



# ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

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

Agenda for March 21, 2022

6:30 PM

Rockford Community Center

7600 County Rd 50

Rockford, MN 55373

1.	<b><u>CALL MEETING TO ORDER</u></b>	
	A. Pledge of Allegiance	
	B. Board Roll Call	
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# ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

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10.	<b><u>BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS</u></b>	
A.	A work session is scheduled for Monday, April 4, 2022, at the Rockford Community Center. Regular Meeting of the Board of Education: Monday, April 18, 2022, at the Rockford Community Center.	
B.	Board Committee Updates	
11.	<b><u>ADJOURNMENT</u></b>	

**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

The District is contemplating granting a property tax abatement in order to help finance infrastructure improvements primarily consisting of district-wide parking lot improvements, including at the District's Elementary School, Middle School, and High School facilities (the "Project"), which will benefit certain property in the District.

The District may grant an abatement of all or a portion of the taxes imposed by the District on a parcel of property to pay for all or part of the cost of acquisition or improvement of public infrastructure, whether or not located on or adjacent to the parcel for which the tax is abated.

The District has identified four hundred twenty (420) parcels located in the District, identified in the notice published in the Crow River News on March 10, 2022 which will be benefitted by the Project and from which the District proposes to abate a portion of the District's share of taxes to help finance the Project.

The District is considering issuing one or more series of general obligation bonds, all or a portion of which will be designated as tax abatement bonds, currently anticipated to be issued in the aggregate principal amount \$3,100,000, which will be issued to pay the costs of the Project and which are expected to be paid primarily through the collection of Abatement revenues.

The District is required to hold a public hearing prior to approval of the proposed abatement. This is the time and the place for the public hearing related to the proposed property tax abatement.



**ROCKFORD AREA SCHOOLS**  
**Independent School District 883**  
**School Board Special Meeting Minutes**  
**Monday, March 7, 2022**

The Rockford Board of Education met in a special meeting on Monday, March 7, 2021. Chair Edwards called the special meeting to order at 7:01 am. Members Gordee, Anderson, Johnson, and Edwards were present, members Praska and Kneeland were absent. Also present was Superintendent Rhonda Dean.

Gordee motioned to approve the agenda of separation agreement as presented, Johnson seconded. The following voted in favor: Anderson, Edwards, Johnson, and Gordee. Praska and Kneeland were absent. *Motion carried unanimously.*

Superintendent Dean presented a separation agreement for Dr. Anderson-Hume.

Gordee motioned to approve the separation agreement between the Rockford Area Schools district and Dr. Anderson-Hume as presented. Johnson seconded. The following voted in favor: Anderson, Edwards, Johnson, and Gordee. Praska and Kneeland were absent. *Motion carried unanimously.*

Gordee motioned, Anderson seconded, to adjourn the meeting at 7:05 a.m. *Motion carried unanimously.*

Ivonne Padilla  
Recorder

Jessica Johnson  
Clerk



## Independent School District #883

### Regular School Board Meeting

February 23, 2022

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

#### **Pledge of Allegiance**

The meeting opened with the Pledge of Allegiance.

#### **Board Roll Call**

Members present: *Anderson, Edwards, Gordee, Johnson, Kneeland, Praska, and Superintendent Dean.* Also present were *Buildings and Grounds Director James Leuer, Business Manager Tanley Lego, Technology Director Jeff Kienitz, Student Services Director Rob Danneker, Spanish Teachers Calli Zastoupil and Leah Hogle, Principal Paul Menard, Michael Hart from PMA and Ryan Hoffman from ICS*

#### **APPROVAL OF AGENDA**

*Motion by Anderson, seconded by Praska to approve the agenda as presented. Johnson pulled the teacher master agreement from the consent agenda and made it item 7F. Motion by Anderson, seconded by Praska to approve the agenda as modified by clerk Johnson. Motion passed unanimously.*

#### **PUBLIC COMMENTS**

There was a public comment for recognition to the school board and for the Choir Festival.

#### **CONSENT ITEMS**

*Motion by Gordee, seconded by Kneeland to approve the consent items as presented. Anderson, Gordee, Kneeland, Edwards, and Johnson voted in favor. Praska recused herself. Motion carried.*

- **Minutes:**

- January 18, 2022 Special Meeting
- January 19, 2022 Work Session
- January 19, 2022 Regular Meeting
- February 7, 2022 Work Session

- **Personnel:**

Status	First Name	Last Name	Position	Date(s)
Hire	Jacob	Praska	Temporary PT Custodian	2/1/2022
Hire	Jazmyn	Weddig	AVID Tutor	2/1/2022
Hire	Victoria	Thompson	AVID Tutor	2/1/2022
Hire	Kimberly	Archibald	SPED Teacher	2/8/2022
Hire	Lucas	Jensen-Schneider	Long Term Substitute Teacher	2/14/2022
Hire	Ellie	Engstrom	RMS Counselor	2/14/2022
Hire	Jackelyn	Bekius	REAMS Counselor	2/22/2022
Hire	Allison	Mesassa	REAMS Counselor	2/22/2022
Hire	Joe	Huber	Boys Tennis Coach	2021-22 Season
Position Change	Krissy	Yaedke	SPED Teacher	2/3/2022
Leave of Absence	Sue	Kettenacker	Teacher	03/07/2022 - TBD
Resignation	Michael	Rask	REAMS Counselor	1/27/2022
Resignation	Robbie	D'Amato	JV Baseball Coach	1/27/2022
Resignation	Kacey	Reece	Third Grade Teacher	2/22/2022
Resignation	Leah	Hogle	Boys Tennis Coach	2021-22 Season

- **Bills and Wire Transfers:**

September 2021 (listing attached)

Fund 01	\$ 2,068,264.80
Fund 02	76,765.76
Fund 04	16,366.59
Fund 07	0.00
Fund 21	7,529.87
Fund 45	1,241.66
Total:	\$ 2,170,168.65

Note: Reconciled as of 2/16/2022 by Tanley Lego, Business Manager

- **Open Enrollments:**

**Resident Students Attending Other Schools**

Grade	Non-Resident District	Number	Date Effective	NR/OE
10	Osseo	279	1/16/2022	OE
3	Osseo	279	1/12/2022	OE
2	Osseo	279	1/12/2022	OE
2	Elk River	728	1/13/2022	OE
5	Elk River	728	1/13/2022	OE
12	Elk River	728	1/17/2022	OE

**Non-Resident Students Attending Rockford**

Grade	Resident District	Number	Date Effective	NR/OE
6	Howard Lake	2687	1/24/2022	NR
1	Osseo	279	2/7/2022	NR
1	Watertown	111	11/15/2021	NR
4	Watertown	111	11/15/2021	NR
12	Anoka-Hennepin	11	2/3/2022	NR
EC	Minneapolis	1	9/20/2021	NR
1	Dassel-Cokato	466	1/1/2022	NR
EC	Buffalo	877	9/20/2021	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.

● **Teacher Seniority List**

1. This list is intended to reflect the first day of the most recent continuous service in the district and major and minor licensure filed with the school district office as of September 1, 2021.
2. Time off for leave of any kind authorized by the school district shall not be deemed to be a break in continuous service.
3. Expiration refers to licensure expiration. A license expires June 30 in the year indicated.

Number	Name	First Day	File Folder	Tier	Current Valid Licensure	Expiration
1	Sprague, Jennifer	9/1/1992	295950	4	Elementary Education, 1-6, Full	2023
2	Lingo, Julie	8/31/1993	303544	4	Physical Education, K-12, Full Coaching, 7-12, Full	2025 2025
3	Engebretson, Dawn	8/31/1993	327256	4	Elementary Education, K-6, Full Coaching, 7-12, Full	2025 2025
4	Ulen, Cheryl	8/31/1993	341845	4	Mathematics, 7-12, Full	2025
5	Petroski, Stephen	8/29/1994	303743	4	Elementary Education, 1-6, Full Coaching, 7-12, Full	2024
6	Merila, Julie	8/29/1994	350771	4	English/Language Arts, 7-12, Full Coaching, 7-12, Full	2022
7	Peterson, Colleen	1/3/1995	305327	4	Developm/Adapted Phy Ed, PreK-12, Physical Education, K-12, Full Coaching, 7-12, Full Driver's Education, 9-12	2023
8	Miller, Cynthia	8/29/1995	310302	4	Visual Arts, K-12, Full	2022
9	Hester, Jason	8/29/1995	352743	4	Life Sciences, 7-12, Full Physical Educ., K-12, Full	2023
10	Belanger, Amy	8/29/1995	357508	4	Specific Learning Disabilities, K-12, Full Mild to Moderate Mentally Handicap, K-12, Full	2023
11	Nolby, Kristen	9/9/1996	344768	4	Elementary Education, 1-6, Full Coaching, 7-12, Full	2026 2026

12	Madson, Jamie	11/18/1996	355894	4	Elementary Education, K-6, Full	2023
					Keyboarding For Computer Application, K-8, Full	2023
					Coaching, 7-12, Full	2023
13	Miller, Becky	8/31/1998	263496	4	Elementary Education, K-6, Full	2026
					Coaching, 7-12, Full	2026
					Driver's Education, 7-12, Full	2026
					Physical Education, K-12, Full	2026
14	Griffith, Randy	8/31/1998	276963	4	Physical Education PREK-12 Full	2022
					Coaching 7-12, Full,	
					Developmental/Adapted Physical Ed. PreK-12, Full	
15	Mateyka, Kristine	8/31/1998	350263	4	Elementary Education, K-6 Full	2024
					Coaching 7-12, Full,	2024
16	Biom, Holly	8/31/1998	365795	4	Elementary Education, K-6, Full	2025
17	Merila, Steven	8/31/1998	373040	4	Physical Sciences (Physics and Chem), 7-12, Full	2026
18	Johnson, Marty	8/31/1998	377368	4	Elementary Education, 1-6, Full	2022
19	Kettenacker, Susan	9/25/1998	273652	4	Elementary Education, K-6, Full	2022

					Pre-Kindergarten, Pre-K, Full	2022
					Learning Disabilities K-12, Full	2022
20	Schneeweis, Jean	10/28/1998	288554	4	Elementary Education, Pre K-6, Full	2024
					Pre-Kindergarten, Pre-K, Full	
21	Hendrickson, Jan	4/12/1999	311670	4	English/Language Arts, 7-12, Full	2023
					Specific Learning Disabilities, K-12, Full	2023
22	Sarsland, Corina	8/30/1999	343208	4	Life Sciences, 7-12, Full	2023
					Coaching, 7-12, Full	2023
					Professional Admin Principal K-12	2022
23	Wilts, Bonnie	8/30/1999	357434	4	Elementary Education, 1-6, full	2025
					Coaching, 7-12, Full	2025
24	Roelofs, Joel	8/30/1999	375615	4	Coaching, 7-12, Full	2023
					Health, 5-12, Full	2023
					Driver Education, 7-12, Full	2023
					Physical Education, K-12, Full	2023
25	Tauber, Michael	8/30/1999	381683	4	Social Studies, 7-12, Full	2022
26	Sanner, Tracy	8/30/1999	383135	4	English/Language Arts, 7-12, Full	2022
					Emotionally/Behav. Disordered-K-12, Full	2022
27	Eliason, Darren	8/28/2000	383855	4	Vocal and Classroom, Music, K-12, Full	2022
					Professional Admin Principal K-12 District	2022
28	Neff, Kevin	8/28/2000	385556	4	Elementary Education, 1-6, Full	2023
					Keyboard For Computer Application, K-8, Full	2023
					Mathematics, 5-8, Full	2023

29	Koste, Anne	8/28/2000	386982	4	Elementary Education, 1-6, Full	2023
30	Reeck, Jay Tucker	8/28/2000	388920	4	Mathematics, 5-8, Full Elementary Education 1-6, Full	2023 2023
31	Mickelson, Marvin	8/28/2000	390466	4	Mathematics, 7-12, Full	2026
32	Klukas-Weber, Cheri	8/27/2002	352919	4	Visual Arts, K-12 Full	2022
33	Young, Caroline	8/27/2002	394274	4	Social Studies-All, 5-12, Full	2023
34	Wirth, Molly	8/18/2003	392152	4	Secondary Guidance and Counseling, 7-12, Full School Counselor, K-12	2022 2022
35	Houghton, Daniel	8/25/2004	394360	4	Social Studies, 7-12, Full	2022
36	Reeck, Kelly	8/25/2004	396799	4	Elementary Education, K-6, Full Social Studies, 5-8, Full Learning Disabilities, K-12, Full	2022 2022 2022
37	Slaker, Shelley	8/25/2004 8/25/2004	414679	4	Elementary Education, K-6, Full Pre- Primary,3-PRE Full	2025 2025
38	Mattson, Kathryn	8/25/2004	417063	4	Communication Arts/Literature, 5-12, Full	2025
39	Bowen, Kirstin	8/25/2004	419870	4	Learning Disabilities, K-12, Full	2022
40	Russell, Beth	8/29/2005	422934	4	Communication Arts/Literature, 5-12, Full Library Media Specialist	2026 2026
41	Ferdig, Jerald	8/29/2006	387299	4	Instr. (Band/Orch.) & Classroom Educ. K-12, Full	2023

42	Hedeen, Tamara	7/20/2009	372018	4	Elementary Education, K-6, Full Reading K-12 Full	2022 2022
43	Trandahl, Polly	5/17/2010	321227	4	Elementary Guidance & Counseling, 1-6, Full Elementary Education, K-6, Full Middle School Guidance & Counseling, MS, Full Reading, K-12	2022 2022 2022 2022
44	Rasset Amanda	9/28/2010	454075	4	Elementary Education, K-6, Full Social Studies, 5-8, Full	2026 2026
45	Yakesh, Rachel	1/31/2011	381543	4	Elementary Education, K-6, Full	2022
46	DeLassus Ashley	7/18/2011	438963	4	Elementary Education K-6 Full Social Studies 5-8 Full	2024 2024
47	Milton Jennifer	8/22/2012	448595	4	Elementary Education ,Full,K-6 Communications Arts/Literature, Full, 5-8 Social Studies All, Full, 5-8	2025 2025 2025

48	Durand Ruth	7/15/2013	263598	4	Emotional Behavior Disorders K-12 Full	2023
					Learning Disabilities K-12 Full	2023
					Mild to Moderate Mentally HDPC	2023
49	Pennings Benjamin	7/15/2013	397319	4	Social Studies All Full 5-12	2023
50	Werth Elisabeth	8/26/2013	446097	4	Science 5-8 Full	2025
					Life Science 9-12 Full	2025
51	Gregory McKenzie	8/26/2013	472437	4	Elem Ed Full K-6	2025
52	Hammer Kylene	9/26/2013	468971	4	Elem Ed Full 1-6	2023

53	Reimann Laura	9/26/2013	472919	4	Elem Ed Full K-6	2025
					Early Childhood Ed B-Grade 3	2025
54	Bakken Amanda	1/2/2014	439306	4	Elementary Ed K-6 Full	2025
					Social Studies Full 5-8	2025
55	Van Orsdol Diane	8/25/2015	286035	4	Elen Ed Full 1-6	2025
					English as a second Lanuage	2025
56	Ellos Laura	8/25/2015	403568	4	Speech Lang Pathologist PRE K-12 Full	2024
57	Stariha Paul	8/25/2015	330571	4	Coaching Full 7-12	2026
					Social Studies ALL 7-12	2026
					Academic Behavioral Strategist K-12	2026
					Autism Spectrum Disorders Full B-12	2026
58	Gordee Jill	8/25/2015	478967	4	School Counselor Full K-12	2025
59	Hogle Leah	8/25/2015	485440	4	English as a Second Lang Full K-12	2026
					Spanish Full	2026
60	Weddel Shawn	8/25/2015	485761	4	Science Full 5-8	2026
					Earth and Space Science Full 9-12	2026
61	Morgan Becca	8/25/2015	486398	4	Public School Nurse Full PRE K-12	2026
62	Roe Stephanie	8/25/2015	486663	4	Science Full 5-8	2026
					Chemistry Full 9-12	2026
63	Kaufman Abbey	1/2/2016	491479	4	Social Studies Full 5-12	2022

64	Anderson Mali	1/11/2016	479545	4	Elem Ed Full K-6	2022
65	Gunderson Sarah	8/22/2016	408072	4	Visual Arts Full K-12	2025
66	Matheson Jessica	8/22/2016	447978	4	PE Full K-12	2025
					Health Ed 5-12 Full	2025
					Devel Adapted PE	2025
67	Oliverius Hannah	8/22/2016	490995	4	Science 5-8 Full	2022
					Life Science s Full 9-12	2022
68	Probst Alexandra	8/22/2016	493290	4	Elem Ed Full 1-6	2023
69	Vasseei Alex	8/22/2016	495419	4	Math Full 5-12	2022
70	Schnettler Lanaya	12/19/2016	498571	4	Academic and Behavioral Strategist Full K-12	2023
71	Holm Madison	6/19/2017	501271	4	K-12 Full Learning Disabilities /	2023
					K-12 Full Developmental Disabilites	2023
					K-12 Emotional Behavior Disorders	2023
72	Miller (Adams) Nicole	7/24/2017	497994	4	K-12 Full Vocal and Classroom Music	2023
					K-12 Full Inst Band/Orch and Classroom Music	2023
73	Wurm Lindsay	8/21/2017	427406	4	K-12 Full Emotial Behavior Disorders	2022
					K-12 Full Learning Disabilities	2022
					5-12 Full Math	2022
74	Folger Katie	8/24/2017	404801	4	K-6 Full Elem Ed	2023
					5-8 Comm Arts Lit	2023
75	Oeding Brenda	9/18/2017	485882		K-6 Full Elem Ed	2022

76	Tensen Cara	9/18/2017	491213	4	K-6 Full Elem Ed	2022
					B-3 Full Earlychildhood ED	2022
77	Gotz Suzanne	9/18/2017	496681	4	1-6 Full Elem Ed	2023
78	Udalla Janee	2/1/2018	466871	4	5-12 Full Communication Arts Lit	2023
79	Fleisner Brian	7/9/2018	365373	4	7-12 Full Coaching	2023
					K-12 Phycical Ed	2023
					5-12 Health Education	2023
80	Schneider Corissa	8/21/2018	415346	4	K-6 Full Elem Ed	2025
					K-12 Full Autism Spect Disorders	2025
					K-12 Full Devel Disabilites	2025
					5-8 Communication Arts Lit	2025

81	Hill Kevin	8/21/2018	466406	4	5-12 Full Social Studies	2023
82	Bauer Britta	8/21/2018	473372	4	K-12 Full Instr Band Orch and Classroom Music	2024
83	Augsburger Miriam	8/21/2018	488062	4	K-12 Full Vocal and Classroom Music	2022
84	Beattie Amber	08/21/2018	501261	4	5- 12 Full Comm Arts Lit	2022
85	Zastoupil Calli	8/21/2018	505483	4	5-12 Restricted Spanish	2023
86	Korzendorfer Cassandr	1/15/2019	424447	4	5-12 Communicaton Arts /Lit	2026
87	Johnson David	8/19/2020	436623	4	Mathmatics 5-12	2023
					Special Perm Construction Careers 7-12	2021

### **HIGH STUDENT ACHIEVEMENT**

- **Galapagos Student Trip Summer 2022** - Spanish teachers Leah Hogle and Calli Zastoupil presented a proposal for approval to travel to Galapagos over the 2022 summer.

*Motion by Johnson, seconded by Kneeland to approve the trip to Ecuador having as chaperones the two Spanish teachers. Gordee, Kneeland, Edwards, Johnson and Praska voted in favor. Anderson voted against. Motion carried.*

- **Director of Teaching and Learning Report** - Superintendent Dean presented to the board the calendars for the 2022-23 and 2023-24 school years for approval.

*Motion by Praska, seconded by Anderson to approve the calendar as presented. Motion carried unanimously.*

### **SAFE AND WELCOMING ENVIRONMENT**

- **Abatement Bonds Proposal** - Ryan Hoffman (ICS), Michael Hart (PMA), and Steve Pumper (PMA) presented information regarding the abatement bonds and presented a resolution calling a public hearing on a proposed property tax abatement and the issuance of general obligation abatement bonds.

### **INDEPENDENT SCHOOL DISTRICT NO. 883 (Rockford Area Schools) WRIGHT AND HENNEPIN COUNTIES, MINNESOTA**

#### **RESOLUTION CALLING PUBLIC HEARING ON A PROPOSED PROPERTY TAX ABATEMENT AND THE ISSUANCE OF GENERAL OBLIGATION ABATEMENT BONDS**

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

Section 1.     Recitals.

1.01. Pursuant to Minnesota Statutes, Sections 469.1812 through 469.1815, as amended (the “Act”), the District may grant an abatement of all or a part of the taxes levied by the District on real property within its boundaries (the “Abatement”) and issue general obligation bonds to finance public infrastructure improvements (the “Abatement Bonds”); provided, however, that the Board first holds a public hearing regarding the proposed Abatement.

1.02. The District proposes to issue Abatement Bonds to finance infrastructure improvements primarily consisting of district-wide parking lot improvements, including at the District’s Elementary School, Middle School, and High School facilities (the “Project”).

Section 2.        Hearing Scheduled.

2.01. In accordance with the Act, the Board hereby calls for a public hearing on Monday, March 21, 2022, at or after 6:30 PM to consider the proposed Abatement for the Project and the issuance of the Abatement Bonds. The District Clerk is authorized and directed to publish a notice of public hearing (the “Notice”) in substantially the form set forth in EXHIBIT A attached hereto in a newspaper of general circulation in the District at least once more than ten (10) but less than thirty (30) days before the date of the public hearing.

2.02. Prior to publication of the Notice, the Superintendent, the District Clerk, and/or District staff are authorized and directed to finalize the Notice with respect to the description of the subject property.

2.03. District staff and consultants are authorized to take all other actions needed to bring the proposed Abatement and issuance of the Abatement Bonds before the Board.

*Motion by Gordee, seconded by Praska to approve the resolution calling for a public hearing on a proposed property tax abatement and the issuance of general obligation abatement bonds on March 21st, 2022 during the regular meeting. In a roll call vote, the following voted in favor: Anderson, Gordee, Edwards, Kneeland, Johnson, and Praska. The following voted against: none. Resolution 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.

<i>Donor</i>	<i>Amount</i>	<i>Fund</i>
Nick and Molly Mortenson	\$1,000.00	Class of 2029
Danielle Tombers	Books	REAMS
Rocket Boosters	\$60.00	Gymnastics Donation
Brady, Mali, Chase & Ian Anderson	\$1,500.00	Boys Basketball Donation
Brady, Mali, Chase & Ian Anderson	\$1,500.00	Class of 2025

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

*Whereupon said resolution was declared duly passed and adopted.*

- **New Auditor Services 2021-2022** - Business Manager Lego presented information to the board for approval for new auditor services.  
*Motion by Gordee, seconded by Johnson, to approve the proposal to hire Schlenner Wenner & Co. for our new auditor services. Motion carried unanimously.*
- **Revised budget 2021-2022** - Business Manager Lego presented the revised budget for 2021-2022 school year.
- **COVID Funds Update** - Director Danneker presented an update on COVID Funds.
- **Teacher Master Agreement** - Superintendent Dean presented the teacher master agreement from July 1, 2021 to June 30, 2023.  
*Motion by Johnson, seconded by Praska, the following voted in favor: Edwards, Praska, Kneeland and Johnson. The following abstained: Anderson and Gordee. Motion carried.*

### **EFFICIENT AND EFFECTIVE OPERATIONS**

- **Technology Report** - Jeff Kienitz presented an update of the technology department.
- **Policies 102, 406, 413, 425, 501, 503, 507, 515, 524, and 534 first reading** - Superintendent Dean presented these policies for a first reading.
- **Policies changed by MSBA** - Superintendent Dean presented the list of forty-five policies that were updated by MSBA. These policies were approved as presented.

*Motion by Johnson, seconded by Gordee to approve the 45 policies changed by MSBA. Motion carried unanimously.*

- **IDEA Resolution** - Superintendent Dean presented the resolution in support of the Congressional IDEA Full Funding Act reintroduced on November 16, 2021.

*Motion by Praska seconded by Johnson to approve the resolution in support of the Congressional IDEA full funding act. The following voted in favor: Anderson, Kneeland,*

*Gordee, Edwards, Praska, and Johnson. The following voted against: none. Resolution carried.*

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

**Board Recognition** - Superintendent Dean presented the Rockford Board of Education with a certificate of appreciation to thank them for everything they have done for our students.

Monday, March 21, 2021, work session at 5:30 p.m. in the RCC.

Monday, March 21, 2021, regular meeting at 6:30 p.m. in the RCC. This meeting will include a public hearing.

### **Board and Superintendent Updates**

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

- Kneeland - Community Ed Advisory meeting.
- Anderson - Community Ed Advisory meeting.
- Gordee - Facilities Committee meetings, RHS Curriculum Fair, NWSISD meeting.
- Johnson - MAWSECO meeting, negotiations touch base meeting.
- Edwards - Facilities meeting, MSBA Officers training, pre-meetings with Superintendent Dean.
- Praska - MSBA conversations, pre-meeting with Superintendent and Chair, Chamber coffee and conversation, legislature information.
- Superintendent Dean - pre-meeting with the board chair and co-chair, AMSD meeting, MASA, Facilities, MSHSL Diversity and Diversion meeting, MAWSECO, Resource Training and solutions, received data request, negotiations touch base, staffing model, IB site visit, MnMTSS Cohort meetings, Choir Festival, diverse activities.

Johnson motioned to adjourn the meeting at 10:00 p.m. Gordee seconded. *Motion carried unanimously.*

*Ivonne Padilla*  
*Recorder*

*Jessica Johnson*  
*Clerk*



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

**Subject: Consent Personnel**

Meeting Date: March 21, 2022

Prepared By: Superintendent's Office

Date Prepared: March 16, 2022

<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	Tehya	Reinbold	Substitute	2/7/2022
Hire	Michael	Belland	SPED Para	3/7/2022
Retirement	Julie	Lingo	RMS Phy Ed Teacher	6/6/2022
Resignation	Erin	Raukar	Director of Human Resources	3/9/2022
Hire	Cathleen	Egbert	Paraprofessional REAMS	2/14/2022
Hire	Ian	Collins	Gymnastics Assistant Coach	2021-2022 Season
Hire	Kelsey	Sinclair	LT Substitute 3rd Grade	3/7/2022
Hire	Victoria	Thompson	PT Seasonal AVID Tutor	2021-2022
Hire	Patricia	Friendshuh	RCC Gymnastics Coach	2021-2022
Resignation	Gabi	Hennen	Dance Head Coach	2022-2023
Resignation	Kelsey	Smith	Dance Assistant Coach	2022-2023
Resignation	Brooke	Lemke	C-Squad Girls Basketball coach	2022-2023
Temporary Assignment	Robert	Danneker	Interim RMS-CES Principal	3/07/2022



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

**Subject: Consent Bills and Wires in February 2022**

Meeting Date: March 21, 2022

Prepared by: Tanley Lego

Date Prepared: March 15, 2022

Information       Briefing       Action       Enclosure Item(s)

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February 2022 (listing attached)

Fund 01	\$1,362,680.82
Fund 02	\$78,302.33
Fund 04	\$17,397.33
Fund 07	\$3,980,077.29
Fund 21	\$2,863.71
Fund 45	\$20.83
<hr/>	
Total:	\$5,441,342.31

Note: Reconciled as of 3/15/2022 by Tanley Lego, Business Manager

**Rockford ISD #0883**  
**Payment Distributions**

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F	Cash & Cash Equiv			0883	55293	AS2	1	1015	remit:ASCD		202208	0883	7813	0.00	145.56
											0883	55294	AS2	1	1016	WRIGHT-HENNEPIN	CC202208		0883	7813	0.00	203.70
											0883	55295	AS2	1	1102	JW PEPPER		202208	0883	7813	0.00	148.83
											0883	55297	AS2	1	1180	CENTERPOINT ENERG	202208		0883	7813	0.00	1,752.06
											0883	55297	AS2	1	1180	CENTERPOINT ENERG	202208		0883	7813	0.00	280.50
											0883	55298	AS2	1	1181	CITY OF ROCKFORD	202208		0883	7813	0.00	104.97
											0883	55298	AS2	1	1181	CITY OF ROCKFORD	202208		0883	7813	0.00	10.71
											0883	55298	AS2	1	1181	CITY OF ROCKFORD	202208		0883	7813	0.00	382.21
											0883	55298	AS2	1	1181	CITY OF ROCKFORD	202208		0883	7813	0.00	306.86
											0883	55299	AS2	1	1215	XCELENERGY		202208	0883	7813	0.00	23,985.04
											0883	55300	AS2	1	1424	WEST MUSIC		202208	0883	7813	0.00	460.00
											0883	55301	AS2	1	1812	remit WRIGHT COUNTY FINA	202208		0883	7813	0.00	43,764.00
											0883	55302	AS2	1	1825	BARTH, BRIAN	202208		0883	7813	0.00	123.00
											0883	55303	AS2	1	1902	CDW GOVERNMENT, I	202208		0883	7813	0.00	538.47
											0883	55304	AS2	1	2237	BERGMANN, TROY	202208		0883	7813	0.00	85.00
											0883	55304	AS2	1	2237	BERGMANN, TROY	202208		0883	7813	0.00	68.00
											0883	55305	AS2	1	3403	RANDY'S SANITATION I	202208		0883	7813	0.00	2,173.36
											0883	55306	AS2	1	4613	KENNEDY AND GRAVEI	202208		0883	7813	0.00	564.00
											0883	55307	AS2	1	6103	SCHEFF, GREG	202208		0883	7813	0.00	105.00
											0883	55308	AS2	1	6219	VOYAGER SOPRIS LEA	202208		0883	7813	0.00	298.76
											0883	55310	AS2	1	6623	ADVANCED IMAGING S	202208		0883	7813	0.00	5,449.00
											0883	55311	AS2	1	6791	BARFKNECHT, ALAN	202208		0883	7813	0.00	123.00
											0883	55312	AS2	1	6834	URBAN, NICHOLAS	202208		0883	7813	0.00	123.00
											0883	55314	AS2	1	7197	UNIVERSITY OF MINNIE	202208		0883	7813	0.00	1,288.00
											0883	55316	AS2	1	7393	FRITZ, BRIAN	202208		0883	7813	0.00	123.00
											0883	55317	AS2	1	7613	DAHL, DENIS	202208		0883	7813	0.00	123.00
											0883	55318	AS2	1	7620	MIDDAGH, THOMAS	202208		0883	7813	0.00	123.00
											0883	55319	AS2	1	7628	KOPPI, WILLIAM	202208		0883	7813	0.00	123.00
											0883	55320	AS2	1	7641	PERRY, JOHN	202208		0883	7813	0.00	123.00
											0883	55321	AS2	1	7657	CITY OF DELANO	202208		0883	7813	0.00	192.50
											0883	55322	AS2	1	7697	MARISELA V NELSON I	202208		0883	7813	0.00	305.00
											0883	55323	AS2	1	8346	remit ROBERT HALF	202208		0883	7813	0.00	720.00
											0883	55323	AS2	1	8346	remit ROBERT HALF	202208		0883	7813	0.00	720.00
											0883	55324	AS2	1	8373	TWINS BALLPARK LLC	202208		0883	7813	0.00	290.00
											0883	55325	AS2	1	8374	SCHEFF, BRONSON	202208		0883	7813	0.00	105.00
											0883	55326	AS2	1	8376	CITY OF MINNETONKA	202208		0883	7813	0.00	623.70
											0883	55327	AS2	1	6282	SOUTHWEST METRO E	202208		0883	7813	0.00	37,472.54
											0883	55328	AS2	1	7981	AT&T MOBILITY	202208		0883	7813	0.00	38.23

# 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	55331	AS2	1	1057		HILLYARD	202208	0883	7813	0.00	150.24
											0883	55332	AS2	1	1091		SCHMITT MUSIC CENT	202208	0883	7813	0.00	63.00
											0883	55332	AS2	1	1091		SCHMITT MUSIC CENT	202208	0883	7813	0.00	125.00
											0883	55332	AS2	1	1091		SCHMITT MUSIC CENT	202208	0883	7813	0.00	65.00
											0883	55333	AS2	1	1096		remit NASCO	202208	0883	7813	0.00	659.50
											0883	55334	AS2	1	1180		CENTERPOINT ENERG	202208	0883	7813	0.00	444.96
											0883	55334	AS2	1	1180		CENTERPOINT ENERG	202208	0883	7813	0.00	15,677.88
											0883	55334	AS2	1	1180		CENTERPOINT ENERG	202208	0883	7813	0.00	747.79
											0883	55335	AS2	1	1200		CUB FOODS	202208	0883	7813	0.00	43.77
											0883	55336	AS2	1	1223		GROTH MUSIC	202208	0883	7813	0.00	99.91
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	27.95
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	81.25
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	279.19
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	122.73
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	128.40
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	83.07
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	169.76
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	279.11
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	77.12
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	157.23
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	342.43
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	69.00
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	58.50
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	99.94
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	5.00
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	56.03
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	295.55
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	174.95
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	244.08
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	3,247.89
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	124.95
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	68.00
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	175.52
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	140.24
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	314.65
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	799.60
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	128.00
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	1,049.94

