



ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

A Tradition of Excellence, One Student at a Time

Agenda for January 8, 2024

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. **CEREMONIAL OATH OF OFFICE & SCHOOL BOARD OPERATING NORMS** **3**
3. **APPROVAL OF AGENDA**
4. **ELECTION OF OFFICERS OF THE SCHOOL BOARD** **12**
 - A. Chair
 - B. Vice-Chair
 - C. Clerk
 - D. Treasurer
5. **COMMITTEES AND BOARDS**
 - A. Renewal of Memberships 14
 - B. Board Committee Assignments 16
6. **EFFICIENT & EFFECTIVE OPERATIONS**
 - A. Delegate Statutory Duties of Clerk to the Executive Assistant 22
 - B. Delegate Statutory Duties of Treasurer to the School District Director of Business Services 23
 - C. Authorize CFO and or Director of Business Services to Make Deposits, Pay Expenses, Invest and Transfer Funds in the Best Interest of the District 24
 - D. Authorize the Use of Facsimile Signature on Payroll and Voucher Checks 25
 - E. Set Compensation for the Board Members 26
 - F. Designate Time and Place of Meetings 33
 - G. Designate Official Media Outlet 35
 - H. Designate Official Depositories 37
 - I. Designate Official Legal Counsel 38
 - J. CLOSED SESSION -- Pursuant to Minnesota Statute section 13D.03 for discussion of negotiations strategy
7. **BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS**
 - A. Negotiations Meeting: Monday, January 15, 2024 at 1:30 pm in the RMS-CES Conference Room 11.



ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883 BOARD OF EDUCATION

Negotiations Meeting: Thursday, January 18, 2024 at 3:45 pm in the RMS-CES Conference Room 11.

Work Session of the Board of Education: Monday, January 22, 2024 at 5:30 pm in the District Office Board Room.

Regular Meeting of the Board of Education: Monday, January 22, 2024 at 6:30 pm in the District Office Board Room

8. 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 Jeff Ridlehoover



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

Subject: Ceremonial Oath of Office & School Board Operating Norms

Meeting Date: January 8, 2024

Prepared by: Superintendent's Office

Date Prepared: December 27, 2023

Information Briefing Action Enclosure Item(s)

SCHOOL BOARD MEMBER OATH OF OFFICE

It is an honor that you were elected to guide the education of our community's children. As you recite the oath of office, you assume a tremendous responsibility as a director of our school district with the duties empowered by the Minnesota Legislature. This power puts you and the other members of our school board in the position of being both morally and legally responsible for equitable, quality education of every student in the district.

In carrying out this responsibility, you will be asked to fulfill the roles of vision, structure, accountability, and advocacy. In providing vision, the board, with extensive participation of the community, envisions the community's educational future and then formulates the goals, defines the outcomes and sets the course for the public schools.

To achieve the vision, the board establishes a structure and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework.

Because as a board we must be accountable to the community, we must ensure a continuous assessment of student achievement and all conditions affecting the education of our children.

As board members, we serve as education's key advocate on behalf of students and our community schools to advance the vision for our schools.

Furthermore, we must strive to work together with the superintendent and staff to lead the district toward fulfilling the vision we have created, fostering excellence for every student in the areas of academic skills and knowledge, citizenship and personal development.

Having previously signed the acceptance of office and oath of office, we hereby ask Board members to publicly affirm their commitment to the oath of office:

I affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 883 to the best of my judgment and ability.

Enclosed is Policy 209 Code of Ethics for your review.₃



Adopted: 9/18/00

Reviewed: 2009

Revised: 8/22/11, 9/19/2022

Orig. 1995

209 CODE OF ETHICS

[NOTE: A code of ethics establishes standards of conduct that members of a school board create and agree to follow. The principles and values embodied in this code of ethics prioritize board members' obligations to students, the district, and the community. As a written set of expectations, a code of ethics guides board members' decision making and behavior. This model policy offers a starting point for school boards as they create a code that establishes parameters for board member conduct that best serve their district. Minnesota law and rules of parliamentary procedure establish sanctions that a school board may choose to pursue.]

I. PURPOSE

The purpose of this policy is to assist the individual school board members in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.



B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical, and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.



E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

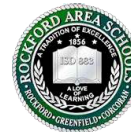
1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.



5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics



Adopted: 01/06/11

Revised: _____

209 ADDENDUM - BOARD OF EDUCATION OPERATING NORMS

I. INTRODUCTION

The following expectations have been developed and agreed to in order to provide structure to the operation of the School Board in pursuit of its mission and to strengthen the relationships among School Board members, between the School Board and Superintendent.

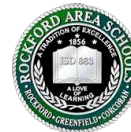
The governance focus for the Board is on policy rather than procedures. Board work is directed toward putting in place expectations for goals to be accomplished.

Board members want to ensure that there is “open-minded” discussions and flexibility; that Board norms are consistent with team play and fairness; that tasks and issues in meetings are well-developed and clear; and that the Board members consider the “human element” in problem-solving.

