



# ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

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

Agenda for January 23, 2023

6:30 PM

District Board Room

6051 Ash Street

Rockford, MN 55373

1. **CALL MEETING TO ORDER**
  - A. Pledge of Allegiance
  - B. Board Roll Call
2. **APPROVAL OF AGENDA**
3. **PUBLIC COMMENTS**
4. **CONSENT ITEMS**
  - A. Consent--Approval of Minutes 3
  - B. Consent--Personnel 17
  - C. Consent--Approval of Bills and Wire Transfers 19
  - D. Consent--Approval of Open Enrollments 36
  - E. Consent -- Memorandum of Agreement – Student Service Grid Time 37
5. **SAFE & WELCOMING ENVIRONMENT**
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6. **HIGH STUDENT ACHIEVEMENT**
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  - F. Overnight Trip Approval for Robotics - LaCrosse WI 85
7. **FISCAL RESPONSIBILITY**
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  - C. Resolution Directing the Administration to make Recommendation for Reduction in Programs and Positions and Reasons Therefore 110
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# ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

- B. Work Session of the Board of Education: Monday, February 6, in the District Office Board Room  
Regular Meeting of the Board of Education: Wednesday, February 22, in the District Office Board Room
  - C. Board Committee Updates
10. **ADJOURNMENT**

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

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

## **Rockford Board of Education**

Jamie Hillstrom

Eric Gordee

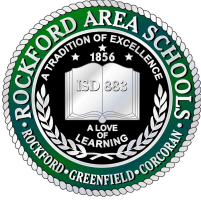
Jenny Kneeland

Amy Edwards

Jessica Johnson

Beth Praska

Superintendent Rhonda Dean



**ROCKFORD AREA SCHOOLS**  
**Independent School District 883**  
**School Board Work Session Minutes**  
**Monday, December 5, 2022**

Pursuant to due call and notice, the Rockford Board of Education met in a work session on Monday, December 5, 2022 in the District Board Room. Amy Edwards called the work session meeting to order at 6:30 pm. Members Anderson, Gordee, Johnson and Edwards were present. Members Praska and Kneeland were absent. Also present were Superintendent Rhonda Dean, Ryan Hoffman from ICS and Director of Buildings and Grounds James Leuer, and Director of Teaching and Learning Robert Danneker.

Ryan Hoffman from ICS and Director of Buildings and Grounds, James Leuer lead a Facilities/Construction Update and discussed potential future planning. Director of Teaching and Learning, Robert Danneker also participated in the discussion.

Board member Kneeland arrived at 7:13 pm.

Barb Dorn with MSBA led the virtual MSBA Workshop: Hiring the Right Superintendent.

A Regular Meeting of the Board of Education is scheduled for Monday, December 19, 2022 at 6:30 pm, in the District Board Room.

Adjourned 8:42 pm

Courtney Neibert  
Recorder

Jessica Johnson  
Clerk



## Independent School District #883

### Regular School Board Meeting

December 19, 2022

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

#### **Pledge of Allegiance**

The meeting opened with the Pledge of Allegiance.

#### **Board Roll Call**

Members present: *Anderson, Edwards, Gordee, Johnson, Praska and Kneeland*. Also present were *Superintendent Rhonda Dean, Director of Buildings and Grounds James Leuer, Ryan Hoffman from ICS, Michael Hart from PMA, Director of Teaching and Learning Rob Danneker, Director of Finance and Operations Michael McNulty, Director of Human Resources Miranda Harrison*

#### **APPROVAL OF AGENDA**

*Motion by Anderson seconded by Kneeland to approve the agenda as presented. Motion passed unanimously.*

#### **PUBLIC COMMENTS**

There were no public comments.

#### **ANNUAL TRUTH IN TAXATION**

- **Truth in Taxation Presentation:** Director of Finance and Operations Michael McNulty presented the Annual Truth in Taxation hearing.
- **Public Comments:** There were no public comments.
- **Approval of the Certification of 2022 Payable 2023 Levy:** Director of Finance and Operations Michael McNulty presented to approval the the final levy

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

#### **CONSENT ITEMS**

*Motion by Gordee, seconded by Praska to approve the consent items as presented. Motion carried.*

- **Minutes:**

- November 18, 2022 Special Meeting
- November 21, 2022 Work Session
- November 21, 2022 Regular Meeting

- **Personnel:**

Status	First Name	Last Name	Position	Date(s)
Hire	Cindy	Gapinski	Payroll/Benefits Coordinator	November 28, 2022
Hire	Emma	Swanson	Assistant Dance Coach	October 24, 2022
Hire	Nickolas	Weddig	Front Desk Attendant	November 20, 2022
Hire	Wilson	Sanderson	Basketball Clock Operator - Student Worker	December 6, 2022
Hire	Justin	Broberg	Auditorium Technician - Student Worker	November 1, 2022
Hire	Thomas	Barrows	Auditorium Technician - Student Worker	November 10, 2022
Hire	Claire	Shaikoski	Auditorium Technician - Student Worker	December 1, 2022
Resignation	Brielle	Muhonen	Kindergarten Teacher	October 13, 2022
Resignation	Molly	Baccam	Elementary Playground Supervisor	December 23, 2022

- **Bills and Wire Transfers:**

November 2022 Disbursements Paid (listings attached):

- Fund 01 General Fund \$1,283,844.65
- Fund 02 Food Service \$ 26,109.52
- Fund 04 Community Services \$ 8,877.60
- Fund 06 Building Construction \$ 13,468.92
- Fund 07 Debt Redemption \$ 0
- Fund 21 Student Activities \$ 12,711.06
- Fund 45 OPEB Trust \$ 0

Total All Funds \$ 1,345,011.75

- **Open Enrollments:**

#### Resident Students Attending Other Schools

Grade	Non-Resident District	Number	Date Effective	Address Change/New Enrollment
K	Buffalo-Hanover-Montrose	877	11/22/2022	attends daycare in Hanover
2	Buffalo-Hanover-Montrose	877	10/11/2022	family move, wanted to stay enrolled in Hanover
5	Buffalo-Hanover-Montrose	877	10/11/2022	family move, wanted to stay enrolled in Hanover

#### Non-Resident Students Attending Rockford

Grade	Resident District	Number	Date Effective	Address Change/New Enrollment
EC	Delano	879	11/8/2022	began SPED services in Rockford; older siblings attend Rockford
6	Osseo	279	12/2/2022	New enrollment; better education opportunity
11	Howard Lake-Waverly-Winsted	2687	12/2/2022	New enrollment; better education opportunity

### SAFE & WELCOMING ENVIRONMENT

- **Celebration: Choral Presentation:** Due to weather and illness members of the choir were unable to come in for a performance. We hope to reschedule for a later date.

### HIGH STUDENT ACHIEVEMENT

- **NAPAC Concurrence:** Director of Teaching and Learning Robert Danneker and district designee to our local Native American Parent Advisory Committee (NAPAC), introduced Elizabeth Blackhawk, local NAPAC chairperson. Ms. Blackhawk shared with the Board the NAPAC decision regarding concurrence for the 2021-22 school year.

### EFFICIENT & EFFECTIVE OPERATIONS

- **Superintendent Search Update:** The Committee at Large presented an update on the Superintendent search and made a recommendation to move forward with School Exec Connect

*Motion by Anderson, seconded by Praska to approve the signing of a letter of intent to work with School Exec. Connect. Motion carried.*

- **Policy Updates** - Superintendent Dean presented several policy revisions for a second reading. Some of the updates restore consistency in policy references and ensure that each reference reflects current federal and minnesota statutory titles to the following existing policies: 104, 213, 404, 420, 506, 508, 509, 517, 522, 525, 527, 528, 529, 532, 533, 601, 602, 613, 618, 619, 620, 624, 722.

*Motion by Johnson, seconded by Gordee to approve the changes to the policies as stated. Motion carried.*

- **Facilities Update:** Director of Building and Grounds James Leuer Updated the school board regarding overhead milling machines sold over this past summer then invited Connie Fortin from Bolten-Menk to da a virtual presentation on the new snow gardens at the MS and ES/HS bus loops
- **Resolution of Roofing Project:** Ryan Hoffman, ICS presented a recommendation to the board to reject all bids for the roofing project.

*Motion by Gordee, seconded by Kneeland to accept rejection of all roofing bids. Motion carried.*

### **FISCAL RESPONSIBILITY**

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

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

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

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

<i><b>Donor</b></i>	<i><b>Amount</b></i>	<i><b>Fund</b></i>
Corcoran Lions	\$1,000.00	RHS FFA Fund
Carol Beasecker		Box of hanging file folders for RAS
Rockford Education Foundation		End of Summer BBQ for Employees
Rockford Education Foundation		SPED Rocket Moment Gift Cards
Emma Mangan	\$50.00	Food Service Account (to help pay RMS student lunch accounts for students who have outstanding lunch account balances)
Hamel American Legion Post 394	\$250.00	RHS Band Fund (towards saxophone purchase)
Hamel VFW Post 5903	\$250.00	RHS Band Fund (towards saxophone purchase)

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

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

- **Resolution of Facilities Bonds:** Michael Hart, PMA presented on the following Facilities Bonds ● Resolution to Approve Certificate of Participation ● Resolution to Approve General Obligation Capital Facilities Bond

*Following discussion regarding facilities the board decided to pause and not take action on facilities bonds or design process*

- **Facilities Design Process:** Ryan Hofman, ICS was present at the meeting
- **Consent for Principals' Association Master Agreement 2022-2024:** Director of Human Resources Miranda Harrison presented recommending approval of the 2022-2023 and 2023-2024 Principals' Association Master Agreement.

*Motion by Praska, seconded by Gordee to accept the Principals' Association Master Agreement as presented. Motion carried unanimously.*

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

The Board Recognized Board Member Brady Anderson for his service to the Rockford School District as this is his final duty as a School Board Member.

Organizational Meeting of the Board of Education: Monday, January 9, 2023 at 6:30 pm in the District Board Room. If the Organizational Meeting must be moved due to weather, a Special Meeting will be held on Wednesday, January 11, 2023 at 6:30pm, in the District Office Board Room.

Work Session: Monday, January 23, 2023 at 5:30 pm in the District Board Room

Regular Meeting of the Board of Education: Monday, January 23, 2022 at 6:30pm, in the District Board Room

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

- Kneeland -Community ed advisory, superintendent search committee, safe routes to school
- Anderson -Meeting with sub committee on superintendent search
- Praska- Negotiations meetings, see general , see legislative committee, board meeting prep, chamber bingo
- Gordee - facilities, negotiations, committee at large, dalgate assemble, NW suburban audit
- Johnson - work session, negotiations, chamber mixer
- Edwards - board work session and meeting prep, facilities meetings
- Superintendent Dean -negotiations for 284 and pri, AMSD meetings, DEIB committee, MSHI, Union meeting, curriculum fair, Kindergarten and 1st grade concerts

*Anderson motioned to adjourn the meeting at 9:05 p.m. Kneeland seconded. Motion carried unanimously.*

*Courtney Neibert*  
*Recorder*

*Jessica Johnson*  
*Clerk*



## Independent School District #883

### Organizational Meeting

January 9, 2023

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

#### **Pledge of Allegiance**

The meeting opened with the Pledge of Allegiance.

#### **Board Roll Call**

Members present: *Edwards, Hillstrom, Gordee, Johnson, Praska and Kneeland*. Also present were *Superintendent Rhonda Dean, Bob Ostlund with School Exec Connect, Kenneth Dragseth with School Exec Connect, David Clough with School Exec Connect*

#### **CEREMONIAL OATH OF OFFICE & SCHOOL BOARD**

The board members conducted the School Board Member Oath of Office.

#### **APPROVAL OF AGENDA**

*Motion by Gordee seconded by Praska to approve the agenda as presented. Motion passed unanimously.*

#### **ELECTION OF SCHOOL BOARD OFFICERS**

School Board members were elected as the officers as follows:

- **Chair:** Eric Gordee. Johnson motioned to nominate Gordee as Chair. Hearing no other nominations, on a roll call vote, the following voted in favor: Praska, Hillstrom, Gordee, Johnson, Kneeland, Edwards. And the following voted against: None. Motion passed.
- **Vice Chair:** Amy Edwards. Praska motioned to nominate Kneeland as Vice-Chair. Hillstrom motioned to nominate Edwards as Vice-Chair. Hearing no other nominations, on a roll call vote, the following voted in favor of Kneeland: Praska, the following voted in favor of Edwards: Hillstrom, Gordee, Johnson, Kneeland, Edwards. Motion passed electing Edwards as Vice-Chair.
- **Clerk:** Jessica Johnson. Kneeland motioned to nominate Johnson as Clerk. Hearing no other nominations, on a roll call vote, the following voted in favor: Kneeland, Hillstrom,

Praska, Gordee, Johnson, Edwards. And the following voted against: None. Motion passed.

- **Treasurer:** Jenny Kneeland. Johnson motioned to nominate Praska as Treasurer. Edwards motioned to nominate Kneeland as Treasurer. Hearing no other nominations, on a roll call vote, the following voted in favor of Praska: Praska, Kneeland. The following voted in favor of Kneeland: Edwards, Johnson, Hillstrom, Abstained: Gordee. Motion passed electing Kneeland as Treasurer.

### **COMMITTEES AND BOARDS**

- **Renewal of Memberships:** Kneeland motioned, seconded by Edwards to renew the following district memberships for the 2023-24 school year as presented. Motion passed unanimously
  - AMSD \$7,500, member since 2015
  - CMERDC \$1,470, member since 1981
  - MN Rural Education Association (MREA) \$2,500, member since 2014
  - MN School Board Association \$6,088, member for many decades (no record found on start date)
  - Resource Training and Solution \$2,097.70, member since 1992
  - Schools for Equity in Education (SEE) \$2,613, member since 1979
- **Board Committee Assignments:** The Board discussed and assigned the various committees and assignments.
  1. Finance Committee - (3) Kneeland, Gordee, Hillstrom (Treasurer, TBD)
  2. Policy Committee - (3) Johnson, Edwards, Praska
  3. Buildings and Grounds Committee - (3) Gordee, Kneeland, Edwards (Chair, Treasurer)
  4. Negotiations - (3) Johnson, Praska, Edwards
  5. Minnesota State High School League (MSHSL) - (2) Kneeland, Hillstrom
  6. Facilities Committee - (2) Gordee, Edwards
  7. Continuing Education Committee - (2) Johnson, Kneeland
  8. Curriculum Advisory System Accountability Committee - (2) Hillstrom, Praska
  9. Community Education Advisory Board - (2) Kneeland, Hillstrom
  10. Chamber Committee - (2) Kneeland, Praska
  11. Legislative/MSBA Delegate Assembly - (2) Gordee, Praska
  12. Meeker & Wright Special Education Cooperative - (2) Johnson, Praska (Kneeland-Alternate)
  13. Northwest Suburban Integration School District - (2) Gordee, Hillstrom
  14. Schools for Equity in Education (SEE)/Minnesota Rural Education Association (MREA) - (2) Praska, Kneeland
  15. District Staff Development - (2) Kneeland, Praska
  16. Committee At-Large - (3) Kneeland, Gordee, Edwards
  17. Association of Metro School Districts - (2) Gordee, Edwards (Chair, Vice-Chair)

### **EFFICIENT & EFFECTIVE OPERATIONS**

- Edwards motioned to **Delegate the Statutory Duties of Clerk to the Executive Assistant.** This includes keeping the book of minutes of all district school board meetings, and

preparation of reports that shall include the condition and value of school district property, receipts, and disbursements in detail and such other financial matters that may be called for by the commissioner of the Minnesota Department of Education. Johnson seconded. Motion passed unanimously.

- Hillstrom motioned to **Delegate the Statutory Duties of Treasurer to the School District Business Manager or Superintendent**. This includes depositing funds of the district in the official depository and preparing the monthly treasurer's report. Kneeland seconded. Motion passed unanimously.
- Edwards motioned to approve a **Resolution Authorizing the Business Manager to Make Deposits, Pay Expenses, Invest and Transfer Funds in the best interest of the district**. This includes the authority to invest and wire funds issue checks between board meetings to pay bills so as to be eligible for discounts, deadlines, etc., with payment of the same to be approved by the school board at the next meeting at which payments of claims are approved. The motion for the adoption of the resolution was duly seconded by Member Johnson. On a roll call vote, the following voted in favor: Hillstrom, Kneeland, Johnson, Praska, Gordee, Edwards. And the following voted against: None. Resolution passed.
- Edwards motioned to approve a **Resolution Authorizing the Use of Facsimile Signatures on payroll and voucher checks** in accordance with the provisions of Minn. Statutes 47.41 and 47.42 by roll call. The motion for the adoption of the resolution was duly seconded by Member Kneeland. On a roll call vote, the following voted in favor: Hillstrom, Johnson, Kneeland, Praska, Gordee, Edwards. And the following voted against: None. Resolution passed.

Jonson made a motion to move agenda item 6K to 6E at 7:30 pm and to take a two minute recess. Seconded by Kneeland. Motion carried unanimously.

At 7:27 pm, the organizational meeting went into a two minute break. Meeting re-adjourned at 7:30 pm

- **Superintendent Search Planning Session**. Bob Ostlund, Kenneth Dragseth and David Clough with School Exec Connect presented to the board an agenda and a letter to the School Stakeholders for the superintendent search along with next steps involved.
- **Set Compensation for School Board Members** The board was presented with a compensation plan. The following changes to the presented plan were discussed and implemented
  - Changes to line 1:
    - Strike the last 2 sentences.
  - Changes to line 7:
    - Change “all meetings over 45 minutes” to “all meetings over 45 minutes to 4 hours”
  - Changes to line 9:
    - Add “ Additionally, we value and in many instances require participation in continuing education for Board Members. Participation in MSBA

related training, inclusive of activities of annual conference and associated workshop offerings will be compensated at this rate.”

- Changed “Meetings over and hour” to “meetings over 45 minutes to 4 hours”

Kneeland motioned, seconded by Hillstrom to set the compensation for board members as described and modified in this meeting. Motion passed unanimously.

- **Designating Time and Place of meetings.** All School Board meetings, unless otherwise noted, will be held in the District Office Board Room. The official posting place for school board meeting notices is in the hallway glass cases by the entrance to the district office. The board meets on the third Monday of the month for regular meetings starting at 6:30 pm unless otherwise stated. The following changes were discussed and implemented.
  - Moved June 21, 2023 Work session from 6:30 p.m. to 5:00 p.m.
  - Moved June 26, 2023 Regular Meeting to June 21, 2023 at 6:30 p.m.

## **2022**

July 18, 2022 Work Session - 5:30 p.m.

July 18, 2022 Regular Meeting - 6:30 p.m.

August 15, 2022 Regular Meeting - 6:30 p.m.

August 29, 2022 Work Session - 6:30 p.m.

September 19, 2022 Work Session - 5:30 p.m.

September 19, 2022 Regular Meeting - 6:30 p.m.

October 3, 2022 Work Session - 6:30 p.m.

October 17, 2022 Regular Meeting - 6:30 p.m.

November 21, 2022 Work Session - 5:30 p.m.

November 21, 2022 Regular Meeting - 6:30 p.m.

December 5, 2022 Work Session - 6:30 p.m.

December 19, 2022 Regular Meeting (Truth in Taxation Hearing) 6:30 pm

## **2023**

January 9, 2023 Organizational Meeting - 6:30 p.m.

January 23, 2023 Work Session - 5:30 p.m. (*moved due to MLK Jr. Day*)

January 23, 2023 Regular Meeting - 6:30 p.m.

February 6, 2023 Work Session - 6:30 p.m.

February 22, 2023 Regular Meeting - 6:30 p.m. (*moved due to President's Day*)

March 20, 2023 Work Session - 5:30 p.m.

March 20, 2023 Regular Meeting - 6:30 p.m.

April 3, 2023 Work Session - 6:30 p.m.

April 17, 2023 Regular Meeting - 6:30 p.m.

May 15, 2023 Work Session - 5:30 p.m.

May 15, 2023 Regular Meeting - 6:30 p.m.

June 21, 2023 Work Session - 5:00 p.m. - Superintendent Evaluation

June 21, 2023 Regular Meeting - 6:30 p.m.

Johnson motioned, seconded by Edwards, to approve the time and place of meetings as stated with the change being the June Work Session time be bumped up to 5:00 for the Superintendent Evaluation on June 21st and the Regular Meeting will also be held on June 21st at its regularly scheduled time of 6:30. Motion passed unanimously.

- **Designating Official Media Outlet.** Hillstrom motioned, seconded by Kneeland, to designate the Crow River News (Sun Media Group) as the official media outlet. Motion passed unanimously.
- **Designating Official Depositories.** Johnson motioned, Edwards seconded, the following as the designated official depositories of the District:
  - Bank West, Rockford
  - PMA Securities, Inc.
  - Associated Bank
  - Old National Bank

Motion passed unanimously.

- **Designating Legal Counsel.** The board needs to designate official legal counsel for the school district with an option to seek advice outside of area in times of litigation. It is recommended to have firms:
  1. Kennedy & Graven
  2. Ratwik, Roszak and Maloney P.A.
  3. Knutson, Flynn, and Deans
  4. Rupp, Anderson, Squires, Waldspurger & Mace, P.A.

Persons authorized to contact legal counsel include the Board Chair, the Superintendent, the Business Manager. The following changes were discussed and implemented.

- Include Director of Human Resources as persons authorized to contact legal counsel

Johnson motioned to approve the official legal counsel as stated with the addition to persons authorized to contact legal counsel to include the Board Chair, the Superintendent, the Business Manager, and the HR Director. Edwards seconded. Motion passed unanimously.

- **Resolution Designating a Combined Polling Place:**

**RESOLUTION ESTABLISHING COMBINED POLLING PLACES FOR MULTIPLE PRECINCTS AND DESIGNATING HOURS DURING WHICH THE POLLING PLACES WILL REMAIN OPEN FOR VOTING FOR SCHOOL DISTRICT ELECTIONS NOT HELD ON THE DAY OF A STATEWIDE ELECTION**

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

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.



Kneeland motioned to adjourn the meeting at 9:48 p.m. Johnson seconded. Motion carried unanimously.

*Courtney Neibert*  
*Recorder*

*Jessica Johnson*  
*Clerk*



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

**Subject: Consent Personnel**

Meeting Date: January 23, 2023

Prepared By: Human Resources Office

Date Prepared: January 20, 2023

<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	Amy	Stoks	SPED Paraprofessional	January 23, 2023
Hire	Lindsey	Seabright	Kindergarten Teacher	January 3, 2023
Hire	Mavis	Ekholm	Assistant Gymnastics Coach	January 19, 2023
Hire	John	Mangold	Golf Coach	January 23, 2023
Leave	Nayeli	Schroeder	GKC Assistant	January 4-March 29, 2023
Leave	Miranda	Harrison	Human Resources Director	January 3-January 23, 2023
End of Contract	Anne	Runck	Long Term Sub CTE	January 20, 2023
Hire	Millard	Haely	CTE Teacher-Hire School	January 23, 2023
Return from Leave	Linnea	Floan	SPED Teacher	January 9, 2023
Rehire	Dawn	Rund	Playground Aide	January 3, 2023
Hire	Ryan	Andrew	Boys Basketball Coach	December 19, 2022
Termination	Miranda	Harrison	Human Resources Director	January 23, 2023
Termination	Sarah	Muvahill	Assistant Gymnastics Coach	January 16, 2023
Medical Leave	Linnea	Floan	Special Education Teacher	November 14, 2022 - Jan 31, 2023
Maternity Leave	Lanaya	Schnettler	Special Education Teacher	April 1-June 6, 2023
Maternity Leave	Lanaya	Schnettler	Special Education Teacher	2023-2024 School Year
Maternity Leave	Nayeli	Schroeder	Galaxy Kids Program Lead	January 5-March 30, 2023 (approx.)
Lane Change	Kerry	Carlson	BA20-14 to BA30-14	September 15, 2022
Lane Change	Allison	Maessa	BA30-01 to MA-01	September 15, 2022



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

Lane Change	KellyAnn	Lockerem	MA10-12 to MA20-12	September 15, 2022
Lane Change	Kerry	Carlson	BA30-14 to MA-14	January 15, 2023
Lane Change	KellyAnn	Lockerem	MA20-12 to MA30-12	January 15, 2023
Lane Change	Kathryn	Mattson	MA20-13 to MA30-13	January 15, 2023
Lane Change	Kelly	Miller	BA30-01 to MA-01	January 15, 2023
Lane Change	Joseph	Ramstad	BA10-08 to BA20-08	January 15, 2023
Lane Change	Stephanie	Sauer	BA30-03 to MA-03	January 15, 2023
Lane Change	Polly	Trandahl	MA10-14 to MA20-14	January 15, 2023



ROCKFORD AREA SCHOOLS  
INDEPENDENT SCHOOL DISTRICT 883  
BOARD OF EDUCATION

**Subject:** *Consent Bills Paid and Wires in December 2022*

Meeting Date: January 23, 2023

Prepared by: Mike McNulty

Date Prepared: January 17, 2023

Information       Briefing       Action       Enclosure Item(s)

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December 2022 Disbursements Paid (listings attached):

Fund 01 General Fund	\$1,415,711.91
Fund 02 Food Service	\$ 304,813.87
Fund 04 Community Services	\$ 13,889.48
Fund 06 Building Construction	\$ 618,445.02
Fund 07 Debt Redemption	\$ 500
Fund 21 Student Activities	\$ 15,034.44
Fund 45 OPEB Trust	\$ 0
 Total All Funds	 \$ 2,368,394.72

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

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt	Pmt	Bank	Grp	Code	Rcd	Vendor	Pd	JE	JE	Debit	Credit
										Co	No								Co	Cd	Amount	Amount
0883	B	01	101	000				F	Cash & Cash Equiv		0883	57298	AS2	1	1962		MINNESOTA DEPT OF F	202306	0883	8256	0.00	192.76
											0883	57299	AS2	1	2006		US GOVERNMENT	202306	0883	8256	0.00	1,347.23
											0883	57300	AS2	1	1937		PUBLIC EMPLOYEES R	202306	0883	8256	0.00	969.51
											0883	57301	AS2	1	1007		CMERDC	202306	0883	8256	0.00	3,262.00
											0883	57301	AS2	1	1007		CMERDC	202306	0883	8256	0.00	3,262.00
											0883	57302	AS2	1	1016		WRIGHT-HENNEPIN CC	202306	0883	8256	0.00	353.40
											0883	57303	AS2	1	1020		remit PITNEY BOWES GLOB/	202306	0883	8256	0.00	903.54
											0883	57304	AS2	1	1181		CITY OF ROCKFORD	202306	0883	8256	0.00	553.86
											0883	57304	AS2	1	1181		CITY OF ROCKFORD	202306	0883	8256	0.00	0.81
											0883	57304	AS2	1	1181		CITY OF ROCKFORD	202306	0883	8256	0.00	480.73
											0883	57304	AS2	1	1181		CITY OF ROCKFORD	202306	0883	8256	0.00	96.27
											0883	57304	AS2	1	1181		CITY OF ROCKFORD	202306	0883	8256	0.00	442.97
											0883	57305	AS2	1	1230		RATWIK, ROSZAK & MF	202306	0883	8256	0.00	39.00
											0883	57306	AS2	1	1269		T-MOBILE	202306	0883	8256	0.00	1,260.00
											0883	57307	AS2	1	1274		MINNESOTA DEPARTM	202306	0883	8256	0.00	290.00
											0883	57308	AS2	1	1522		ROTO-ROOTER INC	202306	0883	8256	0.00	1,046.10
											0883	57308	AS2	1	1522		ROTO-ROOTER INC	202306	0883	8256	0.00	1,001.00
											0883	57309	AS2	1	1828		TRAEN, TODD	202306	0883	8256	0.00	170.00
											0883	57309	AS2	1	1828		TRAEN, TODD	202306	0883	8256	0.00	85.00
											0883	57310	AS2	1	2216		MENARDS INC	202306	0883	8256	0.00	475.20
											0883	57310	AS2	1	2216		MENARDS INC	202306	0883	8256	205.80	0.00
											0883	57310	AS2	1	2216		MENARDS INC	202306	0883	8256	0.00	11.24
											0883	57312	AS2	1	4335		4 POINT 0 SCHOOL SEF	202306	0883	8256	0.00	88,737.46
											0883	57312	AS2	1	4335		4 POINT 0 SCHOOL SEF	202306	0883	8256	0.00	71,180.84
											0883	57313	AS2	1	4335		4 POINT 0 SCHOOL SEF	202306	0883	8256	0.00	14,372.92
											0883	57315	AS2	1	4613		KENNEDY AND GRAVEI	202306	0883	8256	0.00	2,209.00
											0883	57316	AS2	1	5480		STANBURY UNIFORMS,	202306	0883	8256	0.00	8,201.60
											0883	57317	AS2	1	5795		remit MEDCO SURGICAL	202306	0883	8256	0.00	0.82
											0883	57318	AS2	1	6110		TWIN CITY SCALE CO.	202306	0883	8256	0.00	52.50
											0883	57320	AS2	1	6288		UNITED STATES TREA	202306	0883	8256	0.00	2,221.62
											0883	57321	AS2	1	6623		ADVANCED IMAGING S	202306	0883	8256	0.00	5,718.00
											0883	57322	AS2	1	6834		URBAN, NICHOLAS	202306	0883	8256	0.00	130.00
											0883	57323	AS2	1	7389		PIKET, JOSEPH	202306	0883	8256	0.00	130.00
											0883	57324	AS2	1	7432		NORTH HENNEPIN COI	202306	0883	8256	0.00	19,812.84
											0883	57325	AS2	1	7543		GRACENOTES LLC	202306	0883	8256	0.00	35.00
											0883	57326	AS2	1	7545		TEACHERS ON CALL	202306	0883	8256	0.00	5,458.04
											0883	57327	AS2	1	7570		CST MN - BIN # 170065	202306	0883	8256	0.00	40,000.00
											0883	57328	AS2	1	7635		REMIDEERE & COMPANY	202306	0883	8256	0.00	10,036.73