**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	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	49.71
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	383.59
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	45.98
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	99.96
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	22.99
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	98.00
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	98.15
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	170.01
											0883	55337	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	24.99
											0883	55338	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	417.20
											0883	55339	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	284.34
											0883	55340	AS2	1	1394		MBNA/BUSINESS CARL	202208	0883	7813	0.00	144.53
											0883	55341	AS2	1	1719		SCHOLASTIC BOOK FA	202208	0883	7813	0.00	7,327.45
											0883	55342	AS2	1	1828		TRAEN, TODD	202208	0883	7813	0.00	123.00
											0883	55342	AS2	1	1828		TRAEN, TODD	202208	0883	7813	0.00	99.00
											0883	55343	AS2	1	2374		DEMCO INC	202208	0883	7813	0.00	89.40
											0883	55344	AS2	1	2537		REGION V	202208	0883	7813	0.00	34.50
											0883	55345	AS2	1	2610		HWY 55 TRAILER SALE	202208	0883	7813	0.00	148.50
											0883	55346	AS2	1	3679		INNOVATIVE OFFICE S	202208	0883	7813	0.00	121.70
											0883	55347	AS2	1	4138		BROUGH, TONY	202208	0883	7813	0.00	132.00
											0883	55348	AS2	1	4335		4 POINT 0 SCHOOL SEF	202208	0883	7813	0.00	80,785.80
											0883	55350	AS2	1	4444		ESTR PUBLICATIONS	202208	0883	7813	0.00	130.00
											0883	55351	AS2	1	4673		INTEGRIPRINT	202208	0883	7813	0.00	85.10
											0883	55352	AS2	1	4719		TRACTOR SUPPLY CRE	202208	0883	7813	0.00	194.33
											0883	55352	AS2	1	4719		TRACTOR SUPPLY CRE	202208	0883	7813	0.00	8.99
											0883	55352	AS2	1	4719		TRACTOR SUPPLY CRE	202208	0883	7813	0.00	87.82
											0883	55352	AS2	1	4719		TRACTOR SUPPLY CRE	202208	0883	7813	0.00	27.46
											0883	55352	AS2	1	4719		TRACTOR SUPPLY CRE	202208	0883	7813	0.00	23.01
											0883	55352	AS2	1	4719		TRACTOR SUPPLY CRE	202208	0883	7813	0.00	9.04
											0883	55353	AS2	1	5149		TOLL COMPANY	202208	0883	7813	0.00	24.06
											0883	55354	AS2	1	5306		BORAAS, ROB	202208	0883	7813	0.00	123.00
											0883	55356	AS2	1	5853		remit ALL STATE COMMUNIC	202208	0883	7813	0.00	925.00
											0883	55357	AS2	1	6356		MITEL NETSOLUTIONS	202208	0883	7813	0.00	3,478.96
											0883	55359	AS2	1	7224		BSN SPORTS, LLC	202208	0883	7813	0.00	3,565.00
											0883	55361	AS2	1	7480		CORPORATE MECHAN	202208	0883	7813	0.00	2,526.00
											0883	55362	AS2	1	7519		COMMON THREAD CU	202208	0883	7813	0.00	946.00
											0883	55363	AS2	1	7545		TEACHERS ON CALL	202208	0883	7813	0.00	5,545.16
											0883	55363	AS2	1	7545		TEACHERS ON CALL	202208	0883	7813	0.00	3,975.77

**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	55365	AS2	1	7620		MIDDAGH, THOMAS	202208	0883	7813	0.00	123.00
											0883	55366	AS2	1	7697		MARISELA V NELSON II	202208	0883	7813	0.00	80.00
											0883	55367	AS2	1	7738		REMI GRANITE TELECOMM	202208	0883	7813	0.00	719.97
											0883	55368	AS2	1	7771		remit MRI SOFTWARE, LLC	202208	0883	7813	0.00	42.00
											0883	55369	AS2	1	7849		NIESEN, ALI	202208	0883	7813	0.00	132.00
											0883	55370	AS2	1	7959		SO BRIGHT PRODUCTI	202208	0883	7813	0.00	500.00
											0883	55371	AS2	1	8128		WEBER, SAMUEL	202208	0883	7813	0.00	123.00
											0883	55372	AS2	1	8144		OXFORD UNIVERSITY F	202208	0883	7813	0.00	47.78
											0883	55372	AS2	1	8144		OXFORD UNIVERSITY F	202208	0883	7813	0.00	2,801.05
											0883	55373	AS2	1	8172		DRENNAN, CHRISTOPH	202208	0883	7813	0.00	123.00
											0883	55374	AS2	1	8355		CUB - MAPLE GROVE	202208	0883	7813	0.00	38.02
											0883	55375	AS2	1	8358		FISHER ATHLETIC EQU	202208	0883	7813	0.00	498.00
											0883	55378	AS2	1	8368		KAMMERER, CAITLIN	202208	0883	7813	0.00	132.00
											0883	55379	AS2	1	8370		FISLERDATA, LLC	202208	0883	7813	0.00	775.00
											0883	55383	AS2	1	1969		SCHOOL SERVICE EMF	202208	0883	7813	0.00	773.53
											0883	55384	AS2	1	1644		ISD #883 EDUCATION F	202208	0883	7813	0.00	227.85
											0883	55385	AS2	1	2009		EDUCATION FOUNDAT	202208	0883	7813	0.00	4,277.93
											0883	55386	AS2	1	1969		SCHOOL SERVICE EMF	202208	0883	7813	0.00	773.53
											0883	55387	AS2	1	1644		ISD #883 EDUCATION F	202208	0883	7813	0.00	227.85
											0883	55388	AS2	1	2009		EDUCATION FOUNDAT	202208	0883	7813	0.00	4,277.93
											0883	55391	AS2	1	1937		PUBLIC EMPLOYEES R	202208	0883	7813	0.00	19,922.21
											0883	55392	AS2	1	1938		TRA	202208	0883	7813	0.00	55,855.27
											0883	55393	AS2	1	1962		MINNESOTA DEPT OF	202208	0883	7813	0.00	18,335.99
											0883	55394	AS2	1	1968		BANKWEST ROCKFOR	202208	0883	7813	0.00	1,679.97
											0883	55395	AS2	1	1977		BLUE CROSS BLUE SH	202208	0883	7813	0.00	70,618.88
											0883	55396	AS2	1	2006		US GOVERNMENT	202208	0883	7813	0.00	108,642.54
											0883	55397	AS2	1	2470		MSRS	202208	0883	7813	0.00	7,752.22
											0883	55398	AS2	1	3370		MN CHILD SUPPORT PI	202208	0883	7813	0.00	323.50
											0883	55399	AS2	1	4050		AFLAC	202208	0883	7813	0.00	210.16
											0883	55401	AS2	1	5459		LEGAL SHIELD	202208	0883	7813	0.00	110.17
											0883	55402	AS2	1	6069		METLIFE	202208	0883	7813	0.00	2,207.04
											0883	55403	AS2	1	6431		HR SIMPLIFIED	202208	0883	7813	0.00	8,461.62
											0883	55404	AS2	1	7649		TSA CONSULTING GRC	202208	0883	7813	0.00	4,201.29
											0883	55404	AS2	1	7649		TSA CONSULTING GRC	202208	0883	7813	0.00	5,083.06
											0883	55404	AS2	1	7649		TSA CONSULTING GRC	202208	0883	7813	0.00	8,646.80
											0883	55405	AS2	1	8119		GIS BENEFITS, INC.	202208	0883	7813	0.00	484.16
											0883	55405	AS2	1	8119		GIS BENEFITS, INC.	202208	0883	7813	0.00	3,822.38
											0883	55405	AS2	1	8119		GIS BENEFITS, INC.	202208	0883	7813	0.00	268.13

# 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	55405	AS2	1	8119		GIS BENEFITS, INC.	202208	0883	7813	0.00	278.49
											0883	55405	AS2	1	8119		GIS BENEFITS, INC.	202208	0883	7813	0.00	709.66
											0883	55408	AS2	1	1039		MINNESOTA ELEVATOR	202208	0883	7813	0.00	442.84
											0883	55409	AS2	1	1057		HILLYARD	202208	0883	7813	0.00	112.68
											0883	55409	AS2	1	1057		HILLYARD	202208	0883	7813	0.00	75.12
											0883	55409	AS2	1	1057		HILLYARD	202208	0883	7813	0.00	1,323.26
											0883	55409	AS2	1	1057		HILLYARD	202208	0883	7813	0.00	104.14
											0883	55409	AS2	1	1057		HILLYARD	202208	0883	7813	0.00	99.23
											0883	55409	AS2	1	1057		HILLYARD	202208	0883	7813	0.00	1,714.09
											0883	55409	AS2	1	1057		HILLYARD	202208	0883	7813	0.00	1,233.37
											0883	55410	AS2	1	1091		SCHMITT MUSIC CENT	202208	0883	7813	0.00	27.75
											0883	55411	AS2	1	1096	remit	NASCO	202208	0883	7813	0.00	117.52
											0883	55412	AS2	1	1113		GRAINGER	202208	0883	7813	0.00	7.16
											0883	55413	AS2	1	1154		MSBA	202208	0883	7813	0.00	228.00
											0883	55414	AS2	1	1180		CENTERPOINT ENERG	202208	0883	7813	0.00	7,110.37
											0883	55414	AS2	1	1180		CENTERPOINT ENERG	202208	0883	7813	0.00	5,124.67
											0883	55417	AS2	1	1841		WRIGHT TECHNICAL C	202208	0883	7813	0.00	2,823.02
											0883	55418	AS2	1	1882		ISD 111-WATERTOWN-I	202208	0883	7813	0.00	17.50
											0883	55419	AS2	1	1901		VERGIN SALES	202208	0883	7813	0.00	588.00
											0883	55420	AS2	1	2211		CROWN COLLEGE	202208	0883	7813	0.00	4,437.40
											0883	55421	AS2	1	2237		BERGMANN, TROY	202208	0883	7813	0.00	170.00
											0883	55422	AS2	1	2910		ANNANDALE HIGH SCH	202208	0883	7813	0.00	31.50
											0883	55423	AS2	1	2949		BURAU, ROSS	202208	0883	7813	0.00	123.00
											0883	55424	AS2	1	3317		CITY OF GREENFIELD	202208	0883	7813	0.00	1,371.20
											0883	55425	AS2	1	3679	remit	INNOVATIVE OFFICE S	202208	0883	7813	0.00	45.84
											0883	55425	AS2	1	3679	remit	INNOVATIVE OFFICE S	202208	0883	7813	0.00	6,349.27
											0883	55426	AS2	1	3824		HANOVER INSURANCE	202208	0883	7813	0.00	76.00
											0883	55427	AS2	1	4335		4 POINT 0 SCHOOL SEF	202208	0883	7813	0.00	8,076.74
											0883	55428	AS2	1	4639		MENARDS MAPLE GRC	202208	0883	7813	0.00	135.90
											0883	55429	AS2	1	4865		JORDAN HIGH SCHOOL	202208	0883	7813	0.00	42.00
											0883	55430	AS2	1	4937		RUSSELL SECURITY Rf	202208	0883	7813	0.00	1,299.00
											0883	55430	AS2	1	4937		RUSSELL SECURITY Rf	202208	0883	7813	0.00	18.00
											0883	55430	AS2	1	4937		RUSSELL SECURITY Rf	202208	0883	7813	0.00	510.00
											0883	55430	AS2	1	4937		RUSSELL SECURITY Rf	202208	0883	7813	0.00	3,711.00
											0883	55431	AS2	1	5177		HOLT - PETERSON CH/	202208	0883	7813	0.00	482.50
											0883	55432	AS2	1	5416		GRIMM DESIGN, LLC	202208	0883	7813	0.00	65.00
											0883	55433	AS2	1	5795	remit	MEDCO SURGICAL SUF	202208	0883	7813	0.00	1,605.37
											0883	55434	AS2	1	5853	remit	ALL STATE COMMUNIC	202208	0883	7813	0.00	3,950.00

**Rockford ISD #0883**  
**Payment Distributions**

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F	Cash & Cash Equiv			0883	55435	AS2	1	5921		FARBER SOUND, LLC	202208	0883	7813	0.00	185.00
											0883	55436	AS2	1	5992		ECM PUBLISHERS, INC	202208	0883	7813	0.00	79.15
											0883	55436	AS2	1	5992		ECM PUBLISHERS, INC	202208	0883	7813	0.00	118.73
											0883	55436	AS2	1	5992		ECM PUBLISHERS, INC	202208	0883	7813	0.00	142.47
											0883	55437	AS2	1	6103		SCHEFF, GREG	202208	0883	7813	0.00	123.00
											0883	55438	AS2	1	6157		GUSTAFSON, ZACH	202208	0883	7813	0.00	123.00
											0883	55439	AS2	1	6279		SHI INTERNATIONAL C	202208	0883	7813	0.00	1,500.00
											0883	55440	AS2	1	6481		GRADY'S ACE HARDW	202208	0883	7813	0.00	1,836.07
											0883	55441	AS2	1	6603		LANO EQUIPMENT -LO	202208	0883	7813	0.00	0.99
											0883	55442	AS2	1	6738		INTERNATIONAL ACAD	202208	0883	7813	0.00	15,000.00
											0883	55443	AS2	1	6913		NEE INVESTMENT 9, LL	202208	0883	7813	0.00	143.59
											0883	55443	AS2	1	6913		NEE INVESTMENT 9, LL	202208	0883	7813	0.00	62.65
											0883	55444	AS2	1	7074		COLLEGE ENTRANCE	202208	0883	7813	0.00	702.00
											0883	55445	AS2	1	7545		TEACHERS ON CALL	202208	0883	7813	0.00	4,720.23
											0883	55446	AS2	1	7570		CST MN - BIN # 170065	202208	0883	7813	0.00	59,523.57
											0883	55447	AS2	1	7608		MOYNAGH, ROBERT JF	202208	0883	7813	0.00	123.00
											0883	55448	AS2	1	7613		DAHL, DENIS	202208	0883	7813	0.00	123.00
											0883	55449	AS2	1	7628		KOPPI, WILLIAM	202208	0883	7813	0.00	123.00
											0883	55450	AS2	1	7681		INTERNATIONAL BACC	202208	0883	7813	0.00	125.00
											0883	55451	AS2	1	7697		MARISELA V NELSON II	202208	0883	7813	0.00	30.00
											0883	55451	AS2	1	7697		MARISELA V NELSON II	202208	0883	7813	0.00	35.00
											0883	55451	AS2	1	7697		MARISELA V NELSON II	202208	0883	7813	0.00	80.00
											0883	55451	AS2	1	7697		MARISELA V NELSON II	202208	0883	7813	0.00	30.00
											0883	55452	AS2	1	8143		SCRIBBLES SOFTWARE	202208	0883	7813	0.00	116.20
											0883	55453	AS2	1	8196		LYREN, DELON	202208	0883	7813	0.00	170.00
											0883	55454	AS2	1	8260		BRIN GLASS SERVICE	202208	0883	7813	0.00	955.00
											0883	55455	AS2	1	8333		HERDEGEN, CHARLES	202208	0883	7813	0.00	6,375.00
											0883	55455	AS2	1	8333		HERDEGEN, CHARLES	202208	0883	7813	0.00	367.36
											0883	55456	AS2	1	8372		STEPHENS EDUCATIO	202208	0883	7813	0.00	189.00
											0883	55457	AS2	1	8380		NORDLIE, PETER	202208	0883	7813	0.00	212.50
											0883	55458	AS2	1	8381		LAVASSEUR, MARK	202208	0883	7813	0.00	212.50
											0883	55459	AS2	1	8382		ECMECC	202208	0883	7813	0.00	185.00
											0883	55460	AS2	1	8383		BAKKUM, DOUGLAS	202208	0883	7813	0.00	170.00
											0883	55461	AS2	1	4718		MN TRUST	202208	0883	7813	0.00	3,647.00
											0883	55462	AS2	1	1274		MINNESOTA DEPARTM	202208	0883	7819	7,898.09	0.00
											0883	55462	AS2	1	1274		MINNESOTA DEPARTM	202208	0883	7817	0.00	7,898.09
											0883	55463	AS2	1	1937		PUBLIC EMPLOYEES R	202208	0883	7819	0.00	21,248.39
											0883	55464	AS2	1	1938		TRA	202208	0883	7819	0.00	55,325.52

**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	55464	AS2	1	1938		TRA	202208	0883	7819	0.00	175.59
											0883	55465	AS2	1	1962		MINNESOTA DEPT OF F202208	202208	0883	7819	0.00	36.02
											0883	55465	AS2	1	1962		MINNESOTA DEPT OF F202208	202208	0883	7819	0.00	19,021.01
											0883	55466	AS2	1	1977		BLUE CROSS BLUE SH 202208	202208	0883	7819	0.00	75,987.54
											0883	55467	AS2	1	2006		US GOVERNMENT 202208	202208	0883	7819	0.00	112,293.67
											0883	55467	AS2	1	2006		US GOVERNMENT 202208	202208	0883	7819	0.00	219.35
											0883	55468	AS2	1	2470		MSRS 202208	202208	0883	7819	0.00	7,752.22
											0883	55469	AS2	1	3370		MN CHILD SUPPORT P202208	202208	0883	7819	0.00	323.50
											0883	55470	AS2	1	4050		AFLAC 202208	202208	0883	7819	0.00	210.16
											0883	55471	AS2	1	4718		MN TRUST 202208	202208	0883	7819	0.00	7,898.09
											0883	55471	AS2	1	4718		MN TRUST 202208	202208	0883	7819	0.00	946.80
											0883	55472	AS2	1	5459		LEGAL SHIELD 202208	202208	0883	7819	0.00	110.17
											0883	55473	AS2	1	6069		METLIFE 202208	202208	0883	7819	0.00	2,294.73
											0883	55474	AS2	1	6431		HR SIMPLIFIED 202208	202208	0883	7819	0.00	7,630.79
											0883	55475	AS2	1	7649		TSA CONSULTING GRC202208	202208	0883	7819	0.00	5,083.06
											0883	55475	AS2	1	7649		TSA CONSULTING GRC202208	202208	0883	7819	0.00	8,646.80
											0883	55475	AS2	1	7649		TSA CONSULTING GRC202208	202208	0883	7819	0.00	4,201.29
											0883	55476	AS2	1	8119		GIS BENEFITS, INC. 202208	202208	0883	7819	0.00	278.49
											0883	55476	AS2	1	8119		GIS BENEFITS, INC. 202208	202208	0883	7819	0.00	709.66
											0883	55476	AS2	1	8119		GIS BENEFITS, INC. 202208	202208	0883	7819	0.00	517.16
											0883	55476	AS2	1	8119		GIS BENEFITS, INC. 202208	202208	0883	7819	0.00	4,000.34
											0883	55476	AS2	1	8119		GIS BENEFITS, INC. 202208	202208	0883	7819	0.00	268.13
											0883	55477	AS2	1	1057		HILLYARD 202208	202208	0883	7836	0.00	871.84
											0883	55477	AS2	1	1057		HILLYARD 202208	202208	0883	7836	0.00	628.53
											0883	55478	AS2	1	1113		GRAINGER 202208	202208	0883	7836	0.00	371.58
											0883	55479	AS2	1	1830		MUSIC IS ELEMENTARY202208	202208	0883	7836	0.00	74.95
											0883	55480	AS2	1	1841		WRIGHT TECHNICAL C202208	202208	0883	7836	0.00	3,803.21
											0883	55481	AS2	1	3254		H&B SPECIALIZED PRC202208	202208	0883	7836	0.00	2,685.00
											0883	55482	AS2	1	3679		remit INNOVATIVE OFFICE S202208	202208	0883	7836	0.00	60.30
											0883	55484	AS2	1	4937		RUSSELL SECURITY R202208	202208	0883	7836	0.00	217.00
											0883	55485	AS2	1	5177		HOLT - PETERSON CH/202208	202208	0883	7836	0.00	350.00
											0883	55486	AS2	1	5252		PROFESSIONAL WIREL202208	202208	0883	7836	0.00	158.00
											0883	55489	AS2	1	6603		LANO EQUIPMENT -LO/202208	202208	0883	7836	0.00	60.92
											0883	55489	AS2	1	6603		LANO EQUIPMENT -LO/202208	202208	0883	7836	0.00	5,600.00
											0883	55490	AS2	1	7545		TEACHERS ON CALL 202208	202208	0883	7836	0.00	3,416.74
											0883	55491	AS2	1	7570		CST MN - BIN # 170065 202208	202208	0883	7836	0.00	40,000.00
											0883	55492	AS2	1	7697		MARISELA V NELSON II202208	202208	0883	7836	0.00	30.00
											0883	55492	AS2	1	7697		MARISELA V NELSON II202208	202208	0883	7836	0.00	30.00

**Rockford ISD #0883**  
**Payment Distributions**

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000				F	Cash & Cash Equiv		0883	55492	AS2	1	7697		MARISELA V NELSON II	202208	0883	7836	0.00	80.00
											0883	55492	AS2	1	7697		MARISELA V NELSON II	202208	0883	7836	0.00	100.00
											0883	55493	AS2	1	7786		REMITTANCE PHOENIX	202208	0883	7836	0.00	63.46
											0883	55494	AS2	1	7858		MEEKER COMMUNITY	202208	0883	7836	0.00	1,025.51
											0883	55495	AS2	1	8096		WEVIDEO, INC.	202208	0883	7836	0.00	89.00
											0883	55496	AS2	1	8245		SKETCHFORSCHOOLS	202208	0883	7836	0.00	825.00
											0883	55497	AS2	1	8261		TOTAL NETWORK	202208	0883	7836	0.00	6,846.00
											0883	55498	AS2	1	8346		remit ROBERT HALF	202208	0883	7836	0.00	720.00
											0883	55498	AS2	1	8346		remit ROBERT HALF	202208	0883	7836	0.00	720.00
											0883	55498	AS2	1	8346		remit ROBERT HALF	202208	0883	7836	0.00	38.13
											0883	55499	AS2	1	8357		MD ENTERPRISES	202208	0883	7836	0.00	1,881.00
											0883	55500	AS2	1	1192		VERIZON WIRELESS	202208	0883	7836	0.00	350.14
											0883	55501	AS2	1	2624		BUFFALO DRY CLEAN	202208	0883	7836	0.00	2,758.95
											0883	55502	AS2	1	4581		BREAKDOWN SPORTS	202208	0883	7836	0.00	250.00
											0883	55503	AS2	1	4613		KENNEDY AND GRAVE	202208	0883	7836	0.00	1,974.00
											0883	55504	AS2	1	5124		DECKER EQUIPMENT	202208	0883	7836	0.00	49.30
											0883	55505	AS2	1	5507		CITY OF GREENFIELD	202208	0883	7836	0.00	1,502.96
											0883	55505	AS2	1	5507		CITY OF GREENFIELD	202208	0883	7836	0.00	33.00
											0883	55506	AS2	1	5795		remit MEDCO SURGICAL	202208	0883	7836	0.00	278.03
											0883	55509	AS2	1	7697		MARISELA V NELSON II	202208	0883	7836	0.00	80.00
											0883	55509	AS2	1	7697		MARISELA V NELSON II	202208	0883	7836	0.00	80.00
											0883	55509	AS2	1	7697		MARISELA V NELSON II	202208	0883	7836	0.00	30.00
											0883	55509	AS2	1	7697		MARISELA V NELSON II	202208	0883	7836	0.00	30.00
											0883	55510	AS2	1	7799		SAFETYFIRST PLAYGR	202208	0883	7836	0.00	7,065.10
											0883	55511	AS2	1	7857		MCLEOD COMMUNITY	202208	0883	7836	0.00	890.23
											0883	55559	WEST1	1	1968		BANKWEST ROCKFOR	202208	0883	7836	0.00	2,104.36
											0883	55595	AS2	1	1938		TRA	202208	0883	7853	0.00	45,326.89
											0883	55596	AS2	1	1962		MINNESOTA DEPT OF	202208	0883	7853	0.00	10,706.65
											0883	55597	AS2	1	1977		BLUE CROSS BLUE SH	202208	0883	7853	0.00	47,272.02
											0883	55598	AS2	1	2006		US GOVERNMENT	202208	0883	7853	0.00	62,995.62
											0883	55599	AS2	1	2470		MSRS	202208	0883	7853	0.00	662.50
											0883	55600	AS2	1	3370		MN CHILD SUPPORT P	202208	0883	7853	0.00	323.50
											0883	55601	AS2	1	4050		AFLAC	202208	0883	7853	0.00	199.50
											0883	55603	AS2	1	5459		LEGAL SHIELD	202208	0883	7853	0.00	87.74
											0883	55604	AS2	1	6069		METLIFE	202208	0883	7853	0.00	1,385.65
											0883	55605	AS2	1	6431		HR SIMPLIFIED	202208	0883	7853	0.00	5,285.06
											0883	55606	AS2	1	7649		TSA CONSULTING GRC	202208	0883	7853	0.00	3,676.65
											0883	55606	AS2	1	7649		TSA CONSULTING GRC	202208	0883	7853	0.00	7,250.09

### 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	55606	AS2	1	7649	TSA CONSULTING	GRC202208	0883	7853	0.00	2,256.78
										0883	55606	AS2	1	7649	TSA CONSULTING	GRC202208	0883	7853	0.00	125.00
										0883	55607	AS2	1	8119	GIS BENEFITS, INC.	202208	0883	7853	0.00	225.40
										0883	55607	AS2	1	8119	GIS BENEFITS, INC.	202208	0883	7853	0.00	2,508.08
										0883	55607	AS2	1	8119	GIS BENEFITS, INC.	202208	0883	7853	0.00	116.30
										0883	55607	AS2	1	8119	GIS BENEFITS, INC.	202208	0883	7853	0.00	80.07
										0883	55607	AS2	1	8119	GIS BENEFITS, INC.	202208	0883	7853	0.00	111.75
										0883	55608	AS2	1	4718	MN TRUST	202208	0883	7853	0.00	295.79
										0883	55609	AS2	1	4718	MN TRUST	202208	0883	7865	0.00	87.00
Account Total:																\$7,898.09	\$1,370,578.91			
0883	B	02	101	000			F	Cash & Cash Equiv		0883	55349	AS2	1	4387	TAHER INC - BIN#	1350/202208	0883	7813	0.00	78,218.23
										0883	55394	AS2	1	1968	BANKWEST ROCKFOR	202208	0883	7813	0.00	41.55
										0883	55559	WEST1	1	1968	BANKWEST ROCKFOR	202208	0883	7836	0.00	42.55
Account Total:																\$0.00	\$78,302.33			
0883	B	04	101	000			F	Cash & Cash Equiv		0883	55296	AS2	1	1159	BANKWEST-CASH	202208	0883	7813	0.00	875.00
										0883	55309	AS2	1	6377	DISH	202208	0883	7813	0.00	108.06
										0883	55313	AS2	1	6855	K&G GYMNASTICS	202208	0883	7813	0.00	400.00
										0883	55322	AS2	1	7697	MARISELA V NELSON II	202208	0883	7813	0.00	80.00
										0883	55335	AS2	1	1200	CUB FOODS	202208	0883	7813	0.00	141.85
										0883	55335	AS2	1	1200	CUB FOODS	202208	0883	7813	0.00	43.75
										0883	55337	AS2	1	1394	MBNA/BUSINESS CARC	202208	0883	7813	0.00	308.20
										0883	55337	AS2	1	1394	MBNA/BUSINESS CARC	202208	0883	7813	0.00	245.98
										0883	55337	AS2	1	1394	MBNA/BUSINESS CARC	202208	0883	7813	0.00	3,779.74
										0883	55337	AS2	1	1394	MBNA/BUSINESS CARC	202208	0883	7813	0.00	258.96
										0883	55337	AS2	1	1394	MBNA/BUSINESS CARC	202208	0883	7813	0.00	50.97
										0883	55348	AS2	1	4335	4 POINT 0 SCHOOL SEF	202208	0883	7813	0.00	2,136.20
										0883	55355	AS2	1	5318	SANDENO, RANDY	202208	0883	7813	0.00	106.60
										0883	55358	AS2	1	7008	remit HEARTCERT	202208	0883	7813	0.00	715.00
										0883	55360	AS2	1	7377	RIECK, ELLEN	202208	0883	7813	0.00	52.00
										0883	55360	AS2	1	7377	RIECK, ELLEN	202208	0883	7813	0.00	106.60
										0883	55364	AS2	1	7615	HASTY AWARDS	202208	0883	7813	0.00	256.33
										0883	55376	AS2	1	8365	ALLEY, NICOLE	202208	0883	7813	0.00	106.60
										0883	55377	AS2	1	8366	PRICE, LISA	202208	0883	7813	0.00	4.00
										0883	55377	AS2	1	8366	PRICE, LISA	202208	0883	7813	0.00	106.60
										0883	55380	AS2	1	8377	KNOPS, MEGAN	202208	0883	7813	0.00	40.00
										0883	55380	AS2	1	8377	KNOPS, MEGAN	202208	0883	7813	0.00	106.60
										0883	55381	AS2	1	8378	MELIN, EMILY	202208	0883	7813	0.00	43.00

**Rockford ISD #0883**  
**Payment Distributions**

Co	L	Fd Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	04	101	000		F	Cash & Cash Equiv		0883	55381	AS2	1	8378		MELIN, EMILY	202208	0883	7813	0.00	106.60
									0883	55394	AS2	1	1968		BANKWEST ROCKFOR	202208	0883	7813	0.00	2,473.89
									0883	55415	AS2	1	1369		ABC LETTERING	202208	0883	7813	0.00	560.00
									0883	55416	AS2	1	1666		DISCOUNT SCHOOL SL	202208	0883	7813	0.00	98.42
									0883	55445	AS2	1	7545		TEACHERS ON CALL	202208	0883	7813	0.00	209.25
									0883	55483	AS2	1	4673		INTEGRIPRINT	202208	0883	7836	0.00	266.36
									0883	55487	AS2	1	5416		GRIMM DESIGN, LLC	202208	0883	7836	0.00	65.00
									0883	55488	AS2	1	6029		KIDZART	202208	0883	7836	0.00	136.00
									0883	55490	AS2	1	7545		TEACHERS ON CALL	202208	0883	7836	0.00	200.75
									0883	55500	AS2	1	1192		VERIZON WIRELESS	202208	0883	7836	0.00	100.04
									0883	55507	AS2	1	6313		MINNESOTA COMMUNI	202208	0883	7836	0.00	45.00
									0883	55559	WEST1		1968		BANKWEST ROCKFOR	202208	0883	7836	0.00	3,063.98
Account Total:																				
																			\$0.00	\$17,397.33
0883	B	07	101	000		F	Cash & Cash Equiv		0883	55400	AS2	1	4718		MN TRUST	202208	0883	7813	0.00	148,073.03
									0883	55406	AS2	1	4718		MN TRUST	202208	0883	7813	0.00	3,164,625.00
									0883	55407	AS2	1	4718		MN TRUST	202208	0883	7813	0.00	667,337.50
									0883	55602	AS2	1	4718		MN TRUST	202208	0883	7853	0.00	41.76
Account Total:																				
																			\$0.00	\$3,980,077.29
0883	B	21	101	000		F	Cash & Cash Equiv		0883	55315	AS2	1	7392		THOUGHT FARM LLC	202208	0883	7813	0.00	630.36
									0883	55335	AS2	1	1200		CUB FOODS	202208	0883	7813	0.00	39.10
									0883	55382	AS2	1	8379		LENS ON RECORDS LL	202208	0883	7813	0.00	550.00
									0883	55410	AS2	1	1091		SCHMITT MUSIC CENT	202208	0883	7813	0.00	136.75
									0883	55431	AS2	1	5177		HOLT - PETERSON CH/	202208	0883	7813	0.00	297.50
									0883	55485	AS2	1	5177		HOLT - PETERSON CH/	202208	0883	7836	0.00	350.00
									0883	55508	AS2	1	6836		DISTRICT 5 DECA	202208	0883	7836	0.00	860.00
Account Total:																				
																			\$0.00	\$2,863.71
0883	B	45	101	000		F	Cash & Cash Equiv		0883	55560	AS2	1	4718		MN TRUST	202208	0883	7853	0.00	20.83
Account Total:																				
																			\$0.00	\$20.83
Report Total:																				
																			\$7,898.09	\$5,449,240.40

# Rockford ISD #0883 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2		55391		Wire	1	1937	PUBLIC EMPLOYEES RETIREMENT AS		No	Yes	No	02/01/2022	19,922.21
AS2		55392		Wire	1	1938	TRA		No	Yes	No	02/01/2022	55,855.27
AS2		55393		Wire	1	1962	MINNESOTA DEPT OF REVENUE		No	Yes	No	02/01/2022	18,335.99
AS2		55394		Wire	1	1968	BANKWEST ROCKFORD		No	Yes	No	02/01/2022	4,195.41
AS2		55395		Wire	1	1977	BLUE CROSS BLUE SHIELD of MN		No	Yes	No	02/01/2022	70,618.88
AS2		55396		Wire	1	2006	US GOVERNMENT		No	Yes	No	02/01/2022	108,642.54
AS2		55397		Wire	1	2470	MSRS		No	Yes	No	02/01/2022	7,752.22
AS2		55398		Wire	1	3370	MN CHILD SUPPORT PMT CENTER		No	Yes	No	02/01/2022	323.50
AS2		55399		Wire	1	4050	AFLAC		No	Yes	No	02/01/2022	210.16
AS2		55400		Wire	1	4718	MN TRUST		No	Yes	No	02/01/2022	148,073.03
AS2		55401		Wire	1	5459	LEGAL SHIELD		No	Yes	No	02/01/2022	110.17
AS2		55402		Wire	1	6069	METLIFE		No	Yes	No	02/01/2022	2,207.04
AS2		55403		Wire	1	6431	HR SIMPLIFIED		No	Yes	No	02/01/2022	8,461.62
AS2		55404		Wire	1	7649	TSA CONSULTING GROUP, INC.		No	Yes	No	02/01/2022	17,931.15
AS2		55405		Wire	1	8119	GIS BENEFITS, INC.	S Corporation	No	Yes	No	02/01/2022	5,562.82
AS2		55406		Wire	1	4718	MN TRUST		No	Yes	No	02/01/2022	3,164,625.00
AS2		55407		Wire	1	4718	MN TRUST		No	Yes	No	02/01/2022	667,337.50
AS2		55461		Wire	1	4718	MN TRUST		No	Yes	No	02/01/2022	3,647.00
AS2		55462		Wire	1	1274	MINNESOTA DEPARTMENT OF HEALTH		Yes	Yes	Yes	02/01/2022	7,898.09
AS2		55462		Wire	1	1274	MINNESOTA DEPARTMENT OF HEALTH		Yes	Yes	Yes	02/18/2022	(7,898.09)
AS2		55463		Wire	1	1937	PUBLIC EMPLOYEES RETIREMENT AS		No	Yes	No	02/18/2022	21,248.39
AS2		55464		Wire	1	1938	TRA		No	Yes	No	02/18/2022	55,501.11
AS2		55465		Wire	1	1962	MINNESOTA DEPT OF REVENUE		No	Yes	No	02/18/2022	19,057.03
AS2		55466		Wire	1	1977	BLUE CROSS BLUE SHIELD of MN		No	Yes	No	02/18/2022	75,987.54
AS2		55467		Wire	1	2006	US GOVERNMENT		No	Yes	No	02/18/2022	112,513.02
AS2		55468		Wire	1	2470	MSRS		No	Yes	No	02/18/2022	7,752.22
AS2		55469		Wire	1	3370	MN CHILD SUPPORT PMT CENTER		No	Yes	No	02/18/2022	323.50
AS2		55470		Wire	1	4050	AFLAC		No	Yes	No	02/18/2022	210.16
AS2		55471		Wire	1	4718	MN TRUST		No	Yes	No	02/18/2022	8,844.89
AS2		55472		Wire	1	5459	LEGAL SHIELD		No	Yes	No	02/18/2022	110.17
AS2		55473		Wire	1	6069	METLIFE		No	Yes	No	02/18/2022	2,294.73
AS2		55474		Wire	1	6431	HR SIMPLIFIED		No	Yes	No	02/18/2022	7,630.79
AS2		55475		Wire	1	7649	TSA CONSULTING GROUP, INC.		No	Yes	No	02/18/2022	17,931.15
AS2		55476		Wire	1	8119	GIS BENEFITS, INC.	S Corporation	No	Yes	No	02/18/2022	5,773.78
AS2		55560		Wire	1	4718	MN TRUST		No	Yes	No	02/28/2022	20.83
AS2		55595		Wire	1	1938	TRA		No	Yes	No	02/28/2022	45,326.89
AS2		55596		Wire	1	1962	MINNESOTA DEPT OF REVENUE		No	Yes	No	02/28/2022	10,706.65
AS2		55597		Wire	1	1977	BLUE CROSS BLUE SHIELD of MN		No	Yes	No	02/28/2022	47,272.02
AS2		55598		Wire	1	2006	US GOVERNMENT		No	Yes	No	02/28/2022	62,995.62

