



ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883 BOARD OF EDUCATION

A Tradition of Excellence, One Student at a Time

Agenda for March 18, 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. **APPROVAL OF AGENDA**
3. **PUBLIC COMMENTS**
4. **CONSENT ITEMS**
 - A. Consent--Approval of Minutes 3
 - B. Consent--Personnel 14
 - C. Consent--Approval of Bills and Wire Transfers 15
 - D. Consent--Approval of Open Enrollments 32
5. **SUPERINTENDENT REPORT** **33**
6. **STUDENT ACHIEVEMENT AND GROWTH**
 - A. Winter Activities Recognition 34
 - B. RHS Principal Report 35
 - C. 2024/25 Course Request 46
 - D. DECA ICDC Trip Request 52
 - E. Deep Portage Trip Approval 66
 - F. Learning and Innovation Report 77
 1. Summer Programming Update
7. **HEALTHY AND SUPPORTIVE ENVIRONMENT**
 - A. Current Work 85
 1. School Safety Update
 2. Coordinating Council
 3. Mental Health
8. **STEWARDSHIP OF RESOURCES**
 - A. Finance Report - Review of Revised 23-24 Budget 102
 - B. Technology Report 105
 - C. Superintendnet MOA 131
9. **CULTURE OF COLLECTIVE PURPOSE**
 - A. Communications Report 134
 - B. Policy Updates - Final Read 147



ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883 BOARD OF EDUCATION

- C. Policy Updates - First Reading 236
- 10. **COMMUNITY, SCHOOL AND FAMILY PARTNERSHIP**
 - A. Resolution of Acknowledgment of Contributions/Donations 246
 - B. Board of Education Work Session: Monday, April 1, 2024 at 6:30pm in the District Office Board Room.
Regular Meeting of the Board of Education: Wednesday, April 17, 2024 at 6:30pm at Corcoran City Hall.
 - C. Board Committee Updates
- 11. **ADJOURNMENT**

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

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

Rockford Board of Education

Jamie Hillstrom
Eric Gordee
Jenny Kneeland

Amy Edwards
Jessica Johnson
Beth Praska

Superintendent Jeff Ridlehoover



ROCKFORD AREA SCHOOLS
Independent School District 883
School Board Work Session Minutes
Monday, February 5, 2024

Pursuant to due call and notice, the Rockford Board of Education met in a work session on Monday, February 5, 2024 in the District Board Room. Amy Edwards called the work session meeting to order at 6:30 pm. Members Edwards, Kneeland, Praska and Hillstrom were present. Also present was Superintendent Jeff Ridlehoover. Members Gordee and Johnson were absent.

- Legislative update
 - Dr. Jeff Ridlehoover gave a SEE and Legislative update
- Legislative Q&A
 - Conversation with Representative Bruce Anderson.
- Operations Committee Notes
 - Capital Projects: Dr. Jeff Ridlehoover gave an update on the technology capital.
 - Enrollment Trends: Dr. Jeff Ridlehoover gave an update on enrollment trends.
- Board and Superintendent Updates and Announcements
 - Regular Meeting of the Board of Education: Wednesday, February 21, 2024 at 6:30 pm in the District Office Board Room.

Adjourned 8:14 pm

Courtney Neibert
Recorder

Jamie Hillstrom
Clerk



Independent School District #883

Regular School Board Meeting

February 21, 2024

Pursuant to due call and notice, the Rockford Board of Education met in a Regular School Board Meeting on Wednesday, February 21, 2024 in the District Board Room. Chair Gordee called the meeting to order at 6:30 pm. Members Gordee, Edwards, Kneeland, Johnson, and Hillstrom were present. Also present was Superintendent Jeff Ridlehoover, Director of Finance and Operations Michael McNulty, CFO Bridget Peterson, RMS-CES Principal Paul Warzecha, Community Ed Director Melissa Joseph, AIPAC chairperson Elizabeth Blackhawk, and Jamie Madson. Member Praska was absent.

Pledge of Allegiance

The meeting opened with the Pledge of Allegiance.

APPROVAL OF AGENDA

Motion by Johnson seconded by Edwards to approve the agenda. Motion passed unanimously.

PUBLIC COMMENTS

There were no public comments.

CONSENT ITEMS

Motion by Kneeland, seconded by Edwards to approve the consent items. Chair Gordee abstained. Motion carried.

- **Minutes:**

January 22, 2024 Work Session

January 22, 2024 Regular Meeting

- **Personnel:**

Status	First Name	Last Name	Position	Date(s)
New Hire	Samantha	Myhervold	REAMS SpEd Paraprofessional	January 29, 2024
Leave	Kellie	Leuer	REAMS SpEd Paraprofessional	March 29, 2024 - May 10, 2024
Leave	Brenna	Siltala-Habib	REAMS 4th Grade	April 19, 2024 - June 5, 2024
Lane change	Tamara	Hedeen Childers	MA+20 17 to MA+30 17	January 15, 2024
Lane change	Ellie	Engstrom	BA+30 1 to MA 1	retro back to 9/1/2022

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

January 2024 Disbursements Paid (listings attached):

Fund 01 General Fund	\$812,130.11
Fund 02 Food Service	\$ 81,501.05
Fund 04 Community Services	\$ 57,211.18
Fund 06 Building Construction	\$359,503.08
Fund 07 Debt Redemption	\$ 0
Fund 21 Student Activities	\$ 13,665.60
Fund 45 OPEB Trust	\$ 0
 Total All Funds	 \$ 1,324,011.02

- **Open Enrollments:**

Resident Students Attending Other Schools

Grade	Non-Resident District	Number	Date Effective	Address Change/New Enrollment
4	Worthington	518	1/22/2024	wants to attend online school; student was previously homeschooled

Non-Resident Students Attending Rockford

Grade	Resident District	Number	Date Effective	Address Change/New Enrollment
5	Buffalo Hanover Montrose	877	1/24/2024	family move--wants to stay in Rockford Schools
6	Buffalo Hanover Montrose	877	1/24/2024	family move--wants to stay in Rockford Schools
11	Wayzata	284	1/26/2024	NEW ENROLLMENT--problems at previous district affected students academics

- **Teacher Seniority:**

Number	Name	First Day	File Folder	Tier	Current Valid Licensure	Expiration	General Assignment
1	Sprague, Jennifer	9/8/1989	295950	4	Elementary Education (1-6)	2028	ES ADSIS Reading
2	Engelbreton, Dawn	8/31/1993	327256	4	Elementary Education (K-6)	2025	ES Grade 3
					Coaching (7-12)	2025	
3	Ulen, Cheryl	8/31/1993	341845	4	Mathematics (7-12)	2025	HS Math
4	Merila, Julie	8/29/1994	350771	4	English/Language Arts (7-12)	2027	HS English
					Coaching (7-12)	2027	
5	Peterson, Colleen	1/3/1995	305327	4	Developmental / Adaptive Phy Ed (PreK-12)	2028	ES Physical Education / DAPE
					Physical Education (K-12)	2028	
					Coaching (7-12)	2028	
					Driver and Traffic Safety (9-12)	2028	
6	Miller, Cynthia	8/29/1995	310302	4	Visual Arts (K-12)	2027	HS Art
7	Hester, Jason	8/29/1995	352743	4	Life Sciences (7-12)	2028	MS / HS Physical Education
					Physical Education (K-12)	2028	
8	Belanger, Amy	8/29/1995	357508	4	Specific Learning Disabilities (K-12)	2028	MS Special Education
					Mild to Moderate Mentally Hdep (K-12)	2028	

9	Nolby, Kristen	9/9/1996	344768	4	Elementary Education (1-6)	2026	MS Math
					Coaching (7-12)	2026	
10	Madson, Jamie	11/18/1996	355894	4	Elementary Education (K-6)	2028	MS CIC (0.25) / STEM (0.75)
					Keyboarding For Computer Application (K-8)	2028	
					Coaching (7-12)	2028	
11	Mateyka, Kristine	8/31/1998	350263	4	Elementary Education (K-6)	2024	MS English
					Coaching (7-12)	2024	
12	Biorn, Holly	8/31/1998	365795	4	Elementary Education (K-6)	2025	EXCEL Coordinator
13	Merila, Steven	8/31/1998	373040	4	Physical Sciences (Physics and Chem) (7-12)	2026	HS Science
14	Johnson, Marty	8/31/1998	377368	4	Elementary Education (1-6)	2027	ES Grade 2
15	Kettenacker, Susan	9/25/1998	273652	4	Elementary Education (K-6)	2027	ES Special Education
					Pre-Kindergarten (Pre-K)	2027	
					Learning Disabilities (K-12)	2027	
16	Schneeweis, Jean	10/28/1998	288554	4	Elementary Education (K-6)	2029	ES Title Reading
					Pre-Kindergarten (Pre-K)	2029	
17	Hendrickson, Jan	4/12/1999	311670	4	English/Language Arts (7-12)	2028	MS English
					Specific Learning Disabilities (K-12)	2028	
18	Sarsland, Corina	8/30/1999	343208	4	Life Sciences (7-12)	2028	MS Science
					Coaching (7-12)	2028	
					Principal (K-12)	2024	
19	Wilts, Bonnie	8/30/1999	357434	4	Elementary Education (1-6)	2025	MS Social Studies
					Coaching (7-12)	2025	
20	Roelofs, Joel	8/30/1999	375615	4	Coaching (7-12)	2028	MS PE/Health
					Health (5-12)	2028	
					Driver and Traffic Safety (7-12)	2028	

					Physical Education (K-12)	2028	
21	Tauber, Michael	8/30/1999	381683	4	Social Studies (7-12)	2027	HS Social Studies
22	Sanner, Tracy	8/30/1999	383135	4	English/Language Arts (7-12)	2027	MS Special Education
					Emotional Behavior Disorders (K-12)	2027	
23	Eliason, Darren	8/28/2000	383855	4	Vocal and Classroom Music (K-12)	2027	ES CIC (0.5) / Music (0.5)
					Principal (K-12)	2024	
24	Neff, Kevin	8/28/2000	385556	4	Elementary Education (1-6)	2028	TOSA Tech Integrationist
					Keyboard For Computer Application (K-8)	2028	
					Mathematics (5-8)	2028	
25	Koste, Anne	8/28/2000	386982	4	Elementary Education (1-6)	2028	ES Grade 1
26	Klukas-Weber, Cheri	8/27/2002	352919	4	Visual Arts (K-12)	2027	ES Art
27	Young, Caroline	8/27/2002	394274	4	Social Studies (5-12)	2028	HS Social Studies
28	Wirth, Molly	8/18/2003	392152	4	Secondary Guidance and Counseling (7-12)	2027	MS Counselor
					School Counselor (K-12)	2027	
29	Houghton, Daniel	8/25/2004	394360	4	Social Studies (7-12)	2027	HS Social Studies
30	Mattson, Kathryn	8/25/2004	417063	4	Communication Arts/Literature (5-12)	2025	HS English
31	Russell, Beth	8/29/2005	422934	4	Communication Arts/Literature (5-12)	2026	MS CIC (0.25) / Digi Skills (0.75)
					Library Media Specialist (K-12)	2026	
32	Ferdig, Jerald	8/29/2006	387299	4	Instrumental and Classroom Music (K-12)	2028	HS Band
33	Hedeen Childers, Tama	7/20/2009	372018	4	Elementary Education (K-6)	2027	ES Grade 2
					Reading (K-12)	2027	
34	Trandahl, Polly	5/17/2010	321227	4	Elementary Guidance & Counseling (1-6)	2027	HS ADSIS Reading/AVID

					Elementary Education (K-6)	2027	
					Middle School Guidance & Counseling (MS)	2027	
					Reading (K-12)	2027	
35	Yakesh, Rachel	1/31/2011	381543	4	Elementary Education (K-6)	2027	ES ADSIS Reading
36	DeLassus, Ashley	7/18/2011	438963	4	Elementary Education (K-6)	2024	ES Grade 4
					Social Studies (5-8)	2024	
37	Milton, Jennifer	8/22/2012	448595	4	Elementary Education (K-6)	2025	ES Title Math
					Communications Arts/Literature (5-8)	2025	
					Social Studies (5-8)	2025	
38	Pennings, Benjamin	7/15/2013	397319	4	Social Studies (5-12)	2028	HS Social Studies
39	Werth, Elisabeth	8/26/2013	446097	4	Science (5-8)	2025	MS Science
					Life Science (9-12)	2025	
40	Gregory, McKenzie	8/26/2013	472437	4	Elementary Education (K-6)	2025	ES Grade 3
41	Hammer, Kylene	9/26/2013	468971	4	Elementary Education (1-6)	2028	ES Grade 2
42	Farmer, Laura	9/26/2013	472919	4	Elementary Education (K-6)	2025	ES Grade 3
					Early Childhood Ed (B-Grade 3)	2025	
43	Bakken, Amanda	1/2/2014	439306	4	Elementary Education (K-6)	2025	ES Grade 2
					Social Studies (5-8)	2025	
44	Van Orsdol, Diane	8/25/2015	286035	4	Elementary Education (1-6)	2025	ES ELL
					English as a Second Language (K-12)	2025	
45	Stariha, Paul	8/25/2015	330571	4	Coaching (7-12)	2026	HS Special Education
					Social Studies (7-12)	2026	
					Academic Behavioral Strategist (K-12)	2026	
					Autism Spectrum Disorders (B-12)	2026	

46	Ellos, Laura	8/25/2015	403568	4	Speech Language Pathologist (PreK-12)	2028	ES Speech
47	Gordee, Jill	8/25/2015	478967	4	School Counselor (K-12)	2025	HS CIC (0.5) / IB Grant (0.5)
48	Nelson, Leah	8/25/2015	485440	4	English as a Second Language (K-12)	2026	HS Spanish (0.5) / EL (0.5)
					Spanish (K-12)	2026	
49	Morgan, Becca	8/25/2015	486398	4	Public School Nurse (PreK-12)	2026	School Nurse
50	Cosgrove, Stephanie	8/25/2015	486663	4	Science (5-8)	2026	HS Science
					Chemistry (9-12)	2026	
51	Kaufman, Abbey	1/2/2016	491479	4	Social Studies (5-12)	2027	MS Social Studies
52	Anderson, Mali	1/11/2016	479545	4	Elementary Education (K-6)	2027	ES Kindergarten
53	Gunderson, Sarah	8/22/2016	408072	4	Visual Arts (K-12)	2025	MS Art
54	Oliverius, Hannah	8/22/2016	490995	4	Science (5-8)	2027	MS Science
					Life Science (9-12)	2027	
55	Probst, Alexandra	8/22/2016	493290	4	Elementary Education (1-6)	2028	ES Grade 1
56	Vasseei, Alex	8/22/2016	495419	4	Math (5-12)	2027	HS Math
57	Wawrzaszek, Madison	5/21/2017	501271	4	Learning Disabilities (K-12)	2028	HS Special Education
					Developmental Disabilities (K-12)	2028	
					Emotional Behavior Disorders (K-12)	2028	
58	Folger, Katie	8/24/2017	404801	4	Elementary Education (K-6)	2028	ES Grade 1
					Communication Arts / Literature (5-8)	2028	
59	Oeding, Brenda	9/18/2017	485882	4	Elementary Education (K-6)	2027	ES Kindergarten
60	Tensen, Cara	9/18/2017	491213	4	Elementary Education (K-6)	2027	ES Grade 1
					Early Childhood Education (B-Grade 3)	2027	

61	Laidly, Suzanne	9/18/2017	496681	4	Elementary Education (1-6)	2028	ES Grade 1
62	Udalla, Janee	2/1/2018	466871	4	Communication Arts / Literature (5-12)	2028	MS English
				4	Reading	2028	
63	Schneider, Corissa	8/21/2018	415346	4	Elementary Education (K-6)	2025	TOSA SpEd Assessment
					Autism Spectrum Disorders (K-12)	2025	
					Developmental Disabilities (K-12)	2025	
					Communication Arts / Literature (5-8)	2025	
64	Bauer, Britta	8/21/2018	473372	4	Instrumental and Classroom Music (K-12)	2024	MS Band
65	Beattie, Amber	8/21/2018	501261	4	Communication Arts / Literature (5-12)	2028	MS Writing
66	Zastoupil, Calli	8/21/2018	505483	4	Spanish (5-12)	2028	HS Spanish
67	Von Kaenel, Robert	6/17/2019	427849	4	Communication Arts / Literature (5-12)	2027	HS English
68	Gruber, Kaytlyn	6/17/2019	500854	4	Elementary Education (K-6)	2028	ES Kindergarten
69	Sharp, Rachel	6/17/2019	1001598	3	Elementary Education (K-6)	2025	MS Math
					Mathematics (5-8)	2025	
70	Korzendorfer, Cassandr	7/8/2019	424447	4	Communication Arts / Literature (5-12)	2026	MS English
71	Bird, Krista	8/19/2019	424909	4	Communication Arts / Literature (5-8)	2026	ES / MS ELL
					Elementary Education (K-6)	2026	
72	DesMarais Holland, Jer	9/20/2021	350885	4	Elementary Education (1-6)	2027	HS Media Specialist (0.5)
73	Bloom, Samantha	1/16/2020	1004868	4	School Counselor	2028	HS Counselor
74	Penick, Kacie	8/28/2020	441129	4	ECSped B-Age6, ECE B-Grade 3	2024	ECSE
75	Sauer, Stephanie	8/19/2020	507678	3	Development Disabilities	2024	HS Sped

76	Larson, Meghan	8/19/2020	1003520	4	Vocal and Classroom Music	2028	HS Music/Choir
77	Bratsch, Derek	7/1/2022	501036	4	Mathematics	2028	HS Math
78	Veldhuizen, Abbey	8/16/2022	433223	4	Speech-Language Pathologist	2025	District Speech/Patho
79	Rickart, Aaron	8/16/2022	513911	3	Physical Ed K-12, Health 5-12, DAPE PreK-12	2025	Elem PE
80	Ramstad, Joe	8/16/2022	1000605	4	Agricultural Ed 5-12, Teacher Coord WBL 9-12	2027	HS Ag/Tech Ed
81	Stall, Allyson	8/16/2022	1017222	3	Elementary Education	2025	ES Grade 3

- **Principal Seniority:**

Number	Name	First Day	File Folder	Tier/Scope	Current Valid Licensure	Expiration	General Assignment
1	Nyhus, Brenda	7/10/2006	367945	4	Vocal & Classroom Music	2024	Elementary Principal
				Prof Admin	Principal K-12		
2	Menard, Paul	1/27/2020	422891	4	Communication Arts/Lit 5-12	2026	High School Principal
				Prof Admin	Principal K-12		
3	Warzecha, Paul	7/1/2022	436203	4	Mathematics (5-8)	2027	Middle School Principal
				4	Elementary Education		
				Prof Admin	Principal K-12		

- **EMR Contract:** The board was presented the new EMR contract for approval.

SUPERINTENDENT'S REPORT

Dr. Jeff Ridlehoover presented an update on the schools.

STUDENT ACHIEVEMENT AND GROWTH

- **Robotics Celebration:** Holly Kimball and the robotics team members Derek Byers and Liam Anderson presented on the recently concluded season of the new FTC robotics team.
- **RMS-CES Celebration:** RMS-CES celebrated the leadership of Grace Oluwafemi who serves in many different ways, most notable being the Student Council President. She shared some notable aspects of her leadership and student update regarding the happenings at RMS-CES.
- **RMS-CES Principal's Update:** RMS-CES Principal Paul Warzecha gave a brief presentation regarding RMS-CES happenings including a building update, a review of Consistent Attendance efforts, and sharing about the new RMS-CES outdoor group.
- **Restorative Practices:** Principal Paul Warzecha gave an update as to the district's efforts to build awareness, skills, and strategies around the area of Restorative practices. Training to start first with those in roles connected with Student Support Services with future steps to include staff. This training was customized to the needs of Rockford Area Schools by Sheila Dokken in video format to provide a long-term foundation of restorative practices work for current and future employees in an effort to maximize efficiency and practice stewardship of our resources.
- **DECA Field Trip:** Joe Huber presented for approval the RHS DECA Chapter to participate in state competition.

Motion by Johnson seconded by Kneeland to approve the DECA overnight trip. Motion passed unanimously.

- **FFA Field Trip:** Joe Ramstad presented for approval the FFA to participate in a convention trip and an invitational at South Dakota State University.

Motion by Edwards seconded by Kneeland to approve FFA Field Trip 1 to little I Competition and FFA Field Trip 2 to the State FFA Convention. Members Gordee, Edwards, Kneeland and Johnson voted in favor. Member Hillstrom abstained. Motion passed.

- **Robotics Field Trip:** Holly Kimball presented for approval the Robotics Duluth Trip.

Motion by Johnson seconded by Kneeland to approve the Robotics Duluth Field Trip with the modification to the transportation to school bus. Motion passed unanimously.

HEALTHY AND SUPPORTIVE ENVIRONMENT

- **AIPAC Presentation and Vote of Concurrence:** Jamie Madson introduced AIPAC Chairperson, Ms. Blackhawk to present the vote of concurrence. Ms. Blackhawk also brought forward a recommendation from AIPAC to look into hiring an American Indian Liaison.

Motion by Edwards seconded by Gordee to move agenda item 7b to 9a. Motion passed unanimously.

STEWARDSHIP OF RESOURCES

- **School Year 2024-25 Planning and Enrollment Estimates:** CFO Bridget Peterson and Director of Finances and Operations Michael McNulty presented enrollment projections and budget planning timelines.

HEALTHY AND SUPPORTIVE ENVIRONMENT

- **Rockford Community Education Update:** Community Education Director Melissa Joseph presented an update on Community Education including RCC updates, Community Education, and Wellness.

CULTURE OF COLLECTIVE PURPOSE

- **Learning and Innovation Report:** Dr. Jeff Ridlehoover gave an update on the READ Act.
- **Strategic Plan:** Dr. Jeff Ridlehoover gave an update on the strategic plan.
- **IOwA Reauthorization Resolution:** The board was presented the Resolution to Authorize Executive Assistant Courtney Neibert as the IOwA.

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Johnson motioned, seconded by Gordee, to approve the resolution Authorizing Assistant Courtney Neibert as the IOWA:

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

Whereupon said resolution was declared duly passed and adopted.

- **Policy Update - First Reading:** the board was presented the following policies for a first read. Policies 509, 514, 534, 410, 416, 416 Form and 506.

COMMUNITY, SCHOOL AND FAMILY PARTNERSHIP

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

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

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

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

<i>Donor</i>	<i>Amount</i>	<i>Fund</i>
Rocket Boosters	\$82.50	Girls Basketball Activity Fund
Box Tops	\$77.90	REAMS Gift Fund
Renee LaPlume	Women's winter coat	RMS Donation
Anonymous Donations	\$93.00	RHS Band/Choir trip Activity Fund

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

Whereupon said resolution was declared duly passed and adopted.

- **Upcoming Meetings:**

Finance Committee Meeting: Thursday, February 29, 2024 at 8:00 am in the District Office Board Room.

Board of Education Work Session: Monday, March 18, 2024 at 5:30 pm in the District Office Board Room.

Regular Meeting of the Board of Education: Monday, March 18, 2024 at 6:30 pm in the District Office Board Room.

- **Board Committee Updates:**

- Gordee- District Operations, Board Prep calls, AMSD legislative session, MSBA chats, Board chats.
- Edwards - Negotiations, District Operations, Board Prep call.
- Kneeland - Safe routes to school, Community Ed advisory.
- Johnson - Negotiations, continuing ed, MAWSECO meetings.
- Hillstrom - SEE, MSBA chats.

Kneeland motioned to adjourn the meeting at 9:28 p.m. Gordee seconded. Motion carried unanimously.

