



ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

A Tradition of Excellence, One Student at a Time

Agenda for September 15, 2025

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 9
 - C. Consent--Approval of Bills and Wire Transfers 10
 - D. Consent--Approval of Open Enrollments 22
5. **SUPERINTENDENT REPORT**
 - A. Superintendents' Report 23
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6. **STUDENT ACHIEVEMENT AND GROWTH**
 - A. RMS-CES Principal Report 25
 - B. North Star Assessment Report 26
 - C. ADSIS Presentation 53
7. **HEALTHY AND SUPPORTIVE ENVIRONMENT**
8. **STEWARDSHIP OF RESOURCES**
 - A. Technology Report 68
 - B. Preliminary Levy Certification 84
 - C. Resolution Appointing Election Judges 87
 - D. Negotiations Update 91
 - E. Meal Price Approval 93
9. **CULTURE OF COLLECTIVE PURPOSE**
 - A. Policy Updates Final Reading 94
10. **COMMUNITY, SCHOOL AND FAMILY PARTNERSHIP**
 - A. Resolution of Acknowledgment of Contributions/Donations 190
 - B. Negotiations Meeting: Monday, September 22, 2025 at 3:30 pm in the District Office Board Room.
Policy Committee Meeting: Monday, October 6, 2025 at 2:30 pm in the District Office



ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

Conference Room.

Negotiations Committee Meeting: Monday, October 6, 2025 at 3:15 pm in the District Office Board Room.

School Board Work Session: Monday, October 6, 2025 at 5:30 pm in the District Office Board Room.

C. Closed Session - Negotiations

191

D. 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

Eric Gordee	Jessica Johnson
Jamie Hillstrom	Chris Morgan
Dr. Beth Praska	Kevin Sjodin
Superintendent Dr. Jeff Ridlehoover	



Independent School District #883

Regular School Board Meeting

Tuesday, August 19, 2025

Pursuant to due call and notice, the Rockford Board of Education met in a Regular School Board Meeting on Tuesday, August 19, 2025 in the District Board Room. Chair Gordee called the meeting to order at 8:01 am. Members Gordee, Johnson, Morgan, and Hillstrom were present in person, Member Sjodin was present virtually. Also present was Superintendent Jeff Ridlehoover, Director of Business Operations Mike McNulty, and Administrative Assistant Courtney Neibert. Member Praska was absent.

Pledge of Allegiance

The meeting opened with the Pledge of Allegiance.

APPROVAL OF AGENDA

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

PUBLIC COMMENTS

There were no public comments.

CONSENT ITEMS

Motion by Hillstrom, seconded by Morgan to approve the consent items. Motion carried.

- **Minutes:**

July 21, 2025 Regular Meeting

- **Personnel:**

Status	First Name	Last Name	Position	Date(s)
Leave	Allison	Leistico	REAMS Counselor	September 17 - December 17, 2025
Leave	Britta	Bauer	RMS Teacher	October 20, 2025- June 4, 2026
Lane Change	Laura	Ellos	MA+20 to MA+30	September 1, 2025
Lane Change	Madison	Wawzazek	BA to MA	September 1, 2025
Lane Change	Dan	Houghton	MA+10 to MA+30	September 1, 2025
New Hire	Amanda	Carlen	Athletic Trainer	August 1, 2025
New Hire	Jessica	Attleson	EC/Preschool Teacher	August 5, 2025
New Hire	Aiden	Rund	Community Ed	August 6, 2025
New Hire	Sydney	Yakesh	Community Ed	August 12, 2025
New Hire	Lydia	Gorman	Gymnastics	July 21, 2025
New Hire	Brooklyn	Comeaux	Gymnastics	July 21, 2025
New Hire	Jeffrey	Wright	Girls Soccer Assist Coach	August 11, 2025
New Hire	Bryan	Sandoval Vargas	Boys Soccer Coach	August 11, 2025
Resignation	Michelle	Anderson	EC/Preschool Teacher	July 7, 2025
Resignation	Jennifer	Buckingham	Paraprofessional	July 13, 2025
Resignation	Lindsey	Stotts	EC/Preschool Teacher	July 16, 2025
Resignation	Michelle	O'Hern	REAMS Secretary	September 3, 2025
Resignation	Lisa	Feyen	EC Assistant	August 7, 2025
Rehire	Karissa	Baillargeon	DO Custodian	June 2, 2025

- **Bills and Wire Transfers:**

July 2025 Disbursements Paid (listings attached):

Fund 01 General Fund	\$668,414.64
Fund 01 Payroll	\$158,074.17
Fund 01 BankWest	\$
Fund 02 Food Service	\$ 82,006.60
Fund 04 Community Services	\$ 19,796.73
Fund 04 CEd-BWest/KSBank	\$ 4,930.38
Fund 06 Building Construction	\$ 256,865.65
Fund 07 Debt Redemption	\$ 575.00
Fund 21 Student Activities	\$ 15,265.31
Fund 45 OPEB Trust	\$ 0
Total All Funds	\$ 1,205,928.48

- **Open Enrollments:**

Resident Students Attending Other Schools

Grade	Non-Resident District	Number	Date Effective	Address Change/New Enrollment
K	Delano	879	9/6/2025	Prefer Delano Schools
4	Orono	278	9/2/2025	More activities options in Orono
K	Osseo	279	9/2/2025	Siblings attend Osseo
K	Osseo	279	9/2/2025	Magnet acceptance
10	Delano	879	9/2/2025	looking for a change in learning environment
6	Delano	879	9/2/2025	Moving to Delano soon
4	Delano	879	9/4/2025	More options
6	Delano	879	9/2/2025	More options
K	Delano	879	9/2/2025	More options
K	Orono	278	9/2/2025	More options in Orono
9	Buffalo-Hanover-Montrose	877	9/2/2025	Previously attended Buffalo
6	Buffalo-Hanover-Montrose	877	9/2/2025	More academic and athletic options

Non-Resident Students Attending Rockford

Grade	Resident District	Number	Date Effective	Address Change/New Enrollment
5	Osseo	279	9/2/2025	NEW ENROLLMENT--Good School
K	Buffalo-Hanover-Montrose	877	9/2/2025	NEW ENROLLMENT--prefer Rockford Schools
K	Robbinsdale	281	9/2/2025	NEW ENROLLMENT
6	Osseo	279	9/2/2025	NEW ENROLLMENT--Good School
K	Buffalo-Hanover-Montrose	877	9/2/2025	NEW ENROLLMENT--location is closer to our home
6	Robbinsdale	281	9/2/2025	NEW ENROLLMENT--prefer smaller school
5	Elk River	728	9/2/2025	NEW ENROLLMENT
1	Elk River	728	9/2/2025	NEW ENROLLMENT--sibling attends Rockford
6	Osseo	279	9/2/2025	NEW ENROLLMENT
5	Osseo	279	9/2/2025	NEW ENROLLMENT--smaller class sizes; interested in environmental focus
5	Osseo	279	9/2/2025	NEW ENROLLMENT--STEM program
8	Osseo	279	9/2/2025	NEW ENROLLMENT--likes smaller school size and more challenging curriculum
9	Buffalo-Hanover-Montrose	877	9/2/2025	NEW ENROLLMENT
2	Osseo	279	9/2/2025	NEW ENROLLMENT--Good School
5	Osseo	279	9/2/2025	NEW ENROLLMENT--Good School
2	Buffalo-Hanover-Montrose	877	9/2/2025	Family move--wanted to stay enrolled at Rockford Schools
K	Buffalo-Hanover-Montrose	877	9/2/2025	NEW ENROLLMENT--older sibling attends Rockford
10	Brooklyn Center	286	9/2/2025	NEW ENROLLMENT
4	Brooklyn Center	286	9/2/2025	NEW ENROLLMENT
7	Brooklyn Center	286	9/2/2025	NEW ENROLLMENT
8	Brooklyn Center	286	9/2/2025	NEW ENROLLMENT
K	Elk River	728	9/2/2025	NEW ENROLLMENT--prefers smaller school
K	Osseo	279	9/2/2025	NEW ENROLLMENT--parent works @ Rockford Schools

SUPERINTENDENT'S REPORT

- **August 2025 Superintendent's Report:** Dr. Jeff Ridlehoover presented an update on the schools.

STUDENT ACHIEVEMENT AND GROWTH

- **Summer School Programming 2025 Update:** Jill Gordee presented a review of the 2025 Summer School Programming.

STEWARDSHIP OF RESOURCES

- **Facilities Update - Summer Projects:** Director McNulty presented an update on summer facilities projects.
- **Negotiations Update:** Director McNulty presented an update on EMR Negotiations
- **Substatute Pay Rate Approval:** Director McNulty presented Substatute Pay Rates for the board approval.

Gordee motioned to approve the substitute pay rate as presented. Johnson seconded. Motion carried unanimously.

CULTURE OF COLLECTIVE PURPOSE

- **Policy Updates Final Read:** The board was presented with the following policy updates that were reviewed by the Policy Committee for a Final reading. Policies 710, 711, 712, 713R, 714, 720, 413 FORM, 414 FORM, 415, 506, 506 FORM, 522, and 524R.

Motion by Hillstrom seconded by Johnson to approve policies 710, 711, 712, 713R, 714, 720, 413 FORM, 414 FORM, 415, 506, 506 FORM, 522, and 524R as presented. Motion passed unanimously.

- **Policy Updates First Read:** The board was presented with the following policy updates that were reviewed by the Policy Committee for a first reading. Policies 708, 709R, 721, 416, 414, 514, 516.5, 616, 722, and 806.

COMMUNITY, SCHOOL AND FAMILY PARTNERSHIP

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

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

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>
Jack Boecker	\$0.05	Food Service Fund (donating remaining amount of senior lunch account balance towards outstanding senior lunch account balances)
Benjamin Vanyo	\$0.80	Food Service Fund (donating remaining amount of senior lunch account balance towards outstanding senior lunch account balances)
Brian Roberts	\$1.00	Food Service Fund (donating remaining amount of senior lunch account balance towards outstanding senior lunch account balances)
Karol Velasco	\$5.50	Food Service Fund (donating remaining amount of senior lunch account balance towards outstanding senior lunch account balances)
Lillian Jorgenson	\$0.80	Food Service Fund (donating remaining amount of senior lunch account balance towards outstanding senior lunch account balances)
Rockford Education Foundation	\$5,150.00	General Fund Donation (REAMS 2nd & 4th grade Artist in Residency)
Rockford Education Foundation	\$115.10	General Fund Donation (REAMS Battle of the Books)
Rockford Education Foundation	\$850.00	General Fund Donation (RHS Banners)
Rockford Education Foundation	\$1,095.16	General Fund Donation (RHS Find your Way Hospitality & Tourism Management Textbooks)
Rockford Education Foundation	\$80.06	General Fund Donation (RMS Battle of the Books)
Chisago Lakes School District	154 Mitel Phones (valued at approximately \$4,000.00)	General Fund Donation

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

Whereupon said resolution was declared duly passed and adopted.

● **Upcoming Meetings:**

- Negotiations Committee Meeting: Monday, September 8, 2025 at 3:30 pm in the District Office Board Room.
- Board of Education Work Session: Monday, September 15, 2025 at 5:30 pm in the District Office Board Room.
- Regular Meeting of the Board of Education: Monday, September 15, 2025 at 6:30 pm in the District Office Board Room.

● **Board Committee Updates:**

- Gordee - Board Prep Call.
- Johnson - MAWSECO Meeting, MAWSECO Negotiations, Policy Committee Meeting, Retirement Committee Meeting, Board Prep Call, Negotiations Meeting.
- Hillstrom - Negotiations Meeting, Chamber meeting, Policy Committee Meeting, Retirement Committee meeting.
- Morgan - None
- Sjodin - Negotiations Meeting, MSBA training.