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

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2		55599		Wire	1	2470	MSRS		No	Yes	No	02/28/2022	662.50
AS2		55600		Wire	1	3370	MIN CHILD SUPPORT PMT CENTER		No	Yes	No	02/28/2022	323.50
AS2		55601		Wire	1	4050	AFLAC		No	Yes	No	02/28/2022	199.50
AS2		55602		Wire	1	4718	MIN TRUST		No	Yes	No	02/28/2022	41.76
AS2		55603		Wire	1	5459	LEGAL SHIELD		No	Yes	No	02/28/2022	87.74
AS2		55604		Wire	1	6069	METLIFE		No	Yes	No	02/28/2022	1,385.65
AS2		55605		Wire	1	6431	HR SIMPLIFIED		No	Yes	No	02/28/2022	5,285.06
AS2		55606		Wire	1	7649	TSA CONSULTING GROUP, INC.		No	Yes	No	02/28/2022	13,308.52
AS2		55607		Wire	1	8119	GIS BENEFITS, INC.	S Corporation	No	Yes	No	02/28/2022	3,041.60
AS2		55608		Wire	1	4718	MIN TRUST		No	Yes	No	02/28/2022	295.79
AS2		55609		Wire	1	4718	MIN TRUST		No	Yes	No	02/28/2022	87.00
AS2		55310	101756	Check	1	6623	ADVANCED IMAGING SOLUTIONS		Yes	Yes	No	02/04/2022	5,449.00
AS2		55293	101757	Check	1	1015	ASCD		Yes	Yes	No	02/04/2022	145.56
AS2		55296	101758	Check	1	1159	BANKWEST-CASH		Yes	Yes	No	02/04/2022	875.00
AS2		55311	101759	Check	1	6791	BARFKNECHT, ALAN		Yes	No	No	02/04/2022	123.00
AS2		55302	101760	Check	1	1825	BARTH, BRIAN		Yes	No	No	02/04/2022	123.00
AS2		55304	101761	Check	1	2237	BERGMANN, TROY	Ind/Sole Proprietor	Yes	Yes	No	02/04/2022	153.00
AS2		55303	101762	Check	1	1902	CDW GOVERNMENT, INC.		Yes	Yes	No	02/04/2022	538.47
AS2		55297	101763	Check	1	1180	CENTERPOINT ENERGY		Yes	Yes	No	02/04/2022	2,032.56
AS2		55321	101764	Check	1	7657	CITY OF DELANO		Yes	Yes	No	02/04/2022	192.50
AS2		55326	101765	Check	1	8376	CITY OF MINNETONKA		Yes	Yes	No	02/04/2022	623.70
AS2		55298	101766	Check	1	1181	CITY OF ROCKFORD		Yes	Yes	No	02/04/2022	804.75
AS2		55317	101767	Check	1	7613	DAHL, DENIS		Yes	Yes	No	02/04/2022	123.00
AS2		55309	101768	Check	1	6377	DISH		Yes	Yes	No	02/04/2022	108.06
AS2		55316	101769	Check	1	7393	FRITZ, BRIAN		Yes	Yes	No	02/04/2022	123.00
AS2		55295	101770	Check	1	1102	JW PEPPER		Yes	No	No	02/04/2022	148.83
AS2		55313	101771	Check	1	6855	K&G GYMNASTICS		Yes	Yes	No	02/04/2022	400.00
AS2		55306	101772	Check	1	4613	KENNEDY AND GRAVEN		Yes	Yes	No	02/04/2022	564.00
AS2		55319	101773	Check	1	7628	KOPPI, WILLIAM		Yes	Yes	No	02/04/2022	123.00
AS2		55322	101774	Check	1	7697	MARISELA V NELSON INTERPRETING		Yes	Yes	No	02/04/2022	385.00
AS2		55318	101775	Check	1	7620	MIDDAGH, THOMAS		Yes	Yes	No	02/04/2022	123.00
AS2		55320	101776	Check	1	7641	PERRY, JOHN	Ind/Sole Proprietor	Yes	Yes	No	02/04/2022	123.00
AS2		55305	101777	Check	1	3403	RANDY'S SANITATION INC		Yes	Yes	No	02/04/2022	2,173.36
AS2		55323	101778	Check	1	8346	ROBERT HALF	C Corporation	Yes	Yes	No	02/04/2022	1,440.00
AS2		55325	101779	Check	1	8374	SCHEFF, BRONSON	Ind/Sole Proprietor	Yes	Yes	No	02/04/2022	105.00
AS2		55307	101780	Check	1	6103	SCHEFF, GREG		Yes	Yes	No	02/04/2022	105.00
AS2		55315	101781	Check	1	7392	THOUGHT FARM LLC		Yes	No	No	02/04/2022	630.36
AS2		55324	101782	Check	1	8373	TWINS BALLPARK LLC		Yes	Yes	No	02/04/2022	290.00
AS2		55314	101783	Check	1	7197	UNIVERSITY OF MINNESOTA DULUTH	LLC - Partnership	Yes	Yes	No	02/04/2022	1,288.00

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

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2		55312	101784	Check	1	6834	URBAN, NICHOLAS		Yes	No	No	02/04/2022	123.00
AS2		55308	101785	Check	1	6219	VOYAGER SOPRIS LEARNING INC.		Yes	Yes	No	02/04/2022	298.76
AS2		55300	101786	Check	1	1424	WEST MUSIC	S Corporation	Yes	Yes	No	02/04/2022	460.00
AS2		55301	101787	Check	1	1812	remit WRIGHT COUNTY FINANCE DEPT		Yes	Yes	No	02/04/2022	43,764.00
AS2		55294	101788	Check	1	1016	WRIGHT-HENNEPIN COOP. ELECTRIC		Yes	Yes	No	02/04/2022	203.70
AS2		55299	101789	Check	1	1215	XCEL ENERGY		Yes	Yes	No	02/04/2022	23,985.04
AS2		55327	101790	Check	1	6282	SOUTHWEST METRO EDUCATIONAL C		Yes	Yes	No	02/04/2022	37,472.54
AS2		55328	101791	Check	1	7981	AT&T MOBILITY		Yes	Yes	No	02/08/2022	38.23
AS2		55348	101792	Check	1	4335	4 POINT 0 SCHOOL SERVICES		Yes	Yes	No	02/11/2022	82,922.00
AS2		55356	101793	Check	1	5853	remit ALL STATE COMMUNICATIONS, INC		Yes	Yes	No	02/11/2022	925.00
AS2		55376	101794	Check	1	8365	ALLEY, NICOLE	Ind/Sole Proprietor	Yes	Yes	No	02/11/2022	106.60
AS2		55354	101795	Check	1	5306	BORAAS, ROB		Yes	No	No	02/11/2022	123.00
AS2		55347	101796	Check	1	4138	BROUGH, TONY		Yes	No	No	02/11/2022	132.00
AS2		55359	101797	Check	1	7224	BSN SPORTS, LLC		Yes	Yes	No	02/11/2022	3,565.00
AS2		55334	101798	Check	1	1180	CENTERPOINT ENERGY		Yes	Yes	No	02/11/2022	16,870.63
AS2		55362	101799	Check	1	7519	COMMON THREAD CUSTOM APPAREL		Yes	Yes	No	02/11/2022	946.00
AS2		55361	101800	Check	1	7480	CORPORATE MECHANICAL, INC.		Yes	Yes	No	02/11/2022	2,526.00
AS2		55374	101801	Check	1	8355	CUB - MAPLE GROVE		Yes	Yes	No	02/11/2022	38.02
AS2		55335	101802	Check	1	1200	CUB FOODS		Yes	Yes	No	02/11/2022	268.47
AS2		55343	101803	Check	1	2374	DEMCO INC		Yes	Yes	No	02/11/2022	89.40
AS2		55373	101804	Check	1	8172	DRENNAN, CHRISTOPHER	Ind/Sole Proprietor	Yes	Yes	No	02/11/2022	123.00
AS2		55350	101805	Check	1	4444	ESTR PUBLICATIONS		Yes	Yes	No	02/11/2022	130.00
AS2		55375	101806	Check	1	8358	FISHER ATHLETIC EQUIPMENT INC.	C Corporation	Yes	Yes	No	02/11/2022	498.00
AS2		55379	101807	Check	1	8370	FISLERDATA, LLC	Ind/Sole Proprietor	Yes	Yes	No	02/11/2022	775.00
AS2		55367	101808	Check	1	7738	REMIT GRANITE TELECOMMUNICATIONS, LLC		Yes	Yes	No	02/11/2022	719.97
AS2		55336	101809	Check	1	1223	GROTH MUSIC		Yes	Yes	No	02/11/2022	99.91
AS2		55364	101810	Check	1	7615	HASTY AWARDS		Yes	Yes	No	02/11/2022	256.33
AS2		55358	101811	Check	1	7008	remit HEARTCERT		Yes	Yes	No	02/11/2022	715.00
AS2		55331	101812	Check	1	1057	HILLYARD		Yes	Yes	No	02/11/2022	150.24
AS2		55345	101813	Check	1	2610	HWY 55 TRAILER SALES		Yes	Yes	No	02/11/2022	148.50
AS2		55346	101814	Check	1	3679	INNOVATIVE OFFICE SOLUTIONS		Yes	Yes	No	02/11/2022	121.70
AS2		55351	101815	Check	1	4673	INTEGRIPRINT		Yes	Yes	No	02/11/2022	85.10
AS2		55378	101816	Check	1	8368	KAMMERER, CAITLIN	Ind/Sole Proprietor	Yes	Yes	No	02/11/2022	132.00
AS2		55380	101817	Check	1	8377	KNOPS, MEGAN	Ind/Sole Proprietor	Yes	Yes	No	02/11/2022	146.60
AS2		55382	101818	Check	1	8379	LENS ON RECORDS LLC	LLC - C Corp	Yes	Yes	No	02/11/2022	550.00
AS2		55366	101819	Check	1	7697	MARISELA V NELSON INTERPRETING		Yes	Yes	No	02/11/2022	80.00
AS2		55337	101820	Check	1	1394	MBNA/BUSINESS CARD		Yes	Yes	No	02/11/2022	14,437.31
AS2		55338	101821	Check	1	1394	MBNA/BUSINESS CARD		Yes	Yes	No	02/11/2022	417.20
AS2		55339	101822	Check	1	1394	MBNA/BUSINESS CARD		Yes	Yes	No	02/11/2022	284.34

# Rockford ISD #0883 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2		55340	101823	Check	1		MBNA/BUSINESS CARD		Yes	Yes	No	02/11/2022	144.53
AS2		55381	101824	Check	1		MELIN, EMILY	Ind/Sole Proprietor	Yes	Yes	No	02/11/2022	149.60
AS2		55365	101825	Check	1		MIDDAGH, THOMAS		Yes	Yes	No	02/11/2022	123.00
AS2		55357	101826	Check	1		MITELNETSOLUTIONS		Yes	Yes	No	02/11/2022	3,478.96
AS2		55368	101827	Check	1	remit	MRI SOFTWARE, LLC		Yes	Yes	No	02/11/2022	42.00
AS2		55333	101828	Check	1	remit	NASCO		Yes	Yes	No	02/11/2022	659.50
AS2		55369	101829	Check	1		NIESEN, ALI		Yes	Yes	No	02/11/2022	132.00
AS2		55372	101830	Check	1		OXFORD UNIVERSITY PRESS USA	Ind/Sole Proprietor	Yes	Yes	No	02/11/2022	2,848.83
AS2		55377	101831	Check	1		PRICE, LISA	Ind/Sole Proprietor	Yes	Yes	No	02/11/2022	110.60
AS2		55344	101832	Check	1		REGION V		Yes	Yes	No	02/11/2022	34.50
AS2		55360	101833	Check	1		RIECK, ELLEN		Yes	Yes	No	02/11/2022	158.60
AS2		55355	101834	Check	1		SANDENO, RANDY	Ind/Sole Proprietor	Yes	Yes	No	02/11/2022	106.60
AS2		55332	101835	Check	1		SCHMITT MUSIC CENTER		Yes	Yes	No	02/11/2022	253.00
AS2		55341	101836	Check	1		SCHOLASTIC BOOK FAIRS		Yes	Yes	No	02/11/2022	7,327.45
AS2		55370	101837	Check	1		SO BRIGHT PRODUCTIONS		Yes	Yes	No	02/11/2022	500.00
AS2		55349	101838	Check	1		TAHER INC - BIN# 135092		Yes	Yes	No	02/11/2022	78,218.23
AS2		55363	101839	Check	1		TEACHERS ON CALL		Yes	Yes	No	02/11/2022	9,520.93
AS2		55353	101840	Check	1		TOLL COMPANY		Yes	Yes	No	02/11/2022	24.06
AS2		55352	101841	Check	1		TRACTOR SUPPLY CREDIT PLAN		Yes	Yes	No	02/11/2022	350.65
AS2		55342	101842	Check	1		TRAEIN, TODD		Yes	Yes	No	02/11/2022	222.00
AS2		55371	101843	Check	1		WEBER, SAMUEL	Ind/Sole Proprietor	Yes	Yes	No	02/11/2022	123.00
AS2		55385	101844	Check	1		EDUCATION FOUNDATION - EMR		Yes	Yes	No	02/15/2022	4,277.93
AS2		55388	101845	Check	1		EDUCATION FOUNDATION - EMR		Yes	Yes	No	02/15/2022	4,277.93
AS2		55384	101846	Check	1		ISD #883 EDUCATION FOUNDATION		Yes	No	No	02/15/2022	227.85
AS2		55387	101847	Check	1		ISD #883 EDUCATION FOUNDATION		Yes	No	No	02/15/2022	227.85
AS2		55383	101848	Check	1		SCHOOL SERVICE EMPLOYEES		Yes	Yes	No	02/15/2022	773.53
AS2		55386	101849	Check	1		SCHOOL SERVICE EMPLOYEES		Yes	Yes	No	02/15/2022	773.53
AS2		55427	101850	Check	1		4 POINT 0 SCHOOL SERVICES		Yes	Yes	No	02/18/2022	8,076.74
AS2		55415	101851	Check	1		ABC LETTERING		Yes	No	No	02/18/2022	560.00
AS2		55434	101852	Check	1	remit	ALL STATE COMMUNICATIONS, INC		Yes	Yes	No	02/18/2022	3,950.00
AS2		55422	101853	Check	1		ANNANDALE HIGH SCHOOL		Yes	No	No	02/18/2022	31.50
AS2		55460	101854	Check	1		BAKKUM, DOUGLAS	Ind/Sole Proprietor	Yes	No	No	02/18/2022	170.00
AS2		55421	101855	Check	1		BERGMANN, TROY	Ind/Sole Proprietor	Yes	Yes	No	02/18/2022	170.00
AS2		55454	101856	Check	1		BRIN GLASS SERVICE	S Corporation	Yes	Yes	No	02/18/2022	955.00
AS2		55423	101857	Check	1		BURAU, ROSS		Yes	Yes	No	02/18/2022	123.00
AS2		55414	101858	Check	1		CENTERPOINT ENERGY		Yes	Yes	No	02/18/2022	12,235.04
AS2		55424	101859	Check	1		CITY OF GREENFIELD		Yes	Yes	No	02/18/2022	1,371.20
AS2		55444	101860	Check	1		COLLEGE ENTRANCE EXAMINATION B		Yes	Yes	No	02/18/2022	702.00
AS2		55420	101861	Check	1		CROWN COLLEGE		Yes	Yes	No	02/18/2022	4,437.40

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

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2		55446	101862	Check	1	7570	CST MN - BIN # 170065		Yes	Yes	No	02/18/2022	59,523.57
AS2		55448	101863	Check	1	7613	DAHL, DENIS		Yes	Yes	No	02/18/2022	123.00
AS2		55416	101864	Check	1	1666	DISCOUNT SCHOOL SUPPLY		Yes	Yes	No	02/18/2022	98.42
AS2		55436	101865	Check	1	5992	ECM PUBLISHERS, INC.		Yes	Yes	No	02/18/2022	340.35
AS2		55459	101866	Check	1	8382	ECMECC		Yes	No	No	02/18/2022	185.00
AS2		55435	101867	Check	1	5921	FARBER SOUND, LLC		Yes	Yes	No	02/18/2022	185.00
AS2		55440	101868	Check	1	6481	GRADY'S ACE HARDWARE		Yes	Yes	No	02/18/2022	1,836.07
AS2		55412	101869	Check	1	1113	GRAINGER		Yes	Yes	No	02/18/2022	7.16
AS2		55432	101870	Check	1	5416	GRIMM DESIGN, LLC		Yes	No	No	02/18/2022	65.00
AS2		55438	101871	Check	1	6157	GUSTAFSON, ZACH		Yes	Yes	No	02/18/2022	123.00
AS2		55426	101872	Check	1	3824	HANOVER INSURANCE GROUP		Yes	Yes	No	02/18/2022	76.00
AS2		55455	101873	Check	1	8333	HERDEGEN, CHARLES	Ind/Sole Proprietor	Yes	Yes	No	02/18/2022	6,742.36
AS2		55409	101874	Check	1	1057	HILLYARD		Yes	Yes	No	02/18/2022	4,661.89
AS2		55431	101875	Check	1	5177	HOLT - PETERSON CHARTER BUS		Yes	Yes	No	02/18/2022	780.00
AS2		55425	101876	Check	1	3679	INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	02/18/2022	6,395.11
AS2		55442	101877	Check	1	6738	INTERNATIONAL ACADEMY OF SCIENC		Yes	No	No	02/18/2022	15,000.00
AS2		55450	101878	Check	1	7681	INTERNATIONAL BACCALAUREATE OR		Yes	No	No	02/18/2022	125.00
AS2		55418	101879	Check	1	1882	ISD 111-WATERTOWN-MAYER		Yes	No	No	02/18/2022	17.50
AS2		55429	101880	Check	1	4865	JORDAN HIGH SCHOOL		Yes	No	No	02/18/2022	42.00
AS2		55449	101881	Check	1	7628	KOPPI, WILLIAM		Yes	Yes	No	02/18/2022	123.00
AS2		55441	101882	Check	1	6603	LANO EQUIPMENT -LORETTO		Yes	Yes	No	02/18/2022	0.99
AS2		55458	101883	Check	1	8381	LAVASSEUR, MARK	Ind/Sole Proprietor	Yes	Yes	No	02/18/2022	212.50
AS2		55453	101884	Check	1	8196	LYREN, DELON	Ind/Sole Proprietor	Yes	Yes	No	02/18/2022	170.00
AS2		55451	101885	Check	1	7697	MARISELA V NELSON INTERPRETING		Yes	Yes	No	02/18/2022	175.00
AS2		55433	101886	Check	1	5795	MEDCO SURGICAL SUPPLY SERVICE		Yes	Yes	No	02/18/2022	1,605.37
AS2		55428	101887	Check	1	4639	MENARDS MAPLE GROVE		Yes	Yes	No	02/18/2022	135.90
AS2		55408	101888	Check	1	1039	MINNESOTA ELEVATOR, INC		Yes	Yes	No	02/18/2022	442.84
AS2		55447	101889	Check	1	7608	MOYNAGH, ROBERT JR.	Ind/Sole Proprietor	Yes	No	No	02/18/2022	123.00
AS2		55413	101890	Check	1	1154	MSBA		Yes	Yes	No	02/18/2022	228.00
AS2		55411	101891	Check	1	1096	NASCO		Yes	Yes	No	02/18/2022	117.52
AS2		55443	101892	Check	1	6913	NEE INVESTMENT 9, LLC		Yes	Yes	No	02/18/2022	206.24
AS2		55457	101893	Check	1	8380	NORDLIE, PETER	Ind/Sole Proprietor	Yes	Yes	No	02/18/2022	212.50
AS2		55430	101894	Check	1	4937	RUSSELL SECURITY RESOURCE INC		Yes	Yes	No	02/18/2022	5,538.00
AS2		55437	101895	Check	1	6103	SCHEFF, GREG		Yes	No	No	02/18/2022	123.00
AS2		55410	101896	Check	1	1091	SCHMITT MUSIC CENTER		Yes	Yes	No	02/18/2022	164.50
AS2		55452	101897	Check	1	8143	SCRIBBLES SOFTWARE	C Corporation	Yes	No	No	02/18/2022	116.20
AS2		55439	101898	Check	1	6279	SHI INTERNATIONAL CORP.		Yes	Yes	No	02/18/2022	1,500.00
AS2		55456	101899	Check	1	8372	STEPHENS EDUCATIONAL SERVICES I		Yes	No	No	02/18/2022	189.00
AS2		55445	101900	Check	1	7545	TEACHERS ON CALL		Yes	Yes	No	02/18/2022	4,929.48

# Rockford ISD #0883 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2		55419	101901	Check	1		VERGIN SALES		Yes	No	No	02/18/2022	588.00
AS2		55417	101902	Check	1		WRIGHT TECHNICAL CENTER		Yes	Yes	No	02/18/2022	2,823.02
AS2		55491	101903	Check	1		CST MN - BIN # 170065		Yes	No	No	02/23/2022	40,000.00
AS2		55478	101904	Check	1		GRAINGER		Yes	No	No	02/23/2022	371.58
AS2		55487	101905	Check	1		GRIMM DESIGN, LLC		Yes	No	No	02/23/2022	65.00
AS2		55481	101906	Check	1		H&B SPECIALIZED PRODUCTS, INC		Yes	No	No	02/23/2022	2,685.00
AS2		55477	101907	Check	1		HILLYARD		Yes	Yes	No	02/23/2022	1,500.37
AS2		55485	101908	Check	1		HOLT - PETERSON CHARTER BUS		Yes	No	No	02/23/2022	700.00
AS2		55482	101909	Check	1	remit	INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	02/23/2022	60.30
AS2		55483	101910	Check	1		INTEGRIPRINT		Yes	No	No	02/23/2022	266.36
AS2		55488	101911	Check	1		KIDZART		Yes	No	No	02/23/2022	136.00
AS2		55489	101912	Check	1		LANO EQUIPMENT -LORETTO		Yes	No	No	02/23/2022	5,660.92
AS2		55492	101913	Check	1		MARISELA V NELSON INTERPRETING		Yes	No	No	02/23/2022	240.00
AS2		55499	101914	Check	1		MD ENTERPRISES		Yes	No	No	02/23/2022	1,881.00
AS2		55494	101915	Check	1		MEEKER COMMUNITY SOLAR ONE LLC		Yes	No	No	02/23/2022	1,025.51
AS2		55479	101916	Check	1		MUSIC IS ELEMENTARY		Yes	No	No	02/23/2022	74.95
AS2		55486	101917	Check	1		PROFESSIONAL WIRELESS COMMUNIK		Yes	No	No	02/23/2022	158.00
AS2		55498	101918	Check	1	remit	ROBERT HALF	C Corporation	Yes	No	No	02/23/2022	1,478.13
AS2		55484	101919	Check	1		RUSSELL SECURITY RESOURCE INC		Yes	No	No	02/23/2022	217.00
AS2		55496	101920	Check	1		SKETCHFORSCHOOLS PUBLISHING, I		Yes	No	No	02/23/2022	825.00
AS2		55490	101921	Check	1		TEACHERS ON CALL		Yes	No	No	02/23/2022	3,617.49
AS2		55493	101922	Check	1	REMIT	TERRAFORM PHOENIX II ARCADIA		Yes	Yes	No	02/23/2022	63.46
AS2		55497	101923	Check	1		TOTAL NETWORK, INC.	S Corporation	Yes	No	No	02/23/2022	6,846.00
AS2		55495	101924	Check	1		WEVIDEO, INC.		Yes	No	No	02/23/2022	89.00
AS2		55480	101925	Check	1		WRIGHT TECHNICAL CENTER		Yes	No	No	02/23/2022	3,803.21
AS2		55502	101926	Check	1		BREAKDOWN SPORTS USA		Yes	No	No	02/25/2022	250.00
AS2		55501	101927	Check	1		BUFFALO DRY CLEANERS		Yes	No	No	02/25/2022	2,758.95
AS2		55505	101928	Check	1		CITY OF GREENFIELD WATER & SEWE		Yes	No	No	02/25/2022	1,535.96
AS2		55504	101929	Check	1		DECKER EQUIPMENT/SCHOOL FIX		Yes	No	No	02/25/2022	49.30
AS2		55508	101930	Check	1		DISTRICT 5 DECA		Yes	No	No	02/25/2022	860.00
AS2		55503	101931	Check	1		KENNEDY AND GRAVEN		Yes	No	No	02/25/2022	1,974.00
AS2		55509	101932	Check	1		MARISELA V NELSON INTERPRETING		Yes	No	No	02/25/2022	220.00
AS2		55511	101933	Check	1		MCLEOD COMMUNITY SOLAR ONE LLC		Yes	No	No	02/25/2022	890.23
AS2		55506	101934	Check	1	remit 2	MEDCO SURGICAL SUPPLY SERVICE		Yes	No	No	02/25/2022	278.03
AS2		55507	101935	Check	1		MINNESOTA COMMUNITY ED. ASSOC.		Yes	No	No	02/25/2022	45.00
AS2		55510	101936	Check	1		SAFETYFIRST PLAYGROUND MAINTEN		Yes	No	No	02/25/2022	7,065.10
AS2		55500	101937	Check	1		VERIZON WIRELESS		Yes	No	No	02/25/2022	450.18

Bank Total:

\$5,436,131.42

### 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	Date	Pay/Void	Amount
WEST		55559		Wire	1	1968	BANKWEST ROCKFORD		No	Yes	No	02/28/2022		5,210.89
													Bank Total:	\$5,210.89
													Report Total:	\$5,441,342.31



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

**Subject: Open Enrollments**

Meeting Date: March 21, 2022

Prepared by: Business Office

Date Prepared: March 16, 2022

Information       Briefing       Action       Enclosure Item(s)

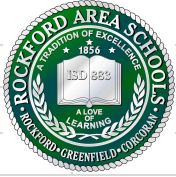
**Resident Students Attending Other Schools**

Grade	Non-Resident District	Number	Date Effective	NR/OE
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**Non-Resident Students Attending Rockford**

Grade	Resident District	Number	Date Effective	NR/OE
2	Brooklyn Center	286	11/1/2021	NR
6	Brooklyn Center	286	11/1/2021	NR
K	Buffalo	877	1/19/2022	NR
3	Buffalo	877	1/19/2022	NR
5	Dassel-Cokato	466	1/1/2022	NR

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



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

**Subject: Acknowledgement of Contributions Resolution**

Meeting Date: March 21, 2022

Prepared by: Business Office

Date Prepared: March 16, 2022

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

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

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

<i>Donor</i>	<i>Amount</i>	<i>Fund</i>
Brady, Mali, Chase & Ian Anderson	\$1,500.00	Class of 2032
Marlene Socher	\$50.00	RHS Science Department--In Memory of Mr. Crosby
Rockford Education Foundation	\$255.00	General Fund (Document Camera for RMS Writing Classroom)
Rockford Education Foundation	\$124.95	General Fund (Music K8 subscription)
Rockford Education Foundation	\$419.03	General Fund (Music Play subscription and music supplies)
Rockford Education Foundation	\$297.24	General Fund (REAMS Phonics Teaching Materials)
Rockford Education Foundation	\$296.90	General Fund (Readers for RMS and RHS EL Students)
Rockford Education Foundation	\$964.09	General Fund (REAMS Music Supplies & RMS Art Sketchbooks)
Rockford Education Foundation	\$2,488.00	General Fund (Interactive Board for Preschool Special Education Students)



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

**Subject:** \_\_\_\_\_

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

Prepared by: \_\_\_\_\_

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

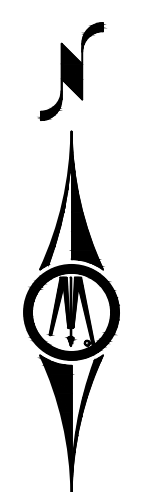
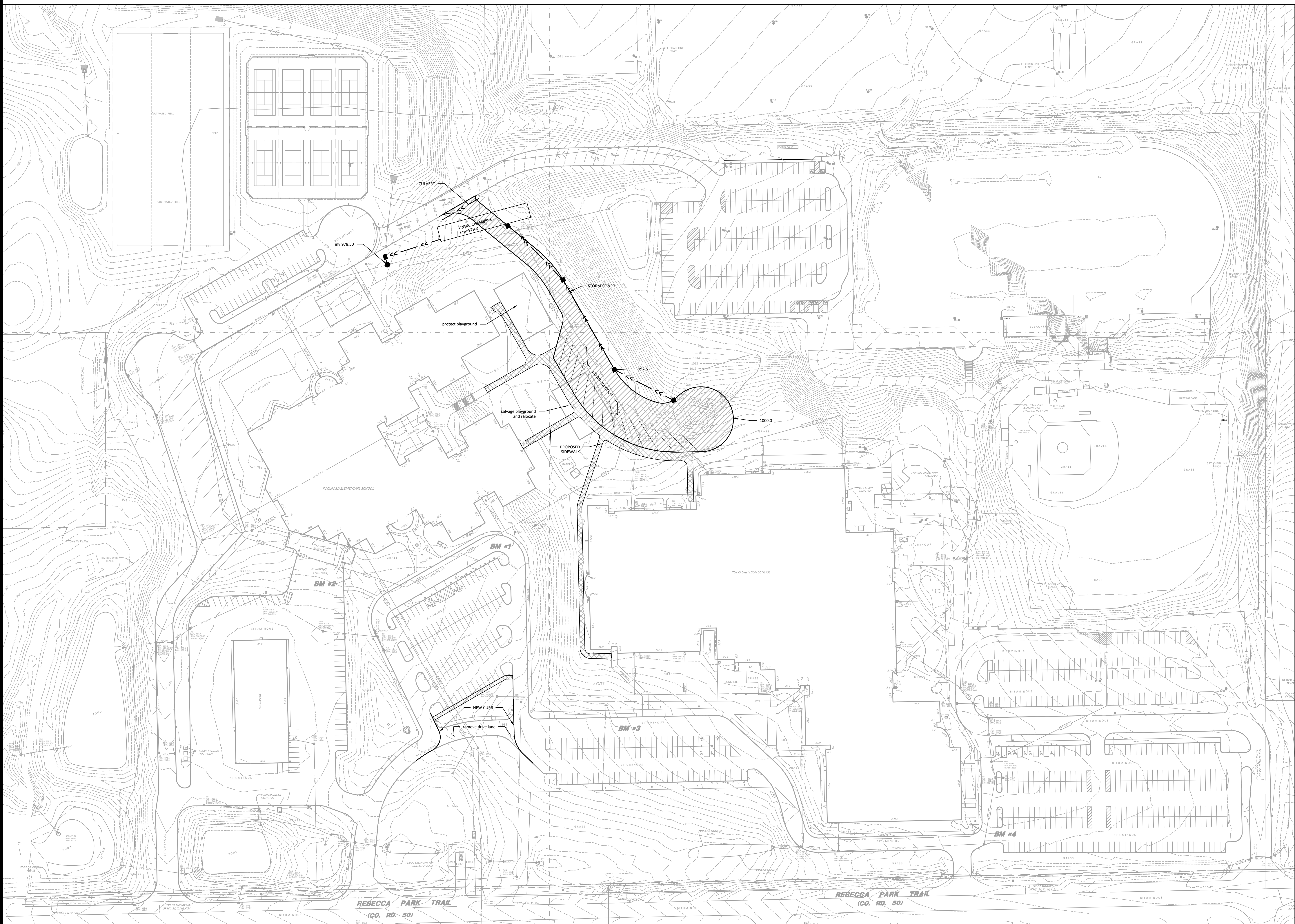
Information

Briefing

Action

Enclosure Item(s)

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Project No.	V125890
Date	01/21/2022
Drawn By	MM
Checked By	DSE
Revisions	

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

Reg. No. 5527 SIGNATURE

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

**ROCKFORD ES-HS BUS CORRAL**





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

**Subject: Resolution to Approve Property Tax Abatement  
Related to Infrastructure Improvements within the District**

Meeting Date: March 21, 2022

Prepared by: Tanley Lego

Date Prepared: March 15, 2022

Information       Briefing       Action       Enclosure Item(s)

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Recommend approving Property Tax Abatement Related to Infrastructure Improvements within the District (the "Abatement Resolution")

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

**RESOLUTION APPROVING PROPERTY TAX ABATEMENT  
RELATED TO INFRASTRUCTURE IMPROVEMENTS WITHIN  
THE DISTRICT**

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

Section 1.       Recitals.

