Explain to the child in a positive manner why the behavior is inappropriate, or ask the child to tell you why this behavior is not appropriate.
2. If the child continues to display negative behaviors, redirect the child. Discuss what they could do instead. Encourage them to suggest ideas. Make sure child is aware of consequences to choices made.
3. If negative behavior continues, follow through with the consequence agreed upon earlier. If it is a "time-out", do not leave the child isolated for unreasonable amount of time. After the consequence has been met, discuss the behavior in a positive manner with the child before letting them go back to be with the other children.
4. Document all negative behaviors with a Behavior Report and make the child aware of what is written for the parents to read. Give the original copy to the parents and make a copy to give to the coordinator.

If a discipline problem becomes severe; i.e. child is physically abusive towards other children or staff, staff is to do the following:

1. Immediately remove the child from the group. If the child chooses not to leave the room, remove all

other children from the room.

2. Give the child a chance to calm down.
3. Document the incident using a Behavior Report. Give the original copy to the parent and make a copy to give to the coordinator.
4. Contact the coordinator. If unable to reach them, contact the Community Education Director. Either of these people will make any further decisions.
5. Inform the parent that the coordinator will be in touch with them.
6. Continue trying to reach the coordinator.

At any time a child may be removed from the program for up to a week following a severe incident. THIS DECISION IS TO BE MADE WITH THE GALAXY KIDS COORDINATOR OR THE COMMUNITY EDUCATION DIRECTOR. AT NO TIME IS A STAFF MEMBER TO MAKE A DECISION BY THEMSELVES REGARDING A CHILD'S EXPULSION FROM GALAXY KIDS PROGRAM.

Galaxy Kids Program follows ISD 883's Policy 507: Corporal Punishment

No employee or agent of the school district shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

### Bullying Policy

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

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

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

"Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, 514-3 including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic

device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.”

If you suspect a child may be the target of bullying you should report your concerns to the Program Coordinator right away.

## Health and Safety/Emergency Procedures

### General Guidelines

1. Staff members must wash hands at the start of their shift, upon entering a new classroom, after eating or drinking, after using the restroom, and after sneezing/coughing/blowing their nose.
2. Galaxy staff members are responsible for serving meals and snacks during program hours, therefore they must follow all safety and reporting guidelines as stated by the State of Minnesota.
  - a. The Program Coordinator must report the following illnesses to the State of Minnesota: salmonella spp., Shigella spp., Escherichia coli 0157:H7, or other enteric bacterial pathogen, or the hepatitis A virus. The report should be made by the next working day (Minnesota Food Code 4626.0060 A).
  - b. Employees must be restricted from serving food if they have the following symptoms: diarrhea, vomiting. They may return to food-related responsibilities when they are free from symptoms. The Program Coordinator is required to keep a log of staff members exhibiting diarrhea and vomiting. Staff members are required to report these symptoms to the program coordinator and refrain from working until symptoms are no longer present.
3. The Program Coordinator will maintain a list of student medical information, including allergies and long-term health and developmental considerations. These lists will be posted in each classroom on the inside of the First Aid cupboard.

4. Emergency safety drills will be conducted throughout the school year and summer. Staff are responsible for being familiar with the district “Emergency Procedures” book located in each classroom (Red Binder).

### Emergency Procedures

All Galaxy staff are trained in the district’s Emergency Procedures, which can be located in each classroom in the RED Emergency Procedures book. Staff members will also follow the programs Child Care Emergency Plan, located by the entrance of each classroom on a RED clipboard.

### Nutrition Guidelines

Galaxy Kids Program is committed to serving a variety of healthy and nutritious food during program hours. Students will be offered snack options each day that include a balance of fruits, vegetables, grains, and proteins, while limiting foods high in fats, sodium and sugars. Students will be offered water, low or non-fat milk, and 100% fruit juice with each snack. Staff members should support children’s abilities to self-regulate eating (i.e. only eating until full) as well as model healthy eating habits.

### First Aid Requirements

First aid kits are accessible to staff members at all times. First aid kits are located in each classroom. Portable first aid kits are also available for when students are outside, in the gym, in the computer lab, and on field trips and off-site activities. First aid kits will include the following: Water (if not available in the space), disposable gloves, adhesive bandages, antiseptic wipes, scissors, sterile compresses, thermometer, adhesive tape, ice pack, current first aid manual. A staff member will be assigned to complete weekly checks of all first aid kits to ensure they are adequately stocked.