*Courtney Neibert
Recorder*

*Jamie Hillstrom
Clerk*



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

Subject: Consent Personnel

Meeting Date: Mar 18, 2024

Prepared By: Human Resources Office

Date Prepared: March 13, 2024

☐	Information	☐	Briefing	☒	Action	☐	Enclosure Item(s)
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Personnel Items:

Status	First Name	Last Name	Position	Date(s)
New Hire	Preeti	Raghavan Srinivasan	RMS - ADSIS Math	December 22, 2023
Resignation	Samantha	Wilkenson	RHS SpEd Paraprofessional	February 23, 2024



ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: *Consent Bills Paid and Wires in February 2024*

Meeting Date: March 18, 2024

Prepared by: Mike McNulty

Date Prepared: March 12, 2024

☒

Information

☐

Briefing

☒

Action

☐

Enclosure Item(s)

February 2024 Disbursements Paid (listings attached):

Fund 01 General Fund	\$697,987.37
Fund 01 Payroll	\$410,767.58
Fund 02 Food Service	\$105,716.19
Fund 04 Community Services	\$ 18,116.00
Fund 06 Building Construction	\$ 0
Fund 07 Debt Redemption	\$ 0
Fund 21 Student Activities	\$ 5,737.73
Fund 45 OPEB Trust	\$ 0
 Total All Funds	 \$ 1,281,600.12

Rockford ISD #0883

Payment Reg by Bank and Check

											Pay/Void			
Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Amount
AS2		60260		Wire	1	2006		US GOVERNMENT		No	No	No	02/05/2024	77.96
AS2		60261		Wire	1	1937		PUBLIC EMPLOYEES RETIREMENT AS:		No	No	No	02/05/2024	71.34
AS2		60221	105988	Check	1	2009		EDUCATION MINNESOTA ROCKFORD		Yes	No	No	02/01/2024	5,375.05
AS2		60222	105989	Check	1	1644		ISD #883 EDUCATION FOUNDATION		Yes	No	No	02/01/2024	299.50
AS2		60223	105990	Check	1	1969		SCHOOL SERVICE EMPLOYEES		Yes	No	No	02/01/2024	907.68
AS2		60224	105991	Check	1	2009		EDUCATION MINNESOTA ROCKFORD		Yes	No	No	02/01/2024	5,375.05
AS2		60225	105992	Check	1	1644		ISD #883 EDUCATION FOUNDATION		Yes	No	No	02/01/2024	299.50
AS2		60226	105993	Check	1	1969		SCHOOL SERVICE EMPLOYEES		Yes	No	No	02/01/2024	907.68
AS2		60239	105994	Check	1	4335		4 POINT 0 SCHOOL SERVICES		Yes	No	No	02/02/2024	69,844.76
AS2		60244	105995	Check	1	6623		ADVANCED IMAGING SOLUTIONS		Yes	No	No	02/02/2024	5,504.98
AS2		60235	105996	Check	1	2237		BERGMANN, TROY	Ind/Sole Proprietor	Yes	No	No	02/02/2024	75.00
AS2		60231	105997	Check	1	1059	remit	BLICK ART MATERIALS		Yes	No	No	02/02/2024	602.00
AS2		60236	105998	Check	1	2949		BURAU, ROSS	Ind/Sole Proprietor	Yes	No	No	02/02/2024	140.00
AS2		60237	105999	Check	1	3317		CITY OF GREENFIELD		Yes	No	No	02/02/2024	1,371.20
AS2		60232	106000	Check	1	1181		CITY OF ROCKFORD		Yes	No	No	02/02/2024	1,341.04
AS2		60256	106001	Check	1	8678	remit	EDFINMN LLC	S Corporation	Yes	No	No	02/02/2024	12,800.00
AS2		60252	106002	Check	1	8315		FREED, WILDER	Ind/Sole Proprietor	Yes	No	No	02/02/2024	80.00
AS2		60245	106003	Check	1	7162		GRAMS, RYAN	Ind/Sole Proprietor	Yes	No	No	02/02/2024	140.00
AS2		60238	106004	Check	1	3679	remit	INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	02/02/2024	303.52
AS2		60255	106005	Check	1	8615		LIBERTY MUTUAL INSURANCE		Yes	No	No	02/02/2024	34.00
AS2		60248	106006	Check	1	7697		MARISELA V NELSON INTERPRETING		Yes	No	No	02/02/2024	330.00
AS2		60249	106007	Check	1	7857		MCLEOD COMMUNITY SOLAR ONE LLC		Yes	No	No	02/02/2024	603.90
AS2		60242	106008	Check	1	5795	remit 2	MEDCO SURGICAL SUPPLY SERVICE		Yes	No	No	02/02/2024	1,891.93
AS2		60250	106009	Check	1	7858		MEEKER COMMUNITY SOLAR ONE LLC		Yes	No	No	02/02/2024	769.19
AS2		60247	106010	Check	1	7608		MOYNAGH, ROBERT JR.	Ind/Sole Proprietor	Yes	No	No	02/02/2024	140.00
AS2		60233	106011	Check	1	1519		NORMAN, TODD	Ind/Sole Proprietor	Yes	No	No	02/02/2024	140.00
AS2		60253	106012	Check	1	8515		PETERSEN, THEODORE	Ind/Sole Proprietor	Yes	No	No	02/02/2024	140.00
AS2		60257	106013	Check	1	8715		PRATT, ELIZABETH	Ind/Sole Proprietor	Yes	No	No	02/02/2024	120.00
AS2		60258	106014	Check	1	8716		SANDERSON, WILSON	Ind/Sole Proprietor	Yes	No	No	02/02/2024	30.00
AS2		60254	106015	Check	1	8538		SEIFERT, LONNIE	Ind/Sole Proprietor	Yes	No	No	02/02/2024	140.00
AS2		60241	106016	Check	1	5735		STRUMBEL, JENNIFER	Ind/Sole Proprietor	Yes	No	No	02/02/2024	120.00
AS2		60243	106017	Check	1	6437		TASC		Yes	No	No	02/02/2024	34.50
AS2		60251	106018	Check	1	8261		TOTAL NETWORKX, INC.	S Corporation	Yes	No	No	02/02/2024	362.50
AS2		60259	106019	Check	1	8719		VERNIER SOFTWARE & TECHNOLOGY	C Corporation	Yes	No	No	02/02/2024	652.00
AS2		60240	106020	Check	1	5327		VIDMAR, GERALD	Ind/Sole Proprietor	Yes	No	No	02/02/2024	75.00
AS2		60246	106021	Check	1	7333		WEISSMAN		Yes	No	No	02/02/2024	5,800.07
AS2		60234	106022	Check	1	1812		WRIGHT COUNTY AUDITOR/TREAS.		Yes	No	No	02/02/2024	344.84
AS2		60230	106023	Check	1	1016		WRIGHT-HENNEPIN COOP. ELECTRIC		Yes	No	No	02/02/2024	206.70
AS2		60263	106024	Check	1	6377		DISH		Yes	No	No	02/05/2024	124.09

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Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void				Amount
									Print	Recon	Void	Date	
AS2		60275	106025	Check	1	1826	ANDERSON, BRIAN	Ind/Sole Proprietor	Yes	No	No	02/09/2024	140.00
AS2		60283	106026	Check	1	7981	AT&T MOBILITY		Yes	No	No	02/09/2024	38.23
AS2		60277	106027	Check	1	2368	FORD, DANIEL	Ind/Sole Proprietor	Yes	No	No	02/09/2024	140.00
AS2		60281	106028	Check	1	6872	GENERAL PARTS LLC		Yes	No	No	02/09/2024	3,005.53
AS2		60289	106029	Check	1	8728	JOHNSON, BENJAMIN	Ind/Sole Proprietor	Yes	No	No	02/09/2024	30.00
AS2		60284	106030	Check	1	8010	LANGUAGE LINE SERVICES		Yes	No	No	02/09/2024	75.15
AS2		60270	106031	Check	1	1394	MBNA/BUSINESS CARD		Yes	No	No	02/09/2024	6,884.04
AS2		60271	106032	Check	1	1394	MBNA/BUSINESS CARD		Yes	No	No	02/09/2024	31.41
AS2		60272	106033	Check	1	1394	MBNA/BUSINESS CARD		Yes	No	No	02/09/2024	200.00
AS2		60273	106034	Check	1	1394	MBNA/BUSINESS CARD		Yes	No	No	02/09/2024	910.35
AS2		60274	106035	Check	1	1394	MBNA/BUSINESS CARD		Yes	No	No	02/09/2024	279.37
AS2		60269	106036	Check	1	1039	MINNESOTA ELEVATOR, INC		Yes	No	No	02/09/2024	492.90
AS2		60279	106037	Check	1	6356	MITEL NETSOLUTIONS		Yes	No	No	02/09/2024	4,256.82
AS2		60276	106038	Check	1	1985	MONAHAN, JOSH	Ind/Sole Proprietor	Yes	No	No	02/09/2024	140.00
AS2		60280	106039	Check	1	6517	MYLES, JOHN	Ind/Sole Proprietor	Yes	No	No	02/09/2024	100.00
AS2		60282	106040	Check	1	7166	PARPART, NATHAN	Ind/Sole Proprietor	Yes	No	No	02/09/2024	140.00
AS2		60286	106041	Check	1	8515	PETERSEN, THEODORE	Ind/Sole Proprietor	Yes	No	No	02/09/2024	140.00
AS2		60287	106042	Check	1	8715	PRATT, ELIZABETH	Ind/Sole Proprietor	Yes	No	No	02/09/2024	120.00
AS2		60288	106043	Check	1	8716	SANDERSON, WILSON	Ind/Sole Proprietor	Yes	No	No	02/09/2024	30.00
AS2		60278	106044	Check	1	5735	STRUMBEL, JENNIFER	Ind/Sole Proprietor	Yes	No	No	02/09/2024	120.00
AS2		60285	106045	Check	1	8128	WEBER, SAMUEL	Ind/Sole Proprietor	Yes	No	No	02/09/2024	140.00
AS2		60290	106046	Check	1	8729	ZILMER, JOSIAH	Ind/Sole Proprietor	Yes	No	No	02/09/2024	30.00
AS2		60297	106047	Check	1	1369	ABC LETTERING	Partnership	Yes	No	No	02/09/2024	493.00
AS2		60313	106048	Check	1	6750	ART OF PROBLEM SOLVING		Yes	No	No	02/09/2024	2,150.00
AS2		60301	106049	Check	1	2237	BERGMANN, TROY	Ind/Sole Proprietor	Yes	No	No	02/09/2024	225.00
AS2		60302	106050	Check	1	4138	BROUGH, TONY	Ind/Sole Proprietor	Yes	No	No	02/09/2024	135.00
AS2		60294	106051	Check	1	1180	CENTERPOINT ENERGY		Yes	No	No	02/09/2024	12,727.23
AS2		60325	106052	Check	1	8621	CESO TRANSPORTATION, LLC	LLC - S Corp	Yes	No	No	02/09/2024	110,661.44
AS2		60295	106053	Check	1	1181	CITY OF ROCKFORD		Yes	No	No	02/09/2024	464.83
AS2		60296	106054	Check	1	1200	CUB FOODS - BUFFALO		Yes	No	No	02/09/2024	466.28
AS2		60306	106055	Check	1	5124	DECKER EQUIPMENT/SCHOOL FIX		Yes	No	No	02/09/2024	427.61
AS2		60324	106056	Check	1	8595	GILBERT MECHANICAL CONTRACTOR:	LLC - Partnership	Yes	No	No	02/09/2024	10,963.15
AS2		60323	106057	Check	1	8576	GOPHER ACE	LLC - S Corp	Yes	No	No	02/09/2024	834.67
AS2		60319	106058	Check	1	7738	GRANITE TELECOMMUNICATIONS, LLC		Yes	No	No	02/09/2024	873.50
AS2		60309	106059	Check	1	5416	GRIMM DESIGN, LLC		Yes	No	No	02/09/2024	65.00
AS2		60317	106060	Check	1	7615	HASTY AWARDS		Yes	No	No	02/09/2024	437.80
AS2		60291	106061	Check	1	1057	HILLYARD		Yes	No	No	02/09/2024	74.67
AS2		60304	106062	Check	1	4673	INTEGRIPRINT		Yes	No	No	02/09/2024	369.44
AS2		60292	106063	Check	1	1102	JW PEPPER		Yes	No	No	02/09/2024	65.44

Rockford ISD #0883

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void				Amount
									Print	Recon	Void	Date	
AS2		60310	106064	Check	1	6064	KOPPEL, KELSIE	Ind/Sole Proprietor	Yes	No	No	02/09/2024	135.00
AS2		60305	106065	Check	1	4811	KUPHAL BRENT	Ind/Sole Proprietor	Yes	No	No	02/09/2024	85.00
AS2		60321	106066	Check	1	8489	LAURSEN PIANO SERVICE	LLC - S Corp	Yes	No	No	02/09/2024	998.00
AS2		60318	106067	Check	1	7697	MARISELA V NELSON INTERPRETING		Yes	No	No	02/09/2024	305.00
AS2		60320	106068	Check	1	8464	MASC		Yes	No	No	02/09/2024	85.00
AS2		60300	106069	Check	1	2216	MENARDS INC		Yes	No	No	02/09/2024	444.48
AS2		60311	106070	Check	1	6187	remit MN FFA		Yes	No	No	02/09/2024	124.00
AS2		60293	106071	Check	1	1154	MSBA		Yes	No	No	02/09/2024	280.00
AS2		60326	106072	Check	1	8726	PITZENBERGER, LEAH	Ind/Sole Proprietor	Yes	No	No	02/09/2024	135.00
AS2		60303	106073	Check	1	4366	NLS REGION 5A SECRETARY		Yes	No	No	02/09/2024	380.00
AS2		60315	106074	Check	1	7252	RITEWAY BUSINESS FORMS		Yes	No	No	02/09/2024	297.92
AS2		60322	106075	Check	1	8498	SCHMITT MUSIC ANOKA		Yes	No	No	02/09/2024	84.16
AS2		60298	106076	Check	1	1379	SHIFFLER		Yes	No	No	02/09/2024	131.04
AS2		60312	106077	Check	1	6282	SOUTHWEST METRO EDUCATIONAL C		Yes	No	No	02/09/2024	708.90
AS2		60316	106078	Check	1	7545	TEACHERS ON CALL		Yes	No	No	02/09/2024	3,979.37
AS2		60307	106079	Check	1	5149	TOLL COMPANY		Yes	No	No	02/09/2024	85.02
AS2		60299	106080	Check	1	1828	TRAEN, TODD	Ind/Sole Proprietor	Yes	No	No	02/09/2024	85.00
AS2		60314	106081	Check	1	7197	UNIVERSITY OF MINNESOTA DULUTH		Yes	No	No	02/09/2024	2,392.00
AS2		60308	106082	Check	1	5327	VIDMAR, GERALD	Ind/Sole Proprietor	Yes	No	No	02/09/2024	225.00
AS2		60365	106083	Check	1	8365	ALLEY, NICOLE	Ind/Sole Proprietor	Yes	No	No	02/16/2024	283.82
AS2		60368	106084	Check	1	8399	AMPION PBC	C Corporation	Yes	No	No	02/16/2024	51.80
AS2		60382	106085	Check	1	8734	APS COMMUNITY EDUCATION-AAG ME		Yes	No	No	02/16/2024	400.00
AS2		60330	106086	Check	1	1159	BANKWEST-CASH		Yes	No	No	02/16/2024	500.00
AS2		60348	106087	Check	1	6791	BARFKNECHT, ALAN	Ind/Sole Proprietor	Yes	No	No	02/16/2024	140.00
AS2		60383	106088	Check	1	8736	BERG, MIKAELA	Ind/Sole Proprietor	Yes	No	No	02/16/2024	283.82
AS2		60337	106089	Check	1	2237	BERGMANN, TROY	Ind/Sole Proprietor	Yes	No	No	02/16/2024	200.00
AS2		60339	106090	Check	1	2939	BURAU, CHAD	Ind/Sole Proprietor	Yes	No	No	02/16/2024	140.00
AS2		60375	106091	Check	1	8703	BURAU, MARCUS	Ind/Sole Proprietor	Yes	No	No	02/16/2024	100.00
AS2		60340	106092	Check	1	2949	BURAU, ROSS	Ind/Sole Proprietor	Yes	No	No	02/16/2024	140.00
AS2		60332	106093	Check	1	1285	BURG, JOHN	Ind/Sole Proprietor	Yes	No	No	02/16/2024	200.00
AS2		60379	106094	Check	1	8731	CAMPBELL, ALEXANDER	Ind/Sole Proprietor	Yes	No	No	02/16/2024	200.00
AS2		60327	106095	Check	1	1054	remit CAROLINA BIOLOGICAL SUPPLY		Yes	No	No	02/16/2024	147.55
AS2		60384	106096	Check	1	8737	CLAUSSEN, KURT	Ind/Sole Proprietor	Yes	No	No	02/16/2024	215.00
AS2		60345	106097	Check	1	6087	COOK, ANDREW	Ind/Sole Proprietor	Yes	No	No	02/16/2024	140.00
AS2		60349	106098	Check	1	6826	DAY, ROGER	Ind/Sole Proprietor	Yes	No	No	02/16/2024	280.00
AS2		60351	106099	Check	1	6836	DISTRICT 5 DECA		Yes	No	No	02/16/2024	1,525.00
AS2		60363	106100	Check	1	8172	DRENNAN, CHRISTOPHER	Ind/Sole Proprietor	Yes	No	No	02/16/2024	140.00
AS2		60354	106101	Check	1	7367	DUSSL, DANIEL	Ind/Sole Proprietor	Yes	No	No	02/16/2024	128.00
AS2		60367	106102	Check	1	8382	ECMECC		Yes	No	No	02/16/2024	25.00

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Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
AS2		60355	106103	Check	1	7393	FRITZ, BRIAN	Ind/Sole Proprietor	Yes	No	No	02/16/2024	140.00
AS2		60374	106104	Check	1	8560	GRAY, ERIC	Ind/Sole Proprietor	Yes	No	No	02/16/2024	140.00
AS2		60331	106105	Check	1	1223	GROTH MUSIC		Yes	No	No	02/16/2024	40.00
AS2		60385	106106	Check	1	8738	HAMMERMAN, AARON	Ind/Sole Proprietor	Yes	No	No	02/16/2024	215.00
AS2		60353	106107	Check	1	7008	HEARTCERT		Yes	No	No	02/16/2024	1,210.00
AS2		60362	106108	Check	1	8134	HEMMANN, MICHAEL	Ind/Sole Proprietor	Yes	No	No	02/16/2024	280.00
AS2		60381	106109	Check	1	8733	HERSCH, JAMES	Ind/Sole Proprietor	Yes	No	No	02/16/2024	1,550.00
AS2		60328	106110	Check	1	1057	HILLYARD		Yes	No	No	02/16/2024	6,628.59
AS2		60361	106111	Check	1	7849	HOLMAY, ALI	Ind/Sole Proprietor	Yes	No	No	02/16/2024	138.40
AS2		60373	106112	Check	1	8546	HOWARD, SAMANTHA	Ind/Sole Proprietor	Yes	No	No	02/16/2024	138.72
AS2		60346	106113	Check	1	6431	remit HR SIMPLIFIED		Yes	No	No	02/16/2024	1,834.40
AS2		60357	106114	Check	1	7638	JACOBSON, WAYNE	Ind/Sole Proprietor	Yes	No	No	02/16/2024	100.00
AS2		60335	106115	Check	1	2196	Meridian JOSTENS		Yes	No	No	02/16/2024	48.75
AS2		60344	106116	Check	1	6029	KIDZART		Yes	No	No	02/16/2024	650.00
AS2		60386	106117	Check	1	8739	KOETS, JASON	Ind/Sole Proprietor	Yes	No	No	02/16/2024	160.00
AS2		60364	106118	Check	1	8196	LYREN, DELON	Ind/Sole Proprietor	Yes	No	No	02/16/2024	182.50
AS2		60358	106119	Check	1	7697	MARISELA V NELSON INTERPRETING		Yes	No	No	02/16/2024	30.00
AS2		60366	106120	Check	1	8378	MELIN, EMILY	Ind/Sole Proprietor	Yes	No	No	02/16/2024	147.11
AS2		60336	106121	Check	1	2216	MENARDS INC		Yes	No	No	02/16/2024	9.49
AS2		60359	106122	Check	1	7771	remit MRI SOFTWARE, LLC		Yes	No	No	02/16/2024	467.00
AS2		60347	106123	Check	1	6517	MYLES, JOHN	Ind/Sole Proprietor	Yes	No	No	02/16/2024	240.00
AS2		60352	106124	Check	1	6913	NEE INVESTMENT 9, LLC		Yes	No	No	02/16/2024	151.10
AS2		60387	106125	Check	1	8740	NICKLAY, RICHARD	Ind/Sole Proprietor	Yes	No	No	02/16/2024	215.00
AS2		60378	106126	Check	1	8726	PITZENBERGER, LEAH	Ind/Sole Proprietor	Yes	No	No	02/16/2024	107.90
AS2		60376	106127	Check	1	8715	PRATT, ELIZABETH	Ind/Sole Proprietor	Yes	No	No	02/16/2024	120.00
AS2		60380	106128	Check	1	8732	QUENEMOEN, SHERYL	Ind/Sole Proprietor	Yes	No	No	02/16/2024	100.00
AS2		60369	106129	Check	1	8402	REPUBLIC SERVICES, INC.	C Corporation	Yes	No	No	02/16/2024	4,148.93
AS2		60370	106130	Check	1	8503	remit RUSS DAVIS WHOLESALE, INC.	S Corporation	Yes	No	No	02/16/2024	872.79
AS2		60342	106131	Check	1	5318	SANDENO, RANDY	Ind/Sole Proprietor	Yes	No	No	02/16/2024	293.20
AS2		60377	106132	Check	1	8716	SANDERSON, WILSON	Ind/Sole Proprietor	Yes	No	No	02/16/2024	210.00
AS2		60341	106133	Check	1	3880	SCHERBER DREW		Yes	No	No	02/16/2024	280.00
AS2		60372	106134	Check	1	8518	SCHLENNER WENNER & CO.	S Corporation	Yes	No	No	02/16/2024	20,800.00
AS2		60334	106135	Check	1	1946	SCHMIDT, AMY	Ind/Sole Proprietor	Yes	No	No	02/16/2024	137.06
AS2		60329	106136	Check	1	1062	remit SCHOLASTIC INC		Yes	No	No	02/16/2024	80.85
AS2		60338	106137	Check	1	2473	SPECIAL SCHOOL DISTRICT #1		Yes	No	No	02/16/2024	66.00
AS2		60343	106138	Check	1	5735	STRUMBEL, JENNIFER	Ind/Sole Proprietor	Yes	No	No	02/16/2024	320.00
AS2		60356	106139	Check	1	7545	TEACHERS ON CALL		Yes	No	No	02/16/2024	3,568.33
AS2		60360	106140	Check	1	7786	REMIT TERRAFORM PHOENIX II ARCADIA		Yes	No	No	02/16/2024	56.79
AS2		60333	106141	Check	1	1828	TRAEN, TODD	Ind/Sole Proprietor	Yes	No	No	02/16/2024	140.00