A. How We Relate To One Another...

1. All Board members should feel free to express their opinions and beliefs about issues. Discussions will be open and encourage candor. Honest disagreements are legitimate and have an appropriate place on the Board. However, Board members will respect one another and will not criticize one another “behind-the-back” or in an otherwise inappropriate manner.
2. Board members will relate to one another with honesty, integrity, and respect. Once a clear majority of the Board has agreed to a certain position and discussed it thoroughly, other Board members will not renew discussion of that topic provided that a full discussion and vote has taken place.
3. When a majority of the Board makes a decision, the minority members will respect majority rule and exemplify the standard, "I did not agree with this action, but I will respect and support the position of the Board."
4. The Superintendent will make every effort to be open to all points of view, to listen to and respond to questions and be responsive to the needs of the School Board.
5. Board members will look for opportunities, within the unique characteristics of governing a public school district, to develop relationships and rapport with one another as an asset to performing their duties.
6. Board members agree to devote time on an annual basis for self-evaluation and review of operating norms.

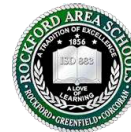
B. How We Communicate...



7. All Board members will receive the same information and data which relates to issues coming before the Board. Much of that information will come from the Office of the Superintendent and s/he will ensure that each member has equal access. However, when Board members are absent or late to a meeting, the remaining members will not take time to fully review all past discussions.
8. Board members are encouraged to fully participate in all discussions. Board members should feel comfortable to speak up freely and ask relevant questions so that issues and recommendations have an appropriate review.
9. Board members will channel requests for information, reports, etc. through the Superintendent rather than directly to staff.
10. All official communication between Board members and other school district staff will be channeled through the Superintendent, particularly if it relates to performance of school district employees.
11. The Superintendent (or designated staff) will provide written updates on a periodic basis, in addition to reports at regular School Board meetings, to keep Board members informed of issues of interest and concern affecting the School District.

C. How We Govern...

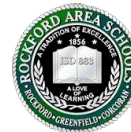
12. Board members should take risks in confronting differences of opinion. Board members are encouraged to express their opinion in a respectful way about issues and occasionally to “play the devil’s advocate” in order to ensure full discussion. However, Board members must be careful that adherence to a point of view does not prolong unnecessary discussion or block consensus.
13. Board members will focus on policy and broad parameters and not on administrative/management activities.
14. Board members will contact the Superintendent when they receive complaints rather than contacting the staff directly. The Superintendent will investigate complaints and provide Board members with all the information they need to respond to the individual initiating the call.
15. Board members will recognize and respect that their authority exists where a quorum of the Board meets and not as individuals.
16. Individual Board members will not directly contact legal counsel without approval of the full Board. Legal questions should be forwarded to the Superintendent to investigate as necessary.
17. It is agreed that the Board Chair and Superintendent will meet prior to each meeting so that he or she is fully prepared to run the meeting.
18. Board members will contact the Superintendent prior to the meeting if they have concerns or questions about items recommended for consent adoption or about routine personnel recommendations.



19. Board members receiving complaints will encourage parents to follow channels (teacher/coach/advisor, principal or building/program administrator, district administrator or superintendent, etc.) and avoid communicating the "I'll fix it" message.
20. Board members will appropriately clarify their role i.e. citizen, parent, or school board member in their interactions with teachers and other staff.
21. Board members will set the general parameters for subcommittee and task force committee assignments.
22. Board members will notify building principals when visiting a building in their official capacity as a member of the Board. Each member will attempt to visit each building at least once per year.
23. Board members who are not in attendance at assigned school board committee meetings are responsible for getting information discussed prior to any full school board meeting where the same issue may be discussed.

D. How We Conduct Meetings...

24. Board members agree that discussion will be limited to the agenda and that items will not be added to the agenda at the meeting unless they cannot be delayed until a subsequent meeting. Board members may request that items be added to the agenda by contacting the Superintendent or Board Chair. The Board Chair is the "gatekeeper" of the agenda. If the Board Chair determines that an issue has already been fully discussed or is not appropriate for the agenda, the individual Board member making the request may ask that the item be added to the agenda at any Board meeting. If there is a "second" to the motion and majority support, the item will be added.
25. Board members agree to prepare for discussions in advance and review the materials distributed in the packet before the meeting.
26. Neither the Superintendent nor individual Board members will put one another in a position to discuss items or make recommendations in the absence of appropriate information and preparation.
27. The Superintendent along with the district, program and building administrative team will make every effort to provide the School Board with complete and well-organized materials for the meeting and sound rationale for recommendations.
28. It is the Board Chair's responsibility to remind members, when necessary, to limit discussions to the agenda.
29. Board members who disagree with recommendations in the agenda or need more information before making a decision will contact the Superintendent or School Board Chair prior to the meeting.