### Student Accidents/Injuries

All adult staff members must be certified in First Aid/CPR. If an accident occurs, please follow the instructions below.

1. The coordinator (teaching assistant if coordinator is not available) does the initial

assessment of the injury. DO NOT MOVE THE CHILD. IF YOU ARE UNSURE OF THE SEVERITY OF THE INJURY, THE COORDINATOR OR ASSISTANT WILL SEND ANOTHER STAFF PERSON TO CALL 911.

2. While the coordinator or assistant is attending to the child, other staff on site should remove the other children from the area. As a staff, you should determine a centralized place for the children to gather when an accident or injury occurs; i.e. on the playground, all children will meet by the door.
3. If you have to call 911, immediately contact the parent/guardian. If you cannot reach the parent/guardian, please contact one of the people listed on the child's emergency contact list. After reaching these people, please contact the program coordinator. If unable to reach the program coordinator, leave a message and then contact the community education director.
4. The assistant will fill out a Galaxy Kids Program Accident Report, and return it to the coordinator as soon as possible. ACCIDENT REPORTS MUST BE FILLED OUT FOR ANY AND ALL INJURIES. A copy of each Accident Report will be given to the parent and a copy will be kept in the child's file on-site.
5. Staff members must wear gloves when attending to a child that is bleeding or secreting bodily fluids and following all first aid/CPR procedures.
6. Inform the parent of any accident that involved their child, in person, on the day it occurred. (If a serious accident, call immediately.)
7. In the event that a serious injury has occurred, Galaxy staff will notify the Program Coordinator as soon as it is safe to do so. The coordinator will inform the RAS district office and Community Education Director.

### **First Aid Kits**

First aid kits must be in all areas where children are, including classrooms, the gym, outside, and during off-site activities. First aid kits will be checked by an assigned staff person each week. All first aid kits should include the following items: water (if not available in the space), disposable gloves, adhesive bandages of assorted sizes, sealed packages of antiseptic wipes, scissors, sterile compresses,

thermometer, adhesive tape, ice packs, current first aid manual.

### **Head Injury/Concussion**

If a child bumps their head while at Galaxy Kids Program, staff will immediately implement the following steps.

**Step 1:** Make sure the child is okay. Provide first aid as needed.

**Step 2:** Notify Program Coordinator so assistance can be provided.

**Step 3:** Immediately begin the Concussion Signs and Symptoms Checklist.

**Step 4:** After completing the checklist the 1<sup>st</sup> time, notify the parent that their child has bumped their head and we are monitoring them- please remember this notification MUST take place within 15 minutes of the time of injury.

**Step 5:** Complete the checklist again after 15 minutes from the time of injury, 30 minutes from the time of injury and once before the child leaves for the day.

### **Notes:**

- The staff who is first aware of the incident is the Responding Staff and must remain with the child until they leave for the day.
- At no time should a child who has bumped their head be allowed to lay down or fall asleep.
- If a student displays symptoms of a concussion, the parent will be called and asked to pick up their child.

If at any time a child displays the following symptoms, call 911 immediately: loss of consciousness for any period of time, vomiting, disoriented behavior, confusion, loss of memory, problems with balance or dizziness.

### **Staff Injuries**

If a staff member is injured, they must immediately report the injury to the Program Coordinator or Community Education Director. They will assist you in documenting the injury and filling out a First Report of Injury and advise you on what to do next.

### **Administering Medications**

A form from a doctor must be presented before any prescription medications can be given to any child at Galaxy Kids Program. Medication must be in its original container, properly labeled. These medications will be kept in a locked location, away from children.

All classroom assistants will receive training in medication administration. Only trained, adult staff members can administer medication to children.

When dispensing medication, the Galaxy Staff must double check the child's first and last name on the bottle and confirm the child's name with them, as well as double check the ordered dosage. Medication should be dispensed into the child's hand or into a cup. Staff should not touch the medication directly. After the staff has watched the child take the medication, the log should be completed, including initials and time administered. Unused medications and emptied bottles must be returned to the parent/guardian. Over-the counter medications may be administered if a Medication Form is on file with a parent's signature.