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Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
												Void	Date	
AS2		60350	106142	Check	1	6834		URBAN, NICHOLAS	Ind/Sole Proprietor	Yes	No	No	02/16/2024	140.00
AS2		60371	106143	Check	1	8513		VON HOLDT, TROY	Ind/Sole Proprietor	Yes	No	No	02/16/2024	200.00
AS2		60399	106144	Check	1	4335		4 POINT 0 SCHOOL SERVICES		Yes	No	No	02/21/2024	95,329.03
AS2		60400	106145	Check	1	4335		4 POINT 0 SCHOOL SERVICES		Yes	No	No	02/21/2024	16,140.06
AS2		60417	106146	Check	1	8621		CESO TRANSPORTATION, LLC	LLC - S Corp	Yes	No	No	02/21/2024	108,670.97
AS2		60425	106147	Check	1	8735		CHASKA HIGH SCHOOL		Yes	No	No	02/21/2024	500.00
AS2		60414	106148	Check	1	8439		COMMON THREAD CUSTOM APPAREL	LLC - S Corp	Yes	No	No	02/21/2024	1,379.50
AS2		60421	106149	Check	1	8702		CREATIVE NATIVE BEADING	Ind/Sole Proprietor	Yes	No	No	02/21/2024	512.85
AS2		60415	106150	Check	1	8578		DURBIN, WILLIAM	Ind/Sole Proprietor	Yes	No	No	02/21/2024	874.00
AS2		60413	106151	Check	1	8382		ECMECC		Yes	No	No	02/21/2024	250.00
AS2		60406	106152	Check	1	6872		GENERAL PARTS LLC		Yes	No	No	02/21/2024	2,603.38
AS2		60416	106153	Check	1	8595	remit	GILBERT MECHANICAL CONTRACTOR	LLC - Partnership	Yes	No	No	02/21/2024	5,431.76
AS2		60395	106154	Check	1	1113		GRAINGER		Yes	No	No	02/21/2024	191.92
AS2		60393	106155	Check	1	1057		HILLYARD		Yes	No	No	02/21/2024	76,075.50
AS2		60403	106156	Check	1	5165	remit	ICS CONSULTING, LLC - 138006		Yes	No	No	02/21/2024	43,275.25
AS2		60398	106157	Check	1	3679	remit	INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	02/21/2024	65.47
AS2		60402	106158	Check	1	4673		INTEGRIPRINT		Yes	No	No	02/21/2024	58.65
AS2		60394	106159	Check	1	1102		JW PEPPER		Yes	No	No	02/21/2024	78.99
AS2		60412	106160	Check	1	8361		KAMIDA CONCRETE CONSTRUCTION,	S Corporation	Yes	No	No	02/21/2024	5,733.75
AS2		60408	106161	Check	1	7697		MARISELA V NELSON INTERPRETING		Yes	No	No	02/21/2024	90.00
AS2		60397	106162	Check	1	2518	remit	MCGRAW - HILL SCHOOL EDUCATION		Yes	No	No	02/21/2024	265.23
AS2		60424	106163	Check	1	8727		NE METRO ISD 916		Yes	No	No	02/21/2024	3,024.00
AS2		60392	106164	Check	1	1006		NORTHWEST SUBURBAN INTEGRATIC		Yes	No	No	02/21/2024	4,409.50
AS2		60419	106165	Check	1	8689		O'LEARY, NINA	Ind/Sole Proprietor	Yes	No	No	02/21/2024	2,450.00
AS2		60410	106166	Check	1	8144		OXFORD UNIVERSITY PRESS USA		Yes	No	No	02/21/2024	3,039.05
AS2		60396	106167	Check	1	2398		PERFORMANCE TOURS		Yes	No	No	02/21/2024	2,411.00
AS2		60418	106168	Check	1	8627		RAPTOR TECHNOLOGIES, LLC	LLC - Partnership	Yes	No	No	02/21/2024	185.00
AS2		60404	106169	Check	1	5796		REGENTS OF THE UNIVERSITY OF MINN		Yes	No	No	02/21/2024	105.00
AS2		60422	106170	Check	1	8718	remit	SENROR WOOLY	S Corporation	Yes	No	No	02/21/2024	150.00
AS2		60423	106171	Check	1	8724		SHEILA DOKKEN, LLC	Ind/Sole Proprietor	Yes	No	No	02/21/2024	1,000.00
AS2		60420	106172	Check	1	8693		STERNE, MEGAN	Ind/Sole Proprietor	Yes	No	No	02/21/2024	125.00
AS2		60401	106173	Check	1	4387		TAHER INC - BIN# 135092		Yes	No	No	02/21/2024	105,716.19
AS2		60407	106174	Check	1	7545		TEACHERS ON CALL		Yes	No	No	02/21/2024	11,708.34
AS2		60409	106175	Check	1	7778		TEAMWORKS INTERNATIONAL, INC		Yes	No	No	02/21/2024	2,800.00
AS2		60411	106176	Check	1	8261		TOTAL NETWORKX, INC.	S Corporation	Yes	No	No	02/21/2024	3,642.69
AS2		60405	106177	Check	1	5806		UNIVERSAL ATHLETICS SERVICES, INC		Yes	No	No	02/21/2024	124.00
AS2		60427	106178	Check	1	1285		BURG, JOHN	Ind/Sole Proprietor	Yes	No	No	02/23/2024	80.00
AS2		60426	106179	Check	1	1180		CENTERPOINT ENERGY		Yes	No	No	02/23/2024	9,818.12
AS2		60430	106180	Check	1	5507		CITY OF GREENFIELD WATER & SEWE		Yes	No	No	02/23/2024	1,326.09

Rockford ISD #0883

Payment Reg by Bank and Check

											Pay/Void		Amount
Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	
AS2		60434	106181	Check	1	8315	FREED, WILDER	Ind/Sole Proprietor	Yes	No	No	02/23/2024	40.00
AS2		60432	106182	Check	1	8130	GOVE, GEORGE	Ind/Sole Proprietor	Yes	No	No	02/23/2024	140.00
AS2		60431	106183	Check	1	7628	KOPPI, WILLIAM		Yes	No	No	02/23/2024	140.00
AS2		60429	106184	Check	1	5277	MINNEAPOLIS ATHENA AWARDS		Yes	No	No	02/23/2024	450.00
AS2		60435	106185	Check	1	8539	PREHN, DAN	Ind/Sole Proprietor	Yes	No	No	02/23/2024	140.00
AS2		60428	106186	Check	1	4366	REGION 5A SECRETARY		Yes	No	No	02/23/2024	100.00
AS2		60433	106187	Check	1	8170	US BANCORP GOVN'T LEASING & FINA	C Corporation	Yes	No	No	02/23/2024	7,569.12
AS2		60442	106188	Check	1	2009	EDUCATION MINNESOTA ROCKFORD		Yes	No	No	02/29/2024	5,319.14
AS2		60443	106189	Check	1	1644	ISD #883 EDUCATION FOUNDATION		Yes	No	No	02/29/2024	294.50
AS2		60444	106190	Check	1	1969	SCHOOL SERVICE EMPLOYEES		Yes	No	No	02/29/2024	907.68
AS2		60445	106191	Check	1	2009	EDUCATION MINNESOTA ROCKFORD		Yes	No	No	02/29/2024	5,375.05
AS2		60446	106192	Check	1	1644	ISD #883 EDUCATION FOUNDATION		Yes	No	No	02/29/2024	299.50
AS2		60447	106193	Check	1	1969	SCHOOL SERVICE EMPLOYEES		Yes	No	No	02/29/2024	907.68
Bank Total:													\$870,333.59
PAY		60218		Wire	1	2006	US GOVERNMENT		No	No	No	02/01/2024	111,102.66
PAY		60219		Wire	1	1962	MINNESOTA DEPT OF REVENUE		No	No	No	02/01/2024	18,753.85
PAY		60220		Wire	1	1937	PUBLIC EMPLOYEES RETIREMENT AS:		No	No	No	02/01/2024	22,242.56
PAY		60227		Wire	1	4050	AFLAC		No	No	No	02/01/2024	295.00
PAY		60228		Wire	1	5459	LEGAL SHIELD		No	No	No	02/01/2024	111.62
PAY		60229		Wire	1	2470	MSRS		No	No	No	02/01/2024	18,102.54
PAY		60262		Wire	1	7649	TSA CONSULTING GROUP, INC.		No	No	No	02/02/2024	31,037.10
PAY		60388		Wire	1	1937	PUBLIC EMPLOYEES RETIREMENT AS:		No	No	No	02/16/2024	23,784.47
PAY		60389		Wire	1	1938	TRA		No	No	No	02/16/2024	56,944.14
PAY		60390		Wire	1	2006	US GOVERNMENT		No	No	No	02/16/2024	109,920.13
PAY		60391		Wire	1	1962	MINNESOTA DEPT OF REVENUE		No	No	No	02/16/2024	18,473.51
Bank Total:													\$410,767.58
Report Total:													\$1,281,101.17

Rockford ISD #0883
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	60221	AS2	1	2009			EDUCATION MINNESO	202408	0883	9104	0.00	5,375.05
										0883	60222	AS2	1	1644			ISD #883 EDUCATION F	202408	0883	9104	0.00	299.50
										0883	60223	AS2	1	1969			SCHOOL SERVICE EMF	202408	0883	9104	0.00	907.68
										0883	60224	AS2	1	2009			EDUCATION MINNESO	202408	0883	9104	0.00	5,375.05
										0883	60225	AS2	1	1644			ISD #883 EDUCATION F	202408	0883	9104	0.00	299.50
										0883	60226	AS2	1	1969			SCHOOL SERVICE EMF	202408	0883	9104	0.00	907.68
										0883	60230	AS2	1	1016			WRIGHT-HENNEPIN C	202408	0883	9104	0.00	206.70
										0883	60231	AS2	1	1059	remit		BLICK ART MATERIALS	202408	0883	9104	0.00	602.00
										0883	60232	AS2	1	1181			CITY OF ROCKFORD	202408	0883	9104	0.00	1,244.31
										0883	60232	AS2	1	1181			CITY OF ROCKFORD	202408	0883	9104	0.00	86.02
										0883	60232	AS2	1	1181			CITY OF ROCKFORD	202408	0883	9104	0.00	10.71
										0883	60233	AS2	1	1519			NORMAN, TODD	202408	0883	9104	0.00	140.00
										0883	60234	AS2	1	1812			WRIGHT COUNTY AUD	202408	0883	9104	0.00	344.84
										0883	60235	AS2	1	2237			BERGMANN, TROY	202408	0883	9104	0.00	75.00
										0883	60236	AS2	1	2949			BURAU, ROSS	202408	0883	9104	0.00	140.00
										0883	60237	AS2	1	3317			CITY OF GREENFIELD	202408	0883	9104	0.00	1,371.20
										0883	60238	AS2	1	3679	remit		INNOVATIVE OFFICE S	202408	0883	9104	0.00	303.52
										0883	60239	AS2	1	4335			4 POINT 0 SCHOOL SE	202408	0883	9104	0.00	68,181.48
										0883	60240	AS2	1	5327			VIDMAR, GERALD	202408	0883	9104	0.00	75.00
										0883	60241	AS2	1	5735			STRUMBEL, JENNIFER	202408	0883	9104	0.00	120.00
										0883	60242	AS2	1	5795	remit		MEDCO SURGICAL SU	202408	0883	9104	0.00	1,891.93
										0883	60243	AS2	1	6437			TASC	202408	0883	9104	0.00	34.50
										0883	60244	AS2	1	6623			ADVANCED IMAGING S	202408	0883	9104	0.00	5,504.98
										0883	60245	AS2	1	7162			GRAMS, RYAN	202408	0883	9104	0.00	140.00
										0883	60247	AS2	1	7608			MOYNAGH, ROBERT JF	202408	0883	9104	0.00	140.00
										0883	60248	AS2	1	7697			MARISELA V NELSON II	202408	0883	9104	0.00	90.00
										0883	60248	AS2	1	7697			MARISELA V NELSON II	202408	0883	9104	0.00	30.00
										0883	60248	AS2	1	7697			MARISELA V NELSON II	202408	0883	9104	0.00	90.00
										0883	60248	AS2	1	7697			MARISELA V NELSON II	202408	0883	9104	0.00	30.00
										0883	60249	AS2	1	7857			MCLEOD COMMUNITY	202408	0883	9104	0.00	603.90
										0883	60250	AS2	1	7858			MEEKER COMMUNITY	202408	0883	9104	0.00	769.19
										0883	60251	AS2	1	8261			TOTAL NETWORKX, INC	202408	0883	9104	0.00	362.50
										0883	60252	AS2	1	8315			FREED, WILDER	202408	0883	9104	0.00	80.00
										0883	60253	AS2	1	8515			PETERSEN, THEODOR	202408	0883	9104	0.00	140.00
										0883	60254	AS2	1	8538			SEIFERT, LONNIE	202408	0883	9104	0.00	140.00
										0883	60255	AS2	221	8615			LIBERTY MUTUAL INSU	202408	0883	9104	0.00	34.00
										0883	60256	AS2	1	8678	remit		EDFINMN LLC	202408	0883	9104	0.00	6,400.00
										0883	60256	AS2	1	8678	remit		EDFINMN LLC	202408	0883	9104	0.00	6,400.00

Rockford ISD #0883
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	60257	AS2	1	8715			PRATT, ELIZABETH	202408	0883	9104	0.00	120.00
										0883	60258	AS2	1	8716			SANDERSON, WILSON	202408	0883	9104	0.00	30.00
										0883	60259	AS2	1	8719			VERNIER SOFTWARE	202408	0883	9104	0.00	652.00
										0883	60260	AS2	1	2006			US GOVERNMENT	202408	0883	9104	0.00	77.96
										0883	60261	AS2	1	1937			PUBLIC EMPLOYEES R	202408	0883	9104	0.00	71.34
										0883	60269	AS2	1	1039			MINNESOTA ELEVATOR	202408	0883	9104	0.00	492.90
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	352.05
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	449.10
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	174.18
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	56.74
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	63.96
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	196.51
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	372.66
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	102.00
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	130.48
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	4.75
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	58.15
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	103.16
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	62.77
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	152.80
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	171.42
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	60.80
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	74.29
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	166.58
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	388.81
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	226.86
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	58.44
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	269.06
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	79.80
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	159.75
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	173.31
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	125.83
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	293.25
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	561.81
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	99.60
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	161.14
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	49.48
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	45.96

Rockford ISD #0883
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	60270	AS2	1	1394			MBNA/BUSINESS CARC	202408	0883	9104	0.00	159.38
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARC	202408	0883	9104	0.00	200.00
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARC	202408	0883	9104	0.00	105.94
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARC	202408	0883	9104	0.00	9.99
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARC	202408	0883	9104	0.00	53.62
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARC	202408	0883	9104	0.00	151.17
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARC	202408	0883	9104	0.00	120.91
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARC	202408	0883	9104	0.00	28.02
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARC	202408	0883	9104	0.00	145.10
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARC	202408	0883	9104	0.00	9.99
										0883	60271	AS2	1	1394			MBNA/BUSINESS CARC	202408	0883	9104	0.00	31.41
										0883	60272	AS2	1	1394			MBNA/BUSINESS CARC	202408	0883	9104	0.00	200.00
										0883	60273	AS2	1	1394			MBNA/BUSINESS CARC	202408	0883	9104	0.00	910.35
										0883	60274	AS2	1	1394			MBNA/BUSINESS CARC	202408	0883	9104	0.00	279.37
										0883	60275	AS2	1	1826			ANDERSON, BRIAN	202408	0883	9104	0.00	140.00
										0883	60276	AS2	1	1985			MONAHAN, JOSH	202408	0883	9104	0.00	140.00
										0883	60277	AS2	1	2368			FORD, DANIEL	202408	0883	9104	0.00	140.00
										0883	60278	AS2	1	5735			STRUMBEL, JENNIFER	202408	0883	9104	0.00	120.00
										0883	60279	AS2	1	6356			MITEL NETSOLUTIONS	202408	0883	9104	0.00	4,256.82
										0883	60280	AS2	1	6517			MYLES, JOHN	202408	0883	9104	0.00	100.00
										0883	60281	AS2	1	6872			GENERAL PARTS LLC	202408	0883	9104	0.00	891.99
										0883	60281	AS2	1	6872			GENERAL PARTS LLC	202408	0883	9104	0.00	1,473.59
										0883	60281	AS2	1	6872			GENERAL PARTS LLC	202408	0883	9104	0.00	639.95
										0883	60282	AS2	1	7166			PARPART, NATHAN	202408	0883	9104	0.00	140.00
										0883	60283	AS2	1	7981			AT&T MOBILITY	202408	0883	9104	0.00	38.23
										0883	60284	AS2	1	8010			LANGUAGE LINE SERV	202408	0883	9104	0.00	10.80
										0883	60284	AS2	1	8010			LANGUAGE LINE SERV	202408	0883	9104	0.00	64.35
										0883	60285	AS2	1	8128			WEBER, SAMUEL	202408	0883	9104	0.00	140.00
										0883	60286	AS2	1	8515			PETERSEN, THEODOR	202408	0883	9104	0.00	140.00
										0883	60287	AS2	1	8715			PRATT, ELIZABETH	202408	0883	9104	0.00	120.00
										0883	60288	AS2	1	8716			SANDERSON, WILSON	202408	0883	9104	0.00	30.00
										0883	60289	AS2	1	8728			JOHNSON, BENJAMIN	202408	0883	9104	0.00	30.00
										0883	60290	AS2	1	8729			ZILMER, JOSIAH	202408	0883	9104	0.00	30.00
										0883	60291	AS2	1	1057			HILLYARD	202408	0883	9104	0.00	74.67
										0883	60292	AS2	1	1102			JW PEPPER	202408	0883	9104	0.00	8.50
										0883	60292	AS2	1	1102			JW PEPPER	202408	0883	9104	0.00	56.94
										0883	60293	AS2	1	1154			MSBA	202408	0883	9104	0.00	40.00
										0883	60293	AS2	1	1154			MSBA	202408	0883	9104	0.00	40.00

Rockford ISD #0883
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	60293	AS2	1	1154			MSBA	202408	0883	9104	0.00	80.00
										0883	60293	AS2	1	1154			MSBA	202408	0883	9104	0.00	120.00
										0883	60294	AS2	1	1180			CENTERPOINT ENERG	202408	0883	9104	0.00	11,198.47
										0883	60294	AS2	1	1180			CENTERPOINT ENERG	202408	0883	9104	0.00	482.23
										0883	60294	AS2	1	1180			CENTERPOINT ENERG	202408	0883	9104	0.00	702.89
										0883	60294	AS2	1	1180			CENTERPOINT ENERG	202408	0883	9104	0.00	311.81
										0883	60294	AS2	1	1180			CENTERPOINT ENERG	202408	0883	9104	0.00	31.83
										0883	60295	AS2	1	1181			CITY OF ROCKFORD	202408	0883	9104	0.00	464.83
										0883	60296	AS2	1	1200			CUB FOODS - BUFFALC	202408	0883	9104	0.00	67.45
										0883	60296	AS2	1	1200			CUB FOODS - BUFFALC	202408	0883	9104	0.00	52.00
										0883	60296	AS2	1	1200			CUB FOODS - BUFFALC	202408	0883	9104	0.00	152.37
										0883	60298	AS2	1	1379			SHIFFLER	202408	0883	9104	0.00	131.04
										0883	60299	AS2	1	1828			TRAEN, TODD	202408	0883	9104	0.00	85.00
										0883	60300	AS2	1	2216			MENARDS INC	202408	0883	9104	0.00	444.48
										0883	60301	AS2	1	2237			BERGMANN, TROY	202408	0883	9104	0.00	225.00
										0883	60302	AS2	1	4138			BROUGH, TONY	202408	0883	9104	0.00	135.00
										0883	60303	AS2	1	4366	NLS		REGION 5A SECRETAR	202408	0883	9104	0.00	380.00
										0883	60305	AS2	1	4811			KUPHAL BRENT	202408	0883	9104	0.00	85.00
										0883	60306	AS2	1	5124			DECKER EQUIPMENT/S	202408	0883	9104	0.00	427.61
										0883	60307	AS2	1	5149			TOLL COMPANY	202408	0883	9104	0.00	47.56
										0883	60307	AS2	1	5149			TOLL COMPANY	202408	0883	9104	0.00	37.46
										0883	60308	AS2	1	5327			VIDMAR, GERALD	202408	0883	9104	0.00	225.00
										0883	60310	AS2	1	6064			KOPPEL, KELSIE	202408	0883	9104	0.00	135.00
										0883	60312	AS2	1	6282			SOUTHWEST METRO E	202408	0883	9104	0.00	708.90
										0883	60313	AS2	1	6750			ART OF PROBLEM SOL	202408	0883	9104	0.00	2,150.00
										0883	60314	AS2	1	7197			UNIVERSITY OF MINNE	202408	0883	9104	0.00	2,392.00
										0883	60315	AS2	1	7252			RITEWAY BUSINESS F	202408	0883	9104	0.00	297.92
										0883	60316	AS2	1	7545			TEACHERS ON CALL	202408	0883	9104	0.00	3,829.00
										0883	60318	AS2	1	7697			MARISELA V NELSON II	202408	0883	9104	0.00	305.00
										0883	60319	AS2	1	7738			GRANITE TELECOMMU	202408	0883	9104	0.00	873.50
										0883	60321	AS2	1	8489			LAURSEN PIANO SERV	202408	0883	9104	0.00	370.00
										0883	60321	AS2	1	8489			LAURSEN PIANO SERV	202408	0883	9104	0.00	628.00
										0883	60322	AS2	1	8498			SCHMITT MUSIC ANOK	202408	0883	9104	0.00	15.26
										0883	60322	AS2	1	8498			SCHMITT MUSIC ANOK	202408	0883	9104	0.00	68.90
										0883	60323	AS2	1	8576			GOPHER ACE	202408	0883	9104	0.00	13.91
										0883	60323	AS2	251	8576			GOPHER ACE	202408	0883	9104	0.00	186.12
										0883	60323	AS2	1	8576			GOPHER ACE	202408	0883	9104	0.00	252.96
										0883	60323	AS2	1	8576			GOPHER ACE	202408	0883	9104	0.00	74.73

Rockford ISD #0883
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	60323	AS2	1	8576			GOPHER ACE	202408	0883	9104	0.00	306.95
										0883	60324	AS2	1	8595	remit		GILBERT MECHANICAL	202408	0883	9104	0.00	10,963.15
										0883	60325	AS2	1	8621			CESO TRANSPORTATION	202408	0883	9104	0.00	110,661.44
										0883	60326	AS2	1	8726			PITZENBERGER, LEAH	202408	0883	9104	0.00	135.00
										0883	60327	AS2	1	1054	remit		CAROLINA BIOLOGICAL	202408	0883	9104	0.00	62.54
										0883	60327	AS2	1	1054	remit		CAROLINA BIOLOGICAL	202408	0883	9104	0.00	42.00
										0883	60327	AS2	1	1054	remit		CAROLINA BIOLOGICAL	202408	0883	9104	0.00	43.01
										0883	60328	AS2	1	1057			HILLYARD	202408	0883	9104	0.00	2,609.61
										0883	60328	AS2	1	1057			HILLYARD	202408	0883	9104	0.00	1,780.50
										0883	60328	AS2	1	1057			HILLYARD	202408	0883	9104	0.00	2,238.48
										0883	60329	AS2	1	1062	remit		SCHOLASTIC INC	202408	0883	9104	0.00	80.85
										0883	60331	AS2	1	1223			GROTH MUSIC	202408	0883	9104	0.00	40.00
										0883	60332	AS2	1	1285			BURG, JOHN	202408	0883	9104	0.00	80.00
										0883	60332	AS2	1	1285			BURG, JOHN	202408	0883	9104	0.00	120.00
										0883	60333	AS2	1	1828			TRAEN, TODD	202408	0883	9104	0.00	140.00
										0883	60335	AS2	1	2196	Merid		JOSTENS	202408	0883	9104	0.00	48.75
										0883	60336	AS2	1	2216			MENARDS INC	202408	0883	9104	0.00	9.49
										0883	60337	AS2	1	2237			BERGMANN, TROY	202408	0883	9104	0.00	100.00
										0883	60337	AS2	1	2237			BERGMANN, TROY	202408	0883	9104	0.00	100.00
										0883	60339	AS2	1	2939			BURAU, CHAD	202408	0883	9104	0.00	140.00
										0883	60340	AS2	1	2949			BURAU, ROSS	202408	0883	9104	0.00	140.00
										0883	60341	AS2	1	3880			SCHERBER DREW	202408	0883	9104	0.00	140.00
										0883	60341	AS2	1	3880			SCHERBER DREW	202408	0883	9104	0.00	140.00
										0883	60343	AS2	1	5735			STRUMBEL, JENNIFER	202408	0883	9104	0.00	120.00
										0883	60343	AS2	1	5735			STRUMBEL, JENNIFER	202408	0883	9104	0.00	80.00
										0883	60343	AS2	1	5735			STRUMBEL, JENNIFER	202408	0883	9104	0.00	120.00
										0883	60345	AS2	1	6087			COOK, ANDREW	202408	0883	9104	0.00	140.00
										0883	60346	AS2	1	6431	remit		HR SIMPLIFIED	202408	0883	9104	0.00	926.71
										0883	60346	AS2	1	6431	remit		HR SIMPLIFIED	202408	0883	9104	0.00	907.69
										0883	60347	AS2	1	6517			MYLES, JOHN	202408	0883	9104	0.00	120.00
										0883	60347	AS2	1	6517			MYLES, JOHN	202408	0883	9104	0.00	120.00
										0883	60348	AS2	1	6791			BARFKNECHT, ALAN	202408	0883	9104	0.00	140.00
										0883	60349	AS2	1	6826			DAY, ROGER	202408	0883	9104	0.00	140.00
										0883	60349	AS2	1	6826			DAY, ROGER	202408	0883	9104	0.00	140.00
										0883	60350	AS2	1	6834			URBAN, NICHOLAS	202408	0883	9104	0.00	140.00
										0883	60352	AS2	261	6913			NEE INVESTMENT 9, LL	202408	0883	9104	0.00	107.43
										0883	60352	AS2	1	6913			NEE INVESTMENT 9, LL	202408	0883	9104	0.00	43.67
										0883	60355	AS2	1	7393			FRITZ, BRIAN	202408	0883	9104	0.00	140.00