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

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt	Pmt	Bank	Grp	Code	Rcd	Vendor	Pd	JE	JE	Debit	Credit
											Co	No							Co	Cd	Amount	Amount
0883	B	01	101	000				F	Cash & Cash Equiv		0883	57329	AS2	1	7681		INTERNATIONAL BACC	202306	0883	8256	0.00	17,136.00
											0883	57330	AS2	1	7697		MARISELA V NELSON II	202306	0883	8256	0.00	80.00
											0883	57330	AS2	1	7697		MARISELA V NELSON II	202306	0883	8256	0.00	80.00
											0883	57330	AS2	1	7697		MARISELA V NELSON II	202306	0883	8256	0.00	305.00
											0883	57331	AS2	1	7710	remit	SCHOLASTIC	202306	0883	8256	0.00	351.65
											0883	57332	AS2	1	7924		PILOT, HEIDI	202306	0883	8256	0.00	180.00
											0883	57334	AS2	1	8134		HEMMANN, MICHAEL	202306	0883	8256	0.00	130.00
											0883	57336	AS2	1	8500		HINCKLEY-FINLAYSON	202306	0883	8256	0.00	100.00
											0883	57337	AS2	1	8501		VIGEANT, LISA	202306	0883	8256	0.00	90.00
											0883	57338	AS2	1	8502		ALEXANDRIA TECHNIC	202306	0883	8256	0.00	1,359.72
											0883	57340	AS2	1	1215		XCEL ENERGY	202306	0883	8280	0.00	22,320.82
											0883	57341	AS2	1	1016		WRIGHT-HENNEPIN CC	202306	0883	8280	0.00	83.85
											0883	57342	AS2	1	1057		HILLYARD	202306	0883	8280	0.00	371.49
											0883	57342	AS2	1	1057		HILLYARD	202306	0883	8280	0.00	537.90
											0883	57342	AS2	1	1057		HILLYARD	202306	0883	8280	0.00	2,157.06
											0883	57343	AS2	1	1102		JW PEPPER	202306	0883	8280	0.00	99.99
											0883	57344	AS2	1	1152		RESOURCE TRAINING	202306	0883	8280	0.00	360.00
											0883	57345	AS2	1	1180		CENTERPOINT ENERG	202306	0883	8280	0.00	360.66
											0883	57345	AS2	1	1180		CENTERPOINT ENERG	202306	0883	8280	0.00	334.52
											0883	57345	AS2	1	1180		CENTERPOINT ENERG	202306	0883	8280	0.00	10,292.35
											0883	57345	AS2	1	1180		CENTERPOINT ENERG	202306	0883	8280	0.00	589.36
											0883	57345	AS2	1	1180		CENTERPOINT ENERG	202306	0883	8280	0.00	250.39
											0883	57346	AS2	1	1200		CUB FOODS	202306	0883	8280	0.00	62.55
											0883	57346	AS2	1	1200		CUB FOODS	202306	0883	8280	0.00	71.95
											0883	57346	AS2	1	1200		CUB FOODS	202306	0883	8280	0.00	70.38
											0883	57346	AS2	1	1200		CUB FOODS	202306	0883	8280	0.00	58.99
											0883	57346	AS2	1	1200		CUB FOODS	202306	0883	8280	0.00	29.97
											0883	57346	AS2	1	1200		CUB FOODS	202306	0883	8280	0.00	119.60
											0883	57347	AS2	1	1394		MBNA/BUSINESS CARL	202306	0883	8280	0.00	90.10
											0883	57347	AS2	1	1394		MBNA/BUSINESS CARL	202306	0883	8280	0.00	843.02
											0883	57347	AS2	1	1394		MBNA/BUSINESS CARL	202306	0883	8280	0.00	1,419.88
											0883	57347	AS2	1	1394		MBNA/BUSINESS CARL	202306	0883	8280	0.00	94.03
											0883	57347	AS2	1	1394		MBNA/BUSINESS CARL	202306	0883	8280	0.00	50.17
											0883	57347	AS2	1	1394		MBNA/BUSINESS CARL	202306	0883	8280	0.00	299.99
											0883	57347	AS2	1	1394		MBNA/BUSINESS CARL	202306	0883	8280	0.00	498.86
											0883	57347	AS2	1	1394		MBNA/BUSINESS CARL	202306	0883	8280	0.00	49.90
											0883	57347	AS2	1	1394		MBNA/BUSINESS CARL	202306	0883	8280	0.00	209.88
											0883	57347	AS2	1	1394		MBNA/BUSINESS CARL	202306	0883	8280	0.00	402.13

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

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt	Pmt	Bank	Grp	Code	Rcd	Vendor	Pd	JE	JE	Debit	Credit
											Co	No							Co	Cd	Amount	Amount
0883	B	01	101	000				F	Cash & Cash Equiv		0883	57347	AS2	1	1394		MBNA/BUSINESS CARL	202306	0883	8280	0.00	373.12
											0883	57347	AS2	1	1394		MBNA/BUSINESS CARL	202306	0883	8280	0.00	662.10
											0883	57347	AS2	1	1394		MBNA/BUSINESS CARL	202306	0883	8280	0.00	193.56
											0883	57347	AS2	1	1394		MBNA/BUSINESS CARL	202306	0883	8280	0.00	250.00
											0883	57347	AS2	1	1394		MBNA/BUSINESS CARL	202306	0883	8280	0.00	17.09
											0883	57347	AS2	1	1394		MBNA/BUSINESS CARL	202306	0883	8280	0.00	28.98
											0883	57347	AS2	1	1394		MBNA/BUSINESS CARL	202306	0883	8280	0.00	29.99
											0883	57347	AS2	1	1394		MBNA/BUSINESS CARL	202306	0883	8280	0.00	349.65
											0883	57347	AS2	1	1394		MBNA/BUSINESS CARL	202306	0883	8280	0.00	269.64
											0883	57347	AS2	1	1394		MBNA/BUSINESS CARL	202306	0883	8280	0.00	29.04
											0883	57348	AS2	1	1394		MBNA/BUSINESS CARL	202306	0883	8280	0.00	156.12
											0883	57349	AS2	1	1424		WEST MUSIC	202306	0883	8280	0.00	201.00
											0883	57350	AS2	1	1489		Remit SCHOOL SPECIALTY	202306	0883	8280	0.00	62.35
											0883	57351	AS2	1	1933		SCSU - SENIOR TO SOI	202306	0883	8280	0.00	3,300.00
											0883	57351	AS2	1	1933		SCSU - SENIOR TO SOI	202306	0883	8280	0.00	3,300.00
											0883	57351	AS2	1	1933		SCSU - SENIOR TO SOI	202306	0883	8280	0.00	3,300.00
											0883	57351	AS2	1	1933		SCSU - SENIOR TO SOI	202306	0883	8280	0.00	3,300.00
											0883	57352	AS2	1	2323		HOUSE OF PRINT	202306	0883	8280	0.00	4,170.70
											0883	57353	AS2	1	2897		WOOD, NICOLE	202306	0883	8280	0.00	135.00
											0883	57355	AS2	1	3254		H&B SPECIALIZED PRC	202306	0883	8280	0.00	2,273.25
											0883	57356	AS2	1	3679		remit INNOVATIVE OFFICE SI	202306	0883	8280	0.00	13.63
											0883	57358	AS2	1	4472		BOLLANT JOE	202306	0883	8280	0.00	130.00
											0883	57359	AS2	1	4719		TRACTOR SUPPLY CRE	202306	0883	8280	0.00	62.44
											0883	57359	AS2	1	4719		TRACTOR SUPPLY CRE	202306	0883	8280	0.00	81.76
											0883	57359	AS2	1	4719		TRACTOR SUPPLY CRE	202306	0883	8280	0.00	53.43
											0883	57359	AS2	1	4719		TRACTOR SUPPLY CRE	202306	0883	8280	0.00	259.02
											0883	57359	AS2	1	4719		TRACTOR SUPPLY CRE	202306	0883	8280	0.00	122.69
											0883	57359	AS2	1	4719		TRACTOR SUPPLY CRE	202306	0883	8280	0.00	69.80
											0883	57359	AS2	1	4719		TRACTOR SUPPLY CRE	202306	0883	8280	0.00	56.85
											0883	57359	AS2	1	4719		TRACTOR SUPPLY CRE	202306	0883	8280	56.85	0.00
											0883	57359	AS2	1	4719		TRACTOR SUPPLY CRE	202306	0883	8280	0.00	99.98
											0883	57359	AS2	1	4719		TRACTOR SUPPLY CRE	202306	0883	8280	0.00	18.99
											0883	57359	AS2	1	4719		TRACTOR SUPPLY CRE	202306	0883	8280	0.00	57.00
											0883	57359	AS2	1	4719		TRACTOR SUPPLY CRE	202306	0883	8280	0.00	247.93
											0883	57360	AS2	1	5149		TOLL COMPANY	202306	0883	8280	0.00	23.28
											0883	57361	AS2	1	5252		PROFESSIONAL WIREI	202306	0883	8280	0.00	3,412.00
											0883	57362	AS2	1	5547		UPS	202306	0883	8280	0.00	13.70
											0883	57365	AS2	1	6054		remit HENNEPIN COUNTY TF	202306	0883	8280	0.00	317.10

# Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt	Pmt	Bank	Grp	Code	Rcd	Vendor	Pd	JE	JE	Debit	Credit
											Co	No							Co	Cd	Amount	Amount
0883	B	01	101	000			F		Cash & Cash Equiv		0883	57366	AS2	1	6103		SCHEFF, GREG	202306	0883	8280	0.00	130.00
											0883	57367	AS2	1	6356		MITEL NETSOLUTIONS	202306	0883	8280	0.00	4,322.01
											0883	57368	AS2	1	6479		MAREK, MATTHEW	202306	0883	8280	0.00	130.00
											0883	57369	AS2	1	6481		GRADY'S ACE HARDW/	202306	0883	8280	0.00	2,245.51
											0883	57370	AS2	1	7570		CST MN - BIN # 170065	202306	0883	8280	0.00	143,506.58
											0883	57371	AS2	1	7661		HILLER COMMERCIAL	202306	0883	8280	0.00	7,936.80
											0883	57371	AS2	1	7661		HILLER COMMERCIAL	202306	0883	8280	0.00	65,914.00
											0883	57372	AS2	1	7697		MARISELA V NELSON	202306	0883	8280	0.00	270.00
											0883	57372	AS2	1	7697		MARISELA V NELSON	202306	0883	8280	0.00	30.00
											0883	57372	AS2	1	7697		MARISELA V NELSON	202306	0883	8280	0.00	270.00
											0883	57372	AS2	1	7697		MARISELA V NELSON	202306	0883	8280	0.00	755.24
											0883	57373	AS2	1	7738		REMI/GRANITE TELECOMMU	202306	0883	8280	0.00	15,665.70
											0883	57374	AS2	1	7751		NATIONAL BUSINESS F	202306	0883	8280	0.00	26,084.70
											0883	57374	AS2	1	7751		NATIONAL BUSINESS F	202306	0883	8280	0.00	14.00
											0883	57375	AS2	1	7771		remit MRI SOFTWARE, LLC	202306	0883	8280	0.00	38.23
											0883	57376	AS2	1	7981		AT&T MOBILITY	202306	0883	8280	0.00	10,000.00
											0883	57379	AS2	1	8241		iHEALTH	202306	0883	8280	0.00	2,292.50
											0883	57380	AS2	1	8261		TOTAL NETWORK, INC.	202306	0883	8280	0.00	247.86
											0883	57381	AS2	1	8399		AMPION PBC	202306	0883	8280	0.00	2,646.97
											0883	57382	AS2	1	8402		REPUBLIC SERVICES, I	202306	0883	8280	0.00	4,740.80
											0883	57384	AS2	1	8466		SYLVIA P SPORTSWEA	202306	0883	8280	0.00	135.00
											0883	57385	AS2	1	8505		JOHNSON, EMILY	202306	0883	8280	0.00	135.00
											0883	57386	AS2	1	8506		HANSON, CARLY	202306	0883	8280	0.00	100.00
											0883	57387	AS2	1	8507		FRIDLEY HIGH SCHOOL	202306	0883	8280	0.00	34.65
											0883	57388	AS2	1	1057		HILLYARD	202306	0883	8292	0.00	200.00
											0883	57389	AS2	1	1882		ISD 111-WATERTOWN-I	202306	0883	8292	0.00	127.46
											0883	57390	AS2	1	3679		remit INNOVATIVE OFFICE S	202306	0883	8292	0.00	24.10
											0883	57390	AS2	1	3679		remit INNOVATIVE OFFICE S	202306	0883	8292	0.00	130.00
											0883	57391	AS2	1	3880		SCHERBER DREW	202306	0883	8292	0.00	135.00
											0883	57392	AS2	1	4138		BROUGH, TONY	202306	0883	8292	0.00	2,515.00
											0883	57393	AS2	1	4496		FLIGHT DECK ATHLETI	202306	0883	8292	0.00	1,390.12
											0883	57394	AS2	1	4673		INTEGRIPRINT	202306	0883	8292	0.00	160.00
											0883	57395	AS2	1	4937		RUSSELL SECURITY RI	202306	0883	8292	0.00	195.54
											0883	57397	AS2	1	5252		PROFESSIONAL WIREL	202306	0883	8292	0.00	130.00
											0883	57398	AS2	1	5941		POLITZ, JORDAN	202306	0883	8292	0.00	2,167.20
											0883	57399	AS2	1	6282		SOUTHWEST METRO E	202306	0883	8292	0.00	135.00
											0883	57400	AS2	1	6471		GREEN, NICOLE	202306	0883	8292	0.00	5,315.00
											0883	57401	AS2	1	6603		LANO EQUIPMENT -LOI	202306	0883	8292	0.00	130.00
											0883	57402	AS2	1	6826		DAY, ROGER	202306	0883	8292	0.00	130.00

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

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt	Pmt	Bank	Grp	Code	Rcd	Vendor	Pd	JE	JE	JE	Debit	Credit
											No								Co	Cd	Amount	Amount	
0883	B	01	101	000				F	Cash & Cash Equiv		0883	57403	AS2	1	7414		HAAS, CASEY	202306	0883	8292	0.00	130.00	
											0883	57404	AS2	1	7480		CORPORATE MECHANI	202306	0883	8292	0.00	2,479.00	
											0883	57404	AS2	1	7480		CORPORATE MECHANI	202306	0883	8292	0.00	4,744.00	
											0883	57405	AS2	1	7608		MOYNAGH, ROBERT JF	202306	0883	8292	0.00	66.00	
											0883	57406	AS2	1	7778		TEAMWORKS INTERN	202306	0883	8292	0.00	350.00	
											0883	57407	AS2	1	7786		REMITTERRAFORM PHOENIX	202306	0883	8292	0.00	97.88	
											0883	57408	AS2	1	7849		NIESEN, ALI	202306	0883	8292	0.00	135.00	
											0883	57409	AS2	1	7878		HERITAGE EMBROIDER	202306	0883	8292	0.00	372.00	
											0883	57410	AS2	1	8129		NORMAN, NATHAN	202306	0883	8292	0.00	99.00	
											0883	57411	AS2	1	8390		BLUUM OF MINNESOTA	202306	0883	8292	0.00	1,155.04	
											0883	57412	AS2	1	8438		GOODWAY TECHNOLO	202306	0883	8292	0.00	2,121.43	
											0883	57413	AS2	1	8440		EMI AUDIO	202306	0883	8292	0.00	325.00	
											0883	57414	AS2	1	8492		remit YANKA INDUSTRIES, IN	202306	0883	8292	0.00	855.00	
											0883	57415	AS2	1	8498		SCHMITT MUSIC ANOK	202306	0883	8292	0.00	160.00	
											0883	57415	AS2	1	8498		SCHMITT MUSIC ANOK	202306	0883	8292	0.00	17.46	
											0883	57415	AS2	1	8498		SCHMITT MUSIC ANOK	202306	0883	8292	0.00	174.00	
											0883	57415	AS2	1	8498		SCHMITT MUSIC ANOK	202306	0883	8292	0.00	67.62	
											0883	57415	AS2	1	8498		SCHMITT MUSIC ANOK	202306	0883	8292	0.00	25.00	
											0883	57415	AS2	1	8498		SCHMITT MUSIC ANOK	202306	0883	8292	0.00	149.44	
											0883	57415	AS2	1	8498		SCHMITT MUSIC ANOK	202306	0883	8292	0.00	72.00	
											0883	57415	AS2	1	8498		SCHMITT MUSIC ANOK	202306	0883	8292	0.00	33.00	
											0883	57415	AS2	1	8498		SCHMITT MUSIC ANOK	202306	0883	8292	0.00	80.00	
											0883	57415	AS2	1	8498		SCHMITT MUSIC ANOK	202306	0883	8292	0.00	83.00	
											0883	57415	AS2	1	8498		SCHMITT MUSIC ANOK	202306	0883	8292	0.00	96.00	
											0883	57415	AS2	1	8498		SCHMITT MUSIC ANOK	202306	0883	8292	0.00	85.00	
											0883	57416	AS2	1	8504		TERPSTRA, LYNN MAR	202306	0883	8292	0.00	180.00	
											0883	57418	AS2	1	8509		AMERICAN PAYROLL A	202306	0883	8292	0.00	275.00	
											0883	57419	AS2	1	8510		CHECKAL, TREVOR	202306	0883	8292	0.00	130.00	
											0883	57420	AS2	1	8511		KOSEK, GARY	202306	0883	8292	0.00	130.00	
											0883	57421	AS2	1	8512		GRUENHAGEN, JACOB	202306	0883	8292	0.00	66.00	
											0883	57422	AS2	1	8513		VON HOLDT, TROY	202306	0883	8292	0.00	85.00	
											0883	57423	AS2	1	8514		MCLEAN, JON	202306	0883	8292	0.00	130.00	
											0883	57424	AS2	1	8515		PETERSEN, THEODOR	202306	0883	8292	0.00	99.00	
											0883	57425	AS2	1	8516		BROWN, CHRISTOPHE	202306	0883	8292	0.00	130.00	
											0883	57426	AS2	1	8517		MURLOWSKI, SCOTT	202306	0883	8292	0.00	130.00	
											0883	57428	AS2	1	1039		MINNESOTA ELEVATOR	202306	0883	8292	0.00	469.42	
											0883	57429	AS2	1	1057		HILLYARD	202306	0883	8292	0.00	117.00	
											0883	57430	AS2	1	1096		NASCO	202306	0883	8292	0.00	640.88	

**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	57431	AS2	1	1102		JW PEPPER	202306	0883	8292	0.00	81.40
											0883	57431	AS2	1	1102		JW PEPPER	202306	0883	8292	0.00	15.04
											0883	57432	AS2	1	1132		APPLE COMPUTER INC	202306	0883	8292	0.00	158.00
											0883	57432	AS2	1	1132		APPLE COMPUTER INC	202306	0883	8292	0.00	838.00
											0883	57433	AS2	1	1152		RESOURCE TRAINING	202306	0883	8292	0.00	105.00
											0883	57434	AS2	1	1152		RESOURCE TRAINING	202306	0883	8292	0.00	320.00
											0883	57435	AS2	1	1152		RESOURCE TRAINING	202306	0883	8292	0.00	1,350.00
											0883	57436	AS2	1	1154		MSBA	202306	0883	8292	0.00	1,095.00
											0883	57437	AS2	1	1437		KOIVISTO ELECTRICAL	202306	0883	8292	0.00	795.00
											0883	57437	AS2	1	1437		KOIVISTO ELECTRICAL	202306	0883	8292	0.00	1,210.00
											0883	57438	AS2	1	1828		TRAEN, TODD	202306	0883	8292	0.00	130.00
											0883	57439	AS2	1	1841		WRIGHT TECHNICAL C	202306	0883	8292	0.00	2,553.96
											0883	57440	AS2	1	2208		TECH/CHECK	202306	0883	8292	0.00	1,344.00
											0883	57441	AS2	1	3679		remit INNOVATIVE OFFICE SI	202306	0883	8292	0.00	15.16
											0883	57442	AS2	1	3824		HANOVER INSURANCE	202306	0883	8292	0.00	34,257.42
											0883	57443	AS2	1	3880		SCHERBER DREW	202306	0883	8292	0.00	130.00
											0883	57444	AS2	1	4335		4 POINT 0 SCHOOL SEI	202306	0883	8292	0.00	71,498.96
											0883	57445	AS2	1	4335		4 POINT 0 SCHOOL SEI	202306	0883	8292	0.00	4,753.77
											0883	57447	AS2	1	4535		ROCKFORD/GREENFIE	202306	0883	8292	0.00	125.00
											0883	57448	AS2	1	4937		RUSSELL SECURITY RI	202306	0883	8292	0.00	240.00
											0883	57451	AS2	1	5974		KULLY SUPPLY	202306	0883	8292	0.00	95.58
											0883	57452	AS2	1	5992		ECM PUBLISHERS, INC	202306	0883	8292	0.00	98.70
											0883	57452	AS2	1	5992		ECM PUBLISHERS, INC	202306	0883	8292	0.00	164.50
											0883	57453	AS2	1	6015		AWARDS DIRECT - DIR	202306	0883	8292	0.00	22.79
											0883	57454	AS2	1	6913		NEE INVESTMENT 9, LI	202306	0883	8292	0.00	73.41
											0883	57454	AS2	1	6913		NEE INVESTMENT 9, LI	202306	0883	8292	0.00	147.36
											0883	57455	AS2	1	7480		CORPORATE MECHANI	202306	0883	8292	0.00	6,820.00
											0883	57456	AS2	1	7545		TEACHERS ON CALL	202306	0883	8292	0.00	6,880.36
											0883	57456	AS2	1	7545		TEACHERS ON CALL	202306	0883	8292	0.00	9,049.86
											0883	57456	AS2	1	7545		TEACHERS ON CALL	202306	0883	8292	0.00	1,936.67
											0883	57457	AS2	1	7570		CST MN - BIN # 170065	202306	0883	8292	0.00	40,000.00
											0883	57458	AS2	1	7629		ZORO	202306	0883	8292	0.00	7,432.98
											0883	57459	AS2	1	7697		MARISELA V NELSON II	202306	0883	8292	0.00	80.00
											0883	57459	AS2	1	7697		MARISELA V NELSON II	202306	0883	8292	0.00	30.00
											0883	57459	AS2	1	7697		MARISELA V NELSON II	202306	0883	8292	0.00	30.00
											0883	57461	AS2	1	7751		NATIONAL BUSINESS F	202306	0883	8292	0.00	1,412.08
											0883	57463	AS2	1	8010		LANGUAGE LINE SERV	202306	0883	8292	0.00	13.50
											0883	57464	AS2	1	8261		TOTAL NETWORK, INC.	202306	0883	8292	0.00	290.00

**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	57465	AS2	1	8390	BLUUM OF MINNESOTA	202306	0883	8292	0.00	3,146.58
											0883	57466	AS2	1	8405	TIREWIZ LLC	202306	0883	8292	0.00	1,304.18
											0883	57467	AS2	1	8422	SCHOOL BUSINESS MF	202306	0883	8292	0.00	3,056.25
											0883	57468	AS2	1	8489	LAURSEN PIANO SERV	202306	0883	8292	0.00	120.00
											0883	57469	AS2	1	8499	MINNETONKA HIGH SC	202306	0883	8292	0.00	275.00
											0883	57470	AS2	1	8518	SCHLENNER WENNER	202306	0883	8292	0.00	22,000.00
											0883	57472	AS2	1	1128	rSchoolToday (DWC)	202306	0883	8317	0.00	595.00
											0883	57472	AS2	1	1128	rSchoolToday (DWC)	202306	0883	8317	0.00	94.00
											0883	57473	AS2	1	1180	CENTERPOINT ENERG	202306	0883	8317	0.00	4,319.36
											0883	57473	AS2	1	1180	CENTERPOINT ENERG	202306	0883	8317	0.00	2,870.39
											0883	57474	AS2	1	1290	ISD 466 DASSEL-COKA	202306	0883	8317	0.00	250.00
											0883	57476	AS2	1	1719	SCHOLASTIC BOOK FA	202306	0883	8317	0.00	7,227.26
											0883	57477	AS2	1	5274	DECKER, DUSTY	202306	0883	8317	0.00	130.00
											0883	57478	AS2	1	5507	CITY OF GREENFIELD	202306	0883	8317	0.00	42.72
											0883	57478	AS2	1	5507	CITY OF GREENFIELD	202306	0883	8317	0.00	916.18
											0883	57480	AS2	1	6282	SOUTHWEST METRO	202306	0883	8317	0.00	4,189.92
											0883	57481	AS2	1	6603	LANO EQUIPMENT -LOI	202306	0883	8317	0.00	377.07
											0883	57482	AS2	1	6623	remit ADVANCED IMAGING S	202306	0883	8317	0.00	68.00
											0883	57483	AS2	1	6750	ART OF PROBLEM SOL	202306	0883	8317	0.00	920.00
											0883	57484	AS2	1	6834	URBAN, NICHOLAS	202306	0883	8317	0.00	130.00
											0883	57485	AS2	1	7697	MARISELA V NELSON II	202306	0883	8317	0.00	80.00
											0883	57485	AS2	1	7697	MARISELA V NELSON II	202306	0883	8317	0.00	305.00
											0883	57487	AS2	1	8143	SCRIBBLES SOFTWARE	202306	0883	8317	0.00	97.70
											0883	57488	AS2	1	8265	DOMINO'S PIZZA	202306	0883	8317	0.00	50.58
											0883	57490	AS2	1	1192	VERIZON WIRELESS	202306	0883	8317	0.00	389.45
											0883	57491	AS2	1	1012	SCHOOL SPECIALTY IN	202306	0883	8317	0.00	137.26
											0883	57492	AS2	1	1057	HILLYARD	202306	0883	8317	0.00	2,066.70
											0883	57492	AS2	1	1057	HILLYARD	202306	0883	8317	0.00	1,598.64
											0883	57492	AS2	1	1057	HILLYARD	202306	0883	8317	0.00	46.15
											0883	57492	AS2	1	1057	HILLYARD	202306	0883	8317	0.00	3,128.18
											0883	57492	AS2	1	1057	HILLYARD	202306	0883	8317	0.00	3,129.08
											0883	57493	AS2	1	1096	NASCO	202306	0883	8317	0.00	148.80
											0883	57494	AS2	1	1213	MINNESOTA CHILDREN	202306	0883	8317	0.00	819.00
											0883	57495	AS2	1	1269	T-MOBILE	202306	0883	8317	0.00	1,260.00
											0883	57496	AS2	1	2208	TECH/CHECK	202306	0883	8317	0.00	1,737.00
											0883	57498	AS2	1	4335	4 POINT 0 SCHOOL SEI	202306	0883	8317	0.00	99,265.43
											0883	57499	AS2	1	6279	SHI INTERNATIONAL C	202306	0883	8317	0.00	6,848.40
											0883	57500	AS2	1	6603	LANO EQUIPMENT -LOI	202306	0883	8317	0.00	664.89

# 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	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv		0883	57501	AS2	1	7697		MARISELA V NELSON II	0883	8317	0.00	80.00
											0883	57502	AS2	1	7872		SCHOOL EXEC CONNE	0883	8317	0.00	6,750.00
											0883	57503	AS2	1	8170	remit	US BANCORP GOVNT	0883	8317	0.00	7,569.12
											0883	57504	AS2	1	8439		COMMON THREAD CU	0883	8317	0.00	976.26
											0883	57505	AS2	1	8520		STAFFING PARTNERS,	0883	8317	0.00	18,200.00
											0883	57506	AS2	1	8522		NORTHSTAR CHAPTEF	0883	8317	0.00	50.00
											P306P1	0883	AS2	1	2006		US GOVERNMENT	0883	8317	0.00	110,125.32
											P306P1	0883	AS2	1	1962		MINNESOTA DEPT OF	0883	8317	0.00	18,923.09
											P306P1	0883	AS2	1	3370		MN CHILD SUPPORT	0883	8317	0.00	323.50
											P306P1	0883	AS2	1	1937		PUBLIC EMPLOYEES R	0883	8317	0.00	20,903.58
											P306P1	0883	AS2	1	1938		TRA	0883	8317	0.00	57,062.28
											P306P2	0883	AS2	1	2006		US GOVERNMENT	0883	8317	0.00	114,473.61
Account Total:																					
																				\$262.65	\$1,415,711.91
0883	B	02	101	000			F		Cash & Cash Equiv		0883	57314	AS2	1	4387		TAHER INC - BIN#	0883	8256	36,432.58	0.00
											0883	57314	AS2	1	4387		TAHER INC - BIN#	0883	8256	0.00	86,866.40
											0883	57314	AS2	1	4387		TAHER INC - BIN#	0883	8256	0.00	24,041.38
											0883	57314	AS2	1	4387		TAHER INC - BIN#	0883	8256	0.00	8,509.03
											0883	57314	AS2	1	4387		TAHER INC - BIN#	0883	8256	0.00	98,059.88
											0883	57446	AS2	1	4387		TAHER INC - BIN#	0883	8292	0.00	87,337.18
Account Total:																					
																				\$36,432.58	\$304,813.87
0883	B	04	101	000			F		Cash & Cash Equiv		0883	57312	AS2	1	4335		4 POINT 0 SCHOOL	0883	8256	0.00	1,591.68
											0883	57312	AS2	1	4335		4 POINT 0 SCHOOL	0883	8256	0.00	1,989.60
											0883	57319	AS2	1	6118		STMA GYMNASTICS	0883	8256	0.00	400.00
											0883	57333	AS2	1	8010		LANGUAGE LINE SERV	0883	8256	0.00	10.80
											0883	57339	AS2	1	6377		DISH	0883	8280	0.00	119.08
											0883	57346	AS2	1	1200		CUB FOODS	0883	8280	0.00	98.51
											0883	57346	AS2	1	1200		CUB FOODS	0883	8280	0.00	41.12
											0883	57346	AS2	1	1200		CUB FOODS	0883	8280	0.00	148.48
											0883	57354	AS2	1	2998		HEDELSON, DAWN	0883	8280	0.00	44.00
											0883	57363	AS2	1	6029		KIDZART	0883	8280	0.00	253.00
											0883	57364	AS2	1	6031		POSTMASTER	0883	8280	0.00	1,221.85
											0883	57372	AS2	1	7697		MARISELA V NELSON	0883	8280	0.00	80.00
											0883	57378	AS2	1	8225		PARTY CRASHERS RC	0883	8280	0.00	220.00
											0883	57444	AS2	1	4335		4 POINT 0 SCHOOL	0883	8292	0.00	1,591.68
											0883	57449	AS2	1	5416		GRIMM DESIGN, LLC	0883	8292	0.00	1,600.00
											0883	57456	AS2	1	7545		TEACHERS ON CALL	0883	8292	0.00	209.25
											0883	57460	AS2	1	7745		AHAI PROCESS, INC.	0883	8292	0.00	1,350.00