State of Minnesota Rule 3 Licensing Requirements for Child Care Centers (Section 9503.0140, Subparagraph 7) states: "non-prescriptive medications and topical ointments must be administered according to the manufacturer's instructions." Galaxy Kids Program requires parent/guardian authorization for administration of non-prescriptive medications such as Children's Tylenol.

### **Sick Children**

A child may not attend Galaxy Program if the child has any of the following; fever above 99.9 degrees, vomiting, diarrhea, undiagnosed rash, inflamed or mattery eyes, severe cold or sore throat. If a child does become ill at Galaxy, or any of the above symptoms appear, do the following:

1. Have the child rest in a quiet comfortable place away from the other children (if possible).
2. Contact the parent. Explain the situation. If the child does have any of these symptoms, he/she must be picked up as soon as possible (within 1 hour). If the parent says that they cannot come to get the child, tell them either they need to make arrangements for someone else to pick up the child or you will call one of the people listed on the child's emergency contact list, found in their Parent Portal.

\*A child may not return to the program until they are fever/symptom free for 24 hours or on medication for at least 24 hours.

### **Pets**

On occasion, Galaxy Kids Program may have working service dogs at our locations. We also may have presentations from outside organizations involving

animals. Parents/Guardians are asked to check with the supervisor and/or staff before bringing any animals into the program. You will be notified in writing if any animals will be present in the program for any reason.

### **Transporting Children**

1. Galaxy Kids staff members will be responsible for safely transporting children to and from Rockford Community Education classes and activities. Staff members responsible for providing transportation will have a copy of their driver's license on file, must maintain a safe driving record, and must receive transportation training through 4.0 Transportation (including a written test and supervised test drive with transportation manager). Students must always be transported in an approved district-owned vehicle.
2. Galaxy staff members are responsible for ensuring students are safely transported to/from field trips in district busses. Staff members are responsible for ensuring students maintain safe behavior while on the bus. In the event of an emergency, Galaxy staff members are responsible for safely supervising students and notifying the Program Coordinator of incidents.

### **Emergency School Closings and Late Starts**

Often an emergency closing due to bad weather is announced after Galaxy Kids Program has opened. Staff members are responsible for reporting for the before school session unless contacted by the coordinator.

#### If school is cancelled after you have arrived during the before school session:

1. The coordinator will be in contact with program staff.
2. Galaxy will remain OPEN depending on the severity of the weather. If the decision is made to close Galaxy, Galaxy staff members will email and call parents. Parents will have 2 hours to pick up their children.
3. At least two staff will stay until the last child is picked up.

#### If school is cancelled in the middle of the day:

1. The coordinator will be in contact with program staff.
2. Galaxy will remain OPEN depending on the severity of the weather. If the decision is made to close Galaxy, Galaxy staff will email and call parents. Parents will have 2 hours to pick up their children.

3. At least two staff members will stay until the last child is picked up.

#### If school has a late start after you arrive:

All AM staff are to remain with the children until school is in session. The staff will be paid for this time.

### **Late Parent Policy**

Galaxy Program closes at 6:00PM. Staff members will use the following procedure to handle late pick-ups:

1. Whenever possible, have two staff stay with child.
2. Assure the child that their parent or guardian is probably stuck in traffic and find something for the child to do.
3. Attempt phone contact with the parents or guardians of the child. If parents cannot be reached, phone calls should be made to the emergency contacts for the child.
4. If staff haven't heard from the parents/guardians and are not able to secure a pick-up for the child by contacting the emergency contacts, at 6:30 PM staff will notify the coordinator.

### **Suspicion of Parents under the Influence of Drugs or Alcohol**

If the coordinator or classroom assistants suspect a parent/guardian is under the influence of alcohol or drugs and believes the child would be in danger because of the parents' state, the following procedures should be taken:

1. Tell the parent/guardian confidentially that you are concerned about having him/her driving and offer to call a back-up person from the emergency contact list.
2. If the parent/guardian insists on driving with the child, you will be obligated to call the police.
3. Call 911 and report the incident and if possible provide the police with a description of the car, license plate number, and which direction they were headed. You may be asked to provide the child's home address.
4. If a staff member smells what they believe is alcohol on a parent's/guardian's breath, but otherwise their behavior appears consistent with what is typical for them, that staff member is under no obligation to do or say anything.
5. Staff members should never try to physically

restrain or argue with a parent or guardian. Discuss the situation with the Galaxy Coordinator.