Johnson motioned to adjourn the meeting at 6:05 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: September 15, 2025

Prepared By: Human Resources Office

Date Prepared: September 12, 2025

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

Status	First Name	Last Name	Position	Date(s)
New Hire	Brenda	Limon-Peterson	EC Assistant	2025-2026
New Hire	Grace	McCoy	REAMS Secretary	September 2, 2025
Lane Change	Alyson	Reeves	BA to BA+20	September 15, 2025
Status Change	Averi	Kuipers (Shrode)	Gymnastics Coordinator to HS Gymnastics coach	September 5, 2025
Status Change	Heidi	Sanderson	OnStaff Substitute Teacher	September 5, 2025
Status Change	Trevor	Schroeder	REAMS Custodian to REAMS Lead Custodian	September 8, 2025
Resignation	Mary	Spangler	RHS SpEd Paraprofessional	August 12, 2025
Resignation	Justin	Bergman	REAMS Lead Custodian	September 12, 2025



ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: *Consent Bills Paid and Wires in August 2025*

Meeting Date: September 15, 2025

Prepared by: Mike McNulty

Date Prepared: September 10, 2025

Information Briefing Action Enclosure Item(s)

August 2025 Disbursements Paid (listings attached):

Fund 01 General Fund	\$673,315.66
Fund 01 Payroll	\$
Fund 01 BankWest	\$
Fund 02 Food Service	\$ 17,009.06
Fund 04 Community Services	\$ 25,788.49
Fund 04 CEEd-BWest/KSBank	\$
Fund 06 Building Construction	\$ 293,898.82
Fund 07 Debt Redemption	\$
Fund 21 Student Activities	\$ 2,832.56
Fund 45 OPEB Trust	\$ 0
 Total All Funds	 \$ 1,012,844.59

Rockford ISD #0883 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
												Void	Date	
AS2		63943	109087	Check	1	1215		XCEL ENERGY		Yes	No	Yes	08/11/2025	(14,707.65)
AS2		64044	109187	Check	1	8399		AMPION PBC		Yes	No	No	08/07/2025	217.44
AS2		64043	109188	Check	1	1230		RATWIK, ROSZAK & MALONEY, P.A.		Yes	No	No	08/07/2025	1,577.55
AS2		64065	109189	Check	1	6623		ADVANCED IMAGING SOLUTIONS		Yes	No	No	08/07/2025	5,954.59
AS2		64071	109190	Check	1	7981		AT&T MOBILITY		Yes	No	No	08/07/2025	38.23
AS2		64048	109191	Check	1	1059	remit	BLICK ART MATERIALS		Yes	No	No	08/07/2025	1,969.94
AS2		64066	109192	Check	1	7224		BSN SPORTS, LLC		Yes	No	No	08/07/2025	1,039.92
AS2		64073	109193	Check	1	8279		CADY BUSINESS TECHNOLOGIES, INC.		Yes	No	No	08/07/2025	2,717.95
AS2		64050	109194	Check	1	1180		CENTERPOINT ENERGY		Yes	No	No	08/07/2025	1,110.36
AS2		64051	109195	Check	1	1200		CUB FOODS - BUFFALO		Yes	No	No	08/07/2025	676.12
AS2		64079	109196	Check	1	8852		CYBER ADVISORS LLC		Yes	No	No	08/07/2025	1,595.75
AS2		64064	109197	Check	1	6377		DISH		Yes	No	No	08/07/2025	133.09
AS2		64074	109198	Check	1	8382		ECMECC		Yes	No	No	08/07/2025	8,347.50
AS2		64068	109199	Check	1	7344	remit	FIRST		Yes	No	No	08/07/2025	6,300.00
AS2		64078	109200	Check	1	8701	Remit	GAME ONE		Yes	No	No	08/07/2025	1,175.27
AS2		64069	109201	Check	1	7738		GRANITE TELECOMMUNICATIONS, LLC		Yes	No	No	08/07/2025	1,022.08
AS2		64057	109202	Check	1	3208	REMIT	GREAT AMERICAN BUSINESS PROD		Yes	No	No	08/07/2025	364.99
AS2		64063	109203	Check	1	5714		GREAT LAKES SPORTS		Yes	No	No	08/07/2025	2,122.88
AS2		64062	109204	Check	1	5416		GRIMM DESIGN, LLC		Yes	No	No	08/07/2025	2,000.00
AS2		64061	109205	Check	1	5258		HERC-U-LIFT		Yes	No	No	08/07/2025	334.00
AS2		64055	109206	Check	1	2323		HOUSE OF PRINT		Yes	No	No	08/07/2025	4,765.17
AS2		64081	109207	Check	1	8913		INFINITY FLOORING, LLC		Yes	No	No	08/07/2025	111,509.72
AS2		64059	109208	Check	1	4673		INTEGRIPRINT		Yes	No	No	08/07/2025	4,883.77
AS2		64080	109209	Check	1	8904		KRUSEMARK, LEEANNE		Yes	No	No	08/07/2025	90.00
AS2		64076	109210	Check	1	8615		LIBERTY MUTUAL INSURANCE		Yes	No	No	08/07/2025	246,276.00
AS2		64077	109211	Check	1	8620		LOTUS HEALTHCARE SOLUTIONS, LLC		Yes	No	No	08/07/2025	1,800.00
AS2		64072	109212	Check	1	8042		MASPA/STATE NEGOTIATORS		Yes	No	No	08/07/2025	605.00
AS2		64047	109213	Check	1	1044		MAWSECO #938		Yes	No	No	08/07/2025	233,598.60
AS2		64054	109214	Check	1	1471	remit	MCEA		Yes	No	No	08/07/2025	100.00
AS2		64046	109215	Check	1	1039		MINNESOTA ELEVATOR, INC		Yes	No	No	08/07/2025	543.42
AS2		64052	109216	Check	1	1366		NEFF/JOSTENS		Yes	No	No	08/07/2025	600.32
AS2		64082	109217	Check	1	8916		ORNELL LAWN SERVICES, LLC		Yes	No	No	08/07/2025	3,310.00
AS2		64075	109218	Check	1	8402		REPUBLIC SERVICES, INC.		Yes	No	No	08/07/2025	473.19
AS2		64067	109219	Check	1	7252		RITEWAY BUSINESS FORMS		Yes	No	No	08/07/2025	307.06
AS2		64049	109220	Check	1	1062	remit	SCHOLASTIC INC		Yes	No	No	08/07/2025	1,045.00
AS2		64045	109221	Check	1	1012		SCHOOL SPECIALTY INC		Yes	No	No	08/07/2025	558.86
AS2		64053	109222	Check	1	1379		SHIFFLER		Yes	No	No	08/07/2025	228.23

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		64058	109223	Check	1	3856		TECH ACADEMY/COMPUTER EXPLORER:		Yes	No	No	08/07/2025	1,896.00
AS2		64070	109224	Check	1	7786	REMIT	TERRAFORM PHOENIX II ARCADIA		Yes	No	No	08/07/2025	140.34
AS2		64060	109225	Check	1	5149		TOLL COMPANY		Yes	No	No	08/07/2025	53.07
AS2		64056	109226	Check	1	2666		WRIGHT COUNTY CONFERENCE		Yes	No	No	08/07/2025	4,000.00
AS2		64083	109227	Check	1	1215		XCEL ENERGY		Yes	No	No	08/12/2025	10,257.07
AS2		64084	109228	Check	1	1215		XCEL ENERGY		Yes	No	No	08/12/2025	14,707.65
AS2		64114	109229	Check	1	8624		AGPARTS WORLDWIDE, INC.		Yes	No	No	08/15/2025	204.85
AS2		64117	109230	Check	1	8864		AMORE ART LLC		Yes	No	No	08/15/2025	1,300.00
AS2		64118	109231	Check	1	8939	remit	AMPLIFY EDUCATION, INC.		Yes	No	No	08/15/2025	2,128.00
AS2		64111	109232	Check	1	7796		ANTHEM SPORTS, LLC		Yes	No	No	08/15/2025	822.77
AS2		64108	109233	Check	1	7224		BSN SPORTS, LLC		Yes	No	No	08/15/2025	238.99
AS2		64112	109234	Check	1	8279		CADY BUSINESS TECHNOLOGIES, INC.		Yes	No	No	08/15/2025	605.08
AS2		64115	109235	Check	1	8678	remit	EDFINMN LLC		Yes	No	No	08/15/2025	9,225.00
AS2		64106	109236	Check	1	5258		HERC-U-LIFT		Yes	No	No	08/15/2025	269.95
AS2		64109	109237	Check	1	7736		JOHNSON CONTROLS FIRE PROTECTION		Yes	No	No	08/15/2025	683.54
AS2		64119	109238	Check	1	8970		MASL		Yes	No	No	08/15/2025	130.00
AS2		64101	109239	Check	1	1267		MASSP		Yes	No	No	08/15/2025	890.00
AS2		64102	109240	Check	1	1394		MBNA/BUSINESS CARD		Yes	No	No	08/15/2025	11,192.60
AS2		64104	109241	Check	1	2216		MENARDS INC		Yes	No	No	08/15/2025	215.27
AS2		64107	109242	Check	1	6187		MN FFA		Yes	No	No	08/15/2025	225.00
AS2		64110	109243	Check	1	7771	remit	MRI SOFTWARE, LLC		Yes	No	No	08/15/2025	14.00
AS2		64105	109244	Check	1	4279		ROCKFORD RIVER DAYS		Yes	No	No	08/15/2025	135.00
AS2		64113	109245	Check	1	8498		SCHMITT MUSIC ANOKA		Yes	No	No	08/15/2025	254.00
AS2		64100	109246	Check	1	1037	remit	STAR TRIBUNE		Yes	No	No	08/15/2025	130.50
AS2		64103	109247	Check	1	1841		WRIGHT TECHNICAL CENTER		Yes	No	No	08/15/2025	162.54
AS2		64116	109248	Check	1	8684		YALE MECHANICAL, LLC		Yes	No	No	08/15/2025	1,077.00
AS2		64120	109249	Check	1	8566		H2I GROUP, INC.		Yes	No	No	08/15/2025	172,880.00
AS2		64122	109250	Check	1	1644		ISD #883 EDUCATION FOUNDATION		Yes	No	No	08/15/2025	69.00
AS2		64121	109251	Check	1	1969		SCHOOL SERVICE EMPLOYEES		Yes	No	No	08/15/2025	958.28
AS2		64141	109252	Check	1	4335		4 POINT 0 SCHOOL SERVICES		Yes	No	No	08/18/2025	3,213.99
AS2		64142	109253	Check	1	4692		BRAUN INTERTEC CORP		Yes	No	No	08/18/2025	4,509.10
AS2		64138	109254	Check	1	3539		CENGAGE LEARNING		Yes	No	No	08/18/2025	2,605.90
AS2		64150	109255	Check	1	8701	Remit	GAME ONE		Yes	No	No	08/18/2025	74.91
AS2		64137	109256	Check	1	3254		H&B SPECIALIZED PRODUCTS, INC		Yes	No	No	08/18/2025	2,208.00
AS2		64134	109257	Check	1	1057		HILLYARD		Yes	No	No	08/18/2025	240.50
AS2		64143	109258	Check	1	5165	remit	ICS CONSULTING, LLC - 138006		Yes	No	No	08/18/2025	5,000.00
AS2		64139	109259	Check	1	3679	remit	INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	08/18/2025	8,457.38

Rockford ISD #0883 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
												Void	Date	
AS2		64140	109260	Check	1	4111	REMIT	JOSTENS INC		Yes	No	No	08/18/2025	18.17
AS2		64135	109261	Check	1	1437		KOIVISTO ELECTRICAL		Yes	No	No	08/18/2025	4,510.00
AS2		64145	109262	Check	1	6603		LANO EQUIPMENT -LORETTO		Yes	No	No	08/18/2025	1,083.19
AS2		64147	109263	Check	1	7873		ON SITE COMPANIES, INC.		Yes	No	No	08/18/2025	1,239.00
AS2		64146	109264	Check	1	6736		REGION 2A - MSHSL		Yes	No	No	08/18/2025	200.00
AS2		64136	109265	Check	1	2895		ROCKET BOOSTERS		Yes	No	No	08/18/2025	90.00
AS2		64144	109266	Check	1	6279		SHI INTERNATIONAL CORP.		Yes	No	No	08/18/2025	535.00
AS2		64148	109267	Check	1	8409		SQUIRES, WALDSPURGER & MACE, P.A.		Yes	No	No	08/18/2025	168.00
AS2		64149	109268	Check	1	8684		YALE MECHANICAL, LLC		Yes	No	No	08/18/2025	11,150.00
AS2		64171	109269	Check	1	8973		ADELMAN, GABRIEL		Yes	No	No	08/22/2025	360.00
AS2		64151	109270	Check	1	1180		CENTERPOINT ENERGY		Yes	No	No	08/22/2025	193.87
AS2		64163	109271	Check	1	5507		CITY OF GREENFIELD WATER & SEWER I		Yes	No	No	08/22/2025	751.69
AS2		64168	109272	Check	1	8265		DOMINO'S PIZZA		Yes	No	No	08/22/2025	170.69
AS2		64156	109273	Check	1	2323		HOUSE OF PRINT		Yes	No	No	08/22/2025	5,149.71
AS2		64159	109274	Check	1	3679	remit	INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	08/22/2025	11,410.79
AS2		64153	109275	Check	1	2051		INTERMEDIATE DISTRICT 287		Yes	No	No	08/22/2025	411.24
AS2		64161	109276	Check	1	4613		KENNEDY AND GRAVEN		Yes	No	No	08/22/2025	762.50
AS2		64152	109277	Check	1	1267		MASSP		Yes	No	No	08/22/2025	195.00
AS2		64165	109278	Check	1	7857		MCLEOD COMMUNITY SOLAR ONE LLC		Yes	No	No	08/22/2025	1,814.34
AS2		64166	109279	Check	1	7858		MEEKER COMMUNITY SOLAR ONE LLC		Yes	No	No	08/22/2025	2,639.29
AS2		64155	109280	Check	1	2216		MENARDS INC		Yes	No	No	08/22/2025	476.35
AS2		64158	109281	Check	1	3482		MSHSL		Yes	No	No	08/22/2025	2,480.00
AS2		64162	109282	Check	1	5330		OVERHEAD DOOR CO. OF THE NORTHL		Yes	No	No	08/22/2025	766.15
AS2		64170	109283	Check	1	8972		PAOLA ARROYO ALFARO		Yes	No	No	08/22/2025	50.00
AS2		64169	109284	Check	1	8412		PERFORMANCE FOODSERVICE		Yes	No	No	08/22/2025	4,671.35
AS2		64157	109285	Check	1	2398		PERFORMANCE TOURS		Yes	No	No	08/22/2025	130.00
AS2		64154	109286	Check	1	2193		SCHOOL MATE		Yes	No	No	08/22/2025	2,476.60
AS2		64164	109287	Check	1	5574		SUMMIT FIRE PROTECTION		Yes	No	No	08/22/2025	2,473.00
AS2		64160	109288	Check	1	4387		TAHER INC - BIN# 135092		Yes	No	No	08/22/2025	17,009.06
AS2		64167	109289	Check	1	8253		VITALSIGNS		Yes	No	No	08/22/2025	2,360.00
AS2		64172	109290	Check	1	1215		XCEL ENERGY		Yes	No	No	08/26/2025	14,598.53
AS2		64175	109291	Check	1	1177		A MAZE'N FARMYARD		Yes	No	No	08/28/2025	890.00
AS2		64182	109292	Check	1	2729		BAND SHOPPE		Yes	No	No	08/28/2025	1,001.60
AS2		64188	109293	Check	1	6791		BARFKNECHT, ALAN		Yes	No	No	08/28/2025	100.00
AS2		64194	109294	Check	1	8279		CADY BUSINESS TECHNOLOGIES, INC.		Yes	No	No	08/28/2025	605.08
AS2		64178	109295	Check	1	1666		DISCOUNT SCHOOL SUPPLY		Yes	No	No	08/28/2025	885.37
AS2		64190	109296	Check	1	6829		DRUSCH, MERLYN		Yes	No	No	08/28/2025	100.00