30. The Board Chair will welcome visitors and make it clear at the beginning of the meeting how they can participate. Citizens in the audience can be recognized and comment from the podium at the beginning of the meeting during the "Public Comment" time period. They may not ask questions of presenters during presentations or Board discussion, but may do so at the end of the presentation period if the Board Chair indicates that open questions will be entertained.

31. "No surprises" is an important ethical and management standard in regard to public board meetings and is a shared responsibility of the Superintendent, the Board Chair, and individual Board members.

Cross Reference: Policy 209 Code of Ethics



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

Subject: Election of Officers of the School Board

Meeting Date: January 8, 2024

Prepared by: Superintendent's Office

Date Prepared: December 27, 2023

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

The board needs to elect a Chairperson, Vice Chair, Clerk and Treasurer. Each of these positions is for one year. The duties are (per Policy 202)

- **CHAIR**--The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions and perform all duties a chair usually performs.

In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

- **VICE CHAIR** -- The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.
- **CLERK**

1.The clerk shall keep a record of all meetings in the books provided.

2.Within three days after an election, the clerk shall notify all persons elected of their election.

3.On or before September 15 of each year, the clerk shall:

a.file with the school board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.

b.make and transmit to the commissioner certified reports, showing (1) condition and value of school property; (2) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner; (3) length of school term and enrollment and attendance by grades; and (4) other items of information as called for by the commissioner.



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

4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.

5. The clerk shall furnish to the county auditor, on or before September 30, an attested copy of the clerk's record, showing the amount of money voted by the school district or the school board for school purposes.

6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.

7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

● **TREASURER--**

1. The treasurer shall deposit the funds of the school district in the official depository.

2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.

3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.

(The persons who perform the duties of clerk and treasurer need not be members of the school board. The school board by resolution may delegate the duties of clerk and treasurer to persons in the administrative office.)



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

MN School Board Association
decades (no record found on start date)

\$ TBD, member for many

- As a leading advocate for public education, we support, promote, and strengthen the work of Minnesota school boards. MSBA provides workshops, resources, services, and connections designed to help boards save time, reduce expenses, govern efficiently, and stay inspired.

Resource Training and Solution

\$ TBD, member since 1992

- Resource Training & Solutions provides services to school districts, cities, counties, governmental agencies, and nonprofits, as well as communities in central Minnesota. We train teachers, improve schools, inspire students, build safer communities, develop professionals, and ensure success. As a member of Resource you receive discounted rates on trainings, services, and products. The services include:

- Cooperative Purchasing
- Health & Safety Solutions
- Insurance & Wellness Programing
- Pre K-12 Education workshops, student programs, recognition events, and networking opportunities
- Custom Training
- Shared Services

Schools for Equity in Education (SEE)

\$ TBD, member since 1979

- SEE Membership includes
 - Maintaining a constant presence at the Minnesota State Capitol lobbying on issues that impact SEE districts.
 - Supporting professional development and networking with colleagues at SEE meetings and events
 - Educating, engaging, and empowering a growing network of education advocates, including legislators, superintendents, school board members, school staff, parents, community members, and business leaders.
 - Providing understandable information and resources to support communication on issues that impact SEE districts through the website, Brad's Blog, and weekly legislative updates.
 - Access to a community outreach liaison who stands ready to support community engagement in your district and with the legislature.

The Board is approving continued membership as they come up for renewal.



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

Subject: Board Committee Assignments

Meeting Date: January 8, 2024

Prepared by: Superintendent's Office

Date Prepared: December 27, 2023

Information Briefing Action Enclosure Item(s)

Please review the listing of board committees and attached description.

Please come to the meeting prepared to state a preference of which committee(s) you wish to serve on during 2024



2024 ROCKFORD AREA SCHOOLS SCHOOL BOARD COMMITTEES AND AD HOC COMMITTEES

SCHOOL BOARD COMMITTEES

1. **FINANCE COMMITTEE**- Board Treasurer and one other board member serve on the committee and work with the Director of Finance and Operations and Superintendent
 - **2024 Assignment:**
2. **POLICY COMMITTEE**- Three board members serve on this committee and work with the Superintendent and Executive Assistant.
 - **2024 Assignment:**
3. **DISTRICT OPERATIONS COMMITTEE**- Board Chair and treasurer serve on this committee and work with the Director of Buildings and Grounds and the Superintendent.
 - **2024 Assignment:**
4. **NEGOTIATIONS** - The three board member committee works with the Director of Human Resources, Business Manager and Superintendent.
 - **2024 Assignment:**

SCHOOL BOARD AD HOC COMMITTEES

5. **FACILITIES COMMITTEE** - *Board Chair and Treasurer* serve on this committee with community business representatives, Business Manager and Superintendent. Meets three times per year to review finance and business topics as well as buildings and grounds projects as needed.
 - **2024 Assignment:**
6. **CONTINUING EDUCATION COMMITTEE** - Serve as Rockford board representative. The purpose of the committee is to promote professional growth of certified staff. It will also verify Continuing Education Units (CEUs) and requirements for clock hours for relicensure. Meets regularly as needed.
 - **2024 Assignment:**