**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	57462	AS2	1	7804		MARCO PROMOS LLC	202306	0883	8292	0.00	34.99		
										0883	57475	AS2	1	1471		MCEA	202306	0883	8317	0.00	730.00		
										0883	57490	AS2	1	1192		VERIZON WIRELESS	202306	0883	8317	0.00	99.84		
										0883	57497	AS2	1	2473		SPECIAL SCHOOL DIST	202306	0883	8317	0.00	66.00		
										0883	57498	AS2	1	4335		4 POINT 0 SCHOOL SEI	202306	0883	8317	0.00	1,989.60		
Account Total:																						\$0.00	\$13,889.48
0883	B	06	101	000			F	Cash & Cash Equiv		0883	57335	AS2	1	8481		PRAIRIE RESTORATIO	202306	0883	8256	0.00	750.00		
										0883	57377	AS2	1	8068		remit NOBLE CONSERVATIO	202306	0883	8280	0.00	7,574.31		
										0883	57396	AS2	1	5165		ICS CONSULTING, INC	202306	0883	8292	0.00	7,499.86		
										0883	57417	AS2	1	8508		NEW LOOK CONTRAC	202306	0883	8292	0.00	22,759.62		
										0883	57417	AS2	1	8508		NEW LOOK CONTRAC	202306	0883	8292	0.00	480,883.58		
										0883	57450	AS2	1	5853		remit ALL STATE COMMUNIC	202306	0883	8292	0.00	19,500.00		
										0883	57450	AS2	1	5853		remit ALL STATE COMMUNIC	202306	0883	8292	0.00	33,138.50		
										0883	57450	AS2	1	5853		remit ALL STATE COMMUNIC	202306	0883	8292	0.00	45,895.00		
										0883	57452	AS2	1	5992		ECM PUBLISHERS, INC	202306	0883	8292	0.00	444.15		
Account Total:																						\$0.00	\$618,445.02
0883	B	07	101	000			F	Cash & Cash Equiv		0883	57357	AS2	1	4194		US BANK	202306	0883	8280	0.00	500.00		
Account Total:																						\$0.00	\$500.00
0883	B	21	101	000			F	Cash & Cash Equiv		0883	57311	AS2	1	4069		TAHO SPORTS WEAR	202306	0883	8256	0.00	228.00		
										0883	57346	AS2	1	1200		CUB FOODS	202306	0883	8280	0.00	38.70		
										0883	57347	AS2	1	1394		MBNA/BUSINESS CARL	202306	0883	8280	0.00	15.03		
										0883	57383	AS2	1	8444		ADVANTAGE SIGNS & C	202306	0883	8280	0.00	45.00		
										0883	57427	AS2	1	1012		SCHOOL SPECIALTY IN	202306	0883	8292	0.00	45.30		
										0883	57445	AS2	1	4335		4 POINT 0 SCHOOL SEI	202306	0883	8292	0.00	208.44		
										0883	57471	AS2	1	8519		WESTONKA BAND BOC	202306	0883	8292	0.00	200.00		
										0883	57479	AS2	1	6122		ANDYMARK, INC.	202306	0883	8317	0.00	335.11		
										0883	57486	AS2	1	7878		HERITAGE EMBROIDER	202306	0883	8317	0.00	2,250.00		
										0883	57489	AS2	1	8503		remit RUSS DAVIS WHOLES	202306	0883	8317	0.00	11,252.10		
										0883	57489	AS2	1	8503		remit RUSS DAVIS WHOLES	202306	0883	8317	0.00	416.76		
Account Total:																						\$0.00	\$15,034.44
Report Total:																						\$36,695.23	\$2,368,394.72



# Rockford ISD #0883 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Amount
AS2	57298			Wire	1	1962	MINNESOTA DEPT OF REVENUE		No	No	No	12/05/2022	192.76
AS2	57299			Wire	1	2006	US GOVERNMENT		No	No	No	12/05/2022	1,347.23
AS2	57300			Wire	1	1937	PUBLIC EMPLOYEES RETIREMENT AS		No	No	No	12/02/2022	969.51
AS2	P306P1	57507		Wire	1	2006	US GOVERNMENT		No	No	No	12/02/2022	110,125.32
AS2	P306P1	57508		Wire	1	1962	MINNESOTA DEPT OF REVENUE		No	No	No	12/02/2022	18,923.09
AS2	P306P1	57509		Wire	1	3370	MN CHILD SUPPORT PMT CENTER		No	No	No	12/02/2022	323.50
AS2	P306P1	57510		Wire	1	1937	PUBLIC EMPLOYEES RETIREMENT AS		No	No	No	12/05/2022	20,903.58
AS2	P306P1	57511		Wire	1	1938	TRA		No	No	No	12/05/2022	57,062.28
AS2	P306P2	57535		Wire	1	2006	US GOVERNMENT		No	No	No	12/16/2022	114,473.61
AS2	57312		103516	Check	1	4335	4 POINT 0 SCHOOL SERVICES		Yes	No	No	12/02/2022	163,499.58
AS2	57313		103517	Check	1	4335	4 POINT 0 SCHOOL SERVICES		Yes	No	No	12/02/2022	14,372.92
AS2	57321		103518	Check	1	6623	ADVANCED IMAGING SOLUTIONS		Yes	No	No	12/02/2022	5,718.00
AS2	57338		103519	Check	1	8502	ALEXANDRIA TECHNICAL & COMMUNIT		Yes	No	No	12/02/2022	1,359.72
AS2	57304		103520	Check	1	1181	CITY OF ROCKFORD		Yes	No	No	12/02/2022	1,574.64
AS2	57301		103521	Check	1	1007	CMERDC		Yes	No	No	12/02/2022	6,524.00
AS2	57327		103522	Check	1	7570	CST MN - BIN # 170065		Yes	No	No	12/02/2022	40,000.00
AS2	57328		103523	Check	1	7635	DEERE & COMPANY		Yes	No	No	12/02/2022	10,036.73
AS2	57325		103524	Check	1	7543	GRACENOTES LLC		Yes	No	No	12/02/2022	35.00
AS2	57334		103525	Check	1	8134	HEMMANN, MICHAEL	Ind/Sole Proprietor	Yes	No	No	12/02/2022	130.00
AS2	57336		103526	Check	1	8500	HINCKLEY-FINLAYSON HIGH SCHOOL		Yes	No	No	12/02/2022	100.00
AS2	57329		103527	Check	1	7681	INTERNATIONAL BACCALAUREATE OR		Yes	No	No	12/02/2022	17,136.00
AS2	57315		103528	Check	1	4613	KENNEDY AND GRAVEN		Yes	No	No	12/02/2022	2,209.00
AS2	57333		103529	Check	1	8010	LANGUAGE LINE SERVICES		Yes	No	No	12/02/2022	10.80
AS2	57330		103530	Check	1	7697	MARISELA V NELSON INTERPRETING		Yes	No	No	12/02/2022	465.00
AS2	57317		103531	Check	1	5795	MEDCO SURGICAL SUPPLY SERVICE		Yes	No	No	12/02/2022	0.82
AS2	57310		103532	Check	1	2216	MENARDS INC		Yes	No	No	12/02/2022	280.64
AS2	57307		103533	Check	1	1274	MINNESOTA DEPARTMENT OF HEALTH		Yes	No	No	12/02/2022	290.00
AS2	57324		103534	Check	1	7432	NORTH HENNEPIN COMMUNITY COLLE		Yes	No	No	12/02/2022	19,812.84
AS2	57323		103535	Check	1	7389	PIKET, JOSEPH		Yes	No	No	12/02/2022	130.00
AS2	57332		103536	Check	1	7924	PILOT, HEIDI		Yes	No	No	12/02/2022	180.00
AS2	57303		103537	Check	1	1020	PITNEY BOWES GLOBAL FINANCIAL SE		Yes	No	No	12/02/2022	903.54
AS2	57335		103538	Check	1	8481	PRAIRIE RESTORATION, INC.	C Corporation	Yes	No	No	12/02/2022	750.00
AS2	57305		103539	Check	1	1230	RATWIK, ROSZAK & MALONEY, P.A.		Yes	No	No	12/02/2022	39.00
AS2	57308		103540	Check	1	1522	ROTO-ROOTER INC		Yes	No	No	12/02/2022	2,047.10
AS2	57331		103541	Check	1	7710	SCHOLASTIC		Yes	No	No	12/02/2022	351.65
AS2	57316		103542	Check	1	5480	STANBURY UNIFORMS, INC		Yes	No	No	12/02/2022	8,201.60
AS2	57319		103543	Check	1	6118	STMA GYMNASTICS CLUB		Yes	No	No	12/02/2022	400.00
AS2	57314		103544	Check	1	4387	TAHER INC - BIN# 135092		Yes	No	No	12/02/2022	181,044.11
AS2	57311		103545	Check	1	4069	TAHO SPORTS WEAR		Yes	No	No	12/02/2022	228.00

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2		57326	103546	Check	1	7545	TEACHERS ON CALL		Yes	No	No	12/02/2022	5,458.04
AS2		57306	103547	Check	1	1269	T-MOBILE		Yes	No	No	12/02/2022	1,260.00
AS2		57309	103548	Check	1	1828	TRAEN, TODD		Yes	No	No	12/02/2022	255.00
AS2		57318	103549	Check	1	6110	TWIN CITY SCALE CO.		Yes	No	No	12/02/2022	52.50
AS2		57320	103550	Check	1	6288	UNITED STATES TREASURY		Yes	No	No	12/02/2022	2,221.62
AS2		57322	103551	Check	1	6834	URBAN, NICHOLAS		Yes	No	No	12/02/2022	130.00
AS2		57337	103552	Check	1	8501	VIGANT, LISA		Yes	No	No	12/02/2022	90.00
AS2		57302	103553	Check	1	1016	WRIGHT-HENNEPIN COOP. ELECTRIC		Yes	No	No	12/02/2022	353.40
AS2		57339	103554	Check	1	6377	DISH		Yes	No	No	12/06/2022	119.08
AS2		57340	103555	Check	1	1215	XCEL ENERGY		Yes	No	No	12/08/2022	22,320.82
AS2		57383	103556	Check	1	8444	ADVANTAGE SIGNS & GRAPHICS, INC	S Corporation	Yes	No	No	12/09/2022	45.00
AS2		57381	103557	Check	1	8399	AMPION PBC	C Corporation	Yes	No	No	12/09/2022	247.86
AS2		57376	103558	Check	1	7981	AT&T MOBILITY		Yes	No	No	12/09/2022	38.23
AS2		57358	103559	Check	1	4472	BOLLANT JOE		Yes	No	No	12/09/2022	130.00
AS2		57345	103560	Check	1	1180	CENTERPOINT ENERGY		Yes	No	No	12/09/2022	11,827.28
AS2		57370	103561	Check	1	7570	GST MN - BIN # 170065		Yes	No	No	12/09/2022	143,506.58
AS2		57346	103562	Check	1	1200	CUB FOODS		Yes	No	No	12/09/2022	740.25
AS2		57387	103563	Check	1	8507	FRIDLEY HIGH SCHOOL DANCE TEAM		Yes	No	No	12/09/2022	100.00
AS2		57369	103564	Check	1	6481	GRADY'S ACE HARDWARE		Yes	No	No	12/09/2022	2,245.51
AS2		57373	103565	Check	1	7738	GRANITE TELECOMMUNICATIONS, LLC		Yes	No	No	12/09/2022	755.24
AS2		57355	103566	Check	1	3254	H&B SPECIALIZED PRODUCTS, INC		Yes	No	No	12/09/2022	2,273.25
AS2		57386	103567	Check	1	8506	HANSON, CARLY	Ind/Sole Proprietor	Yes	No	No	12/09/2022	135.00
AS2		57354	103568	Check	1	2998	HEDELSON, DAWN		Yes	No	No	12/09/2022	44.00
AS2		57365	103569	Check	1	6054	HENNEPIN COUNTY TREASURER		Yes	No	No	12/09/2022	317.10
AS2		57371	103570	Check	1	7661	HILLER COMMERCIAL FLOORS		Yes	No	No	12/09/2022	73,850.80
AS2		57342	103571	Check	1	1057	HILLYARD		Yes	No	No	12/09/2022	3,066.45
AS2		57352	103572	Check	1	2323	HOUSE OF PRINT		Yes	No	No	12/09/2022	4,170.70
AS2		57379	103573	Check	1	8241	iHEALTH		Yes	No	No	12/09/2022	10,000.00
AS2		57356	103574	Check	1	3679	INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	12/09/2022	13.63
AS2		57385	103575	Check	1	8505	JOHNSON, EMILY	Ind/Sole Proprietor	Yes	No	No	12/09/2022	135.00
AS2		57343	103576	Check	1	1102	JW PEPPER		Yes	No	No	12/09/2022	99.99
AS2		57363	103577	Check	1	6029	KIDZART		Yes	No	No	12/09/2022	253.00
AS2		57368	103578	Check	1	6479	MAREK, MATTHEW	Ind/Sole Proprietor	Yes	No	No	12/09/2022	130.00
AS2		57372	103579	Check	1	7697	MARISELA V NELSON INTERPRETING		Yes	No	No	12/09/2022	650.00
AS2		57347	103580	Check	1	1394	MBNA/BUSINESS CARD		Yes	No	No	12/09/2022	6,176.16
AS2		57348	103581	Check	1	1394	MBNA/BUSINESS CARD		Yes	No	No	12/09/2022	156.12
AS2		57367	103582	Check	1	6356	MITEL NETSOLUTIONS		Yes	No	No	12/09/2022	4,322.01
AS2		57375	103583	Check	1	7771	MRI SOFTWARE, LLC		Yes	No	No	12/09/2022	14.00
AS2		57374	103584	Check	1	7751	NATIONAL BUSINESS FURNITURE, LLC		Yes	No	No	12/09/2022	41,750.40

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Amount
AS2	57377	103585	8068	Check	1	remit	NOBLE CONSERVATION SOLUTIONS		Yes	No	No	12/09/2022	7,574.31
AS2	57378	103586	8225	Check	1		PARTY CRASHERS RC RACING	Ind/Sole Proprietor	Yes	No	No	12/09/2022	220.00
AS2	57364	103587	6031	Check	1		POSTMASTER		Yes	No	No	12/09/2022	1,221.85
AS2	57361	103588	5252	Check	1		PROFESSIONAL WIRELESS COMMUNIK		Yes	No	No	12/09/2022	3,412.00
AS2	57382	103589	8402	Check	1		REPUBLIC SERVICES, INC.	C Corporation	Yes	No	No	12/09/2022	2,646.97
AS2	57344	103590	1152	Check	1		RESOURCE TRAINING & SOLUTIONS		Yes	No	No	12/09/2022	360.00
AS2	57366	103591	6103	Check	1		SCHEFF, GREG		Yes	No	No	12/09/2022	130.00
AS2	57350	103592	1489	Check	1	Remit	SCHOOL SPECIALTY		Yes	No	No	12/09/2022	62.35
AS2	57351	103593	1933	Check	1		SCSU - SENIOR TO SOPHOMORE		Yes	No	No	12/09/2022	13,200.00
AS2	57384	103594	8466	Check	1		SYLVIA P SPORTSWEAR LLC	C Corporation	Yes	No	No	12/09/2022	4,740.80
AS2	57360	103595	5149	Check	1		TOLL COMPANY		Yes	No	No	12/09/2022	23.28
AS2	57380	103596	8261	Check	1		TOTAL NETWORK, INC.	S Corporation	Yes	No	No	12/09/2022	2,292.50
AS2	57359	103597	4719	Check	1		TRACTOR SUPPLY CREDIT PLAN		Yes	No	No	12/09/2022	1,073.04
AS2	57362	103598	5547	Check	1		UPS		Yes	No	No	12/09/2022	13.70
AS2	57357	103599	4194	Check	1		US BANK		Yes	No	No	12/09/2022	500.00
AS2	57349	103600	1424	Check	1		WEST MUSIC	S Corporation	Yes	No	No	12/09/2022	201.00
AS2	57353	103601	2897	Check	1		WOOD, NICOLE	Ind/Sole Proprietor	Yes	No	No	12/09/2022	135.00
AS2	57341	103602	1016	Check	1		WRIGHT-HENNEPIN COOP. ELECTRIC		Yes	No	No	12/09/2022	83.85
AS2	57418	103603	8509	Check	1		AMERICAN PAYROLL ASSOCIATION		Yes	No	No	12/16/2022	275.00
AS2	57411	103604	8390	Check	1		BLUUM OF MINNESOTA, LLC		Yes	No	No	12/16/2022	1,155.04
AS2	57392	103605	4138	Check	1		BROUGH, TONY		Yes	No	No	12/16/2022	135.00
AS2	57425	103606	8516	Check	1		BROWN, CHRISTOPHER	Ind/Sole Proprietor	Yes	No	No	12/16/2022	130.00
AS2	57419	103607	8510	Check	1		CHECKAL, TREVOR	Ind/Sole Proprietor	Yes	No	No	12/16/2022	130.00
AS2	57404	103608	7480	Check	1		CORPORATE MECHANICAL, INC.		Yes	No	No	12/16/2022	7,223.00
AS2	57402	103609	6826	Check	1		DAY, ROGER		Yes	No	No	12/16/2022	130.00
AS2	57413	103610	8440	Check	1		EMI/AUDIO	S Corporation	Yes	No	No	12/16/2022	325.00
AS2	57393	103611	4496	Check	1		FLIGHT DECK ATHLETICS	S Corporation	Yes	No	No	12/16/2022	2,515.00
AS2	57412	103612	8438	Check	1		GOODWAY TECHNOLOGIES CORPORA	C Corporation	Yes	No	No	12/16/2022	2,121.43
AS2	57400	103613	6471	Check	1		GREEN, NICOLE	Ind/Sole Proprietor	Yes	No	No	12/16/2022	135.00
AS2	57421	103614	8512	Check	1		GRUENHAGEN, JACOB	Ind/Sole Proprietor	Yes	No	No	12/16/2022	66.00
AS2	57403	103615	7414	Check	1		HAAS, CASEY		Yes	No	No	12/16/2022	130.00
AS2	57409	103616	7878	Check	1		HERITAGE EMBROIDERY & DESIGN		Yes	No	No	12/16/2022	372.00
AS2	57388	103617	1057	Check	1		HILLYARD		Yes	No	No	12/16/2022	34.65
AS2	57396	103618	5165	Check	1		ICS CONSULTING, INC		Yes	No	No	12/16/2022	7,499.86
AS2	57390	103619	3679	Check	1	remit	INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	12/16/2022	151.56
AS2	57394	103620	4673	Check	1		INTEGRIPRINT		Yes	No	No	12/16/2022	1,390.12
AS2	57389	103621	1882	Check	1		ISD 111-WATERTOWN-MAYER		Yes	No	No	12/16/2022	200.00
AS2	57420	103622	8511	Check	1		KOSEK, GARY	Ind/Sole Proprietor	Yes	No	No	12/16/2022	130.00
AS2	57401	103623	6603	Check	1		LANO EQUIPMENT -LORETTO		Yes	No	No	12/16/2022	5,315.00

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2		57423	103624	Check	1 8514		MCLEAN, JON	Ind/Sole Proprietor	Yes	No	No	12/16/2022	130.00
AS2		57405	103625	Check	1 7608		MOYNAGH, ROBERT JR.	Ind/Sole Proprietor	Yes	No	No	12/16/2022	66.00
AS2		57426	103626	Check	1 8517		MURLOWSKI, SCOTT	Ind/Sole Proprietor	Yes	No	No	12/16/2022	130.00
AS2		57417	103627	Check	1 8508		NEW LOOK CONTRACTING, INC	S Corporation	Yes	No	No	12/16/2022	503,643.20
AS2		57408	103628	Check	1 7849		NIESEN, ALI	Ind/Sole Proprietor	Yes	No	No	12/16/2022	135.00
AS2		57410	103629	Check	1 8129		NORMAN, NATHAN	Ind/Sole Proprietor	Yes	No	No	12/16/2022	99.00
AS2		57424	103630	Check	1 8515		PETERSEN, THEODORE	Ind/Sole Proprietor	Yes	No	No	12/16/2022	99.00
AS2		57398	103631	Check	1 5941		POLITZ, JORDAN	Ind/Sole Proprietor	Yes	No	No	12/16/2022	130.00
AS2		57397	103632	Check	1 5252		PROFESSIONAL WIRELESS COMMUNIK		Yes	No	No	12/16/2022	195.54
AS2		57395	103633	Check	1 4937		RUSSELL SECURITY RESOURCE INC		Yes	No	No	12/16/2022	160.00
AS2		57391	103634	Check	1 3880		SCHERBER DREW		Yes	No	No	12/16/2022	130.00
AS2		57415	103635	Check	1 8498		SCHMITT MUSIC ANOKA		Yes	No	No	12/16/2022	1,042.52
AS2		57399	103636	Check	1 6282		SOUTHWEST METRO EDUCATIONAL C		Yes	No	No	12/16/2022	2,167.20
AS2		57406	103637	Check	1 7778		TEAMWORKS INTERNATIONAL, INC		Yes	No	No	12/16/2022	350.00
AS2		57416	103638	Check	1 8504		TERPSTRA, LYNN MARIE		Yes	No	No	12/16/2022	180.00
AS2		57407	103639	Check	1 7786	REMIT	TERRAFORM PHOENIX II ARCADIA	Ind/Sole Proprietor	Yes	No	No	12/16/2022	97.88
AS2		57422	103640	Check	1 8513		VON HOLDT, TROY	C Corporation	Yes	No	No	12/16/2022	85.00
AS2		57414	103641	Check	1 8492	remit	YANKA INDUSTRIES, INC.		Yes	No	No	12/16/2022	855.00
AS2		57444	103642	Check	1 4335		4 POINT 0 SCHOOL SERVICES		Yes	No	No	12/19/2022	73,090.64
AS2		57445	103643	Check	1 4335		4 POINT 0 SCHOOL SERVICES		Yes	No	No	12/19/2022	4,962.21
AS2		57460	103644	Check	1 7745		AHAI PROCESS, INC.		Yes	No	No	12/19/2022	1,350.00
AS2		57450	103645	Check	1 5853	remit	ALL STATE COMMUNICATIONS, INC		Yes	No	No	12/19/2022	98,533.50
AS2		57432	103646	Check	1 1132		APPLE COMPUTER INC		Yes	No	No	12/19/2022	996.00
AS2		57453	103647	Check	1 6015		AWARDS DIRECT - DIRECT IMPRESSIC		Yes	No	No	12/19/2022	22.79
AS2		57485	103648	Check	1 8390		BLUUM OF MINNESOTA, LLC		Yes	No	No	12/19/2022	3,146.58
AS2		57455	103649	Check	1 7480		CORPORATE MECHANICAL, INC.		Yes	No	No	12/19/2022	6,820.00
AS2		57457	103650	Check	1 7570		CST MN - BIN # 170065		Yes	No	No	12/19/2022	40,000.00
AS2		57452	103651	Check	1 5992		ECM PUBLISHERS, INC.		Yes	No	No	12/19/2022	707.35
AS2		57449	103652	Check	1 5416		GRIMM DESIGN, LLC		Yes	No	No	12/19/2022	1,600.00
AS2		57442	103653	Check	1 3824		HANOVER INSURANCE GROUP		Yes	No	No	12/19/2022	34,257.42
AS2		57429	103654	Check	1 1057		HILLYARD		Yes	No	No	12/19/2022	117.00
AS2		57441	103655	Check	1 3679	remit	INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	12/19/2022	15.16
AS2		57431	103656	Check	1 1102		JW PEPPER		Yes	No	No	12/19/2022	96.44
AS2		57437	103657	Check	1 1437		KOVISTO ELECTRICAL		Yes	No	No	12/19/2022	2,005.00
AS2		57451	103658	Check	1 5974		KULLY SUPPLY		Yes	No	No	12/19/2022	95.58
AS2		57463	103659	Check	1 8010		LANGUAGE LINE SERVICES		Yes	No	No	12/19/2022	13.50
AS2		57468	103660	Check	1 8489		LAURSEN PIANO SERVICE		Yes	No	No	12/19/2022	120.00
AS2		57462	103661	Check	1 7804		MARCO PROMOS LLC	LLC - S Corp	Yes	No	No	12/19/2022	34.99
AS2		57459	103662	Check	1 7697		MARISELA V NELSON INTERPRETING		Yes	No	No	12/19/2022	140.00

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2	57428	103663	103663	Check	1	1039	MINNESOTA ELEVATOR, INC		Yes	No	No	12/19/2022	469.42
AS2	57469	103664	103664	Check	1	8499	MINNETONKA HIGH SCHOOL		Yes	No	No	12/19/2022	275.00
AS2	57436	103665	103665	Check	1	1154	MSBA		Yes	No	No	12/19/2022	1,095.00
AS2	57430	103666	103666	Check	1	1096	NASCO		Yes	No	No	12/19/2022	640.88
AS2	57461	103667	103667	Check	1	7751	NATIONAL BUSINESS FURNITURE, LLC		Yes	No	No	12/19/2022	1,412.08
AS2	57454	103668	103668	Check	1	6913	NEE INVESTMENT 9, LLC		Yes	No	No	12/19/2022	220.77
AS2	57433	103669	103669	Check	1	1152	RESOURCE TRAINING & SOLUTIONS		Yes	No	No	12/19/2022	105.00
AS2	57434	103670	103670	Check	1	1152	RESOURCE TRAINING & SOLUTIONS		Yes	No	No	12/19/2022	320.00
AS2	57435	103671	103671	Check	1	1152	RESOURCE TRAINING & SOLUTIONS		Yes	No	No	12/19/2022	1,350.00
AS2	57447	103672	103672	Check	1	4535	ROCKFORD/GREENFIELD CHAMBER O		Yes	No	No	12/19/2022	125.00
AS2	57448	103673	103673	Check	1	4937	RUSSELL SECURITY RESOURCE INC		Yes	No	No	12/19/2022	240.00
AS2	57443	103674	103674	Check	1	3880	SCHERBER DREW		Yes	No	No	12/19/2022	130.00
AS2	57470	103675	103675	Check	1	8518	SCHLENNER WENNER & CO.	S Corporation	Yes	No	No	12/19/2022	22,000.00
AS2	57467	103676	103676	Check	1	8422	SCHOOL BUSINESS MANAGEMENT SE	Ind/Sole Proprietor	Yes	No	No	12/19/2022	3,056.25
AS2	57427	103677	103677	Check	1	1012	SCHOOL SPECIALTY INC		Yes	No	No	12/19/2022	45.30
AS2	57446	103678	103678	Check	1	4387	TAHER INC - BIN# 135092		Yes	No	No	12/19/2022	87,337.18
AS2	57456	103679	103679	Check	1	7545	TEACHERS ON CALL		Yes	No	No	12/19/2022	18,076.14
AS2	57440	103680	103680	Check	1	2208	TECH/CHECK		Yes	No	No	12/19/2022	1,344.00
AS2	57466	103681	103681	Check	1	9405	TIREWIZ LLC	LLC - S Corp	Yes	No	No	12/19/2022	1,304.18
AS2	57464	103682	103682	Check	1	8261	TOTAL NETWORK, INC.	S Corporation	Yes	No	No	12/19/2022	290.00
AS2	57438	103683	103683	Check	1	1828	TRAEN, TODD		Yes	No	No	12/19/2022	130.00
AS2	57471	103684	103684	Check	1	8519	WESTONKA BAND BOOSTERS		Yes	No	No	12/19/2022	200.00
AS2	57439	103685	103685	Check	1	1841	WRIGHT TECHNICAL CENTER		Yes	No	No	12/19/2022	2,553.96
AS2	57458	103686	103686	Check	1	7629	ZORO		Yes	No	No	12/19/2022	7,432.98
AS2	57482	103687	103687	Check	1	6623	ADVANCED IMAGING SOLUTIONS		Yes	No	No	12/21/2022	68.00
AS2	57479	103688	103688	Check	1	6122	ANDYMARK, INC.		Yes	No	No	12/21/2022	335.11
AS2	57483	103689	103689	Check	1	6750	ART OF PROBLEM SOLVING		Yes	No	No	12/21/2022	920.00
AS2	57473	103690	103690	Check	1	1180	CENTERPOINT ENERGY		Yes	No	No	12/21/2022	7,189.75
AS2	57478	103691	103691	Check	1	5507	CITY OF GREENFIELD WATER & SEWE		Yes	No	No	12/21/2022	958.90
AS2	57477	103692	103692	Check	1	5274	DECKER, DUSTY		Yes	No	No	12/21/2022	130.00
AS2	57488	103693	103693	Check	1	8265	DOMINO'S PIZZA		Yes	No	No	12/21/2022	50.58
AS2	57486	103694	103694	Check	1	7878	HERITAGE EMBROIDERY & DESIGN		Yes	No	No	12/21/2022	2,250.00
AS2	57474	103695	103695	Check	1	1290	ISD 466 DASSEL-COKATO		Yes	No	No	12/21/2022	250.00
AS2	57481	103696	103696	Check	1	6603	LANO EQUIPMENT -LORETTO		Yes	No	No	12/21/2022	377.07
AS2	57485	103697	103697	Check	1	7697	MARISELA V NELSON INTERPRETING		Yes	No	No	12/21/2022	385.00
AS2	57475	103698	103698	Check	1	1471	MCEA		Yes	No	No	12/21/2022	730.00
AS2	57472	103699	103699	Check	1	1128	rSchoolToday (DWC)		Yes	No	No	12/21/2022	689.00
AS2	57489	103700	103700	Check	1	8503	RUSS DAVIS WHOLESale, INC.	S Corporation	Yes	No	No	12/21/2022	11,668.86
AS2	57476	103701	103701	Check	1	1719	SCHOLASTIC BOOK FAIRS		Yes	No	No	12/21/2022	7,227.26

# 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		57487	103702	Check	1 8143		SCRIBBLES SOFTWARE	C Corporation	Yes	No	No	12/21/2022	97.70
AS2		57480	103703	Check	1 6282		SOUTHWEST METRO EDUCATIONAL C		Yes	No	No	12/21/2022	4,189.92
AS2		57484	103704	Check	1 6834		URBAN, NICHOLAS		Yes	No	No	12/21/2022	130.00
AS2		57490	103705	Check	1 1192		VERIZON WIRELESS		Yes	No	No	12/27/2022	489.29
AS2		57498	103706	Check	1 4335		4 POINT 0 SCHOOL SERVICES		Yes	No	No	12/29/2022	101,255.03
AS2		57504	103707	Check	1 8439		COMMON THREAD CUSTOM APPAREL	LLC - S Corp	Yes	No	No	12/29/2022	976.26
AS2		57492	103708	Check	1 1057		HILLYARD		Yes	No	No	12/29/2022	9,968.75
AS2		57500	103709	Check	1 6603		LANO EQUIPMENT -LORETTO		Yes	No	No	12/29/2022	664.89
AS2		57501	103710	Check	1 7697		MARISELA V NELSON INTERPRETING		Yes	No	No	12/29/2022	80.00
AS2		57494	103711	Check	1 1213		MINNESOTA CHILDREN'S MUSEUM		Yes	No	No	12/29/2022	819.00
AS2		57493	103712	Check	1 1096		NASCO		Yes	No	No	12/29/2022	148.80
AS2		57506	103713	Check	1 8522		NORTHSTAR CHAPTER OF THE AMERI		Yes	No	No	12/29/2022	50.00
AS2		57502	103714	Check	1 7872		SCHOOL EXEC CONNECT, LLC		Yes	No	No	12/29/2022	6,750.00
AS2		57491	103715	Check	1 1012		SCHOOL SPECIALTY INC		Yes	No	No	12/29/2022	137.26
AS2		57499	103716	Check	1 6279		SHI INTERNATIONAL CORP.		Yes	No	No	12/29/2022	6,848.40
AS2		57497	103717	Check	1 2473		SPECIAL SCHOOL DISTRICT #1		Yes	No	No	12/29/2022	66.00
AS2		57505	103718	Check	1 8520		STAFFING PARTNERS, INC	S Corporation	Yes	No	No	12/29/2022	18,200.00
AS2		57496	103719	Check	1 2208		TECH/CHECK		Yes	No	No	12/29/2022	1,737.00
AS2		57495	103720	Check	1 1269		T-MOBILE		Yes	No	No	12/29/2022	1,260.00
AS2		57503	103721	Check	1 8170	remit	US BANCORP GOVNT LEASING & FINA	C Corporation	Yes	No	No	12/29/2022	7,569.12

Bank Total: \$2,331,699.49

Report Total: \$2,331,699.49



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

**Subject: Open Enrollments**

Meeting Date: January 23, 2023

Prepared by: Business Office

Date Prepared: January 17, 2023

Information    
  Briefing    
  Action    
  Enclosure Item(s)

**Resident Students Attending Other Schools**

Grade	Non-Resident District	Number	Date Effective	Address Change/New Enrollment
8	Delano	879	9/6/2022	family move; want to stay enrolled at Delano
3	Osseo	279	10/1/2022	family move, want to stay enrolled at Osseo
9	Richfield	280	9/6/2022	previously attended Richfield

**Non-Resident Students Attending Rockford**

Grade	Resident District	Number	Date Effective	Address Change/New Enrollment
HK	Forest Lake	831	9/6/2022	previously attended Rockford for ECSE
11	Buffalo Hanover Montrose	877	9/6/2022	family move; wanted to stay enrolled at Rockford
KE	Buffalo Hanover Montrose	877	10/3/2022	family move; wanted to stay enrolled at Rockford

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: Memorandum of Agreement – Student Service Grid Time**

Meeting Date: January 23, 2023

Prepared by: Director of Teaching & Learning Robert Danneker

Date Prepared: January 18, 2023

Information

Briefing

Action

Enclosure Item(s)

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The attached Memorandum of Agreement (MOA) is between the District and the teachers' bargaining unit (Education Minnesota – Rockford) regarding Student Service Grid Time.