Rockford ISD #0883 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
													Date		
AS2		64200	109297	Check	1	8975		EDGAR, MATTHEW		Yes	No	No	08/28/2025		97.00
AS2		64189	109298	Check	1	6792		EICHACKER, ERIC		Yes	No	No	08/28/2025		159.00
AS2		64195	109299	Check	1	8315		FREED, WILDER		Yes	No	No	08/28/2025		40.00
AS2		64191	109300	Check	1	7414		HAAS, CASEY		Yes	No	No	08/28/2025		100.00
AS2		64202	109301	Check	1	8977		KASE, MARK		Yes	No	No	08/28/2025		97.00
AS2		64203	109302	Check	1	8978		KIM, IN-JAE		Yes	No	No	08/28/2025		159.00
AS2		64186	109303	Check	1	6603		LANO EQUIPMENT -LORETTO		Yes	No	No	08/28/2025		1,062.91
AS2		64174	109304	Check	1	1098		MACGILL & CO		Yes	No	No	08/28/2025		937.29
AS2		64192	109305	Check	1	7697		MARISELA V NELSON INTERPRETING		Yes	No	No	08/28/2025		200.00
AS2		64180	109306	Check	1	2216		MENARDS INC		Yes	No	No	08/28/2025		309.75
AS2		64181	109307	Check	1	2662		MERLINO, RORY		Yes	No	No	08/28/2025		72.00
AS2		64183	109308	Check	1	4797		MIDLAND NURSERY & LANDSCAPING, IN		Yes	No	No	08/28/2025		798.00
AS2		64201	109309	Check	1	8976		OLSON, JUDE		Yes	No	No	08/28/2025		174.00
AS2		64193	109310	Check	1	8039		O'NEIL CUSTOM BAGS & EMBROIDERY II		Yes	No	No	08/28/2025		92.50
AS2		64198	109311	Check	1	8822		OSTOLIC, DRAGAN		Yes	No	No	08/28/2025		333.00
AS2		64197	109312	Check	1	8715		PRATT, ELIZABETH		Yes	No	No	08/28/2025		80.00
AS2		64173	109313	Check	1	1012		SCHOOL SPECIALTY INC		Yes	No	No	08/28/2025		78.24
AS2		64187	109314	Check	1	6733		STRICKFADEN, KYLE		Yes	No	No	08/28/2025		100.00
AS2		64185	109315	Check	1	6437		TASC		Yes	No	No	08/28/2025		34.50
AS2		64179	109316	Check	1	1828		TRAEN, TODD		Yes	No	No	08/28/2025		100.00
AS2		64196	109317	Check	1	8391		US OMNI & TSACG COMPLIANCE SERVIC		Yes	No	No	08/28/2025		268.64
AS2		64199	109318	Check	1	8969		VENTRIS LEARNING LLC		Yes	No	No	08/28/2025		451.50
AS2		64176	109319	Check	1	1192		VERIZON WIRELESS		Yes	No	No	08/28/2025		351.47
AS2		64184	109320	Check	1	5957		WESSON, JEROME		Yes	No	No	08/28/2025		97.00
AS2		64177	109321	Check	1	1416		WRIGHT COUNTY JOURNAL PRESS		Yes	No	No	08/28/2025		102.69

Bank Total: \$996,080.69

Report Total: \$996,080.69

Payment Distributions

Period: 202602-202602 JE Code: 0-999999999

L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Cd	Debit Amount	Credit Amount
B	01	101	000				F	Cash & Cash Equiv		63943	AS2	1	1215		XCEL ENERGY	202602	9905	14,707.65	0.00
B	01	101	000				F			64043	AS2	1	1230		RATWIK, ROSZAK & M/	202602	9905	0.00	1,577.55
B	01	101	000				F			64044	AS2	1	8399		AMPION PBC	202602	9905	0.00	217.44
B	01	101	000				F			64045	AS2	1	1012		SCHOOL SPECIALTY INC	202602	9905	0.00	34.28
B	01	101	000				F			64045	AS2	1	1012		SCHOOL SPECIALTY INC	202602	9905	0.00	436.08
B	01	101	000				F			64045	AS2	1	1012		SCHOOL SPECIALTY INC	202602	9905	0.00	88.50
B	01	101	000				F			64046	AS2	1	1039		MINNESOTA ELEVATOR	202602	9905	0.00	543.42
B	01	101	000				F			64047	AS2	1	1044		MAWSECO #938	202602	9905	0.00	233,598.60
B	01	101	000				F			64048	AS2	1	1059	remit	BLICK ART MATERIALS	202602	9905	0.00	1,969.94
B	01	101	000				F			64049	AS2	1	1062	remit	SCHOLASTIC INC	202602	9905	0.00	220.00
B	01	101	000				F			64049	AS2	1	1062	remit	SCHOLASTIC INC	202602	9905	0.00	825.00
B	01	101	000				F			64050	AS2	1	1180		CENTERPOINT ENERGY	202602	9905	0.00	244.69
B	01	101	000				F			64050	AS2	1	1180		CENTERPOINT ENERGY	202602	9905	0.00	532.81
B	01	101	000				F			64050	AS2	1	1180		CENTERPOINT ENERGY	202602	9905	0.00	33.34
B	01	101	000				F			64050	AS2	1	1180		CENTERPOINT ENERGY	202602	9905	0.00	43.97
B	01	101	000				F			64050	AS2	1	1180		CENTERPOINT ENERGY	202602	9905	0.00	255.55
B	01	101	000				F			64052	AS2	1	1366		NEFF/JOSTENS	202602	9905	0.00	600.32
B	01	101	000				F			64053	AS2	1	1379		SHIFFLER	202602	9905	0.00	228.23
B	01	101	000				F			64055	AS2	1	2323		HOUSE OF PRINT	202602	9905	0.00	4,765.17
B	01	101	000				F			64056	AS2	1	2666		WRIGHT COUNTY CONF	202602	9905	0.00	4,000.00
B	01	101	000				F			64057	AS2	1	3208	REMI	GREAT AMERICAN BUSI	202602	9905	0.00	364.99
B	01	101	000				F			64059	AS2	1	4673		INTEGRIPRINT	202602	9905	0.00	935.25
B	01	101	000				F			64060	AS2	1	5149		TOLL COMPANY	202602	9905	0.00	53.07
B	01	101	000				F			64061	AS2	1	5258		HERC-U-LIFT	202602	9905	0.00	167.00
B	01	101	000				F			64061	AS2	1	5258		HERC-U-LIFT	202602	9905	0.00	167.00
B	01	101	000				F			64063	AS2	1	5714		GREAT LAKES SPORTS	202602	9905	0.00	2,122.88
B	01	101	000				F			64065	AS2	1	6623		ADVANCED IMAGING SC	202602	9905	0.00	5,954.59
B	01	101	000				F			64066	AS2	1	7224		BSN SPORTS, LLC	202602	9905	0.00	1,039.92
B	01	101	000				F			64067	AS2	1	7252		RITWAY BUSINESS FO	202602	9905	0.00	307.06
B	01	101	000				F			64068	AS2	1	7344	remit	FIRST	202602	9905	0.00	6,300.00
B	01	101	000				F			64069	AS2	1	7738		GRANITE TELECOMMUN	202602	9905	0.00	1,022.08
B	01	101	000				F			64070	AS2	1	7786	REMI	TERRAFORM PHOENIX I	202602	9905	0.00	140.34
B	01	101	000				F			64071	AS2	1	7981		AT&T MOBILITY	202602	9905	0.00	38.23
B	01	101	000				F			64072	AS2	1	8042		MASPA/STATE NEGOTI/	202602	9905	0.00	605.00
B	01	101	000				F			64073	AS2	1	8279		CADY BUSINESS TECHN	202602	9905	0.00	2,717.95
B	01	101	000				F			64074	AS2	1	8382		ECMECC	202602	9905	0.00	8,347.50
B	01	101	000				F			64075	AS2	1	8402		REPUBLIC SERVICES, IN	202602	9905	0.00	473.19

Payment Distributions

Period: 202602-202602 JE Code: 0-99999999

L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Cd	Debit Amount	Credit Amount
B	01	101	000				F	Cash & Cash Equiv		64076	AS2	1	8615		LIBERTY MUTUAL INSUF	202602	9905	0.00	246,276.00
B	01	101	000				F			64079	AS2	1	8852		CYBER ADVISORS LLC	202602	9905	0.00	1,163.75
B	01	101	000				F			64079	AS2	1	8852		CYBER ADVISORS LLC	202602	9905	0.00	432.00
B	01	101	000				F			64083	AS2	1	1215		XCEL ENERGY	202602	9905	0.00	10,257.07
B	01	101	000				F			64084	AS2	1	1215		XCEL ENERGY	202602	9905	0.00	14,707.65
B	01	101	000				F			64100	AS2	1	1037	remit	STAR TRIBUNE	202602	9932	0.00	130.50
B	01	101	000				F			64101	AS2	1	1267		MASSP	202602	9932	0.00	890.00
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	276.01
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	477.07
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	286.48
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	230.85
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	125.58
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	395.89
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	487.83
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	90.75
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	41.58
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	1,267.14
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	171.96
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	618.59
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	79.05
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	221.37
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	646.72
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	143.86
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	420.00
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	27.99
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	58.50
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	705.93
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	438.17
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	267.10
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	20.65
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	774.82
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	115.10
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	95.94
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	113.75
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	7.00
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	113.23
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	22.78

Payment Distributions

Period: 202602-202602 JE Code: 0-999999999

L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Cd	Debit Amount	Credit Amount
B	01	101	000				F	Cash & Cash Equiv		64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	1,387.33
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	124.90
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	133.38
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	69.75
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	81.65
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	344.36
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	229.48
B	01	101	000				F			64102	AS2	1	1394		MBNA/BUSINESS CARD	202602	9932	0.00	80.06
B	01	101	000				F			64103	AS2	1	1841		WRIGHT TECHNICAL CEI	202602	9932	0.00	162.54
B	01	101	000				F			64104	AS2	1	2216		MENARDS INC	202602	9932	0.00	65.28
B	01	101	000				F			64104	AS2	1	2216		MENARDS INC	202602	9932	0.00	159.99
B	01	101	000				F			64104	AS2	1	2216		MENARDS INC	202602	9932	10.00	0.00
B	01	101	000				F			64105	AS2	1	4279		ROCKFORD RIVER DAY	202602	9932	0.00	135.00
B	01	101	000				F			64106	AS2	1	5258		HERC-U-LIFT	202602	9932	0.00	269.95
B	01	101	000				F			64108	AS2	1	7224		BSN SPORTS, LLC	202602	9932	0.00	238.99
B	01	101	000				F			64109	AS2	1	7736		JOHNSON CONTROLS FI	202602	9932	0.00	683.54
B	01	101	000				F			64111	AS2	1	7796		ANTHEM SPORTS, LLC	202602	9932	0.00	822.77
B	01	101	000				F			64112	AS2	1	8279		CADY BUSINESS TECHN	202602	9932	0.00	605.08
B	01	101	000				F			64113	AS2	1	8498		SCHMITT MUSIC ANOKA	202602	9932	0.00	36.00
B	01	101	000				F			64113	AS2	1	8498		SCHMITT MUSIC ANOKA	202602	9932	0.00	66.00
B	01	101	000				F			64113	AS2	1	8498		SCHMITT MUSIC ANOKA	202602	9932	0.00	85.00
B	01	101	000				F			64113	AS2	1	8498		SCHMITT MUSIC ANOKA	202602	9932	0.00	20.00
B	01	101	000				F			64113	AS2	1	8498		SCHMITT MUSIC ANOKA	202602	9932	0.00	30.00
B	01	101	000				F			64113	AS2	1	8498		SCHMITT MUSIC ANOKA	202602	9932	0.00	17.00
B	01	101	000				F			64114	AS2	1	8624		AGPARTS WORLDWIDE,	202602	9932	0.00	204.85
B	01	101	000				F			64115	AS2	1	8678	remit	EDFINMN LLC	202602	9932	0.00	9,225.00
B	01	101	000				F			64116	AS2	1	8684		YALE MECHANICAL, LL	202602	9932	0.00	1,077.00
B	01	101	000				F			64118	AS2	1	8939	remit	AMPLIFY EDUCATION, I	202602	9932	0.00	2,128.00
B	01	101	000				F			64121	AS2	1	1969		SCHOOL SERVICE EMPL	202602	9932	0.00	479.14
B	01	101	000				F			64121	AS2	1	1969		SCHOOL SERVICE EMPL	202602	9932	0.00	479.14
B	01	101	000				F			64122	AS2	1	1644		ISD #883 EDUCATION FC	202602	9932	0.00	22.00
B	01	101	000				F			64122	AS2	1	1644		ISD #883 EDUCATION FC	202602	9932	0.00	37.00
B	01	101	000				F			64122	AS2	1	1644		ISD #883 EDUCATION FC	202602	9932	0.00	10.00
B	01	101	000				F			64134	AS2	1	1057		HILLYARD	202602	9932	0.00	240.50
B	01	101	000				F			64135	AS2	1	1437		KOIVISTO ELECTRICAL	202602	9932	0.00	3,995.00
B	01	101	000				F			64135	AS2	1	1437		KOIVISTO ELECTRICAL	202602	9932	0.00	515.00
B	01	101	000				F			64136	AS2	1	2895		ROCKET BOOSTERS	202602	9932	0.00	90.00