2024 ROCKFORD AREA SCHOOLS

SCHOOL BOARD COMMITTEES AND AD HOC COMMITTEES

7. **CURRICULUM ADVISORY SYSTEM ACCOUNTABILITY COMMITTEE** - Serve as board representative on this advisory committee. The purpose of the committee is to provide community input for new initiatives and curriculum instruction. Committee plans to meet two to three times per year; meeting time and location TBD.
 - **2024 Assignment:**

8. **COMMUNITY EDUCATION ADVISORY BOARD** - Serve as Rockford board representative on committee. The advisory board makes program recommendations to the school board. Meets quarterly, usually in the evening. This committee also includes the ECFE/School Readiness Advisory Committee. Committee meets four times a year as needed in the evening.
 - **2024 Assignment:**

9. **MEEKER & WRIGHT SPECIAL EDUCATION COOPERATIVE (MAWSECO)** - Serve as Rockford representative on MAWSECO governing board. Usually meets monthly in the evening on fourth Tuesday at the MAWSECO building in Howard Lake. For more information, go to www.mawseco.k12.mn.us.
 - **2024 Assignment:**

10. **NORTHWEST SUBURBAN INTEGRATION SCHOOL DISTRICT (NWSISD)** - Serve as Rockford board representative on the NWSISD Governing board. The board usually meets monthly in the evening on third Wednesday during school year at their district office in Brooklyn Park. For more information, go to www.nws.k12.mn.us.
 - **2024 Assignment:**



2024 ROCKFORD AREA SCHOOLS

SCHOOL BOARD COMMITTEES AND AD HOC COMMITTEES

11. SEE and MREA REPRESENTATIVE

SCHOOLS FOR EQUITY IN EDUCATION (SEE) - Serve as board representative at General Membership meetings. Day meetings are usually held five to six times during the school year. For more information, go to www.schoolsforequity.org.

MINNESOTA RURAL EDUCATION ASSOCIATION (MREA) - Board members would not need to be a designated district representative for/to MREA. The Board and district leadership would all be subscribed to their weekly e-newsletter, *Insider Briefing* (if they do not opt out). For more information, go to www.mreavoice.org. Board representatives may be designated to attend their annual conference in Brainerd in November. Also, as board members attend MSBA meetings, there may be other involvement with MREA as well.

- **2024 Assignment:**

12. DISTRICT STAFF DEVELOPMENT - Serve as board representative on District Staff Development Committee. Committee meets with the board representative as needed.

- **2024 Assignment:**

13. COMMITTEE AT-LARGE - Serve as Rockford board representative. The committee meets as needed to discuss items under study such as activities, technology, transportation, food service, student data support, referendum steering committee and other district needs.

- **2024 Assignment:**

14. ASSOCIATION OF METRO SCHOOL DISTRICTS - The Board Chair is the board representative to this organization, with the Vice-chair serving as alternate. They meet monthly on the first Friday of the month (August through May) starting at 7 am at the Quora Education Center. For more information, go to www.asmd.org.

- **2024 Assignment:**

15. COMMUNICATIONS COMMITTEE - This committee is comprised of two board appointees with the Board Chair serving in an advisory capacity. Meetings will occur as needed.

- **2024 Assignment:**



2024 ROCKFORD AREA SCHOOLS SCHOOL BOARD COMMITTEES AND AD HOC COMMITTEES

SCHOOL BOARD REPRESENTATIVES

16. **MINNESOTA STATE HIGH SCHOOL LEAGUE (MSHSL)** - Serve as board representative to the Minnesota State High School League. Receives mailings and usually has state level meeting at MSBA Leadership Conference. For more information, go to www.mshsl.org
- **2024 Assignment:**
17. **CHAMBER COMMITTEE** - Serve as Rockford School District representative to the Rockford/Greenfield Chamber of Commerce. Meets on a regular bi-monthly basis during the day in Rockford. Only one member can attend the meetings.
- **2024 Assignment:**
18. **LEGISLATIVE/MSBA DELEGATE ASSEMBLY** - Serve as Rockford board legislative liaison for Area 20 with Minnesota School Board Association. May attend regional and state delegate assembly meetings. Delegate Assembly members are elected by mail ballot in summer of odd years for a two-year term (currently 2017-2018 calendar years). For more information, go to www.mnsba.org.
- **2024 Assignment:**

Board Contact Information

Eric Gordee	612.251.1557	rsbgordeee@rockford.k12.mn.us
Amy Edwards	612.554.3678	rsbedwardsa@rockford.k12.mn.us
Jenny Kneeland	952.292.6956	rsbkneelandj@rockford.k12.mn.us
Jessica Johnson	612.709.1221	rsbjohnsonj@rockford.k12.mn.us
Beth Praska	763.360.7329	rsbpraskab@rockford.k12.mn.us
Jamie Hillstrom	952.807.2722	rsbhillstromj@rockford.k12.mn.us