The MOA seeks to provide short-term relief to Special Education teachers assigned to Rockford High School through the end of the 2022-23 school year.

This MOA is the product of a collaborative effort between the District and EM-R to appropriately address student service grid time that these teachers are providing during the contracted prep time.

**Memorandum of Agreement  
Student Service Grid Time**

It is hereby agreed between Rockford Area Schools Independent School District #883, (hereafter "District") and Education Minnesota - Rockford (hereafter "Union") agree to the following:

WHEREAS, the Union and the District are parties to a collective bargaining agreement ("CBA") governing the negotiated terms and conditions of Preparation Time (Article XII);

WHEREAS, due to an ongoing Special Education vacancy at Rockford High School, daily Special Education teacher schedules have been revised beginning November 14, 2022;

WHEREAS, Special Education teachers at Rockford High School have some students who require direct service minutes on their student service grid;

WHEREAS, Special Education teachers at Rockford High School have been using a portion of their contracted prep time to provide service minutes on their student service grid beginning November 14, 2022;

NOW, THEREFORE, the Union and the District agree as follows:

1. From November 14, 2022 through the completion of the 2022-23 school year, Special Education teachers at Rockford High School will be financially reimbursed for use of preparation time to provide service minutes on their student service grid
  - a. Special Education teachers at Rockford High School will record the number of minutes of their preparation time that are used for service minutes on their student service grid; these records should be easily shared with the building principal and the Special Education coordinator
  - b. Special Education teachers at Rockford High School will complete payroll vouchers for preparation time lost to service minutes on their student service grid at the individual teacher's pro-rata contracted rate
2. From the date of Board action of this MOA through the completion of the 2022-23 school year, Special Education teachers at Rockford High School will be provided with one half-day each calendar month in order to complete Special Education paperwork that might have otherwise been completed during preparation time
  - a. The use of these half-days will be coordinated by the building principal for the purposes of efficiently scheduling and financing substitute coverage

This Memorandum of Agreement is entered into as part of the Agreement between Rockford Area Schools Independent School District #883, and Education Minnesota - Rockford. Both parties acknowledge this Memorandum of Agreement shall not constitute a precedent in the future enforcement of all its terms and provisions.

This Memorandum of Agreement will expire on June 30, 2023.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Agreement as follows:

For:  
Education Minnesota - Rockford

  
Co-President

  
Co-President

  
Negotiations Representative

Dated: 1/18/23

For:  
Rockford Area Schools Ind Sch Dist #883

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
School Board Vice Chair

\_\_\_\_\_  
Superintendent

Dated: \_\_\_\_\_



ROCKFORD AREA SCHOOLS  
INDEPENDENT SCHOOL DISTRICT 883  
BOARD OF EDUCATION

ITEM: 6A

**Subject: Celebration - REAMS**

Meeting Date: January 23, 2023

Prepared by: Brenda Nyhus

Date Prepared: January 17, 2023

Information       Briefing       Action       Enclosure Item(s)

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**REAMS Celebration**

Students in third grade have been working on Gullah stick pounding. Arts coordinator and music teacher, Mr. Eliason, along with some third grade students, will share the connection between the Arts focus, the core curriculum, and the artist in residence experience that the students receive as they learn this technique.



ROCKFORD AREA SCHOOLS  
INDEPENDENT SCHOOL DISTRICT 883  
BOARD OF EDUCATION

ITEM: 6A

**Subject: Elementary Principal's Report**

Meeting Date: January 23, 2023

Prepared by: Brenda Nyhus

Date Prepared: January 17, 2023

Information       Briefing       Action       Enclosure Item(s)

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**REAMS SIP Plan Update**

**Strategic Directions**

**A. Improving our educational programs and partnerships**

*REAMS staff will collaborate with EL teachers to use best practices and strategies to meet the learning needs of students who receive EL services.*

**B. Aligning and developing proactive training and response protocol for increased safety and security**

*REAMS staff will have ongoing ALICE training, communication with families, and practice strategies with students to promote better school safety and preparedness.*

**C. Improving supports for students and their learning**

*REAMS staff will improve support for student learning and social emotional learning by utilizing the MTSS process with fidelity and working to help all students feel a sense of belonging at REAMS.*



**ROCKFORD AREA SCHOOLS  
INDEPENDENT SCHOOL DISTRICT 883**

**BOARD OF EDUCATION**

**D. Strengthening instructional practices, processes, curriculum and assessment**

*The REAMS teachers will update Curriculum Maps and Arts Maps to reflect current standards and Arts infused lessons/units.*

**E. Improving parent, community and staff awareness and engagement**

*100% of teachers will increase communication about REAMS as a Magnet Program and the children they serve.*



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

**Subject: Teaching & Learning Update for January 2023**

Meeting Date: January 23, 2023

Prepared by: Director of Teaching & Learning Robert Danneker

Date Prepared: January 18, 2023

Information       Briefing       Action       Enclosure Item(s)

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Director of Teaching & Learning Danneker will provide the Board with a department update as of January 2023.

Topics will include:

- Professional Development activities from January 16 and January 23, 2023
- QComp program mid-year update
- World's Best WorkForce (WBWF) / Achievement & Intergration (A&I) Combined Report submitted to MDE in December 2022
- Assessment update, including REAMS Winter Fast progress monitoring



# Teaching & Learning Update

Robert Danneker, Director of Teaching & Learning



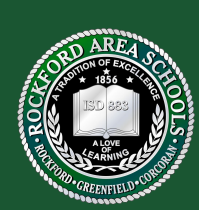
*In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally minded citizens*



# Teaching & Learning Update (Jan 23 2023)

## Agenda

- Review January 16 and January 23 Professional Development
- Review QComp progress for 2022-23
- Review 2021-22 MDE Combined World's Best WorkForce (WBWF) / Achievement & Integration (A&I) Progress Report
- Review REAMS Winter FAST Data and RAS Assessment Calendar



# Professional Development Day: Jan 16 2023

Mon Jan 16	All
7:20 - 8:00am	Light Breakfast (@ RHS)
8:00 - 8:30am	<b>RocketCamp</b>
8:30 - 9:00am	@ RHS
9:00 - 9:30am	
9:30 - 10:00am	
10:00 - 10:30am	
10:30 - 11:00am	
11:00 - 11:30am	
11:30am - 12noon	
12noon - 12:30pm	<b>Lunch</b>
12:30 - 1:00pm	
1:00 - 1:30pm	<b>Vertical Alignment</b>
1:30 - 2:00pm	@ RHS
2:00 - 2:30pm <sup>46</sup>	
2:30 - 3:00pm	<b>Mid-Year SIP Check-In</b>
3:00 - 3:20pm	@ Home Building



# Professional Development Day: Jan 16 2023

**RocketCamp:** Professional development event that leverages the knowledge and experiences of teachers by allowing them to determine the topics of presentation

## By the Numbers:

- 4 sessions
- 16 courses
- 31 presentations



# Professional Development Day: Jan 16 2023

## Feedback:

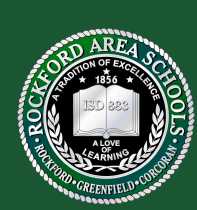
*FANTASTIC! So many ideas and strategies that are super easy to implement. Kimberly was an outstanding presenter!!!*

*I enjoyed learning new ways to connect with my EL students!*

*Awesome! Already used the bend the line activity and my kids loved it.*

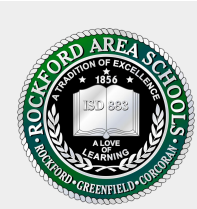
*I really loved this because I feel this in one area that students need to be taught more about but is also one area that is mostly missed. I am looking forward to trying to implement things I learned into the classroom.*

*I was challenged to try something that makes me uncomfortable. It was a great reminder of something to be able to inspire and stretch student growth and learning.*



# Professional Development Day: Jan 23 2023

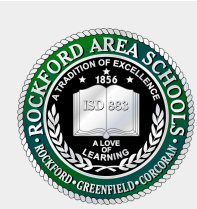
Mon Jan 23	REAMS	RMS-CES	RHS
7:20 - 8:00am	PD: Reading Prep	PD: Reading Prep	PD: Reading Prep
8:00 - 8:30am	@REAMS	@RHS	@RHS
8:30 - 9:00am			
9:00 - 9:30am	PD: ELL	PD: ELL	PD: ELL
9:30 - 10:00am	@REAMS	@RHS	@RHS
10:00 - 10:30am			
10:30 - 11:00am	Principal Directed Time	PD: MCA Proctor Training	PD: MCA Proctor Training
11:00 - 11:30am		@RHS	@RHS
11:30am - 12noon	PD: MCA Proctor Training	Principal Directed Time	Principal Directed Time
12noon - 12:30pm	@REAMS		
12:30 - 1:00pm	Lunch	Lunch	Lunch
1:00 - 1:20pm			
1:20 - 2:00pm	Teacher Directed Time	Teacher Directed Time	Teacher Directed Time
2:00 - 2:30pm			
2:30 - 3:00pm			
3:00 - 3:20pm			



# QComp Progress for 2022-23

## General progress:

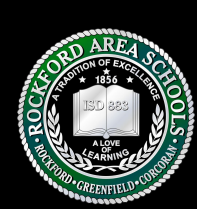
*PLC groups have been productive in their focus areas and continue to collaborate to meet the needs of all students. Many of the groups have enjoyed the freedom to look at their data and choose an area of focus. This model has allowed many groups to focus on social emotional needs for their students. The MTSS model has given teachers a toolbox of strategies at the Tier 1 and Tier 2 level to address those needs.*



# QComp Progress for 2022-23

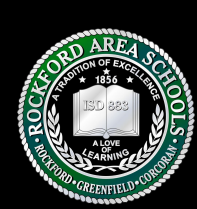
## Timely completion of mandates:

- *All PLC groups have completed inter-rater reliability*
- *All PLC groups have completed the necessary reflection and feedback forms required by the QComp plan thus far in the year.*
- *First round observations have been completed by instructional coaches and second round observations by PLC leaders are in-process.*
- *All individual goals have been received, reviewed and approved. We have done one round of check-ins on individual goals.*
- *Building goals were set using FAST<sup>51</sup> in the fall.*



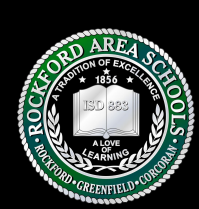
# 2021-22 MDE Combined WBWF / A&I Progress Report

- The Minnesota Department of Education (MDE) requires all schools to report annually (prior to December 15) on their on the five World's Best WorkForce Goals
  - Goal 1: All children are ready for school
  - Goal 2: All third-graders can read at grade level
  - Goal 3: All racial and economic achievement gaps between students are closed
  - Goal 4: All students are ready for career and college
  - Goal 5: All students graduate from high school



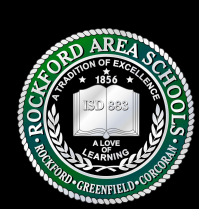
# 2021-22 MDE Combined WBWF / A&I Progress Report

- The Minnesota Department of Education (MDE) requires all schools participating in Achievement & Integration (A&I) to report annually (prior to December 15) on their on the three goals identified in their locally-adopted plan
  - Goal 1: The percentage of all students (including those enrolled in FRP) in grades 1-4 measured as "low risk" or "on track" on FAST aReading will increase from 72% to 81% in the fall of 2023.
  - Goal 2: Rockford Area Schools will increase enrollment of students in our magnet programs by 10 students per year while increasing participation in NWSISD-sponsored activities by 5% for each of the next three years.
  - Goal 3: By 2023, 90% of RAS teachers will be trained in ENVoY and will complete Culturally Responsive Classroom training.



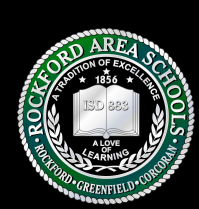
# 2021-22 MDE Combined WBWF / A&I Progress Report

- WBWF Results
  - Goal 1: All children are ready for school
    - 90% of 4 and 5 year-olds enrolled in the Launching Pad preschool will meet or exceed the literacy proficiency benchmark as measured by the Teaching Strategies GOLD Assessment.
    - Result: 92%
      - Goal Met (one year goal)



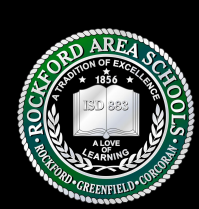
# 2021-22 MDE Combined WBWF / A&I Progress Report

- **WBWF Results**
  - **Goal 2: All third-graders can read at grade level**
    - All K-3 teachers will provide a minimum of 90 minutes of core Language Arts instruction to all students in grades K-3 as measured by each teacher's daily schedule during the 2021-22 school year.
    - **Result: All K-3 teachers provided a minimum of 90 minutes of core Language Arts instruction to all students in grades K-3 as measured by each teacher's daily schedule during the 2021-22 school year.**
      - **Goal Met (one year goal)**



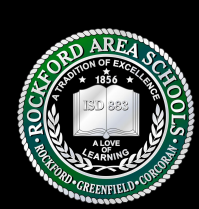
# 2021-22 MDE Combined WBWF / A&I Progress Report

- WBWF Results
  - Goal 3: All racial and economic achievement gaps between students are closed
    - 60% of students in grades K-4 (REAMS) will meet or exceed as measured by FAST aReading.
    - Result: 67% of students in grades K-4 (REAMS) met or exceeded as measured by FAST aReading. (Previous: 64% met/exceeded in 2020-21)
      - On Track (multi-year goal)



# 2021-22 MDE Combined WBWF / A&I Progress Report

- WBWF Results
  - Goal 3: All racial and economic achievement gaps between students are closed
    - 70% of students in grades 5-8 (RMS-CES) will meet or exceed as measured by FAST aReading
    - Result: 70% of students in grades 5-8 (RMS-CES) met or exceeded as measured by FAST aReading. (Previous: 70% met/exceeded in 2020-21)
      - On Track (multi-year goal)



# 2021-22 MDE Combined WBWF / A&I Progress Report

- **WBWF Results**
  - Goal 3: All racial and economic achievement gaps between students are closed
    - 57% of students in grades 9-10 (RHS) will meet or exceed as measured by FAST aReading
    - Result: 69% of students in grades 9-10 (RHS) met or exceeded as measured by FAST aReading. (Previous: 59% met/exceeded in 2020-21)
      - On Track (multi-year goal)

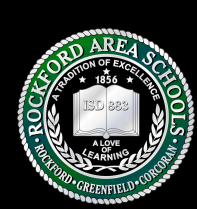


# 2021-22 MDE Combined WBWF / A&I Progress Report

- WBWF Results

- Goal 4: All students are ready for career and college

- The percentage of RHS graduates enrolling in postsecondary programs will meet or exceed 81%
- Result: The percentage of RHS graduates enrolling in postsecondary programs was 76% in 2021-22. (Previous: The percentage of RHS graduates enrolling in postsecondary programs was 89% in 2020-21).
  - Goal Not Met (one year goal)



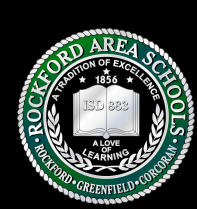
# 2021-22 MDE Combined WBWF / A&I Progress Report

- WBWF Results
  - Goal 5: All students graduate from high school
    - Rockford High School (RHS) will continue to improve its graduation rate each year until it consistently reaches above 90%.
    - Result: The RHS graduation rate for the 2021-22 school year has not yet been posted by MDE. We will update this section when that data becomes available. (Previous: The RHS graduation rate for the 2020-21 school year was 95.9%)
      - On Track (multi-year goal)



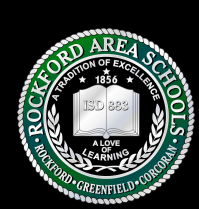
# 2021-22 MDE Combined WBWF / A&I Progress Report

- A&I Results
  - Goal 1: The percentage of all students (including those enrolled in FRP) in grades 1-4 measured as "low risk" or "on track" on FAST aReading will increase from 72% to 81% in the fall of 2023
    - Result: 2021-22: 61% in "low risk" or "on track"
      - Not on Track



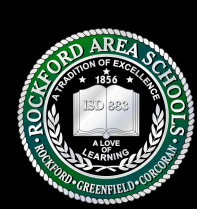
# 2021-22 MDE Combined WBWF / A&I Progress Report

- A&I Results
  - Goal 2: Rockford Area Schools will increase enrollment of students in our magnet programs by 10 students per year while increasing participation in NWSISD-sponsored activities by 5% for each of the next three years
    - Result: 2021-22: 288 magnet students (no change)
      - Not on Track



# 2021-22 MDE Combined WBWF / A&I Progress Report

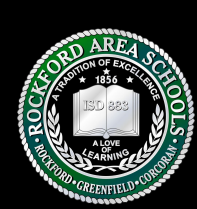
- A&I Results
  - Goal 3: By 2023, 90% of RAS teachers will be trained in ENVoY and will complete Culturally Responsive Classroom training
    - Result: 2021-22: 100% trained in ENVoY; 100% trained in Culturally Responsive Classroom
      - Goal Met



# WBWF Goal Updates for 2022-23 Reporting

## WBWF Area 1: All children are ready for school

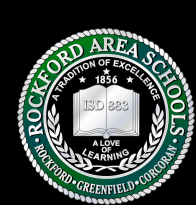
Previous Goal	Updated Goal (for 2022-23 and beyond)
90% of 4 and 5 year-olds enrolled in the Launching Pad preschool will meet or exceed the literacy proficiency benchmark as measured by the Teaching Strategies GOLD Assessment.	4 and 5 year-olds enrolled in the Launching Pad preschool will meet or exceed the program's five-year average on the literacy proficiency benchmark as measured by the Teaching Strategies GOLD Assessment. (2022-23 five-year average = 91.2%)



# WBWF Goal Updates for 2022-23 Reporting

## WBWF Area 2: All third-graders can read at grade level.

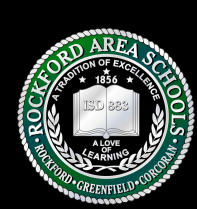
Previous Goal	Updated Goal (for 2022-23 and beyond)
All K-3 teachers will provide a minimum of 90 minutes of core Language Arts instruction to all students in grades K-3 as measured by each teacher's daily schedule during the 2021-22 school year.	The performance of REAMS Grade 3 on the Spring FAST Reading assessment will meet or exceed that group's five-year average. (2022-23 five-year average = 75.8%)



# WBWF Goal Updates for 2022-23 Reporting

## WBWF Area 3: All racial and economic achievement gaps between students are closed.

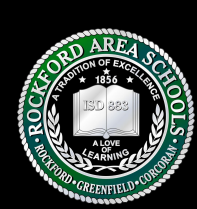
Previous Goal	Updated Goal (for 2022-23 and beyond)
60% of students in grades K-4 (REAMS) will meet or exceed as measured by FAST aReading.	The performance of REAMS Grades 3 & 4 non-white students on the MCA Reading assessment will meet or exceed that group's five-year average. (2022-23 five-year average = 39.02%)
70% of students in grades 5-8 (RMS-CES) will meet or exceed as measured by FAST aReading.	The performance of RMS-CES Grades 5-8 non-white students on the MCA Reading assessment will meet or exceed that group's five-year average. (2022-23 five-year average = 49.11%)
57% of students in grades 9-10 (RHS) will meet or exceed as measured by FAST aReading.	The performance of RHS Grade 10 non-white students on the MCA Reading assessment will meet or exceed that group's five-year average. (2022-23 five-year average = 43.86%)



# WBWF Goal Updates for 2022-23 Reporting

## WBWF Area 4: All students are ready for career and college.

Previous Goal	Updated Goal (for 2022-23 and beyond)
The percentage of RHS graduates enrolling in postsecondary programs will meet or exceed 81%.	The percentage of RHS graduates who have acquired college credit, college articulation credit, and/or industry certification prior to graduation will meet or exceed the school's five-year average. (2022-23 is baseline year 1; the goal for 2022-23 will be 30%)



# WBWF Goal Updates for 2022-23 Reporting

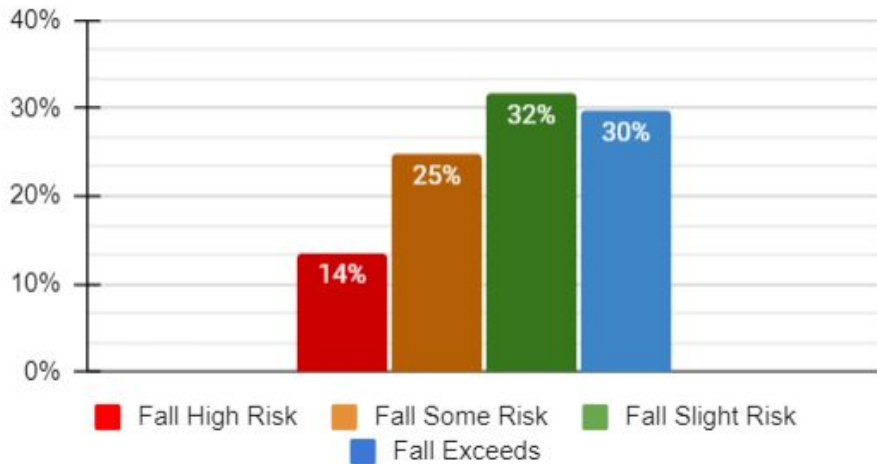
## WBWF Area 5: All students graduate from high school.

Previous Goal	Updated Goal (for 2022-23 and beyond)
Rockford High School (RHS) will continue to improve its graduation rate each year until it consistently reaches above 90%.	The graduation rate at RHS will meet or exceed the school's five-year average. (2022-23 five-year average = 93.7%)

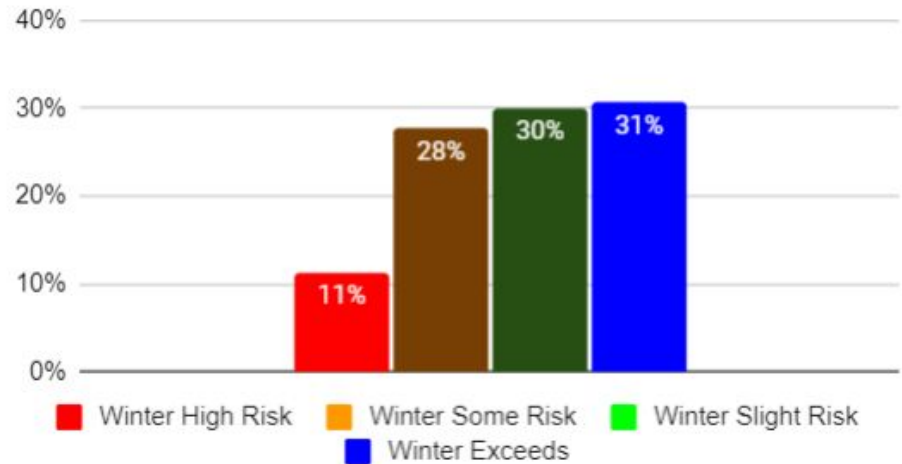


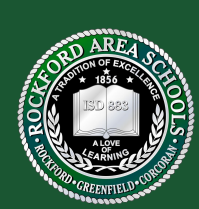
# Winter REAMS Fast Data

### Fall FAST Reading REAMS Grades 1 - 4



### Winter FAST Reading REAMS Grades 1 - 4





# RAS Assessment Calendar

- <https://www.rockford.k12.mn.us/>
  - District
    - Departments
      - Teaching & Learning
        - Student Testing & Assessments



**Thank You.**



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

**Subject: Updated Job Description – Data and Technology Integrationist**

Meeting Date: January 23, 2023

Prepared by: Director of Teaching & Learning Robert Danneker

Date Prepared: January 18, 2023

Information       Briefing       Action       Enclosure Item(s)

---

Director of Teaching & Learning Danneker will present an updated job description for the position of Data and Technology Integrationist. Because there is no specific professional license applicable to this position / role, the Professional Educator Licensing and Standards Board (PELSB) classifies this position / role as a Teacher on Special Assignment (TOSA).

This presentation includes a request for Board action in order to adopt the updated job description and to affirm this position / role for 2023-24 and beyond.



# Rockford Area Schools

**Title:**

Data and Technology Integrationist (TOSA)

**Bargaining Group:**

Teachers (Education Minnesota - Rockford)

**Reports To:**

Director of Teaching & Learning

**General Definition of Work:**

The Data and Technology Integrationist collaborates with teachers and district leaders to optimize the use of instructional software, network resources, applications, and data to support quality teaching and learning for students. This position supports state and local student assessments, data collection, and in the training of staff to access and use data to improve instruction in the district.

**Essential Functions:**

1. Provides leadership, staff development, and instructional support to all instructional and administrative staff
2. Promotes the use of technologies to support student achievement in the preK-12 classroom
3. Provides leadership in best practices relative to traditional and technology-assisted instructional methods
4. Collaborates with instructional, administrative, and technical staff to optimize the use of instructional software, hardware, network resources, and data to support quality teaching and learning
5. Provides professional development for school leaders and staff on the district's assessment policies and procedures (including test security, test administration, and active monitoring)
6. Assists in the establishment of the district's assessment calendar and ensures coordination of and between district sites
7. Performs the upload of student assessment data from various platforms to the district's student management system
8. Provides leadership in the training and development of staff members in using student assessment data to reflect on and inform instructional practices
9. Performs other duties and responsibilities as assigned by the Director of Teaching & Learning

**Qualifications:**

1. MN Teaching License
2. Classroom teaching experience preferred
3. Minimum of 2 years of experience with web-based applications
4. Excellent skills in communication, personal relations, and supporting multiple operating systems
5. Successful experience in curriculum planning, development, and implementation
6. Evidence of teaching or comparable training and development experience
7. Experience in technology curriculum integration
8. Knowledge of the educational technology industry and best practice



**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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# MIN FFA CONVENTION

SPRING 2023 | JOE RAMSTAD | ROCKFORD AG ED

An overview of our agricultural education program, FFA  
and the State FFA Convention travel opportunity.



# INTRODUCTION

- Agricultural Education Teacher and FFA Advisor at RMS-CES and RHS.
  - ◆ 1st year in Rockford, 4th year in education.
- 2022-23 Program “Theme”: “Planting the Seeds”
- We strive to offer hands-on, minds-on instruction in agriculture, food and the environment to produce globally-minded innovators and leaders.
- Agriculture is more than farming!



# PROGRAMMATIC MISSION

## ROCKFORD AG ED DEPARTMENT

*Through hands-on learning, students will be inspired to tackle grand challenges and innovate solutions. Today, we empower our students so they grow into tomorrow's analytical consumers and advocates for ag, food and the environment.*

## NATIONAL FFA ORGANIZATION

*FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.*

**ROCKFORD SCHOOLS:** *To foster the development of a caring environment by prioritizing **personal relationships** and creating a collaborative culture that prepares all students to become inquisitive **lifelong learners** who act as compassionate **global citizens**.*

# 2022-2023 FFA OFFICER TEAM GOALS

- We will double our membership by the end of the 2022-2023 school year.
- We will have 6 CDE or LDE teams qualified for the 2023 MN FFA Convention.
- We will host 10 new chapter or community events by March 1, 2023.



# STATE FFA CONVENTION

- Who: Up to 60 Rockford FFA members and 2-4 chaperones (including advisor)
- What:
  - ◆ Hands-on experiences in competitive events
  - ◆ Leadership and “soft skill” development
  - ◆ Career exploration and engagement
  - ◆ Recognition of award winners
- Where: University of Minnesota—Twin Cities
  - ◆ Hotel would be near the convention center.
- When: April 23-25



# STATE FFA CONVENTION

## → Why:

- ◆ Opportunities for students to explore careers and possibilities after high school.
- ◆ Recognition of award winners for CDEs, LDEs, proficiencies and learning the results of the 2023 National Chapter Award.
- ◆ New experiences means learning for all!



# STATE FFA CONVENTION

## → Costs:

- ◆ Housing, registration and entertainment costs will be absorbed by the members attending and/or fundraising and donations.
- ◆ Minimal costs overall; likely <\$50 per student for 2 days of lodging, registration and entertainment.





### EXTENDED FIELD TRIP APPLICATION – PRELIMINARY APPROVAL

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

School: Rockford HS/MS

Group/Class: FFA

Teacher(s)/Advisor(s) submitting request: Joe Ramstad

Estimated number of students participating: TBD; 50-60 likely depending on spring competitions

Destination: University of Minnesota—Twin Cities

Address: 1994 Buford Ave, St Paul, MN 55108

Education and/or activity objectives: To attend the annual convention and compete in state competitions.

Dates of the trip: 4/23-4/25

Days absent: When school is in session: 4/24 and 4/25

Non-school days/vacation time: \_\_\_\_\_

Estimated cost per student: \$50

Source of funding: Student:  District: \_\_\_\_\_ Other:  FFA Chapter accounts

**APPROVAL:**

Preliminary approval requires the following signatures.

School Principal: [Signature] Date: 1/12/23

Superintendent (or designee): [Signature] Date: 1/13/23

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

**STEP Two: Preliminary Trip Planning**

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

**STEP Three: Secure FINAL APPROVAL**

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

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



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

**ITEM:**

**Subject:**

Meeting Date: 1-23-23

Prepared by: Dan Pratt

Date Prepared: 1-19-23

Information       Briefing       Action       Enclosure Item(s)

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Rockford Robotics programs is scheduled to compete in both Duluth and Lacrosse. The competition schedule is challenging to teams trying to travel without an overnight stay. Therefore, we are requesting permission to overnight during each competition.