Payment Distributions

Period: 202602-202602 JE Code: 0-999999999

L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Cd	Debit Amount	Credit Amount
B	01	101	000				F	Cash & Cash Equiv		64137	AS2	1	3254		H&B SPECIALIZED PROC	202602	9932	0.00	2,208.00
B	01	101	000				F			64138	AS2	1	3539		CENGAGE LEARNING	202602	9932	0.00	33.00
B	01	101	000				F			64138	AS2	1	3539		CENGAGE LEARNING	202602	9932	0.00	1,208.90
B	01	101	000				F			64138	AS2	1	3539		CENGAGE LEARNING	202602	9932	0.00	264.00
B	01	101	000				F			64138	AS2	1	3539		CENGAGE LEARNING	202602	9932	0.00	1,100.00
B	01	101	000				F			64139	AS2	1	3679	remit	INNOVATIVE OFFICE SO	202602	9932	0.00	4,880.86
B	01	101	000				F			64139	AS2	1	3679	remit	INNOVATIVE OFFICE SO	202602	9932	0.00	1,175.44
B	01	101	000				F			64139	AS2	1	3679	remit	INNOVATIVE OFFICE SO	202602	9932	0.00	90.00
B	01	101	000				F			64139	AS2	1	3679	remit	INNOVATIVE OFFICE SO	202602	9932	0.00	124.73
B	01	101	000				F			64139	AS2	1	3679	remit	INNOVATIVE OFFICE SO	202602	9932	0.00	406.41
B	01	101	000				F			64140	AS2	1	4111	REMI	JOSTENS INC	202602	9932	0.00	18.17
B	01	101	000				F			64141	AS2	1	4335		4 POINT 0 SCHOOL SER	202602	9932	0.00	1,908.54
B	01	101	000				F			64141	AS2	1	4335		4 POINT 0 SCHOOL SER	202602	9932	0.00	1,305.45
B	01	101	000				F			64144	AS2	1	6279		SHI INTERNATIONAL CO	202602	9932	2,040.00	0.00
B	01	101	000				F			64144	AS2	1	6279		SHI INTERNATIONAL CO	202602	9932	0.00	2,575.00
B	01	101	000				F			64145	AS2	1	6603		LANO EQUIPMENT -LOR	202602	9932	0.00	284.43
B	01	101	000				F			64145	AS2	1	6603		LANO EQUIPMENT -LOR	202602	9932	0.00	798.76
B	01	101	000				F			64146	AS2	1	6736		REGION 2A - MSHSL	202602	9932	0.00	200.00
B	01	101	000				F			64147	AS2	1	7873		ON SITE COMPANIES, IN	202602	9932	0.00	164.00
B	01	101	000				F			64147	AS2	1	7873		ON SITE COMPANIES, IN	202602	9932	0.00	82.00
B	01	101	000				F			64148	AS2	1	8409		SQUIRES, WALDSPURG	202602	9932	0.00	168.00
B	01	101	000				F			64149	AS2	1	8684		YALE MECHANICAL, LL	202602	9932	0.00	11,150.00
B	01	101	000				F			64150	AS2	1	8701	Remit	GAME ONE	202602	9932	0.00	74.91
B	01	101	000				F			64151	AS2	1	1180		CENTERPOINT ENERGY	202602	9932	0.00	97.26
B	01	101	000				F			64151	AS2	1	1180		CENTERPOINT ENERGY	202602	9932	0.00	96.61
B	01	101	000				F			64152	AS2	1	1267		MASSP	202602	9932	0.00	195.00
B	01	101	000				F			64153	AS2	1	2051		INTERMEDIATE DISTRIC	202602	9932	0.00	411.24
B	01	101	000				F			64154	AS2	1	2193		SCHOOL MATE	202602	9932	0.00	2,476.60
B	01	101	000				F			64155	AS2	1	2216		MENARDS INC	202602	9932	0.00	319.96
B	01	101	000				F			64155	AS2	1	2216		MENARDS INC	202602	9932	0.00	156.39
B	01	101	000				F			64158	AS2	1	3482		MSHSL	202602	9932	0.00	2,480.00
B	01	101	000				F			64159	AS2	1	3679	remit	INNOVATIVE OFFICE SO	202602	9932	0.00	1,729.18
B	01	101	000				F			64159	AS2	1	3679	remit	INNOVATIVE OFFICE SO	202602	9932	0.00	54.23
B	01	101	000				F			64159	AS2	1	3679	remit	INNOVATIVE OFFICE SO	202602	9932	0.00	18.06
B	01	101	000				F			64159	AS2	1	3679	remit	INNOVATIVE OFFICE SO	202602	9932	0.00	2,729.04
B	01	101	000				F			64159	AS2	1	3679	remit	INNOVATIVE OFFICE SO	202602	9932	0.00	4,223.66
B	01	101	000				F			64159	AS2	1	3679	remit	INNOVATIVE OFFICE SO	202602	9932	0.00	434.32

Payment Distributions

Period: 202602-202602 JE Code: 0-999999999

L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Cd	Debit Amount	Credit Amount
B	01	101	000				F	Cash & Cash Equiv		64159	AS2	1	3679	remit	INNOVATIVE OFFICE SO	202602	9932	0.00	203.60
B	01	101	000				F			64159	AS2	1	3679	remit	INNOVATIVE OFFICE SO	202602	9932	0.00	49.00
B	01	101	000				F			64159	AS2	1	3679	remit	INNOVATIVE OFFICE SO	202602	9932	0.00	1,331.87
B	01	101	000				F			64161	AS2	1	4613		KENNEDY AND GRAVEN	202602	9932	0.00	762.50
B	01	101	000				F			64162	AS2	1	5330		OVERHEAD DOOR CO. (202602	9932	0.00	766.15
B	01	101	000				F			64163	AS2	1	5507		CITY OF GREENFIELD W	202602	9932	0.00	36.30
B	01	101	000				F			64163	AS2	1	5507		CITY OF GREENFIELD W	202602	9932	0.00	715.39
B	01	101	000				F			64164	AS2	1	5574		SUMMIT FIRE PROTECTI	202602	9932	0.00	1,093.00
B	01	101	000				F			64164	AS2	1	5574		SUMMIT FIRE PROTECTI	202602	9932	0.00	307.00
B	01	101	000				F			64164	AS2	1	5574		SUMMIT FIRE PROTECTI	202602	9932	0.00	613.00
B	01	101	000				F			64164	AS2	1	5574		SUMMIT FIRE PROTECTI	202602	9932	0.00	460.00
B	01	101	000				F			64165	AS2	1	7857		MCLEOD COMMUNITY S	202602	9932	0.00	1,814.34
B	01	101	000				F			64166	AS2	1	7858		MEEKER COMMUNITY S	202602	9932	0.00	2,639.29
B	01	101	000				F			64167	AS2	1	8253		VITALSIGNS	202602	9932	0.00	2,360.00
B	01	101	000				F			64169	AS2	1	8412		PERFORMANCE FOODSI	202602	9932	0.00	4,671.35
B	01	101	000				F			64170	AS2	1	8972		PAOLA ARROYO ALFAI	202602	9932	0.00	50.00
B	01	101	000				F			64171	AS2	1	8973		ADELMAN, GABRIEL	202602	9932	0.00	360.00
B	01	101	000				F			64172	AS2	1	1215		XCEL ENERGY	202602	9932	0.00	14,598.53
B	01	101	000				F			64174	AS2	1	1098		MACGILL & CO	202602	9932	0.00	937.29
B	01	101	000				F			64176	AS2	1	1192		VERIZON WIRELESS	202602	9932	0.00	251.05
B	01	101	000				F			64177	AS2	1	1416		WRIGHT COUNTY JOUR	202602	9932	0.00	73.63
B	01	101	000				F			64177	AS2	1	1416		WRIGHT COUNTY JOUR	202602	9932	0.00	29.06
B	01	101	000				F			64179	AS2	1	1828		TRAEN, TODD	202602	9932	0.00	100.00
B	01	101	000				F			64180	AS2	1	2216		MENARDS INC	202602	9932	0.00	3.42
B	01	101	000				F			64180	AS2	1	2216		MENARDS INC	202602	9932	0.00	125.10
B	01	101	000				F			64180	AS2	1	2216		MENARDS INC	202602	9932	0.00	181.23
B	01	101	000				F			64181	AS2	1	2662		MERLINO, RORY	202602	9932	0.00	72.00
B	01	101	000				F			64183	AS2	1	4797		MIDLAND NURSERY & L	202602	9932	0.00	734.00
B	01	101	000				F			64183	AS2	1	4797		MIDLAND NURSERY & L	202602	9932	0.00	64.00
B	01	101	000				F			64184	AS2	1	5957		WESSON, JEROME	202602	9932	0.00	97.00
B	01	101	000				F			64185	AS2	1	6437		TASC	202602	9932	0.00	34.50
B	01	101	000				F			64186	AS2	1	6603		LANO EQUIPMENT -LOR	202602	9932	0.00	189.86
B	01	101	000				F			64186	AS2	1	6603		LANO EQUIPMENT -LOR	202602	9932	0.00	873.05
B	01	101	000				F			64187	AS2	1	6733		STRICKFADEN, KYLE	202602	9932	0.00	100.00
B	01	101	000				F			64188	AS2	1	6791		BARFKNECHT, ALAN	202602	9932	0.00	100.00
B	01	101	000				F			64189	AS2	1	6792		EICHACKER, ERIC	202602	9932	0.00	159.00
B	01	101	000				F			64190	AS2	1	6829		DRUSCH, MERLYN	202602	9932	0.00	100.00

Payment Distributions

Period: 202602-202602 JE Code: 0-99999999

L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Cd	Debit Amount	Credit Amount
B	01	101	000				F	Cash & Cash Equiv		64191	AS2	1	7414		HAAS, CASEY	202602	9932	0.00	100.00
B	01	101	000				F			64192	AS2	1	7697		MARISELA V NELSON IN	202602	9932	0.00	100.00
B	01	101	000				F			64192	AS2	1	7697		MARISELA V NELSON IN	202602	9932	0.00	100.00
B	01	101	000				F			64193	AS2	1	8039		O'NEIL CUSTOM BAGS &	202602	9932	0.00	92.50
B	01	101	000				F			64194	AS2	1	8279		CADY BUSINESS TECHN	202602	9932	0.00	605.08
B	01	101	000				F			64195	AS2	1	8315		FREED, WILDER	202602	9932	0.00	40.00
B	01	101	000				F			64196	AS2	1	8391		US OMNI & TSACG COM	202602	9932	0.00	268.64
B	01	101	000				F			64197	AS2	1	8715		PRATT, ELIZABETH	202602	9932	0.00	80.00
B	01	101	000				F			64198	AS2	1	8822		OSTOLIC, DRAGAN	202602	9932	0.00	333.00
B	01	101	000				F			64199	AS2	1	8969		VENTRIS LEARNING LLC	202602	9932	0.00	451.50
B	01	101	000				F			64200	AS2	1	8975		EDGAR, MATTHEW	202602	9932	0.00	97.00
B	01	101	000				F			64201	AS2	1	8976		OLSON, JUDE	202602	9932	0.00	174.00
B	01	101	000				F			64202	AS2	1	8977		KASE, MARK	202602	9932	0.00	97.00
B	01	101	000				F			64203	AS2	1	8978		KIM, IN-JAE	202602	9932	0.00	159.00
Account Total:																		\$16,757.65	\$673,315.66
B	02	101	000				F	Cash & Cash Equiv		64160	AS2	1	4387		TAHER INC - BIN# 1350	202602	9932	0.00	17,009.06
Account Total:																		\$0.00	\$17,009.06
B	04	101	000				F	Cash & Cash Equiv		64051	AS2	1	1200		CUB FOODS - BUFFALO	202602	9905	0.00	197.46
B	04	101	000				F			64051	AS2	1	1200		CUB FOODS - BUFFALO	202602	9905	0.00	298.92
B	04	101	000				F			64051	AS2	1	1200		CUB FOODS - BUFFALO	202602	9905	0.00	39.48
B	04	101	000				F			64051	AS2	1	1200		CUB FOODS - BUFFALO	202602	9905	0.00	100.78
B	04	101	000				F			64051	AS2	1	1200		CUB FOODS - BUFFALO	202602	9905	0.00	39.48
B	04	101	000				F			64054	AS2	1	1471	remit	MCEA	202602	9905	0.00	100.00
B	04	101	000				F			64058	AS2	1	3856		TECH ACADEMY/COMPL	202602	9905	0.00	1,896.00
B	04	101	000				F			64059	AS2	1	4673		INTEGRIPRINT	202602	9905	0.00	1,868.56
B	04	101	000				F			64059	AS2	1	4673		INTEGRIPRINT	202602	9905	0.00	2,079.96
B	04	101	000				F			64062	AS2	1	5416		GRIMM DESIGN, LLC	202602	9905	0.00	2,000.00
B	04	101	000				F			64064	AS2	1	6377		DISH	202602	9905	0.00	133.09
B	04	101	000				F			64077	AS2	1	8620		LOTUS HEALTHCARE S	202602	9905	0.00	1,800.00
B	04	101	000				F			64080	AS2	1	8904		KRUSEMARK, LEEANNE	202602	9905	0.00	90.00
B	04	101	000				F			64082	AS2	1	8916		ORNELL LAWN SERVIC	202602	9905	0.00	3,310.00
B	04	101	000				F			64110	AS2	1	7771	remit	MRI SOFTWARE, LLC	202602	9932	0.00	14.00
B	04	101	000				F			64117	AS2	1	8864		AMORE ART LLC	202602	9932	0.00	1,300.00
B	04	101	000				F			64139	AS2	1	3679	remit	INNOVATIVE OFFICE SO	202602	9932	0.00	297.85
B	04	101	000				F			64139	AS2	1	3679	remit	INNOVATIVE OFFICE SO	202602	9932	0.00	81.38
B	04	101	000				F			64139	AS2	1	3679	remit	INNOVATIVE OFFICE SO	202602	9932	6.25	0.00