ROCKFORD AREA SCHOOLS

SCHOOL BOARD COMMITTEES AND AD HOC COMMITTEES

SCHOOL BOARD COMMITTEES		2023	2024
1	FINANCE COMMITTEE	Kneeland	Kneeland
		Gordee	Gordee
		Hillstrom	Edwards
2	POLICY COMMITTEE	Johnson	Johnson
		Edwards	Hillstrom
		Praska	Praska
3	DISTRICT OPERATIONS COMMITTEE	Gordee	Gordee
		Kneeland	Kneeland
		Edwards	Edwards
4	NEGOTIATIONS COMMITTEE	Johnson	Johnson
		Praska	Praska
		Edwards	Edwards/Hillstrom
SCHOOL BOARD AD HOC COMMITTEES		2023	2024
5	FACILITIES COMMITTEE	Gordee	Gordee
		Edwards	Edwards
6	CONTINUING EDUCATION COMMITTEE	Johnson	Johnson
		Kneeland	Kneeland
7	CURRICULUM ADVISORY SYSTEM ACCOUNTABILITY COMMITTEE	Hillstrom	Hillstrom
		Praska	Praska
8	COMMUNITY EDUCATION ADVISORY BOARD	Kneeland	Kneeland
		Hillstrom	Hillstrom
9	MEEKER & WRIGHT SPECIAL EDUCATION COOPERATIVE (MAWSECO)	Johnson	Johnson
		Praska (Kneeland: Alt)	Hillstrom
10	NORTHWEST SUBURBAN INTEGRATION SCHOOL DISTRICT (NWSISD)	Gordee	Gordee
		Hillstrom	Hillstrom
11	SEE (SAFF) and MREA REPRESENTATIVE	Praska	Praska (SEE)
		Kneeland	Kneeland (MREA)
12	DISTRICT STAFF DEVELOPMENT	Kneeland	Kneeland
		Praska	Praska
13	COMMITTEE AT-LARGE	Kneeland	Kneeland
		Gordee	Gordee
		Edwards	Edwards
14	COMMUNICATIONS COMMITTEE	N/A	Praska
		N/A	Edwards
SCHOOL BOARD REPRESENTATIVE		2023	2024
15	MINNESOTA STATE HIGH SCHOOL LEAGUE (MSHSL)	Kneeland	Kneeland
		Hillstrom	Hillstrom
16	CHAMBER COMMITTEE	Kneeland	Hillstrom
		Praska	Praska
17	LEGISLATIVE/MSBA DELEGATE ASSEMBLY	Gordee	Gordee
		Praska	Praska
18	ASSOCIATION OF METRO SCHOOL DISTRICTS	Gordee	Gordee
		Edwards	Edwards



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

Subject: Delegate Statutory Duties of Clerk to Administrative Staff

Meeting Date: January 8, 2024

Prepared by: Superintendent's Office

Date Prepared: December 27, 2023

Information Briefing Action Enclosure Item(s)

The Board needs to delegate the statutory duties of clerk to the administrative staff. 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. If the board agrees, action is needed.



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

**Subject: Delegate Statutory Duties of Treasurer to the School District
Business Services**

Meeting Date: January 8, 2024

Prepared by: Superintendent's Office

Date Prepared: December 27, 2023

Information Briefing Action Enclosure Item(s)

The Board needs to delegate the statutory duties of treasurer to the school district Director of Business Services. This includes depositing funds of the district in the official depository and preparing the monthly treasurer's report. If the board agrees, action is needed.



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

Subject: Resolution Authorizing CFO or Director of Business Services to Make Deposits, Pay Expenses, Invest and Transfer Funds in the Best Interest of the District

Meeting Date: January 8, 2024

Prepared by: Superintendent's Office

Date Prepared: December 27, 2023

Information Briefing Action Enclosure Item(s)

The board needs to pass a resolution authorizing the CFO, Director of Business Services or Superintendent to make deposits, pay expenses, invest and transfer funds (including electronic transfers) 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 same to be approved by the school board at the next meeting at which payments of claims approved. If the board agrees, action is needed.



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

Subject: Resolution Authorizing the Use of Facsimile Signature on Payroll and Voucher Checks

Meeting Date: January 8, 2024

Prepared by: Superintendent's Office

Date Prepared: December 27, 2023

Information Briefing Action Enclosure Item(s)

The board needs to pass 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. If the board agrees, action is needed.

2023 Minnesota Statutes

47.41 NEGOTIABLE INSTRUMENTS, FACSIMILE SIGNATURES, DISBURSEMENT OF PUBLIC FUNDS.

Any public officer or other person who is authorized singly or in conjunction with another or others, to sign checks, drafts, warrants, warrant-checks, vouchers or other orders on public funds on deposit in a depository bank may authorize the bank to honor any such instrument bearing a facsimile of that person's signature and to charge the same to the account upon which drawn, as fully as though it bore a manually written signature. Instruments so honored shall be wholly operative and binding in favor of the bank although such facsimile signature shall have been affixed without authority of such officer or other person. Any one or more or all of the signatures upon any such instrument may be facsimile as herein provided. As here used "public funds" means funds of the state or of any county, city, town, school district, any political subdivision of the state, or of any commission, board, department or agency of any thereof.