1.01.   The District has contemplated granting a property tax abatement in order to help finance infrastructure improvements primarily consisting of district-wide parking lot improvements, including at the District’s Elementary School, Middle School, and High School facilities (the “Project”), which will benefit certain property in the District, all pursuant to Minnesota Statutes, Sections 469.1812 through 469.1815, as amended (the “Abatement Act”).

1.02.   Pursuant to Section 469.1813, subdivision 1 of the Abatement Act, the District may grant an abatement of all or a portion of the taxes imposed by the District on a parcel of property to pay for all or part of the cost of acquisition or improvement of public infrastructure, whether or not located on or adjacent to the parcel for which the tax is abated.

1.03.   The District has identified four hundred twenty (420) parcels located in the District, identified in EXHIBIT A attached hereto (the “Abatement Property”), which will be benefitted by the Project and from which the District proposes to abate a portion of the District’s share of taxes to help finance the Project, subject to all the terms and conditions of this resolution.

1.04.   The District is authorized under the Abatement Act and Minnesota Statutes, Chapter 475, as amended (collectively, the “Act”), to issue one or more series of general obligation bonds, all or a portion of which will be designated as tax abatement bonds, currently anticipated to be issued in the aggregate principal amount \$3,100,000 (the “Abatement Bonds”), which will be issued to pay the costs of the Project pursuant to the Act, and which are expected to be paid primarily through the collection of Abatement revenues (as defined herein).

1.05.   On the date hereof, the Board conducted a duly noticed public hearing on the Abatement at which the views of all interested persons were heard.

Section 2.       Findings.

2.01.   It is hereby found and determined that the benefits to the District from the Abatement will be at least equal to the costs to the District of the Abatement, because (a) the Abatement will help finance the Project, which is necessary to provide improved transportation and safety in the District and to provide improved access to school facilities for the community as a whole; and (b) the increased District taxes collected from the Abatement Property upon termination of the Abatement are expected to far

exceed the amount of the Abatement collected from the Abatement Property during the term of this resolution.

2.02. It is hereby found and determined that the Abatement is in the public interest for the reasons described in Section 2.01 hereof.

Section 3. Actions Ratified; Abatement Approved.

3.01. The Board hereby ratifies all actions of the District's staff and consultants in arranging for approval of this resolution in accordance with the Abatement Act.

3.02. Subject to the provisions of the Abatement Act, the Abatement is hereby approved and adopted subject to the following terms and conditions:

(a) The term "Abatement" means the District's share of the real property taxes generated from the Abatement Property, in the amounts described in this Section:

(i) The aggregate Abatement paid by the District during the term of this resolution will not exceed the amount necessary to pay the principal of and all or a portion of the interest on the Abatement Bonds, up to a maximum of \$4,200,000.

(ii) Notwithstanding anything to the contrary herein, the Abatement payable on any August 1 and subsequent February 1, combined, will not exceed the amount produced by extending the District's total tax rate for the applicable year against the tax capacity of the Abatement Property, as of January 2 in the prior year.

(iii) In accordance with Section 469.1813, subdivision 8 of the Abatement Act, in no year shall the Abatement, together with all other abatements approved by the District under the Abatement Act and paid in that year, exceed the greater of ten percent (10%) of the District's net tax capacity for that year or \$200,000 (the "Abatement Volume Cap"). The District may grant any other abatements permitted under the Abatement Act after the date of this resolution, provided that to the extent the total abatements in any year exceed the Abatement Volume Cap, the allocation of Abatement Volume Cap to such other abatements is subordinate to the Abatement under this resolution.

(b) The District will pay the Abatement over a term not exceeding [fifteen (15)][ten (10)] years, in semiannual installments each February 1 and August 1, commencing August 1, 2023. The District will pay the Abatement solely to finance the cost of the Project, through application of Abatement amounts toward debt service payments on the Abatement Bonds (including any bonds issued to refund the initial Abatement Bonds).

(c) This resolution may be modified only with the prior written approval of the District, and any modification is subject to Section 469.1813, subdivision 7 of the Abatement Act.

(d) In accordance with Section 469.1815 of the Abatement Act, the District will add to its levy in each year during the term of the Abatement the total estimated amount of current year Abatement granted under this resolution.

3.03. The Chair and District Clerk are authorized and directed to execute and deliver any agreements, certificates, or other documents that the District determines are necessary to implement this resolution.

Adopted by the Board of Education of Independent School District No. 883 (Rockford Area Schools), Wright and Hennepin Counties, Minnesota, this 21st day of March, 2022.

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Chair

ATTEST:

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District Clerk

# EXHIBIT A

## ABATEMENT PROPERTY

### Parcel Identification Numbers:

113010014100	113013001 100	113013001 170	113018001 260	113022002 010	1130220050 70	2111924420011
113010017050	113013001 110	113013001 190	113018001 270	113022002 020	1130220050 80	2211924420009
113010017060	113013001 120	113013001 200	113018001 280	113022002 030	1130220050 90	2811924130004
113010017100	113013001 130	113013001 210	113018001 290	113022002 040	1130220051 00	2811924130005
113010018010	113010018 041	113013001 220	113018001 300	113022002 050	1130220051 10	2811924210003
113010018011	113010018 060	113013002 010	113018001 310	113022002 060	1130220051 20	2811924230006
113010018020	113010018 080	113013002 020	113018002 020	113022002 070	1130220051 30	2911924110003
113010027051	113010019 010	113013002 030	113018002 030	113022002 080	1130220051 40	2911924110004
113010027060	113010019 020	113013002 040	113018002 040	113022002 090	1130220051 50	2911924110005
113011002020	113010019 030	113013002 050	113018002 050	113022002 100	1130230010 10	2911924110006
113011002030	113010019 031	113013002 060	113019001 010	113022002 110	1130230010 20	2911924110007
113011002040	113010019 050	113013002 070	113019002 010	113022002 120	1130230010 30	2911924110008
113011002050	113010019 060	113013002 080	113019002 020	113022003 010	1130240010 10	2911924140002
113011002060	113010019 070	113013002 090	113019002 030	113022003 020	1130240010 20	2911924140005
113011002070	113010020 010	113013002 100	113019002 040	113022003 030	1130240010 30	2911924140007
113011002080	113010020 020	113013003 010	113019002 050	113022003 040	1130240010 40	2911924140008
113011002090	113010020 040	113013003 020	113019002 060	113022003 050	1130240020 20	2911924140009
113011002100	113010020 050	113013003 030	113019002 070	113022003 060	1130240020 30	2911924140012
113011002110	113010020 090	113013003 040	113020001 010	113022004 010	1130240020 40	2911924140013
113011002120	113010021 020	113015001 010	113020001 020	113022004 020	1130240020 50	2911924140017
113011002130	113010021 050	113015001 020	113021001 010	113022004 030	1130240020 60	2911924140018
113011002140	113010021 060	113015001 030	113021001 020	113022004 040	1130240020 70	2911924140042
113011002150	113010021 070	113015001 040	113021001 030	113022004 050	1130240020 80	2911924140043
113011002160	113010024 010	113015001 050	113021001 040	113022004 060	1130240020 90	2911924140044
113011002170	113010024 020	113015001 060	113021001 050	113022004 070	1130240021 00	2911924140045
113011002180	113010024 030	113015001 070	113021001 070	113022004 080	1130240021 10	2911924410001
113011002190	113010024 040	113017001 010	113021001 080	113022004 090	1130240021 20	2911924410002
113011002200	113010028 010	113017001 021	113021001 090	113022004 100	1130240021 30	2911924410003
113011002210	113010028 040	113017001 030	113021001 100	113022004 110	1130240021 40	2911924410004
113011002220	113010028 050	113017001 040	113021001 110	113022004 120	1130240021 50	2911924410005
113011002230	113010028 060	113017001 050	113021001 120	113022004 130	1130240021 60	2911924410006
113012000010	113500291 100	113017001 060	113021001 130	113022004 140	1130240021 70	2911924410007
113012000020	113500291 200	113017002 010	113021001 140	113022004 150	1130240021 80	2911924410011
113012000030	113500291 202	113017002 020	113021001 150	113022004 160	1130240021 90	2911924410018
113012000040	113500291 203	113017002 040	113021001 160	113022004 170	1130240022 00	2911924410019
113012000050	113500291 206	113017002 050	113021001 170	113022004 180	1130240022 10	2911924410020

113012000060	113500292 101	113017002 060	113021001 180	113022004 190	1130240022 20	2911924410021
113012000070	113500292 102	113017002 070	113021001 190	113022004 200	1130240022 30	2911924410022
113012000080	113500292 103	113018001 030	113021001 200	113022004 210	1135002924 07	2911924410023
113012000090	113500292 104	113018001 040	113021001 210	113022004 220	1135002924 08	2911924410024
113012000100	113500292 107	113018001 050	113021002 010	113022004 230	2111924130 005	2911924410025
113012000110	113500292 109	113018001 060	113021002 020	113022004 240	2111924130 006	2911924410026
113012000120	113500292 110	113018001 070	113021002 030	113022004 260	2111924130 007	2911924410027
113012000130	113010008 010	113018001 080	113021002 040	113022005 010	2111924310 001	2911924410028
113012000140	113010008 011	113018001 090	113021002 050	113022005 020	2111924330 001	2911924410029
113012000150	113010008 020	113018001 100	113022001 010	113022005 030	2111924410 002	2911924410030
113012000160	113010009 100	113018001 110	113022001 020	113024001 050	2111924410 003	2911924410031
113012000170	113010010 070	113018001 120	113022001 030	113024001 060	2111924410 004	2911924410032
113012000180	113010010 080	113018001 130	113022001 040	113024001 070	2111924410 005	2911924410033
113012000190	113010011 060	113018001 140	113022001 050	113024001 080	2111924410 008	2911924410034
113012000200	113010011 080	113018001 150	113022001 060	113024001 090	2111924410 009	2911924410035
113012000210	113010012 060	113018001 160	113022001 070	113024001 100	2111924410 010	2911924410037
113012000220	113010012 070	113018001 170	113022001 080	113024001 110	2111924410 012	2911924410038
113013001010	113010012 090	113018001 180	113022001 090	113024001 120	2111924410 013	2911924430008
113013001030	113010012 091	113018001 190	113022001 100	113024001 130	2111924420 004	
113013001040	113010013 100	113018001 200	113022001 110	113024001 140	2111924420 005	
113013001050	113010023 010	113018001 210	113022001 120	113024001 150	2111924420 006	
113013001060	113010023 020	113018001 220	113022001 130	113024002 010	2111924420 007	
113013001070	113013001 140	113018001 230	113022001 140	113022005 040	2111924420 008	
113013001080	113013001 150	113018001 240	113022001 150	113022005 050	2111924420 009	
113013001090	113013001 160	113018001 250	113022001 160	113022005 060	2111924420 009	

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

I, the undersigned, being the duly qualified and acting School District Clerk of Independent School District No. 883 (Rockford Area Schools), Wright and Hennepin Counties, Minnesota (the “District”), do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the Board of Education of the District held on March 21, 2022, with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes insofar as they relate to approval of a property tax abatement related to infrastructure improvements within the District.

WITNESS My hand officially as such School District Clerk this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

---

School District Clerk  
Independent School District No. 883  
(Rockford Area Schools)



3890 Pheasant Ridge Drive NE, Suite 180  
Blaine, Minnesota 55449  
ics-builds.com  
(763) 354-2670

## **LTFM FY 23 & 24**

### **March 17, 2022**

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Mr. Leuer,

Attached is the 10yr LTFMR plan that has been reviewed, studied, and prioritized to be included in a LTFM Bond project along with future deferred maintenance plan. The list of projects following fiscal year 2024 will remain to be prioritized by the Facility Committee as the years progress. Below is a list of the highest priority and most critical projects to be completed:

#### **Elementary School**

- Roofing – Section N

#### **Middle School**

- Tuckpointing
- Interior Doors and Hardware replacements
- Roofing
- Water Softener replacement
- Sidewalk (Ash St.)

#### **High School**

- Flooring (RCC)
- Mechanical units (RCC)
- Roofing
- Window Replacements (100s)


#### **District Wide**


- Sidewalks
- Drainage – in parking lots and around outbuildings near HS fields


ICS will continue to work with administration and staff to define projects and narrow budgets to provide the Facility Committee and School Board with detailed information for long range planning development. Please let me know if you have any questions. Thank you.


Ryan Hoffman  
ICS – Project Development Manager



 Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06							
<b>Instructions:</b> Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the									
District Info.		Enter Information		District Info.		Enter Information			
District Name:				Date:					
District Number:				Email:					
District Contact Name:									
Contact Phone #									
Fiscal Year (FY) Ending June 30									
Expenditure Categories		2022 (base year)	2023	2024	2025	2026	2027	2028	2029
<b>Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.</b>									
Finance Code	Category (1)								
347	Physical Hazards	\$1,545	\$1,591	\$1,639	\$57,964	\$1,739	\$1,791	\$1,845	\$1,900
349	Other Hazardous Materials	\$3,399	\$3,501	\$3,606	\$3,714	\$3,826	\$3,940	\$4,059	\$4,180
352	Environmental Health and Safety Management	\$2,163	\$2,228	\$2,295	\$2,364	\$2,434	\$2,508	\$2,583	\$2,660
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$16,686	\$17,187	\$17,702	\$18,233	\$18,780	\$19,344	\$19,924	\$20,522
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects</b>		<b>\$23,793</b>	<b>\$24,506</b>	<b>\$25,242</b>	<b>\$82,275</b>	<b>\$26,780</b>	<b>\$27,582</b>	<b>\$28,411</b>	<b>\$29,262</b>
<b>Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year</b>									
Finance Code	Category (2)								
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects \$100,000 or More</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>									
Finance Code	Category (3)								
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Accessibility</b>									
Finance Code	Category (4)								
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Accessibility Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Deferred Capital Expenditures and Maintenance Projects</b>									
Finance Code	Category (5)								
368	Building Envelope	\$22,866	\$100,000	\$150,000	\$229,363	\$300,000	\$373,924	\$8,597	\$8,855
369	Building Hardware and Equipment	\$150,277	\$125,000	\$200,000	\$31,514	\$0	\$0	\$0	\$0
370	Electrical	\$0	\$75,000	\$125,000	\$0	\$0	\$17,389	\$114,000	\$0
379	Interior Surfaces	\$127,720	\$60,000	\$450,000	\$350,000	\$300,000	\$200,000	\$471,651	\$24,597
380	Mechanical Systems	\$72,100	\$200,000	\$750,000	\$28,411	\$514,000	\$250,000	\$101,494	\$211,069
381	Plumbing	\$38,110	\$50,000	\$60,000	\$0	\$12,043	\$0	\$0	\$0
382	Professional Services and Salary	\$50,645	\$240,000	\$240,000	\$70,000	\$72,100	\$74,263	\$76,491	\$78,786
383	Roof Systems	\$0	\$1,000,000	\$440,000	\$165,514	\$200,000	\$0	\$0	\$0
384	Site Projects	\$95,378	\$100,000	\$125,000	\$0	\$0	\$0	\$0	\$0
<b>Total Deferred Capital Expense and Maintenance</b>		<b>\$557,096</b>	<b>\$1,950,000</b>	<b>\$2,540,000</b>	<b>\$874,802</b>	<b>\$1,398,143</b>	<b>\$915,576</b>	<b>\$772,233</b>	<b>\$323,307</b>
<b>Total Annual 10-Year Plan Expenditures</b>		<b>\$580,889</b>	<b>\$1,974,506</b>	<b>\$2,565,242</b>	<b>\$957,077</b>	<b>\$1,424,923</b>	<b>\$943,158</b>	<b>\$800,644</b>	<b>\$352,569</b>

 DEPARTMENT OF EDUCATION		Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		Projects Only		ED - 02478-07	
<b>Instructions:</b> Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minneells provided.							
District Info.		Enter Information					
District Name:							
District Number:							
District Contact Name:							
Contact Phone #							
Expenditure Categories				2030	2031	2032	
<b>Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.</b>							
Finance Code	Category (1)						
347	Physical Hazards			\$1,957	\$2,016	\$2,076	
349	Other Hazardous Materials			\$4,306	\$4,435	\$4,568	
352	Environmental Health and Safety Management			\$2,740	\$2,822	\$2,907	
358	Asbestos Removal and Encapsulation			\$0	\$0	\$0	
363	Fire Safety			\$21,137	\$21,771	\$22,425	
366	Indoor Air Quality			\$0	\$0	\$0	
<b>Total Health and Safety Capital Projects</b>				<b>\$30,140</b>	<b>\$31,045</b>	<b>\$31,976</b>	
<b>Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year</b>							
Finance Code	Category (2)						
358	Asbestos Removal and Encapsulation			\$0	\$0	\$0	
363	Fire Safety			\$0	\$0	\$0	
366	Indoor Air Quality			\$0	\$0	\$0	
<b>Total Health and Safety Capital Projects \$100,000 or More</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>							
Finance Code	Category (3)						
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.			\$0	\$0	\$0	
<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Accessibility</b>							
Finance Code	Category (4)						
367	Accessibility			\$0	\$0	\$0	
<b>Total Accessibility Projects</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Deferred Capital Expenditures and Maintenance Projects</b>							
Finance Code	Category (5)						
368	Building Envelope			\$53,458	\$9,394	\$9,676	
369	Building Hardware and Equipment			\$0	\$0	\$0	
370	Electrical			\$150,000	\$0	\$0	
379	Interior Surfaces			\$25,335	\$26,095	\$26,878	
380	Mechanical Systems			\$0	\$0	\$0	
381	Plumbing			\$0	\$0	\$0	
382	Professional Services and Salary			\$81,149	\$83,584	\$86,091	
383	Roof Systems			\$0	\$0	\$0	
384	Site Projects			\$0	\$0	\$0	
<b>Total Deferred Capital Expense and Maintenance</b>				<b>\$309,942</b>	<b>\$119,073</b>	<b>\$122,646</b>	
<b>Total Annual 10-Year Plan Expenditures</b>				<b>\$340,083</b>	<b>\$150,118</b>	<b>\$154,622</b>	

 Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 P							
<b>Instructions:</b> Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided									
District Info.		Enter Information		District Info.		Enter Information			
District Name:	Rockford Area Schools	Date:	03/21/22						
District Number:	883	Email:	legot@rockford.k12.mn.us						
District Contact Name:	Tanley Lego								
Contact Phone #	763-477-7511								
Fiscal Year (FY) Ending June 30									
Expenditure Categories		2022 (base year)	2023	2024	2025	2026	2027	2028	2029
<b>Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.</b>									
Finance Code	Category (1)								
347	Physical Hazards	\$1,545	\$1,591	\$1,639	\$57,964	\$1,739	\$1,791	\$1,845	\$1,900
349	Other Hazardous Materials	\$3,399	\$3,501	\$3,606	\$3,714	\$3,826	\$3,940	\$4,059	\$4,180
352	Environmental Health and Safety Management	\$2,163	\$2,228	\$2,295	\$2,364	\$2,434	\$2,508	\$2,583	\$2,660
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$16,686	\$17,187	\$17,702	\$18,233	\$18,780	\$19,344	\$19,924	\$20,522
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects</b>		\$23,793	\$24,506	\$25,242	\$82,275	\$26,780	\$27,582	\$28,411	\$29,262
<b>Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year</b>									
Finance Code	Category (2)								
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects \$100,000 or More</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>									
Finance Code	Category (3)								
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Accessibility</b>									
Finance Code	Category (4)								
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Accessibility Projects</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Deferred Capital Expenditures and Maintenance Projects</b>									
Finance Code	Category (5)								
368	Building Envelope	\$22,866	\$100,000	\$150,000	\$229,363	\$300,000	\$373,924	\$8,597	\$8,855
369	Building Hardware and Equipment	\$150,277	\$125,000	\$200,000	\$31,514	\$0	\$0	\$0	\$0
370	Electrical	\$0	\$75,000	\$125,000	\$0	\$0	\$17,389	\$114,000	\$0
379	Interior Surfaces	\$127,720	\$60,000	\$450,000	\$350,000	\$300,000	\$200,000	\$471,651	\$24,597
380	Mechanical Systems	\$72,100	\$200,000	\$750,000	\$28,411	\$514,000	\$250,000	\$101,494	\$211,069
381	Plumbing	\$38,110	\$50,000	\$60,000	\$0	\$12,043	\$0	\$0	\$0
382	Professional Services and Salary	\$50,645	\$240,000	\$240,000	\$70,000	\$72,100	\$74,263	\$76,491	\$78,786
383	Roof Systems	\$0	\$1,000,000	\$440,000	\$165,514	\$200,000	\$0	\$0	\$0
384	Site Projects	\$95,378	\$100,000	\$125,000	\$0	\$0	\$0	\$0	\$0
<b>Total Deferred Capital Expense and Maintenance</b>		\$557,096	\$1,950,000	\$2,540,000	\$874,802	\$1,398,143	\$915,576	\$772,233	\$323,307
<b>Total Annual 10-Year Plan Expenditures</b>		<b>\$580,889</b>	<b>\$1,974,506</b>	<b>\$2,565,242</b>	<b>\$957,077</b>	<b>\$1,424,923</b>	<b>\$943,158</b>	<b>\$800,644</b>	<b>\$352,569</b>

		Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		Projects Only		ED - 02478-07	
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota 5.							
<b>District Info.</b>		<b>Enter Information</b>					
District Name:		Rockford Area Schools					
District Number:		883					
District Contact Name:		Tanley Lego					
Contact Phone #		763-477-7511					
<b>Expenditure Categories</b>				<b>2030</b>	<b>2031</b>	<b>2032</b>	
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.							
<b>Finance Code</b>		<b>Category (1)</b>					
347		Physical Hazards					
349		Other Hazardous Materials					
352		Environmental Health and Safety Management					
358		Asbestos Removal and Encapsulation					
363		Fire Safety					
366		Indoor Air Quality					
		<b>Total Health and Safety Capital Projects</b>					
		\$30,140					
		\$31,045					
		\$31,976					
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year							
<b>Finance Code</b>		<b>Category (2)</b>					
358		Asbestos Removal and Encapsulation					
363		Fire Safety					
366		Indoor Air Quality					
		<b>Total Health and Safety Capital Projects \$100,000 or More</b>					
		\$0					
		\$0					
		\$0					
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151							
<b>Finance Code</b>		<b>Category (3)</b>					
355		Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.					
		<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>					
		\$0					
		\$0					
		\$0					
Accessibility							
<b>Finance Code</b>		<b>Category (4)</b>					
367		Accessibility					
		<b>Total Accessibility Projects</b>					
		\$0					
		\$0					
		\$0					
Deferred Capital Expenditures and Maintenance Projects							
<b>Finance Code</b>		<b>Category (5)</b>					
368		Building Envelope					
369		Building Hardware and Equipment					
370		Electrical					
379		Interior Surfaces					
380		Mechanical Systems					
381		Plumbing					
382		Professional Services and Salary					
383		Roof Systems					
384		Site Projects					
		<b>Total Deferred Capital Expense and Maintenance</b>					
		\$309,942					
		\$119,073					
		\$122,646					
<b>Total Annual 10-Year Plan Expenditures</b>				<b>\$340,083</b>	<b>\$150,118</b>	<b>\$154,622</b>	

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/12/2021										
<b>883 &lt;= Type in School District Number</b>														
<b>ROCKFORD PUBLIC SCHOOL DISTRICT</b>														
				Change only if requiring levy adjustments	Payable 2021 LLC Certification	Current Estimate								
<i>Calculations for Ten Year Projection</i>				Pay 21 LLC #	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
1 Type your district number in cell A2 (Minneapolis = 1.2)														
2 Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b														
3 Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33														
4 Look-up data from following tabs														
5 Initial Formula Revenue														
6	Current year APU	57			1,783.20	1,769.20	1,769.20	1,769.20	1,769.20	1,769.20	1,769.20	1,769.20	1,769.20	1,769.20
6a	Additional Pre-K Pupil Units ( line 19 of Pre-K application)													
6b	Total Adjusted Pupil Units = (6) + (6a)					1,769.20	1,769.20	1,769.20	1,769.20	1,769.20	1,769.20	1,769.20	1,769.20	1,769.20
7	District average building age (uncapped)	451			32.39	32.39	33.39	34.39	35.39	36.39	37.39	38.39	39.39	39.39
8	Formula allowance				\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	452				0.92543	0.95400	0.98257	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	453			627,085	622,162	641,370	660,579	672,296	672,296	672,296	672,296	672,296	672,296
11	Added revenue for Eligible H&S Projects > \$100,000 / site													
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702					-	-	-	-	-	-	-	-
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756					-	-	-	-	-	-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701					-	-	-	-	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755					-	-	-	-	-	-	-	-
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab						-	-	-	-	-	-	-	-
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue						-	-	-	-	-	-	-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)	767					-	-	-	-	-	-	-	-
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	455					-	-	-	-	-	-	-	-
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) -(15) + (17) + (18)	456					-	-	-	-	-	-	-	-
<b>Added revenue for Pre-K remodeling (for VPK approvals only)</b>														
20a	Net debt service for bonds approved for Pre-K remodeling	768					-	-	-	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling	457					-	-	-	-	-	-	-	-
20c	Total Pre-K revenue						-	-	-	-	-	-	-	-
20d	<b>Total New Law Revenue (10) + (19) + (20c)</b>	458					622,162	641,370	660,579	672,296	672,296	672,296	672,296	672,296

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/12/2021										
<b>883 &lt;= Type in School District Number</b>														
<b>ROCKFORD PUBLIC SCHOOL DISTRICT</b>														
				Change only if requiring levy adjustments	Payable 2021 LLC Certification	Current Estimate								
<i>Calculations for Ten Year Projection</i>				Pay 21 LLC #	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
<b>Old Formula revenue</b>														
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2023)	459	-	-	-	-	-	-	-	-	-	-	-	-
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	701												
23	Debt Excess allocated to line 22													
24	Old formula alt facilities debt revenue (1A) - debt excess	765												
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)	766												
26	Old formula alt facilities pay as you go revenue (1A)	460	-											
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2023)	463												
27a	LTFM "H&S >100K per site" bonds	767												
27b	LTFM "other" bonds for 1A hold harmless	769												
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	466			104,785	108,020	111,255	113,229	113,229	113,229	113,229	113,229	113,229	113,229
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	467	105,614	104,785	108,020	111,255	113,229	113,229	113,229	113,229	113,229	113,229	113,229	113,229
30	<b>Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]</b>	<b>468</b>	<b>627,085</b>	<b>622,162</b>	<b>641,370</b>	<b>660,579</b>	<b>672,296</b>	<b>672,296</b>	<b>672,296</b>	<b>672,296</b>	<b>672,296</b>	<b>672,296</b>	<b>672,296</b>	<b>672,296</b>
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	469	-	-	-	-	-	-	-	-	-	-	-	-
32	<b>District LTFM Revenue (30) - (31)</b>	<b>470</b>	<b>627,085</b>	<b>622,162</b>	<b>641,370</b>	<b>660,579</b>	<b>672,296</b>	<b>672,296</b>	<b>672,296</b>	<b>672,296</b>	<b>672,296</b>	<b>672,296</b>	<b>672,296</b>	<b>672,296</b>
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	471	-	-	-	-	-	-	-	-	-	-	-	-
34	<b>Grand Total LTFM Revenue (32) + (33)</b>	<b>472</b>	<b>627,085</b>	<b>622,162</b>	<b>641,370</b>	<b>660,579</b>	<b>672,296</b>	<b>672,296</b>	<b>672,296</b>	<b>672,296</b>	<b>672,296</b>	<b>672,296</b>	<b>672,296</b>	<b>672,296</b>
<b>Aid and Levy Shares of Total Revenue</b>														
35	For ANTC & APU, three year prior date		2019	2019	2020	2021	2022	2023	2024	2025	2026			
36	Three year prior Ag Modified ANTC	33	13,733,073	13,733,073	14,610,699	15,195,127	15,802,932	16,435,049	17,092,451	17,776,149	18,487,195			
37	Three year prior Adjusted PU (New Weights)	54	1,789.23	1,789.23	1,803.48	1,702.89	1,787.47	1,867.39	1,867.39	1,867.39	1,867.39			
38	ANTC / APU = (36) / (37)	474	7,675.41	7,675.41	8,101.38	8,923.17	8,840.95	8,801.10	9,153.15	9,519.27	9,900.04			
39	State average ANTC / APU with ag value adjustment	475	9,105.95	9,105.95	9,556.02	10,153.52	10,452.22	10,870.00	11,305.00	11,757.00	12,227.00			
40	Equalizing Factor = 123% of (39)	476	11,200.32	11,200.32	11,753.90	12,488.83	12,856.23	13,370.10	13,905.15	14,461.11	15,039.21			
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	477	68.53%	68.53%	68.93%	71.45%	68.77%	65.83%	65.83%	65.83%	65.83%			
42	State (aid) share of Equalized Revenue (1 - (41))	478	31.47%	31.47%	31.07%	28.55%	31.23%	34.17%	34.17%	34.17%	34.17%			
43	Equalized Revenue (lesser of (34) or (6) * (8))	473	627,085	622,162	641,370	660,579	672,296	672,296	672,296	672,296	672,296			
44	Initial LTFM State Aid (42) * (43)	479	197,353	195,804	199,306	188,600	209,973	229,746	229,753	229,746	229,736			
45	Old formula Grandfathered Alternative Facilities Aid	481	-	-	-	-	-	-	-	-	-			
46	Total LTFM State Aid (Greater of (44) or (45))	482	197,353	195,804	199,306	188,600	209,973	229,746	229,753	229,746	229,736			
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	485	429,732	426,358	442,065	471,978	462,323	442,550	442,543	442,550	442,560			
48	<b>Debt Service Portion of Revenue (non-grandfather districts)</b>													
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (20a) + (24)	765+766+767+768												
50	Existing LTFM bonds excluding bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab	769												
50b	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05													
51	Total Debt Service Revenue = (49) + (50) + (50b)	770			54	345,219	343,592	344,022	343,983	345,509	347,860	346,521		
52	Equalized debt Service Revenue (lesser of (43) or (51))	486				345,219	343,592	344,022	343,983	345,509	347,860	346,521		
53	Debt Service Aid = (52) * (42)	488				107,277	98,098	107,446	117,550	118,076	118,875	118,412		
54	Equalized Debt Service Levy = (52) - (53)	489				237,942	245,494	236,576	226,433	227,433	228,985	228,109		

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/12/2021								
<b>883</b> <= Type in School District Number												
<b>ROCKFORD PUBLIC SCHOOL DISTRICT</b>												
				Change only	Payable 2021							
				if requiring levy	LLC Certification	Current Estimate						
<i>Calculations for Ten Year Projection</i>				Pay 21								
	LLC #	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	490		-	-	-	-	-	-	-	-	
56	<b>General Fund Portion of Revenue (non-grandfather districts)</b>											
57	Total General Fund Revenue = (34) - (51)	491		622,162	296,151	316,987	328,274	328,313	326,787	324,436	325,775	
58	General Fund Equalized Revenue = (43) - (52)	492		622,162	296,151	316,987	328,274	328,313	326,787	324,436	325,775	
59	Total General Fund Aid = (46) - (53)	493		195,804	92,029	90,502	102,527	112,195	111,677	110,871	111,323	
60	General Fund Equalized Levy = (58) * (41)	494		426,358	204,122	226,485	225,747	216,118	215,110	213,565	214,452	
61	General Fund Unequalized levy = (57) - (58)	495		-	-	-	-	-	-	-	-	
62	Total General Fund Levy = (60) + (61)	496		426,358	204,122	226,485	225,747	216,118	215,110	213,565	214,452	
<b>Notes:</b> 1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid. 2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan. 3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.												

FY 2030	FY 2031
1,769.20	1,769.20
1,769.20	1,769.20
40.39	41.39
\$ 380.00	\$ 380.00
1.00000	1.00000
672,296	672,296
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
672,296	672,296

FY 2030	FY 2031
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
113,229	113,229
113,229	113,229
672,296	672,296
-	-
672,296	672,296
-	-
672,296	672,296
-	-
672,296	672,296
2027	2028
19,226,683	19,995,750
1,867.39	1,867.39
10,296.04	10,707.89
12,716.00	13,225.00
15,640.68	16,266.75
65.83%	65.83%
34.17%	34.17%
672,296	672,296
229,733	229,745
-	-
229,733	229,745
442,563	442,551
-	-
-	-
-	-
344,863	342,879
344,863	342,879
344,863	342,879
117,845	117,173
227,018	225,706

FY 2030	FY 2031
-	-
327,433	329,417
327,433	329,417
111,888	112,572
215,545	216,845
-	-
215,545	216,845



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

**Subject: Resolution Adopting The School District's Long  
Term Facilities Maintenance Plan**

Meeting Date: March 21, 2022

Prepared by: Tanley Lego

Date Prepared: March 15, 2022

Information       Briefing       Action       Enclosure Item(s)

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Recommend approving this Resolution Adopting the District's Long-Term Facilities Maintenance Plan  
(the "Resolution Adopting LTFM Plan")

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

**RESOLUTION ADOPTING THE SCHOOL DISTRICT'S  
LONG-TERM FACILITIES MAINTENANCE PLAN**

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

1. Authority to Fund Long-Term Facilities Maintenance Plan. It is hereby determined and declared as follows:

(a) Minnesota Statutes, Section 123B.595, as amended ("Section 123B.595") establishes a long-term facilities maintenance revenue program for school districts, charter schools, intermediate districts and other cooperative units to fund a ten-year facility plan developed by a school district, intermediate school district, or cooperative. A school district may use revenue under Section 123B.595 for (i) deferred capital expenditures and maintenance projects necessary to prevent further erosion of facilities; (ii) increasing accessibility of district facilities; (iii) health and safety capital projects under Minnesota Statutes, Section 123B.57; or (iv) by board resolution, to transfer money from the general fund reserve for long-term facilities maintenance for long-term facilities maintenance to the debt redemption fund to pay the amounts needed to meet, when due, principal and interest on general obligation bonds issued under subdivision 5 of Section 123B.595.