Payment Distributions

Period: 202602-202602 JE Code: 0-999999999

L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Cd	Debit Amount	Credit Amount
B	04	101	000				F	Cash & Cash Equiv		64139	AS2	1	3679	remit	INNOVATIVE OFFICE SO	202602	9932	0.00	1,261.69
B	04	101	000				F			64139	AS2	1	3679	remit	INNOVATIVE OFFICE SO	202602	9932	0.00	145.27
B	04	101	000				F			64147	AS2	1	7873		ON SITE COMPANIES, IN	202602	9932	0.00	249.00
B	04	101	000				F			64147	AS2	1	7873		ON SITE COMPANIES, IN	202602	9932	0.00	577.00
B	04	101	000				F			64147	AS2	1	7873		ON SITE COMPANIES, IN	202602	9932	0.00	167.00
B	04	101	000				F			64156	AS2	1	2323		HOUSE OF PRINT	202602	9932	0.00	5,149.71
B	04	101	000				F			64159	AS2	1	3679	remit	INNOVATIVE OFFICE SO	202602	9932	0.00	164.92
B	04	101	000				F			64159	AS2	1	3679	remit	INNOVATIVE OFFICE SO	202602	9932	0.00	92.78
B	04	101	000				F			64159	AS2	1	3679	remit	INNOVATIVE OFFICE SO	202602	9932	0.00	116.04
B	04	101	000				F			64159	AS2	1	3679	remit	INNOVATIVE OFFICE SO	202602	9932	0.00	264.09
B	04	101	000				F			64173	AS2	1	1012		SCHOOL SPECIALTY INC	202602	9932	0.00	44.71
B	04	101	000				F			64173	AS2	1	1012		SCHOOL SPECIALTY INC	202602	9932	0.00	33.53
B	04	101	000				F			64175	AS2	1	1177		A MAZE'N FARMYARD	202602	9932	0.00	890.00
B	04	101	000				F			64176	AS2	1	1192		VERIZON WIRELESS	202602	9932	0.00	100.42
B	04	101	000				F			64178	AS2	1	1666		DISCOUNT SCHOOL SUI	202602	9932	0.00	875.39
B	04	101	000				F			64178	AS2	1	1666		DISCOUNT SCHOOL SUI	202602	9932	0.00	9.98
Account Total:																		\$6.25	\$25,788.49
B	06	101	000				F	Cash & Cash Equiv		64081	AS2	1	8913		INFINITY FLOORING, LLC	202602	9905	0.00	72,206.72
B	06	101	000				F			64081	AS2	1	8913		INFINITY FLOORING, LLC	202602	9905	0.00	39,303.00
B	06	101	000				F			64120	AS2	1	8566		H2I GROUP, INC.	202602	9932	0.00	172,880.00
B	06	101	000				F			64142	AS2	1	4692		BRAUN INTERTEC CORP	202602	9932	0.00	4,509.10
B	06	101	000				F			64143	AS2	1	5165	remit	ICS CONSULTING, LLC -	202602	9932	0.00	5,000.00
Account Total:																		\$0.00	\$293,898.82
B	21	101	000				F	Cash & Cash Equiv		64078	AS2	1	8701	Remit	GAME ONE	202602	9905	0.00	1,175.27
B	21	101	000				F			64107	AS2	1	6187		MN FFA	202602	9932	0.00	225.00
B	21	101	000				F			64119	AS2	1	8970		MASL	202602	9932	0.00	85.00
B	21	101	000				F			64119	AS2	1	8970		MASL	202602	9932	0.00	45.00
B	21	101	000				F			64157	AS2	1	2398		PERFORMANCE TOURS	202602	9932	0.00	130.00
B	21	101	000				F			64168	AS2	1	8265		DOMINO'S PIZZA	202602	9932	0.00	170.69
B	21	101	000				F			64182	AS2	1	2729		BAND SHOPPE	202602	9932	0.00	481.30
B	21	101	000				F			64182	AS2	1	2729		BAND SHOPPE	202602	9932	0.00	520.30
Account Total:																		\$0.00	\$2,832.56
Report Total:																		\$16,763.90	\$1,012,844.59



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

Subject: Open Enrollments

Meeting Date: September 15, 2025

Prepared by: Business Office

Date Prepared: September 10, 2025

Information Briefing Action Enclosure Item(s)

Resident Students Attending Other Schools

Grade	Non-Resident District	Number	Date Effective	Address Change/New Enrollment
1	Delano	879	9/4/2025	want to try a new school
1	Orono	278	9/2/2025	academic opportunities and school closer to home
2	Orono	278	9/2/2025	academics and activities options
4	Delano	879	9/4/2025	504 support
6	Delano	879	9/4/2025	SPED and gifted support
6	Orono	278	9/2/2025	family move--wants to stay enrolled at Orono
6	Orono	278	9/2/2025	family move--wants to stay enrolled at Orono
3	Osseo	279	9/4/2025	family move--wants to stay enrolled at Osseo
3	Delano	879	9/4/2025	not happy with current district
10	Orono	278	9/2/2025	family move--wants to stay enrolled at Orono
K	Orono	278	9/3/2025	siblings attend Orono
K	Orono	278	9/3/2025	closer to home
6	Westonka	277	9/2/2025	family situation--want to stay enrolled at Westonka
K	Westonka	277	9/2/2025	family situation--want to stay enrolled at Westonka
3	Westonka	277	9/2/2025	family situation--want to stay enrolled at Westonka

Non-Resident Students Attending Rockford

Grade	Resident District	Number	Date Effective	Address Change/New Enrollment
10	Osseo	279	9/2/2025	NEW ENROLLMENT--looking for smaller school & better academics
5	Buffalo-Hanover-Montrose	877	9/2/2025	NEW ENROLLMENT--looking for smaller school
K	Delano	879	9/2/2025	NEW ENROLLMENT--siblings attend Rockford
12	Howard Lake-Waverly-Winsted	2687	9/2/2025	family move; wants to stay enrolled at Rockford
10	Howard Lake-Waverly-Winsted	2687	9/2/2025	family move; wants to stay enrolled at Rockford
6	Howard Lake-Waverly-Winsted	2687	9/2/2025	family move; wants to stay enrolled at Rockford
3	Howard Lake-Waverly-Winsted	2687	9/2/2025	family move; wants to stay enrolled at Rockford
11	Delano	879	9/2/2025	family move; wants to stay enrolled at Rockford
12	Delano	879	9/2/2025	family move; wants to stay enrolled at Rockford
K	Buffalo-Hanover-Montrose	877	9/2/2025	NEW ENROLLMENT--just moved out of district & want to stay enrolled at Rockford
9	Anoka Hennepin	11	9/2/2025	NEW ENROLLMENT--want to enroll in a smaller district
K	Buffalo-Hanover-Montrose	877	9/2/2025	NEW ENROLLMENT--siblings attend Rockford
8	Wayzata	284	9/2/2025	family move; wants to stay enrolled at Rockford
7	Wayzata	284	9/2/2025	family move; wants to stay enrolled at Rockford
6	Wayzata	284	9/2/2025	family move; wants to stay enrolled at Rockford
9	Buffalo-Hanover-Montrose	877	9/2/2025	NEW ENROLLMENT--school opportunities
9	Osseo	279	9/2/2025	NEW ENROLLMENT--strong academics; aunt & uncle graduated from Rockford
2	Annandale	876	9/2/2025	family move; wants to stay enrolled at Rockford
K	Annandale	876	9/2/2025	NEW ENROLLMENT--siblings attend Rockford
4	Annandale	876	9/2/2025	family move; wants to stay enrolled at Rockford

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



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

Subject: September 2025 Superintendent's Report

Meeting Date: September 15, 2025

Prepared by: Superintendent's Office

Date Prepared: September 10, 2025

Information Briefing Action Enclosure Item(s)

Dr. Jeff Ridlehoover to give updates on the district.



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

Subject: District Rocket Spotlight

Meeting Date: September 15, 2025

Prepared by: Melissa Joseph

Date Prepared: September 11, 2025

Information Briefing Action Enclosure Item(s)

Director Melissa Joseph to present Kris Larson with the District Rockford Spotlight award.

Our maintenance/buildings and grounds department has gone through a number of personnel changes over the past several years. The department has done more with far less and they are a very lean department. Through these changes, Kris has not only continued to do his job, he has done so with little fanfare and a very strong work ethic. Even on the busiest days, Kris is always willing to take a call and help with what's needed. Kris never complains, keeps everyone in the loop, and makes sure the job gets done for the team. Whether Kris is fixing or replacing a broken part, mowing, plowing, or tending to the grounds, Kris is a true professional. Kris is never one to seek accolades, but rather he does his job dutifully each day with a smile on his face, an occasional sarcastic joke, and a determination to make a difference. Kris works well with his colleagues and is always willing to step up when needed. Rockford Area Schools is a better place because of Kris.



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

Subject: RMS-CES Principal Welcome

Meeting Date: September 15th, 2025

Prepared by: Paul Warzecha

Date Prepared: September 11th

Information

Briefing

Action

Enclosure Item(s)

RMS-CES Principal Paul Warzecha will be presenting to RAS school board regarding the SIP goals for the upcoming school year along with an update for our instructional and operational work for the upcoming 25-26 school year. The link to the board presentation is listed below. Please know that additional data may be entered as late as Monday, Sept 15th as that is our hopeful timeline for students to finish FAST testing

https://docs.google.com/presentation/d/1_KfX-h8o-vIL-l3sSp732i6Y-Wc2xy10l7oA1vqN2zw/edit?slide=id.gf4faef3ec2_0_2#slide=id.gf4faef3ec2_0_2



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

Subject: North Star Assessment Report

Meeting Date: September 15, 2025

Prepared by: Superintendent's Office

Date Prepared: September 10, 2025

Information Briefing Action Enclosure Item(s)

Dr. Jeff Ridlehoover to present the North Star Assessment Report.