- Duluth is scheduled for March 1<sup>st</sup> through 4<sup>th</sup>. Team will leave after school on March 1<sup>st</sup> and miss school on March 2<sup>nd</sup> & 3<sup>rd</sup>. Robot needs to be certified by 9am on March 2<sup>nd</sup> with training and mock competition followed by prelims qualifications on March 3<sup>rd</sup> and finals on March 4<sup>th</sup>.
- Lacrosse schedule is similar to Duluth. Team will leave for Lacrosse after school on the 23<sup>rd</sup> and miss no school on this trip.
  - The program will cover their own costs for lodging and food with the funds raised in their Booster club run Activity account & Rockford Education Foundation. The Advisors and Robotic Volunteers will be on hand to chaperone both the bus ride and the overnight. Bus drivers room will be covered by the Robotics team.



APPENDIX B
Rockford Area Schools – ISD 883
EXTENDED FIELD TRIP APPLICATION – PRELIMINARY APPROVAL

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School: Rockford High School

Group/Class: Robotics # 4693

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

Estimated number of students participating: 15 12-15

Destination: Duluth, MN

Address: 350 Harbor Dr Duluth MN 55802

Education and/or activity objectives: First Robotics Competition FRC

Dates of the trip: March 1 - March 4th

Days absent: When school is in session: March 2nd - March 3rd

Non-school days/vacation time: March 1st evening + March 4th

Estimated cost per student: \$487 non comp \$287

Source of funding: Student: N/A District: 3,000 Other: 3,000 comp \$2,500 hotel

APPROVAL: Preliminary approval requires the following signatures.

School Principal: [Signature] Date: 1/20/23

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

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

STEP Two: Preliminary Trip Planning

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Rockford Area Schools -- ISD 883

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School: Rockford High School
Group/Class: Robotics # 4693
Teacher(s)/Advisor(s) submitting request: Holly Kimball
Estimated number of students participating: 12
Destination: LaCrosse WI
Address: 300 Harborview Plaza La Crosse WI
Education and/or activity objectives: First Robotics Competition, FRC
Dates of the trip: March 23-26th
Days absent: When school is in session: N/A

Non-school days/vacation time: 23 evenings, 24, 25+ 26

Estimated cost per student: \$333 non comp

Source of funding: Student: N/A District: 5,000 comp Other: 1,600 non 2,500 hotels 1,500 food 4,000

APPROVAL:

Preliminary approval requires the following signatures.

School Principal: [Signature] Date: 1/20/23
Superintendent (or designee): Date:

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

STEP Two: Preliminary Trip Planning

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ROCKFORD AREA SCHOOLS  
INDEPENDENT SCHOOL DISTRICT 883  
BOARD OF EDUCATION

**Subject: Approval of Schlenner-Wenner Audit Report FY22**

Meeting Date: January 23, 2023

Prepared by: Mike McNulty

Date Prepared: January 18, 2023

Information       Briefing       Action       Enclosure Item(s)

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Schlenner-Wenner representative Ryan Schmidt will present our Financial Audit Report for fiscal year 2021-2022. The School Board needs to approve the audit and I recommend approval.

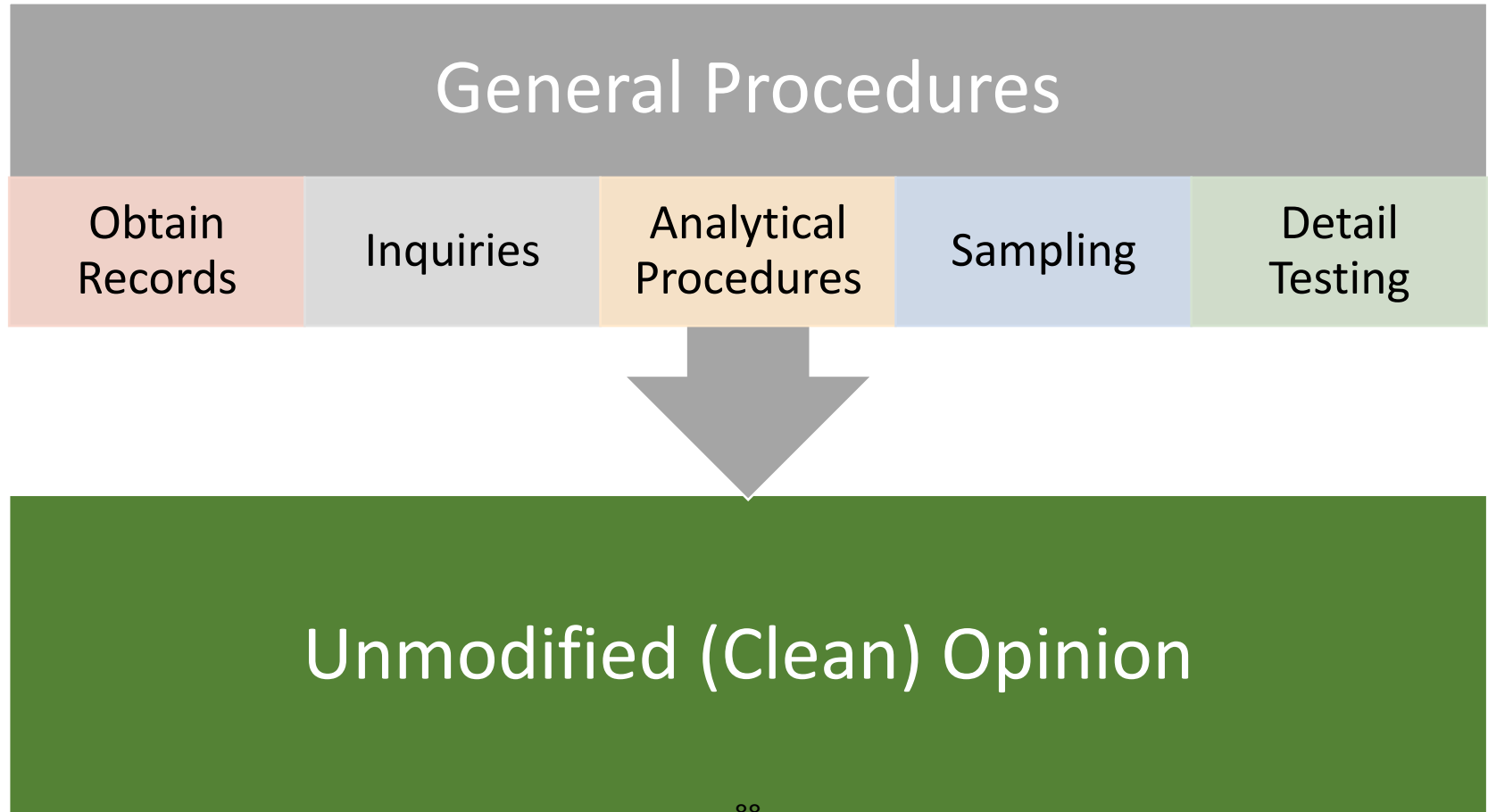


# Rockford Area Schools Independent School District No. 883

Presentation of the Audited Financial Statements

June 30, 2022

# Audit Process and Opinion



# Required Communications



Audit went smoothly



Positive Working Relationship with Management



Various transactions “plugged” through miscellaneous revenue accounts during the year



Nothing else unusual noted in terms of recorded transactions or accounting policies/treatments



Significant estimates for

- Amounts Due From MDE
- Net Pension Liability/Balances
- Net OPEB Liability



New standard adopted - GASB 87 *Leases*

# Internal Controls Over Financial Reporting



## AUDIT ADJUSTMENTS

- Various adjustments recorded during our audit process
- Correction of error in prior year financial statements



## SEGREGATION OF DUTIES

- Your District has a lack of proper segregation of duties, which is very common for a District of your size



## FINANCIAL STATEMENT PREPARATION

- We have prepared the financial statements on behalf of the District



## BANK RECONCILIATIONS

- Bank reconciliations throughout the year contained errors

# Minnesota Legal Compliance

- Areas Reviewed
  - Contracting and Bidding
  - Depositories of Public Funds
  - Conflicts of Interest
  - Public Indebtedness
  - Claims and Disbursements
  - UFARS Compliance
  - Miscellaneous Provisions
- Findings:
  - Costs incurred for employee social events (*requires underlying policy*)
  - Withholding Affidavit for Contactors (form IC-134)



# Single Audit (Federal Program Compliance)

## Major Programs Tested

- Child Nutrition Cluster
- Education Stabilization Fund

## Opinion

- Unmodified (Clean) Opinion on the Schedule of Expenditures of Federal Awards

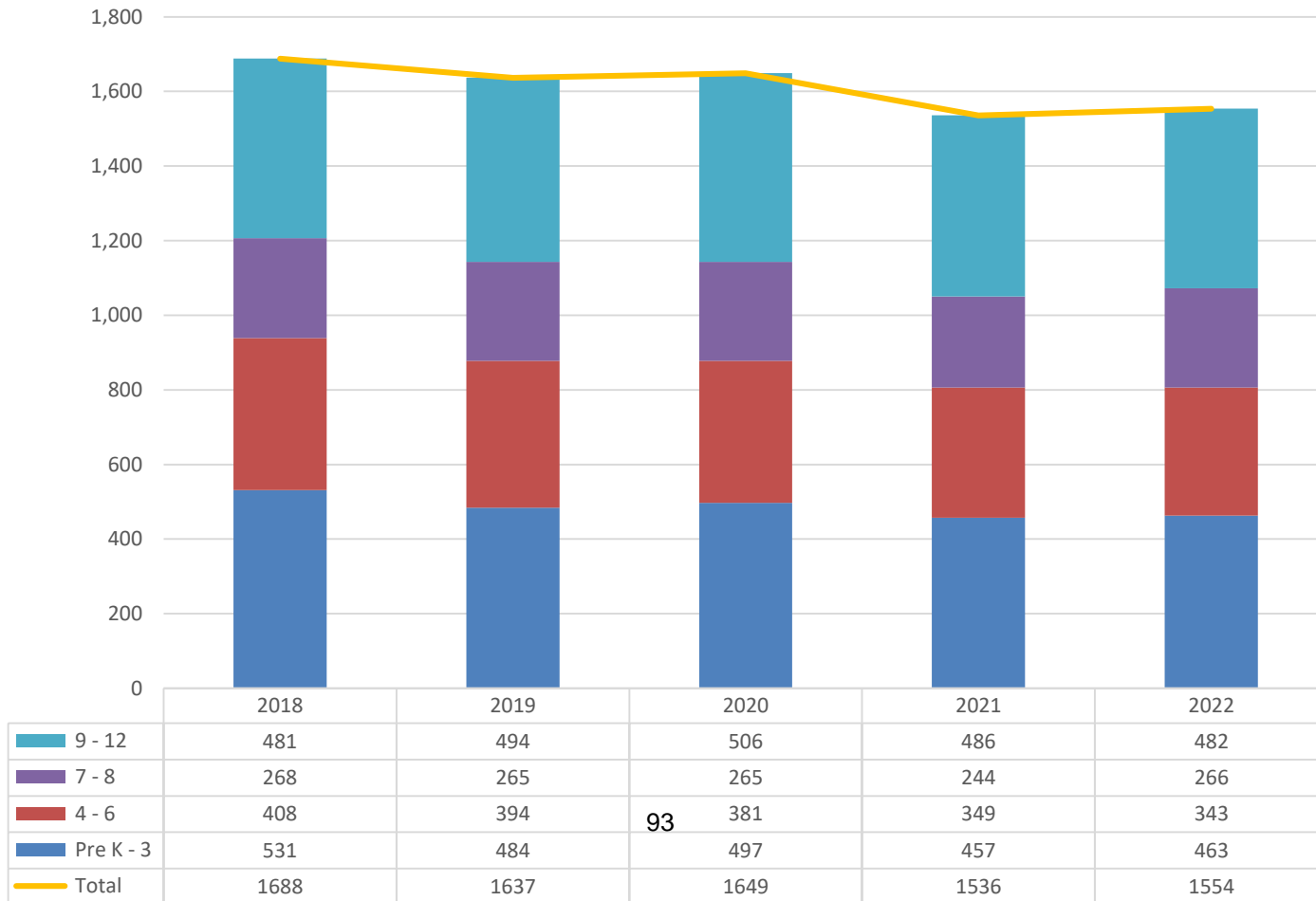
## Compliance

- No Findings Identified

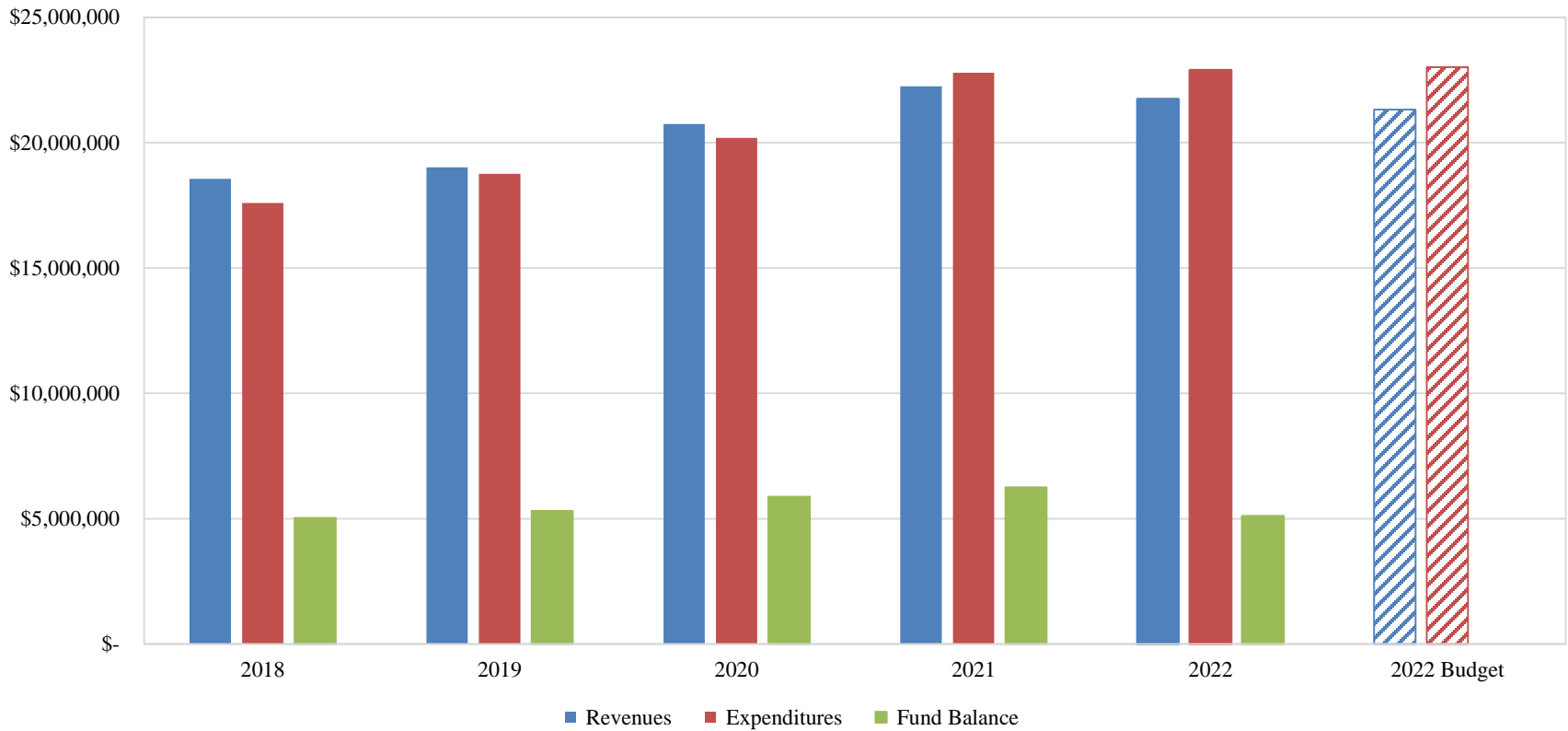
## Internal Control Over Compliance

- Approval of Equipment Purchases
- Equipment/Property Record Keeping

# Pupil Units (ADM) Trend Analysis



## General Fund - Trend Analysis & Budgetary Comparison

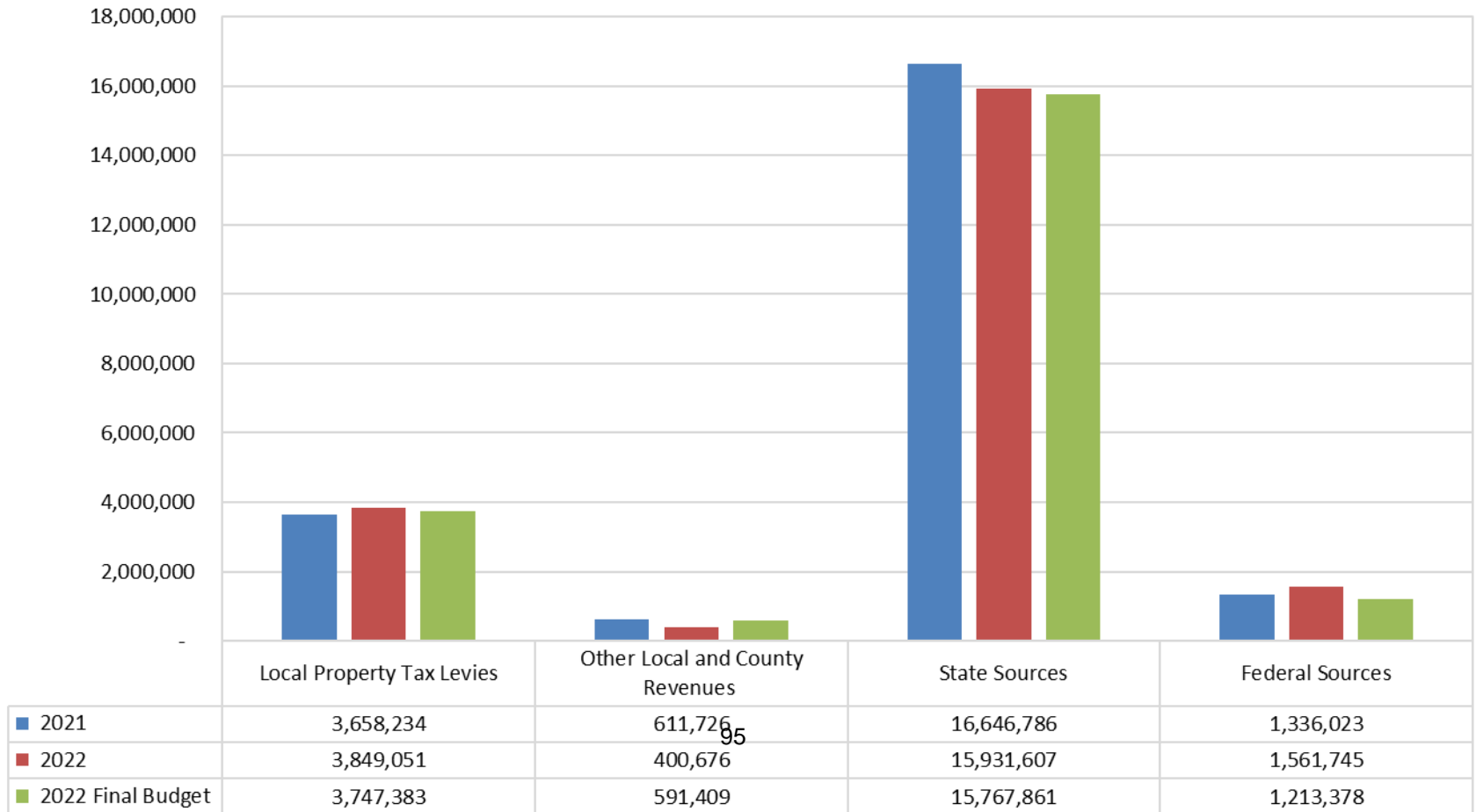


- ❑ Revenues exceeded budget by \$423,048
- ❑ Expenditures were under budget by \$116,840

	2021	2022	2022 Budget
Revenues	\$ 22,252,769	\$ 21,743,079	\$ 21,320,031
Expenditures	22,790,700	22,892,818	23,009,658
Other Sources (Uses)	916,143	838	-
Change in Fund Balance	378,212	(1,148,901)	(1,689,627)
Fund Balance <sup>94</sup>	\$ 6,256,430	\$ 5,107,529	N/A

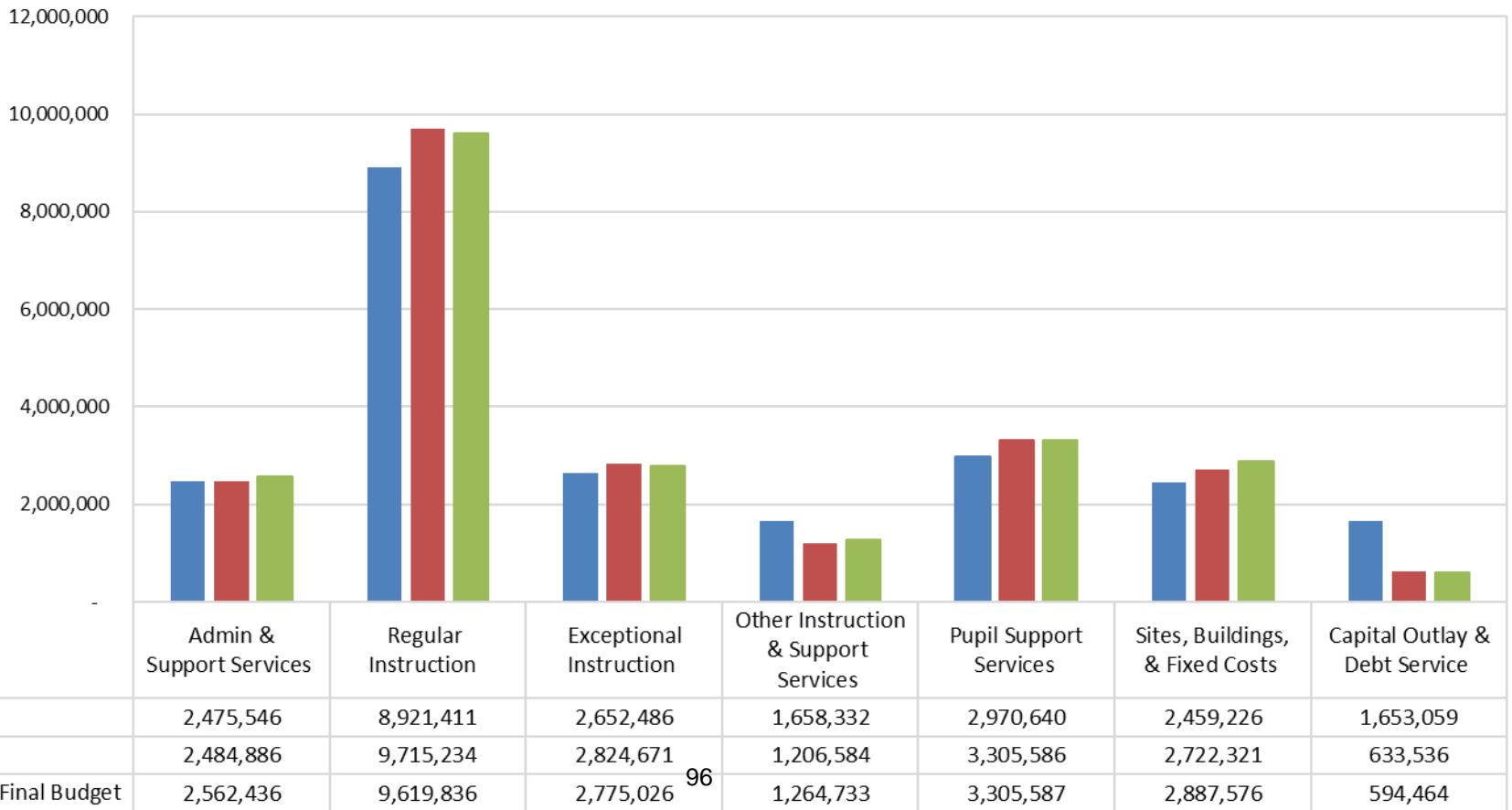
# General Fund

## Detailed Revenue Analysis

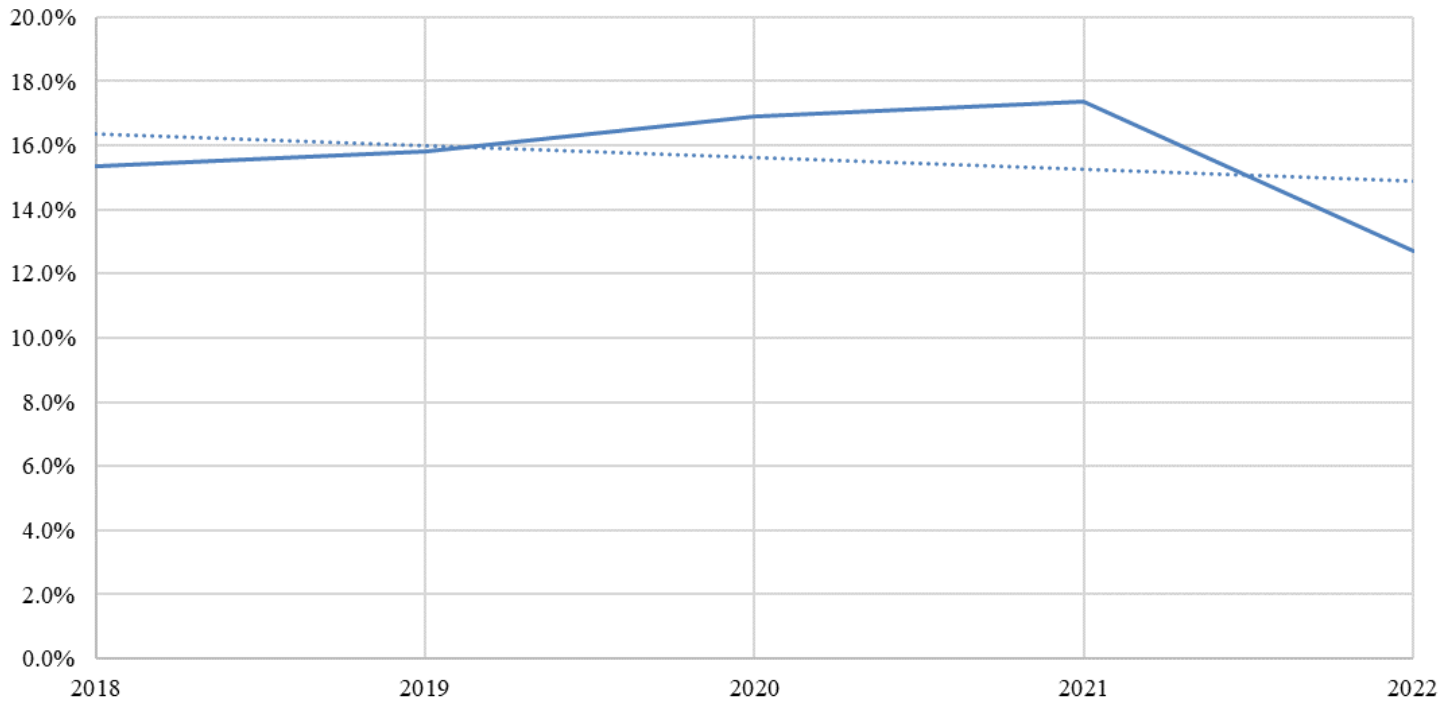


# General Fund

# Detailed Expenditure Analysis



## Unassigned Fund Balance as a Percentage of the Annual Budget

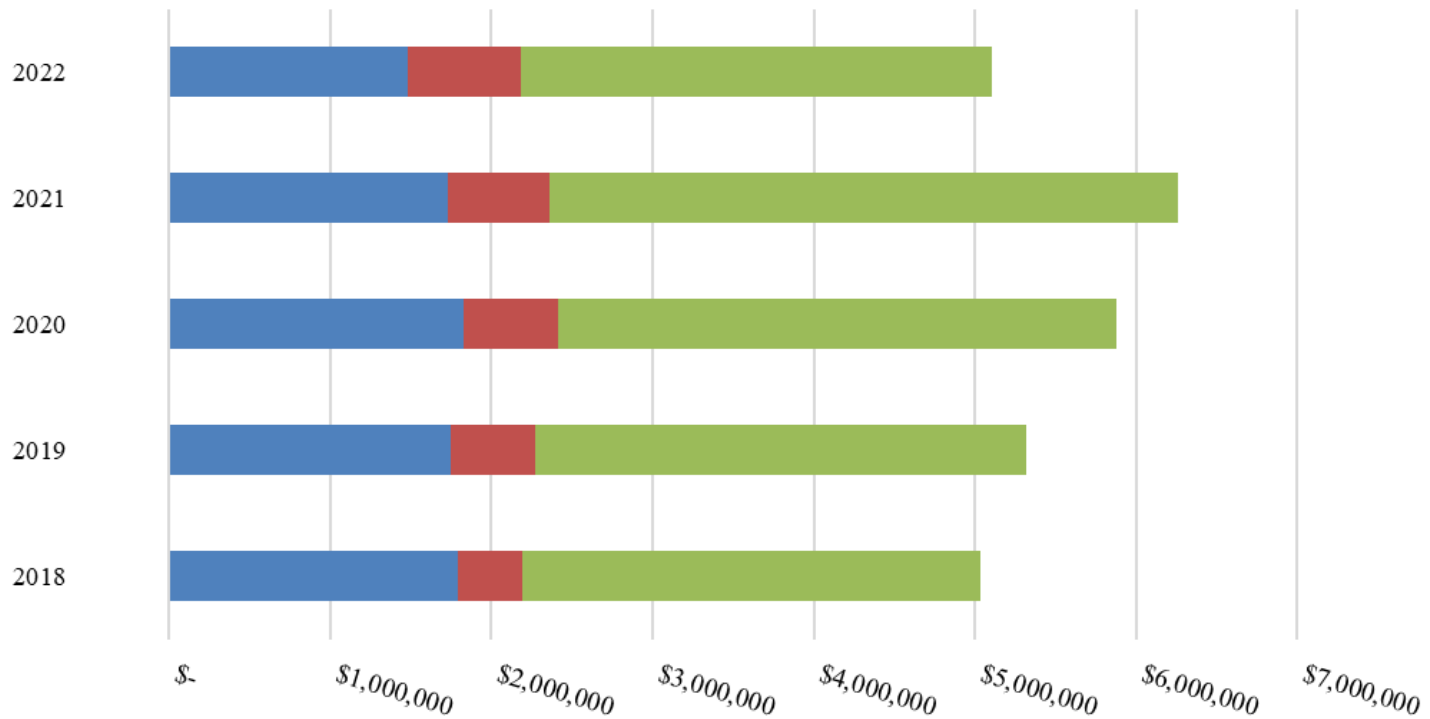


<u>Year</u>	<u>Percentage</u>
2018	15.3%
2019	15.8%
2020	16.9%
2021	17.4%
2022	12.7%