47.42 FACSIMILE SIGNATURES. OFFICER NOT LIABLE.

If the governing body of the depositor political subdivision, or of any commission, board, department or agency thereof, by resolution approves the action of the public officer or other person in the use of such facsimile, and shall have insured the depositor with an insurance company authorized to do business in this state, in such amount and form as the governing body approves, against loss of any public funds withdrawn upon unauthorized use of such facsimile signature, such public officer or other person shall not be personally liable for loss, if any, resulting from the use of any such facsimile signature unless the loss occurs by reason of that person's own wrongful act.



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

Subject: Set Compensation for Board Members

Meeting Date: January 8, 2024

Prepared by: Superintendent's Office

Date Prepared: December 27, 2023

Information Briefing Action Enclosure Item(s)

State law allows the board to fix compensation for members (M.S. 123B.09, Subd. 12). Rockford Schools is proposing the attached compensation plan.

Subd. 12. Board to fix compensation. The clerk, treasurer, and superintendent of any district shall receive such compensation as may be fixed by the board. Unless otherwise provided by law, the other members of the board shall also receive such compensation as may be fixed by the board. All members of the board may receive reimbursement for transportation at the rate provided for in section 471.665. No board member or school district employee shall receive any compensation or benefits based on incentives or other money provided to the school district by or from a source of group insurance coverage referenced in section 471.6161, subdivision 1, except for a refund provided under section 123B.75, subdivision 10, or a wellness plan that is mutually agreed upon by the district and the exclusive representatives of employees.

School Board Compensation 2024

OVERVIEW

Each year, as a Board and District, we have the opportunity and responsibility to evaluate the payment structure for Board related work and activities. On an annual basis, the school district needs to be able to budget appropriately in order to allocate funds. The current payment structure leverages a mix of payment vouchers, where board members are responsible for logging their time for work outside of regular governance meetings; and District recorded payments for governance meetings such as Regular, Work and Special Sessions. There is currently variation in how the payment vouchers are applied across the Board. The primary goals of this proposal are to simplify the process, provide clarity for when vouchers should be submitted and calibrate compensation commensurate for the work requested of the School Board.

HISTORY

At Rockford Areas Schools, board members are able to submit vouchers for meetings that occur outside of the formal governance meetings. This includes board approved committee appointments as well as ad hoc working meetings that occur between the District and Board. The challenge is that submission of vouchers for meetings outside of the formal governance slate of meetings is varied. In addition, vouchers have not universally been submitted in a timely manner or submitted at all. Furthermore, school board members have had the same compensation rate for at least the past six years.

DATA COLLECTION

Research was conducted on school board pay from schools in Wright County, school districts similar in size to Rockford Area Schools, and schools within the conference. Eighteen school districts were compared and analyzed. From the analysis, it is clear that there is variation across all Districts in how school boards are compensated. This variation ranges from stipends, to per meeting rates, to hourly compensation, to leadership stipends.

ADDITIONAL INFORMATION

Required School Board Committees

New in accordance with Policy 213, there are four required school board committees.. Three of these governance related committees will have a more predictable level of responsibility, meeting schedule and requirements similar to our other governance related meetings. Therefore, we should consider a stipend payment model for participation in these committees (finance, policy and building and grounds). Furthermore, it is understood that the Negotiations Committee meeting schedule will vary by contract and calendar year; therefore, these members will be compensated for their time during active contract negotiations.

- FINANCE COMMITTEE - Board Chair, Treasurer and a Director serve on this committee and work with the Director of Finance and Operations and Superintendent.
- POLICY COMMITTEE – Vice Chair, Clerk and a Director serve on this committee and work with the Superintendent and Executive Assistant.
- DISTRICT OPERATIONS COMMITTEE - Board Chair, Treasurer and another board member serve on this committee and work with the Director of Buildings and Grounds and the Superintendent.
- NEGOTIATIONS COMMITTEE - The three board member committee works with Director of Human Resources, Director of Finance and Operations and Superintendent.

Ad Hoc School Board Committees

There are thirteen ad hoc committees that vary in frequency of meetings. When adding up the number of meetings throughout the committees per year, there are a rough total of seventy-two meetings per year for the ad hoc school board committees, for which the District would budget \$7200 compensation to be distributed across the Board for attendance at ad hoc committee meetings. As described above, there is variation in the intensity, duration and responsibility associated with each of the committee appointments. Most meetings run from 1-2 hours; with the exception of the Delegate Assembly, which is a two day event, with one prep session, held once per year; and some committee meetings require work outside of committee in greater intensity than others.

PROPOSAL

1. All board members will receive a yearly stipend of \$3,000. This stipend covers all regular, work session and special session meetings called during the calendar year. In addition, this stipend covers any and all board member participation ceremonial, recognition and district related events.