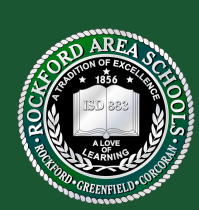


Rockford Area Schools North Star Report & All Accountability Data

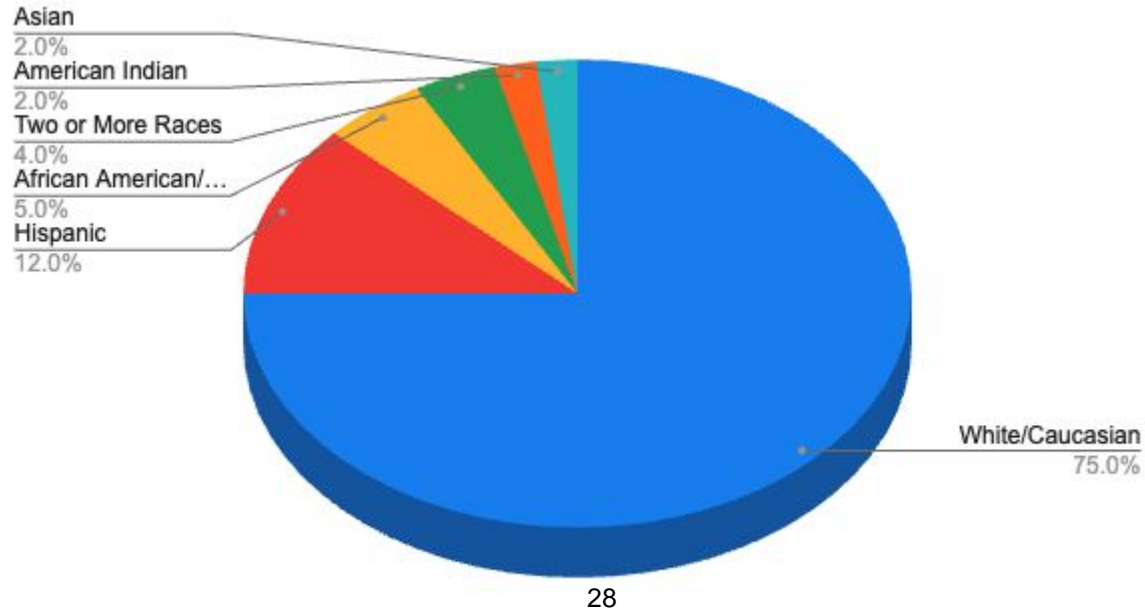
School Year 2024-2025



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

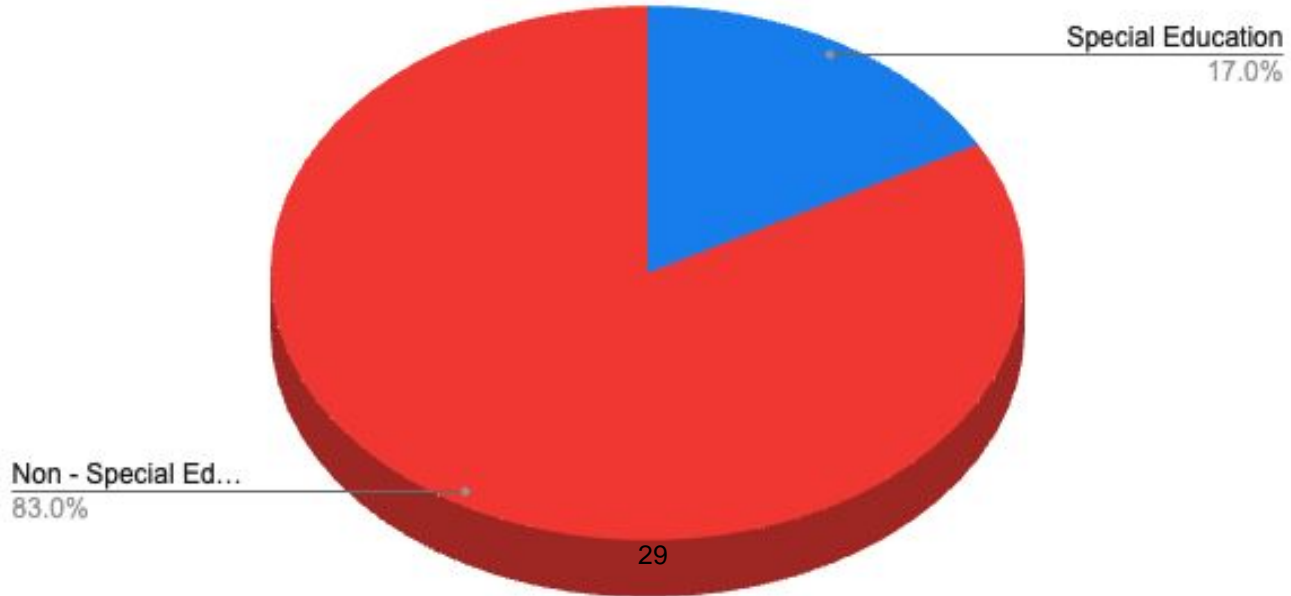


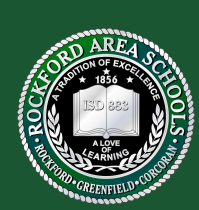
District Profile



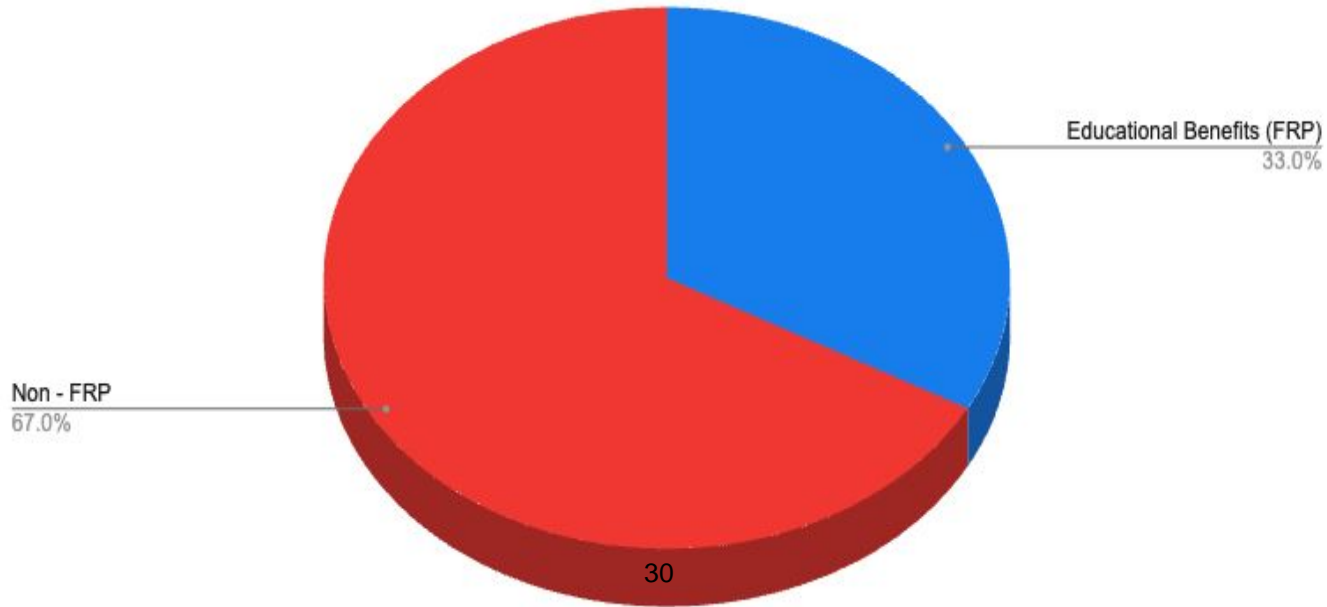


District Profile - Special Education



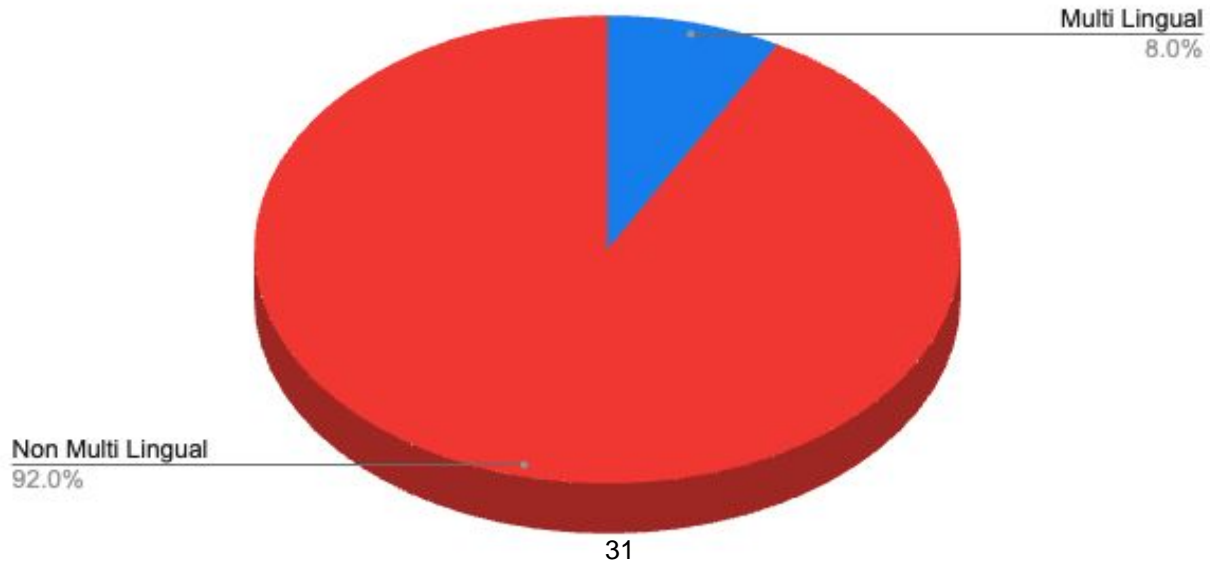


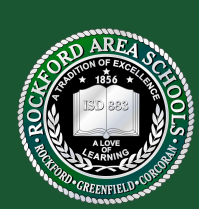
District Profile - Educational Benefits





District Profile - English Learners





ESSA: Every Student Succeeds Act

Minnesota's North Star

This plan provides a framework for how we will do this important work using Minnesota's new school accountability and support structure, the North Star Excellence and Equity System. Polaris—the North Star—is famous for holding nearly still in our vision while the entire northern sky moves around it. North Star guides our way towards better outcomes for the nearly one million students we collectively serve every day.





ESSA: Every Student Succeeds Act



- Academic Achievement
- Progress Toward English Language Proficiency
- Academic Progress
- Graduation Rates
- Consistent Attendance

Indicators

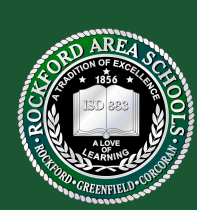


ESSA: Every Student Succeeds Act

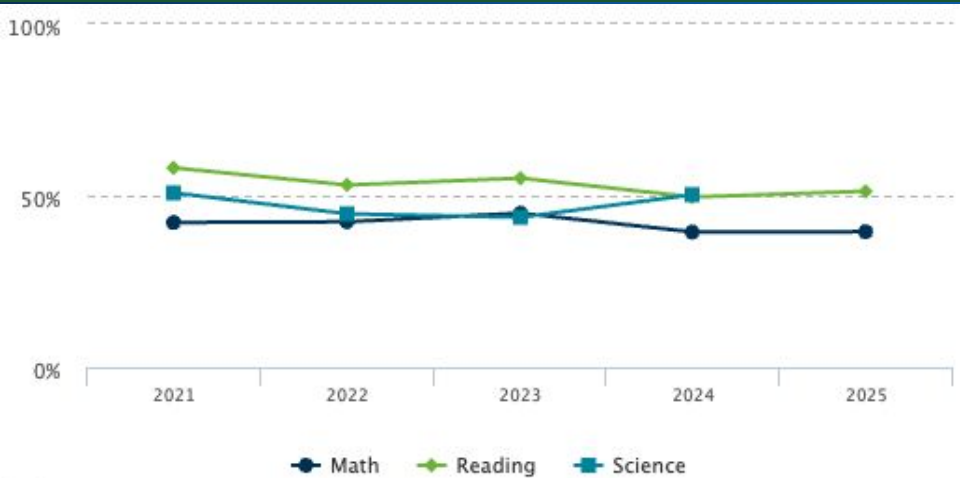


In its accountability system under the Every Student Succeeds Act (ESSA), Minnesota is using an achievement rate that is based on students reaching the Meets Standards or Exceeds Standards achievement levels on the Minnesota Comprehensive Assessments (MCAs) and Minnesota Test of Academic Skills (MTAS).

Accountability



ESSA: Every Student Succeeds Act



Subject	2021	2022	2023	2024	2025
Math	42.2% (309)	42.4% (335)	44.9% (360)	39.4% (306)	39.5% (322)
Reading	58.1% (430)	53.1% (432)	55.1% (448)	49.6% (390)	51.3% (432) ³⁵
Science	50.8% (95)	44.7% (148)	43.7% (160)	50.3% (156)	N/A (N/A)

State Averages:

- Math : 45.2%
- Reading: 49.6%
- Science: N/A (new baseline assessment)

Notes:

- Read ACT training for all REAMS literacy teachers was completed in SY 2024-25
- Literacy will remain a focus as we implement our new curriculum during SY 2025-26
- Both Math and Reading proficiency increased at REAMS in SY 2024-25
- Math instruction and our math curriculum is under review in SY 2025-26

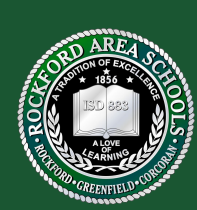


ESSA: Every Student Succeeds Act



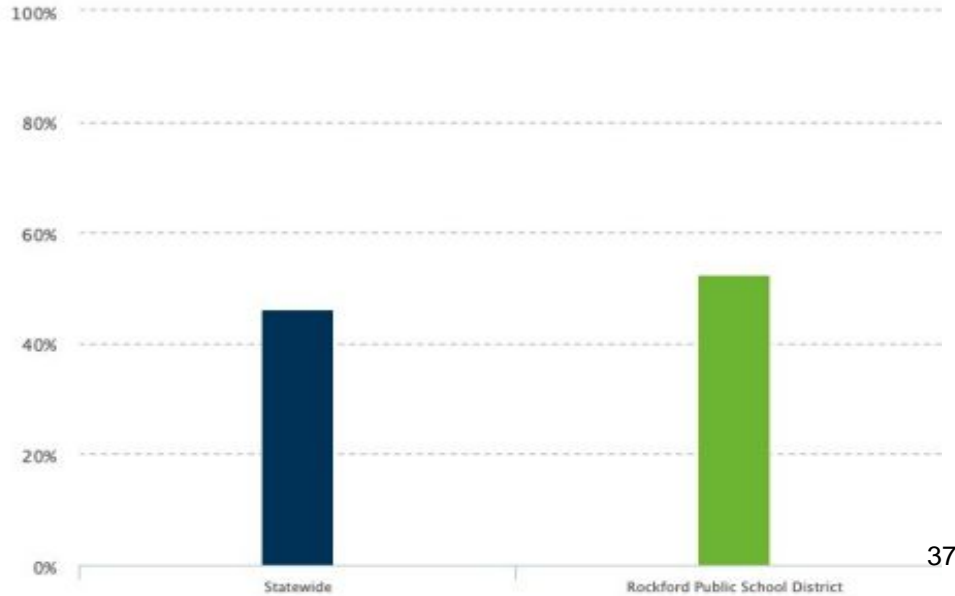
English language proficiency is the level of knowledge and skill with the English language required for academic success. Whenever a student increases their level of knowledge and skill, they are making progress toward English language proficiency. One key function of the Minnesota public school system is to help students make enough progress that they achieve English language proficiency within a reasonable period of time after entering Minnesota's public schools.