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Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	60356	AS2	1	7545			TEACHERS ON CALL	202408	0883	9104	0.00	3,417.96
										0883	60357	AS2	1	7638			JACOBSON, WAYNE	202408	0883	9104	0.00	100.00
										0883	60358	AS2	1	7697			MARISELA V NELSON II	202408	0883	9104	0.00	30.00
										0883	60359	AS2	1	7771	remit		MRI SOFTWARE, LLC	202408	0883	9104	0.00	467.00
										0883	60360	AS2	1	7786	REMI		TERRAFORM PHOENIX	202408	0883	9104	0.00	56.79
										0883	60362	AS2	1	8134			HEMMANN, MICHAEL	202408	0883	9104	0.00	140.00
										0883	60362	AS2	1	8134			HEMMANN, MICHAEL	202408	0883	9104	0.00	140.00
										0883	60363	AS2	1	8172			DRENNAN, CHRISTOPH	202408	0883	9104	0.00	140.00
										0883	60364	AS2	1	8196			LYREN, DELON	202408	0883	9104	0.00	32.50
										0883	60364	AS2	1	8196			LYREN, DELON	202408	0883	9104	0.00	150.00
										0883	60367	AS2	1	8382			ECMECC	202408	0883	9104	0.00	25.00
										0883	60368	AS2	1	8399			AMPION PBC	202408	0883	9104	0.00	51.80
										0883	60369	AS2	1	8402			REPUBLIC SERVICES, I	202408	0883	9104	0.00	4,148.93
										0883	60371	AS2	1	8513			VON HOLDT, TROY	202408	0883	9104	0.00	200.00
										0883	60372	AS2	1	8518			SCHLENNER WENNER	202408	0883	9104	0.00	20,800.00
										0883	60374	AS2	1	8560			GRAY, ERIC	202408	0883	9104	0.00	140.00
										0883	60375	AS2	1	8703			BURAU, MARCUS	202408	0883	9104	0.00	100.00
										0883	60376	AS2	1	8715			PRATT, ELIZABETH	202408	0883	9104	0.00	120.00
										0883	60377	AS2	1	8716			SANDERSON, WILSON	202408	0883	9104	0.00	75.00
										0883	60377	AS2	1	8716			SANDERSON, WILSON	202408	0883	9104	0.00	75.00
										0883	60377	AS2	1	8716			SANDERSON, WILSON	202408	0883	9104	0.00	60.00
										0883	60379	AS2	1	8731			CAMPBELL, ALEXANDE	202408	0883	9104	0.00	200.00
										0883	60380	AS2	1	8732			QUENEMOEN, SHERYL	202408	0883	9104	0.00	100.00
										0883	60381	AS2	1	8733			HERSCH, JAMES	202408	0883	9104	0.00	1,550.00
										0883	60384	AS2	1	8737			CLAUSSEN, KURT	202408	0883	9104	0.00	65.00
										0883	60384	AS2	1	8737			CLAUSSEN, KURT	202408	0883	9104	0.00	150.00
										0883	60385	AS2	1	8738			HAMMERMAN, AARON	202408	0883	9104	0.00	65.00
										0883	60385	AS2	1	8738			HAMMERMAN, AARON	202408	0883	9104	0.00	150.00
										0883	60386	AS2	1	8739			KOETS, JASON	202408	0883	9104	0.00	10.00
										0883	60386	AS2	1	8739			KOETS, JASON	202408	0883	9104	0.00	150.00
										0883	60387	AS2	1	8740			NICKLAY, RICHARD	202408	0883	9104	0.00	65.00
										0883	60387	AS2	1	8740			NICKLAY, RICHARD	202408	0883	9104	0.00	150.00
										0883	60392	AS2	1	1006			NORTHWEST SUBURB	202408	0883	9104	0.00	4,409.50
										0883	60393	AS2	1	1057			HILLYARD	202408	0883	9104	0.00	75,967.91
										0883	60393	AS2	1	1057			HILLYARD	202408	0883	9104	0.00	107.59
										0883	60394	AS2	271	1102			JW PEPPER	202408	0883	9104	0.00	68.99
										0883	60394	AS2	1	1102			JW PEPPER	202408	0883	9104	0.00	10.00
										0883	60395	AS2	1	1113			GRAINGER	202408	0883	9104	0.00	53.08

Rockford ISD #0883
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	60395	AS2	1	1113			GRAINGER	202408	0883	9104	0.00	138.84
										0883	60397	AS2	1	2518	remit		MCGRAW - HILL SCHOOL	202408	0883	9104	0.00	265.23
										0883	60399	AS2	1	4335			4 POINT 0 SCHOOL SEI	202408	0883	9104	0.00	93,249.93
										0883	60400	AS2	1	4335			4 POINT 0 SCHOOL SEI	202408	0883	9104	0.00	15,151.73
										0883	60402	AS2	1	4673			INTEGRIPRINT	202408	0883	9104	0.00	58.65
										0883	60405	AS2	1	5806			UNIVERSAL ATHLETICS	202408	0883	9104	0.00	124.00
										0883	60406	AS2	1	6872			GENERAL PARTS LLC	202408	0883	9104	0.00	268.95
										0883	60406	AS2	1	6872			GENERAL PARTS LLC	202408	0883	9104	0.00	46.95
										0883	60406	AS2	1	6872			GENERAL PARTS LLC	202408	0883	9104	0.00	1,988.53
										0883	60406	AS2	1	6872			GENERAL PARTS LLC	202408	0883	9104	0.00	298.95
										0883	60407	AS2	1	7545			TEACHERS ON CALL	202408	0883	9104	0.00	5,164.60
										0883	60407	AS2	1	7545			TEACHERS ON CALL	202408	0883	9104	0.00	6,045.98
										0883	60408	AS2	1	7697			MARISELA V NELSON II	202408	0883	9104	0.00	90.00
										0883	60409	AS2	1	7778			TEAMWORKS INTERN	202408	0883	9104	0.00	2,800.00
										0883	60410	AS2	1	8144			OXFORD UNIVERSITY	202408	0883	9104	0.00	3,039.05
										0883	60411	AS2	1	8261			TOTAL NETWORKX, INC	202408	0883	9104	0.00	2,235.19
										0883	60411	AS2	1	8261			TOTAL NETWORKX, INC	202408	0883	9104	0.00	1,407.50
										0883	60412	AS2	1	8361			KAMIDA CONCRETE C	202408	0883	9104	0.00	5,733.75
										0883	60413	AS2	1	8382			ECMECC	202408	0883	9104	0.00	250.00
										0883	60414	AS2	1	8439			COMMON THREAD CU	202408	0883	9104	0.00	1,379.50
										0883	60415	AS2	1	8578			DURBIN, WILLIAM	202408	0883	9104	0.00	120.00
										0883	60415	AS2	1	8578			DURBIN, WILLIAM	202408	0883	9104	0.00	600.00
										0883	60415	AS2	1	8578			DURBIN, WILLIAM	202408	0883	9104	0.00	154.00
										0883	60416	AS2	1	8595	remit		GILBERT MECHANICAL	202408	0883	9104	0.00	5,431.76
										0883	60417	AS2	1	8621			CESO TRANSPORTATI	202408	0883	9104	0.00	108,670.97
										0883	60418	AS2	1	8627			RAPTOR TECHNOLOGI	202408	0883	9104	0.00	185.00
										0883	60419	AS2	1	8689			O'LEARY, NINA	202408	0883	9104	0.00	2,450.00
										0883	60421	AS2	1	8702			CREATIVE NATIVE BE	202408	0883	9104	0.00	450.27
										0883	60421	AS2	1	8702			CREATIVE NATIVE BE	202408	0883	9104	0.00	62.58
										0883	60422	AS2	1	8718	remit		SENROR WOOLY	202408	0883	9104	0.00	150.00
										0883	60423	AS2	1	8724			SHEILA DOKKEN, LLC	202408	0883	9104	0.00	1,000.00
										0883	60424	AS2	1	8727			NE METRO ISD 916	202408	0883	9104	0.00	3,024.00
										0883	60425	AS2	1	8735			CHASKA HIGH SCHOOL	202408	0883	9104	0.00	500.00
										0883	60426	AS2	1	1180			CENTERPOINT ENERG	202408	0883	9104	0.00	6,186.86
										0883	60426	AS2	1	1180			CENTERPOINT ENERG	202408	0883	9104	0.00	3,631.26
										0883	60427	AS2	281	1285			BURG, JOHN	202408	0883	9104	0.00	80.00
										0883	60428	AS2	1	4366	NLS		REGION 5A SECRETAR	202408	0883	9104	0.00	100.00
										0883	60429	AS2	1	5277	remit		MINNEAPOLIS ATHEN	202408	0883	9104	0.00	450.00

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	60430	AS2	1	5507		CITY OF GREENFIELD	202408	0883	9104	0.00	33.00
											0883	60430	AS2	1	5507		CITY OF GREENFIELD	202408	0883	9104	0.00	1,293.09
											0883	60431	AS2	1	7628		KOPPI, WILLIAM	202408	0883	9104	0.00	140.00
											0883	60432	AS2	1	8130		GOVE, GEORGE	202408	0883	9104	0.00	140.00
											0883	60433	AS2	1	8170	remit	US BANCORP GOVN'T I	202408	0883	9104	0.00	7,569.12
											0883	60434	AS2	1	8315		FREED, WILDER	202408	0883	9104	0.00	40.00
											0883	60435	AS2	1	8539		PREHN, DAN	202408	0883	9104	0.00	140.00
											0883	60442	AS2	1	2009		EDUCATION MINNESO	202408		0	0.00	5,319.14
											0883	60443	AS2	1	1644		ISD #883 EDUCATION F	202408		0	0.00	294.50
											0883	60444	AS2	1	1969		SCHOOL SERVICE EMF	202408		0	0.00	907.68
											0883	60445	AS2	1	2009		EDUCATION MINNESO	202408		0	0.00	5,375.05
											0883	60446	AS2	1	1644		ISD #883 EDUCATION F	202408		0	0.00	299.50
											0883	60447	AS2	1	1969		SCHOOL SERVICE EMF	202408		0	0.00	907.68
Account Total:																					\$0.00	\$697,987.37
0883	B	01	101	003			F		Cash & Cash Equiv - Payroll		0883	60218	PAY	1	2006		US GOVERNMENT	202408	0883	9104	0.00	111,102.66
											0883	60219	PAY	1	1962		MINNESOTA DEPT OF I	202408	0883	9104	0.00	18,753.85
											0883	60220	PAY	1	1937		PUBLIC EMPLOYEES R	202408	0883	9104	0.00	22,242.56
											0883	60227	PAY	1	4050		AFLAC	202408	0883	9104	0.00	147.50
											0883	60227	PAY	1	4050		AFLAC	202408	0883	9104	0.00	147.50
											0883	60228	PAY	1	5459		LEGAL SHIELD	202408	0883	9104	0.00	55.81
											0883	60228	PAY	1	5459		LEGAL SHIELD	202408	0883	9104	0.00	55.81
											0883	60229	PAY	1	2470		MSRS	202408	0883	9104	0.00	9,051.27
											0883	60229	PAY	1	2470		MSRS	202408	0883	9104	0.00	9,051.27
											0883	60262	PAY	1	7649		TSA CONSULTING GRC	202408	0883	9104	0.00	3,466.76
											0883	60262	PAY	1	7649		TSA CONSULTING GRC	202408	0883	9104	0.00	3,856.60
											0883	60262	PAY	1	7649		TSA CONSULTING GRC	202408	0883	9104	0.00	8,033.13
											0883	60262	PAY	1	7649		TSA CONSULTING GRC	202408	0883	9104	0.00	3,570.76
											0883	60262	PAY	1	7649		TSA CONSULTING GRC	202408	0883	9104	0.00	4,156.72
											0883	60262	PAY	1	7649		TSA CONSULTING GRC	202408	0883	9104	0.00	7,953.13
											0883	60388	PAY	1	1937		PUBLIC EMPLOYEES R	202408	0883	9104	0.00	23,784.47
											0883	60389	PAY	1	1938		TRA	202408	0883	9104	0.00	56,944.14
											0883	60390	PAY	1	2006		US GOVERNMENT	202408	0883	9104	0.00	109,920.13
											0883	60391	PAY	1	1962		MINNESOTA DEPT OF I	202408	0883	9104	0.00	18,473.51
Account Total:																					\$0.00	\$410,767.58
0883	B	02	101	000			F		Cash & Cash Equiv		0883	60401	AS2	29	4387		TAHER INC - BIN# 1350	202408	0883	9104	0.00	105,716.19
Account Total:																					\$0.00	\$105,716.19
0883	B	04	101	000			F		Cash & Cash Equiv		0883	60239	AS2	1	4335		4 POINT 0 SCHOOL SEI	202408	0883	9104	0.00	1,663.28

Rockford ISD #0883

Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	04	101	000			F		Cash & Cash Equiv	0883	60246	AS2	1	7333			WEISSMAN	202408	0883	9104	254.90	0.00
										0883	60246	AS2	1	7333			WEISSMAN	202408	0883	9104	143.28	0.00
										0883	60246	AS2	1	7333			WEISSMAN	202408	0883	9104	0.00	6,198.25
										0883	60248	AS2	1	7697			MARISELA V NELSON II	202408	0883	9104	0.00	90.00
										0883	60263	AS2	1	6377			DISH	202408	0883	9104	0.00	124.09
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARC	202408	0883	9104	0.00	14.98
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARC	202408	0883	9104	0.00	380.47
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARC	202408	0883	9104	0.00	44.80
										0883	60296	AS2	1	1200			CUB FOODS - BUFFALC	202408	0883	9104	0.00	194.46
										0883	60297	AS2	1	1369			ABC LETTERING	202408	0883	9104	0.00	493.00
										0883	60304	AS2	1	4673			INTEGRIPRINT	202408	0883	9104	0.00	277.98
										0883	60304	AS2	1	4673			INTEGRIPRINT	202408	0883	9104	0.00	91.46
										0883	60309	AS2	1	5416			GRIMM DESIGN, LLC	202408	0883	9104	0.00	65.00
										0883	60316	AS2	1	7545			TEACHERS ON CALL	202408	0883	9104	0.00	150.37
										0883	60317	AS2	1	7615			HASTY AWARDS	202408	0883	9104	0.00	437.80
										0883	60334	AS2	1	1946			SCHMIDT, AMY	202408	0883	9104	0.00	18.76
										0883	60334	AS2	1	1946			SCHMIDT, AMY	202408	0883	9104	0.00	118.30
										0883	60338	AS2	1	2473			SPECIAL SCHOOL DIST	202408	0883	9104	0.00	66.00
										0883	60342	AS2	1	5318			SANDENO, RANDY	202408	0883	9104	0.00	33.50
										0883	60342	AS2	1	5318			SANDENO, RANDY	202408	0883	9104	0.00	118.30
										0883	60342	AS2	1	5318			SANDENO, RANDY	202408	0883	9104	0.00	33.50
										0883	60342	AS2	1	5318			SANDENO, RANDY	202408	0883	9104	0.00	107.90
										0883	60344	AS2	1	6029			KIDZART	202408	0883	9104	0.00	650.00
										0883	60353	AS2	1	7008			HEARTCERT	202408	0883	9104	0.00	1,210.00
										0883	60354	AS2	1	7367			DUSSL, DANIEL	202408	0883	9104	0.00	20.10
										0883	60354	AS2	1	7367			DUSSL, DANIEL	202408	0883	9104	0.00	107.90
										0883	60356	AS2	1	7545			TEACHERS ON CALL	202408	0883	9104	0.00	150.37
										0883	60361	AS2	1	7849			HOLMAY, ALI	202408	0883	9104	0.00	20.10
										0883	60361	AS2	1	7849			HOLMAY, ALI	202408	0883	9104	0.00	118.30
										0883	60365	AS2	1	8365			ALLEY, NICOLE	202408	0883	9104	0.00	28.81
										0883	60365	AS2	1	8365			ALLEY, NICOLE	202408	0883	9104	0.00	107.90
										0883	60365	AS2	1	8365			ALLEY, NICOLE	202408	0883	9104	0.00	28.81
										0883	60365	AS2	1	8365			ALLEY, NICOLE	202408	0883	9104	0.00	118.30
										0883	60366	AS2	1	8378			MELIN, EMILY	202408	0883	9104	0.00	28.81
										0883	60366	AS2	1	8378			MELIN, EMILY	202408	0883	9104	0.00	118.30
										0883	60373	AS2	1	8546			HOWARD, SAMANTHA	202408	0883	9104	0.00	30.82
										0883	60373	AS2	1	8546			HOWARD, SAMANTHA	202408	0883	9104	0.00	107.90
										0883	60378	AS2	1	8726			PITZENBERGER, LEAH	202408	0883	9104	0.00	107.90

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	60382	AS2	1	8734			APS COMMUNITY EDUCATION	202408	0883	9104	0.00	400.00
										0883	60383	AS2	1	8736			BERG, MIKAELA	202408	0883	9104	0.00	28.81
										0883	60383	AS2	1	8736			BERG, MIKAELA	202408	0883	9104	0.00	107.90
										0883	60383	AS2	1	8736			BERG, MIKAELA	202408	0883	9104	0.00	28.81
										0883	60383	AS2	1	8736			BERG, MIKAELA	202408	0883	9104	0.00	118.30
										0883	60398	AS2	1	3679	remit		INNOVATIVE OFFICE SERVICES	202408	0883	9104	0.00	6.05
										0883	60398	AS2	1	3679	remit		INNOVATIVE OFFICE SERVICES	202408	0883	9104	0.00	59.42
										0883	60399	AS2	1	4335			4 POINT 0 SCHOOL SERVICES	202408	0883	9104	0.00	2,079.10
										0883	60400	AS2	1	4335			4 POINT 0 SCHOOL SERVICES	202408	0883	9104	0.00	988.33
										0883	60407	AS2	1	7545			TEACHERS ON CALL	202408	0883	9104	0.00	165.92
										0883	60407	AS2	1	7545			TEACHERS ON CALL	202408	0883	9104	0.00	331.84
										0883	60420	AS2	1	8693			STERNE, MEGAN	202408	0883	9104	0.00	125.00
Account Total:																					\$398.18	\$18,116.00
0883	B	06	101	000			F		Cash & Cash Equiv	0883	60403	AS2	1	5165	remit		ICS CONSULTING, LLC	202408	0883	9104	0.00	43,275.25
Account Total:																					\$0.00	\$43,275.25
0883	B	21	101	000			F		Cash & Cash Equiv	0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	0.00	15.20
										0883	60270	AS2	1	1394			MBNA/BUSINESS CARD	202408	0883	9104	1.03	0.00
										0883	60311	AS2	1	6187	remit		MN FFA	202408	0883	9104	0.00	52.00
										0883	60311	AS2	1	6187	remit		MN FFA	202408	0883	9104	0.00	46.00
										0883	60311	AS2	1	6187	remit		MN FFA	202408	0883	9104	0.00	26.00
										0883	60320	AS2	1	8464			MASC	202408	0883	9104	0.00	85.00
										0883	60330	AS2	1	1159			BANKWEST-CASH	202408	0883	9104	0.00	500.00
										0883	60351	AS2	1	6836			DISTRICT 5 DECA	202408	0883	9104	0.00	1,525.00
										0883	60370	AS2	1	8503	remit		RUSS DAVIS WHOLESALER	202408	0883	9104	99.74	0.00
										0883	60370	AS2	1	8503	remit		RUSS DAVIS WHOLESALER	202408	0883	9104	0.00	905.46
										0883	60370	AS2	1	8503	remit		RUSS DAVIS WHOLESALER	202408	0883	9104	0.00	49.42
										0883	60370	AS2	1	8503	remit		RUSS DAVIS WHOLESALER	202408	0883	9104	0.00	17.65
										0883	60396	AS2	1	2398			PERFORMANCE TOURS	202408	0883	9104	0.00	54.00
										0883	60396	AS2	1	2398			PERFORMANCE TOURS	202408	0883	9104	0.00	2,357.00
										0883	60404	AS2	1	5796			REGENTS OF THE UNIVERSITY	202408	0883	9104	0.00	70.00
										0883	60404	AS2	1	5796			REGENTS OF THE UNIVERSITY	202408	0883	9104	0.00	35.00
Account Total:																					\$100.77	\$5,737.73
Report Total:																					\$498.95	\$1,281,600.12



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

Subject: Open Enrollments

Meeting Date: March 18, 2024

Prepared by: Business Office

Date Prepared: March 5, 2024

☐ Information ☐ Briefing ☒ Action ☐ Enclosure Item(s)

Resident Students Attending Other Schools

Grade	Non-Resident District	Number	Date Effective	Address Change/New Enrollment
2	Worthington	518	2/15/2024	wants to attend online school; student was previously homeschooled

Non-Resident Students Attending Rockford

Grade	Resident District	Number	Date Effective	Address Change/New Enrollment
6	Osseo	279	2/14/2024	NEW ENROLLMENT--wasn't working out @ previous school
12	Buffalo	877	11/27/2023	family move--wants to stay enrolled in Rockford
K	Buffalo	877	9/5/2023	NEW ENROLLMENT

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: Superintendent's Report

Meeting Date: March 18, 2024

Prepared by: Superintendent's Office

Date Prepared: March 12, 2024

☒	Information	☐	Briefing	☐	Action	☐	Enclosure Item(s)
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Dr. Jeff Ridlehoover to give updates on the district.



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

Subject: Winter Activities Celebration

Meeting Date: March 18, 2024

Prepared by: Dan Pratt

Date Prepared: March 12, 2024

☒ Information	☐ Briefing	☐ Action	☐ Enclosure Item(s)
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Representatives from the following Athletic and Activities programs will be sharing the highlights for their 2023-24 season. Wrestling will be a Video.

Dance	Peyton Doboszenski	11
Dance	Issie Nelson	11
Basketball, Girls	Nora Piela	11
Basketball, Girls	Sarah Buchholtz	12
Basketball, Girls	Ellen Gordee	12
Wrestling	Nathan Woodward	12
Wrestling	William Graunke	12
Wrestling	Hunger Hannegrefs	12
Band	Auryn Rayller	12
Band	Haedyn Barkeim	12
Band	Sophia Grimm	12
Gymnastics	Olivia Peterson	11
Gymnastics	Lydia Schmatz	11
Hockey, Girls	McKenzie Perry	11
Hockey Boys	Joseph Evans	11
Hockey Boys	Adam Boerboom	10
Hockey Boys	Easton Pikkarainen	10
Choir	Sarah Buchholtz	12
Choir	Emily Rice	10
Choir	Anna Neu	10
Basketball, Boys	Ty Kulavik	12
Basketball, Boys	Logan Vicino	12
Basketball, Boys	Jacob Eisentrager	12
Speech	Natalie Lockwood	9
Speech	Melody Lockwood	9



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

Subject: RHS Principals Report

Meeting Date: March 18, 2024

Prepared by: RHS Principal Paul Menard

Date Prepared:

☒	Information	☐	Briefing	☐	Action	☐	Enclosure Item(s)
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RHS Update:

SIP Goals

IB Program

Presentation:

https://docs.google.com/presentation/d/16yAh0B_PM8QIZNG54N1RQPJzHTFTI50LaabSzWKz2zs/edit?usp=sharing



Rockford Area Schools

*presented by,
Paul Menard, Rockford High School Principal*

March 18, 2024

#ROCKETS883





Rockford High School School Improvement Plan 2023-2024 Goal Setting



RHS School Improvement Plan (SIP)

- **In the 2023-2024 school year
RHS will explore and develop
two additional CP pathways
and increase access toward
certification for all students**

Progress:

- 2 welding machines purchased for metals shop; continuing to reimagine the space for pathway
- Entertaining pathway conversations in woods/construction and/or education
- Much research has been done in the industry with unions, welding companies, agencies, community partners, etc.
- Over 12 field trips and guest speakers related to trades/labor industry



RHS School Improvement Plan (SIP)

- **In the 2023-2024 school year we will build a BLT and SLT to create a welcoming and positive environment.**

Progress:

- Renaissance Conference @ Shakopee HS mid-February
- Monthly challenges
 - Thank You Support Staff
 - Teacher shout outs
 - Why You're Awesome Campaign
 - Wall of Fame
- Student Support PLC on attendance - impactful meetings and follow up
- SEL Tier 2 skill plans and Behavioral Response System development for grades 5-12



RHS School Improvement Plan (SIP)

- In the 2023-2024 school year, RHS will use a cross-cutting approach for all meetings to focus on common language, student agencies, and quality instructional strategies.