2. The Board Chair will receive a stipend of \$500 to cover duties associated with chair responsibilities that occur outside of normal governance meetings. This is unchanged from past precedent.
3. The Clerk will receive a stipend of \$300, this is new and is commensurate for additional roles and responsibilities associated with the clerkship. Responsibilities include but are not limited to: reviewing meeting minutes and preparing for the policy committee in partnership with District leadership.
4. The Treasurer will receive a stipend of \$300, this is new and is commensurate for additional roles and responsibilities associated with treasurer. Examples include: detailed review of treasurers report and budget on a regular basis with District Leadership, preliminary audit review prior to presentation to Finance Committee and Board, availability to the District to authorize funds transfer and other board delegated responsibilities.
5. Board members on the Finance, Policy and District Operations required board committees will receive a stipend of \$400 per required committee.
6. Board members on the negotiations committee will be compensated a monthly stipend of \$250 for when the contract is actively in negotiations. Compensation for the monthly stipend requires the board member to document meeting attendance at a minimum of one time that calendar month for an active negotiation session. This request will be logged monthly and paid out monthly.
7. All board members will receive \$50 per ad hoc committee meeting of 45 minutes or less. Members will receive \$100 for all meetings over 45 minutes to 4 hours, and \$125 for meetings over 4 hours. This request for payment will be logged monthly and paid out monthly.
8. Board members will be paid twice a year for all stipends (yearly stipend, leadership stipends, and membership on the three required Board committees of finance, building and grounds and policy).
9. Board members will have the opportunity to submit vouchers at \$50 for meetings 45 minutes or less, meetings over 45 minutes to 4 hours \$100 and for meetings over 4 hours \$125. This payment rate applies to any meeting not already described above where the District has requested active participation by a Board Member. This request will be logged monthly and paid out monthly. 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.
10. During the years where the Board is actively engaged in Superintendent Search responsibilities, meetings that occur outside of the regularly scheduled meetings will be compensated at the standard meeting rates as described above in item 9. This includes, but is not limited to special sessions required for interview, community engagement and

other best practices associated with comprehensive and thoughtful superintendent search and hiring activities.

**INDEPENDENT SCHOOL DISTRICT #883
ROCKFORD AREA SCHOOLS
6051 Ash Street
ROCKFORD MN 55373
BOARD COMMITTEE AND MEETING VOUCHER**

Instructions: This form is to be used for payroll or payment reimbursement. All receipts and documentation must be attached for full payment. Sales tax cannot be reimbursed. Administrative approval must be obtained before submitting this to the business office for payment.

TO: Rockford Schools, Business Office
6051 Ash Street
Rockford MN 55373

Payment to: _____
Address: _____
City/State/Zip: _____

Board Report Sheet ____ of ____ Board Member _____ Month _____ Year _____	Please indicate all committee meetings attended during the past month. Please note duration as follows: A (45 minutes or less) B (46 minutes to 4 hours) C (More than 4 hours)							
Committees	<u>Date</u>	<u>Duration</u>	<u>Date</u>	<u>Duration</u>	<u>Date</u>	<u>Duration</u>	<u>Date</u>	<u>Duration</u>
Board Committees								
Finance Committee								Stipend
Policy Committee								Stipend
District Operations Committee								Stipend
Negotiations Committee		n/a		n/a		n/a		n/a
Ad Hoc Committees								
Facilities Committee								
Continuing Education Committee								
Curriculum Advisory System Accountability Committee								
Community Education Advisory Board								
MAWSECO (Meeker & Wright Special Education Cooperative)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
NWSISD (Northwest Suburban Integration School District)								
SEE and MREA Representative								
District Staff Development								
Committee At-Large								
Association of Metro School Districts								
Communications Committee								
Representative								
Minnesota State High School League								
Chamber Committee								
Legislative/MSBA Delegate Assembly								
Additional Meetings & Description								

I declare under the penalties of law that this account, claim, or demand is just and correct and that no part of it has been paid.

Required
Administrative
Approval: _____

Signed: _____ Date: _____

	<i>Office Use Only</i>		
Payment Voucher	_____	Payroll Voucher	_____
Code: _____		Vendor #	_____



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

Subject: Time and Place of Meetings

Meeting Date: January 8, 2024

Prepared by: Superintendent's Office

Date Prepared: December 27, 2023

Information Briefing Action Enclosure Item(s)

Currently the board meets in the District Office Board Room located in the Middle School on the third Monday of the month starting at 6:30 pm unless otherwise stated. Please note that the Board has already approved meeting dates through June 2024 at the May 2023 regular board meeting. The official posting place for school board meeting notices is in the bulletin board in the hallway next to the district office. If the board agrees, action is needed to approve the meeting dates as listed below, location as well as the meeting posting place. In May of 2024 the board will establish the schedule for the 2024-2025 school year.

2023

July 17, 2023 Work Session - 5:30 p.m.

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

August 7, 2023 Regular Meeting - 6:30 p.m.