(b) The District has developed at ten-year plan for long-term facilities maintenance consistent with Section 123B.595 (the "Long-Term Facilities Maintenance Plan" or "Plan").

(c) The District intends to issue bonds to finance the Plan.

(d) The Plan includes: (i) provisions for implementing a health and safety program that complies with health, safety, and environmental regulations and best practices, including indoor air quality management and remediation of lead hazards, and (ii) a debt service schedule demonstrating that the debt service revenue required to pay the principal and interest on the bonds each year will not exceed the projected long-term facilities revenue for that year.

2. Adoption of Long-Term Facilities Maintenance Plan. The District hereby adopts the Long-Term Facilities Maintenance Plan.

3. Authorization to Submit Long-Term Facilities Maintenance Plan to the Commissioner for Approval.

(a) District administration is hereby authorized and directed to submit the Plan to the Commissioner of the Minnesota Department of Education (the "Commissioner") and such additional documents and information as may be necessary to secure the approval of the

Commissioner for the Plan and the issuance of general obligation bonds to finance the Plan, as required by Section 123B.595.

(b) The District further covenants to comply with all procedures now or hereafter established by the Minnesota Department of Education pursuant to Section 123B.595 and otherwise to take such actions as necessary to comply with that statute. The Chair, District Clerk, Superintendent or Business Manager are authorized to execute any applicable Minnesota Department of Education forms.

Adopted by the Board of Education of Independent School District No. 883 (Rockford Area Schools), Wright and Hennepin Counties, Minnesota, this 21st day of March, 2022.

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Chair

ATTEST:

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District Clerk

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

I, the undersigned, being the duly qualified and acting School District Clerk of Independent School District No. 883 (Rockford Area Schools), Wright and Hennepin Counties, Minnesota (the “District”), do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the Board of Education of the District held on March 21, 2022, with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes insofar as they relate to the adoption of the District’s long-term facilities maintenance plan.

WITNESS My hand officially as such School District Clerk this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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



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

**Subject: Resolution to Issue and Sale of General Obligation  
LTFM and Tax Abatement Bond Series 2022A**

Meeting Date: March 21, 2022

Prepared by: Tanley Lego

Date Prepared: March 15, 2022

Information       Briefing       Action       Enclosure Item(s)

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Recommend approving this resolution Providing for the Issuance and Sale of General Obligation Facilities Maintenance and Tax Abatement Bonds, Series 2022A, Subject to Certain Parameters; Declaring the Official Intent of the District to Reimburse Certain Expenditures from the Proceeds of Such Bonds; and Taking Other Actions with Respect Thereto (the "Parameters Resolution").

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

Pursuant to due call and notice thereof, a regular meeting of the Board of Education of Independent School District No. 883 (Rockford Area Schools), Wright and Hennepin Counties, Minnesota, was duly held in the District offices in the City of Rockford, Minnesota on Monday, March 21, 2022, commencing at 6:30 P.M.

The following members were present:

and the following were absent:

\* \* \*

\* \* \*

\* \* \*

The Chair announced that the next order of business was consideration of the following resolution, providing for the issuance and sale of the District's General Obligation Facilities Maintenance and Tax Abatement Bonds, Series 2022A, subject to certain parameters, declaring the official intent of the District to reimburse certain expenditures from the proceeds of such bonds, and taking other actions with respect thereto. Member \_\_\_\_\_ introduced the following resolution, and moved its adoption:

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

**RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF GENERAL OBLIGATION FACILITIES MAINTENANCE AND TAX ABATEMENT BONDS, SERIES 2022A, SUBJECT TO CERTAIN PARAMETERS; DECLARING THE OFFICIAL INTENT OF THE DISTRICT TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF SUCH BONDS; AND TAKING OTHER ACTIONS WITH RESPECT THERETO**

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

1. Facilities Maintenance Bonds.

(a) The District is authorized under the provisions of Minnesota Statutes, Chapter 475, as amended (the “Municipal Debt Act”), and Section 123B.595, as amended (collectively, the “Facilities Maintenance Act”), to issue general obligation bonds for the purpose of financing certain facilities and site maintenance projects included in a ten-year facilities maintenance plan approved by the Commissioner of the Minnesota Department of Education (the “Commissioner”).

(b) Pursuant to a resolution adopted by the Board this same date, the Board has adopted the District’s ten-year facilities maintenance plan (the “Plan”) and has authorized and directed District staff to submit to the Commissioner the Plan and such additional documents and information as may be necessary to secure the approval of the Plan by the Commissioner and the issuance of bonds to finance the Plan pursuant to the Facilities Maintenance Act.

(c) It is necessary and desirable that the District issue its general obligations in the approximate principal amount of \$4,000,000 (the “Facilities Maintenance Bonds”), pursuant to the Facilities Maintenance Act, to finance certain facilities maintenance projects included in the Plan (collectively, the “Facilities Maintenance Projects”).

2. Abatement Bonds.

(a) The District is authorized under the provisions of the Municipal Debt Act and Minnesota Statutes, Sections 469.1812 through 469.1815, as amended (collectively, the “Abatement Act”), to (i) grant a property tax abatement on specified parcels in order to accomplish certain public purposes, including the provision or construction of public infrastructure and (ii) to issue one or more series of general obligation bonds, all or a portion of which will be designated as tax abatement bonds, to pay the costs of said public infrastructure pursuant to the Abatement Act, which are expected to be paid primarily through the collection of abatement revenues.

(b) Pursuant to a resolution adopted this same date (the “Abatement Resolution”) following a duly noticed public hearing, the Board approved a property tax abatement (the “Abatement”) in the maximum amount of \$4,200,000 for certain parcels of property in the District (the “Abatement Parcels”) over a term specifically set forth therein (the “Authorized Term”), in an amount sufficient to pay the debt service on bonds issued to finance infrastructure improvements primarily consisting of district-wide parking lot improvements, including at the District’s Elementary School, Middle School, and High School facilities (the “Infrastructure Improvements”).

(c) In the Abatement Resolution, the District specified the nature and extent of the public benefits which the District expects to result from the Abatement and found and determined that the benefits to the District from the Abatement will be at least equal to the costs to the District of the Abatement and that the aggregate Abatement paid by the District during the Authorized Term will not exceed the amount necessary to pay the principal of and all or a portion of the interest on the Abatement Bonds (as defined below).

(d) It is necessary and desirable that the District issue its general obligation bonds in the approximate principal amount of \$3,100,000 (the “Abatement Bonds”), pursuant to the Abatement Act, to finance all or a portion of the costs of the Infrastructure Improvements.

3. Sale of Bonds.

(a) The Board finds it necessary and desirable that the District issue its General Obligation Facilities Maintenance and Tax Abatement Bonds, Series 2022A, comprised of the Facilities Maintenance Bonds and the Abatement Bonds (the “Bonds”), in the approximate aggregate principal amount of \$7,100,000, pursuant to the Facilities Maintenance Act and the Abatement Act (collectively, the “Act”), in order to provide financing for the Facility Maintenance Projects and the Infrastructure Improvements (collectively, the “Projects”)

(b) The District is authorized by Section 475.60, subdivision 2(9) of the Act to negotiate the sale of the Bonds, it being determined that the District has retained an independent municipal advisor in connection with the sale of the Bonds. The actions of the District staff and its municipal advisor in negotiating the sale of the Bonds are ratified and confirmed in all aspects.

4. Procedure for Review of Proposals and Selection of Purchaser. The Board authorizes the Superintendent and a Board Officer designated by the Superintendent (the “Authorized Officials”), with the advice of PMA Securities, LLC, the District’s municipal advisor (the “Municipal Advisor”), to review the proposals for the purchase of the Bonds and award the sale of the Bonds to the prospective purchaser (the “Purchaser”) on or about May 11, 2022, based on the recommendation of the Municipal Advisor, and take any other appropriate action with respect to the Bonds, including but not limited to the execution and delivery of a purchase agreement with respect to the Bonds, provided that the following conditions are met: (i) the principal amount of the Bonds shall not exceed \$7,100,000; and (ii) the true interest cost of the Bonds shall not exceed 4.00%.

5. Acceptance of Proposal. The Board will meet at a regular meeting on May 16, 2022, after acceptance by the Authorized Officials of the proposal of the Purchaser, to ratify such acceptance and take any other appropriate action with respect to the Bonds.

6. Authority of Municipal Advisor. The Municipal Advisor is authorized and directed to advertise the Bonds for sale in accordance with the terms of proposal to be prepared for the Bonds.

7. Authority of Bond Counsel. The law firm of Kennedy & Graven, Chartered, as bond counsel for the District (“Bond Counsel”), is authorized to act as bond counsel and to assist in the preparation and review of necessary documents, certificates and instruments relating to the Bonds. The officers, employees and agents of the District are hereby authorized to assist Bond Counsel and the Municipal Advisor in the preparation of such documents, certificates, and instruments.

8. Covenant as to State Credit Enhancement. (a) The District hereby covenants and obligates itself to notify the Commissioner of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55, as amended (the “State Credit Enhancement Act”), to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the registrar and paying agent for the Bonds (the “Registrar”) or any successor paying agent three (3) business days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner that it will be unable to make all or a portion of that payment. The Registrar is authorized and directed to notify the Commissioner if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Registrar. The District understands that as a result of its covenant to be bound by the provisions of the State Credit Enhancement Act, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and hereafter established by the Minnesota Departments of Management and Budget and Education pursuant to subdivision 2(c) of the State Credit Enhancement Act and otherwise to take such actions as necessary to comply therewith. The Chair, Clerk, Superintendent, or Business Manager of the District is authorized to execute any applicable Minnesota Department of Education forms.

9. Covenants. In the resolution ratifying the sale of the Bonds, the Board will set forth the covenants and undertakings required by the Act.

10. Official Statement. In connection with the offer and sale of the Bonds, the officers or employees of the District are authorized and directed to cooperate with the Municipal Advisor and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the District upon its completion.

11. Declaration of Official Intent to Reimburse Certain Costs from Proceeds of the Bonds. The District hereby makes this declaration of official intent (the “Declaration”) to reimburse the expenditures made for certain costs of the Projects, from the proceeds of the Bonds in accordance with Treasury Regulations, Section 1.150-2 (the “Reimbursement Regulations”). All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of tax-exempt bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of \$100,000 or 5 percent of the proceeds of an issue; or (c) “preliminary expenditures” up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the District to

finance the project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

12. Publication of Notice of Intended Facilities Maintenance Projects and Intent to Issue the Facilities Maintenance Bonds. The District Clerk is authorized to publish a notice of the intended Facilities Maintenance Projects and the District’s intent to issue the Facilities Maintenance Bonds in the official newspaper of the District, in substantially the form attached as EXHIBIT A hereto, as soon as reasonably practicable after adoption of this resolution, but in any event, at least twenty (20) days before the earlier of the issuance of the Facilities Maintenance Bonds or the final certification of levies.

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

and the following voted against:

whereupon the resolution was declared duly passed and adopted.

---

Chair

ATTEST:

---

District Clerk

**EXHIBIT A**

**NOTICE OF FACILITIES MAINTENANCE PROJECTS**

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

Notice is hereby given that the School Board of Independent School District No. 883 (Rockford Area Schools), Wright and Hennepin Counties, Minnesota (the “District”), intends to issue its general obligation facilities maintenance bonds in the maximum aggregate principal amount of \$4,000,000 (the “Facilities Maintenance Bonds”) pursuant to Minnesota Statutes, Chapter 475, as amended, and Minnesota Statutes, Section 123B.595, as amended. The proceeds of the Facilities Maintenance Bonds will be used to finance certain facilities maintenance projects included in the District’s ten-year facilities plan and related costs.

The total amount of District indebtedness as of March 1, 2022 is \$26,478,000. If these proposed Facilities Maintenance Bonds are issued, the total indebtedness of the District will be \$30,478,000.

March \_\_, 2022

BY ORDER OF THE SCHOOL BOARD

/s/ Jessica M. Johnson  
School District Clerk  
Independent School District No. 883  
(Rockford Area Schools)  
Wright and Hennepin Counties Minnesota

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

I, the undersigned, being the duly qualified and acting School District Clerk of Independent School District No. 883 (Rockford Area Schools), Wright and Hennepin Counties, Minnesota (the “District”), do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the Board of the District held on March 21, 2022, with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes insofar as they relate to the issuance and sale of the District’s General Obligation Facilities Maintenance and Tax Abatement Bonds, Series 2022A, subject to certain parameters, and declaring the official intent of the District to reimburse certain expenditures from the proceeds of such bonds.

WITNESS My hand officially as such School District Clerk this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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



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

**Subject:** \_\_\_\_\_

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

Prepared by: \_\_\_\_\_

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

Information

Briefing

Action

Enclosure Item(s)

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

**Subject:**

Meeting Date: March 21, 2022

Prepared by: Tiffany Reinhard

Date Prepared: March 15, 2022

Information       Briefing       Action       Enclosure Item(s)

**Early Childhood Programs**

**Launching Pad Preschool (School Readiness)**

**2022-23 Tuition Increase Proposal:**

- Proposing a tuition rate increase for the 2022-23 school year of \$10/month per section of preschool (9 monthly payments/year)

	<b>M-F AM</b>	<b>MWF AD</b>	<b>TR AD</b>	<b>MWF AM/PM</b>	<b>TR AM/PM</b>
<b>2021-22/ month</b>	<b>\$315</b>	<b>\$360</b>	<b>\$275</b>	<b>\$220</b>	<b>\$170</b>
<b>2021-22/yr</b>	<b>\$2835</b>	<b>\$3240</b>	<b>\$2475</b>	<b>\$1980</b>	<b>\$1530</b>
<b>2022-23/ month</b>	<b>\$325</b>	<b>\$370</b>	<b>\$285</b>	<b>\$230</b>	<b>\$180</b>
<b>2022-23/yr</b>	<b>\$2925</b>	<b>\$3330</b>	<b>\$2565</b>	<b>\$2070</b>	<b>\$1620</b>

- Last increase was the 2019-2020 school year of \$10/month per section (9 monthly payments/year)



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

**Subject: Purchasing Approval 2022-23**

Meeting Date: March 21, 2022

Prepared by: Tanley Lego

Date Prepared: March 3, 2022

Information       Briefing       Action       Enclosure Item(s)

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The 2022-23 budget will be presented to the board as preliminary in May, and for final approval in June 2022 at the regular board meetings.

Due to long supply chain delays or discounted rates, we are requesting Board approval to issue purchase orders for a selective, necessary educational, or maintenance items prior to the 2022-23 budget approval.

These special orders will be reviewed on a case by case basis, and they are educational or maintenance items that need to be installed or received early in July or August for the 2022-23 school year.

All other orders will be placed after July 1, 2022, after the 2022-23 budget is approved.

**No orders for 2022-23 school year will be received, invoiced, paid, or used until after July 1, 2022 after board has approved the 2022-23 budget.**



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

**Subject:** \_\_\_\_\_

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

Prepared by: \_\_\_\_\_

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

Information

Briefing

Action

Enclosure Item(s)

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# Summer Programming 2022

Robert Danneker, Director of Student Services

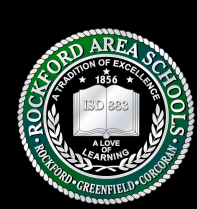


*In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally minded citizens.*



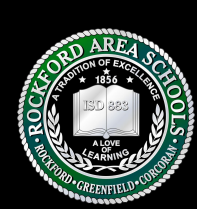
# Summer Programming (March 21, 2022)

- Summer Programming 2022
  - Review of previous summer enrollments
  - Preview of current summer plans



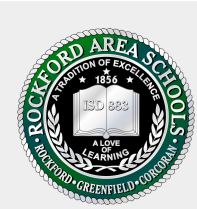
# Summer Programming Enrollment: 2015-2021

School Year	Number of Students
2021	237
2020	37
2019	91
2018	81
2017	94
2016	92
2015	78



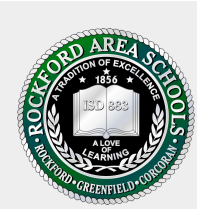
# Summer Programming: 2021

Location	Dates	Days	Students	Staff
RHS Media Center	6/8/21-6/24/21	11	48	3
RHS Maple Hill	6/8/21-6/23/21	10	10	1
RMS-CES @ RHS	7/12/21-8/5/21	16	32	7
RMS-CES Maple Hill	7/26/21-8/12/21	12	13	3
REAMS	7/12/21-8/5/21	16	96	7
REAMS Maple Hill	7/26/21-8/19/21	16	38	5



# Overview: Summer Programming 2022

- Priority 1:
  - Serve At-Risk Students
    - K-8: Targeted services for identified students
    - 9-12: Credit recovery
  
- Priority 2:
  - Expand RAS Summer Programming
    - Additional dates
    - Additional programming
    - Additional access



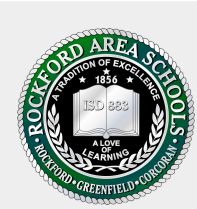
# Overview: Summer Programming 2022

- Summer Programming: RHS
  - Credit Recovery
  
- Dates (Session 2 is tentative):

<b>Session 1</b>	
June 13 - 16	9am - 12noon
June 20 - 23	9am - 12noon
June 27 - 30	9am - 12noon

81

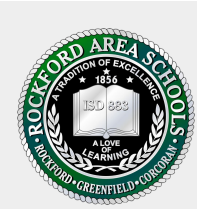
<b><i>NEW Session 2</i></b>	
<i>July 11 - 14</i>	<i>9am - 12noon</i>
<i>July 18 - 21</i>	<i>9am - 12noon</i>
<i>July 25 - 28</i>	



# Overview: Summer Programming 2022

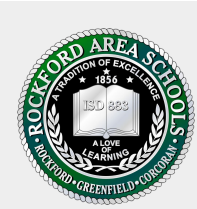
- Summer Programming: RHS @ Maple Hill
  - Credit Recovery
  
- Dates:

<b>Session 1</b>	
June 13 - 16	9am - 12noon
June 20 - 23	9am - 12noon
June 27 - 30	9am - 12noon



# Overview: Summer Programming 2022

- Summer Programming: RHS
  - **NEW** “High School 101”
    - Vision: A week-long introduction to life as an RHS student
      - Programming would include:
        - Building orientation
        - Character development
        - Academic skill-building
- Dates TBD (based on student / family interest and staff availability)

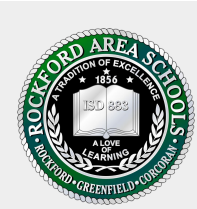


# Overview: Summer Programming 2022

- Summer Programming: RMS - CES
  - Targeted services for at-risk students
  
- Dates:

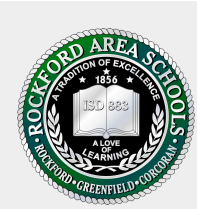
<b>Session 1</b>	
July 11 - 14	9am - 12noon
July 18 - 21	9am - 12noon

<b>Session 2</b>	
July 25 - 28	9am - 12noon
August 1 - 4	9am - 12noon



# Overview: Summer Programming 2022

- Summer Programming: RMS - CES
  - **NEW** “Middle School 101”
    - Vision: A week-long introduction to life as an RMS - CES student
      - Programming would include:
        - Building orientation
        - Character development
        - Academic skill-building
- Dates TBD (based on student / family interest and staff availability)

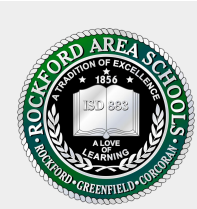


# Overview: Summer Programming 2022

- Summer Programming: REAMS
  - Targeted services for at-risk students
  
- Dates:

<b>Session 1</b>	
July 11 - 14	9am - 12noon
July 18 - 21	9am - 12noon

<b>Session 2</b>	
July 25 - 28	9am - 12noon
August 1 - 4	9am - 12noon

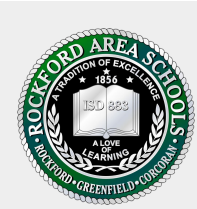


# Overview: Summer Programming 2022

- Summer Programming: RMS - CES & REAMS @ Maple Hill
  - Targeted services for at-risk students
  
- Dates:

<b>Session 2</b>	
July 25 - 28	9am - 12noon
August 1 - 4	9am - 12noon

<b>Session 3</b>	
August 8 - 11	9am - 12noon
August 15 - 18	9am - 12noon

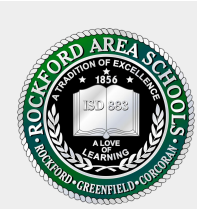


# Overview: Summer Programming 2022

- **NEW** Summer Programming: Community Education PM
  - Enrichment opportunities for all RAS students
- Dates (all are tentative):

<b>Session 1</b>	
<i>July 11 - 14</i>	<i>12:30pm - 3pm</i>
<i>July 18 - 21</i>	<i>12:30pm - 3pm</i>

<b>Session 2</b>	
<i>July 25 - 28</i>	<i>12:30pm - 3pm</i>
<i>August 1 - 4</i>	<i>12:30pm - 3pm</i>



# Next Steps: Summer Programming

- Next Steps:
  - Inform and recruit staff (ongoing)
  - Inform, identify, and register students / families (April)
  - Finalize summer programming schedule based on student registration and staff availability (late April / early May)



**Thank You.**



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

**Subject:** \_\_\_\_\_

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

Prepared by: \_\_\_\_\_

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

Information

Briefing

Action

Enclosure Item(s)

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# Rockford Area Schools Testing/Assessment & Data Overview March 21, 2022

Teaching and Learning Department





# Glossary of District Tests/Assessments

**ACCESS for ELLs** - Assessments administered to English language learners (ELL) in order to measure progress toward meeting Minnesota standards for English language development.

**ALT ACCESS for ELLS** - Assessments administered to English language learners (ELL) in order to measure progress toward meeting Minnesota standards for English language development for Special Education students.

**ACT** - The American College Test is a standardized test that measures a student's skills in five core areas: English, math, reading, science, and writing. Students in grades 11 and 12 take the ACT so that they can submit their scores to colleges as part of the college application process.

**ASVB** - (Armed Services Vocational Aptitude Battery) - Multiple aptitude battery test that measures developed abilities and helps predict future academic and occupational success in the military.

**FAST** - Benchmark assessment to measure students' current reading and math levels.

**MCA** - (Minnesota Comprehensive Assessments) - State tests that help districts measure student progress toward Minnesota academic standards and also meet federal and state legislative requirements.

**MTAS** - (Minnesota Test of Academic Skills) - State alternate assessment (series of tasks) given to students with the most significant cognitive disabilities that measures performance on alternate achievement standards.

**STAR** - Benchmark assessment to measure students' current reading and math levels.

**IB** - Internal Assessments/External Assessments



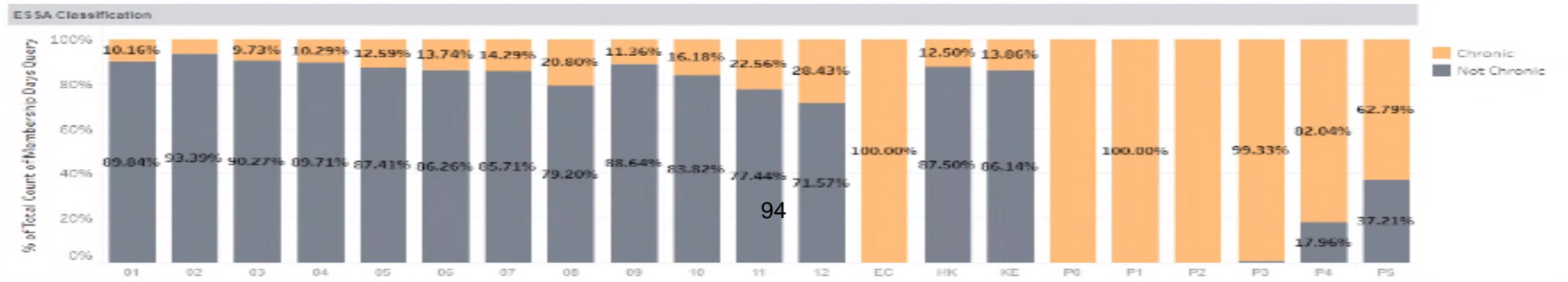
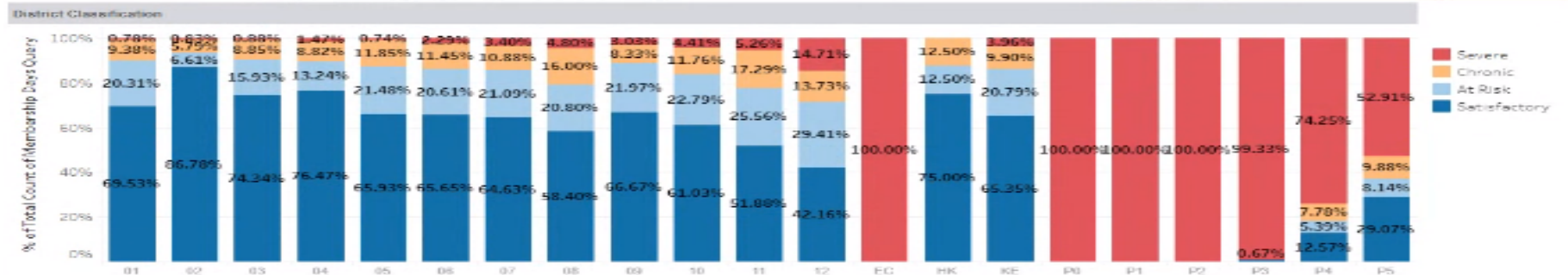
# 2018-2019 Attendance 9/17 to 1/17

## Monthly Attendance

Start Date:  End Date:

District Classification:  Satisfactory is absent less than:  At Risk is absent less than:  Chronic is absent less than:

ESSA Classification:  Not Chronic is absent less than:





# 2019-2020 Attendance 9/17 to 1/17

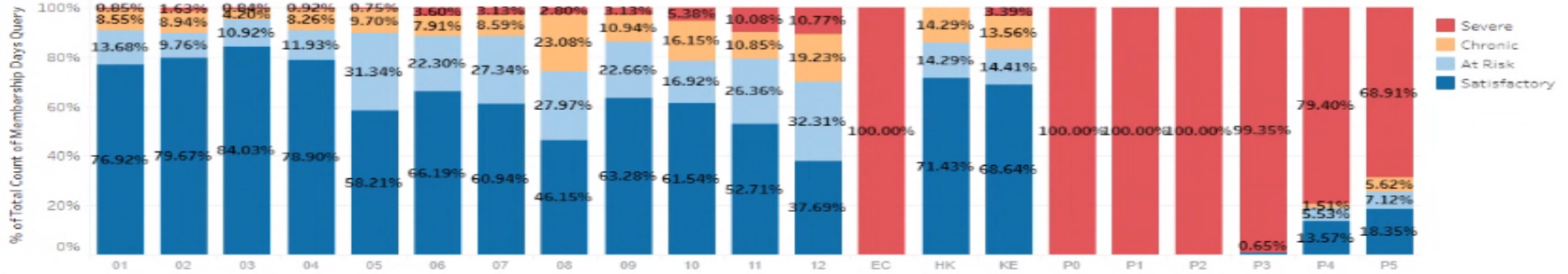
## Monthly Attendance

Start Date:  End Date:

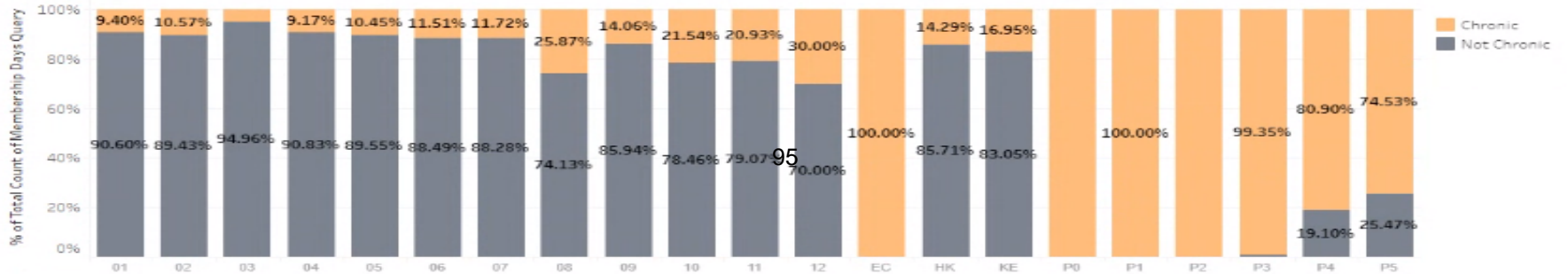
District Classification:  Satisfactory is absent less than  At Risk is absent less than  Chronic is absent less than

ESSA Classification:  Not Chronic is absent less than

### District Classification



### ESSA Classification





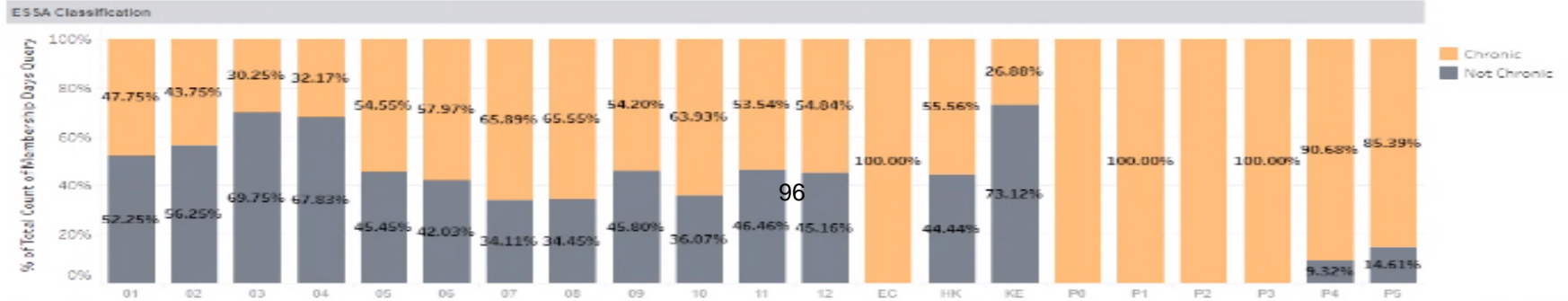
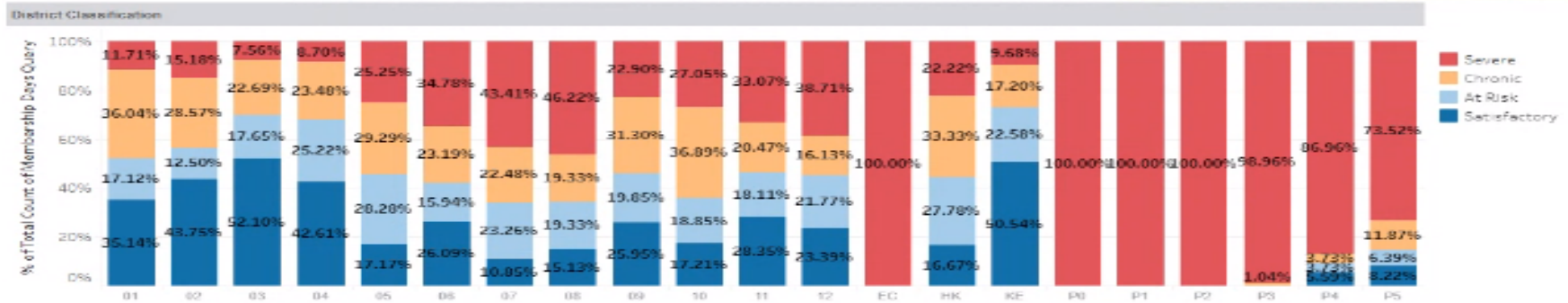
# 2020-2021 Attendance 9/17 to 1/17

## Monthly Attendance



Start Date:  End Date:

District Classification:  Satisfactory is absent less than:  At Risk is absent less than:  Chronic is absent less than:  Not Chronic is absent less than:  ESSA Classification:



96



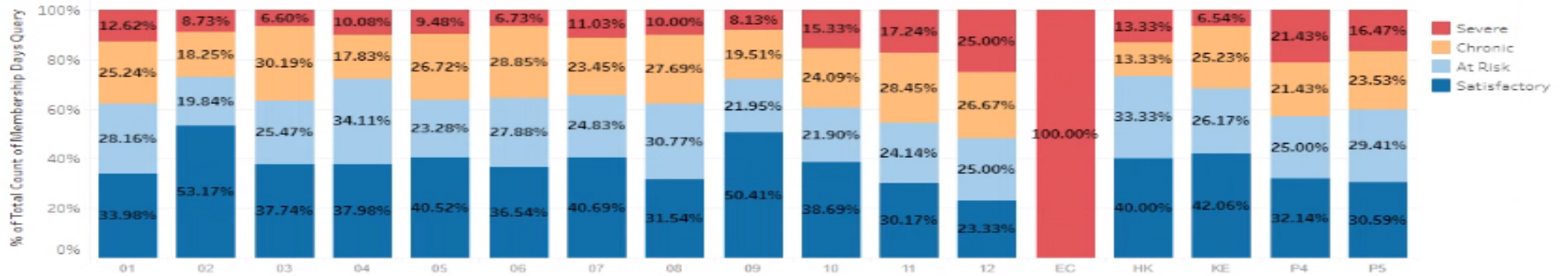
# 2021-2022 Attendance 9/17 to 1/17

## Monthly Attendance

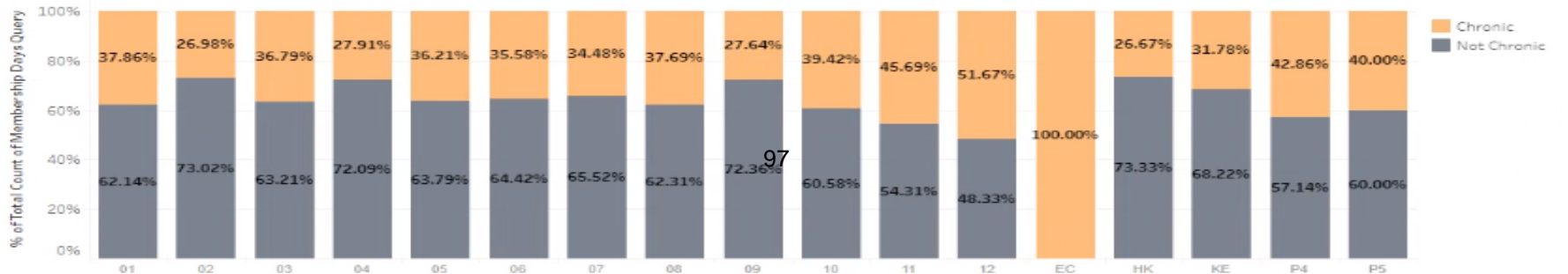
Start Date:  End Date:

District Classification:  Satisfactory is absent less than:  At Risk is absent less than:  Chronic is absent less than:  Not Chronic is absent less than:  ESSA Classification:

District Classification



ESSA Classification

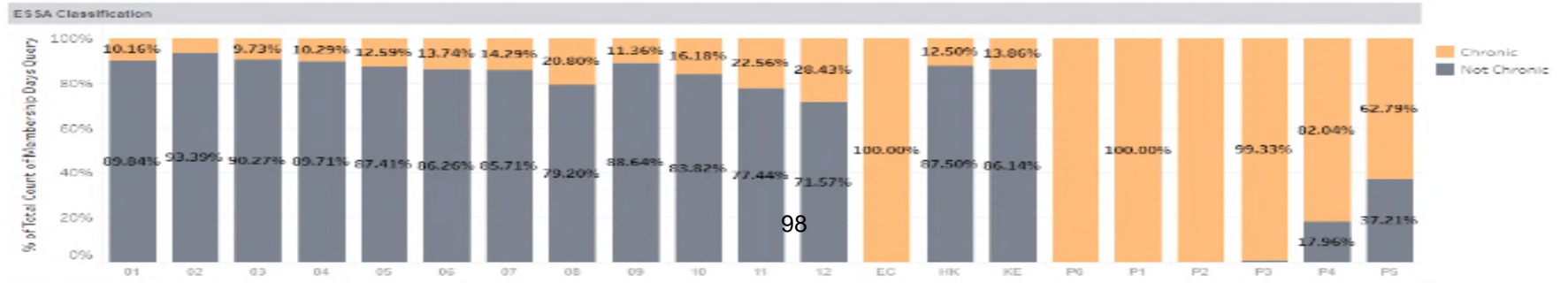
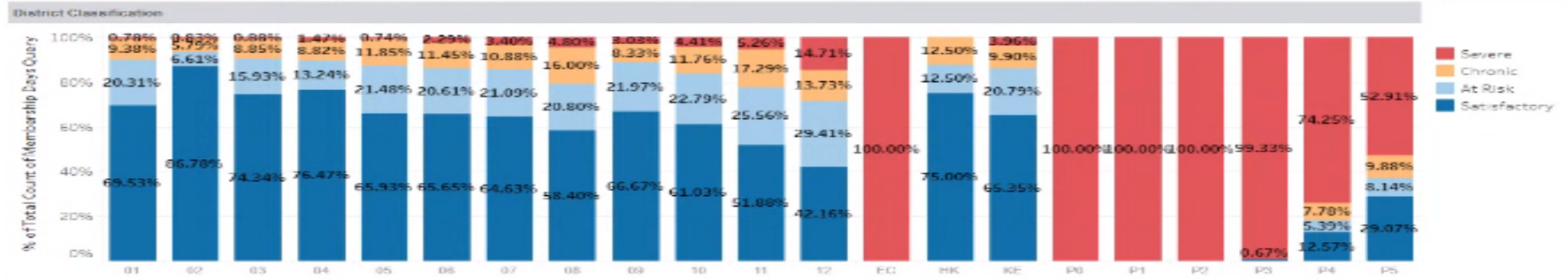




# 2018-2019 Attendance 9/17 to 1/17

## Monthly Attendance

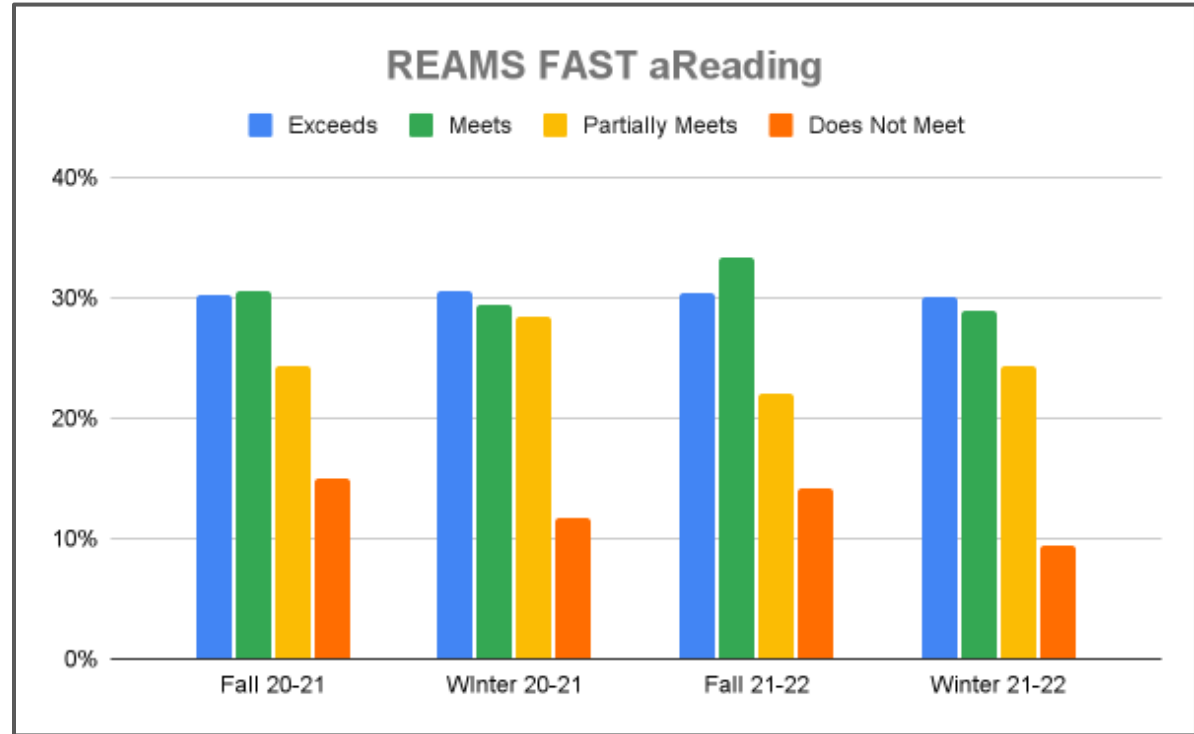
Start Date:  End Date:  District Classification:  Satisfactory is absent less than:  At Risk is absent less than:  Chronic is absent less than:  ESSA Classification:  Not Chronic is absent less than:





## REAMS Reading - Fall/Winter Data

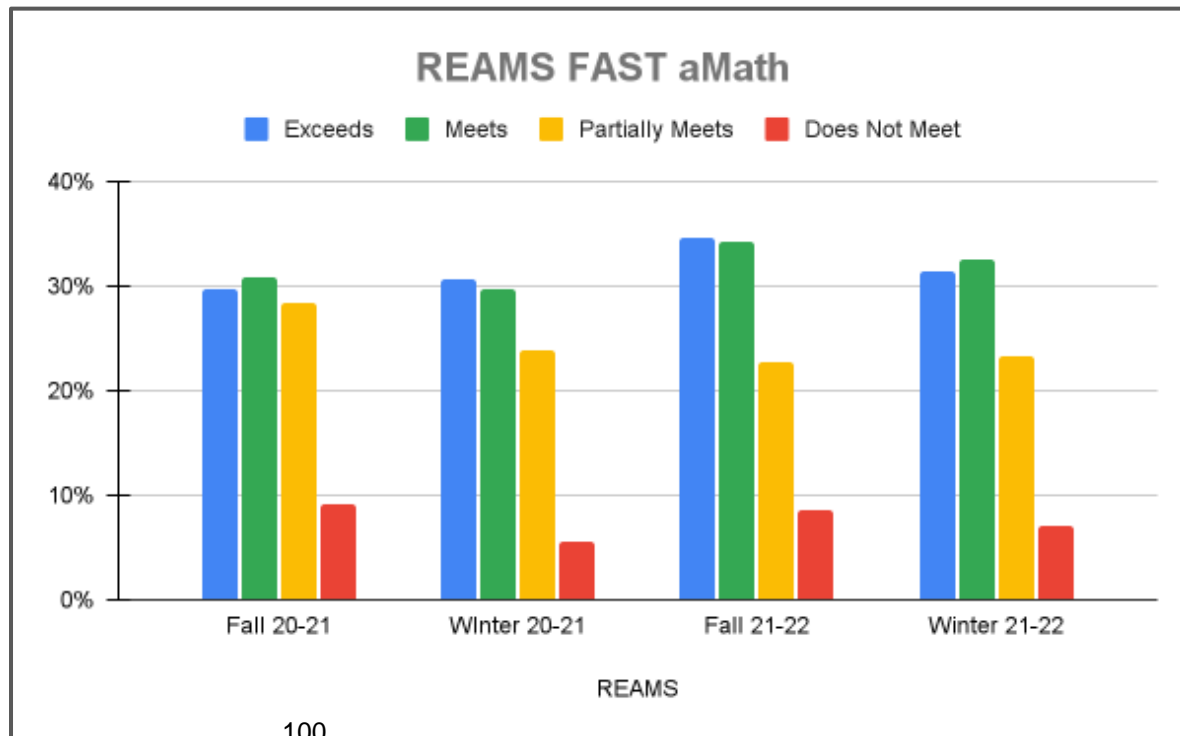
- Data excludes Kindergarten students. They don't test aReading or aMath in the fall.





## REAMS Math- Fall/Winter Data

- Data excludes Kindergarten students. They don't test aReading or aMath in the fall.

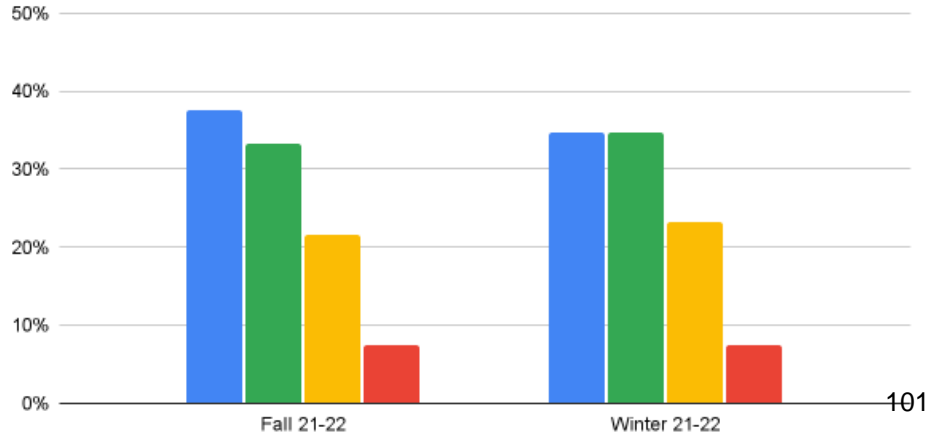




# Grade 1 - Fall/Winter Data

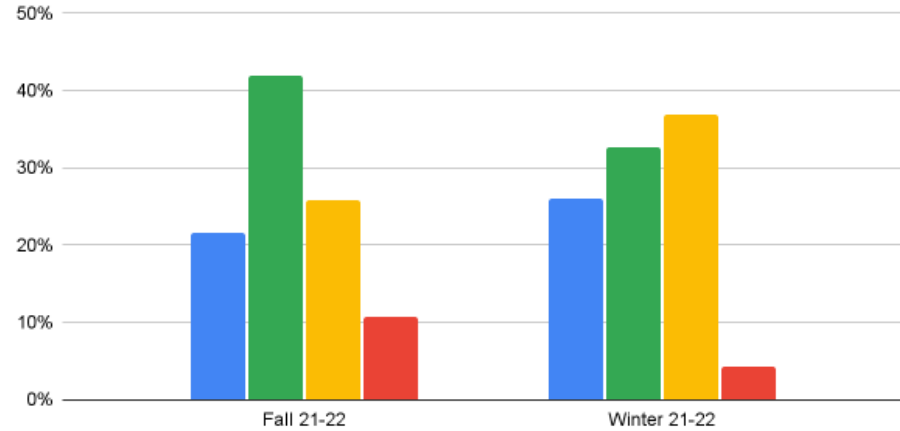
## Grade 1 FAST aMath

Exceeds Meets Partially Meets Does Not Meet



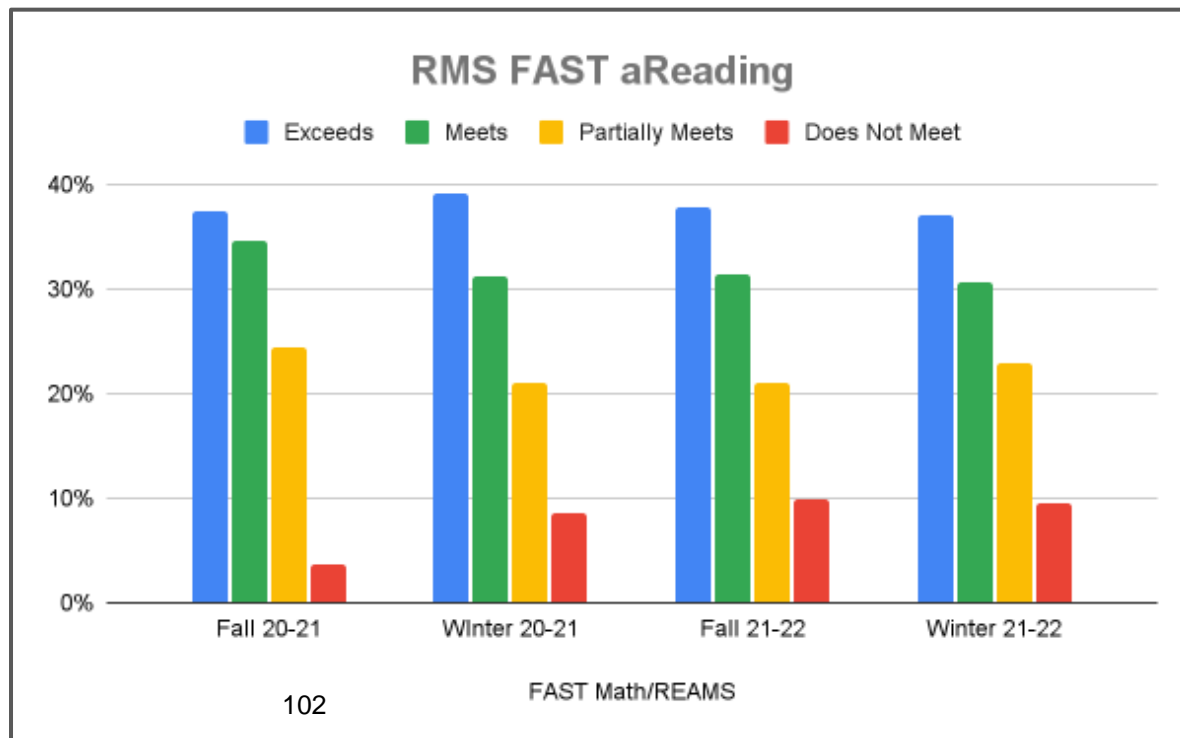
## Grade 1 FAST aReading

Exceeds Meets Partially Meets Does Not Meet



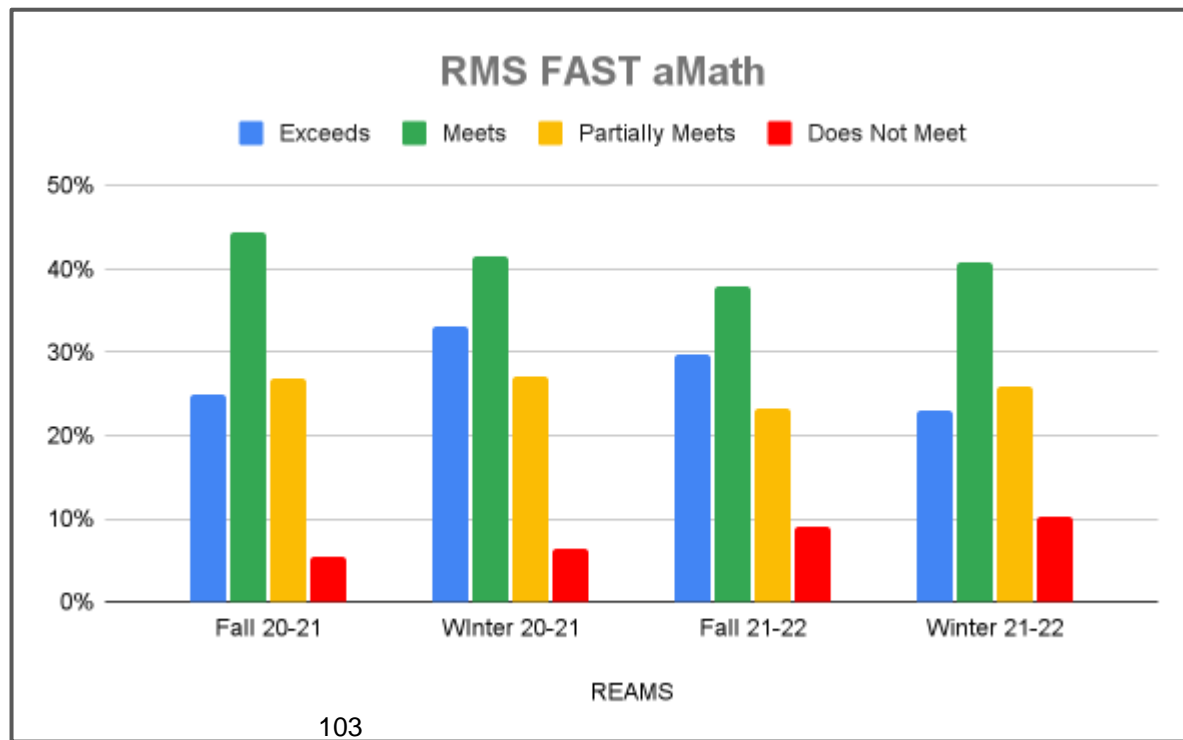


## RMS-CES Reading - Fall/Winter Data





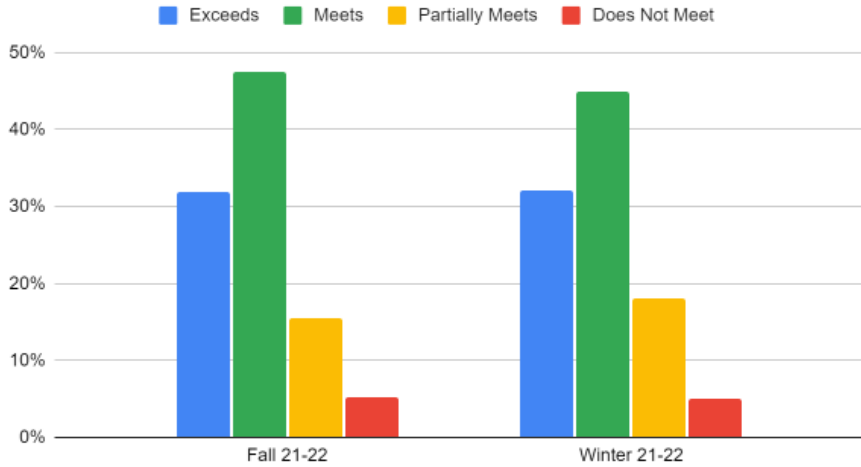
## RMS-CES Math- Fall/Winter Data



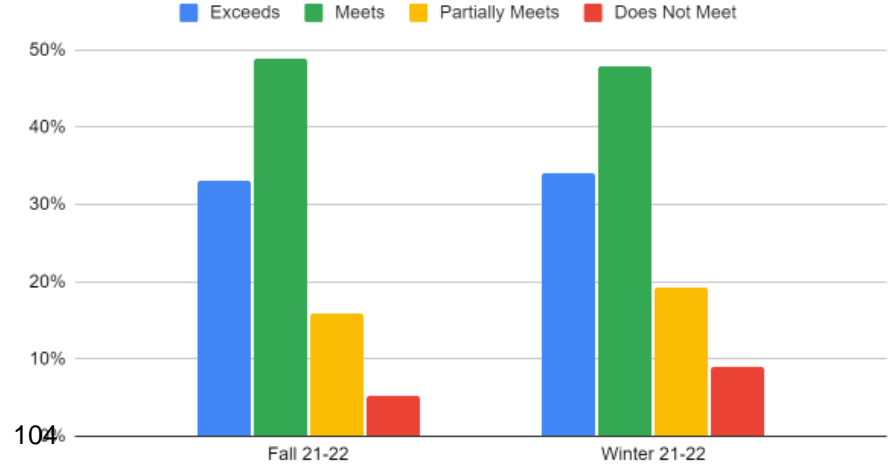


# Grade 6 - Fall/Winter Data

### Grade 6 FAST aMath



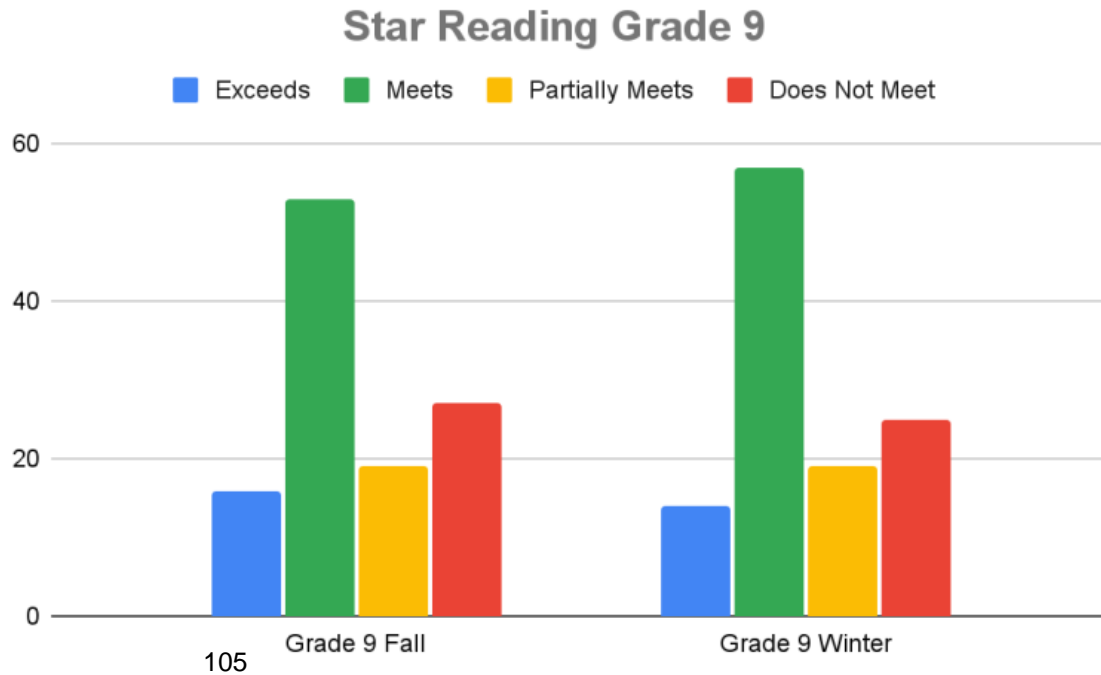
### Grade 6 FAST aReading





## STAR 9 Reading - Fall/Winter Data

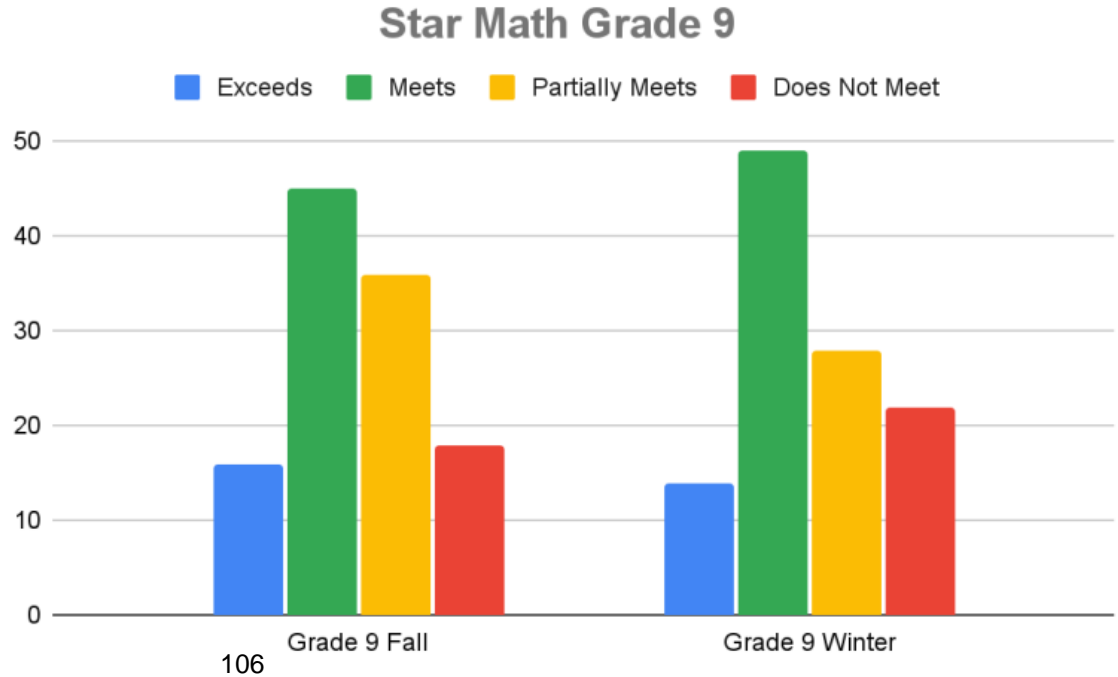
- Additional 6 students tested in Winter compared to Fall.





## STAR 9 Math - Fall/Winter Data

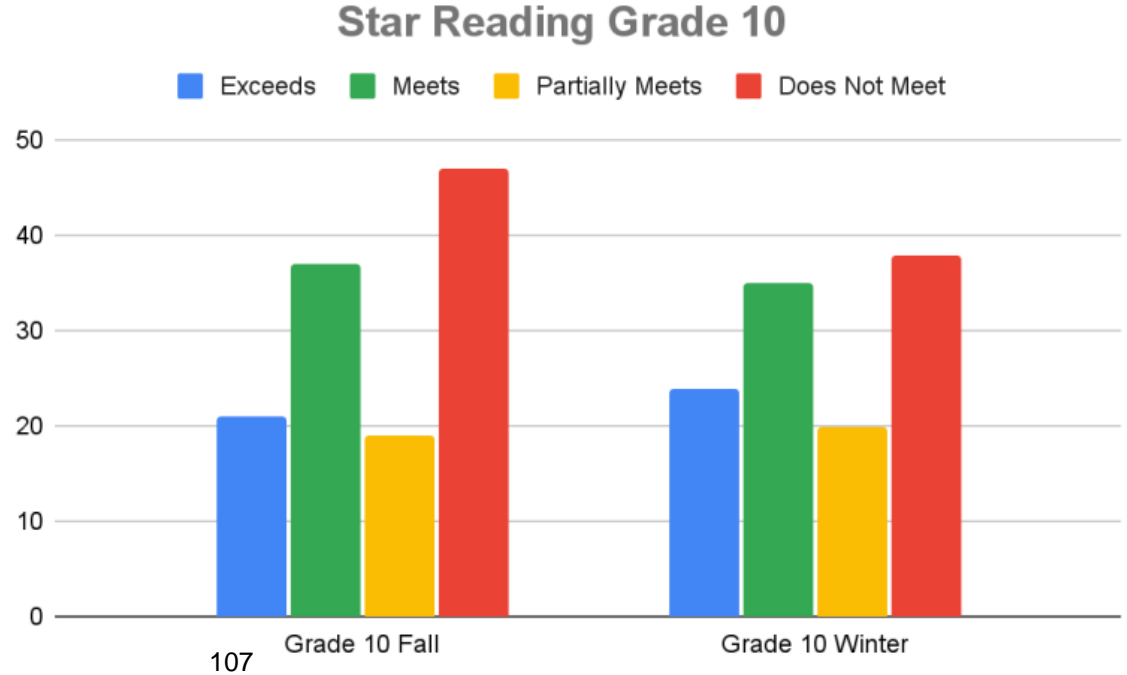
- Additional 16 students completed the Star Math in Winter compared to Fall.
- Results are by grade, not subject.





## STAR 10 Reading - Fall/Winter Data

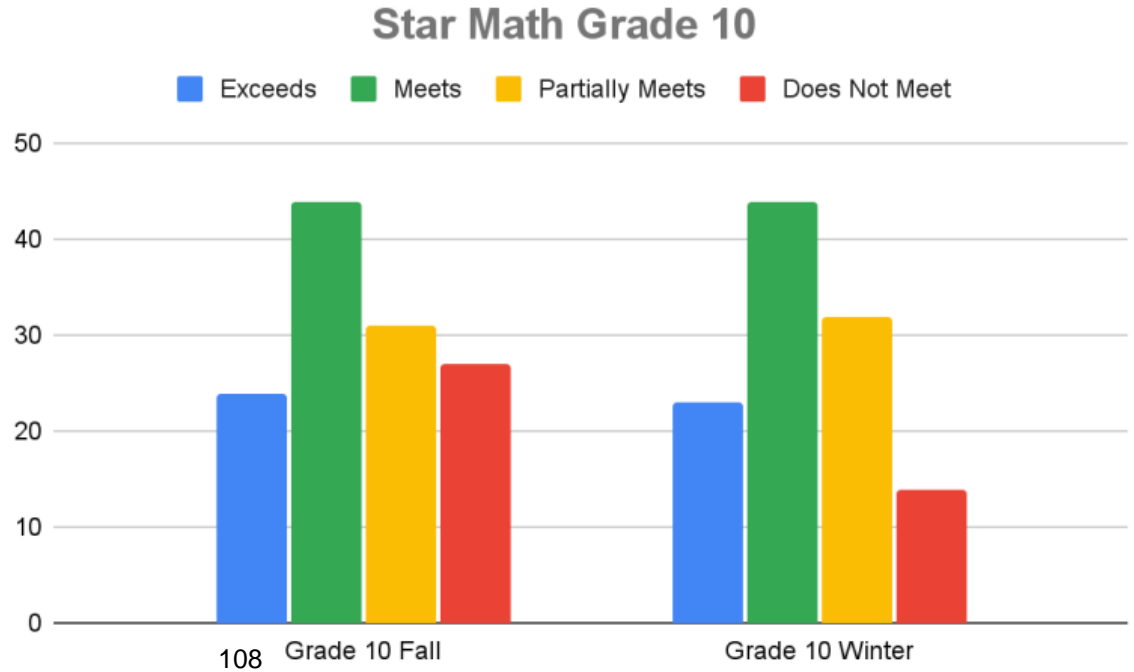
- Additional 2 students tested in Winter compared to Fall.





## STAR 10 Math - Fall/Winter Data


- Additional 18 students completed the Star Math in Winter compared to Fall.
- Results are by grade, not subject.