Progress:

- Collaboration, Organization, & Inquiry
- Pedagogical Team workflow
 - Wednesday Meetings
 - PLC
 - Monday Meetings (loop)
- WICOR Walkthroughs
- Semester 2 midterm push
 - Intentional Intervention
 - Tracking Document
 - Student plan (self-review and 'employee' performance review style)
 - Decline in F's



RHS School Improvement Plan (SIP)

- **In the 2023-2024 school year, teachers and students will be able to name multiple WICOR strategies used and those with which they work best given the environment, subject matter, and learning style.**

Progress:

- Collaborative Strategies and Organization presentations and 'look fors' in walkthroughs
- Instructional and Curricular Framework Model
- WICOR Walkthroughs
- DD training and quarterly meetings with Program Manager
- Further development in ADL 3 (late March) and ADL 4 (Summer 2024)
- AVID Site Team work



RHS School Improvement Plan (SIP)

- **In the 2023-2024 school year, RHS will increase broadcast and two-way communication quality.**

Progress:

- Move to Monthly Newsletter
- Push for social media
- Push for website updates, new features, desirable navigation
- Teacher gradebook expectations
- Developing late work expectations
- Intentional time to reach out to families, update grades, or develop tools and strategies to mechanize this process (increased involvement no matter what)



Spring International Baccalaureate Magnet Programs Updates

Middle Years Program (MYP)

- All 10th grade students showcased their personal projects at Parent/Teachers Conferences
- .2 teachers able to attend MYP IB Training through MNIB partnership for a low cost
- All MYP teachers revamped or rewrote their MYP unit plans as part of the Focus Area in the fall

Diploma Program (DP)

- 8 Full Diploma candidates for 2024
- Involved in: Basketball, Golf, Gymnastics, Soccer, Tennis Band, Choir, Musical, DECA, Student Council
- 74 students signed up for take 175 IB external exams (IB grant covers costs of exams)
- DP External Exams begin April 25 and last through May 16.

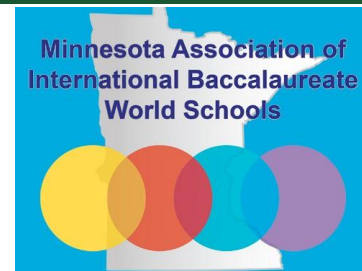
Career Pathway Program (CP)

- 5 CP candidates for 2024 (1st year cohort)
- Reboot of Welding program
 - Sale of equipment allowed for the purchase of 2 new welders
 - Partnership with Lincoln Electric for welding curriculum and training for teachers
 - Donation letters sent out to community partners to assist with the welding program



Spring International Baccalaureate Magnet Programs Updates

MYP, DP, & CP Professional Development through our MNIB partnership



- Minnesota Association of International Baccalaureate World Schools (MNIB) provides:
 - Professional development on all of the IB programmes through roundtables, workshops and trainings
 - Through this partnership all MYP, DP, and CP teachers, counselors, the coordinator and principal are able to access support
 - Continues to evolve as a institution by creating more opportunities for discussion on engaging more students in DP courses, expectations on higher rigor for our students, and creating better systems for our teachers and students.
- New this year
 - As a result of the new MDE / MNIB Partnership:
 - RHS is able to send all IB teachers to roundtables and collaborative workshops during the school year for free
 - All IB schools in the metro area are now able to benefit from the three day MYP trainings for staff at a much lower cost. (Rockford has sent 2 new teachers this year)
 - Summer Conference: A mixture of official IB training sessions (2 1/2 days for a fee), local workshops and roundtables (1/2 and full-day sessions for free), leadership sessions and some other collaboration opportunities



Thank You.



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

Subject: 2024/25 Course Request

Meeting Date: 03/18/2024

Prepared by: Paul Menard

Date Prepared: 03/12/2024

☐

Information

☐

Briefing

☒

Action

☐

Enclosure Item(s)

Math + course approval for the 2024/25 school year.

Math +

Grades 9,10,11,12

Description: This course would not be in the course guide, or a course students elect. These students would be identified by the ADSIS Interventionist. The purpose of this class is to provide instruction on helping students to become proficient in Math. This course falls under our ADSIS Math Intervention program and allows for the interventionist to provide services in a small group setting. This course would fulfill 1 elective credit requirement.



RHS Course Proposals for 2024-2025

*presented by,
Paul Menard, Rockford High School Principal*

November 20, 2023

#ROCKETS883





New Courses/Changes

Change to commencement participation criteria:

Current:

COMMENCEMENT PARTICIPATION: *Students must be within four (4) credits of the graduation requirements by the end of their senior year to participate in the graduation ceremony.*

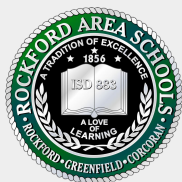
Proposed:

COMMENCEMENT PARTICIPATION: *Students who have not met all the graduation requirements, must be within two (2) credits of the requirements by the end of their senior year and assigned a plan for completion, or be enrolled in summer school, to participate in the graduation ceremony.*

Change to MDE Graduation Requirements

Beginning with the class of 2028, Personal Finance will be a required elective course, changing the graduation requirements as outlined below:

Required Areas of Study	Class of 2028 Credits	Credits
English	8	8
Social Studies	7	7
Math (All students must complete Algebra II)	6	6
Science (All students must complete Chemistry or Physics)	6	6
Physical Education	1	1
Health	1	1
Fine Arts	2	2
Career & Technical	1	1
Personal Finance	1	
Electives	17	18
TOTAL	50	50



New Courses/Changes

Course Title Changes

Current Course Name	Proposed Course Name
DP Biology HL	DP Biology HL/ College Biology
DP Visual Arts SL/ HL Year 1	DP Visual Arts SL

New Core Courses

Math	Science
Probability & Statistics	MYP Physics 10

New Elective Courses

Agriculture/Tech Ed

DNA, Droids, Drones
DIY101

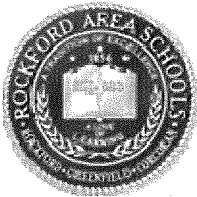
New Additional Courses

ADSI

Read+



Thank You.



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

Subject: DECA ICDC Trip Request

Meeting Date: 3/18/2024

Prepared by: Joe Huber

Date Prepared: 3/14/2024

☐

Information

☐

Briefing

☒

Action

☐

Enclosure Item(s)

Permission for overnight field trip to DECA Internationals Competition in Anaheim, CA

**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: RHS
 Group/Class: DECA
 Teacher(s)/Advisor(s) submitting request: Joe Huber
 Estimated number of students participating: 10
 Destination: Anaheim, CA
 Address: 1717 Disneyland Dr. Anaheim CA 92802
 Education and/or activity objectives: DECA Nationals Competition
 Dates of the trip: 4/26/2024 - 5/1/2024
 Days absent: When school is in session: 4
 Non-school days/vacation time: 2
 Estimated cost per student: \$1400 each - Around \$600 each after fundraising
 Source of funding: Student: X District: _____ Other: X
DECA Fundraising

APPROVAL:

Preliminary approval requires the following signatures.

School Principal: _____ Date: _____

Superintendent (or designee): _____ Date: _____

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

03/22



DECA Internationals Presentation

RAS Board Meeting – 03/18/2024

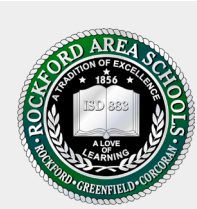


In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally minded citizens.



SCDC Competition Success





First Ever Rockford Nationals Qualifiers



Auryn Rayller
4th Place – Quick Serve
Restaurant Management

Eli Von Holtum
2nd Place – Personal
Financial Literacy





Nationals Qualifying Projects



Anna Feyen
Khloe Hunter

School Based Enterprise - Retail



Hannah Ekman
Sophie Ekman

Gold Chapter Campaign



Roleplay State Finalists – Top 12

Tristan Faber
Accounting Applications



58

Gwen Keller
Personal Financial Literacy



Anna Feyen
Marketing Communications





Project Management State Finalists – Top 12



Eli Von Holtum
Brenda Ebba
Ana Jankowski
Community Giving Project



Logan Perkins
Hanna Menth
Chris Paulsen
Sales Project



Project Management State Finalists – Top 12



Joey Klaith
Eddie Binsfeld

Business Solutions Project

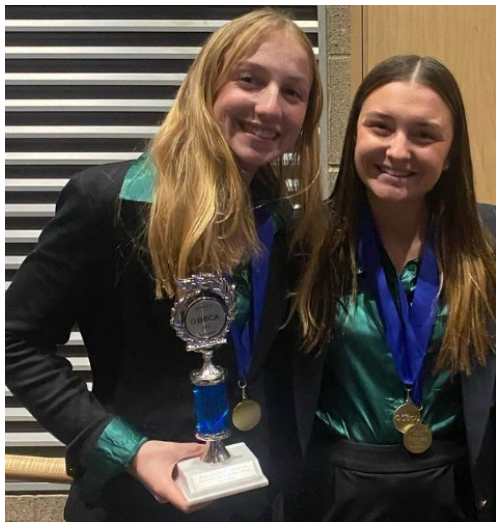


Josephine Peterson
Eve Thelen
Emma Mueller

Community Awareness Project



Special Awards



Kennedy Torborg
Grace Feyen

Outstanding Student Award



Joe Huber

⁶¹Outstanding Advisor Award

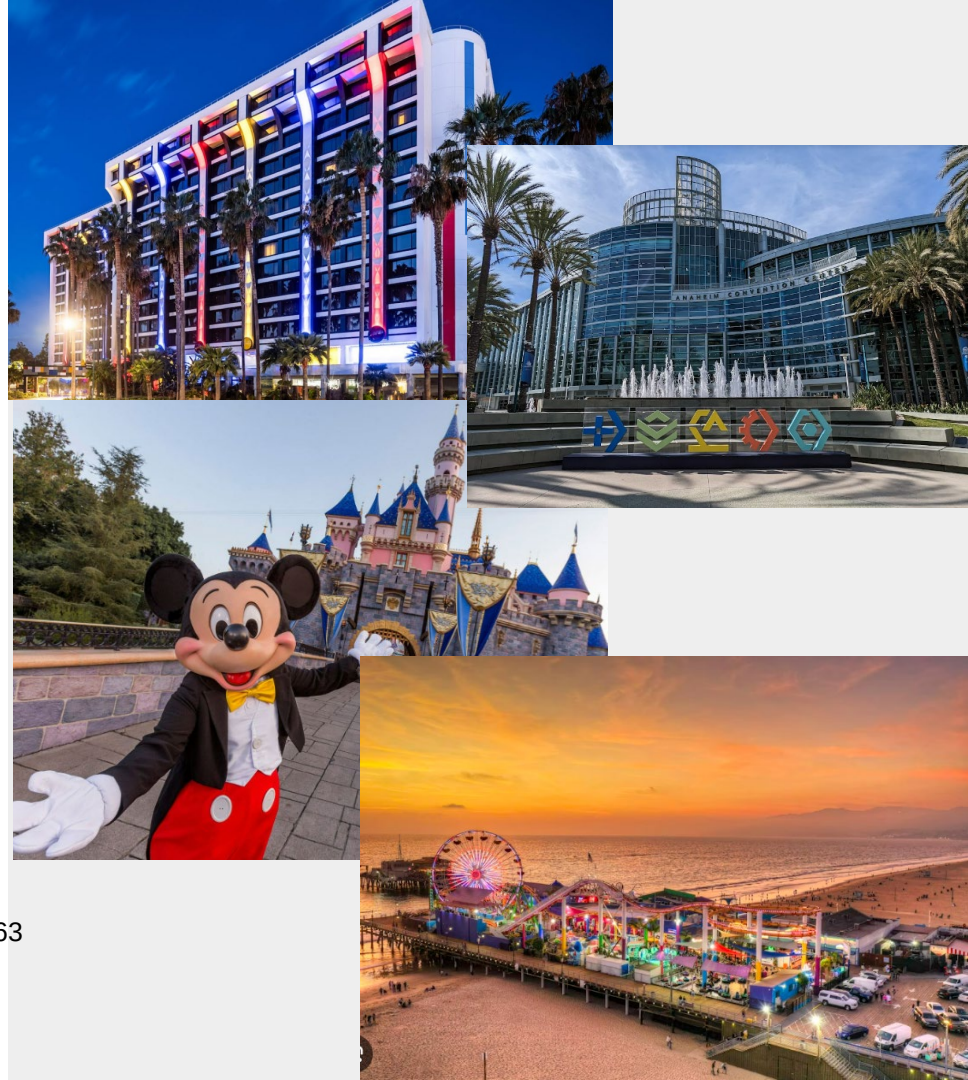


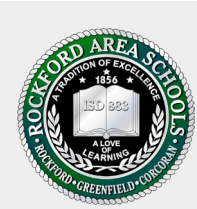
DECA ICDC Highlights

- 5 days, 5 nights downtown at Disney's Pixar Place Hotel
- ICDC Competition
 - Personal Financial Literacy
 - Quick Serve Restaurant Management
 - School Based Enterprise - Retail
- Academies
 - THRIVE Academy
 - School Based Enterprise Academies



- Awards ceremonies and competitions at the Anaheim Convention Center
- 2 nights at Disneyland included in registration
- Excursions to local restaurants and attractions around LA / Anaheim





Funding

Estimated Costs			Estimated Funding	
Estimated Costs	Per Student	Total		
Flights	\$341	\$3,410	Student	
Registration	\$1,254	\$11,289	Contribution	\$600+
Totals	\$1,595	\$14,699	DECA	
			Chapter	
			contribution	~\$7,000

Estimated Student cost after fundraising: \$600 - \$900

No cost to district



Thank You!



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

Subject: Deep Portage Field Trip

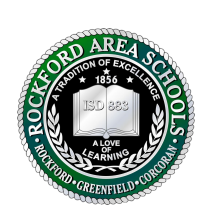
Meeting Date: March 18, 2024

Prepared by: Jamie Madson

Date Prepared: March 13, 2024

☒ X	Information	☐	Briefing	☒ X	Action	☐	Enclosure Item(s)
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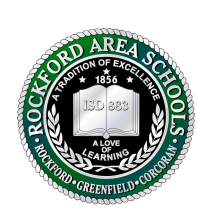
Jamie Madson, RMS-CES CIC, will be presenting information and seeking approval regarding the SY24-25 6th Grade Deep Portage trip. The trip is scheduled for September 23-25, 2024.



Deep Portage Experience

September 23-25, 2024

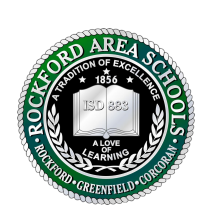




Deep Portage



A nonprofit residential environmental education center located on more than 6,000 acres of lakes, bogs, rivers, and woodlands. For nearly fifty years, we have provided extraordinary outdoor experiences for school groups, campers, families, and all who love the great outdoors.



Trip Details



- September 23-25
 - three days, two nights
- origin 1997
- everyone is welcome
- cornerstone experience



Student Experience



- nine classes, including:
 - canoeing
 - Charlie to Base
 - TEAM
- outside 90% of the time
- dorm style rooms
- all meals and snacks included



Student Expectations



- follow school/district policies regarding behavior
- “Challenge by Choice” for all activities
- cell phones stay at home



Non Negotiables



- school nurse
 - all medications distributed by school nurse
- school counselor



Funding



- Student Fundraising
 - butter braids
- Rockford Education Foundation/Molly Malececk-Yerger scholarship fund
- [Outdoor School for All](#) Bill



What to Bring?



- layers
- two pair of shoes
- waterproof jacket
- bedding
 - sleeping bag/pillow
- water bottle
- ~~● cell phone~~
- ~~● bug spray~~
- ~~● food~~



Questions?

**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 Middle School - Center for Environmental Studies

Group/Class: 6th grade

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

Estimated number of students participating: 130

Destination: Deep Portage Learning Center

Address: 2197 Nature Center Dr NW Hickensack MN 56452

Education and/or activity objectives: Outdoor education - cornerstone experience

Dates of the trip: 9.23 - 9.25 2024

Days absent: When school is in session: 3

Non-school days/vacation time: -

Estimated cost per student: \$180

Source of funding: Student: X District: _____ Other: _____

Education Foundation

APPROVAL:

Preliminary approval requires the following signatures.

School Principal: [Signature] Date: 3-1-24

Superintendent (or designee): [Signature] Date: 3.4.24

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

03/22



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

Subject: Learning and Innovation Report

Meeting Date: March 18, 2024

Prepared by: Superintendent's Office

Date Prepared: March 14, 2024

☒	Information	☐	Briefing	☐	Action	☐	Enclosure Item(s)
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Rockford Area School District Summer School Programming

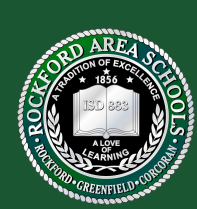


Department of Learning and Innovation Update

Summer School Programming



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



2024 Summer Programming



2024 Summer Programming: Purpose

- **Purpose**
 - Serve At-Risk Students
 - K-8: Targeted Services for identified students
 - 9-12: Credit recovery



2023 Summer Programming: Historical

School Year	# of Students Enrolled
2023	122 (54 + 14 + 54)
2022	167 (82 + 27 + 58)
2021	237
2020	37
2019	91
2018	81
2017	94
2016	92
2015	81 78



2024 Summer Programming: Calendar

Name of School	Date	Time of Summer School
RHS	June 10 - 13	8:30 a.m.- 11:30 a.m.
	June 17- 20 *No School June 19th	8:30 a.m.- 11:30 a.m.
	June 24- 26	8:30 a.m.- 11:30 a.m.
RMS	June 10 - 13	8:30 a.m.- 11:30 a.m.
	June 17- 20 *No School June 19th	8:30 a.m.- 11:30 a.m.
	June 24- 26	8:30 a.m.- 11:30 a.m.
REAMS	June 10 - 13	8:30 a.m.- 11:30 a.m.
	June 17- 20 *No School June 19th	8:30 a.m.- 11:30 a.m.
	June 24- 26	8:30 a.m.- 11:30 a.m.
Maple Hill	TBD	TBD



2024 Summer Programming: Next Steps

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



Thank You.



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

Subject: Current Work

Meeting Date: March 18, 2024

Prepared by: Superintendent's Office

Date Prepared: March 12, 2024

☒	Information	☐	Briefing	☐	Action	☐	Enclosure Item(s)
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Dr. Jeff Ridlehoover to give updates on topics including

- School Safety Updates
- Coordinating Council
- Mental Health



Healthy & Supportive Environment

Superintendent Dr. Jeff Ridlehoover

#ROCKETS883

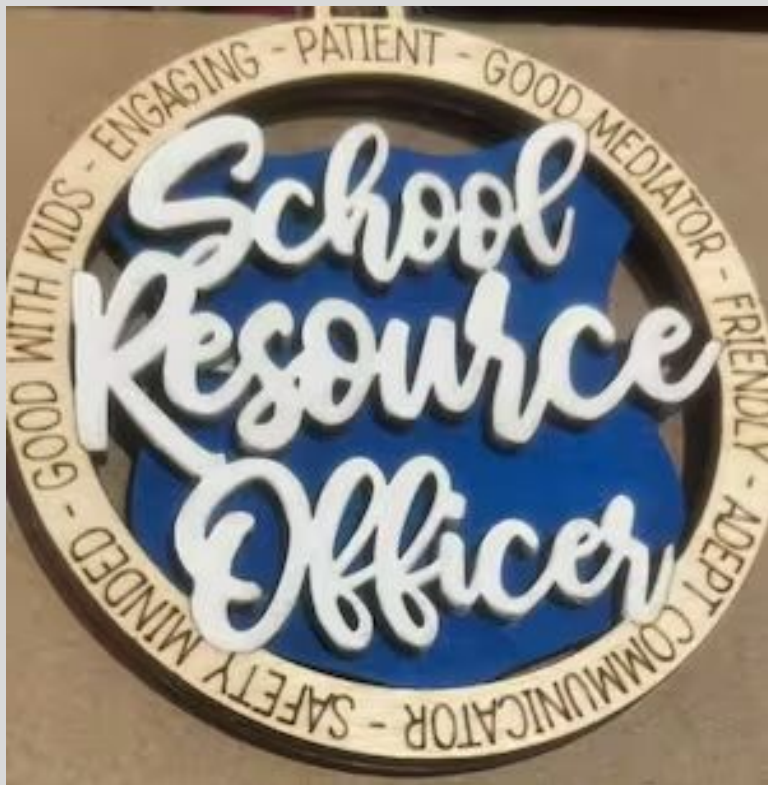




Topics:

- School Safety Updates
- Implementation of the RAS Coordinating Council
- Student Mental Health





- Provides clarity in the law
- Retains MN Statute 606.06
- Creates a statutory definition for SRO's
- Requires a uniform statewide training for SRO's -

Peace Officer Standards & Training (POST)

- Passed House 119-9 (3/13)
- Passed Senate 61-3 (3/14)
- Governor signed into law (3/14)
- Reached out to Sheriff Witt (3/15) to draft a prorated Hennepin County SRO contract for the remainder of this school year.



ALICE®

TRAINING INSTITUTE

ALERT

Initial Alert may be a gunshot, PA announcement, etc...
Avoid code words.

LOCKDOWN

If Evacuation is not a safe option, barricade entry points.
Prepare to Evacuate or Counter if needed.

INFORM

Communicate real time information on shooter location.
Use clear and direct language using any communication
means possible.

COUNTER

As a last resort, distract shooters ability to shoot accurately.
Move toward exits while making noise, throwing objects,
or adults swarm shooter.

EVACUATE

Run from danger when safe to do so using non-traditional
exits if necessary. Rallying point should be predetermined.



We dedicate time each year
discussing ALICE with our students



We use secure entries in conjunction
with the Raptor system for visitors.



Police Liason Officers proactively
build relationships with students



Teaching students strategies such as
barricade, evacuate and counter

The A.L.I.C.E. program is designed to **give a person, or group of people**, who may find themselves in a violent, life threatening situation, **some mental and physical tools** that could play a vital role in their survival. The

program is designed so that anybody can employ the **strategies**. Young, old, male, female, it does not matter. One does not have to be police, or military trained in order to survive a violent encounter. They do need to have a frame of reference from which to draw, when making life saving decisions under extreme pressure, much like preparing for a fire, tornado or earthquake

What kind of Drills do we do?