- Fund balance policy sets a target unassigned fund balance equal to at least 8% of the annual budgeted operating expenditures

# General Fund

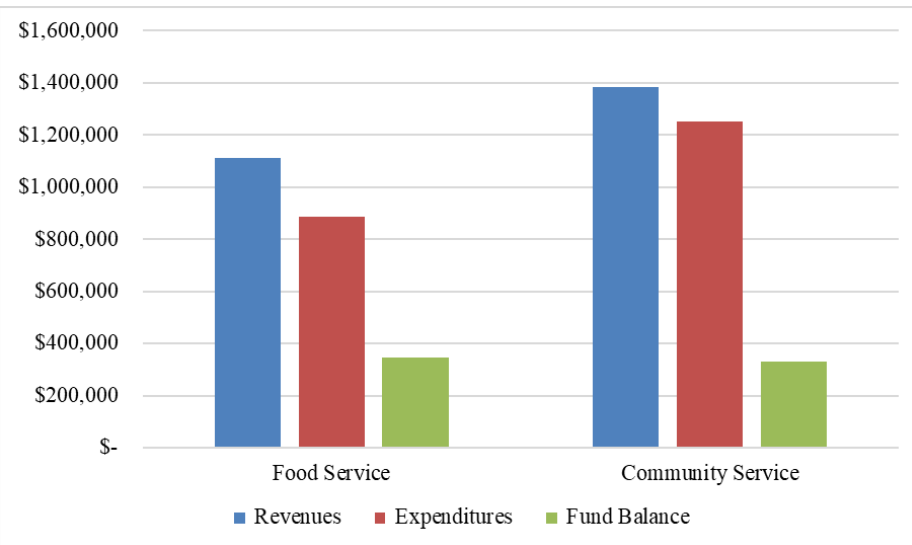
## Fund Balance Classifications



	2018	2019	2020	2021	2022
■ Restricted	\$1,792,848	\$1,751,516	\$1,829,694	\$1,732,113	\$1,479,757
■ Assigned	\$399,609	\$520,983	98 \$580,724	\$626,945	\$700,659
■ Unassigned	\$2,837,611	\$3,044,446	\$3,467,800	\$3,897,372	\$2,927,113

# Financial Highlights

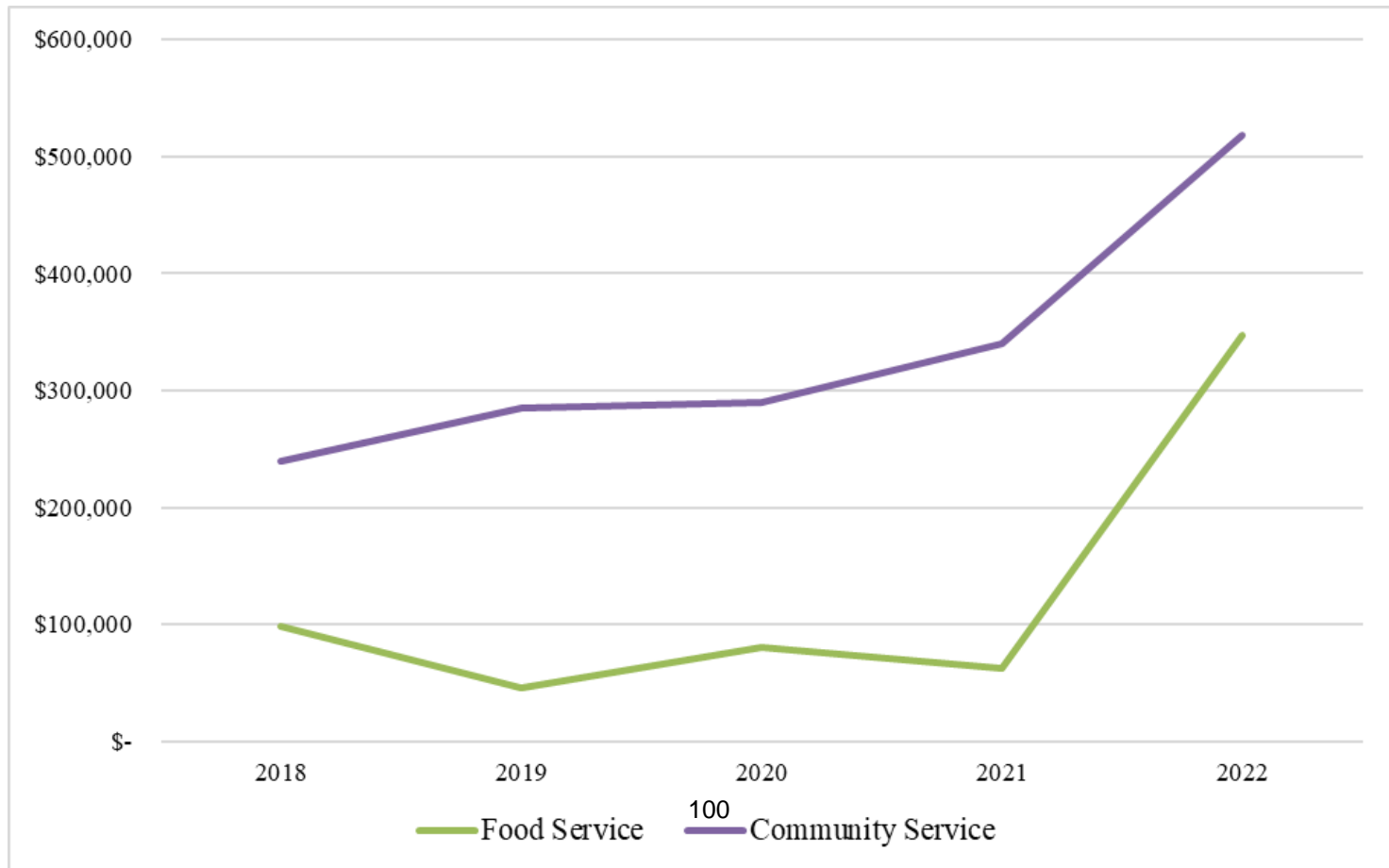
## Remaining Governmental Funds



	Food Service	Community Service
Revenues	\$ 1,111,811	\$ 1,385,636
Expenditures	884,460	1,249,891
Other Sources	-	-
Change in Fund Balance	227,351	135,745
Fund Balance	\$ 345,712	\$ 331,937

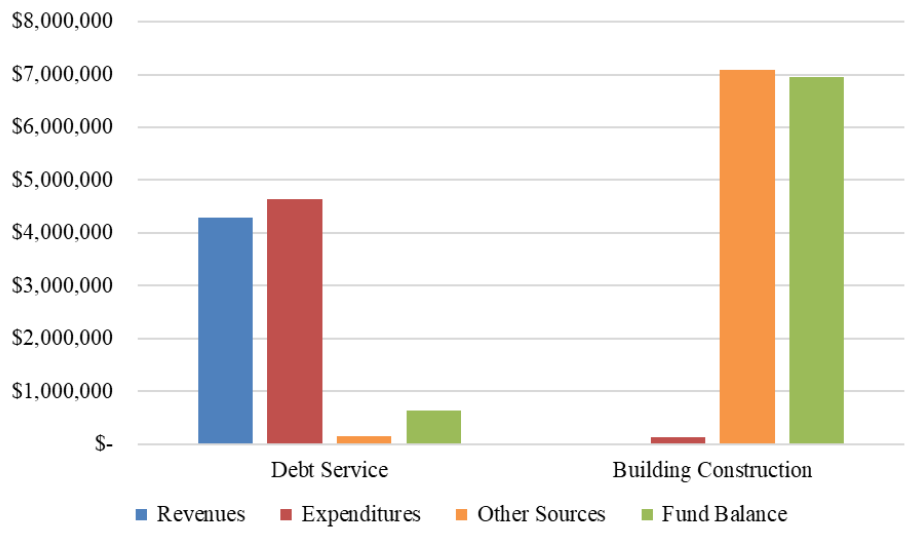
# Remaining Governmental Funds

## Cash Trend Analysis



# Financial Highlights

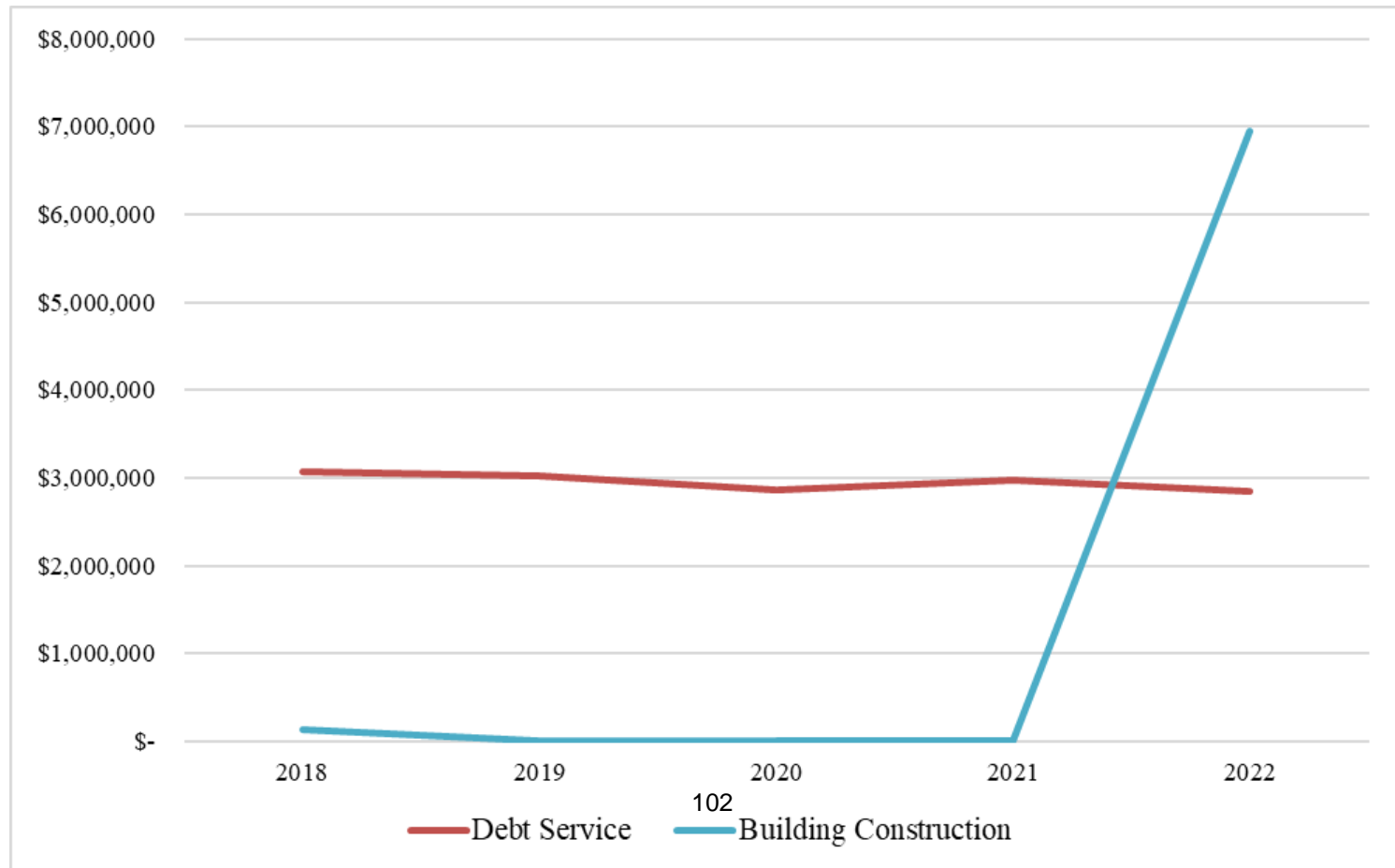
## Remaining Governmental Funds



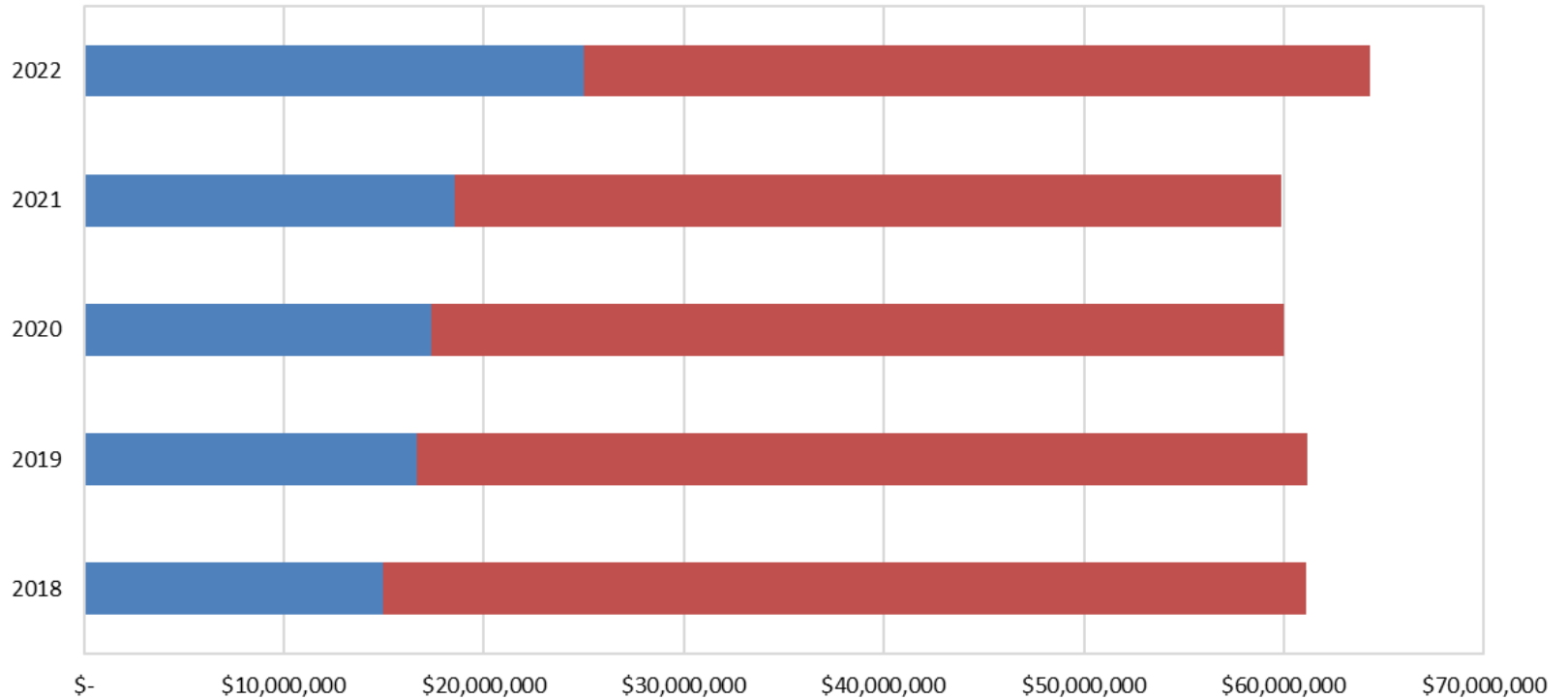
	Debt Service	Building Construction
Revenues	\$ 4,282,446	\$ 4,343
Expenditures	4,633,160	140,404
Other Sources	<u>154,100</u>	<u>7,081,247</u>
Change in Fund Balance	(196,614)	6,945,186
Fund Balance	\$ 640,510	\$ 6,945,186

# Remaining Governmental Funds

## Cash Trend Analysis

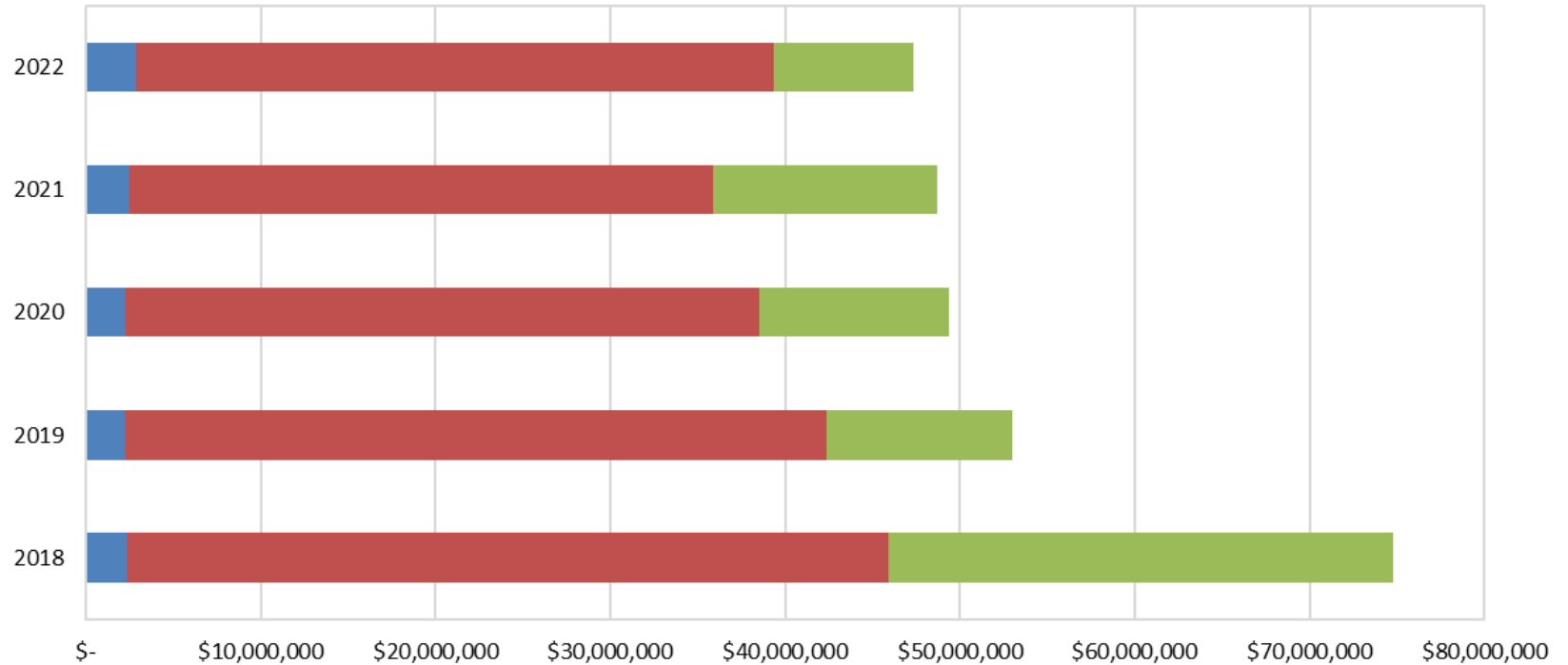


# District-Wide Assets



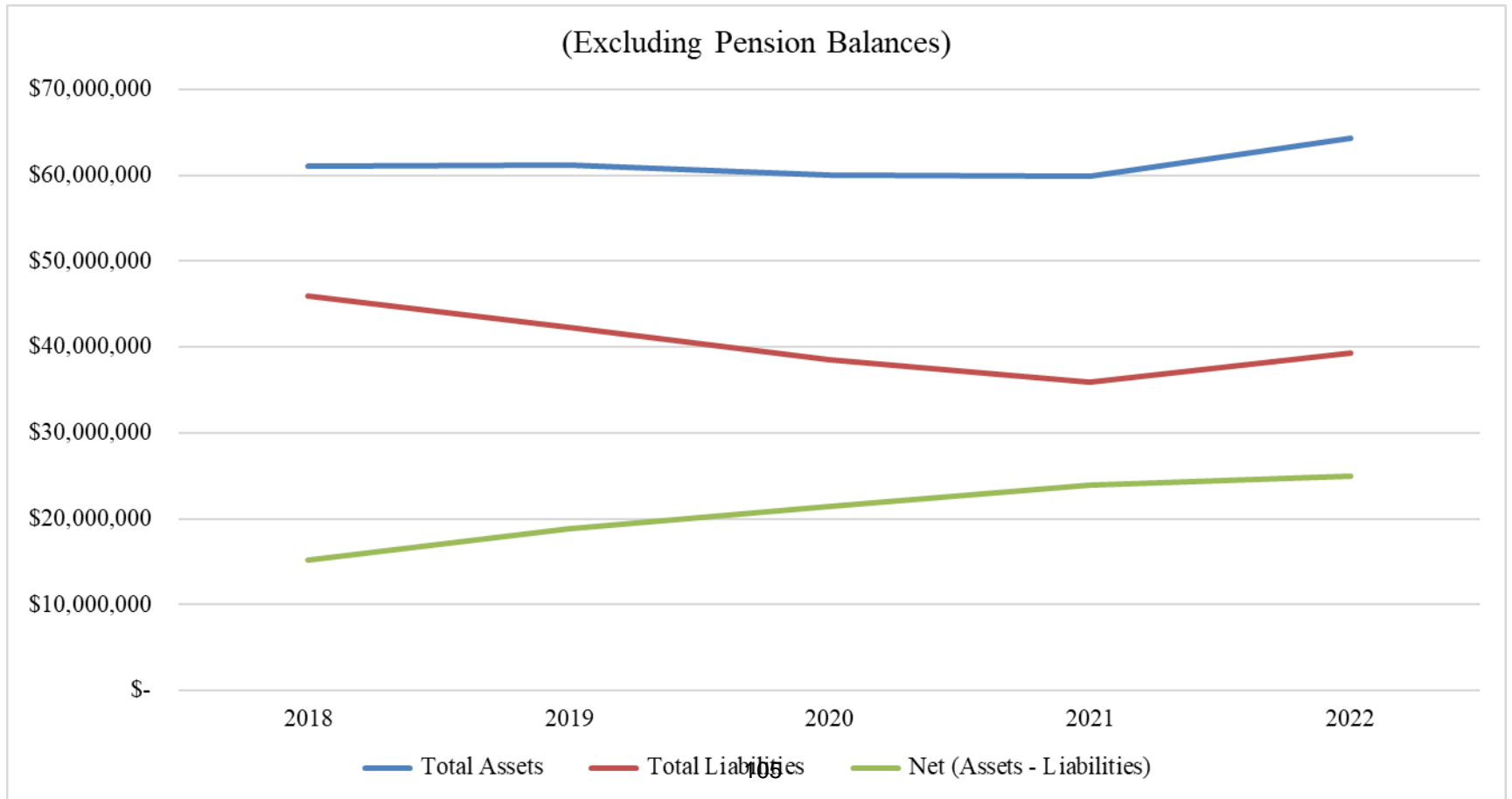
	2018	2019	2020	2021	2022
■ Current Assets	\$14,929,355	\$16,678,093	\$17,354,607	\$18,523,862	\$24,972,299
■ Capital/Noncurrent	\$46,200,302	\$44,473,922	\$42,656,486	\$41,348,332	\$39,362,998

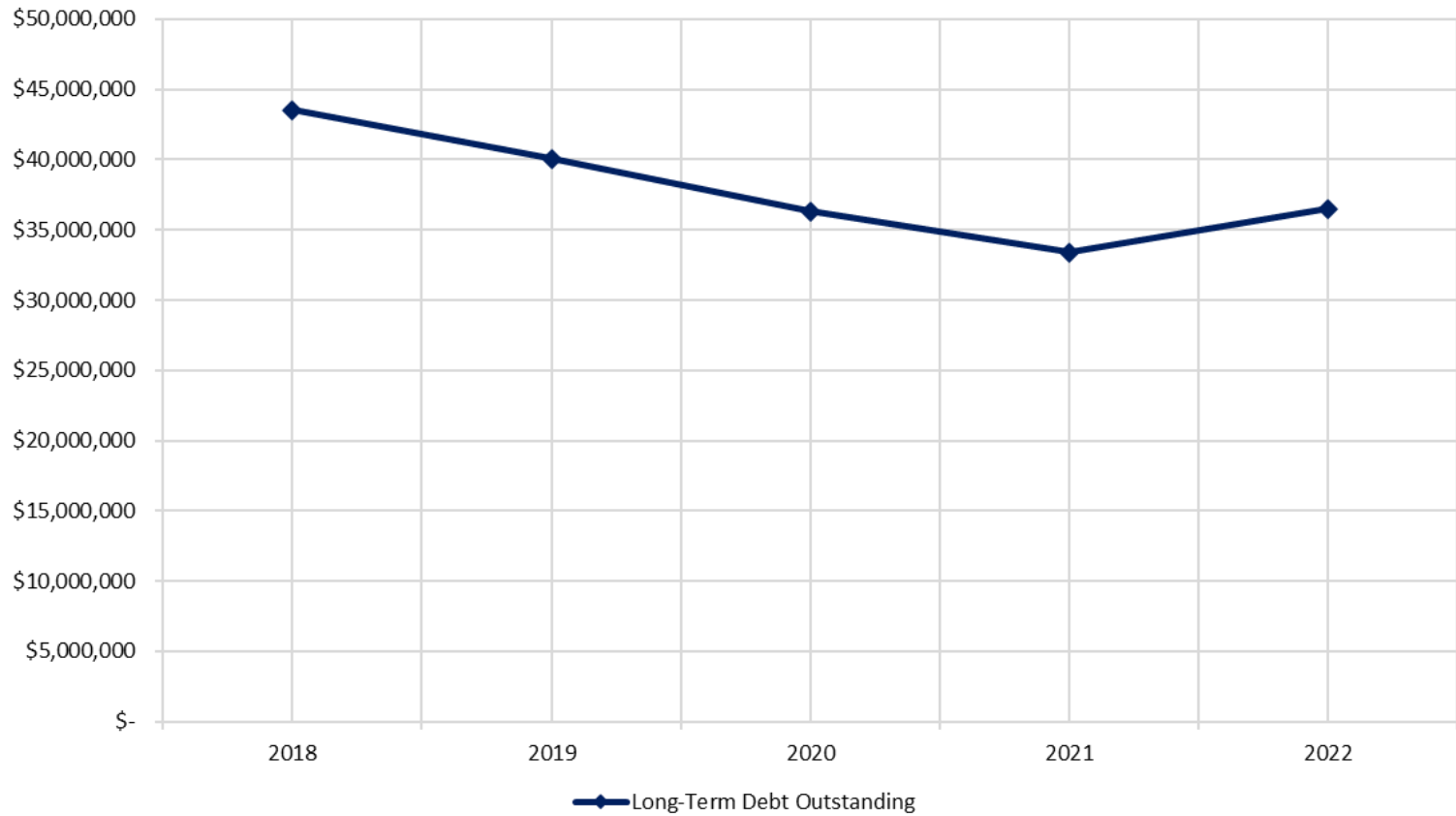
# District-Wide Liabilities



	2018	2019	2020	2021	2022
■ Current Liabilities	\$2,372,934	\$2,278,992	\$2,250,159	\$2,510,134	\$2,848,695
■ Debt/Noncurrent	\$43,538,886	\$40,072,698	\$36,300,034	\$33,415,808	\$36,501,118
■ Net Pension Liability	\$28,883,206	\$10,664,789	\$10,834,647	\$12,793,712	\$8,004,403

# District-Wide Assets & Liabilities





## Long Term Debt Outstanding

- General Obligation Bonds
- Equipment/Improvement Financing Arrangements

# Upcoming Accounting Standard – GASB 96

## *Subscription-Based Information Technology Arrangements (SBITA's)*

### Old Method

- Record subscription expenses over the life of the arrangement

### New Method

- A “subscription liability” and corresponding “right-to-use subscription asset” will need to be calculated and recorded for any SBITA's
- Implementation will be similar to GASB 87, *Leases*

### Effective Date

- Effective for the FY23 fiscal year

Questions?

Ryan Schmidt, CPA

Partner

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320-251-0286



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

**Subject: Acknowledgement of Contributions Resolution**

Meeting Date: January 23, 2023

Prepared by: Business Office

Date Prepared: January 18, 2023

Information    
  Briefing    
  Action    
  Enclosure Item(s)

**RESOLUTION**

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

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

<i>Donor</i>	<i>Amount</i>	<i>Fund</i>
Hanover Athletic Association	\$16,701.19	Football Program--purchase of shoulder pads and Flips sleds
		Food Service Account (to help pay student lunch accounts for students who have outstanding lunch account balances)
Anonymous	\$100.00	
Marc & Emily Bartels	\$100.00	RHS Band Fund Donation
Stephen & Kathryn Iverson	\$93.00	RHS Band Fund Donation
Box Tops	\$160.20	RMS Gift Fund
Box Tops	\$93.90	REAMS Student Council Fund
Rockford Education Foundation		Robotics Computers
Rockford Education Foundation		Robotics Program (Materials, Parts, Food, etc)
Rockford Education Foundation		Breakfast for staff development meetings



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

**Subject: Resolution Directing the Administration to make  
Recommendation for Reductions in Programs and Positions and Reasons  
Therefore**

Meeting Date: January 23, 2023

Prepared by: Superintendent's Office

Date Prepared: January 18, 2023

Information     Briefing     Action     Enclosure Item(s)

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This resolution is required if the district would need to make any budget reductions for the 2023-24 school year. It has been adopted annually to ensure that we have covered all necessary procedures in the event reductions would need to occur. By adopting the resolution, we are not required to make any reductions.

**RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE RECOMMENDATIONS  
FOR REDUCTIONS IN PROGRAMS AND POSITIONS AND REASONS THEREFORE.**

- WHEREAS, the financial condition of the school district dictates that the school board must reduce expenditures immediately, and
- WHEREAS, this reduction in expenditure must include discontinuance of positions and discontinuance or curtailment of programs, and
- WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

BE IT RESOLVED, by the School Board of Independent School District #883, as follows:

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of program or positions to effectuate economies in the school district and reduce expenditures, make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of position and curtailment of positions.



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

**Subject: Superintendent Search Profile**

Meeting Date: January 23, 2023

Prepared by: Superintendent's Office

Date Prepared: January 18, 2023

Information     Briefing     Action     Enclosure Item(s)

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David Clough and Kenneth Dragseth with School Exec Connect to present to the board their findings for the Superintendent Profile.