### **Field Trips**

Galaxy Kids Program will be taking a variety of field trips during the school year and the summer program. The following are the guidelines for field trips:

1. The Galaxy Kids Program Coordinator plans field trips.
2. Children and staff are to wear Galaxy Program t-shirts.
3. Staff may not transport children in their own vehicles on field trips.
4. The cell phone, first aid kit, walkie talkies, and each child's emergency information must be taken on all field trips.
5. Staff will remain with all children in their group for the entire field trip. Children should never be allowed to wander alone without supervision, i.e. the bathroom.
6. No children are to be left behind for on-site care on a field trip day for negative behaviors in the morning prior to the field trip. The child will attend the field trip, and if the behaviors continue, a staff person will remove them from the field trip activity and sit with them on the bus. Upon returning from the field trip, the staff person will contact the coordinator and make him or her aware of the situation, and fill out a Behavior Form to notify the parents.
7. If an accident/injury happens to a child on a field trip and 911 is contacted, the parent should be contacted and informed of where the child is being taken. The Emergency Medical Technician's (EMT's) should be given the information from the child's Emergency Form. Staff will not ride in the ambulance with the child. Contact the Program Coordinator and the Community Education Director as soon as possible. Fill out an Accident Report.
8. Attendance should be taken before the bus leaves for the field trip, and before the bus leaves the field trip site to return to school.
9. The coordinator will designate the staff person who will take care of the payment, explanation of rules, and anything else that arises during the field trip.

### **Parent and Family Involvement:**

1. Galaxy Kids has an open door policy for staff members and parents. If a parent expresses a concern to you, please acknowledge their concern

and let the parent know you will get more information and follow up with them. If needed, please contact the Program Coordinator so concerns can be followed up with in a timely manner.

2. Parents will be offered an opportunity to attend an orientation at the beginning of each session (School Year/Summer).

3. Parents and other family members are encouraged to participate in program activities.

4. Conferences can be requested by the program supervisors or the parent regarding children when the need arises.

## Community Partnerships

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

## Gifts

Staff members should not receive gifts of monetary value from program participants. If gifts are received, the parent will have the option of taking back the gift or offering it as a donation to the program.

## Dress Code

Staff members should dress in an appropriate, professional manner while working with students. Please remember you are representing our program and the Rockford School District while working. Tank-tops are allowed, as long as they don't have large, open armholes or spaghetti straps. All undergarments must be covered (this includes sports bras). Shorts/skirts must be modest. Please dress comfortably while at work. All staff are expected to participate in activities with the children so please wear comfortable shoes you can play games in. Clothing should be clean and in good repair at all times. Please refrain from wearing pants with holes in them or "off the shoulder" shirts.

## Other

The Minnesota Department of Education has clarified the following scenario for school districts:

"Due to potential conflicts of interest, school employees must **NOT** direct or influence the activities of the groups listed." (or similar groups)

- Booster Clubs (i.e. Rocket Activities Boosters and/or Music Partners)
- School Foundations (i.e. Rockford Education Foundation)
- Scholarship Funds (i.e. Rockford Dollars for Scholars)
- Or similar groups

We interpret this to mean the following: Employees can join any of these groups as a non-voting, non-paid, ex-officio members / volunteers but they cannot serve on a leadership team, a decision making body or Board of Directors for any of these groups.



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

**Subject: RMS-CES Handbook 2021-22**

Meeting Date: July 19, 2021

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

Date Prepared: July 14, 2021

Information

Briefing

Action

Enclosure Item(s)