# MTSS Approach

- **Response To Data** - Spring data will indicate if there was unanticipated learning loss from the pandemic or if additional SEL issues have led to lower academic scores
- **New Counselors** - Three new counselors have been hired to respond to the needs of our students, a mid-year resignation is related to the three new counselors
- **Screening To Intervention Report** - Round 1 of FASTBridge training at REAMS completed this winter and RMS-CES departments are now being trained to use the data generated from these reports
- **SEL Screener** - Starting a SAEBRS pilot program at REAMS with counselor and teacher training
- **Reading Support** - PRESS training was completed by the 5-8th grade ELA teachers winter of 2021-22 as well as all new REAMS teachers
- **Universal Screening** - All 9th and 10th graders will have completed an academic screener three times this school year
- **Further Data** - Select 11th and 12th graders<sup>109</sup> have completed an academic screener per SPED/Intervention request and to continue screening for at-risk students, ADSIS teacher continues to monitor reading progress

Test/Assessment	Grade(s)	Date(s)
<p><b>ACCESS/ALT ACCESS</b> (Winter)</p> 	<p>K - Listening, Speaking 1 - 12 - Listening, Speaking, Reading, Writing</p>	<p><b>REAMS</b> - Feb 8-9, 2022 - <b>Listening</b> Gr 1-4. Feb 10 &amp; 15, 2022 - <b>Reading</b> Gr 1-4, Feb 16-17, 2022 - <b>Speaking</b> Gr 1-4. Feb 22, 2022 - <b>Speaking</b> Gr 1, <b>Writing Tier A</b> Gr 2, <b>Writing Tier B/C</b> Gr 4. Feb 23, 2022 - <b>Writing Tier A</b> Gr 1, <b>Writing Tier B/C</b> Gr 2-4. Feb 24, 2022 - <b>Writing Tier BC</b> Gr 1 &amp; 3. <b>RMS</b> - Mar 1, 2022 - <b>Listening</b> Gr 5-8. Mar 2, 2022 - <b>Reading</b> Gr 5-8. Mar 8, 2022 - <b>Speaking</b> Gr 5-8. Mar 9, 2022 - <b>Speaking</b> Gr 5 &amp; 7, <b>Writing</b> Gr 8. Mar 10, 2022 - <b>Writing</b> Gr 5-7. <b>RHS</b> -Mar 7, 2022- <b>Alt. Listening</b> Gr 9, <b>Listening</b> Gr 10-12. Mar 8, 2022- <b>Listening</b> Gr 9-10. Mar 9, 2022- <b>Alt Reading</b> Gr 9, <b>Reading</b> Gr 10-12. Mar 10, 2022- <b>Reading</b> Gr 9-10. Mar 14, 2022- <b>Alt Speaking</b> Gr 9, <b>Speaking</b> Gr 10-12. Mar 15 <b>Speaking</b> Gr 9-10. Mar 16, 2022- <b>Alt Writing</b> Gr 9, <b>Writing</b> Gr 10-12. Mar 17, 2022- <b>Writing</b> Gr 9-10.</p>
<p><b>ACT</b> (Spring)</p>	<p>11 - 12</p>	<p><b>RHS</b> - April 26, 2022</p>
<p><b>AP ENGLISH</b> (Spring), <b>AP CALC</b> (Spring)</p>	<p>10, 10</p>	<p><b>RHS</b> - May 4, 2022, <b>RHS</b> - May 9, 2022</p>
<p><b>ASVAB</b> (Fall)</p>	<p>10 - 12</p>	<p><b>RHS</b> - November 18, 2021</p>
<p><b>FAST</b> (Fall, Winter &amp; Spring)</p>	<p>K - 4 - Reading &amp; Math  5 - 8 - Reading &amp; Math</p>	<p><b>REAMS</b> - Sep 8, 2021-Nov 17, 2021 <b>Reading &amp; Math</b>, Dec 1, 2021-Jan 26, 2022 <b>Reading and Math</b>, Apr 12, 2022 - Jun 7, 2022 <b>Reading and Math</b> <b>RMS</b> - <b>Reading</b> Sep 20-21, 2021, <b>Math</b> Sep 22-23, 21, Makeups Sep 24, 2021 <b>Reading</b> Jan 31-Feb 1, 2022, <b>Math</b> Feb 2-5, 2022, Makeups Feb 4, 2022 <b>Reading</b> May 16-17, 2022, <b>Math</b> May 18-19, 2022 Makeups May 20, 2022</p>
<p><b>IB (Spring)</b> DE Economics</p>	<p>11 -</p>	<p><b>RHS</b> - May 9, 2022 and May 10, 2022</p>
<p><b>MCA/MTAS</b> (Spring)</p>	<p>3 - 4 - Reading &amp; Math  5 &amp; 8 - Reading, Math &amp; Science 6 &amp; 7 - Reading &amp; Math 10 - Reading 11 - Math</p>	<p><b>REAMS</b> -<b>Reading</b> - April 11-15, 2022      Make-up April 25-29, <b>Math</b> - April 18 - 22, 2022 Make-up April 25-29 <b>RMS</b> - <b>Math</b> - April 18-22, 2022      Make-up May 3-6 , <b>Reading</b> - April 25-29, 2022      Make- up May 3-6, <b>Science</b> - May 3-5, 2022      Make-up May 9-13 <b>RHS</b> - <b>Reading</b> - April 5 &amp; 6, 2022      Make-up TBD, <b>Math</b> -April 18 &amp; 19, 2022      Make-up TBD <b>Science</b> - March 21 &amp; 22, 2022      Make-up TBD</p>
<p><b>STAR</b> (Fall, Winter &amp; Spring)</p>	<p>9 &amp; 10 Reading &amp; Math</p>	<p><b>Fall</b> - 9/14/21 &amp; 9/16/21, <b>Winter</b> - 2/1/22 &amp; 2/3/22 <b>Spring</b> - 5/17/22 &amp; 5/19/22</p>



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

**ITEM:**

**Subject: Activities update**

Meeting Date: 3-21-22

Prepared by: Dan Pratt

Date Prepared: 3-15-22

Information       Briefing       Action       Enclosure Item(s)

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Spring season

- It's up and running we have over 305 spring athletes participating in seven options (B&G Golf, B&G Track, B&G Trap, Softball, Baseball, B-Tennis & B&G Lacrosse)
- Rockford Track team will be hosted their annual indoor or outdoor (depending on the weather) Track Meet on April 7th. We will keep our numbers below 250 for security and safety.
- 2020 Athena Award Winner **Aliyah Robran**  
This award is presented to a senior, female student-athlete who displays excellence in athletics and academics. Congratulations Samantha!! Rocket Pride!!
- Baseball, Softball and Track started on March 14<sup>th</sup>. Baseball, is allowed an arm conditioning week, the week before their official start March 21<sup>st</sup>.
- Golf programs start on March 21<sup>st</sup>, with two new coaches, Andrew Kenady coaching the girls and Sloan Walgreen coaching the boys. The numbers look good they will have some experience. Looking forward to a great season.
- Rockford's trap team's numbers are a strong 40. The season begins with the Rockets looking to another conference championship and finding the Rockets top gun participants.
- Congrats to Mr. Huber and DECCA for an outstanding year. Three of our very best will be in Atlanta GA representing Rockford at the DECCA Nationals. Congrats to Claire Shaikoski, Maggie Johnson and Claire Czech



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

**ITEM:**

**Subject: Activities update**

Meeting Date: 3-21-22

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Date Prepared: 3-15-22

Information

Briefing

Action

Enclosure Item(s)

- 
- Participation fees
  - Event worker fees

## Rockford Fee Summary 2022-2023

Activities Department				
HS FEES		Current	Proposed	
<i>Fees for High School Students and/or Varsity level play</i>				
<b>High School (Grades 9-12) Sports Fee</b>		\$165.00	\$180.00 Family Maximum: \$900.00	Dan Pratt
<small>(Includes the following sports: Baseball, Boys and Girls Basketball, Boys and Girls Cross Country, Cheerleading, Dance Team, Football, Boys and Girls Golf, Gymnastics, Boys and Girls Soccer, Softball, Boys and Girls Tennis, Boys and Girls Track and Field, Volleyball, Wrestling, Boys and Girls Hockey Co-op, Lacrosse Co-op)</small>				
<b>High School (Grades 9-12) Co-curricular Fee</b>		\$105.00	\$120.00 Family Maximum: \$900.00	Dan Pratt
<small>(Includes the following activities: Mock Trial, Musical, One-Act Play, Robotics, Speech)</small>				
<b>Grades 8-12 Trap Shooting Fee (District fee only; does not include league fee)</b>		\$150.00	\$165.00 Family Maximum: \$900.00	Dan Pratt
<small>(If under 50 participants, Grade 7 students may be accepted)</small>				
<b>Summer Marching band (Grades 9-12)</b>			\$50.00 Cover busing & Stipen	Dan Pratt
<b>MS FEES</b>				
<b>Fees for Middle School Students</b> (if MS student plays at JV/Varsity Level, the fee will be JV/Varsity level fees.)				
<b>Middle School (Grades 7-8) Sports Fee</b>		\$121.00	\$135.00 Family Maximum: \$900.00	Dan Pratt
<small>(Includes the following sports: Baseball, Boys and Girls Basketball, Boys and Girls Cross Country, Cheerleading, Dance Team, Football, Boys and Girls Golf, Gymnastics, Boys and Girls Soccer, Softball, Boys and Girls Tennis, Boys and Girls Track and Field, Volleyball, Wrestling, Boys and Girls Hockey Co-op, Lacrosse Co-op)</small>				
<b>Middle School (Grades 7-8) Co-curricular Fee</b> (if there is not a dedicated MS co-curricular program, the fee will be the HS co-curricular fee)		\$75.00	\$90.00 Family Maximum: \$900.00	Dan Pratt
<small>(Includes the following activities: Mock Trial, One-Act Play, Robotics, Speech)</small>				
<b>Middle School (Grades 5-8) Musical Participation Fee</b>		\$75.00	\$90.00 Family Maximum: \$900.00	Dan Pratt
<b>PASS FEES</b>				
<b>Sr Citizen Annual Pass-age 65 and out of district</b>		\$33.00	\$40.00 If purchased online, add \$2.19 in processing fees (\$42.19)	Dan Pratt
<b>Sr Citizen Annual Pass-age 65 and in district</b>		free	free	Dan Pratt
<b>Student Annual Pass</b>		\$33.00	\$40.00 If purchased online, add \$2.19 in processing fees (\$42.19)	Dan Pratt
<b>Adult Annual Pass</b>		\$85.00	\$95.00 If purchased online, add \$3.84 in processing fees (\$98.84)	Dan Pratt
<b>Family Annual Pass</b>		\$242.00	\$280.00 If purchased online, add \$9.39 in processing fees (\$289.39)	Dan Pratt
<b>ADMISSION FEES</b>				
<b>Student Admission per event</b>		\$5.00	\$5.00 If purchased online, add \$.65 in processing fees (\$5.65)	Dan Pratt
<small>(Includes the following sports and is set by the conference--Boys and Girls Basketball, Football, Gymnastics, Boys and Girls Soccer, Volleyball, Wrestling, Boys and Girls Hockey Co-op, Lacrosse Co-op.) Special events and post-season fees may apply to all sports.</small>				
<b>Adult Admission per event</b>		\$7.00	\$7.00 If purchased online, add \$1.20 in processing fees (\$8.20)	Dan Pratt
<small>(Includes the following sports and is set by the conference--Boys and Girls Basketball, Football, Gymnastics, Boys and Girls Soccer, Volleyball, Wrestling, Boys and Girls Hockey Co-op, Lacrosse Co-op.) Special events and post-season fees may apply to all sports.</small>				

<b>HS Musical/Three-Act Play Student Admission</b>	\$5.00	\$5.00	If purchased online, add \$.65 in processing fees (\$5.65)	Dan Pratt
<b>HS Musical/Three-Act Play Adult Admission</b>	\$7.00	\$7.00	If purchased online, add \$1.20 in processing fees (\$8.20)	Dan Pratt
<b>MS Musical Student Admission</b>	\$3.00	\$5.00	If purchased online, add \$.65 in processing fees (\$5.65)	Dan Pratt
<b>MS Musical Adult Admission</b>	\$5.00	\$7.00	If purchased online, add \$1.20 in processing fees (\$8.20)	Dan Pratt

### High School Fees

Instrument Rental	\$60.00	\$60.00	(does not include percussion)	Paul Menard
AP Testing	\$53.00	\$53.00	(per test)	Paul Menard
ACT Testing	\$68.00	\$68.00		Paul Menard
Graduation Participation Fee	\$40.00	\$40.00		Paul Menard
Combination Lock Fee	\$5.00	\$5.00		Paul Menard

### Middle School Fees

Instrument Rental	\$60.00	\$60.00	(does not include percussion)	Rob Danneker
PE Shirt (grades 7-8)	\$7.00	\$7.00		Rob Danneker
Combination Lock Fee	\$5.00	\$5.00		Rob Danneker
Combo PE Shirt/Lock Fee	\$10.00	\$10.00		Rob Danneker

**Event Workers Pay Rates (board approved as of 2013-14)**

Red is purposed increase

FALL			
Activity	Level	Position	\$ per event
Football	Varsity	Site Manager	\$100 <b>\$110</b>
		Ticket Manager	\$75
		Supervisors 3-6	\$45 <b>\$55</b>
		Ticket Seller - 2	\$45 <b>\$55</b>
		Ticket Taker - 2	\$45 <b>\$55</b>
		Chain Crew - 4	\$30 <b>\$55</b>
		Clock	\$45 <b>\$55</b>
		Announcer	\$45 <b>\$55</b>
		Computer	\$45 <b>\$55</b>
		Student Assistant	\$20 <b>\$30</b>
Football	JV/C/MS	Site Manager	\$45 <b>\$55</b>
		Supervisors	\$30 <b>\$40</b>
		Chain Crew - 3	\$20 <b>\$30</b>
		Clock/Announcer	\$30 <b>\$40</b>
		Computer	\$30 <b>\$40</b>
		Student Assistant	\$20 <b>\$30</b>
Soccer	Varsity/JV/C	Site Manager	\$45 <b>\$55</b>
		Ticket Manager	\$45
		Supervisors	\$30 <b>\$40</b>
		Ticket Seller	\$30 <b>\$40</b>
		Ticket Taker	\$30 <b>\$40</b>
		Ball Runners - 2	\$15 <b>\$25</b>
		Clock/Announcer	\$30 <b>\$40</b>
		Computer/Spotter	\$30 <b>\$40</b>
Student Assistant	\$20 <b>\$30</b>		
Volleyball	Varsity/JV/C	Site Manager	\$45 <b>\$55</b>
		Ticket Manager	\$50
		Supervisor	\$30 <b>\$40</b>
		Ticket Seller	\$30 <b>\$40</b>
		Ticket Taker	\$30 <b>\$40</b>
		Line Judges - 2	\$30 <b>\$40</b>
		Scorebook	\$30 <b>\$40</b>
		Clock/Announcer	\$30 <b>\$40</b>
		Music	\$20 <b>\$40</b>
		Libero tracker	\$30 <b>\$40</b>
		Student Assistant	\$20 <b>\$30</b>
Cross Country	Varsity/JV	Timers	\$30 <b>\$40</b>
		Electronic Time	going rate
		Starter	going rate
		Lead Cart	\$30 <b>\$40</b>
		Chute	\$30 <b>\$40</b>

WINTER			
Activity	Level	Position	\$ per event
Basketball	Varsity/JV/C	Site Manager	\$45 <b>\$55</b>
		Ticket Manager	\$50
		Supervisors	\$30 <b>\$40</b>
		Ticket Seller	\$30 <b>\$40</b>
		Ticket Taker	\$30 <b>\$40</b>
		Scorebook	\$30 <b>\$40</b>
		Clock	\$30 <b>\$40</b>
		Music/Announcer	\$30 <b>\$40</b>
		Student Assistant	\$20 <b>\$30</b>
		Wrestling	Varsity/JV
Ticket Manager	\$50		
Supervisors	\$30 <b>\$40</b>		
Ticket Seller	\$30 <b>\$40</b>		
Ticket Taker	\$30 <b>\$40</b>		
Scorebook	\$30 <b>\$40</b>		
Gymnastics	Varsity/JV	Site Manager	\$45 <b>\$55</b>
		Ticket Manager	\$50
		Supervisors	\$30 <b>\$40</b>
		Ticket Seller	\$30 <b>\$40</b>
		Ticket Taker	\$30 <b>\$40</b>
		Scorebook	\$30 <b>\$40</b>
		Clock & Announcer	\$30 <b>\$40</b>
		Student Assistant	\$20 <b>\$30</b>

SPRING			
Activity	Level	Position	\$ per event
Track & Field	Varsity/JV	Site Manager	\$45 <b>\$75</b>
		Ticket Manager	\$50
		Starter	going rate
		All Workers	\$40 <b>\$50</b>
		Student Assistant	\$20 <b>\$30</b>
Baseball / Softball		Site Manager	\$45 <b>\$55</b>
		Ticket Manager	\$50
		Supervisors	\$30 <b>\$40</b>
		Ticket Seller	\$30 <b>\$40</b>
		Scoreboard, Music & Announcer	\$30 <b>\$40</b>
		Student Assistant	\$20 <b>\$30</b>



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

**Subject:** DECA Nationals Trip Approval Request

Meeting Date: 03/21/2022

Prepared by: Joe Huber, RHS Business Teacher / DECA Advisor

Date Prepared: 03/15/2022

Information

Briefing

Action

Enclosure Item(s)

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Enclosed is a powerpoint presentation I'll give at the board meeting to discuss the anticipated trip details and funding sources.



# DECA Nationals Trip Approval Request

3/21/2022 RAS School Board Meeting



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



# DECA Background

- Business-oriented club
- Prepares emerging leaders and entrepreneurs in the following areas:
  - Marketing
  - Finance
  - Hospitality
  - Management





# Recent Successes

## ● Membership

- 42 students (9<sup>th</sup> – 12<sup>th</sup> grade)
- Members stayed engaged throughout the year

## ● School Store

- 1<sup>st</sup> Profitable year since inception in 2015
  - \$30,000 in Revenue
  - \$8,000 in COGS
  - \$5,000 in discounts / sales
  - \$17,000 in profit going to Boosters
- Staffing
- Merchandising
- Partnership with Boosters

## ● Competition

- Districts: 39 competitors
- State: 33 advanced to state
- Finals: 9 members advanced to finals
  - Sophie Ekman (9<sup>th</sup> Grade)
  - Kennedy Torborg (10<sup>th</sup> Grade)
  - Emily Rund (11<sup>th</sup> Grade)
  - Claire Shaikoski (11<sup>th</sup> Grade)
  - Maggie Johnson (11<sup>th</sup> Grade)
  - Cassia Cady (12<sup>th</sup> Grade)
  - Lucy Smith (12<sup>th</sup> Grade)
  - Joe Cook (12<sup>th</sup> Grade)
  - Sophie Bremel (12<sup>th</sup> Grade)

- State Officer Election – Claire Shaikoski



# School-Based Enterprise (SBE) Certification

## 10 Standards Required to Meet Gold Certification

- Financial Analysis
- Operations
- Marketing & Information Management
- Market Planning
- Product/Service Management
- Pricing
- Distribution / Channel Management
- Promotion
- Selling
- Human Resource Management





# SBE Competition Team



- Maggie Johnson
- Claire Shaikoski
- Claire Czech



# DECA ICDC Highlights

- Nationals Competition in the SBE – Retail Operations category
- 4.5 hour SBE Academy with other gold certified SBE's
- Emerging Leader Series
- Advisor Professional Learning Series





- Awards ceremonies at Mercedes-Benz Stadium
- DECA-provided tickets included for World of Coca-Cola Museum
- DECA-exclusive concert with headliner Judah & the Lion
- Georgia Aquarium – World’s Largest





# Funding

## ● Estimated Costs:

- Hotel & Registration: \$670 / student  
\$840 / advisor  
\$2,850 Total
- Flights: \$300 / each  
\$1,200 Total
- Miscellaneous: \$100 - Transportation  
\$240 – DECA Blazers  
\$340 Total

TOTAL COST: \$4,390

## ● Estimated Funding:

- Donor: \$1,000
- Rockford Lions: \$1,000
- Rocket Boosters: \$2,390

TOTAL FUNDING: \$4,390



**Thank You**



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

**Subject:** \_\_\_\_\_

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

Prepared by: \_\_\_\_\_

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

Information

Briefing

Action

Enclosure Item(s)

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# Osprey Wilds

Environmental Learning Center

127

October 10-12, 2023  
Class of 2028

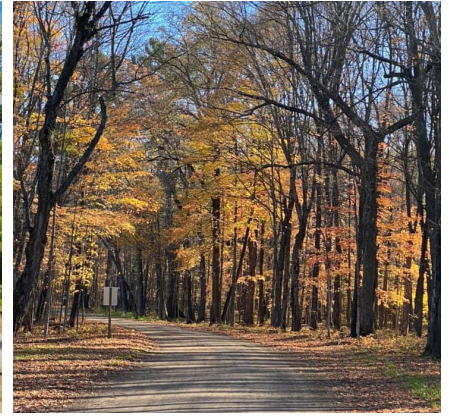
Osprey Wilds Environmental Learning Center is a non-profit environmental learning center on Grindstone Lake near Sandstone, MN.

We offer a wide variety of environmental learning experiences for people of all ages, with programming in natural history and science, team-building, energy, adventure programming, and outdoor/environmental education. Osprey Wilds provides award-winning environmental education experiences for thousands of K-12 students from across the Midwest for residential and day-use experiences.



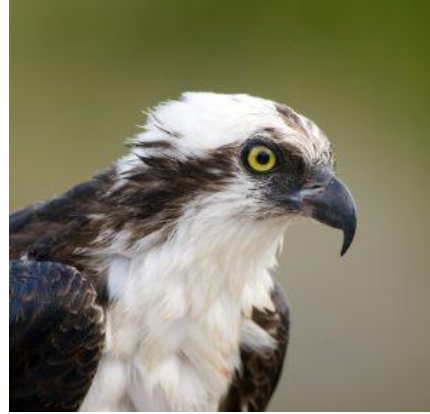
# Trip Details

- 7th Grade - Class of 2028
- October 10-12, 2022
- Two night, three day experience.
- Approximately 110 students, 8 staff and 7 parent chaperones.



# Why Osprey Wilds?

- Sized right for RMS-CES.
- Programming mirrors Deep Portage experience.
- Sustainability and environmental STEM focus.





**APPENDIX C**  
 Rockford Area Schools – ISD 883  
**EXTENDED FIELD TRIP APPLICATION – FINAL APPROVAL**

Final approval must be granted prior to engaging in securing contracts and collecting fees from students. Approval of this final application authorizes the teacher/advisor to proceed with trip planning, including expending the appropriate funds.

School: Rockford Middle School - Center for Environmental Studies

Group/Class: 7<sup>th</sup> grade - class of 2022

Teacher(s)/Advisor(s) submitting request: Jamie Madison

# of students: 110 # of school personnel: 8 # of chaperones: 7

Destination: Osprey Wilds Environmental Learning Center Address: 54165 Audubon Drive PO Box 530 Sandstone, MN 55672

Have students received teachers' approval to miss class? Yes  No

Departure Date: 10.10.22 Departure Time: 8:30 am Return Date: 10.12.22 Return Time: 3:00 pm

Days absent: When school is in session: 3 Non-school days/vacation time: —

Have reasonable accommodations been made for students with disabilities? Yes  No

For trips that contract a tour service, has the contract been reviewed and approved by the Business Manager? Yes  No

For trips outside the Continental US and those using a travel services, provide the name of the travel service:

**For trips outside of the Continental US, please attach your emergency procedures.**

Who has signed off on discussing school discipline policies with students? \_\_\_\_\_

Who has signed off on discussing school discipline policies with staff and chaperones? \_\_\_\_\_

**TRANSPORTATION: Attach request if using district transportation.**

School buses and/or 7 or 8 person vans: 3 N/A: \_\_\_\_\_

\_\_\_\_\_ Public Transportation \_\_\_\_\_ Contracted Transportation: 4.0  
 (Name of Service; attach contract)

Place of lodging: Osprey Wilds Dates: 10.10.22 - 10.11.22

**COSTS: (Estimate per student)**

Transportation \$ ↓  
 Meals \$ ↓  
 Substitute Teachers \$ ↓  
 Lodging \$ \_\_\_\_\_  
 Other (fees, ins) \$ 150  
 Total \$ 150

Expenses to be paid by the district \$ 455 - parent chaperones  
 Expenses to be paid by special funds \$ 2000 - bussing

Explain special funding and/or procedures for handling instances of economic need: Scholarships will be applied to the Deep Portage Scholarship fund and donations from Rockford Lions

**The following documentation must be attached:**

- Emergency procedures
- Tentative itinerary
- Signed memo of contract/insurance approval from Business Manager

**APPROVAL: Final approval requires the following signatures.**

School Principal: [Signature] Date: 3/17/2022

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

Board Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_



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

**Subject:** \_\_\_\_\_

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

Prepared by: \_\_\_\_\_

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

Information

Briefing

Action

Enclosure Item(s)

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## Board Update 3/23/2022

- Facility committee process (Looking forward to getting some items fixed and being more proactive than reactive)
- Winter (**I have a Great crew all around**)
  - So far we didn't have any major incidents like water breaks, leaks, boiler issues. We didn't have to switch over to oil during the cold weather (which is not normal)
  - We had the coldest winter for many years with below temps in March. Along with COVID recommendations of opening up our outside air flow for fresh air has hit the utility budget this year a bit hard.
  - I have also determined we will be operating the Greenhouse from March 1st - November 15th and shutting down after November 15th for the winter. The heating was not designed to heat that structure below 30 degrees.
  - Snow removal went well, I didn't receive any reports of issues. I know we had a very icy parking lot over one weekend that caught many districts and cities off guard.
- Brine sidewalks
  - This worked very well, better than expected/ Plus the money savings compared to salt was huge. On an average year we go through 6-8 pallets of bag salt at a cost of 500.00 a pallet. We paid so far for Brine \$635.00
  - There were some start-up costs associated with this process, but most was covered under a grant from SFM, our Work Comp company.

- Trees out front of the HS (City announced on their website also)
  - We have 11 large trees in front of the HS that have the Ash Borer Beetle
    - I would like to start planting 2” - 3” trees to take the place of the trees that get cut down. Trees will be cut down over the next 2-3 years as they start dying. We will cut them down at that point.
  
- Taking a Class for certification called “Building Operator Certification”. The class goes from March to June. I like to keep on the new ideas and information. I have 4 classes done and have learned some new ideas.
  
- My goal this year - Starting Spring of 2022 is to be more Proactive than Reactive. We have not had staff in place to work better on our preventative maintenance program and now we have the possibility to do so. I want to concentrate on our HVAC equipment and our Grounds equipment. As we spend money to start fixing the items we need to have the plan in place. I have started working on our preventative maintenance plan to start educating staff to perform the duties.
  
- I have Weed control for around the district setup once they are able to spray the grounds.
  
- We will be losing a couple college kids this year that have been with us for 4 years which will be a hard hole to fill with their experience. I wish them well and thank them for all their hard work and watching them grow into responsible adults was part of our team's goal. So I'm in the planning stages of looking for summer staff.

- We will be mowing again this year as the savings is now besides wages and upkeep of equipment is 100% cost savings.
- We need a maintenance garage. We can't keep working out of a 2 car garage and try to maintain equipment, keep storing equipment outside in the elements (which deteriorates the equipment) especially the new equipment and items that can't freeze for snow removal. Sooner than later (Please)



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

**Subject: Policies for review**

Meeting Date: March 21, 2022

Prepared by: Superintendent’s Office

Date Prepared: March 16, 2022

Information       Briefing       Action       Enclosure Item(s)

Policies 102, 406, 413, 425, 501, 503, 507, 515, 524, 534 are up for a 2nd reading. If there are no changes, this item is up for approval at this meeting.

**102 – Equal Educational Opportunity:** Adds contact information as directed by MDE

**406 – Public and Private Personnel Data:** Updates definitions; clarifies information about applicants; re-aligns some provisions

**413 – Harassment and Violence:** Updates language and aligns with Minnesota statutory law

**425R – Staff Development:** Retitles policy and adds new legislative provisions regarding mentoring

**501 – School Weapons Policy:** Adds language to definition of ‘weapon’ to align with MN statute; adds referral to law enforcement; clarifies provisions on p.3; revises citations

**507 – Corporal Punishment:** Minor revisions; adds charter schools to policy

**515 – Protection and Privacy of Pupil Records:** Revises provisions to align better with FERPA; adds language to police liaison provisions; addresses obligations related to records of students with a disability; modifies other language

**524 – Internet Acceptable Use and Safety Policy:** Revises policy to reflect recent U.S. Supreme Court opinion in Mahanoy; updates citations

**534 – School Meals Policy (renamed):** Revises language to align with changes enacted in 2021.



Adopted: 11/4/99  
Reviewed: 2017  
Revised: 07/23/18, 2022

Orig. 1995

## 102 EQUAL EDUCATIONAL OPPORTUNITY

### I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district-is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for ~~disabled~~ students with disabilities.

*[Note: Part of the definition of "sexual orientation" within the Minnesota Human Rights Act (MHRA) is "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness," which is how gender identity and expression gain protection under the MHRA. Minn. Stat. § 363A.03, Subd. 44.]*

- B. The school district prohibits ~~the harassment and discrimination~~ of any individual ~~for any of the categories based on any of the protected classifications~~ listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413).
- C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).
- D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).



E. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.

FD. Every school district employee shall be responsible for complying with this policy **conscientiously**.

FE. Any student, parent or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

**Legal References:** Minn. Stat. Ch. 363 (Minnesota Human Rights Act)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)  
42 U.S.C. § 2000d et seq. (Title VI of the Civil Rights Act of 1964)  
20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)

**Cross References:** ~~MSBA/MASA Model Policy 402 (Disability Nondiscrimination)~~  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
~~MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)~~ Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process



Adopted: 10/08/01

Reviewed: 2014

Revised: 07/23/18, 2022-

Orig. 1995

## 406 PUBLIC AND PRIVATE PERSONNEL DATA

### I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its ~~personnel~~, employees, volunteers, independent contractors, and applicants ("personnel").

### II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

### III. DEFINITIONS

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is not public and is available-accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject. and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is-are not public and are not available-accessible to the subject.
- D. "Parking space leasing data" means the following government data on an applicanttion for, or lease-lessee of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. "Personnel data" means government data on individuals maintained because they are or were employees ~~of the school district~~, applicants for employment, ~~or~~ volunteers or independent contractors for the school district, ~~or members of or applicants for an advisory board or commission~~. Personnel data include data submitted by an employee to the school district ~~by an employee~~ as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. ~~An employee who is identified in a~~



~~suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.~~

- F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- G. "Protected health information" means individually identifiable health information as defined in 45 C.F.R. § 160.103, that is transmitted in electronic form by a school district acting as a by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 C.F.R. Parts 160, 162 and 164. "Protected health information" excludes individually identifiable health information in education records covered by the ~~federal~~ Family Educational Rights and Privacy Act, ~~and~~ employment records held by a school district in its role as employer; and records regarding a person who has been deceased for more than fifty (50) years.
- H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendent, and ~~principal~~principals and in a charter school, individuals employed in comparable positions.

#### IV. PUBLIC PERSONNEL DATA

- A. The following information on current and former employees, ~~including~~ volunteers and independent contractors of the school district, is public:
  - 1. name;
  - 2. employee identification number, which may not be the employee's ~~S~~social ~~S~~security number;
  - 3. actual gross salary;
  - 4. salary range;
  - 5. contract fees;
  - 6. actual gross pension;
  - 5. terms and conditions of employment relationship;
  - 6. contract fees;
  - 7. actual gross pension;
  - 8. the value and nature of employer-paid fringe benefits;
  - 9. the basis for and the amount of any added remuneration, including expense



reimbursement, in addition to salary;

10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minnesota Statutes, section- §-13.43, sSubdivision. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on current and former applicants for employment by the school district is public:

1. veteran status;



2. relevant test scores;
  3. rank on eligible list;
  4. job history;
  5. education and training; and
  6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they applicants are considered by the school board to be become finalists for a public employment position.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:
    - a. name;
    - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
    - c. education and training;
    - d. employment history;
    - e. volunteer work;
    - f. awards and honors;
    - g. prior government service;
    - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minnesota Statutes, Section -§-15.0597; and
    - i. veteran status.
  2. Once an individual is appointed to a public body, the following additional items of data are public:
    - a. residential address;
    - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
    - c. first and last dates of service on the public body;
    - d. the existence and status of any complaints or charges against an appointee; and
    - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
  3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public



body as the designated electronic mail address or telephone number at which the appointee can be reached.

E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes section 13.43, subdivision 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes section 13.43, subdivision 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

F. Data relating to a complaint or charge against a public official is public only if:

(1.) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or

(2.) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

#### V. PRIVATE PERSONNEL DATA

A. All other personnel data not listed in Section IV are private ~~and will only be shared with school district staff whose work requires such access. Private~~ data will not be otherwise released unless authorized by law ~~or by the employee's informed written consent.~~

B. Data pertaining to an employee's dependents are private data on individuals.

C. Data created, collected or maintained by the school district to administer employee assistance programs are private.

D. Parking space leasing data with regard to data on individuals are private.

E. An individual's checking account number is private when submitted to a government entity.

F. Personnel data may be disseminated to labor organizations to the extent the responsible authority school district determines ~~it is~~ the dissemination is necessary for the labor organization to conduct its business elections, notify employees of fair share fee assessments and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ~~or when~~ ordered or authorized by the Commissioner of the Bureau of Mediation Services BMS.

G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.

H. The school district may, if ~~the its~~ responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or



to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:

1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
  2. a pre-petition screening team conducting an investigation of the employee under ~~Minnesota Statutes section~~ §-253B.07, ~~Subdivision~~ 1; or
  3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of ~~such~~ a crime or alleged crime committed by an employee.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee ~~shall~~ does not have access to data that would identify the complainant or other witnesses if the ~~school district responsible authority~~ determines that the employee's access to that data would:
1. threaten the personal safety of the complainant or a witness; or
  2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district ~~shall~~ must ~~make any~~ report to the board of teaching or the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license, as required by ~~Minnesota Statutes~~ § 122A.20, ~~Subdivision~~ 2, and shall, upon written request from the licensing board having jurisdiction over a ~~teacher's~~ license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with ~~Minnesota Statutes~~ § 122A.20, ~~Subdivision~~ 2.
- M. Private personnel data shall be disclosed to the ~~d~~Department of Employment and economic security Development for the purpose of administration of the unemployment insurance program under ~~Minnesota Statutes~~ Ch. 268.
- N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes Chapter 260E, data that are relevant and



collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing-providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines~~that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.~~

- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if
  - 1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
  - 2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota- Statutes- Chapter- 13. Data that are released under this paragraph must not include data on the student.
- P. ~~The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private~~Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- Q. Protected Hhealth information, as defined in 45 C.F.R. Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required unless otherwise provided by law.~~To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.~~
- R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations - and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual



relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or sexual abuse or when the Commissioner of ~~the Minnesota Department of Education (MDE)~~ makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4 or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under ~~Minnesota Statutes, § 13.41, sSubd~~ivision, 5, and must provide the ~~Minnesota Professional Educator Licensing and Standards Board~~PELSB and the licensing division at MDE with the necessary and relevant information to enable the ~~Minnesota Professional Educator Licensing and Standards Board~~PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under ~~Minnesota Statutes, §, section~~ 123B.03, a school board or other school hiring authority must contact ~~the Minnesota Professional Educator Licensing and Standards Board~~PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

## VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by ~~Minnesota Statutes, Chapter~~ 13, or any other state or federal law, the data are private.

## VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with ~~either~~either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

## VIII. RESPONSIBLE AUTHORITY

The school district has designated the Superintendent as the authority responsible for personnel data. ~~If you have any questions, contact them.~~

The responsible authority, or a school district employee if so designated, shall serve as the



school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

**IX. EMPLOYEE AUTHORIZATION/RELEASE FORM**

An employee authorization form is included as an addendum to this policy.