**ROCKFORD AREA SCHOOLS  
NEW SUPERINTENDENT PROFILE  
January 2023**

Assuming honesty and ethical behavior, the new Superintendent should be someone who:

- Makes decisions based on what is best for students while valuing their voice and providing a caring environment for each of them
- Is a strong, decisive leader who is accountable to the board, students, staff and community and who provides for the systemic operation of the district while delegating effectively and holding all accountable for district goals, plans and processes
- Is a strategic leader and thinker who communicates a vision for the Rockford Area Schools and inspires others to act in alignment with that vision
- Has strong educational and administrative experience and is a forward-thinking instructional leader who will bring new ideas and perspectives while working together with staff, students, parents and community
- Is a visible, authentic, approachable and collaborative leader who possesses consensus building skills and who will work to unite the district around its mission
- Is a transparent and effective communicator with a focus on listening, speaking and writing and is sensitive to the needs of various audiences and is able to communicate via multiple mediums
- Displays fiscal savvy and discipline while working with the board, legislature and others to provide adequate district finances, including having an understanding of presenting referenda to the community
- Works together with the Board in a shared leadership role while sharing her/his passion and vision for the district
- Will provide leadership which identifies, develops, inspires and empowers top talent in order to build a team that will move the district forward on behalf of all students
- Understands the uniqueness of each community that comprises the Rockford Area Schools and establishes and maintains strong relationships with local, regional and state leaders, using these networks to learn, to share and to support the district
- Supports the development of a communication and marketing plan that recognizes the quality programs that exist and creates the desire for families to enroll their children in the district
- Understands the profound impact of the recent pandemic on students, staff and the community while developing plans to regain lost learning, enrollment and addressing the mental health needs of students and staff

**SCHOOL EXEC CONNECT**  
**Rockford Area Schools**  
**SUPERINTENDENT SEARCH FOCUS GROUP FEEDBACK**  
**January 23, 2023**

As they begin the search for a new superintendent, the School Board of the Rockford Area Schools requested that School Exec Connect consultants gather data regarding perceptions of the District from members of the Board, staff, students, parents and community. To gather this data, focus groups were held with the District Office, Building Administrators, Certified Staff, Non-Certified Staff, Students, and Parent Leaders. Individual interviews were held with the Board members, Current Superintendent, Teacher Union Representatives, and Support Staff Union Representative. Additionally, a community forum open to the public was held on the evening of January 19, 2023. Approximately 82 individuals participated in the focus groups. All participants were asked to express their views regarding the most important goals for the School District to accomplish in the next three years, to list the District's greatest strengths and challenges, and to describe the attributes, skills and characteristics desired in the new superintendent. They were also asked to suggest questions for the School Board to ask when interviewing superintendent candidates.

This report lists the responses from each of the constituent groups. Due to the sampling methodology, this report should not be construed as scientifically accurate. The opinions set forth in this report may not reflect the opinion of the majority of staff or district residents but do reflect the opinions of those who chose to participate. Judgments regarding what is included in this report are those of the consultants, based upon the frequency of statements received throughout the data gathering process.

The consultants utilized the opinions expressed in this report in developing the ***New Superintendent Profile***. Responses from a survey asking the same questions available through the district website were also used to develop the ***Profile***.

This report may be used in several ways. The responses should be helpful to the Board as candidates are screened and interviewed. The Board should review this report to become informed about the perceptions of the constituent groups and for possible questions to utilize with candidates during the search process. The consultants also recommend that this report be given to the newly appointed superintendent for a better understanding of the issues and opportunities facing the district.

## **FOCUS GROUP CONSTITUENT GROUPS Rockford Area Schools**

Where there were multiple similar responses from a group, the number is listed behind the response. In some cases, the responses were given in a focus group setting and answers represent more than one respondent.

### **MEMBERS OF THE BOARD**

#### **1. List your district's greatest strengths/attributes.**

- Opportunities for students in co- curricular, curricular and extracurricular (4)
- Excellent facilities
- Ensuring that we meet the unique needs and challenges of our students
- New set of leaders in the district
- College in the School and IB classes for college credit
- Size of the district allows all students many opportunities (2)
- Arts Magnet program (2)
- Rockford pride
- All of our magnet programs in the three schools (3)
- Great leadership at the middle and high schools
- Small rural feel with easy access to large city
- Superb curriculum director
- Relationship with Northwest Suburban district
- Strong and targeted magnet programs in all three schools that benefit all students
- The district gets students ready for the outside world
- Close knit town and community
- Communication with the community, they are kept informed
- Strong staff – great, caring and friendly (3)

#### **2. List your district's greatest challenges.**

- Getting more structure in place in decision making and change management
- Attrition and stamina of staff after COVID (2)
- Creating greater unity and togetherness in the district
- Keep enrollment growing and impact of growth on east side (3)

- Getting support for a referendum (2)
- Conservative community sometimes does not understand education funding
- Effective use of technology in all grades
- How to market the schools to attract new students
- Providing academic opportunities in a small school
- Determining how we spend our limited resources
- Recruiting, hiring and retaining staff (2)
- Keep academics strong and competitive with other districts
- Funding for the IB program
- Keeping active connections to the community
- Maintaining the positive direction that the district is headed
- Behavioral issues of students
- Our location with competitive districts near by and property poor which means higher taxes (2)
- Renew current levy and add technology funding (2)

**3. List the three most important goals for your school district to achieve in the next three years.**

- Increase enrollment (3)
- Recruit and retain quality staff
- Continue to grow our three magnet programs and other programs (2)
- Increase student achievement (2)
- Maintain fiscal responsibility (2)
- Work on equity
- Making sure that budget planning and actions are done well and balanced
- Put students' best interests first
- Work on strategic plan, review it, complete it and follow through (2)
- Continue to seek efficiencies in the district and identify new sources of revenue such as grants and other sources
- Foster positive relationships with schools and community
- Be transparent and open about how we spend our money in solving problems
- Review our facility needs in light of growth on the east side of the district
- Continue to strengthen our academic program and curriculum
- Facilities review

**4. Describe the three most important skills/characteristics that the new superintendent needs to possess to be successful**

- District level experience – assistant superintendent or superintendent (4)
- Experience in a small district (4)
- Collaborative, listens and takes feedback
- Decisive decision maker, when necessary can make the tough decisions and stick with them
- Good mind for development of policy and procedures
- Visible and approachable in the district and community (3)
- Structured approach to decisions
- Charismatic
- Understands foundational skills in reading and mathematics
- Able to lead the academic and knowledge level work
- Strategic vision
- Able to relate to the students we serve
- Can improve staff morale
- Is able to provide support systems for success for all students
- Able to provide a safe and inclusive environment
- Has data analysis capability
- Direct and decisive
- Has an equity lens
- Open and engaging
- Seeks input from multiple sources and uses it in decision making
- Has regular and informative communication with the community and staff (2)
- Willing to work closely with the Board and staff to improve the district (2)
- Able to work closely with governmental entities (3)
- Attends both school and community events
- Ability to build a great team and help them grow
- Is able to staff the District Office appropriately and well and provides ongoing staff development to the staff in the District Office
- Is strong on staff development for staff and can implement what is needed (2)
- Understands how to keep students secure
- Able to hire well and have them stay (3)
- Not defensive
- Humble
- Able to partner and build strong relationships with the Board

- Fiscal responsibility
- Can hold staff accountable when needed
- Can position staff to lead
- Able to separate what is Board and administration work
- Transparency and credibility in decisions with staff, Board and community (2)
- Lives and works in the district
- Able to create a caring and nurturing culture in the district
- Handles controversial issues with calm demeanor and even keel

## **ADMINISTRATORS**

### **1. List your district's three greatest strengths/attributes.**

- Motivated students who want to do many things
- Committed and engaged staff who will do extra things for students(2)
- Lots of options in programs
- Dedicated parents and strong community support, financially and with their time (2)
- Business community support
- Rockford pride
- Small district
- Strong School Board that is considerate and professional and understands Board governance
- Great little school district next to much larger one
- Can pivot easily because of small school
- Many academic, activity, leadership and growth opportunities for students (2)
- The magnet schools bring in a more diverse student population
- A very cohesive administrative group that work well together
- The schools are the "heartbeat" and hub of the community
- The small district size contributes to a trusting culture

### **2. List your district's greatest challenges.**

- Facilities need to be upgraded to meet a variety of student needs and enrollment growth (3)
- Financial stress, Covid money is ending and the operating levy will be expiring soon (2)

- Meeting the mental health needs of students (2)
- Enrollment inconsistency, especially post-pandemic (2)
- Potential of loss of compensatory aid due to universal free lunch
- Diversity issues and making all feel welcome
- Arts facility needs
- At times Board members will criticize or “talk down” to staff at Board meetings.
- Competition with neighboring school districts
- A lack of capital funds to address a variety of needs, including technology
- Equity issues in meeting the needs of all students
- A lack of uniform policies and procedures
- A high level of staff turnover
- Our relatively small enrollment often results in difficulties in addressing students’ special education needs.

**3. List the three most important goals for your school district to achieve in the next three years.**

- Increase student enrollment (3)
- Maintain strong finances and replace our expiring operating levy (2)
- Enhance student achievement to compete with surrounding districts (2)
- Pass a bond levy to address facility needs for a growing student population
- Develop a capital improvement plan that includes technology
- Address staff retention issues
- “Brand” the district for marketing purposes
- Meet individual needs of students
- Work on diversity and make all feel welcome
- Continue transparency in all things
- Build a stronger relationship with the city of Rockford

**4. Describe the three most important characteristics/skills the next superintendent needs to possess to be successful.**

- Genuinely wants to work and live in Rockford
- Not thinking of using this position as a stepping stone to another position
- Has an appreciation of the trades and vocational education
- Able to work well and engage others in a conservative community

- Support and build upon the cohesiveness of the administrative team (2)
- Understands the value of community education
- Makes people feel valued
- Team builder
- Can make the tough decisions
- Someone who we can learn from, especially when we face issues
- A strong leader who holds people accountable
- Someone who is not a micro-manager
- Visionary and prepared for the future
- Someone is knowledgeable about magnet programs
- Someone who has been a superintendent
- Someone who possesses a high level of knowledge and experience in dealing with the wide range of issues that arise and help is needed
- Some who will be highly visible in the schools and community
- Has a high level of E-21 instructional knowledge
- 100% student-centered
- Keeps things confidential when necessary
- Understands and values the impact facilities have on student success
- Is authentic
- Is a systems thinker
- Some who can impactfully advocate for the district
- Someone who has hope
- Someone willing to “dig in” and do the hard work, not someone who will come in and coast to retirement

### **CERTIFIED STAFF**

#### **1. List your district’s three greatest strengths/attributes.**

- Strong educators
- Collaborative staff
- Communication with the community
- Great place to live and work
- Size of the district – can provide great opportunities for students (2)
- Small district next to larger districts makes us attractive
- Good things for kids in our district
- Lower class sizes
- Many staff who have been here a long time

- Strong community support and a lot of community pride (2)
- The magnet programs
- Student centered administration at the High School
- A real focus on the whole student, academics along with other life skills

**2. List your district's greatest challenges.**

- Maintaining staff (2)
- Financial instability (2)
- Competing with other districts that have more property wealth and hence more money (2)
- Increase student enrollment
- Teacher salaries that are not competitive and contribute to high turnover
- The lack of a "family feel" for staff that also contributes to turnover
- A lack of communication with staff (i.e. snow days)
- Many failed levy referendums
- A lack of community trust
- A lack of transparency in communications
- It's difficult to know what your budget is
- The lack of an industrial tax base in the district
- A lack of support for staff development
- Rebounding from previous issues in the district
- The need for creative ways to offer more opportunities for students

**3. List the three most important goals for your school district to achieve in the next three years.**

- Continue financial stability
- Deal with technology needs
- Work toward a positive morale of staff
- Definitive plan for the direction of the district
- Pass a levy and provide financial stability (2)
- Deal with attrition of teachers and administrators (2)
- Hire more diverse staff
- Build trust in teachers as professionals
- Strive to have our district be seen as a leader in the area, as opposed to copying things from other districts
- Engage in thoughtful innovation towards a collective vision
- Focus on a few agreed upon goals and do them well
- Move away from reactionary decision making

- Focus upon students socio-emotional needs
- Finding ways to increase support for NW Suburban students and increase their involvement in after school activities, etc.

**4. Describe the three most important characteristics/skills the next superintendent needs to possess to be successful.**

- Being present in buildings to support staff and understand programs
- Approachable and personable (2)
- Strong communications
- Responsive to staff and community
- Wants same outcomes as the staff wants
- Works hard to meet the needs of staff
- Has experience in referendums and can take the lead in getting them passed
- Understands small schools and how they operate
- Financially aware of grants and other funding opportunities
- Financially savvy (2)
- Professional and serious about the job
- Has a pleasant personality
- Will make people feel valued
- Will be a positive and visible presence in all schools and the community
- Someone who will establish the narrative
- Innovative
- A cheerleader
- A good mentor for the District Office staff
- Always puts students first
- A good active listener
- Experienced
- Comes from outside of Rockford, we need a new set of experiences and eyes
- Brings a spirit of collaboration
- Is authentic
- Someone who knows how to get the best out of everyone
- Holds people accountable
- Will lead Rockford to find it's own identity
- Someone who can build stronger connections and articulation between the magnet schools
- Will enhance community connections with the district
- A decisive decision maker

## **DISTRICT OFFICE STAFF MEMBERS**

### **1. List your district's three greatest strengths/attributes.**

- District size – not too big, not too small
- K-12 Magnet experience
- Cutting edge
- Well maintained and excellent facilities
- Everyone is very welcoming
- Longevity of key staff members

### **2. List your district's greatest challenges/barriers.**

- Lots of instability at the district level due to staffing changes
- Still not fully staffed in both certified and non-certified staff
- Finances – referendum expiring plus facility needs
- Discontent due to the staffing changes and shortages

### **3. List the three most important goals for your school district to achieve in the next three years.**

- Building stability – especially with staffing
- Continue to grow enrollment
- Continue building community relationships
- Continue building and marketing the magnet programs

### **4. Describe the three most important characteristics/skills the next superintendent needs to possess to be successful.**

- Holds people accountable
- Approachable and welcoming
- Understands finance
- Experience as a superintendent
- Experience in education
- Someone who will stay for awhile
- Transparent leader
- Open communicator

## **NON-CERTIFIED STAFF**

### **1. List your district's three greatest strengths/attributes.**

- Positive for students, kid driven and want students to succeed
- The Board and District Office want what is best for kids
- We are a small district with lots of opportunities for kids
- High quality staff who care for kids and their jobs
- The Board is focused on putting kids first
- The magnet programs
- Size of the district is a plus
- Community is invested in the schools
- Amazing staff
- Lack of micromanaging
- Trust in staff
- More students coming than leaving
- Strong facilities

### **2. List your district's three greatest challenges/barriers.**

- Turnover in staff
- Tough financial times ahead
- Holding people accountable
- We don't have enough help in several areas
- Need a system of security to better record and verify events
- Need better training and induction programs
- Too much of our staffing is at the top
- We sold land that could have helped with our growth
- The district administrators are not visible enough in the schools

### **3. List the three most important goals for your school district to achieve in the next three years.**

- Find a great leader
- Monitor finances of the district and pass a referendum, if necessary
- Need more accountability – esp. with district chrome books
- Improve security – more hallway cameras

### **4. Describe the three most important characteristics/skills the next superintendent needs to be successful.**

- Experience in the role as a district office person or superintendent
- Will stay around awhile and get to know the community
- Is able to own their own decisions and make tough choices
- Strong leader
- Has great communication skills
- Is open, honest and transparent
- Is out in the community building strong relationships with everyone
- Visible in the schools
- Will stand up for staff
- A trust builder
- Allows staff to grow
- Markets the schools
- Makes decisions based on what is best for Rockford – not always looking to surrounding districts

## **PARENT LEADERS**

### **1. List your district's three greatest strengths.**

- Close knit staff and community
- Enrollment has thrived with the magnet schools
- Strong teamwork amongst the students
- Teachers teach passionately and with love
- Location and size of the district
- Community is engaged
- A caring district
- Walking into the schools makes me smile
- Our superintendent is a good leader

### **2. List your district's three greatest challenges/barriers.**

- Transportation as a non-resident parent
- Shortage of staff including bus drivers, lunch helpers and paras
- Too much turnover of administrators
- Sometimes the district gets caught up in chasing the next great thing
- Some lack of offerings – such as advanced middle school math needed to be offered online

**3. List the three most important goals for your school district to achieve in the next three years.**

- Equity in teachers and staff
- Review the need for an Ag program – this could be a place for Rockford to shine amongst our neighbors

**4. Describe the three most important characteristics/skills the next superintendent needs to possess to be successful.**

- A strategic and long-range thinker
- An innovator
- Someone who will stay for awhile
- Experience as a teacher and administrator
- A collaborative leader
- Responsive to the community
- Fiscally sound
- Ability to work with diversity
- Listens to students
- Transparency – conveys messages truthfully
- Creates a grand vision for the next 5-10 years
- Great communicator

### **HIGH SCHOOL STUDENTS**

**1. List your district's three greatest strengths.**

- Lots of freedom for students
- Good relations between teachers and students
- Block schedule
- Transportation for out of district students
- Lunch options have improved
- Hour and a half study hall

**2. List your district's three greatest challenges.**

- Middle school being too lenient has led to more restrictions at the high school
- We could use another foreign language offering
- No automotive class

- The class options can be overwhelming
- The process for choosing classes is not good – hard to know what to choose
- We could use more time to study and learn more about what classes to take
- Need more complete information about IB for both students and parents

**3. List the three most important goals for your school district to achieve in the next three years.**

- Improve the registration system
- Build a stronger and more united school district community
- Educate the students on what IB really is
- Increase the number of electives

**4. Describe the three most important characteristics/skills the next superintendent needs to possess to be successful.**

- Critical thinker
- Open minded
- Interested in listening to students
- Cares about students
- Well-rounded in different disciplines
- Visible at activities and in the community
- A problem solver

## **MIDDLE SCHOOL STUDENTS**

**1. List your district's three greatest strengths/attributes.**

- Students are really kind to each other and will reach out to welcome and include new students
- Students have many opportunities for academics, athletics, clubs, etc.
- We are somewhat diverse
- School is a safe, secure and comfortable place to be

**2. List your district's greatest challenges.**

- Our smaller size is somewhat limiting, it's good and bad
- We have limited facility space, especially for the future

- Older kids sometimes pick on younger kids
- At times staff are not aware of things as they should be (i.e. racism), or, when aware, they may not handle it well.

**3. List the three most important goals for your school district to achieve in the next three years.**

- Increase staff awareness of issues
- More support for students who need it so they do not fall behind
- Addressing the fact that all students do not have internet at home
- Add more foreign languages besides Spanish at the High School
- Expand learning opportunities outside of school (i.e. field trips)

**4. Describe the three most important characteristics/skills the next superintendent needs to possess to be successful.**

- Strong leadership skills
- An excellent communicator
- Will see things from the students' perspective
- Respects all students
- Is caring and supportive
- Encourages and inspires all students
- Is able to talk and relate to all students
- Has experience as a principal
- Puts the safety of students first
- Works to meet the needs of all students
- Values other people's opinions
- A problem solver
- Kind, but firm in what they believe
- Organized
- Understands other people's perspectives and where they come from
- Values a wide range of activities for students

**ELEMENTARY STUDENTS**

**1. List your district's greatest strengths/attributes.**

- We are working to stop the bullying
- The different activities we have
- The colorful values posters around our school – e.g., Be Kind

- The things we do to help the families in need
- We get social time to meet with our friends at lunch and recess
- We are challenged
- Love the arts program
- Like the kids “heart challenge” to help families in need
- The “Kindness Council”
- We have WIN Time – What I Need for extra help
- Our counselor helps us with our problems
- We work to make new students feel welcome

**2. List the district’s three greatest challenges/barriers.**

- Need more agricultural projects
- Food could be improved
- We would like to have more school songs
- Some people continue to bully others
- The schools could use more revenue

**3. List the three most important goals for your school district to achieve in the next three years.**

- Find solutions for student’s problems
- Stop the bullying – especially in the Middle School
- Help people with disabilities
- Need more help for students who are depressed
- Try to have more science outside – like in the forest
- The whole school and community should help to clean up trash around town
- Develop a plan to deal with and control students who disrespect others, including teachers
- Continue to have the Kindness Retreats

**4. Describe the three most important characteristics/skills the next superintendent needs to possess to be successful.**

- Empathetic to kids with problems
- Non-judgmental
- Nice – a good person
- Visible – knows what’s going on
- Makes kids feel comfortable
- Someone you can trust

- Be understanding
- Be a listener to others
- A good decision maker
- A good sport
- Someone who has been a teacher and a principal

**SCHOOL EXEC CONNECT  
ROCKFORD AREA SCHOOLS  
SUPERINTENDENT SEARCH ON-LINE SURVEY  
JANUARY 23, 2023**

This report highlights the responses of 153 individuals who chose to participate in an on-line survey as a part of the search process for a new Superintendent of Schools. The survey collected the participants' perceptions regarding the strengths of the District, challenges facing the District, goals for the District, and the characteristics and skills desired in the next superintendent. Due to the sampling methodology, this report should not be considered a scientifically based research document. The on-line survey was completed once per email address. This report utilizes the input received from those who chose to complete the survey. Judgments regarding what is included in this report are those of the consultants, based upon the survey input received.

The consultants utilized the input received from the on-line survey in developing the *New Superintendent Profile*, a report that outlines the attributes desired in the new superintendent. Input received in several individual and focus group interviews was also used in developing the *New Superintendent Profile*.

This report may be used in a variety of ways. The input received should be helpful to the Board as interview questions are developed and candidates are screened. It may also serve as valuable information in assessing community perceptions on a variety of issues and the effectiveness of the District's communications with the community. The consultants also recommend that this report be given to the newly appointed superintendent to expand his or her understanding of the issues and opportunities facing the Districts.

**SURVEY RESULTS:**

**1. Please select the choice(s) that best describe your relationship to the school district. Please select all that apply.**

- |  |          |
|--|----------|
| • Parent of Current /Past Student (past 5 years) | 54% (83) |
| • Teacher/Licensed Staff                         | 32% (48) |
| • Community Member                               | 19% (29) |
| • Support Staff                                  | 12% (19) |
| • Other  | 9% (13)  |
| • Administrator                                  | 2% (3)   |
| • Student  | 0% (0)   |

**2. Please select the three (3) items below that represent the greatest strengths of the school district.**

- Strong community pride in the schools 46% (69)
- Dedicated and highly competent teachers 43% (64)
- Class size 31% (46)
- Supportive community 23% (35)
- Supportive and involved parents 19% (28)
- Athletic/activity programs 17% (26)

**3. Please select the three (3) items below that represent the greatest challenges for the school district.**

- Community support for referendums 28% (42)
- Closing achievement gaps between student groups 27% (40)
- Competition with other districts and schools 26% (38)
- Understanding and supporting diversity in the district 22% (33)
- Sound fiscal management 22% (32)
- State financial support 18% (26)

**4. Please select the top three (3) goals for the district to accomplish in the next three years.**

- Manage financial resources prudently 30% (45)
- Maintain programs for all student achievement levels and needs 29% (43)
- Improving staff morale 26% (39)
- Assuring student well-being (emotionally safe and confident) 25% (38)
- Strengthen our academic programs and curriculum 23% (35)
- Focus on 21<sup>st</sup> century curriculum (communication, collaboration, creativity, innovation, critical thinking, problem solving, and media and technology literacy) 21% (32)

**5. Please select the top three (3) attributes that you believe are most important for a person to be successful as the superintendent of the Brainerd Public School District. The new superintendent should be a person who:**

- Builds a great team and brings the best out of others 32% (49)
- Is visible in the schools and community 26% (39)

- Understands school finance and the business side of the district 25% (37)
- Holds others accountable 23% (35)
- Can recruit and support outstanding staff members 23% (35)
- Has a deep understanding of curriculum, instruction, and how students learn 19% (29)
- Is a collaborative consensus builder who can work with all constituencies 19% (29)
- Is child-centered 19% (28)
- Has warm people skills, is approachable and easy to talk to 18% (27)
- Has excellent communication skills 18% (27)
- Is a strong decision-maker who uses data and information 18% (27)
- Has an inspiring vision for the future 18% (27)



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

**Subject: Policy Updates – First Reading**

Meeting Date: January 23, 2023

Prepared by: Superintendent’s Office

Date Prepared: January 18, 2023

Information
  Briefing
  Action
  Enclosure Item(s)

Below is a summary of the changes of several policies. Some of the changes update references and commissioner title. This is a **first reading** of the following policies:

534	School Meals Policy	Updating to include MSBA Model Policy language; combining Policy 534 and 730R into Policy 534R
701	Establishment District Budget	Update References and Commissioner title
701.1	Modification of District Budget	Update Reference
702	Accounting	Update References
703	Annual Audit	Update References and Commissioner title
704	Fixed Assets	Update Reference
705	Investments	Update References
706	Acceptance of Gifts	Update References
707	Transportation Public School	Update Reference, adds physician assistant and deletes “handicapped”
710	Extracurricular Transportation	Update Reference
711	Video Recording on Bus	Update Reference
712	Video Surveillance	Update Reference
713	Student Activity Accounting	Update Reference
714	Fund Balances	Update Reference
720	Vending Machines	Update References



Adopted: 08-21-17

Orig. 2017

Reviewed: 2019

Revised: 02-19-20, 2022, 01-23-2023

**534R SCHOOL MEALS POLICY**

**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**

- A. ~~From MSBA policy~~ Students are issued a meal account when they enroll in the district. It is the parent(s)’ or guardian’s responsibility to make sure adequate funds are available in the meal account. Meal payments may be made online through the Infinite Campus Parent Portal for each individual student. Payments can be made in any school building office via cash or check. ~~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 ~~lunch account balance meal charge debt~~ will be allowed to ~~purchase a meal if the student pays for the meal when it is received.~~ receive a meal without providing payment. The cost of the meal will be added to the student’s lunch account balance.
- D. ~~A student who has been determined to be eligible for free and reduced-price lunch~~ All students must always be served a reimbursable meal even if the student has an outstanding lunch account balance. ~~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 ~~lunch account meals~~-balance ~~with the exception of a la carte items.~~



~~F. **Deleted from MSBA model policy** 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.~~

~~G~~ F. When a student has a negative five (-\$5) account balance, the student will not be allowed to charge a la carte items or a second additional entree. ~~a snack item.~~

~~H~~ G. **From 730R Policy** Each student will have their own lunch account number. A single common number for families with more than one student in the school system will not be used. Each student's account is managed separately. ~~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.~~

~~H~~. **From 730R Policy** Families may apply for free or reduced price meal benefits at any time during the school year. Families need to apply annually for benefits. If the household size or income changes during the year, families can reapply. Applications are available online on the district website.

### 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 positive ~~ten~~ (\$10.00) ~~or less~~.

~~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~~. B. 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 the 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 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.

**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 will post this 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, (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

**Cross References:** None



Adopted: 2-10-2010 Orig. 2010  
Revised: \_\_\_\_\_

~~730R FOOD SERVICE POLICY~~

~~I. PURPOSE~~

~~The purpose of this policy is to provide guidelines for lunch account procedures throughout the buildings in the provision of meals to students.~~

~~II. GENERAL STATEMENT OF POLICY~~

~~It is the policy of this school district to recognize the parent/guardian's responsibility to provide lunch for their children by either a cold lunch from home or assuring that they have monetary credit in their student lunch account. Proper nutritional intake is essential for adequate learning to occur. Rockford Area School District offers nutritional meals under the guidelines of the USDA and strive to provide meals in an efficient and fiscally responsible manner.~~

~~III. PURCHASING MEALS~~

~~A. Student Lunch Accounts~~

- ~~1. Students may purchase meals when funds have been deposited into their accounts.~~
- ~~2. Cash or checks will be taken at the district office and the full amount will be deposited into the students account. No change will be given to the student or parent during this transaction. Pay Schools, an online lunch payment program, is available on the Rockford Area Schools' website.~~
- ~~3. **INCLUDING THIS INFORMATION IN POLICY 534R** Each student will have their own lunch account number. A single common number for families with more than one student in the school system will *not* be used. Each student's account is managed separately.~~
- ~~4. Students are not allowed to borrow lunch credits from another student.~~
- ~~5. Students are not allowed to eat from another student's lunch tray for health and sanitation reasons.~~

~~B. Free and Reduced Price Lunches~~

- ~~1. **INCLUDING THIS INFORMATION IN POLICY 534R** Families may apply for free or reduced price lunches at anytime during the school year.~~
- ~~2. Applications for free and reduced lunches are available prior to the beginning of the school year at the district office.~~



- ~~3.—Lunch applications are available in each school building office, each school kitchen, and the district office. Lunch applications will also be mailed out to any parent requesting one.~~
- ~~4.—Families applying for the free and reduced lunch program must pay for lunches or provide a lunch from home until they receive notification they have been approved. Charging of lunches will not be allowed for families whose applications are pending approval.~~
- ~~5.—Families who qualify for free or reduced lunches will be allowed to receive these same benefits up to 30 school days of the next school year. If a new application has not been submitted prior to the 30th school day of the following year deadline, the student or students from these families will be expected to pay full price for lunch beginning the first school day in October.~~

#### ~~IV — STUDENT ACCOUNT STATUS AND NOTIFICATION~~

- ~~A.—Students, parents or guardians in grades Kindergarten through grade 12 will be given a written notification by email or letter when their lunch account balance is **\$10.00** or less.~~
- ~~B.—Students will be allowed to charge their accounts until the account is overdrawn by **\$5.00**. An automated phone call will be made to the home of students and staff whose lunch accounts have a negative balance. Once the account is overdrawn by **\$5.00**, the student will no longer be allowed to charge the regular meals, extra entrees, or ala carte items offered by the school.~~
- ~~C.—If a student's lunch account balance is at a balance of negative **\$5.00**, the student will be offered a courtesy meal that consists of a sandwich and milk at no cost to the student each day until funds are deposited into the account to make a positive balance.~~
- ~~D.—Students who are on the free or reduced lunch program are allowed to eat lunch each school day. Extra entrees or ala carte items are not allowed to be charges if the student's account has a negative balance.~~
- ~~E.—School districts have the right and ability to complete and process an application for the free and reduced lunch program for those students whose parents are not taking the responsibility to provide either a cold lunch or funds for a hot lunch when it is apparent the student's nutritional health is at stake.~~
- ~~F.—Assistance from Wright County Social Services may be requested by the school social worker for possible neglect when the above procedures are unsuccessful.~~



Adopted: 11/15/04

Orig. 1995

Reviewed: 2011

Revised: 07/24/17, 01/23/2023

## 701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

### I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

### II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

### III. REQUIREMENT

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with [Minn. Stat. § Minnesota Statutes section 123B.76](#).
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the [Minnesota Commissioner of Education](#) within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the



school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by ~~Minn. Stat. § Minnesota Statutes section~~ 123B.10.

- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

#### IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but the superintendent maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the Minnesota Commissioner of Education as required relating to initial allocations of revenue, reallocations of revenue and expenditures of funds.

**Legal References:** Minn. Stat. § 123B.76 (Expenditures; Reporting)  
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)  
Minn. Stat. § 123B.10 (Publication of Financial Information)

**Cross References:** MSBA/MASA Model Policy 701.1 (Modification of School District Budget)  
MSBA/MASA Model Policy 702 (Accounting)



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MSBA Service Manual, Chapter 7, Education Funding



Adopted: 11/15/04

Reviewed: 2000

Revised: 06/15/15 , 01/23/2023

Orig. 1996

## 701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET

*[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes]*

### I. PURPOSE

The purpose of this policy is to establish procedures for the modification of the school district's adopted revenue and expenditure budgets.