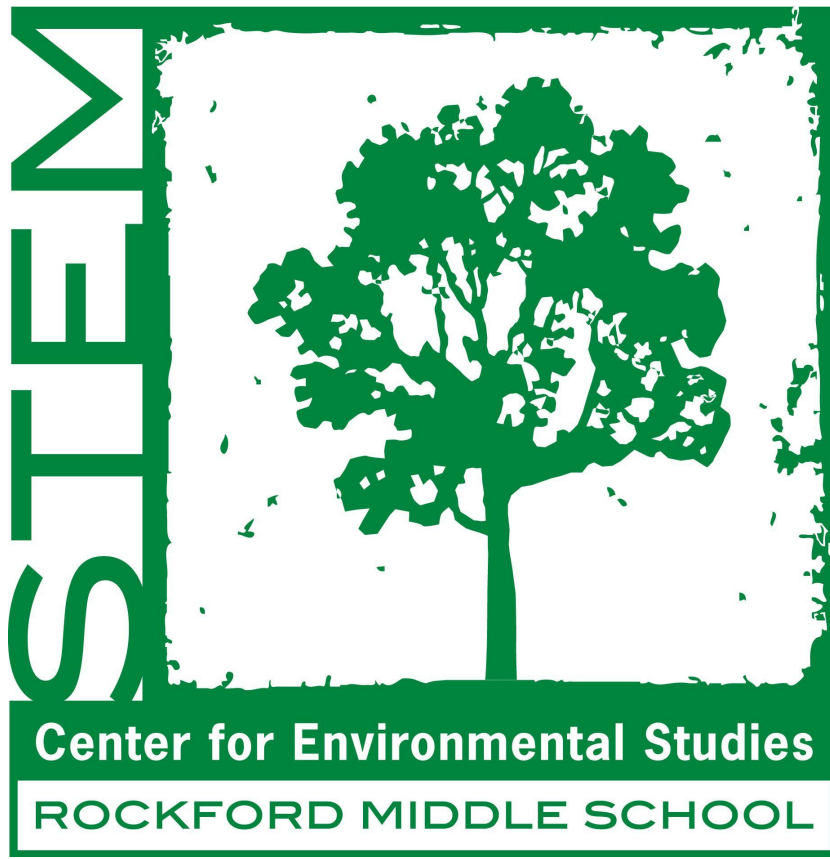
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**Information/Action:**

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

# 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](http://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.

<b>SCHOOL BOARD</b>	
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

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

<b>Staff</b>		
<b>AgriScience</b> Gregory, McKenzie	gregorym@rockford.k12.mn.us	10
<b>Art</b> Gunderson, Sarah	gundersons@rockford.k12.mn.us	307
<b>EL</b> Bird, Krista <b>TBD</b> Stacey Welborn	<a href="mailto:birdk@rockford.k12.mn.us">birdk@rockford.k12.mn.us</a> welborns@rockford.k12.mn.us	125
<b>EXCEL</b> Biorn, Holly	biornh@rockford.k12.mn.us	122
<b>Language Arts/Reading</b> Hendrickson, Jan - 8 <sup>th</sup> Gr Udalla, Janee - 7 <sup>th</sup> Gr Korzendorfer, Cassandra - 6 <sup>th</sup> Gr Mateyka, Kristine - 5 <sup>th</sup> 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

<b>Math</b> Mickelson, Marv – 8 <sup>th</sup> Gr, Algebra 1 Reeck, Tucker – 7 <sup>th</sup> Gr Petroski, Steve – 6 <sup>th</sup> Gr Sharp, Rachel – 5 <sup>th</sup> 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
<b>Music</b> Larson Meghan - 5 <sup>th</sup> /6 <sup>th</sup> Gr Choir/Music Ferdig, Jerald - 7 <sup>th</sup> and 8 <sup>th</sup> Gr Band Augsburger, Miriam - 7 <sup>th</sup> and 8 <sup>th</sup> Gr Choir Bauer, Britta - 5 <sup>th</sup> and 6 <sup>th</sup> Gr Band	larsonm@rockford.k12.mn.us ferdigj@rockford.k12.mn.us augsburgerm@rockford.k12.mn.us bauerb@rockford.k12.mn.us	310 311 310 311
<b>Nystrom</b> (School-based Therapy) Cameron Munson	carmeronmonson@nystromcounseling.com	108
<b>Physical Education/Health</b> 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
<b>Science</b> Weddel, Shawn – 8 <sup>th</sup> Gr Sarsland, Corina – 7 <sup>th</sup> Gr Werth, Elisabeth – 6 <sup>th</sup> Gr Oliverius, Hannah – 5 <sup>th</sup> 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
<b>Social Studies</b> Hill, Kevin – 8 <sup>th</sup> Gr Kaufman, Abbey – 7 <sup>th</sup> Gr Wilts, Bonnie - 6 <sup>th</sup> Gr Reeck, Kelly - 5 <sup>th</sup> 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
<b>Speech</b> Bartels, Emily	bartelse@rockford.k12.mn.us	125
<b>Special Education</b> 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
<b>STEM Literacy</b> Madson, Jamie Russell, Beth	madsonj@rockford.k12.mn.us russellb@rockford.k12.mn.us	301/302 303
<b>Writing</b> Beattie, Amber	beattiea@rockford.k12.mn.us	110
<b>SUPPORT STAFF</b>		
<b>Custodial</b> Jorgensen, John Kasheimer, Pat	jorgensenj@rockford.k12.mn.us kasheimerp@rockford.k12.mn.us	