Progress Toward English Language Proficiency



ESSA: Every Student Succeeds Act

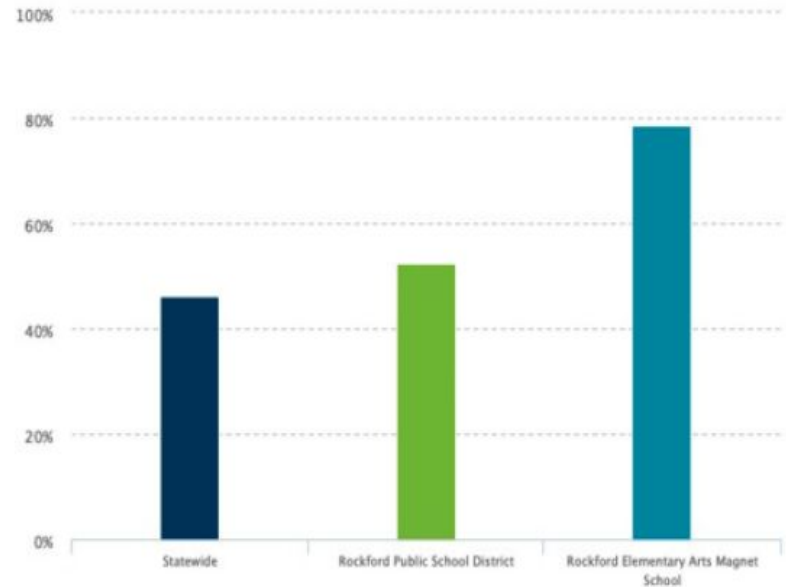
Progress Toward English Language Proficiency (ELP)



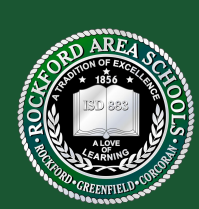
	Statewide	Rockford Public School District
Average progress toward target	46.2%	52.5%
Total	71,596	93

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Progress Toward English Language Proficiency (ELP)



	Statewide	Rockford Public School District	Rockford Elementary Arts Magnet School
Average progress toward target	46.2%	52.5%	78.6%
Total	71,596	93	46



ESSA: Every Student Succeeds Act



In a general sense, academic progress is an increase in students' learning. More specifically, for the purposes of ESSA accountability, academic progress refers to students increasing their learning relative to grade-level standards. This is measured using statewide tests in math and reading, and those subjects are used as a sample of students' progress overall.

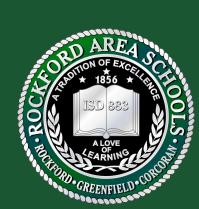
Academic Progress



ESSA: Every Student Succeeds Act

Academic Progress Matrix

Current Level (across →) Previous Level (down ↓)	Does Not Meet Standards	Partially Meets Standard	Meets Standards	Exceeds Standards
Exceeds Standards	0	0	0	3
Meets Standards	0	0	2	5
Partially Meets Standards	0	2	6	9
Does Not Meet Standards	0	8	12	15

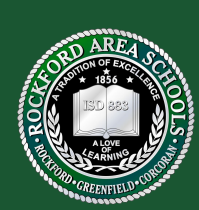


ESSA: Every Student Succeeds Act



Graduation rates describe the percentage of students who graduate from a school. More specifically, graduation rates refer to all students in a given cohort who graduate within a specific period of time (for example, four years).

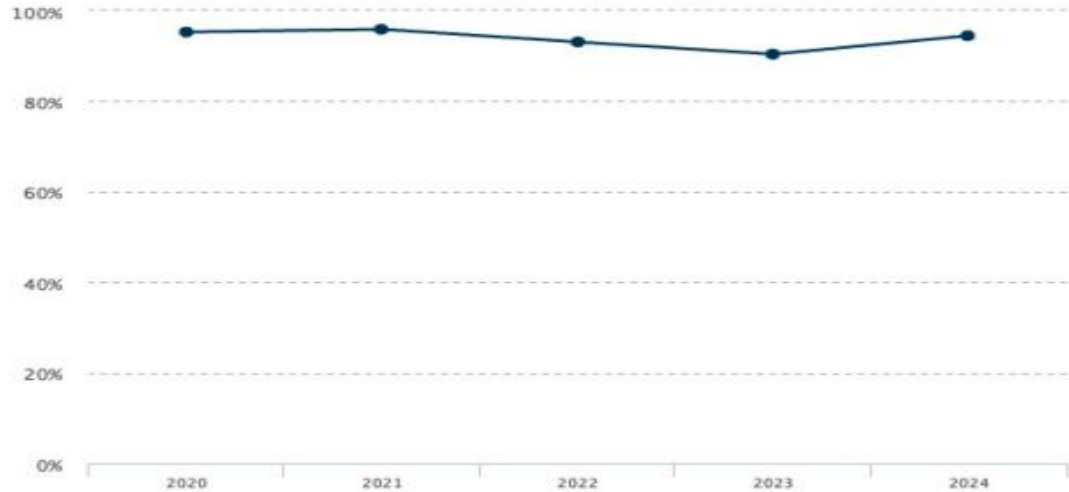
Graduation Rates



ESSA: Every Student Succeeds Act



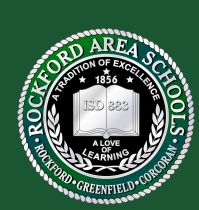
Graduation rate over time



Demographic	Year	Graduated count	Graduated %
All students	2020	121	95.3%
All students	2021	118	95.9%
All students	2022	108	93.1%
All students	2023	103	90.4%
All students	2024	120	94.5%

Statewide Graduation Rate

84.2%

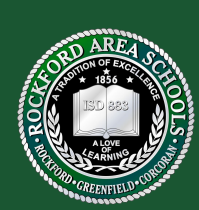


ESSA: Every Student Succeeds Act

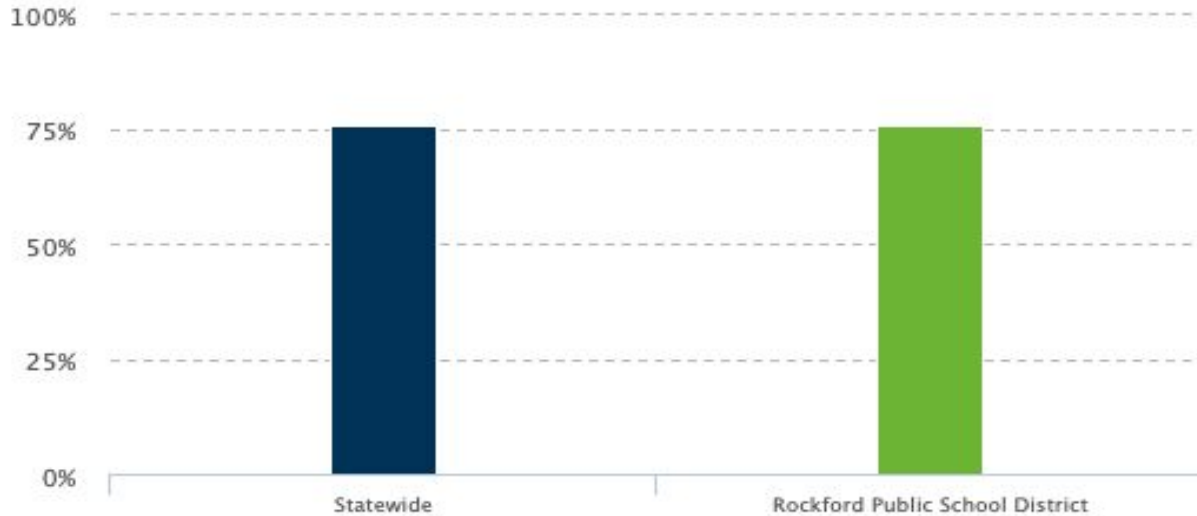


For the purposes of the Minnesota Department of Education (MDE), a student will be considered to be consistently attending school if they attend more than 90 percent of school days. Consistent attendance is the opposite of chronic absenteeism, which is defined as missing at least 10 percent of school days (the equivalent of missing one day out of every two traditional school weeks).

Consistent Attendance



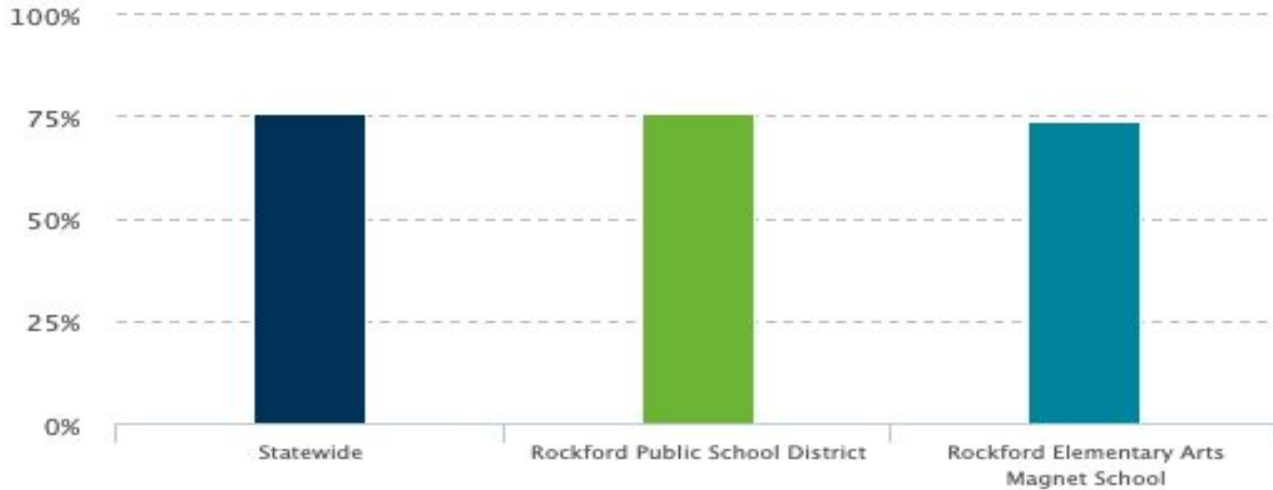
ESSA: Every Student Succeeds Act



	Statewide	Rockford Public School District
Consistent attendance	75.5% 43	75.5%
Count	782,011	1,423



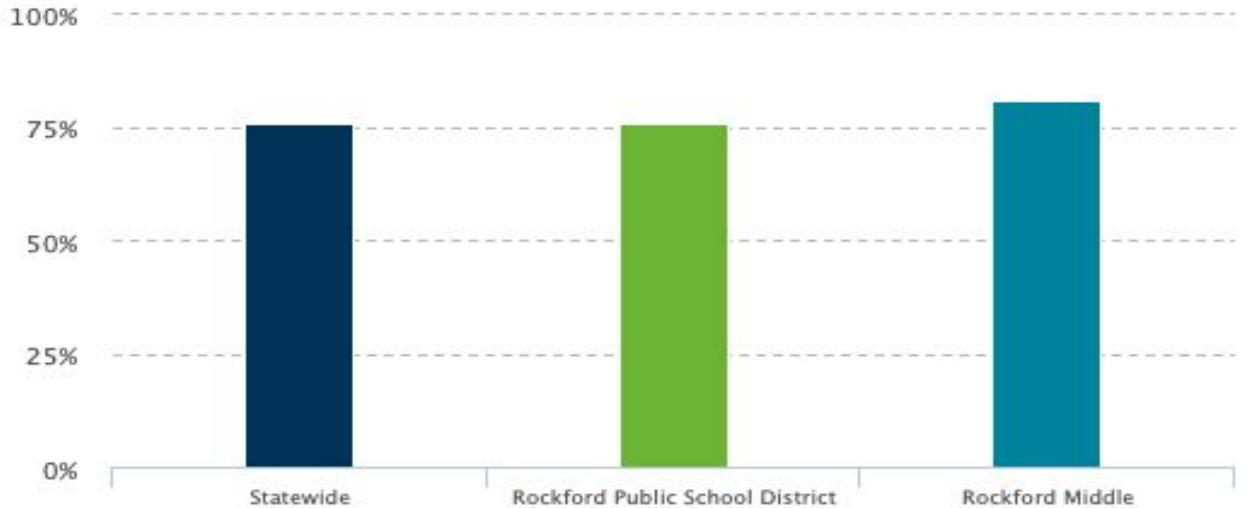
ESSA: Every Student Succeeds Act



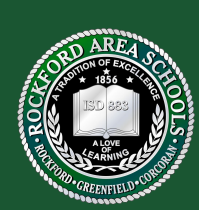
	Statewide	Rockford Public School District	Rockford Elementary Arts Magnet School
Consistent attendance	75.5%	44	75.5%
Count	782,011	1,423	470



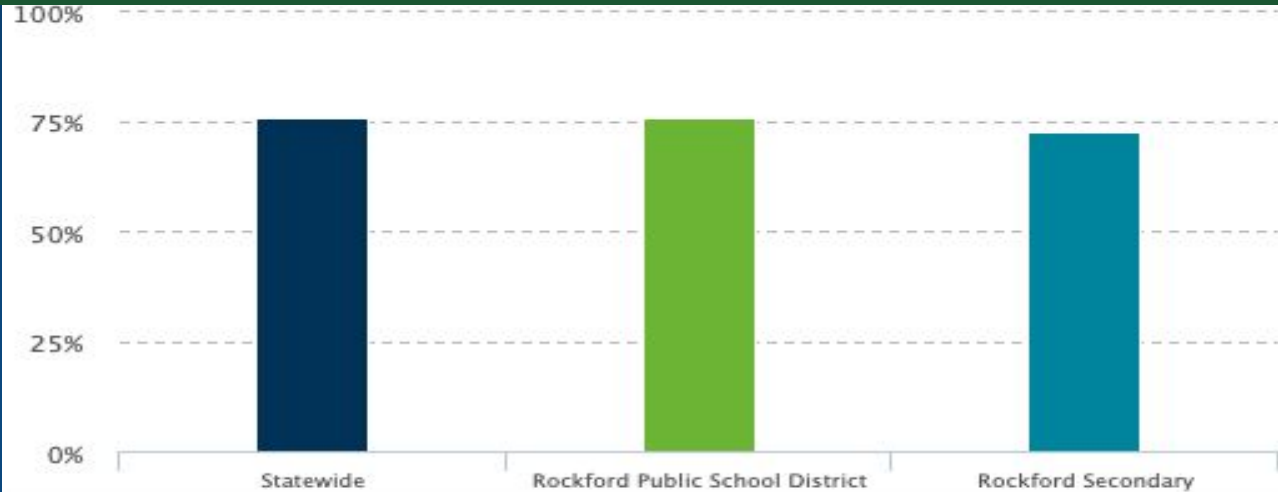
ESSA: Every Student Succeeds Act



	Statewide	45	Rockford Public School District	Rockford Middle
Consistent attendance	75.5%		75.5%	80.7%
Count	782,011		1,423	457



ESSA: Every Student Succeeds Act



	Statewide	Rockford Public School District	Rockford Secondary
Consistent attendance	75.5%	75.5%	72.6%
Count	782,011	46	1,423



ESSA: Every Student Succeeds Act



As determined/defined by MDE, our consistent attendance decreased at REAMS, but increased by 3% at both RMS and RHS

Consistent Attendance



ESSA: Every Student Succeeds Act

always
more to the
story ● ● ●



Tuition Savings to RAS Families - SY 2024-25

\$242,550 in Savings!