### II. GENERAL STATEMENT OF POLICY

The policy of this school district is to modify its revenue and expenditure budgets in accordance with the applicable provisions of law.

### III. REQUIREMENT

- A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.
- B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member's own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.
- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an amendment to the expenditure budget by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.
- D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

**Legal References:** Minn. Stat. §123B.77 (Accounting, Budgeting and Reporting Requirements)



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**Cross References:** MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
[MSBA Service Manual, Chapter 7, Education Funding](#)



Adopted: 11/15/04

Reviewed: 2006

Revised: 04/30/07, 01/23/2023

Orig. 1995

## 702 ACCOUNTING

### I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in guidelines adopted by the Minnesota Department of Education.

### II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

### III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

### IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to Minn. Stat. § Minnesota Statutes Section 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minn. Stat. § Minnesota Statutes Section 123B.79, as amended, or other applicable statute.

### V. REPORTING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minn. Stat. § Minnesota Statutes Section 123B.10 in the manner specified therein.

**Legal References:** Minn. Stat. § 123B.02 (General Powers of Independent School Districts) School District Powers)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts) School Board Powers)  
Minn. Stat. § 123B.10 (Publication of Financial Information)  
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts) Duties of School Board Clerk)  
Minn. Stat. § 123B.75 (Revenue ; Reporting)



Minn. Stat. § 123B.76 (Expenditures ; [Reporting](#))  
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)  
Minn. Stat. § 123B.78 (Cash Flow; ~~;~~ [School District](#) Revenues; ~~;~~ [Borrowing for Current Operating Costs; Capital Expenditure;](#) Deficits)  
Minn. Stat. § 123B.79 (Permanent Fund Transfers)  
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

**Cross References:** MSBA/MASA Model Policy 703 (Annual Audit)  
~~MSBA Service Manual, Chapter 7, Education Funding~~



Adopted: 11/15/04

Reviewed: 2019

Revised: 12/16/19, 01/23/2023

Orig. 1995

### 703 ANNUAL AUDIT

***[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]***

#### I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

#### II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

#### III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the [Minnesota](#) Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by [Minn. Stat. § Minnesota Statute section 123B.14, subdivision Subd-7](#).
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.



- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act, and the Minnesota Legal Audit Compliance Guide [for School Districts](#) issued by the Office of the State Auditor.
- F. The school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in [Minnesota Statutes chapter Minn. Stat. Ch. 6](#).

**Legal References:**

- Minn. Stat. Ch. 6 (State Auditor)
- Minn. Stat. §123B.09 (~~General Powers of Independent School Districts~~[School Board Powers](#))
- Minn. Stat. §123B.14, Subd. 7 (~~Duties of School Board Clerk~~[Officers of Independent School Districts](#))
- Minn. Stat. §123B.02 (~~School District Powers~~[Boards of Independent School Districts](#))
- Minn. Stat. § 123B.77, Subds. 2 and 3 (~~Audited Financial Statements; Statement for comparison and correction~~[Accounting, Budgeting, and Reporting Requirement](#))

**Cross References:**

- MSBA Model Policy 702 (Accounting)
- ~~MSBA Service Manual, Chapter 7, Education Funding~~



Adopted: 11/15/04

Reviewed: 2009

Revised: 06/21/11, 01/23/2023

Orig. 1995

## **704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM**

### **I. PURPOSE**

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

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

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

### **III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM**

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district, and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

### **IV. REPORT**

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

**Legal References:** Minn. Stat. §123B.02 (~~General Powers of Independent School Districts~~  
~~School District Powers~~)  
Minn. Stat. §123B.09 (~~School Board Powers~~  
~~Boards of Independent School Districts~~)  
Minn. Stat. §123B.51 (Schoolhouse and Sites; ~~Uses for School and Nonschool Purposes~~;  
~~Closings~~~~Access for Noncurricular Purposes~~)

**Cross References:** MSBA/MASA Model Policy 702 (Accounting)  
~~MSBA Service Manual, Chapter 7, Education Funding~~



Adopted: 11/15/04

Reviewed: 2009

Revised: 06/21/11, 01/23/2023

Orig. 1995

## **705 INVESTMENTS**

### **I. PURPOSE**

The purpose of this policy is to establish guidelines for the investment of school district funds.

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

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

### **III. SCOPE**

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

### **IV. AUTHORITY; OBJECTIVES**

- A. The funds of the school district shall be deposited or invested in accordance with this policy, ~~Minn. Stat. Ch.~~ Minnesota Statutes chapter 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
  1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
  2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable and debt service.
  3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

### **V. DELEGATION OF AUTHORITY**

- A. The Business Manager of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment



program consistent with this policy. The investment officer may delegate certain duties to a designee or designees, but shall remain responsible for the operation of the program.

- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust, and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

**VI. STANDARD OF CONDUCT**

The standard of conduct regarding school district investments to be applied by the investment officer shall be the “prudent person standard.” Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment and care commensurate with the risk, shall not be held personally responsible for a specific security’s performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

**VII. MONITORING AND ADJUSTING INVESTMENTS**

The investment officer shall routinely monitor existing investments and the contents of the school district’s investment portfolio, the available markets and the relative value of competing investment instruments.

**VIII. INTERNAL CONTROLS**

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district’s independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions by officers, employees or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

**IX. PERMISSIBLE INVESTMENT INSTRUMENTS**

The school district may invest its available funds in those instruments specified in ~~Minn. Stat. §§~~ [Minnesota Statutes sections](#) 118A.04 and 118A.05, as these sections may be amended from time



to time, or any other law governing the investment of school district funds. The assets of another postemployment benefits (OPEB) trust or trust account established pursuant to [Minnesota Statutes section Minn. Stat. § 471.6175](#) to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under [Minn. Stat. Ch. Minnesota Statutes chapter 118A](#) or [Minnesota Statutes section § 356A.06, subdivision Subd. 7](#). Investment of funds in an OPEB trust account under [Minn. Stat. § Minnesota Statutes section 356A.06, Subd. Subdivision 7](#), as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

**X. PORTFOLIO DIVERSIFICATION; MATURITIES**

- A. Limitations on instruments, diversification and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
  - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
  - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
  - 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

**XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**



Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally, all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

**XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS**

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

**XIII. SAFEKEEPING AND COLLATERALIZATION**

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in [Minn. Stat. § Minnesota Statutes section 118A.06](#). The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.
- B. Deposit-type securities shall be collateralized as required by [Minn. Stat. § Minnesota Statutes section 118A.03](#) for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against



payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

**XIV. REPORTING REQUIREMENTS**

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.
- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

**XV. DEPOSITORIES**

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of ~~Minn. Stat. §~~ [Minnesota Statutes section 118A.03](#) and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.



**XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT**

The school district may make electronic fund transfers for investments of excess funds upon compliance with [Minn. Stat. § Minnesota Statutes section 471.38](#).

- Legal References:**
- Minn. Stat. § 118A.01 (~~Public Funds; Depositories and Investments~~ [Definitions](#))
  - Minn. Stat. § 118A.02 (~~Authorization for Deposit and Investment~~ [Depositories; Investing; Sales, Proceeds, Immunity](#))
  - Minn. Stat. § 118A.03 (~~Depositories and Collateral~~ [When and What Collateral Required](#))
  - Minn. Stat. § 118A.04 (Investments)
  - Minn. Stat. § 118A.05 (Contracts and Agreements)
  - Minn. Stat. § 118A.06 (~~Delivery and Safekeeping ;~~ [Acknowledgements](#))
  - Minn. Stat. § 356A.06, Subd. 7 (~~Authorized Investment Securities~~ [Investments; Additional Duties](#))
  - Minn. Stat. § 471.38 (Claims)
  - Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

- Cross References:**
- MSBA/MASA Model Policy 703 (Annual Audit)
  - ~~MSBA Service Manual, Chapter 7, Education Funding~~
  - Minnesota Legal Compliance Audit Guide [for School Districts](#) Prepared by the Office of the State Auditor



Adopted: 10/21/02

Reviewed: 2007

Revised: 06/16/08, 01/23/2023

Orig. 1995

## 706 ACCEPTANCE OF GIFTS

### I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

### II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

### III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

### IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

### V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

**Legal References:** Minn. Stat. §123B.02, Subd. 6 (~~bequests, donations, gifts~~General Powers of Independent School Boards)

Minn. Stat. § 465.03 (Gifts to Municipalities)

**Cross References:** None



Adopted: 10/21/02

Reviewed: 2017

Revised: 12/17/18, 1/23/2023

Orig. 1995

## 707R TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

### I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

### III. DEFINITIONS

- A. "Child with a disability" includes every child identified under federal and state special education law as; deaf or hard of hearing, blind or visually impaired, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of [the Minnesota Department of Education \("Commissioner"\)](#). A licensed physician, an advanced practice nurse, [a physician assistant](#), or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. ~~(Minn. Stat. § 125A.02)~~
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. ~~(Minn. Stat. § 123B.92, Subd.~~



~~1(b)(1); Minn. Stat. § 127A.47, Subd. 2)~~

- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. ~~(42 U.S.C. § 11434a)~~
- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of ~~Minn. Stat. § Minnesota Statutes section~~ 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964. ~~(42 U.S.C. § 2000d, et seq.) (Minn. Stat. §123B.41, Subd. 9)~~
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. ~~(Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)~~
- F. "Pupil support services" are health, counseling and guidance services provided by the public school in the same district where the nonpublic school is located. ~~(Minn. Stat. § 123B.41, Subd. 4)~~
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. ~~(42 U.S.C. § 11432(g)(3)(G))~~
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of ~~Minn. Stat. § Minnesota Statutes section~~ 120A.22 by attendance at a nonpublic school. ~~(Minn. Stat. § 126C.01, Subd. 8)~~
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. ~~(Minn. Stat. § 123B.41, Subd. 11)~~

#### IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to



and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. ~~(Minn. Stat. § 123B.88, Subd. 1)~~

- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.
- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation. ~~(Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)~~
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

#### V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. ~~(Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)~~
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. ~~(Minn. Stat. § 123B.88, Subd. 6)~~
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. ~~(Minn. Stat. § 127A.47, Subd. 3(b))~~
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. ~~(Minn. Stat. § 123B.92, Subd. 3(b))~~

#### VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS



- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (~~Minn. Stat. § 123B.88, Subds. 1 and 4~~)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (~~Minn. Stat. § 124D.041~~)

**VII. SPECIAL EDUCATION STUDENTS/ STUDENTS WITH A DISABILITY/STUDENTS WITH TEMPORARY DISABILITIES**

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with ~~Minnesota Statutes section Minn. Stat. § 123B.92, Subd. Subdivision~~ 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten-for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. (~~Minn. Stat. § 123B.88, Subd. 1~~)
- B. Resident students with a disability whose ~~handicapped disabling~~ conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the ~~handicapping disabling~~ condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (~~Minn. Stat. § 123B.88, Subd. 19, Minn. Rules Part 7470.1600~~)
- C. Resident students with a disability who are boarded and lodged at Minnesota state



academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (~~Minn. Stat. § 125A.65~~)

- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (~~Minn. Stat. § 125A.12~~)
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (~~Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d)~~)
- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (~~Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e)~~)
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (~~Minn. Rules Part 7470.1700~~)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in ~~Minn. Stat. Ch. Minnesota Statutes chapter~~ 125A. (~~Minn. Rules Part 7470.1600, Subd. 2~~)

### **VIII. TRANSPORTATION OF STUDENTS PLACED IN DAY TREATMENT PROGRAMS**

#### **A. PURPOSE**



*Consistent with the authority granted by Minnesota law, the purpose of this policy is to impose reasonable restrictions on the transportation of students who are temporarily placed for care and treatment in a day program and who continue to live in the District during the care and treatment. In adopting this policy, the School Board has given consideration to social, political, economic, and educational factors.*

**B. SCOPE OF POLICY**

*This policy applies to regular education and special education students who: (1) are legal residents of Independent School District No. 883; (2) are temporarily placed for care and treatment in a day program by a person or entity other than the District, a Minnesota court, or a Minnesota governmental agency; and (3) continue to live in the District during the care and treatment.*

**C. DEFINITIONS**

*For purposes of this policy, students who are placed in any of the following facilities are considered to be placed for “care and treatment”: (1) chemical dependency and other substance abuse treatment centers; (2) shelter care facilities; (3) hospitals; (4) day treatment centers; (5) correctional facilities; (6) residential treatment centers; and (7) mental health program facilities. Such facilities must be licensed by the Minnesota Department of Human Services or the Minnesota Department of Corrections.*

*For purposes of this policy, the phrase “sufficient to meet the needs of the student” means that the facility provides treatment or services that are consistent with the established professional standard of care applicable to the individual needs of the student. In the event a student, parent, or legal guardian contends that a facility is not sufficient to meet the needs of the student, the student, parent, or legal guardian must provide a signed statement from a qualified physician explaining why the facility is not sufficient to meet the needs of the student.*

**D. TRANSPORTATION RESTRICTIONS**

*Independent School District No. 883 may refuse to provide transportation to or from a care and treatment facility outside the District’s regular operating hours.*

*Independent School District No. 883 may refuse to provide transportation to a care and treatment facility if another care and treatment facility is at least ten miles closer to the student’s home and is sufficient to meet the needs of the student. The following exception applies: If the closest care and treatment facility is not covered by the parent’s or legal guardian’s insurer (if any) or does not have any openings, and the student or the student’s parent or legal guardian submits written documentation to the District office showing that the insurer has formally denied coverage for a requested placement at the closest facility or that the facility has denied a requested placement because it has no openings, the District will provide transportation to the next closest facility that is covered by the student’s insurer and has an opening.*

**IX. HOMELESS STUDENTS**

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. ~~(42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))~~



- B. Upon request by the student’s parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student’s school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district. ~~(42 U.S.C. § 11432(g)(1)(J)(iii)(I))~~
  2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student’s school of origin and the shelter or other non-shelter on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. ~~(Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))~~
  3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student’s school of origin outside of the school district upon agreement with the school district in which the school of origin is located. ~~(Minn. Stat. § 125A.51(f))~~
  4. A homeless nonresident student enrolled under ~~Minn. Stat. § Minnesota Statutes section~~ 124D.08, ~~Subd. Subdivision~~ 2a, must be provided transportation from the student’s district of residence to and from the school of enrollment. ~~(Minn. Stat. § 123B.92, Subd. 3(c)).~~

**X. AVAILABILITY OF SERVICES**

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. ~~(Minn. Stat. § 123B.88, Subd. 21)~~

**XI. MANNER OF TRANSPORTATION**

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by



that means. ~~(Minn. Stat. § 123B.88, Subd. 1)~~

## XII. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 [U.S.C. § United States Code section 1415](#) (Individuals with Disabilities Act), 29 [U.S.C. § United States Code section 794](#) (the Rehabilitation Act), and 42 [U.S.C. § United States Code section 12132](#), (Americans with Disabilities Act) are governed by these provisions. ~~(Minn. Stat. § 121A.59)~~

## XIII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extra curricular activities conducted at locations other than school, where attendance is optional. ~~(Minn. Stat. § 123B.36, Subd. 1(10))~~
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in [Minn. Stat. § Minnesota Statutes section 190.05](#). ~~(Minn. Stat. § 123B.36, Subds. 1(11) and 6)~~
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. ~~(Minn. Stat. § 123B.36, Subd. 1(13))~~
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. ~~(Minn. Stat. § 123B.36, Subd. 3)~~

<b>Legal References:</b>	Minn. Stat. § 120A.22 (Compulsory Instruction)
	Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
	Minn. Stat. § 121A.59 (Bus Transportation <del>is</del> a Privilege Not a Right)
	Minn. Stat. § 123B.36 (Authorized Fees)
	Minn. Stat. § 123B.41 ( <del>Educational Aids for Nonpublic School Children;</del> Definitions)
	Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
	Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
	Minn. Stat. § 123B.92 (Transportation Aid Entitlement)



Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.04 (~~Enrollment Options Programs in Border States~~) Options for Enrolling in Adjoining States)  
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)  
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)  
Minn. Stat. Ch. 125A (~~Children With a Disability Special Education and Special Programs~~)  
Minn. Stat. § 125A.02 (Children wWith a Disability, Defined)  
Minn. Stat. § 125A.12 (Attendance in Another District)  
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)  
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)  
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)  
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)  
Minn. Stat. § 126C.01 (~~General Education Revenue~~ -- Definitions)  
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)  
Minn. Stat. § 190.05 (Definitions)  
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)  
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilityies)  
20 U.S.C. § 1415 (Individuals with Disabilities Education ~~Improvement Act of 2004~~)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 2000d (Prohibition aAgainst Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)  
42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)  
42 U.S.C. § 12132, *et seq.* (Americans wWith Disabilities Act)

**Cross References:** MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)  
~~MSBA Service Manual, Chapter 2, Transportation~~

**Attachment A**



Adopted: 10/21/02

Reviewed: 2012

Revised: 05/19/14 , 01/23/2023

Orig. 1995

## **710 EXTRACURRICULAR TRANSPORTATION**

### **I. PURPOSE**

The purpose of this policy is to make clear to students, parents and staff the school district's policy regarding extracurricular transportation.

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

The determination as to whether to provide transportation for students, spectators or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

### **III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION**

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

### **IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES**

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

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

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



All vehicles used to transport students shall be properly registered and insured.

**[Note:** This policy provides that employees may use a personal vehicle to transport students in an emergency or other unforeseeable circumstance. An “emergency or other unforeseeable circumstance” does not include situations where regular transportation is available or scheduled.

For example, if a scheduled extracurricular event occurs outside of the school district and the school district transports a team or group of students to and from the event, an employee would be prohibited by law from using a personal vehicle to transport some students to the event. In contrast, if a student attending this same event became ill or injured and required immediate transportation home or to a health care facility, the exigent need to transport one student would not constitute regular or scheduled transportation. An employee would have authority to transport the student in a personal vehicle under these circumstances, if using a vehicle that is properly registered and insured. The expectation of the school district is that the employee would immediately contact administration about these circumstances to ensure oversight of the employee’s use of this exception.

Nonregular and nonscheduled transportation also would include situations where some notice may be provided of the need for transportation to a nonscheduled event for which transportation generally is not provided by the school district. For example, a group of students may participate in a scheduled debate competition for which regular school district transportation is provided. Two students advance to a regional competition the following day. Transportation would not have been scheduled to the regional competition as the students’ advancement was not predicted. These circumstances may justify an employee’s use of a personal vehicle to transport the two students to the regional competition, if the vehicle is properly registered and insured. Because the employee has sufficient time to contact an administrator, advance written permission by an administrator would be expected for the purpose of overseeing that the reasons for an employee using a personal vehicle comply with the requirements of the law.]

**V. FEES**

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

**Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 169.011, Subd. 71(a) (Definitions ~~of a School Bus~~)  
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards ~~—Exemption~~)

**Cross References:** MSBA Model Policy 610 (Field Trips)  
MSBA Model Policy 709 (Student Transportation Safety Policy)  
~~MSBA Service Manual, Chapter 10, Transportation~~



Adopted: 10/21/02

Reviewed: 2012

Revised: 11/18/13, 01/23/2023

Orig. 1995

## 711 VIDEO RECORDING ON SCHOOL BUSES

### 1. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

### 2. GENERAL STATEMENT OF POLICY

#### A. Placement.

Each and every school bus owned, leased, contracted and/or operated by the school district shall be equipped with a fully-enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.

1. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
2. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

#### B. Use of Video Recordings.

1. A video recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee, arising out of the student's or employee's conduct on the bus.
2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. Minnesota Statutes chapter 13](#) and the Family Educational Rights and Privacy Act, 20 [U.S.C. §United States Code section 1232g](#) and the rules and/or regulations promulgated thereunder.



3. Video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A video recording will be retained by the school district until relouped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.585 (Notice of Recording Device)  
Minn. Stat. § 138.17 (Government Records, Administration)  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R.- §§ 99.1-99.67 (Family Educational Rights and Privacy)

**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 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Student Records)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)  
[MSBA Service Manual, Chapter 2, Transportation](#)



Adopted: 10/21/02

Reviewed: 2012

Revised: 11/18/13, 01/23/2023

Orig. 1996

## 712 VIDEO SURVEILLANCE OTHER THAN ON BUSES

### I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

### II. GENERAL STATEMENT OF POLICY

#### A. Placement.

1. School district buildings and grounds may be equipped with video cameras.
2. Video surveillance may occur in any school district building or on any school district property.
3. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

#### B. Use of Video Recordings.

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.
3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, ~~Minn. Stat. Ch.~~ Minnesota Statutes chapter 13 and the Family Educational Rights and Privacy Act, 20 ~~U.S.C. §~~ United States Code section 1232g and the rules and/or regulations promulgated thereunder.



C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. Minnesota Statutes chapter 13](#), and the Family Educational Rights and Privacy Act, 20 [U.S.C. § United States Code section 1232g](#), and the rules and/or regulations promulgated thereunder.
2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.585 (Notice of Recording Device)  
Minn. Stat. § 138.17 (Government Records; Administration)  
Minn. Stat. § 609.746 (Interference with Privacy)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

**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 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA Model Policy 506 (Student Discipline)  
MSBA Model Policy 515 (Protection and Privacy of Student Records)  
MSBA Model Policy 709 (Student Transportation Safety Policy)  
MSBA Model Policy 711 (Video Recording on School Buses)  
[MSBA Service Manual, Chapter 10, Transportation](#)



Adopted: 4/19/10 (Eff. 7-1-2010)

Reviewed: 2019

Revised: 09/16/19, 01/23/2023

Orig. 2004

## 713R STUDENT ACTIVITY ACCOUNTING

### I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

### II. GENERAL STATEMENT OF POLICY

#### A. Curricular and Cocurricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

#### B. Extracurricular Activities

The school board shall take charge of, and control over all student activity accounting that relates to extracurricular activities.

*[Note: The school board is required by Minn. Stat. § Minnesota Statutes section 123B.49, Subd. 4, to take charge of and control over all extracurricular activities, including all money received for such activities.]*

#### C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

### III. DEFINITIONS

#### A. Cocurricular Activity

A "cocurricular activity" means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;



2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An “extracurricular (noncurricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

**IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS**

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the treasurer (or business manager/superintendent as delegated), who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
2. The treasurer (or business manager/superintendent as delegated) shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS), and school district policies and procedures.

B. Extracurricular Activities



1. Any and all costs of extracurricular activities may be provided from school revenues.
2. All money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
3. The treasurer (*or business manager/superintendent as delegated*) shall account for all revenues and expenditures related to extracurricular activities in accordance with UFARS and school district policies and procedures.
  - i. *Any items purchased for an extracurricular activity account shall follow district ordering procedures as noted in the staff handbook. Reimbursements requested for expenditures that did not follow current district procedures may be only be considered for payment with prior approval by the Activity Director on a case-by case basis.*
  - ii. *Extracurricular trip expenses or apparel purchases for students and coaches/advisors may be considered an allowable expenditure with prior approval by the Activity Director, providing the funds are available in the specific extracurricular activity account, following Policy 511 Student Fundraising and Policy 707 Accounting, as warranted.*
4. All student activity funds will be collected and expended:
  - a. in compliance with school district policies and procedures;
  - b. under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
  - c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
  - d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
  - e. in a manner which meets a public purpose.
5. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts



accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

6. *Overnight travel plans for extracurricular activities need to be approved by the school board prior to scheduling the event, following Policy 610R Field Trips. Each activities annual trip schedule for their planned overnight trips are to be presented for school board approval at the September regular board meeting. Any additional overnight event travel outside of regular season travel (ie: tournaments, sections, state qualifiers, etc.) needs to be presented for school board approval as soon as knowledge of trip occurs.*

**V. DEMONSTRATION OF ACCOUNTABILITY**

A. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

B. Fundraiser Report

The Committee will prepare a fundraising report semi-annually which will be reviewed by the school board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.

*[Note The school board should conduct periodic reviews of student fundraising. The manner in which such reviews are conducted is in the discretion of the school board.]*

**Legal References:**

Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.145, Subd. 7 (Officers of Independent School Districts)  
Minn. Stat. § 123B.35 (General Policy)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.38 (Hearing)  
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 123B.76 (Expenditures; Reporting)  
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)  
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)  
*Visina v. Freeman*, 252 Minn. 177, 89 N.W.2d 635 (1958)  
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

**Cross References:**

Uniform Financial Accounting and Reporting Standards (UFARS)  
MSBA/MASA Model Policy 510 (School Activities)  
MSBA/MASA Model Policy 511 (Student Fundraising)



- MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
- MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
- MSBA/MASA Model Policy 702 (Accounting)
- MSBA/MASA Model Policy 703 (Annual Audit)
- MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
- MSBA/MASA Model Policy 706 (Acceptance of Gifts)



Adopted: 06/21/11

Reviewed: \_\_\_\_\_

Revised: 01/23/2023

Orig. 2011

**714 FUND BALANCES**

**I. PURPOSE**

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

**II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

**III. DEFINITIONS**

- A. "Assigned" fund balance amounts are comprised of unrestricted funds constrained by the school district's intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district's intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. "Committed" fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. "Enabling legislation" means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.
- D. "Fund balance" means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. "Nonspendable" fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be



maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.

- F. "Restricted" fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. "Unassigned" fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. "Unrestricted" fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

**IV. CLASSIFICATION OF FUND BALANCES**

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

**V. MINIMUM FUND BALANCE**

The school district will strive to maintain a minimum unassigned general fund balance of 8 percent of the annual budget.

**VI. ORDER OF RESOURCE USE**

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

**VII. COMMITTING FUND BALANCE**

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

**VIII. ASSIGNING FUND BALANCE**

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Superintendent and Business Manager. Assignments so made shall be reported to



the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

**IX. REVIEW**

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

**Legal References:** Statement No. 54 of the Governmental Accounting Standards Board

**Cross References:** [MSBA Service Manual, Chapter 7, Education Funding](#)



Adopted: 1999

Reviewed: 2019

Revised: 12/16/19, 01/23/2023

Orig. 1996

## **720 VENDING MACHINES**

### **I. PURPOSE**

The purpose of this policy is to establish procedures to govern vending machines installed in school facilities in the school district.

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

The policy of the school district is to contract for, supervise, maintain, and account for the proceeds from vending machines located in school facilities in a manner that is fair, that maximizes the revenues from those machines, that allows those revenues to be included in the budget of the facility in which they are generated, and that establishes controls to avoid fraud, theft, or the appearance of impropriety.

### **III. AUTHORIZATION**

Automatic vending machines for the dispensing of food, beverages, or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by the school board as provided in this policy.

### **IV. SUPERVISION; APPROVAL; LOCATION**

- A. All vending machines shall be under the supervision of the school principal or other person in charge of the facility in which the machine is located. That administrator shall be responsible to supervise the machine in compliance with this policy and any applicable laws.
- B. The items to be dispensed from a vending machine located in a school facility shall be approved by the principal or other person in charge of that facility. All food, beverages, or other items approved shall be appropriate to the school setting. Machines dispensing cigarettes or tobacco products are not authorized under any circumstances. In the event a written complaint is filed with the superintendent regarding the approval or disapproval of any item, the school board, after proper review, shall make the final determination.
- C. Vending machines may be approved that will dispense items only during certain hours, through the use of timers or otherwise. Vending machines should not be operated in competition with the school cafeteria or food service. The principal or other person in charge of the school facility may regulate the hours of operation of any machine.
- D. Vending machines shall be located to meet any applicable building, fire, or life/safety codes and to provide convenience of operation, accessibility, and ease of maintenance. The principal or other person in charge of the facility shall review the location of each machine with appropriate maintenance and food service staff.



**V. CONTRACT APPROVAL**

- A. All contracts for the purchase or rental of vending machines shall be considered by the school board on a facility-by-facility basis.
- B. If the estimated aggregate receipts from all vending machines located in a school facility will be \$10,000 or more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and compliance with [Minnesota Statutes section Minn. Stat. § 123B.52](#).
- C. If the estimated aggregate receipts from all vending machines located in a school facility will be less than \$10,000 in a fiscal year, the contract for any vending machine in that facility may be awarded after the receipt of two or more quotations after taking into consideration conformity with the specifications, terms of delivery, other conditions imposed in the call for quotations, and compliance with [Minn. Stat. § Minnesota Statutes section 123B.52](#).
- D. The contracting process shall be conducted in compliance with [Minn. Stat. § Minnesota Statutes section 123B.52](#). A copy of this policy shall be included in any specifications or request for proposals or quotations. A record shall be kept of all bids or quotations received with the names, amounts, and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt.
- E. Any bid or quotation must specify all commissions to be paid from the machine and any other noncommission amounts to be paid as a result of the award of the contract. The noncommission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions, bonus payments, or other payments or contributions of any kind or nature. The noncommission amounts shall be reduced to a cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.
- F. If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of pop, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the school district.
- G. All contracts for vending machines must be approved by the school board. Any contract not made in compliance with this policy shall be void. Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.
- H. All vending machines are to be installed at the expense of the facility in which located. All financial responsibility for the maintenance and repair of machines shall remain with the individual facility in which located to the extent not addressed in the contract.
- I. No teacher, administrator, school district employee, or school board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially therefrom.



**VI. ACCOUNTING**

- A. Proceeds from vending machine sales and contracts shall be under the control of the school board, shall be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.
- B. An amount equal to the amount of the proceeds from the machines in each facility shall be included in the budget of the facility in which the proceeds are generated. That amount may be expended in accordance with established expenditure procedures.
- C. Pursuant to the vending machine contract or otherwise, proper auditing and inventory control procedures shall be established to ensure that commissions are being correctly calculated and paid. These controls must include daily, weekly, or other periodic inventories and written reconciliations of variances between inventory and cash. Each time cash is removed from, or inventory is added to a machine, a written reconciliation between cash and inventory must be performed by the person taking the cash from the machine and must be signed by the principal or other person in charge of the facility. The original written reconciliation reports shall be filed with the business office monthly and a copy shall be retained by the principal's office.

**Legal References:** Minn. Stat. § 123B.20 (Dealing in School Supplies)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law~~Contracts~~)  
Minn. Stat. § 471.87 (Public Officers, Interest in Contract; Penalty~~Conflict of Interest~~)

**Cross References:** MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)  
MSBA/MASA Model Policy 702 (Accounting)



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

<b>Subject: Facilities Update</b>					
Meeting Date: January 23, 2023					
Prepared by: Director of Buildings & Grounds James Leuer, Ryan Hoffman, ICS					
Date Prepared: January 20, 2023					
<input type="checkbox"/>	Information	<input type="checkbox"/>	Briefing	<input checked="" type="checkbox"/>	Action
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Enclosure Item(s)

Ryan Hoffman with ICS will present to the board regarding Capital Facilities Updates



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

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

Kneeland (Alternate)