<b>Media Center</b> Anderson, Connie - Para	andersonc@rockford.k12.mn.us	
<b>Health Services</b> Morgan, Becca - District Nurse Langford, Natalie - Building Nurse	morganb@rockford.k12.mn.us langfordn@rockford.k12.mn.us	Health Office
<b>Stop and Think</b> 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**

### **Policy Cross Reference Table**

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

**Subject: Early Childhood Staff Handbook**

Meeting Date: 7/19/2021

Prepared by: Tiffany Reinhard

Date Prepared: 7/15/21

Information

Briefing

Action

Enclosure Item(s)

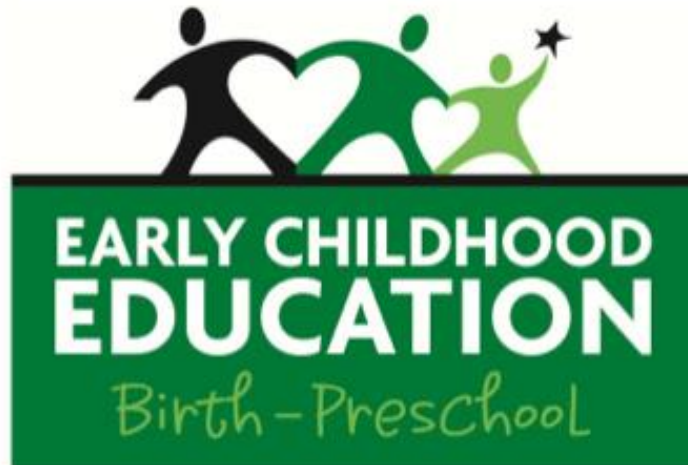
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**Changes to the 21-22 Early Childhood Staff Handbook:**

- **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 15<sup>th</sup> and last day of every month. If you have questions, please see the ECP Coordinator.

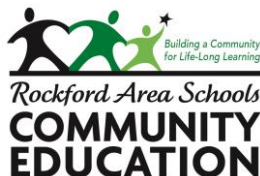
This handbook is an action item.

# 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](http://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 15<sup>th</sup> 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 15<sup>th</sup> 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: 7/19/2021

Prepared by: Tiffany Reinhard

Date Prepared: 7/15/2021

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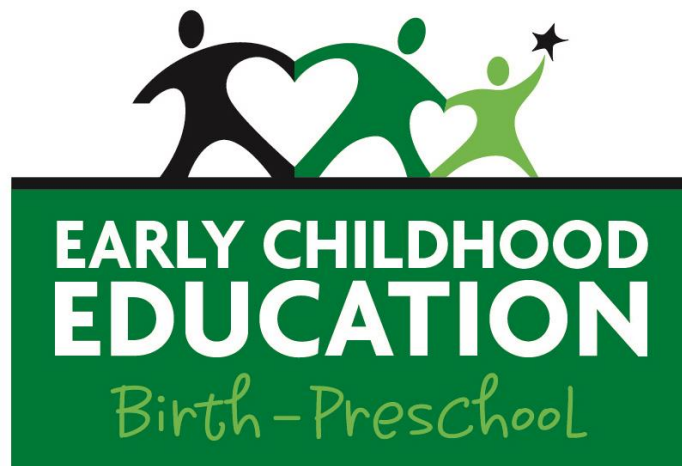
Enclosure Item(s)

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**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](mailto: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 1<sup>st</sup> 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 1<sup>st</sup> 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.

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Student Printed Name

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Parent/Guardian Printed Name

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Parent/Guardian Signature

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Date