- Fire x 5
- Severe Weather
- Secure Mode & ALICE

We will communicate via email on all Secure Mode & ALICE Drills



“If everyone is moving forward together, then success takes care of itself.”
~Henry Ford





The Rise of Shared Leadership







Example Topics:

- **BILT/BOLT Job Descriptions**
- **BILT/BOLT Application & Selection Process**
- **Professional Development Approval Process**
- **Defining the “Professional Day”**

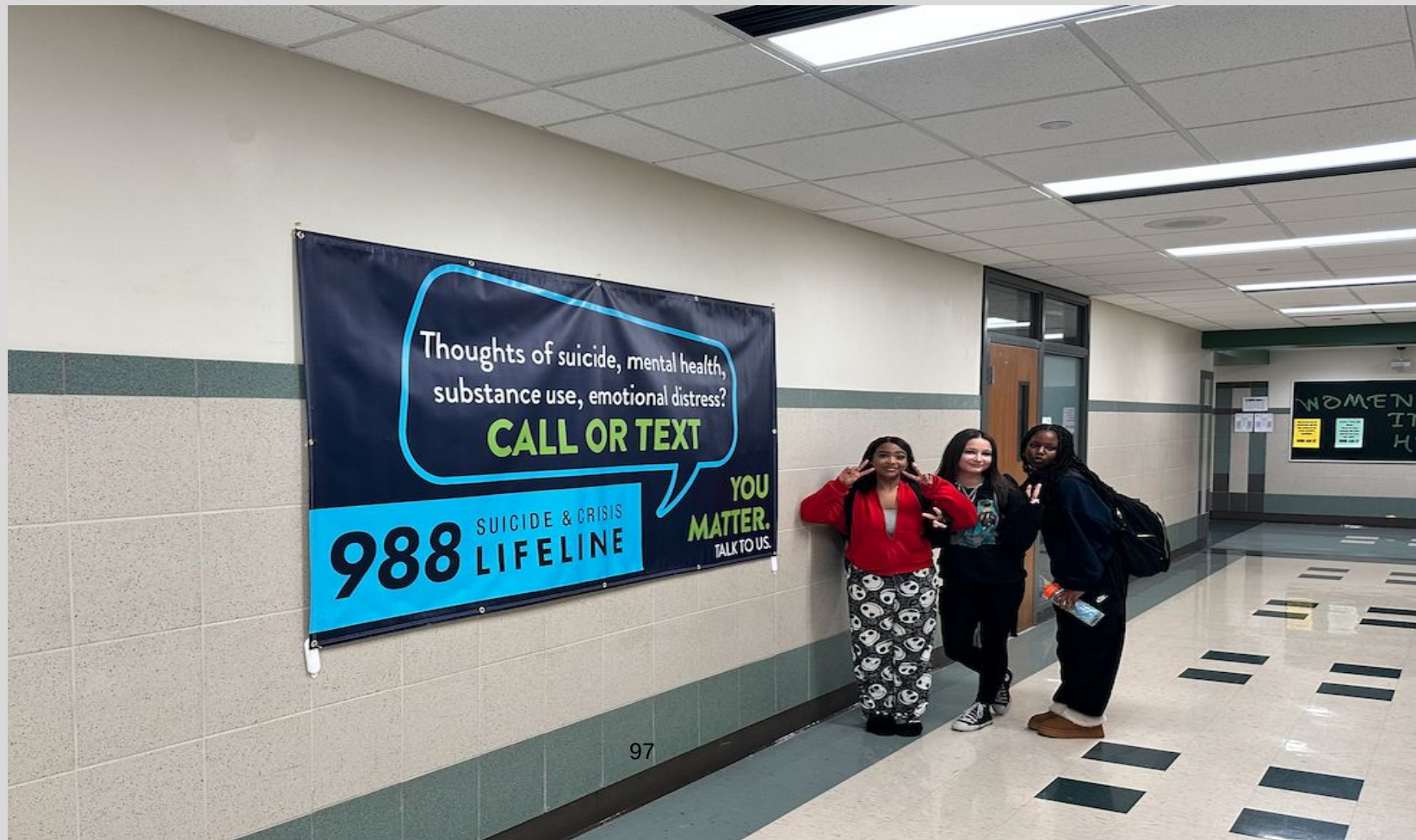


Student Mental Health





- Professional development tool used to assist in the identification of student mental health indicators
- All licensed staff engaged in this professional development in August 2023



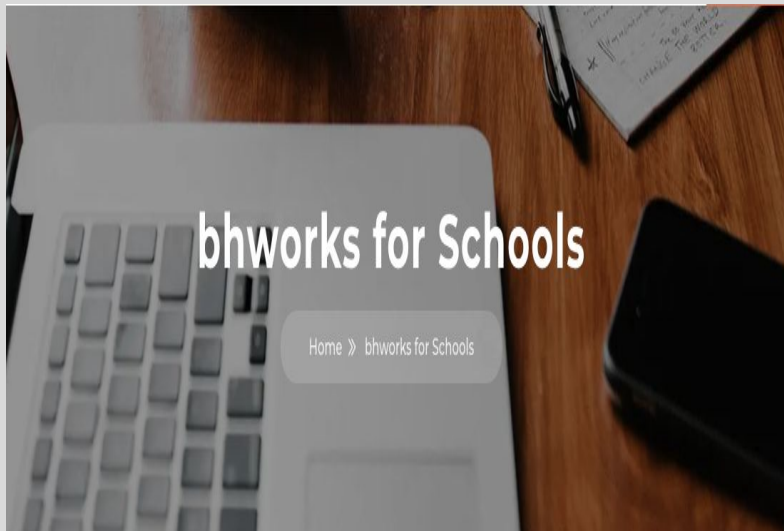


bhworks
mdlogix.com

behavioral and mental health software for use anywhere

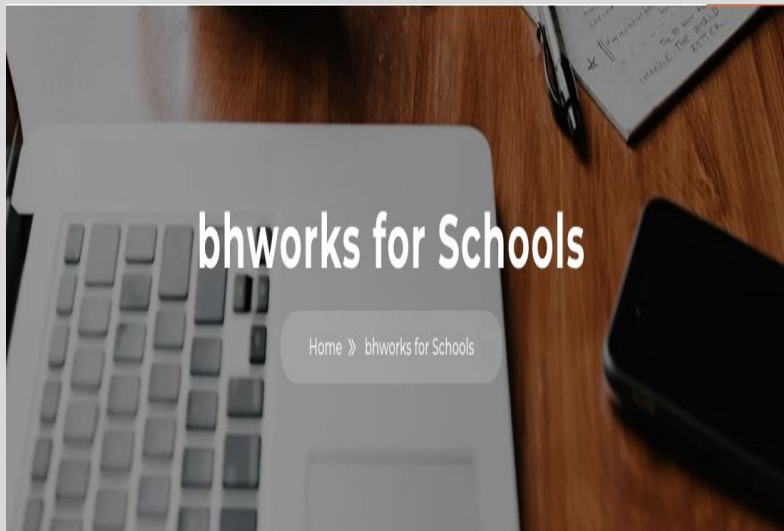
bhworks for Schools

Home » bhworks for Schools



- **Completely Optional**
- **MTSS Aligned**
- **Connects Students to Providers**
- **Delivery - SIS**
- **Screens for...**

- **Depression**
- **Anxiety**
- **Suicidal Tendencies**
- **Substance Abuse**
- **Trauma**
- **Eating Disorders**
- **Psychosis**
- **Bullying and Harassment**
- **And More**



- **Pilot Period (Year 2 of 5)**
- **Free Via MDH to Pilot Schools / Districts**
- **Other Current Pilot Districts**
 - **Anoka-Hennepin**
 - **North Branch**
 - **Spring Lake Park**





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

Subject: Finance Report - Review of Revised 23-24 Budget

Meeting Date: March 18, 2024

Prepared by: Bridget Peterson

Date Prepared: March 15, 2024

☒ X	Information	☐	Briefing	☒ X	Action	☐	Enclosure Item(s)
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Enclosed are the FY23-24 Budget Amendment Summary and the FY24 Budget Revision Summary.

I recommend the approval of both of these budget items.

Please find attached documents.

**ROCKFORD AREA SCHOOLS
GENERAL FUND FINANCIAL PROJECTION
(All Fund Balances)**

	2022-2023 Audited	2023-2024 Adopted	2023-2024 Revised
Revenue	\$ 22,419,028	\$ 22,705,500	\$ 22,607,904
Expenditure	23,293,736	22,418,289	22,418,289
<i>Expenditure Adjustments</i>	-	-	575,760
Revised Expenditures	\$ 23,293,736	\$ 22,418,289	\$ 22,994,049
Difference	(874,708)	287,211	(386,145)
Beginning Fund Balance	5,107,529	4,232,821	4,232,821
Ending Fund Balance Projections	\$ 4,232,821	\$ 4,520,032	\$ 3,846,676
<i>One month of operating expenditures</i>	\$ 1,941,145	\$ 1,868,191	\$ 1,916,171
<i>2 months of fund balance needed - Recommended</i>			
<i>Minimum</i>	\$ 3,882,289	\$ 3,736,382	\$ 3,832,342
<i>Percentage of fund balance</i>	18%	20%	17%
<i>Fund balance policy variance from recommended</i>	\$ 350,532	\$ 783,651	\$ 14,335

Rockford Budget Amendment Summary
FY 2023-2024
Second Quarter Ending December 31, 2023
(March 18, 2024)

Revenues:

Increase or (decrease) revenues:

State Aid Revenue	\$(19,103)
Tax Levy Revenue	<u>\$(78,493)</u>
Total Revenues:	\$(97,596)

Expenditures:

Increase or (decrease) expenditures:

Salary & Benefits	\$23,400
Benefits - Unemployment Insurance	\$80,000
Contacted Services	\$188,460
Supplies	\$30,000
Travel/Conferences	\$21,009
Repairs & Maintenance	\$17,710
Maintenace	\$50,000
Technology related purchases	\$50,000
Capital	\$100,000
Property & Liability Insurance	<u>\$15,181</u>
Total expenditures:	\$575,760



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

Subject: Technology Report

Meeting Date: 18, 2024

Prepared by: Jeff Kienitz, Director of Technology

Date Prepared: March 12, 2024

☒

Information

☒

Briefing

☐

Action

☐

Enclosure Item(s)

School Board Presentation – March 18, 2024
Presenter: Jeff Kienitz, Director of Technology
Length: 20 minutes

Welcome - Introduction and Framework of Discussion

Presentation of 5-year budget planning needs (Technology Plan)

Source: <https://www.rockford.k12.mn.us/district/departments/technology/techplan>

Outline of Technology Strategies and Goals

- 1:1 Handbook protocol update
- Cybersecurity Audit
- Brief Update on Current Projects
- Discussion of 5 Year Technology Planning Funding

Inter-Agency support highlights

- ECMECC - Information Security – Data Governance
- Legislative HF4749

Review and Comment -



Rockford Area Schools

*presented by,
Jeff Kienitz, Director of Technology*

March 18, 2024

#ROCKETS883





Agenda: Technology Goals and Objectives

Welcome - Introduction and Framework of Discussion

- **1:1 Handbook and 5 Year Technology Plan on website**
- **Cybersecurity Audit**
- **Brief Update on Current Projects**
- **Discussion of 5 Year Technology Planning Funding**
- **Review and Comment -**



1:1 District Issued Device Handbook.

Site: <https://www.rockford.k12.mn.us/district/departments/technology/techplan>

- 1:1 repairs to be marked in Infinite Campus.
- Repairs to be billed out.
- May need to move to this model this school year – low stock.
- Permissions and documents will be reviewed.
- Still needs to be built into Infinite Campus.
- Parent communications planned for April/May.





CyberSecurity

Highlights:

ECMECC – membership added with benefits and cost reduction

June 2021 – Borderline Very Poor ranking (505) with a 20% more risk cited

Set goal of 619 and noted a minimum investment of 3072 hours

The scale runs from 300 to 850. (industry standard – 619.46)

Numerous cultural and systemic changes made

November 2023 – Audit brought us to 626.5 with the industry standard being 636 meaning our median risk is down to about 1.5% less from today's standard.

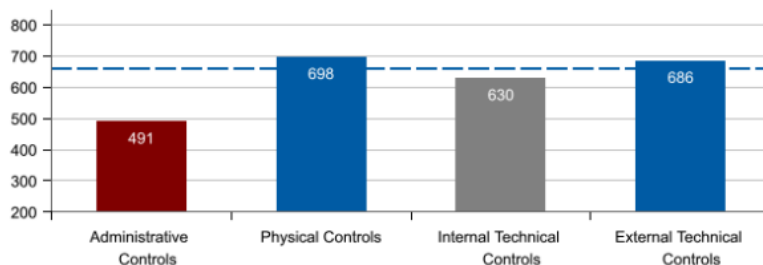
November 2024 – next Audit's goal is 660.



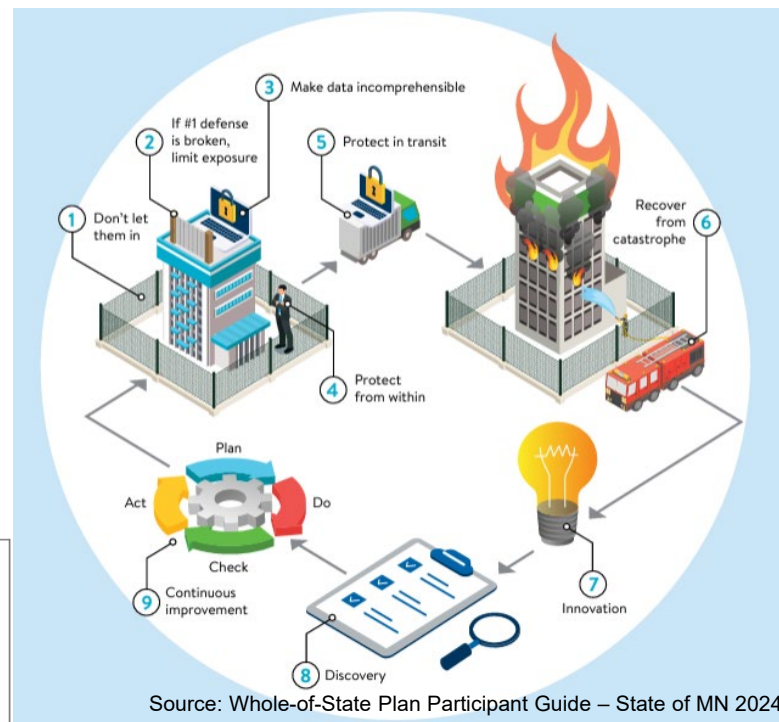
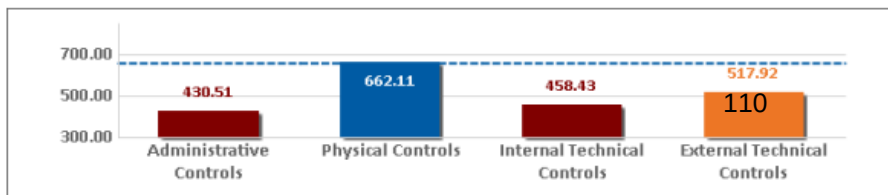
Technology Planning –Cybersecurity

2023

S2SCORE INFORMATION SECURITY ASSESSMENT - EXECUTIVE SUMMARY REPORT



2021





Legislation

Pending legislation – HF4749

Will mandate cybersecurity incident reporting to the Bureau of Criminal Apprehension within 72 hours beginning Dec 1.

Pending legislation – HF4581

A that bill would request the MSBA to develop a model policy on students' possession and use of cell phones in school by Dec. 15, 2024. It would also require school boards to adopt a policy on students' possession and use of cell phones in school by March 15, 2025.

Pending legislation – HF3492

Promotes MDE to promote computer education programs. (8 million dollars)

MN IT Services: Whole of State Cybersecurity Plan

This plan is funded by the federal State and Local Cybersecurity Grant Program (SLCGP) and the Minnesota Legislature.

- Mature Cyber Capabilities throughout the state,
- Increase Participation in programs known to work, 111
- Collaborate and share information throughout the state, and
- Strengthen the cyber-resiliency of critical infrastructure.



Technology Planning

Projects

- Onboarding – adding additional transparency/accountability.
- Staff Handbook – district wide, includes a revamp tech support/training.
- Staff Training – Aristotle, Vector, Adobe (MCA), Faum Solutions
- Website updates/upgrade
- Security: Raptor visitor management, Vendor procedures, cameras and doors
- MDE - Ed-Fi conversion for Perkins, MCCC, STAR, ACT, EC and etc.
- Data retention and data rules formation (Data Governance)
- Phone system – cut over planned June 10th
- Network partial replacement – network port inventory
- Data driven – attendance, behavioral, early warning
- Budget – long term finance based on a strategic plan
- Physical Security – 911, cameras, door controls
- Backups to cloud (AWS) IC docs to the cloud.
- Versatrans rebuilt
- FCC Forbearance FCC-19-72A1 – POTS line conversions



Technology Budgeting

Revenue

Funding reductions

- IB grants
- Pandemic relief funding
- Enrollment
- FCC grants/Free/reduced meals
- Inflation

Technology Staff reduction

- Reduced .5 position

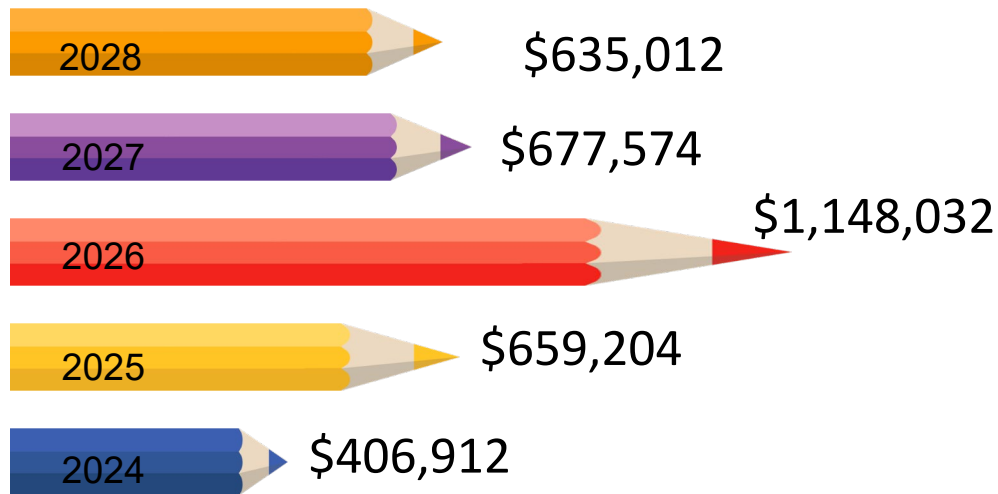
Budget reductions –

- Copiers/Phone/Cell Phone
- Phishing
- FrSecure/AmpIT Audits
- Accounts (SmugMug, Turnitin, Google, etc)
- GASB 96 and PO and check detail accounts audit
- T-Mobile
- Grants



5 Year Budget Window

Scheduled Technology Costs*



Anticipated costs to be discussed in the upcoming slides.

Sum - \$4,089,236.10 over 5 years or \$817,847.22 annually

2024 diverted projects:

- Interactive Boards
- Chromebooks
- PA system repairs
- Cabling
- Desktop replacements
- 911 compliance

*This covers operational costs and doesn't include curricular software, staffing, or maintenance operations.



Generalized Budgeting – 5 Year Window

Categorical Breakdown

1:1	\$872,122.50
Interactive Boards	\$140,000.00
Phone/911	\$450,192.00
PA system	\$426,800.00
Operations/Servers	\$349,000.00
Desktop/Device	\$260,000.00
Wireless	\$159,621.60
Wired Network	\$400,000.00
Physical Security	\$350,000.00
Cyber Ops/Software	\$281,500.00
Innovation/Theater	\$100,000.00
Copiers	\$300,000.00

Sum - \$4,089,236.10 over 5 years
or \$817,847.22 annually





Sustain 1:1

Sustain District 1:1 program

Devices:

Location	Type	Available	Out	End of Life
Elementary	Acer Spin	616	616	Jun 2027
Elementary	Acer Spin	24	0	June 2026
MS/HS	HP14 G5	173	74	June 2024
MS/HS	HP14A G5	1178	1008	June 2026
		1991	1698	(293 available)

Why more than student count? Carts, staff, in repair, spare, registration, media ctr.

Currently down to under 30 spares from the 293 available.



Sustain 1:1

Chromebook – unit cost approx. \$340 which is the item and a license fee.

Using a 4 Year Cycle: (School based)

1984 units at \$340.00 is \$674,560.00

Google for Education: \$7,012.50 annual or \$35,062.50 over 5 years.

Aristotle K-12 Management is \$12,500.00 annually or \$62,500.00 over 5 years.

Repairs – currently estimated at \$15,000 annually or 5 years is \$75,000.00

Infinite Campus is about \$5000.00 annual or \$25,000.00 over 5 years.

Bottom Line: \$177,424.50 a year and \$872,122.50 over 5 years

117

Considerations/Concerns – inflation costs, years added to end of life, bring your own device, repairs, Apple vs Google, change in culture.



Classroom Interactive Boards

Complete classroom Interactive Boards Replacement/Installation:

Clever Touch: Generally speaking, Clevertouch interactive boards are built with durable materials and designed to withstand heavy use in educational settings. The company provides a 5-year warranty on their products, which suggests that they expect their devices to last for at least that long. With proper care and maintenance, it's possible for a Clevertouch interactive board to last for several years beyond its warranty period.

MS/HS – HS -fall 2022, MS - fall 2023 and Elem installs was halted due to budget constraints.

The work to integrate into the public address system and emergency communications system was stopped due to elementary budget stop.

Need 44 boards to complete the stopped project – doesn't include digital signage

118

Cost to complete is at \$140,000.



Phone Discussion – 911 compliance

Existing system ends – June 30, 2024. It has reached End of Life and Mitel is pulling the plug.

E911 expanded service – Would require an additional \$16,000.00 install investment with a \$1300 monthly annual fee thereafter.

Monthly Fees of about \$4,000 a month or \$48,000.00 annually or \$240,000.00.
(\$2700, \$32,400.00, \$162,000.00 for minimum standard)

Verizon cell phones are about \$6,000.00 a year or \$30,000.00 over 5 years

Long Distance – Currently about \$10,000 a year or \$50,000.00 over 5 years

Phone Replacement – Estimated at \$115,000.00. (over 200 extensions)

Total - \$90,038.40 a year or \$450,192.00 over 5 years

119

Considerations – Phone replacement cost should end at 5 years. Will experience a \$10,000.00 overlap in service.



Classroom Amplification/PA system

Classroom Amplification – Public Address systems

Juno system: The systems have reached end of (5 year) warranty a few years ago. With proper care and maintenance, it's possible for a Juno classroom amplification system to last for several years beyond its warranty period. We need to begin the process of planning replacement.

Server side: (3 buildings) Estimated cost for replacement if servers, software, and installation is \$73,800.00

Classroom side: Each unit cost is \$2450 and we currently have 140 units in classrooms: \$343,000.

Consulting/Installation guidance is \$10,000.

Cost of PA system replacement in kind: \$426,800.00

(This doesn't account for additional units, cabling, or ¹²⁰switch capacity.)

6 units are currently down – no spares. - Doesn't include digital signage



Server and Core Software

Server infrastructure and core software:

Server systems – The servers are expected to last several years. The previous servers were replaced about the 9-year mark.

Previous main server cost was \$95,000.00 (Summer 2023)

Secondary Servers cost about \$8000.00 each. (SY 2022 for backup systems)

Server replacement - (\$124,000 over 5 years)

Storage Area Network – each unit is about \$30,000 and we have three, but may reduce to 2. (SY2022 and SY2023)

Microsoft Licensing runs about \$8,500, Backup about \$3,500, VMware about \$5,000 annually or \$102,000.00 over 5 years

Bottom Line: Servers and core software: \$349,000.00

Considerations – move more services to a cloud managed¹²¹ service but this would increase bandwidth. Building control servers will need replacement and not directly included.



Desktops/Laptops

General computers/devices:

We strive to maintain several years of use:

100 desktops and other various items, i.e. iPads, Tablets – estimate \$900 per unit – (many are already end of life)

170 staff Laptops – estimate \$1000.00 per unit (SY2022)

Device replacement: \$260,000 over 5 years

Consideration – printers, scanners, cables, repairs not considered.



Wireless Network

We strive to maintain several years of use: (SY2019)

Today 116 Access Points (AP's) Anticipated 130 in the near future.

\$47,000.00 in licensing fees and \$112,621.60 in replacement parts over 5 years.

Estimated Cost: \$159,621.00

Considerations - Costs based on current model and pricing.

Does qualify for Category 2 federal funding which ends June 2025. (60 percent reimbursement)



Physical Layer - Wired Network

Wired Network:

Switch Replacement – 40 switches at an average cost of \$6,000.00 - \$340,000.00

Cabling – Estimate \$60,000.00 in cabling over a five year period.

Cost - \$400,000.00

Cost doesn't include operations, consulting, and service fees.



Basic Physical Security

Cameras and Door Controls:

We strive to maintain ten years of use:

TruVision conversion to Avigilon.

Add additional cameras to specified areas of need.

Camera replacement of existing.

Door controls expansion and maintenance.

Estimated at \$66,000 annual or \$330,000.00 over five years.

RAPTOR visitor security program costs about \$4000.00 annually for licensing and supplies or \$20,000.00 over 5 years

Total is \$350,000.00 over 5 years.



Cyber Security and Internet

Cyber Security and Internet:

ECMECC - \$9,000 annual fee for audits.

Webhosting is currently \$8500.00 annually.

FMX Helpdesk is currently \$4500.00 annually.

Carbon Black End Point Security is currently \$10,000.00 annually.

Vector Staff Development is current \$1,500.00 annually.

Phishing programs is currently \$6,500 annual.

Faum Staff Development Training is currently \$1,500.00 annually.

Internet – State of MN through ECMECC for \$14,000.00 annually (1Gb)

Hot Spots: Estimate cost for \$12,000 annually – not renewing fully. (est. \$2,000 annual)

Zayo – main line maintenance at \$5,000 annually.

Firewall services: Estimated expense: \$5,000 annually.

Adobe - \$2,500.00

126

Auvik - \$10,000.00

Sum \$281,500.00



Renovate/Innovation

Renovate/Innovate

Recommend \$20,000 annually for technology related to the theater, robotics, Art Software, Athletics, STEM, CADD, 3D Printing, Augmented Reality, Artificial Intelligence, IB programs, and etc.

Total is \$20,000 annually or \$100,000.00 over five years.



Generalized Budgeting – 5 Year Window

In Review –

1:1	\$872,122.50
Interactive Boards	\$140,000.00
Phone/911	\$450,192.00
PA system	\$426,800.00
Operations/Servers	\$349,000.00
Desktop/Device	\$260,000.00
Wireless	\$159,621.60
Wired Network	\$400,000.00
Physical Security	\$350,000.00
Cyber Ops/Software	\$281,500.00
Innovation/Theater	\$100,000.00
Copiers	\$300,000.00

Sum - \$4,089,236.10 over 5 years
or \$817,847.22 annually



Budget Discussion

Important Considerations –

Salaries – \$625,000.00

Director, 2.5 support staff, MARRS Coordinator, Data Specialist, Administration costs

Doesn't include - Infinite Campus SIS, SpedForms and/or SMART business applications

Curricular Software

Buildings and Grounds - technology related operations

Questions or Comments?



Thank You.



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

Subject: Superintendent MOA

Meeting Date: March 18, 2024

Prepared by: Eric Gordee

Date Prepared: March 18, 2024

☒ X	Information	☐	Briefing	☒ X	Action	☐	Enclosure Item(s)
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Board Chair Eric Gordee to present the Superintendents MOA for approval.