August 21, 2023 Work Session - 6:30 p.m.

September 18, 2023 Work Session - 5:30 p.m.

September 18, 2023 Regular Meeting - 6:30 p.m.

October 2, 2023 Work Session - 6:30 p.m.

October 16, 2023 Regular Meeting - 6:30 p.m. (at Greenfield City Hall)

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

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

December 4, 2023 Work Session - 6:30 p.m.

December 18, 2023 Regular Meeting (Truth in Taxation Hearing) 6:30 pm



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

2024

January 8, 2024 Organizational Meeting - 6:30 p.m.

January 22, 2024 Work Session - 5:30 p.m. (*moved due to MLK Jr. Day*)

January 22, 2024 Regular Meeting - 6:30 p.m.

February 5, 2024 Work Session - 6:30 p.m.

February 21, 2024 Regular Meeting - 6:30 p.m. (*moved due to President's Day*)

March 18, 2024 Work Session - 5:30 p.m.

March 18, 2024 Regular Meeting - 6:30 p.m.

April 1, 2024 Work Session - 6:30 p.m.

April 15, 2024 Regular Meeting - 6:30 p.m. (at Corcoran City Hall)

May 20, 2024 Work Session - 5:30 p.m.

May 20, 2024 Regular Meeting - 6:30 p.m.

June 17, 2024 Work Session - 6:30 p.m. - Superintendent Evaluation

June 17, 2024 Regular Meeting - 6:30 p.m.



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

Subject: Designate Official Media Outlet

Meeting Date: January 8, 2024

Prepared by: Superintendent's Office

Date Prepared: December 27, 2023

Information Briefing Action Enclosure Item(s)

School districts are required by law to publish their meeting proceedings and many notices in their official newspaper. Wright County Journal Press sent us a letter stating that they wish to serve as our legal newspaper for the year 2024.

The rates are at \$7.50 per inch

The Board needs to designate an official newspaper.

Wright County Journal-Press

Thomas McDonnell, Publisher

P.O. Box 159

108 Central Avenue

Buffalo, Minnesota 55313-0159

Telephone (763) 682-1221

FAX (763) 682-5458

e-mail: ads@thedrummer.com
web site: www.thedrummer.com

January 3, 2024

Rockford Area Schools
6051 Ash Street
Rockford MN 55373

Dear School Board Members:

Please accept the following bid from the **Wright County Journal Press** for legal newspaper designation for Rockford Area Schools. This newspaper is qualified by the State of Minnesota as a legal newspaper under Minnesota Statutes Section 331A.02, Subd. 1.

The following rate quoted for Rockford Area Schools legal notices is effective January 1, 2024.

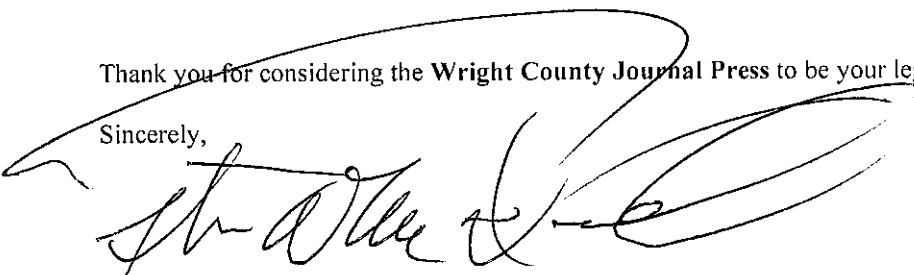
\$7.50 per column inch

A notarized affidavit will be provided for each notice published. All published legal notices are posted on the Wright County Journal Press website at no additional charge.

The **Wright County Journal Press** is published weekly on Thursday. The deadline is 10 a.m. Tuesday for publication on Thursday. If you would like a quote on a previously printed legal notice, please email your request to legals@thedrummer.com in a Word format.

Thank you for considering the **Wright County Journal Press** to be your legal newspaper.

Sincerely,



Tom McDonnell
Wright County Journal Press Inc.
Owner
763-682-1221



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

Subject: Designate Official Depositories

Meeting Date: January 8, 2024

Prepared by: Superintendent's Office

Date Prepared: December 27, 2023

Information Briefing Action Enclosure Item(s)

The official depositories have been the following since 2016--

- Bank West, Rockford
- PMA Securities, Inc.
- Associated Bank

If the board agrees, action is needed.



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

Subject: Designate Official Legal Counsel

Meeting Date: January 8, 2024

Prepared by: Superintendent's Office

Date Prepared: December 27, 2023

Information Briefing Action Enclosure Item(s)

The board needs to designate official legal counsel for the school district with an option to seek advice outside of the area in times of litigation. It is recommended to have firms:

- Kennedy & Graven
- Ratwik, Roszak and Maloney P.A.
- Squires, Waldspurger & Mace, P.A

as official legal counsels. Persons authorized to contact legal counsel include the Board Chair, the Superintendent, and the Director of Business Services. If the board agrees, action is needed.