**Legal References:**

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 13.02 (Definitions)
- Minn. Stat. § 13.03 (Access to Government Data)
- Minn. Stat. § 13.05 (Duties of Responsible Authority)
- Minn. Stat. § 13.37 (General Nonpublic Data)
- Minn. Stat. § 13.39 (Civil Investigation Data)
- Minn. Stat. § 13.41 (Licensing Data – Public Data)
- Minn. Stat. § 13.43 (Personnel Data)
- Minn. Stat. § 13.601, sSubd. 3 (~~Elected and Appointed Officials~~Applicants for Employment)
- Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)
- Minn. Stat. § 122A.20, sSubd. 2 (Mandatory Reporting)
- Minn. Stat. § 122A.40, sSubds. 13 and 16 (Employment; Contracts; Termination)
- Minn. Stat. § 123B.03 (Background Check)
- Minn. Stat. § 123B.143, subd. 2 (Disclose Past Buyouts)Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)
- Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)
- Minn. Stat. § 253B.07 (Judicial Commitment: Preliminary Procedures)
- Minn. Stat. ~~Ch. § 260E 626.556, Subd. 7~~ (Reporting of Maltreatment of Minors)
- Minn. Stat. Ch. 268 (Unemployment Insurance)
- Minn. R. Pt. 1205 (Data Practices)
- P.L. 104-191 (HIPAA)
- 45 C.F.R. Parts 160, 162 and 164 (HIPAA Regulations)

**Cross References:**

- MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 722 (Public Data Requests)
- MSBA ~~Service Manual, Chapter 13, School~~ Law Bulletin "1" (School Records – Privacy – Access to Data)



Adopted: 03/08/04

Orig. 2001

Reviewed: 2012

Revised: 09/16/13, 2022

## 425R STAFF DEVELOPMENT AND MENTORING

### I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

### II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

A. The School Board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The committee also will include nonteaching staff, parents and administrators.
2. Members of the Advisory Staff Development Committee shall be approved by the School Board. Committee members shall serve a two-year term\* based upon nominations by board members, teachers, and paraprofessionals. The School Board shall appoint replacement members of the district staff development committee as soon as possible following the resignation, death, serious illness or removal of a member from the Committee.

B. The school board will establish the Site Professional Development Teams.

1. Members of the Site Professional Development Teams will be appointed by the School Board. Team members shall serve a two-year term\* based upon nominations by board members, teachers and paraprofessionals. The school board shall approve replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness or removal of a member from the team.
2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas and special education.

### III. DUTIES OF THE DISTRICT STAFF DEVELOPMENT COMMITTEE

A. The Advisory Staff Development Committee will develop a staff development plan which

*\* This time period may be changed to accommodate individual school district needs.*

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



that will be reviewed and subject to approval by the school board once a year.\*

B. The Staff Development Plan must contain the following elements:

1. Staff development outcomes which that are consistent with the education outcomes as may be determined annually by the School Board as noted on the current district aims, goals and measures;
2. The means to achieve the Staff Development outcomes;
3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minnesota Statutes, § section 122A.187, Subd. 4(b);
4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
  - a. Improve student achievement of state and local education standards in all areas of the curriculum by using best practices methods;
  - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, and gifted children, within the regular classroom and other settings;
  - c. Provide an inclusive curriculum for a racially, ethnically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
  - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
  - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
  - f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
  - g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
5. The Staff Development Plan also must:
  - a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;

\* This time period may be changed to accommodate individual school district needs.



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- b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
  - c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minnesota Statutes section 120B.125;
  - d. Ensure specialized preparation and learning about issues related to teaching students with special needs and limited English proficiency; and
  - e. Reinforce national and state standards of effective teaching practice.
6. Staff development activities must:
- a. Focus on the school classroom and research-based strategies that improve student learning;
  - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
  - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
  - d. Enhance teacher content knowledge and instructional skills; including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
  - e. Align with state and local academic standards;
  - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring; and
  - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system.
7. Staff development activities may include curriculum development and curriculum training programs, and activities that provide teachers and other members of site-based teams training to enhance team performance.
8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

- C. The Advisory Staff Development Committee will assist Ssite Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.

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- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the school board on a yearly basis\* the extent to which staff at the site have met the outcomes of the staff development plan.
- E. In addition to developing a Staff Development Plan, the Staff Development Advisory Committee also must develop teacher mentoring programs for teachers new to the profession or school district, including teaching residents, teachers of color, teachers who are American Indian, teachers in license shortage areas, teachers with special needs, or experienced teachers in need of peer coaching. Teacher mentoring programs must be included in or aligned with the school district's teacher evaluation and peer review processes under Minnesota Statutes, sections 122A.40, subdivision 8 or 122A.41, subdivision 5.
- F. The Advisory Staff Development Committee shall assist the school district in preparing any reports required by the Department of Education relating to staff development or teacher mentoring including, but not limited to, the reports referenced in Section VII below.

#### IV. DUTIES OF THE SITE DEVELOPMENT TEAM

- A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the staff development plan. The school board will review the site plans for consistency with the staff development plan once a year.\*
- B. The Site Professional Development Team must demonstrate to the School Board the extent to which staff at the site have met the outcomes of the staff development plan. The actual reports to the School Board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the School Board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

#### V. STAFF DEVELOPMENT FUNDING

- A. Unless the School District is in statutory operating debt or a majority of the School District Board and a majority of its licensed teachers vote to waive the requirement to reserve basic revenue for staff development, the School District will reserve an amount equal to at least two percent of its basic revenue for: (1) teacher development and evaluation under Minnesota Statutes, section 122A.40, subdivision 8 or 122A.41, subdivision 5; (2) principal development and evaluation under section 123B.147, subdivision. 3; (3) professional development under section 122A.60; (4) in-service education for programs under section 120B.22, subdivision 2; and (5) teacher mentorship under section 122A.70, subdivision 1.~~in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; pre-service and in-service education for special education~~

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~~professionals and paraprofessionals; and other related costs for staff development efforts. To the extent extra funds remain, staff development revenue may be used for development plans, including plans for challenging instructional activities and experiences under section 122A.60, and for curriculum development and programs, other in-service education, teacher's workshops, teacher conferences, the cost of substitute teachers for staff development purposes, preservice and in-service education for special education professionals and paraprofessionals, and other related costs for staff development efforts.~~

The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. ~~In order to~~ receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.

- B. The School District may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. ~~If the School District operates a career teacher program, it will reserve from its basic revenue an amount equal to five dollars (\$5) times the number of resident pupil units to provide staff development for the career teacher program.~~
- D. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minnesota Statutes § section 122A.61.
- E. ~~The school district may use staff development revenue, special grant programs established by the legislature, or another funding source to pay a stipend to a mentor who may be a current or former teacher who has taught at least three (3) years and is not on an improvement plan. Other initiatives using such funds, or funds available under Minnesota Statutes, sections 124D.861 and 124D.862, may include:~~
  - 1. ~~additional stipends as incentives to mentors of color or who are American Indian;~~
  - 2. ~~financial supports for professional learning community affinity groups across schools within and between districts for teachers from underrepresented racial and ethnic groups to come together throughout the school year;~~
  - 3. ~~programs for induction aligned with the school district or school mentorship program during the first three (3) years of teaching, especially for teachers from underrepresented racial and ethnic groups; or~~
  - 4. ~~grants supporting licensed and nonlicensed educator participation in professional development, such as workshops and graduate courses, related to increasing student achievement for students of color and American Indian students in order to close opportunity and achievement gaps.~~

**Commented [IP1]:** This is not part of the MSBA model policy, should we keep or delete?

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To the extent the school district receives a grant for any of the above purposes, it will negotiate additional retention strategies or protection from unrequested leave of absences in the beginning years of employment for teachers of color and teachers who are American Indian. Retention strategies may include providing financial incentives for teachers of color and teachers who are American Indian to work in the school or district for at least five (5) years and placing American Indian educators at sites with other American Indian educators and educators of color at sites with other educators of color to reduce isolation and increase opportunity for collegial support.

**VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS**

- A. On a yearly\* basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development and mentoring funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the School Board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the school board and/or superintendent for consistency with the Staff Development Plan on a yearly basis.\*
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

**VII. REPORTING**

- A. By October 15 of each year, the sSchool dDistrict and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures and submit it to the Commissioner of the Department of Education (Commissioner).
  - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
  - 2. The report will provide a breakdown of expenditures for:
    - a. Curriculum development and curriculum training programs;
    - b. Staff development training models, workshops, and conferences; and

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- c. The cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level, and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

- 3. The School District will utilize the reporting form and/or system designated by the Commissioner. The report will be signed by the superintendent and staff development chair.

**Commented [IP2]:** This is not part of the MSBA model policy, keep or delete?

- B. To the extent the school district receives a grant for mentorship activities described in Section V.D., by June 30 of each year after receiving a grant, the site staff development committee must submit a report to the Professional Educator Licensing and Standards Board on program efforts that describes mentoring and induction activities and assesses the impact of these programs on teacher effectiveness and retention.

**Legal References:**

Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)  
Minn. Stat. § 120A.415 (Extended School Calendar)  
Minn. Stat. § 120B.22, ~~Subds~~subd. 2 (Violence Prevention Education)  
Minn. Stat. § 122A.187, ~~Subds~~subd. 4(b) (~~Board to Issue Licenses~~; Expiration and Renewal)  
Minn. Stat. § 122A.40, ~~Subds~~subds. 7, ~~and 7a~~ and 8 (Employment; Contracts; Termination - Additional Staff Development and Salary)  
Minn. Stat. § 122A.41, ~~Subds~~subds. 4 ~~and~~, 4a and 5 (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)  
Minn. Stat. § 122A.60 (Staff Development Program)  
Minn. Stat. § 122A.70 (Teacher Mentorship and Retention of Effective Teachers)  
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)  
Minn. Stat. § 123B.147, subd. 3 (Principals)  
Minn. Stat. § 124D.861 (Achievement and Integration for Minnesota)  
Minn. Stat. § 124D.862 (Achievement and Integration Revenue)  
Minn. Stat. § 126C.10, ~~Subds~~subds. 2 and 2b (General Education Revenue)  
Minn. Stat. § 126C.13, ~~Subds~~subd. 5 (General Education Levy and Aid)

**Cross References:**

None.

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Adopted: 01/08/01  
Reviewed: 2017, 2021  
Revised: 07/23/18, 2022

Orig. 1995

## 413 HARASSMENT AND VIOLENCE

*[Note: State law (Minn. Stat. § 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minn. Stat. Ch. 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minn. Stat. § 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minn. Stat. § 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]*

### I. PURPOSE

The purpose of this policy is to maintain a learning and working environment ~~that is~~ free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, ~~including gender identity or expression~~, or disability (Protected Class).

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment ~~that is~~ free from harassment and violence on the basis of ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ Protected Class. The school district prohibits any form of harassment or violence on the basis of ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ Protected Class, as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school



district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~Protected Class.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel ~~who is~~ found to have violated this policy.

### III. DEFINITIONS

A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. "Disability" means, ~~with respect to an individual who: any condition or characteristic that renders a person a disabled person. A disabled person is any person who:~~



- a. ~~has~~ a physical, sensory, or mental impairment ~~which that~~ materially limits one or more major life activities; of such individual;
  - b. has a record of such an impairment; or
  - c. is regarded as having such an impairment.
2. "Familial status" means the condition of one or more minors being domiciled with:
- a. their parent or parents or the minor's legal guardian; or
  - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.



F. Sexual Harassment; Definition

1. Sexual harassment ~~consists of~~includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, or an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially ~~or unreasonably~~ interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
2. Sexual harassment may include but is not limited to:
  - a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof ~~which that~~ involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, ~~§ section~~ 609.341, includes the primary genital area, groin, inner



thigh, buttocks or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts; ~~whether that person is of the same sex or the opposite sex;~~
  - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ an individual's Protected Class.

IV. **REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct ~~which that~~ may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or



complainant.

- E. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates **each building principal** as school district human rights officers to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.<sup>1</sup>
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.



- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

**V. INVESTIGATION**

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular



action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

## VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who



retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

**VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action or seeking redress under state criminal statutes and/or federal law.

**IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes- Chapter 260E § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

**X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.



**Legal References:**

- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
- Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)
- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- Minn. Stat. § 609.341 (Definitions)
- Minn. Stat. ~~§ Ch. 260E 626.556 et seq.~~ (Reporting of Maltreatment of Minors)
- 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
- 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
- 29 U.S.C. § 794 ([Section 504 of the Rehabilitation Act of 1973](#), ~~§ 504~~)
- 42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
- 42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
- 42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
- 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

**Cross References:**

- MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
- MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
- MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
- MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
- MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
- MSBA/MASA Model Policy 522 ([Title IX Sex Nondiscrimination, Grievance Procedures and Process](#)~~Student Sex Nondiscrimination~~)
- MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
- MSBA/MASA Model Policy 525 (Violence Prevention)
- MSBA/MASA Model Policy 526 (Hazing Prohibition)
- MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)



Adopted: 6-18-01  
Reviewed: 2014  
Revised: 4-20-15, 2022

Orig. 1995

## 501 SCHOOL WEAPONS POLICY

***[Note: School districts are required by statute to have a policy addressing these issues.]***

### I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

### II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

### III. DEFINITIONS

#### A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.



- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.
- D. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

#### IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
  - 1. active licensed peace officers;
  - 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  - 3. persons authorized to carry a pistol under Minnesota Statutes § section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  - 4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes- §§ sections 624.714 or 624.715 or other firearms in accordance with § Minnesota Statutes, section 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."



- b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ Sections 624.714 and 624.715.
- 5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
- 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
- 7. a gun or knife show held on school property;
- 8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
- 9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn-esota Stat-utes, §-section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. **CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION**

- A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using



or distributing weapons shall include:

1. immediate out-of-school suspension;
  2. confiscation of the weapon;
  3. immediate notification of police;
  4. parent or guardian notification; and
  5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who bring a firearm to school unlawfully.

CD. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

**VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS**

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if



the person is a student in another school district, that school district may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

## **VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES**

**A. The school district must electronically report to the Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.**

### **Legal References:**

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 121A.05 (Referral to Police)  
[Minn. Stat. § 121A.06 \(Reports of Dangerous Weapon Incidents in School Zones\)](#)  
[Minn. Stat. § 152.01, subd. 14\(a\) \(Definition of a School Zone\)](#)  
Minn. Stat. § 609.66 (Dangerous Weapons)  
Minn. Stat. § 609.605 (Trespass)  
Minn. Stat. § 609.02, §Subd. 6 (Definition of Dangerous Weapon)  
Minn. Stat. § 97B.045 (Transportation of Firearms)}  
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)  
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)  
18 U.S.C. § 921 (Definition of Firearm)  
*In re C.R.M.* 611 N.W.2d 802 (Minn. 2000)  
[\*In re A.D.\*, 883 N.W.2d 251 \(Minn. 2016\)](#)

### **Cross References:**

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
[MSBA/MASA Model Policy 903 \(Visitors to School District Buildings and Sites\)](#)



Adopted: 08-21-17

Reviewed: 2019

Revised: 02-19-20, 2022

Orig. 2017

### 534 UNPAID MEAL CHARGES SCHOOL MEALS POLICY

*[Note: United States Department of Agriculture (USDA) Policy Memorandum SP 46-2016 requires all School Food Authorities (i.e., school districts) operating federal school meal programs to have a written and clearly communicated system to address unpaid meal charges by July 1, 2017. USDA Policy Memorandum SP 23-2017 clarified that school districts could adopt a "policy" or "standard practice." Although this document is styled as a "policy," school districts may establish and implement a set of written procedures instead of a policy, provided that the written document explains how the school district will handle situations where students eligible to receive reduced-price or paid meals do not have money in their account or in hand to cover the cost of their meals at the time of service. The policy or standard practice must be implemented throughout the school district.]*

#### I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

#### II. PAYMENT OF MEALS

*[Note: Payment systems and procedures will likely vary from school district to school district. The school district should select one of the following options and delete the remaining options.]*

- A. Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$-5.00 (negative five dollars) to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Parents can make deposits to student lunch accounts in the Infinite Campus Portal or mailing a check to the high school kitchen, attention: Deb Graunke. Students can also bring deposits to their building office.
- B. If the school district receives school lunch aid under Minnesota Statutes §-section 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.



- D. A student who has been determined to be eligible for free and reduced-price lunch always must be served a reimbursable meal even if the student has an outstanding debt.
- E. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- F. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. There is no cost of the alternative meal that will be charged to the student's account.
- GE. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- HF. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

### III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low starting at a positive \$10.00 or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches \$-5.00 (negative five dollars). Families will be notified by email or a letter sent home.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, or affixing stickers, stamps, or pins.

### IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$-10.00, not paid prior to end of the fiscal year, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal



debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district ~~may not~~ will not impose any other restriction prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to material, technology, or other items provided to students due to an unpaid student meal balance. deny any student the opportunity to participate in graduation ceremonies or other commencement activities due to unpaid meal charges.

#### V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
  - 1. all households at or before the start of each school year;
  - 2. students and families who transfer into the school district, at the time of enrollment; and
  - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district ~~may~~ will post ~~this~~ the policy on the school district's website or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

#### Legal References:

Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 124D.111, ~~Subd. 4~~ (Lunch Aid; Food Service Accounting)  
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)  
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)  
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)



USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)

USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

~~Minn. Op. Atty. Gen. 169j (May 14, 2019) (Letter to Ricker)~~

Cross References: *None*



Adopted: 11/09/01

Orig. 1995

Reviewed: 2013

Revised: 04/18/16, 2022

## 515 PROTECTION AND PRIVACY OF PUPIL RECORDS

### I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

### II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, *et seq.*, (Family Educational Rights and Privacy Act) (FERPA) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn~~esota~~- Stat~~utes~~- Ch-~~apter~~ 13, and Minn~~esota~~- Rules Parts 1205.0100-1205.2000.

### III. DEFINITIONS

#### A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

#### B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for ~~authorized~~ automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

#### C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, internet, or other electronic ~~communication information and telecommunications~~ technologies for students who are not in the classroom, and including the period during



which a student is working under a work-study program. The term does not include specific daily records of a student's attendance at a school or schools in the school district.

D. Directory Information

"Directory information" means information contained in an education record of a student ~~which that~~ would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, ~~the student's name;~~ address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees; honors and awards received; and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s). Directory information does not include;

1. a student's social security number;
2. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems- if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records -when used in conjunction with one or more factors -that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

*(Note: This definition includes all of the types of information specifically referenced by state and federal law as directory information. A school district may choose not to designate some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality. Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these*



*restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.)*

E. Education Records

1. What constitutes "education records." Education records means those records ~~which that are~~: (1) ~~are~~ directly related to a student; and (2) ~~are~~ maintained by the school district or by a party acting for the school district.
2. What does not constitute an education records. The term, "education records," does not include:
  - a. Records of instructional personnel ~~which that are~~:
    - (1) ~~are kept~~ in the sole possession of the maker of the record; and
    - (2) ~~used only as a personal memory aid~~;
    - (3) ~~are~~ not accessible or revealed to any other individual except a ~~temporary~~ substitute teacher; and
    - (3) ~~are~~ destroyed at the end of the school year.
  - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
    - (1) maintained separately from education records;
    - (2) maintained solely for law enforcement purposes; and
    - (3) disclosed only to law enforcement officials of the same jurisdiction.
  - c. Records relating to an individual, including a student, who is employed by the school district which:
    - (1) are made and maintained in the normal course of business;
    - (2) relate exclusively to the individual in that individual's capacity as an employee; and
    - (3) are not available for use for any other purpose.

However, ~~these provisions shall not apply to~~ records relating to an



individual in attendance at the school district who is employed as a result of his or her status as a student are education records.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, ~~which that~~ are:
  - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
  - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
  - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records created or received by the school district that only contain information about an individual after an individual he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.
- f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

H. Legitimate Educational Interest

"Legitimate educational interest" includes an 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. It includes a person's need to know in order to:

- 1. Perform an administrative task required in the school or employee's contract or



position description approved by the school board;

2. Perform a supervisory or instructional task directly related to the student's education; ~~or~~
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid; ~~or~~
4. Perform a task directly related to responding to a request for data.

I. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

"Personally identifiable" means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other ~~in~~direct identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

"Record" means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche.

L. Responsible Authority

"Responsible authority" means **District Superintendent** and **Building Principal**.

M. Student

"Student" includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.



N. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

O. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

**IV. GENERAL CLASSIFICATION**

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

**V. STATEMENT OF RIGHTS**

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student’s education records;
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that such



consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;

4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in-Section XXI of this policy.

B. Eligible Students

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an “eligible student.” However, the parents of an eligible student who is also a “dependent student” are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Disabled Students with a Disability

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the privacy, notice, access, record keeping and accuracy confidentiality of information related to students with a disability.

**VI. DISCLOSURE OF EDUCATION RECORDS**

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
  - a. a specification of the records to be disclosed;



- b. the purpose or purposes of the disclosure;
  - c. the party or class of parties to whom the disclosure may be made;
  - d. the consequences of giving informed consent; and
  - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
- a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
  - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
- a. identifies and authenticates a particular person as the source of the electronic consent; and
  - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
- a. in plain language;
  - b. dated;
  - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
  - d. specific as to the nature of the information the subject is authorizing to be disclosed;
  - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
  - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of



the disclosure and at any time in the future; and

- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes Chapter 256B or Minnesota Care under Minnesota Statutes Chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
  - a. performs an institutional service or function for which the school district would otherwise use employees;
  - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
  - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's



enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section ~~7165-7917~~ of the federal ~~No Child Left Behind Act~~ Every Student Succeeds Act, 20 U.S.C § 7917, and, if applicable, data regarding a student’s history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn~~esota~~-Stat~~utes~~ § section 260B.171, unless the data are required to be destroyed under Minn~~esota~~ Stat~~utes~~ § section 120A.22, ~~Sub~~subdivision- 7(c) or § section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records ~~which that~~ have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV of this policy;

4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
  - a. determine eligibility for the aid;
  - b. determine the amount of the aid;
  - c. determine conditions for the aid; or
  - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual’s attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
  - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
  - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to



effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.

7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena



issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health, including mental health, or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI of this policy;



15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
  - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
  - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;
19. To the principal where the student attends and to any counselor directly



supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes § section 260B.171, Subd. subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes § section 260B.171, Subd. subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's



education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action;  
or

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 450b of Title 25), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer



immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

## VII. RELEASE OF DIRECTORY INFORMATION

### A. Classification

Directory information is public except as provided herein.

### B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

### C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
  - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
  - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
  - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

~~[Note: Federal law now allows a school district to specify that the disclosure of directory~~



~~information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.1.d. which specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]~~

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
  - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e- mail address in a class in which the student is enrolled.; or
  - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;



4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

**VIII. DISCLOSURE OF PRIVATE RECORDS**

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
  - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
  - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or



emotional harm;

- c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes §§ sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

**IX. DISCLOSURE OF CONFIDENTIAL RECORDS**

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes ~~§ Chapter 626.556~~ Chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes ~~§ 626.556~~ Chapter 260E, Subd. 11.



Regardless of whether a written report is made under Minnesota Statutes § ~~626.556~~ Chapter 260E, Subd. 7, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or ~~which~~ are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes- § section 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
  - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
  - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
  - c. the exhaustion or expiration of rights of appeal by either party to the



civil legal action.

5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. **DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING**

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, [Minnesota Statutes section Minn. Stat. § 121A.40](#), *et seq.*

XI. **DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS**

A. The school district will release the names, addresses, [electronic mail address \(which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only\)](#), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; ~~and~~
2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; ~~and~~

3. Copying fees shall not be imposed.

C. A parent or eligible student has the right to refuse the release of the name, address, [electronic mail addresses \(which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only\)](#) or home telephone number to military recruiting officers and post-secondary educational



institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority, **building principal**, in writing by **September 15** each year. The written request must include the following information:

1. Name of student and parent, as appropriate;
  2. Home address;
  3. Student's grade level;
  4. School presently attended by student;
  5. Parent's legal relationship to student, if applicable;
  6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
  7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

## XII. LIMITS ON REDISCLOSURE

### A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally



identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
  - a. The disclosures meet the requirements of Section VI of this policy; and
  - b. The school district has complied with the record-keeping requirements of Section XIII of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

*[Note: 42 U.S.C. § 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]*

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

**XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING**



A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student ~~which~~that indicates:
  - a. the parties who have requested or received personally identifiable information from the education records of the student;
  - b. the legitimate interests these parties had in requesting or obtaining the information; and



- c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4 of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
  2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B of this policy, the record of disclosure required under this section shall also include:
    - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
    - b. the legitimate interests under Section VI of this policy which each of the additional parties has in requesting or obtaining the information; and
    - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
  3. Section XIII.E.1 does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials Section VI.B.1 of this policy, to requests for disclosures of directory information under Section VII of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.

*[Note: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]*

4. The record of requests of disclosures may be inspected by:



- a. the parent of the student or the eligible student;
  - b. the school official or his or her assistants who are responsible for the custody of the records; and
  - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
- a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
  - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

#### **XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS**

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from



exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.

3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
  - a. the cost of materials, including paper, used to provide the copies;
  - b. the cost of the labor required to prepare the copies;



- c. any schedule of standard copying charges established by the school district in its normal course of operations;
  - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
  - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
  3. The cost of providing copies shall be borne by the parent or eligible student.
  4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

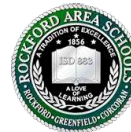
**XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA**

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing



If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
  - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
  - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.



4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of [Minnesota Statutes Chapter Minn. Stat. Ch. 14](#) relating to contested cases.

**XVI. PROBLEMS ACCESSING DATA**

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means ***Building Principal***.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

**XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA**

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the [Family Policy Compliance Office](#), U.S. Department of Education, [Student Privacy Policy Office](#), 400 Maryland Avenue S.W., Washington, D.C. 20202-[8520](#).

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

**XVIII. WAIVER**

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.



**XIX. ANNUAL NOTIFICATION OF RIGHTS**

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left Behind Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.



**XX. DESTRUCTION AND RETENTION OF RECORDS**

Destruction and retention of records by the school district shall be controlled by state and federal law.

**XXI. COPIES OF POLICY**

Copies of this policy may be obtained by parents and eligible students at the ~~office of the superintendent~~superintendent's office.

**Legal References:**

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
[Minn. Stat. § 13.393 \(Attorneys\)](#)
- Minn. Stat. Ch. 14 (Administrative Procedures Act)
- Minn. Stat. § 120A.22 (Compulsory Instruction)
- Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.75 (~~Sharing Disposition Order and Peace Officer Records~~Receipt of Records; Sharing)
- Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
- Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)  
[Minn. Stat. Ch. 256B \(Medical Assistance for Needy Persons\)](#)  
[Minn. Stat. Ch. 256L \(MinnesotaCare\)](#)
- Minn. Stat. § 260B.171, ~~s~~Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)  
[Minn. Stat. Ch. 260E \(Reporting of Maltreatment of Minors\)](#)
- Minn. Stat. § 363A.42 (Public Records; Accessibility)  
~~[Minn. Stat. § 626.556 \(Reporting of Maltreatment of Minors\)](#)~~
- Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
- 10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
- 18 U.S.C. § 2331 (Definitions)
- 18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
- 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
- 20 U.S.C. § 6301 *et seq.* (~~No Child Left Behind~~Every Student Succeeds Act)
- 20 U.S.C. § 7908 (Armed Forces Recruiting Information)  
[20 U.S.C. § 7917 \(Transfer of School Disciplinary Records\)](#)  
[25 U.S.C. § 5304 \(Definitions – Tribal Organization\)](#)
- 26 U.S.C. §§ 151 and 152 (Internal Revenue Code)  
[42 U.S.C. § 1711 et seq. \(Child Nutrition Act\)](#)  
[42 U.S.C. § 1751 et seq. \(Richard B. Russell National School Lunch Act\)](#)
- 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
- 34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
- 42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
- Gonzaga University v. Doe*, 536 U.S. 273, ~~122 S.Ct. 2268, 153 L.Ed. 2d~~ 309 (2002)

**Cross References:**

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical



or Sexual Abuse)

MSBA/MASA Model Policy 417 (Chemical Use and Abuse)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)

MSBA/MASA Model Policy 520 (Student Surveys)

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

[MSBA/MASA Model Policy 722 \(Public Data Requests\)](#)

MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)

MSBA ~~Service Manual, Chapter 13~~, School Law Bulletin "1" (School Records – Privacy – Access to Data)



Adopted: 09/17/01

Reviewed: 2001

Revised: 04/30/07, 2022

Orig. 1995

## 507 CORPORAL PUNISHMENT

### I. PURPOSE

The purpose of this policy is to describe limitations on corporal punishment of students.

### II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district or charter school 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.

### III. EXCEPTIONS

A teacher or school principal may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. Other school district employees, school bus drivers, or other agents of a school district may use reasonable force when necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

### IV. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

**Legal References:** Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)  
Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized Use of Force)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
[MSBA/MASA Model Policy 414 \(Mandated Reporting of Child Neglect or Physical or Sexual Abuse\)](#)  
[MSBA/MASA Model Policy 415 \(Mandated Reporting of Maltreatment of Vulnerable Adults\)](#)  
MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: 11/19/01

Orig. 1996

Reviewed: 2019 2022

Revised: 02/19/20-2022

## 524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

### I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

### II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

### IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

### V. UNACCEPTABLE USES

A. <sup>208</sup>While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:

- a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
- b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
- c. materials that use language, images, or content that are inappropriate in the education setting or disruptive to the educational process;
- d. information or materials that could cause damage or danger of disruption to the educational process;
- e. materials that use language, images, or content that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.

4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (e.g., communications with parents or other staff members related to students).

b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

(1) such information is classified by the school district as directory information, and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or

(2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” “Tik Tok,” “Reddit,” and similar websites or applications.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer or personal device while using school district network (including wireless), and will not plagiarize works they find on the Internet.

9. Users will not use the school district system or school district computers for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy (~~MSBA/MASA Model Policy 514~~). This prohibition includes using any technology or other electronic communication off school premises to the extent that

student learning or the school environment is substantially and materially disrupted.

- B. ~~The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others.~~ A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations ~~are may include~~, but are not limited to, ~~situations serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. where the school district system is compromised or if a school district employee or student is negatively impacted.~~ If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

## VI. FILTER

- A. With respect to any of its computers with Internet access while connected through the school district network, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
1. Obscene;
  2. Child pornography; or
  3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to

minors.

- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

## VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

## VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents **may** have the right at any time to investigate or review the contents of their child's files and e-mail files **in accordance with the school district's Protection and Privacy of Pupil Records Policy**. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under **Minnesota- Statute- Chapter- 13 (the-Minnesota Government Data Practices Act)**.
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

## IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

- C. The Internet Use Agreement form for students must be read and signed by the user, and the

parent or guardian. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office.

## **X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

## **XI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  1. Notification that Internet use is subject to compliance with school district policies.
  2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district compact disks, digital video disks, hard drives or servers.
    - b. Information retrieved through school district computers, networks or online resources.
    - c. Personal property used to access school district computers, networks or online resources.
    - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
  3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  4. Notification that, even though the school district may use technical means to limit Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
  6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by [Policy 406](#), Public and Private Personnel Data [Policy](#), and [Policy 515](#); Protection and Privacy of Pupil Records [Policy](#).
  7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, <sup>213</sup> school disciplinary action may be taken and/or appropriate legal action may be taken.

8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

## **XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
1. A copy of the user notification form provided to the student user.
  2. A description of parent/guardian responsibilities.
  3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
  4. A statement that the Internet Use Agreement must be signed by the user, and the parent or guardian prior to use by the student.
  5. A statement that the school district's acceptable use policy is available for parental review.

## **XIII. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

**Legal References:** [Minn. Stat. Ch. 13 \(Minnesota Government Data Practices Act\)](#)  
[15 U.S.C. § 6501 et seq. \(Children's Online Privacy Protection Act\)](#)  
[17 U.S.C. § 101 et seq. \(Copyrights\)](#)  
[20 U.S.C. § 1232G \(Family Educational Rights and Privacy Act\)](#)  
[47 U.S.C. § 254 \(Children's Internet Protection Act of 2000\(CIPA\)\)](#)  
[47 C.F.R. § 54.520 \(FCC rules implementing CIPA\)](#)  
[Minn. Stat. § 121A.0695 \(School Board Policy; Prohibiting Intimidation and Bullying\)](#) 031 (School Student Bullying Policy)  
[Minn. Stat. § 125B.15 \(Internet Access for Students\)](#)  
[Minn. Stat. § 125B.26 \(Telecommunications/Internet Access Equity\)](#)

Act)

~~Mahanoy Area Sch. District v. B.L., 594 U.S., 141 S. Ct. 2038 (2021)~~

~~Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S. Ct. 733, 21 L.Ed.2d 731 (1969)~~

~~United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221, (2003)~~

~~Doninger v. Niehoff, 527 F.3d 41 (2<sup>nd</sup> Cir. 2008)~~

~~R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)~~

~~Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)~~

~~S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8<sup>th</sup> Cir. 2012)~~

~~Kowalski v. Berkeley County Sch., 652 F.3d 565 (4<sup>th</sup> Cir. 2011)~~

~~Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3<sup>rd</sup> Cir. 2011)~~

~~Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)~~

~~M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)~~

- Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
- MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
- MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
- MSBA/MASA Model Policy 522 (~~Student Sex Nondiscrimination~~) (Title IX Sex Nondiscrimination Grievance Procedures and Process)
- MSBA/MASA Model Policy 603 (Curriculum Development)
- MSBA/MASA Model Policy 604 (Instructional Curriculum)
- MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
- MSBA/MASA Model Policy 806 (Crisis Management Policy)
- MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)



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

**Subject:** Intent to Negotiate - SEIU Local 284

Meeting Date: March 21, 2022

Prepared By: Superintendent's Office

Date Prepared: March 4, 2022

<input checked="" type="checkbox"/>	Information	<input type="checkbox"/>	Briefing	<input type="checkbox"/>	Action	<input type="checkbox"/>	Enclosure Item(s)
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The District has received a letter of intent to negotiate the Master Agreement with SEUI Local 284. The Board representatives to participate in negotiations include Eric Gordee, Jessica Johnson, and Beth Praska.



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

**Subject: Intent to Negotiate - RAS Principals Association**

Meeting Date: March 21, 2022

Prepared by: Superintendent's Office

Date Prepared: March 16, 2021

<input checked="" type="checkbox"/>	Information	<input type="checkbox"/>	Briefing	<input type="checkbox"/>	Action	<input type="checkbox"/>	Enclosure Item(s)
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The District has received a letter of intent to negotiate the Master Agreement with the RAS Principals Association. The Board representatives to participate in negotiations include Eric Gordee, Jessica Johnson, and Beth Praska.