MEMORANDUM OF AGREEMENT

BETWEEN ISD #883 AND DISTRICT SUPERINTENDENT

This letter is to confirm an agreement between the School District and the Superintendent regarding a stipend for work performed for the following:

Learning & Innovation Director

2023-2024 \$20,000 to be paid equally on the remaining pay periods through June, 2024.

IN WITNESS WHEREOF, I have subscribed
my signature this ____ day of
_____, 2024.

Superintendent

IN WITNESS WHEREOF, we have subscribed
our signatures this ____ day of
_____, 2024.

School Board Chair

School Board Clerk

Addendum to the 2023-2026 Superintendent Contract. Pursuant to Article IX, Section 1, the School Board of ISD#883 and the Superintendent agree to the following for the 2024-2025 Contract year:

2024-2025 annual salary of \$175,100 (3% increase)

Learning & Innovation Director (stipend)

2024-2025 \$20,000 to be paid in twenty-four (24) equal installments during the contract year.

IN WITNESS WHEREOF, I have subscribed
my signature this ____ day of
_____, 2024.

Superintendent

IN WITNESS WHEREOF, we have subscribed
our signatures this ____ day of
_____, 2024.

School Board Chair

School Board Clerk



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

Subject: Communications Update

Meeting Date: March 18, 2024

Prepared by: Courtney Neibert

Date Prepared: March 14, 2024

☒	Information	☐	Briefing	☐	Action	☐	Enclosure Item(s)
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- Social Media Trends
- Website Work
- Other Marketing projects



Communications Update

March 18, 2024

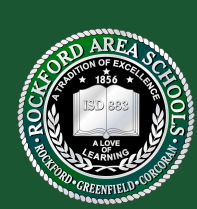
Courtney Neibert



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

SOCIAL MEDIA





New this Year

- Spoke at each buildings Welcome Back Meeting
- QR Code Sticker Shared for easy sharing of Information
- Time spent at events
- More Videos!

Sharing our story one
ROCKET MOMENT
at a time!



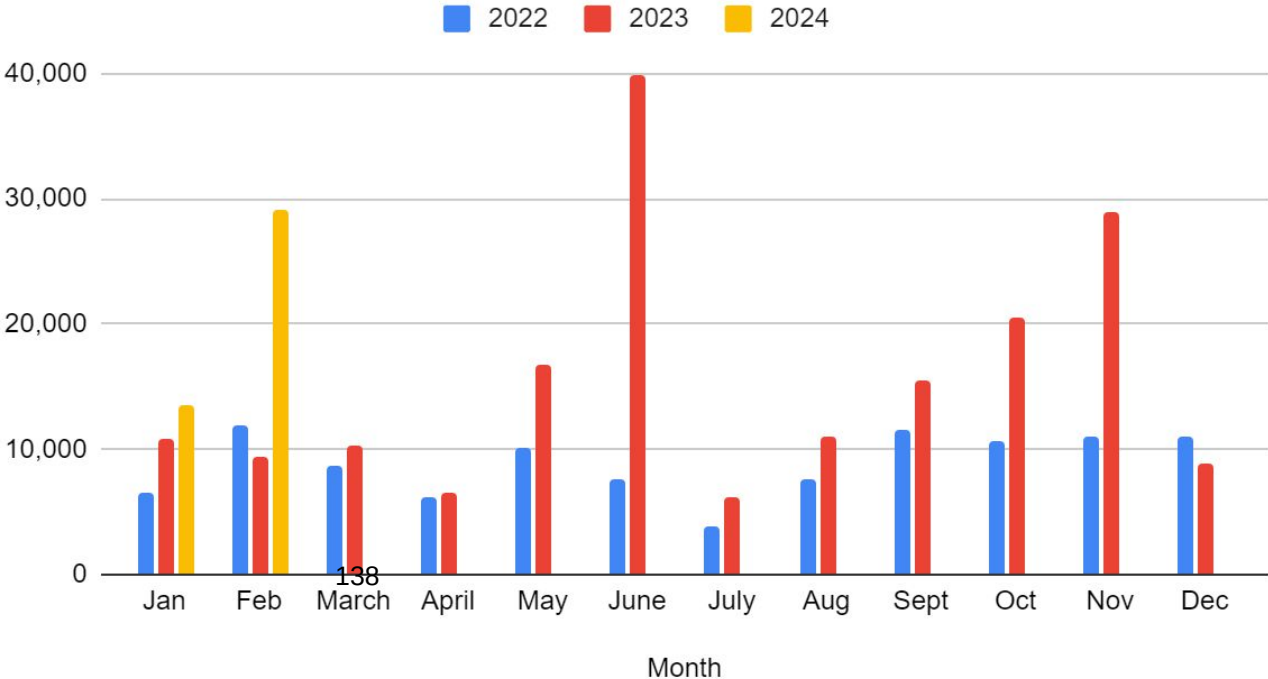
Reach

- Feb. 2024: 29,034
- Feb. 2023: 9,460
- Feb. 2022: 11,841

Interaction

- Feb. 2024: 3,400
- Feb. 2023: 2,400

Facebook Reach





Facebook (Top Posts)

CONGRATULATIONS to senior Harrison Brun who made this year's Minnesota High School Football All-Star Game roster! Harrison is the third player in Rockford history to achieve this accomplishment. This year marks the 50th All-Star Game, and will be on Saturday, December 2nd at U.S. Bank Stadium. Kickoff is at 1:00pm.



- **Reach:**
15,108
- **Interactions:**
251
- **Posted:**
Nov. 13, 2023
- **Credit:**
Stacy Larson/
Dan
Houghton

139

- **Reach:**
10,250
- **Interactions:**
73
- **Posted:**
Feb. 12, 2024
- **Credit:**
Jerald Ferdig

On Saturday, February 10, the Rockford High School Jazz Band 1 performed at Bemidji State University's Jazz Festival. Rockford's performance was followed by comments from professional trumpet player Rex Richardson. The festival concluded with a final concert featuring Rex Richardson performing with the Bemidji State University Jazz Band.





Instagram

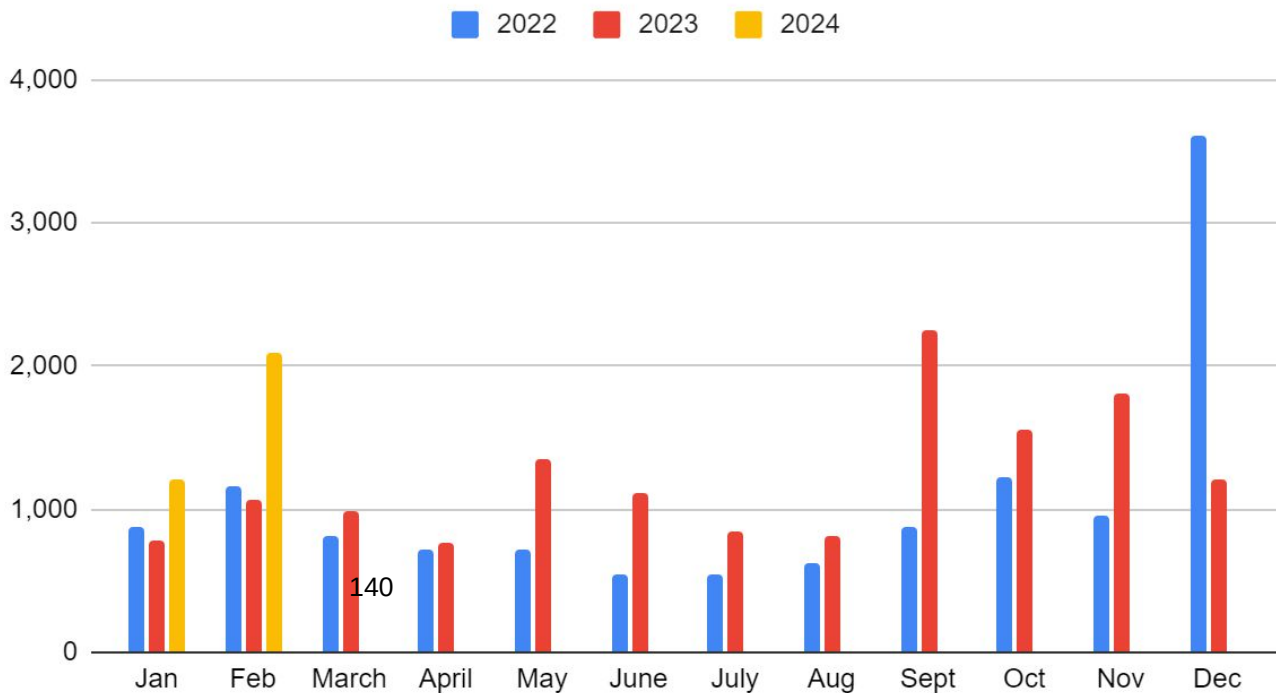
Reach

- Feb. 2024: 2,093
- Feb. 2023: 1,064
- Feb. 2022: 1,159

Interaction

- Feb. 2024: 4,500

IG Reach





Instagram (Top Posts)

- **Reach:**
1,311
- **Interactions:**
260
- **Posted:**
Feb. 29, 2024
- **Credit:**
Invited by
Paul M.



141

- **Reach:**
1,152
- **Interactions:**
254
- **Posted:**
Nov. 13, 2023
- **Credit:**
Stacy Larson/
Dan Houghton



The background of the slide features a large, faded seal of the Rockford Area School District. The seal is circular with a rope-like outer border. Inside the border, the words "ROCKFORD AREA SCHOOL DISTRICT" are written in a circular path. The center of the seal contains an open book with "ISD 823" written on it. Above the book, it says "A TRADITION OF EXCELLENCE" and "1856" flanked by two stars. Below the book, it says "A LOVE OF LEARNING".

WEBSITE



Website

- Building Training
 - Pop ups
 - News
 - Calendars
 - Photos
- General Clean up
- Update coming!







Other Updates

- Monthly Newsletters
 - Seeing More Views
 - Easy to find links (News posts and Social Media Post)
- Rocket Report
 - Reduced to 2 a year
 - More highlights to upcoming events
- Postcards
 - Getting final cards
- More collaboration! (Internal and External)



Thank You.



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

Subject: Policy Update – Final Reading

Meeting Date: March 18, 2024

Prepared by: Superintendent's Office

Date Prepared:

☐ Information ☒ Briefing ☐ Action ☐ Enclosure Item(s)

Below is a summary of the changes to a list of policies. This is a **final read** of the following policy:

509	Enrollment of Nonresident Students
514	Bullying Prohibition Policy
534	School Meal Policy
410	Family & Medical Leave
416	Drug, Alcohol, and Cannabis Testing
416 Form	Drug, Alcohol, and Cannabis Testing Form
506	Student Discipline



Adopted: 01/08/01

Reviewed: 2015, 2021, 2022

Revised: 06/20/16, 9/19/2022, 3/18/24

Orig. 1995

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 United States Code section 101(a)(13)(B).

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service



during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless (1) the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation or (2) a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.
- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
 - 1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 - 2. to attend military events and related activities of a covered military member;
 - 3. to address issues related to childcare and school activities of a covered military member's child;



4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member;
 8. to address care needs of a covered military member's parent who is incapable of self-care; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 United States Code section 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;



- b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
- a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
 - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank,



- or rating; or
- (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school



district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.

10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered service member being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law.



However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed to by the school district. ~~The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12 month period immediately preceding the leave.~~ This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the school district so that the total leave does not exceed 12 weeks, unless agreed to by the school district, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the school district reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a service member includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered service member and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for



a covered service member with a serious injury or illness.

5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered service member and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A. 7., IV.A. 10., IV.A. 12., IV.A. 13., and IV.A. 14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 2. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the



employee's return from leave would occur during the last two weeks of the semester.

3. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
4. If the school district requires an instructional employee to extend leave through the end of a semester as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the school district to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the instructional employee has accrued paid leave available and the school district shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. A poster prepared by the U.S. Department of Labor summarizing the major provisions of the Family and Medical Leave Act and informing employees how to file a complaint shall be conspicuously posted in each school district building in areas accessible to employees and applicants for employment.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave and Accommodations)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: ~~MSBA Service Manual, Chapter 13, School Law Bulletin "M" (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees - Family and Medical Leave Act Summary)~~

ATTACHMENTS TO DRUG ALCOHOL TESTING POLICY

Attachments A through C are to be used in conjunction with the drug and alcohol testing of bus drivers and driver applicants.

- Attachment A is a "Driver Acknowledgment-Drug and Alcohol Testing Policy Materials" form that should be used to document receipt of the policy and other materials by drivers and driver applicants. It is referred to in Article III., Section C., Paragraph 4. of the policy.
- Attachment B is a "Bus Driver or Driver Applicant-Authorization to Release Information" form. It is referred to in Article III., Section H., Paragraph 1. of the policy.
- Attachment is a "Bus Driver or Driver Applicant-Refusal to Submit to Testing" form. It is referred to in Article III., Section H., Paragraph . of the policy.

Attachments through are to be used in conjunction with drug and alcohol testing of non-bus drivers and applicants.

- Attachment is a "Pretest Notice" that must be provided to non-school bus driver employees or job applicants before requesting that the employee or job applicant undergo drug or alcohol testing. It is referred to in Article IV., Section E., Paragraph 1. of the policy.
- Attachment is a "Notice of Test Results and Various Rights" which should be used by the District when notifying non-school bus driver employees or job applicants of test results and other rights. It is referred to in Article IV., Section E., Paragraph 6. of the policy.
- Attachment is an "Explanation of Positive Test Result" form which should be used by the school district to request that the employee or job applicant submit information to the school district relevant to the reliability of, or explanation for, a positive test result. It is referred to in Article IV., Section E., Paragraph 4. of the policy.
- Finally, the District may wish to use Attachment , entitled "Acknowledgment-Drug Alcohol Testing Policy," to document that written notice of the policy was given to all affected employees. It is referred to in Article IV., Section J. of the policy.

ATTACHMENT A

(D R A F T)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

— DRIVER ACKNOWLEDGMENT — DRUG AND ALCOHOL TESTING POLICY AND MATERIALS

I have received a copy of the Drug, ~~and~~ Alcohol, and Cannabis Testing Policy of Independent School District No. _____, _____, Minnesota and have read it in its entirety. I understand that I am subject to the provisions of Article III of the policy, entitled Federally Mandated Drug and Alcohol Testing for School Bus Drivers, because the position involves operating a commercial motor vehicle and requires a commercial driver's license.

The District's policy was provided to me:

- € Upon adoption of the policy (employee).
- € Upon my hire (job applicant/new employee).
- € After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug and alcohol testing (job applicant).

I also received materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or ~~drug-controlled~~ substance problem; and available methods of intervening when an alcohol or drug problem is suspected.

I have been advised that the Alcohol and Controlled Substances Testing Program Manager is _____ and that any questions I may have concerning the Policy should be directed to the Program Manager.

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name

ATTACHMENT B

(DRAFT)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

— BUS DRIVER OR DRIVER APPLICANT —
AUTHORIZATION TO RELEASE INFORMATION

Section I. To be completed by the school district, signed by the bus driver, or driver applicant, and transmitted to the previous employer:

Employee Printed or Typed Name: _____

Employee SS or ID Number: _____

I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer, listed in Section I-B, to the employer listed in Section I-A. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released in Section II-A by my previous employer, is limited to the following DOT-regulated testing items:

1. Alcohol tests with a result of 0.04 or higher;
2. Verified positive drug tests;
3. Refusals to be tested;
4. Other violations of DOT agency drug and alcohol testing regulations;
5. Information obtained from previous employers of a drug and alcohol rule violation;
6. Documentation, if any, of completion of the return-to-duty process following a rule violation.

Employee Signature: _____ Date: _____

Section I-A.

School District Name: _____

Address: _____

Phone #: _____ Fax #: _____

Designated Employer Representative: _____

Section I-B.

Previous Employer Name: _____

Address: _____

Phone #: _____

Designated Employer Representative (if known): _____

Section II. To be completed by the previous employer and transmitted by mail or fax to the new employer:

Section II-A. In the two years prior to the date of the employee's signature (in Section I), for DOT-regulated testing:

- | | | |
|---|----------|------------------|
| 1. Did the employee have alcohol tests with a result of 0.04 or higher? | YES ____ | NO ____ |
| 2. Did the employee have verified positive drug tests? | YES ____ | NO ____ |
| 3. Did the employee refuse to be tested? | YES ____ | NO ____ |
| 4. Did the employee have other violations of DOT agency drug and alcohol testing regulations? | YES ____ | NO ____ |
| 5. Did a previous employer report a drug and alcohol rule violation to you? | YES ____ | NO ____ |
| 6. If you answered "yes" to any of the above items, did the employee complete the return-to-duty process? | N/A ____ | YES ____ NO ____ |

NOTE: If you answered "yes" to item 5, you must provide the previous employer's report. If you answered "yes" to item 6, you must also transmit the appropriate return-to-duty documentation (e.g., SAP report(s), follow-up testing record).

Section II-B.

Name of person providing information in Section II-A: _____

Title: _____

Phone #: _____

Date: _____

(D R A F T)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

— BUS DRIVER OR DRIVER APPLICANT —
CONSENT TO SCHOOL DISTRICT CONDUCT
OF CLEARINGHOUSE FULL QUERY

Before employing a driver subject to controlled substances and alcohol testing, the school district must conduct a full pre-employment query of the federal Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse ("Clearinghouse") to obtain information about whether the driver

- (1) has a verified positive, adulterated, or substituted controlled substances test result;
- (2) has an alcohol confirmation test with a concentration of 0.04 or higher;
- (3) has refused to submit to a test in violation of federal law; or
- (4) that an employer has reported actual knowledge that the driver used alcohol on duty, before duty, or following an accident in violation of federal law or used a controlled substance in violation of federal law.

The applicant must give specific written or electronic consent for the school district to conduct the Clearinghouse full query. The school district shall retain the consent for three (3) years from the date of the query.

I consent to the school district's conduct of a Clearinghouse full query.

Dated: _____

Signature of Applicant

Typed or Printed Name

ATTACHMENT

(DRAFT)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

— BUS DRIVER OR DRIVER APPLICANT — REFUSAL TO SUBMIT TO TESTING

I hereby refuse to submit to drug/alcohol testing by doing the following:

- € Failing to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so;
- € Failing to remain at the testing site until the testing process is complete;
- € Failing to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test;
- € Failing to permit the observation or monitoring of any provision of a specimen in the case of a directly observed or monitored collection in a drug test;
- € Failing to provide a sufficient breath specimen or sufficient amount of urine when directed and it has been determined that there was no adequate medical explanation for the failure;
- € Failing or declining to take a second test as directed;
- € Failing to undergo a medical examination or evaluation, as directed by the Medical Review Officer (MRO) or the Designated Employer Representative (DER);
- € Failing to cooperate with any part of the testing process (e.g., refusing to empty pockets when so directed by the collector, behaving in a confrontational way that disrupts the collection process, failing to wash hands after being directed to do so by the collector, failing to sign the certification on the form;
- € Failing to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process;
- € Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process;
- € Admitting to the collector or MRO that the driver adulterated or substituted the specimen; or
- € Having a verified adulterated or substituted test as reported by the MRO.

[An applicant who fails to appear for a preemployment test, who leaves the testing site before the preemployment testing process commences, or who does not provide a urine specimen because he or she left before it commences, is not deemed to have refused to submit to testing.]

I recognize that my refusal subjects me to the consequences specified in federal law and regulations. It also constitutes a presumption of a positive result. I further recognize that if I am an applicant, I will be disqualified from consideration for the conditionally-offered position. If I am an employee, I will not be permitted to perform safety-sensitive functions, and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If the school district offers me an opportunity to return to a DOT safety-sensitive function, I understand I will be evaluated by a substance abuse professional, and will be required to submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.

Date: _____

Time: _____

Signature of Employee/Applicant

Supervisor: _____

Supervisor's Signature

Comments: _____

€ Employee refusal to sign

Supervisor's Initials: _____

ATTACHMENT

(D R A F T)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

— PRETEST NOTICE —

I, the undersigned employee/job applicant of Independent School District No. _____, _____, Minnesota ("School District") do hereby acknowledge that I have been provided a copy of the School District's Drug, ~~and~~ Alcohol, and Cannabis Testing Policy.

Date: _____

Signature of Employee/Job Applicant

Typed or Printed Name

ATTACHMENT

(DRAFT)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

[Employee Name]
[Employee Address]

RE: **Drug, ~~and/or~~ Alcohol, and/or Cannabis Test**
[Date of Testing]

NOTICE OF TEST RESULTS AND VARIOUS RIGHTS

Test Results:

Independent School District No. ____, _____, Minnesota has received the test result report from the testing laboratory:

- G Your initial screening test result was negative.
- G Your confirmatory test result was negative.
- G Your confirmatory test result was positive.

Test Result Report:

You have the right to request and receive from the school district a copy of the test result on any drug or alcohol test **or cannabis test**.

Right to Explain Positive Test Result:

In the case of a positive test result on a confirmatory test, you have the right to explain the results. You may, within three (3) working days after notice of a positive test result on a confirmatory test, submit information to the school district, in addition to any information already submitted, to explain that result. Attached to this Notice is a document entitled "Explanation of Positive Test Result" for this purpose.

Right to Request Confirmatory Retests:

In the case of a positive test result on a confirmatory test, you have the right to request a confirmatory retest of the original sample at your own expense.

Within five (5) working days after notice of the confirmatory test result, you must notify the school district in writing of your intention to obtain a confirmatory retest.

Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that you have requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug, ~~or~~ alcohol, **or cannabis** threshold detection levels

as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against you.

Other Rights:

In the case of a positive test result on a confirmatory test, you may have other rights provided under the sections detailed below.

A. Employee Discharge and Discipline

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee whose position does not require a commercial driver's license on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.

In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.

2. The school district may not discharge an employee whose position does not require a commercial driver's license for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol or cannabis counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
3. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
4. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire.
5. An employee must be given access to information in the employee's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing or cannabis testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

B. Withdrawal of Applicant's Job Offer

If a job applicant for a position that does not require a commercial driver's license has received a job offer made contingent on the applicant passing drug, ~~and~~ alcohol, ~~and/or~~ cannabis testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

ATTACHMENT

(DRAFT)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

EXPLANATION OF POSITIVE TEST RESULT

I, the undersigned employee/job applicant of Independent School District No. _____, _____, Minnesota acknowledge receipt of a Notice of Test Results and Various Rights. This includes my right to explain the positive test result on a confirmatory test.

I am currently taking or have recently taken:

€ no over-the-counter or prescription medications; or

€ the following over-the-counter or prescription medications:

I also offer the following information relevant to the reliability of, or explanation for, a positive test result:

Date: _____

Signature of Employee/Job Applicant

Typed or Printed Name

ATTACHMENT

(DRAFT)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

— ACKNOWLEDGMENT —

DRUG, ~~AND~~ ALCOHOL, AND CANNABIS TESTING POLICY

I have received a copy of the Drug, ~~and~~ Alcohol, and Cannabis Testing Policy of Independent School District No. _____, _____, Minnesota and have read it in its entirety.

The District's policy was provided to me:

- € Upon adoption of the policy (employee)
- € Upon my hire (job applicant/new employee)
- € After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug, ~~and~~ alcohol, and cannabis testing as applicable. (job applicant)

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name



Adopted: 01/08/01

Reviewed: 2015

Revised: 06/20/16, 9/19/2022, 3/18/24

Orig. 1995

416 DRUG AND ALCOHOL TESTING

I. PURPOSE

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug and alcohol use will be not only safer, healthier, and more productive; but also more conducive to effective learning. To provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minnesota Statutes, sections 181.950-181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs that are not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs that are not medically prescribed are prohibited from entering or remaining on school district property.
- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or



not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.

- E. Any employee who violates this section shall be subject to discipline that includes, but is not limited to, immediate suspension without pay and immediate discharge.

III. **FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS**

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana, (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.
4. "Commercial Motor Vehicle" (CMV) includes a vehicle that is designed to transport 16 or more passengers, including the driver.
5. "Designated Employer Representative" (DER) means an employee authorized by the school district to take immediate action to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation process. The DER receives test results and other communications for the school district.
6. "Department of Transportation" (DOT) means United States Department of Transportation.
7. "Direct Observation" means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing.



8. "Driver" is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.
9. "Evidential Breath Testing Device" (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
10. "Licensed Medical Practitioner" means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.
11. "Medical Review Officer" (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district's drug testing program and for evaluating medical explanations for certain drug tests.
12. "Refusal to Submit" (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver's provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed by the school district or the collector; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms; (i) fails to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.



13. "Safety-Sensitive Functions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work and all responsibility for performing work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
14. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
15. "Stand Down" means the practice of temporarily removing an employee from performing safety-sensitive functions based only upon a laboratory reports to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test before a MRO completes the verification process.
16. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information required under Title 49 of the Code of Federal Regulations, including information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem (the driver's or a coworker's); and available methods of intervening when an alcohol or controlled substance problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that the driver has received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

D. Alcohol and Controlled Substances Testing Program Manager



1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.
8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has



adulterated or substituted a test specimen for controlled substances.

9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district that prohibit possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and the policies of the school district.

G. Prescription Drugs/Cannabinoid Products

A driver shall inform the driver's supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for marijuana. MROs will verify a drug test confirmed as positive, even if a driver claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.

H. Testing Requirements

1. Pre-Employment Testing

- a. A driver applicant shall undergo testing for alcohol and controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.
- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. To be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant



violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.

- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.
- e. Before employing a driver subject to controlled substances and alcohol testing, the school district must conduct a full pre-employment query of the federal Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse ("Clearinghouse") to obtain information about whether the driver (1) has a verified positive, adulterated, or substituted controlled substances test result; (2) has an alcohol confirmation test with a concentration of 0.04 or higher; (3) has refused to submit to a test in violation of federal law; or (4) that an employer has reported actual knowledge that the driver used alcohol on duty, before duty, or following an accident in violation of federal law or used a controlled substance in violation of federal law. The applicant must give specific written or electronic consent for the school district to conduct the Clearinghouse full query ([see Attachment C to this policy](#)). The school district shall retain the consent for three (3) years from the date of the query.

2. Post-Accident Testing

- a. As soon as practicable following an accident involving CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.



- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.
- g. The school district shall report drug and alcohol program violations to the Clearinghouse as required under federal law.

3. Random Testing

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.
- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made. Each driver selected for testing shall be tested during the selection period.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty within four (4) hours before coming on duty, or just after the period of the work day. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.



- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
 - c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
 - d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.
- 5. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until a SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances. The school district is not required to return a driver to safety-sensitive duties because the driver has met these conditions; this is a personnel decision subject to collective bargaining agreements or other legal requirements.
- 6. Follow-Up Testing. When a SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.
- 7. Refusal to Submit and Attendant Consequences
 - a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
 - b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 United States Code, section 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver



applicant subject to discipline or disqualification under this policy.

- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by a SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment ~~C~~^D to this policy.

I. Testing Procedures

1. Drug Testing

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has



seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.

- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the donor's failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.
- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - (1) The donor expressly declines the opportunity to discuss the test results;
 - (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
 - (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor with ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or a STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for



confirmation tests.

- b. Any test result less than 0.02 alcohol concentration is considered a "negative" test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.
- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

- 1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.
- 2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
 - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
 - c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory



The testing laboratory for controlled substances will be a laboratory certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minnesota Statutes Chapter 13. Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.
2. The required records shall be retained for the following minimum periods:

Basic records	5 years
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"Basic records" includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers	3 years
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Alcohol and controlled substance collection procedures	2 years
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Negative and cancelled controlled substance tests	1 year
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Alcohol tests with less than 0.02 concentration	1 year
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Education and training records	indefinite
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"Education and training records" must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

3. Personal Information

Personal information about all individuals who undergo any required testing under this policy will be shared with the U.S. DOT Drug & Alcohol Clearinghouse ("Clearinghouse") as required under federal law, including:

- a. The name of the person tested;
- b. Any verified positive, adulterated, or substituted drug test result;



- c. Any alcohol confirmation test with a BAC concentration of 0.04 or higher;
- d. Any refusal to submit to any test required hereunder;
- e. Any report by a supervisor of actual knowledge of use as follows
 - i. Any on-duty alcohol use;
 - ii. Any pre-duty alcohol use;
 - iii. Any alcohol use following an accident; and
 - iv. Any controlled substance use.
- f. Any report from a substance abuse professional certifying successful completion of the return-to-work process;
- g. Any negative return-to-duty test; and
- h. Any employer's report of completion of follow-up testing.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

- 1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.
- 2. Referral, Evaluation, and Treatment
 - a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.
 - b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide a SAP evaluation or any subsequent recommended education or treatment.
 - c. Drivers are responsible for payment for SAP evaluations and services



unless a collective bargaining agreement or employee benefit plan provides otherwise.

- d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minnesota Statutes Sections 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV of this policy.

Q. Report to Clearinghouse

The school district shall promptly submit to the Clearinghouse any record generated of an individual who refuses to take an alcohol or controlled substance test required under Title 49, Code of Federal Regulations, tests positive for alcohol or a controlled substance in violation of federal regulations, or violates subpart B of Part 382 of Title 49, Code of Federal Regulations (or any subsequent corresponding regulations).

R. Annual Clearinghouse Query

- 1. The school district must conduct a query of the Clearinghouse record at least once per year for information for all employees subject to controlled substance and alcohol testing related to CMV operation to determine whether information exists in the Clearinghouse about those employees. In lieu of a full query, the school district may obtain the individual driver's consent to conduct a limited query to satisfy the annual query requirement. The limited query will tell the



employer whether there is information about the driver in the Clearinghouse but will not release that information to the employer. If the limited query shows that information exists in the Clearinghouse about the driver, the school district must conduct a full query within twenty-four (24) hours or must not allow the driver to continue to perform any safety-sensitive function until the employee conducts the full query and the results confirm the driver's Clearinghouse record contains no prohibitions showing the driver has a verified positive, adulterated or substitute controlled substance test, no alcohol confirmation test with a concentration of 0.04 or higher, refuses to submit to a test, or was reported to have used alcohol on duty, before duty, following an accident or otherwise used a controlled substance in violation of the regulations except where the driver completed the SAP evaluation, referral and education/treatment process as required by the regulations. The school district shall comply with the query requirements set forth in 49 Code of Federal Regulations 382.701.

2. The school district may not access an individual's Clearinghouse record unless the school district (1) obtains the individual's prior written or electronic consent for access to the record; and (2) submits proof of the individual's consent to the Clearinghouse. The school district must retain the consent for three (3) years from the date of the last query. The school district shall retain for three (3) years a record of each request for records from the Clearinghouse and the information received pursuant to the request.
3. The school district shall protect the individual's privacy and confidentiality of each Clearinghouse record it receives. The school district shall ensure that information contained in a Clearinghouse record is not divulged to a person or entity not directly involved in assessing and evaluating whether a prohibition applies with respect to the individual to operate a CMV for the school district.
4. The school district may use an individual's Clearinghouse record only to assess and evaluate whether a prohibition applies with respect to the individual to operate a CMV for the school district.

IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing or cannabis testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing or cannabis testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III. of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

A. Definitions

1. "Cannabis testing" means the analysis of a body component sample according to the standards established under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of cannabis flower, as defined in Minnesota Statutes, section 342.01, subdivision 16, cannabis products, as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, hemp-derived consumer products as defined in section 342.01, subdivision 37, or cannabis metabolites in the sample tested. The definitions in this section apply to cannabis testing unless stated otherwise.



2. "Confirmatory test" and "confirmatory retest" mean a drug or alcohol test that uses a method of analysis allowed under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
3. "Drug" means a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, but does not include marijuana, tetrahydrocannabinols, cannabis flower as defined in section 342.01, subdivision 16, cannabis products as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, and hemp-derived consumer products as defined in section 342.01, subdivision 37.
4. "Drug and Alcohol Testing," "Drug or Alcohol Testing," and "Drug or Alcohol Test" mean analysis of a body component sample by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" do not include cannabis or cannabis testing, unless stated otherwise.
5. "Employee" means a person, independent contractor, or person working for an independent contractor who performs services for compensation, in whatever form, for an employer.
6. "Initial screening test" means a drug or alcohol test or cannabis test which uses a method of analysis under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
7. "Job Applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III).
8. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the district's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."
9. "Positive Test Result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
10. "Random Selection Basis" means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and



- b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.

- 11. "Reasonable Suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
- 12. "Safety-Sensitive Position" means a job, including any supervisory or management position, in which an impairment caused by drug, alcohol, or cannabis usage would threaten the health or safety of any person.

BA. Circumstances Under Which Cannabis Testing or Drug or Alcohol Testing May Be Requested or Required; Exceptions:

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory that meets one of the criteria listed in Minnesota Statutes Section 181.953, Subdivision 1.
- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Cannabis Testing Exceptions

For the following positions, cannabis and its metabolites are considered a drug and subject to the drug and alcohol testing provisions in Minnesota Statutes, sections 181.950 to 181.957:

- a. a safety-sensitive position, as defined in Minnesota Statutes, section 181.950, subdivision 13;
- b. a position requiring face-to-face care, training, education, supervision, counseling, consultation, or medical assistance to children;
- c. a position requiring a commercial driver's license or requiring an employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing of a job applicant or an employee;
- d. a position of employment funded by a federal grant; or
- e. any other position for which state or federal law requires testing of a job applicant or an employee for cannabis.

23. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is



requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer that is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

- a. The school district must not request or require a job applicant to undergo cannabis testing solely for the purpose of determining the presence or absence of cannabis as a condition of employment unless otherwise required by state or federal law.
- b. Unless otherwise required by state or federal law, the school district must not refuse to hire a job applicant solely because the job applicant submits to a cannabis test or a drug and alcohol test authorized by Minnesota law and the results of the test indicate the presence of cannabis.
- c. The school district must not request or require an employee or job applicant to undergo cannabis testing on an arbitrary or capricious basis.
- d. Cannabis testing authorized under paragraph (d) must comply with the safeguards for testing employees provided in Minnesota Statutes, sections 181.953 and 181.954.

34. Random Testing

The school district may request or require "other employees" to undergo drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

45. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minnesota Statutes, section 176.011, subdivision 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to



operate machinery, equipment, or vehicles involved in a work-related accident.

56. Treatment Program Testing

The school district may request or require any employee to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

67. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

BC. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

C. Definitions

- ~~1. "Drug" means a controlled substance as defined in Minnesota Statutes, including medical cannabis, regardless of enrollment in the state registry program.~~
- ~~2. "Drug and Alcohol Testing," "Drug or Alcohol Testing," and "Drug or Alcohol Test" mean analysis of a body component sample by a testing laboratory that meets one of the criteria listed in Minnesota Statutes section 181.953, subdivision. 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.~~
- ~~3. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose~~



~~positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."~~

- ~~4. "Job Applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.).~~
- ~~5. "Positive Test Result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.~~
- ~~6. "Random Selection Basis" means a mechanism for selection of employees that:~~
 - ~~a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and~~
 - ~~b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.~~
- ~~7. "Reasonable Suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.~~
- ~~8. "Safety Sensitive Position" means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.~~

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of Section IV.D.

2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and



including immediate discharge.

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information (see [Attachment G to this policy](#)).

b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.



- c. The employee may present verification of enrollment in the medical cannabis patient registry as part of the employee's explanation.
- d. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for marijuana. MROs will verify a drug test confirmed as positive, even if an employee claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.
- e. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.
- b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minnesota Statutes section 181.953, subdivision 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform the individual of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments ~~E-F~~ and ~~F-G~~ to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.



F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.



6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.
7. An employee must be given access to information in the individual's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.



2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minnesota Statutes Chapter 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minnesota Statutes Chapter 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G-H to this policy.

V. **POSTING**

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 43A (State Personnel Management)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)



Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 152.32 (Protections for Registry Program Participation)
Minn. Stat. § 176.011, subd. 16 (Definitions; Personal Injury)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 U.S.C. 31306a (National Clearinghouse for Controlled Substance and Alcohol Test Results of Commercial Motor Vehicle Operators)
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)

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 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)



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506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.



III. DEFINITIONS

- A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).
- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section [120B.02](#) and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
 - 1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;
 - 2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
 - 3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.



V. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.



H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

I. Reasonable Force Reports

1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).
3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;



- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft,



- robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 4. Violation of the school district's Hazing Prohibition Policy;
 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 6. Violation of the school district's Student Attendance Policy;
 7. Opposition to authority using physical force or violence;
 8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment, Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
 9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
 10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
 11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
 12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
 13. Violation of the school district's Weapons Policy;
 14. Violation of the school district's Violence Prevention Policy;
 15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;



16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which



bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

31. Criminal activity;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that is discriminatory, abusive, obscene, threatening, intimidating, degrading to other people or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance,



disability, national origin or sexual orientation;

43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
 1. a student causes or is likely to cause serious physical harm to other students or staff;
 2. the student's parent or guardian specifically consents to the use of recess detention; or
 3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.



- G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district code of conduct, rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;



- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.



Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Responsibility for and custody of a student removed from class. *Student is to go to a designated area as determined by the building principal or designee when removed from the classroom. Students may arrive to the designated room on their own or with staff escort. The student is to work on assigned work while in in-school suspension. Teachers are expected to send work for the student while in in-school suspension. After removal from class, the supervising staff member at that assigned time has control and responsibility for student.*
- D. Procedures for return of a student to a specific class from which the student was removed. *To return to a class from which a student was removed, student must have at a minimum a meeting with the principal or designee, but may also include a meeting with parent, teacher and student, and principal or designee. A student must have a written referral, phone call home and a meeting with the principal and/or designee to return to class. A contract for readmission may also be required.*
- E. Procedures for Notification. *To notify students and parents/guardians of violations of the rules of conduct and resulting disciplinary action, the teacher and/or principal or designee will contact home.*

Actions or approvals required, such as notes, conferences, readmission plans, will be determined by teacher and principal and/or designee.

- F. ~~Disabled~~ Students with a Disability; Special Provisions.
 - 1. *If there is a need for further assessment, interventions with parents, teachers, counselors, administrators, student concern's meeting will be documented;*
 - 2. *Depending on length of removal from class, Individual Education Plan (IEP) review may be initiated by student's case manager. IEP review is required if removal exceeds five (5) consecutive days or ten (10) days cumulative.*
 - 3. *If there is a need for a student referral for further special education services,*



interventions with parents, teachers, counselors, administrators, student concern's meeting will be documented;

- G. Procedures for detecting and addressing chemical abuse problems of students while on School Premises. *Student will be referred to principal or designee, school liaison officer or student concerns team and possibly to a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26; and Teacher reporting procedures to the chemical abuse preassessment team will follow Minn. Stat. § 121A.29.*
- H. Procedures for immediate and appropriate interventions tied to violations of the Code of Student Conduct *will follow current discipline policy.*
- I. Procedures determined appropriate for encouraging early involvement of parents or guardians in attempts to improve a student's behavior. *For improvement of student behavior, parents may be contacted via email, phone calls, or conference, which can be initiated either by teachers, the counselor, administrator or the parent when appropriate.*
- J. Procedures determined appropriate for encouraging Early Detection of Behavioral Problems. *To encourage early detection of behavior problems, referrals should be made to the dean of students, counselor, principal, or Student Concerns Team.*

IXII. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

The use of exclusionary practices for early learners as defined in Minnesota Statutes, section 121A.425 is prohibited. The use of exclusionary practices to address attendance and truancy issues is prohibited.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
 - 1. Willful violation of any reasonable school board regulation, including those found in this policy;



2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.



4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minnesota Statutes section 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.



8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of



hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the



right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the



termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minnesota Statutes section 120B.232, subdivision 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XIV. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XV. STUDENT DISCIPLINE RECORDS

It is the policy of the school district that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13.

XVI. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline—up to and including expulsion—as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a



manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XVII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;
3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and



6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIXV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XXVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References:	Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
	Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
	Minn. Stat. § 120B.232 (Character Development Education)
	Minn. Stat. § 121A.26 (School Preassessment Teams)
	Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
	Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
	Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
	Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
	Minn. Stat. § 121A.60(Definitions)
	Minn. Stat. § 121A.61 (Discipline and Removal of Students From Class)
	Minn. Stat. § 122A.42 (General Control of Schools)
	Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
	Minn. Stat. § 124D.03 (Enrollment Options Program)
	Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
	Minn. Stat. Ch. 125A (Special Education and Special Program)
	Minn. Stat. § 152.22, Subd. 6 (Definitions)
	Minn. Stat. § 152.23 (Limitations)
	Minn. Stat. Ch. 260A (Truancy)
	Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
	20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
	29 U.S.C. § 794 <i>et seq.</i> (Rehabilitation Act of 1973, § 504)
	34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References:	MSBA/MASA Model Policy 413 (Harassment and Violence)
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MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)



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509 ENROLLMENT OF NONRESIDENT STUDENTS

I. PURPOSE

The school district desires to participate in the Enrollment Options Program (**Open Enrollment**) established by Minnesota Statutes section 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

The school board adopts specific standards for acceptance and rejection of Open Enrollment applications.

- A. **Eligibility.** Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:
1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
 2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minnesota Statutes section 124D.03.
 3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.
- B. **Standards that may be used for rejection of application.** In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Minnesota Statutes section 121A.45 to enroll during the term of the expulsion if the student was expelled for:
1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
 2. possessing or using an illegal drug at school or a school function;
 3. selling or soliciting the sale of a controlled substance while at school or a school



- function; or
4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.
- C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:
1. previous academic achievement of a student;
 2. athletic or extracurricular ability of a student;
 3. disabling conditions of a student;
 4. a student's proficiency in the English language;
 5. the student's district of residence; except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
 6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F. of this policy.
- D. Application. The student and parent or guardian must complete and submit a School District Enrollment Options Program application developed by the Minnesota Department of Education and available on their website (education.mn.gov). Go to "Students and Families," then, under "School Choice," select "Open Enrollment." The form is entitled, "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education."
- E. Lotteries. If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:
1. the student's resident district does not operate a school building;
 2. the municipality is located partially or fully within the boundaries of at least five school districts;
 3. the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
 4. no other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the school district lottery must be established by school board policy and



posted on the school district's website.

F. Exclusion

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minnesota Statutes section 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minnesota Statutes chapter 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minnesota Statutes section 120A.22, Subdivision 8.
2. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minnesota Statutes section 120A.22, subdivision 8.
3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a



resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

- H. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Legal References:

Minn. Stat. § 120A.22, Subd. 3(e) and Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Definitions)
Op. Minn. Atty. Gen. No. 169-f (August 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)

Cross References:

MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 517 (Student Recruiting)



Adopted: 12/19/05

Reviewed: 2014, 2021, 2022

Revised: 04/18/16, 3/18/24

Orig. 2003

514 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
 - 1. on school premises, on school district property, at school functions or activities, or on school transportation;
 - 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 - 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a co curricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student; or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless



of whether such act is committed on or off school district property and/or with or without the use of school district resources. **This policy also applies to sexual exploitation.**

- D.** Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

- BE.** No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

- CF.** Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

- DG.** Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

- EH.** False accusations or reports of bullying against another student are prohibited.

- FI.** A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and



including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- JG.** The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying, malicious and sadistic conduct as defined in this policy, and sexual exploitation.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional



distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

EF. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

FG. "Prohibited conduct" means bullying, ~~or cyberbullying as defined in this policy~~ malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct. ~~bullying.~~

GH. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

HI. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school



district office, but oral reports shall be considered complaints as well.

- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building



report taker or a third party designated by the school district.

- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary



consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is



directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians,



and staff, and this policy shall appear in the student handbook.

- B. This policy ~~or a summary thereof~~ must be conspicuously posted **throughout each school building**, in the administrative offices of the school district, and **in** the office of each school.
- C. This policy must be ~~given~~ **distributed** to each **school district or** school employee and independent contractor ~~who regularly interacts with students at the time of initial employment with the school district~~ **at the time of hiring or contracting**.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- E. **Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.**
- G. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 **and 121A.0312** and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)**
- Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.69 (Hazing Policy)
- Minn. Stat. Ch. 124E (Charter School)
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- 20 U.S.C. § 1232g *et seq.* (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 413 (Harassment and Violence)



MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)



Adopted: 08-21-17

Reviewed: 2019

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

Orig. 2017

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 meal 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 **a la carte items or second school** meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. 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.
- B. If the school district receives school breakfast aid under Minnesota Statutes section 124D.1158 or lunch aid under Minnesota Statutes section 124D.111, it must make breakfast and lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance. All kindergarten students receive a breakfast without charge.
- C. A student with an outstanding meal account balance will be allowed to receive a meal without providing payment. The cost of the meal will be added to the student's meal account balance.
- D. 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 meal account balance with the exception of a la carte items.
- E. 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.
- F. Each student will have their own meal 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.



- G. 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 a positive ten (\$10.00) or less.
- 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 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;



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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



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

Subject: Policy Update – First Reading

Meeting Date: March 18, 2024

Prepared by: Superintendent's Office

Date Prepared: March 14, 2024

☐

Information

☒

Briefing

☐

Action

☐

Enclosure Item(s)

Below is a summary of the changes to a list of policies. This is a **first read** of the following policy:

406	Public and Private Personnel Data



Adopted: 10/08/01

Reviewed: 2014

Revised: 07/23/18, 2022, 1/22/2024

Orig. 1995

406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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



position.

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

IV. PUBLIC PERSONNEL DATA

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



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

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

1. veteran status;
2. relevant test scores;



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



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

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

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

1. the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
2. potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data not listed in Section IV are private data will not be otherwise released unless authorized by law.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data with regard to data on individuals are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data must be disseminated to labor organizations to the extent necessary to conduct elections, investigate and process grievances and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS. Employee Social Security numbers are not necessary to implement the provisions of Chapter 179 and 179A.

The home addresses, nonemployer issued phone numbers and email addresses, dates of birth, and emails or other communications between exclusive representatives and their members, prospective members, and nonmembers are private data on individuals.

Dissemination of personnel data to a labor organization pursuant to Minnesota Statutes, section 13.43, subdivision 6, shall not subject the school district to liability under Minnesota Statutes, section 13.08.



Personnel data described under Minnesota Statutes, section 179A.07, subdivision 8, must be disseminated to an exclusive representative under the terms of that subdivision.

- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. a pre-petition screening team conducting an investigation of the employee under Minnesota Statutes, section 253B.07, subdivision 1; or
 - 3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of a crime or alleged crime committed by an employee.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the responsible authority determines that the employee's access to that data would:
 - 1. threaten the personal safety of the complainant or a witness; or
 - 2. subject the complainant or witness to harassment.

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

- L. The school district must report to the board of teaching or the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license, as required by Minnesota Statutes, section 122A.20, subdivision 2, and shall, upon written request from the licensing board having jurisdiction over a license, provide the licensing board with information about the teacher or administrator from the school district's files,



any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes, section 122A.20, subdivision 2.

- M. Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes, Chapter 268.
- N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes, Chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines.
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if
 1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
 2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes, Chapter 13. Data that are released under this paragraph must not include data on the student.
- P. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- Q. Protected health information, as defined in 45 code of Federal Regulations, Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required by law.
- R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations - and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of



operation for the school district or government entity.

- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner of MDE makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4 or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes 13.41, subdivision 5, and must provide the PELSB and the licensing division at MDE with the necessary and relevant information to enable the PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring authority must contact PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

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

VII. CHANGE IN CLASSIFICATIONS

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

VIII. RESPONSIBLE AUTHORITY

The school district has designated the Superintendent as the authority responsible for personnel data.



The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

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

Legal References:

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

Cross References:

MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA Law Bulletin "I" (School Records – Privacy – Access to Data)



ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Acknowledgement of Contributions Resolution

Meeting Date: March 18, 2024

Prepared by: Business Office

Date Prepared: March 6, 2024

☐	Information	☐	Briefing	☒	Action	☐	Enclosure Item(s)
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RESOLUTION

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

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

<i>Donor</i>	<i>Amount</i>	<i>Fund</i>
Rockford Education Foundation	\$9,786.66	General Fund (REAMS Theater Staging & Skirting)
Rockford Education Foundation	\$598.18	General Fund (Sensory Table & Drying Rack for Preschool)
Rockford Education Foundation	\$352.05	General Fund (RMS Interdisciplinary Research Unit)
Rockford Education Foundation	\$710.15	General Fund (RHS CNA Supplies & Supplies for DP Biology Internal Assessments)
Rockford Education Foundation	\$449.10	General Fund (RMS-CES Etch-A-Sketches for Art Room)
Rockford Education Foundation	\$531.91	General Fund (RHS CNA Supplies)
Rockford Education Foundation	\$174.18	General Fund (RHS CNA Supplies)
Rockford Education Foundation	\$130.48	General Fund (RHS IB Biology Project Supplies)
Rockford Education Foundation	\$307.30	General Fund (RHS CNA Supplies & Supplies for IB Biology Projects)
Rockford Area Athletic Association	Improved and constructed 4 new dugouts (\$110,000)	Softball Program