143 Students

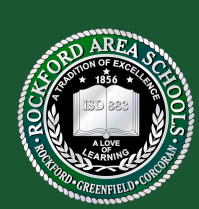


441 Credits Earned



**Earn college credit
during high school**

Student count reflects courses taken-Duplicates included



Post-Secondary Success

2024 RAS Graduates: ACT Composite Average: 22.4 as Compared to the Statewide Average of 20.5

2023 Data - 68% of RAS Graduates Enrolled in a 2 or 4 Year College or University as Compared to 62% Statewide



ESSA: Every Student Succeeds Act



- Instructional Cabinet
- BILT
- PLC
- Implementation of The Rockford Profile of a Graduate



Thank You.



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

Subject: ADSIS Presentation

Meeting Date: September 15, 2025

Prepared by: Superintendent's Office

Date Prepared: September 10, 2025

Information Briefing Action Enclosure Item(s)

Dr. Jeff Ridlehoover to present on ADSIS



Rockford Area Schools Alternative Delivery System of Intervention Services (ADSIS)



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

ADSIS - Rockford Area Schools 2025-26

A guide to how ADSIS services are rendered in the district

The Newest Members of OUR TEAM!

Kristen Nolby (MS Math) and Dawn Engebretson (REAMS Math)

Meet the ADSIS Team!

REAMS	RMS-CES	RHS
<p>Katie Reynolds - Behavior</p> <p>Allison Leistico - Behavior</p> <p>Jennifer Sprague - Reading</p> <p>Rachel Yakesh - Reading</p> <p>Dawn Engebretson-Math</p>	<p>Molly Wirth - Behavior</p> <p>Ellie Engstrom - Behavior</p> <p>Amber Beattie - Reading</p> <p>Kristen Nolby - Math</p>	<p>Ellie Engstrom - Behavior</p> <p>Samantha Bloom - Behavior</p> <p>Polly Trandahl - Math/Reading</p> <p>Derek Bratsch - Math S2</p>
<p>Brenda Nyhus - Reading</p>	<p>Paul Warzecha - Math</p>	<p>Paul Menard - Behavior</p>

What is ADSIS?

Alternative Delivery System of Intervention Services

There are 3 areas of ADSIS Intervention:

1 - Reading

2 - Math

3 - Behavior/Support

RAS has funding for reading, math, and behavior intervention through the 2026-2027 school year. In February 2027, we will submit an application to keep all three branches.

MTSS: Multi-Tiered System of Support

ADSIS Intervention Services are a significant component of our comprehensive MTSS plan that we are constructing during this academic year 2025-26 at RAS.

Interventionists in reading, math and behavior primarily provide a Tier 2 intervention but can also at times provide Tier 3 support for our at risk student population.

What is the purpose of ADSIS?

ADSIIS staff administer interventions with the goal of keeping students in the general education environment. These services provide instruction to assist students who need additional academic or behavioral support to succeed. Our goal is to reduce the number of unnecessary special education referrals.

ADSIIS staff members are expected to align the program within the existing continuum of support without missing core instruction.

How is ADSIS funded?

Funding for ADSIS is provided through supplemental state aid from MDE, under the special education umbrella. ADSIS funds are applied for in a 2 year cycle. **56% of an ADSIS teacher's salary and benefits are reimbursed by the MDE.** These funds are paid in arrears.

At the completion of each school year, interventionists must submit data to demonstrate the effectiveness of the program and ability to reach their goals ⁶¹ as written in the application.

How do students qualify for Tier 2 and 3 ADSIS Intervention services?

To determine if a student should receive ADSIS support, a variety of data is considered.

- MCA testing
- FAST data tests, mySAEBRS/SAEBRS survey
- Attendance reports
- Recommendations from classroom teachers are all reviewed in the decision process.
- Data results from the previous spring testing period

NOTE: ADSIS services can be delivered to special education students in Reading if they do not

62

have an IEP goal for reading and Math if they do not have an IEP goal for Math. ADSIS is a Tier 2 or Tier 3 intervention.

How are ADSIS services delivered?

For reading and math, services are delivered during WIN (REAMS), BOOST/Indicated Times (RMS) and Read/Math+ 1 Credit Course and individual/small group pull out from electives and/or outside of direct instruction in core courses (RHS) Time.

For behavior, counselors will do their best to see students at these same times, however when this is not possible, they will work with teachers directly to find a time that works. These services do not take place in the⁶³ general education classroom with other students.

Curriculum/Approach used for Reading/Math Interventions

- Reading interventionists will use the following approaches/programs to deliver intervention services:
 - Orton-Gillingham multi-sensory
 - PAST (Phonological Awareness Screening Test) Assessment
 - RAN
 - Rewards
 - UFLI
 - SIPPS
- Math Interventionists will use the following approaches/programs:
 - REAMS: Do the Math
 - MS: IXL data used guide interventions
 - HS: Big Ideas, IXL data guidance strategy

Reasons ADSIS services may be cancelled:

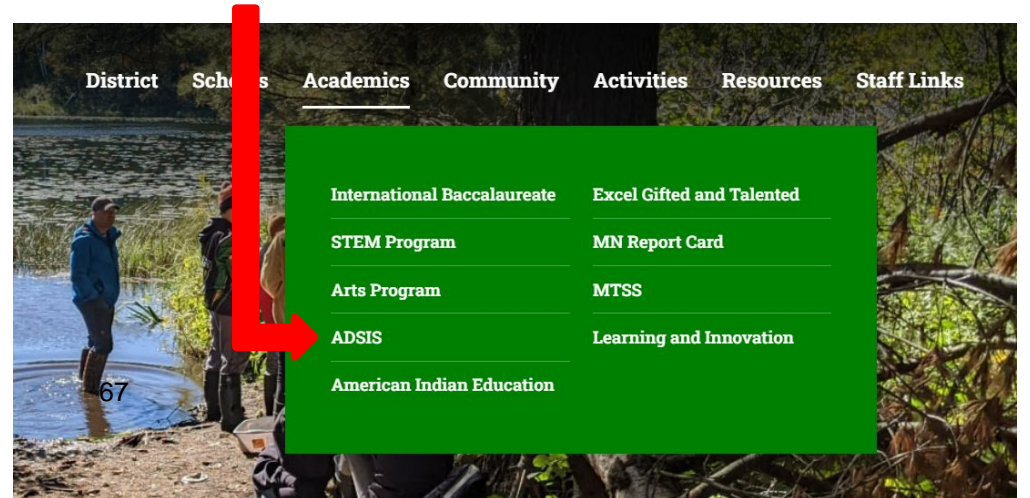
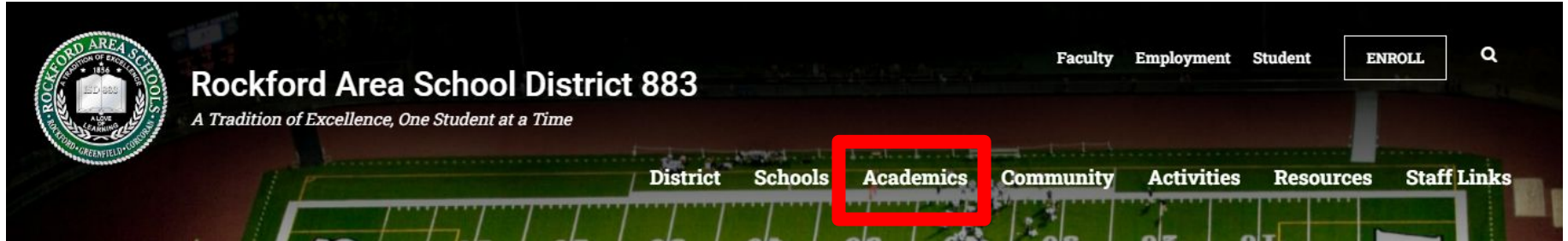
- Progress Monitoring
- Benchmarking periods (fall, winter, spring)
- Schedule dates for data review
- ADSIS or Reading Corp meetings
- Special events happening in the classroom
- Student crisis or unplanned mental health needs

ADSIS/Classroom Teacher

Partnership

- Consistent/relevant check-ins
- FAST progress monitoring data
 - Available to classroom teachers and ADSIS staff on FastBridge platform
- Conversations with classroom teachers regarding student growth or areas in need of improvement and growth
- Brainstorming and helping implementing academic and behavior classroom interventions

ADSIS Website - RAS ADSIS Website





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

Subject:

Meeting Date: September 15, 2025

Prepared by: Jeff Kienitz, Director of Technology

Date Prepared: September 10, 2025

Information Briefing Action Enclosure Item(s)*

School Board Presentation – March 12, 2025
Presenter: Jeff Kienitz, Director of Technology
Length: No more than 15 minutes

Welcome - Introduction and Framework of Discussion

Outline of Technology Strategies and Goals

1. Security and Safety

- a. FCC Analog conversion –
 - i. Fire Panels, Fax, Elevators
 - ii. Next phase is to eliminate existing analog lines
- b. 911 Deployment
- c. Cameras - additions
- d. Crisis Management
 - i. Sandy Hook Promise update
 - ii. Safety Committee update
 - iii. Classroom emergency communications (instructional boards)
 - iv. I Love You Guy's integration with Alice protocols
 - v. Relocation and Reunification planning
 - vi. Hennepin Operations Center integration
 - vii. Online staff development training
 - viii. Revised Crisis Management plan completed
 - ix. In-person staff development being planned for October 15.

2. Classroom Learning

- a. Infinite Campus
 - i. Hall Pass deployment
 - ii. Custom Forms for technology, 504 and SPED management
 - iii. Standards revisions
 - iv. Parent attendance deployed
- b. MDE



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

- i. MCCC due October 1. Converting to Ed-Fi.
- ii. ACT, Perkins completed timely
- iii. STAR reconciliation starts
- c. Classroom integration
 - i. FAST
 - ii. Amplified
 - iii. Clever
 - iv. Application listed online
 - v. REAMS Clevertouch boards update

3. Essential Support Services

- a. Archive Scanning services started
 - i. Retention schedules protocol development
 - ii. Backup verification scheduled
- b. Capital Projects – summer projects update
- c. Cyber-Security updates
 - i. Insurance rating
 - ii. Outside agency pending
- d. Federal OCR and NAEP
- e. Protection Plan discussion
- f. Technology budget update – update regarding the impact update of technology funding.
 - i. Inflation cost increases exceed budget increases
 - ii. Federal Cyber agencies cut unless we help fund
 - iii. Chromebook aging
 - iv. Contingency planning
 - v. Grants update - MDE and federal

Inter-Agency support highlights

Educational Resources/ECMECC – Regional technology meetings
Hennepin & Wright County Emergency Services – in-person coordination
BCA – MN Fusion Center
FEMA

Review and Comment –



District Operations Briefing – September 15, 2025



Rockford Area Schools

*presented by,
Jeff Kienitz, Director of Technology*

15 September 2025

#ROCKETS883





Agenda: Technology Goals and Objectives

Welcome - Introduction and Framework of Discussion

- Safety and Security
- Classroom Learning
- Essential Support Services
- Inter-Agency Highlights
- Review and Comment



Security and Safety

Security and Safety

- 911 updates – staff shuffle/new staff is being worked
- Geo-fencing and emergency integration project still awaiting a levy passage.
- Phones – received 154 phones in donation. Minimum Value - \$4000 to \$50,000 saved.
- FCC Analog Conversion
 - Fax, Fire Panels, Elevators, Alarms are now digital with a log file for troubleshooting.
 - Next step – remove remaining analog lines – a reduction of \$1020.72 monthly.
(13 lines identified)



Security and Safety

Security and Safety

- Cameras
 - Hennepin County Sheriff Operations Center Collaboration.
 - Identifying cameras
 - Received hardware from Hennepin County
 - May port 50 to 100 cameras dependent on State rule.
 - Legislative action regarding MN Statute Chapter 13.
 - Added cameras at each building. (Donation acquired by a non-resident for the cabinet needed for the switch and patch panel)
 - Planned upgrades to existing security servers/needed replacement server on hold
 - Planned additions for RMS/REAMS (funding dependent). (80-120k needed)



Security and Safety

Security and Safety

○ Crisis Management

Sandy Hook Promise – second year, parent messaging to be delivered soon.

I Love You Guy's – integrating into emergency plans and reunification/ALICE

Relocation and Reunification – Wright and Hennepin Counties – added site

Safe Schools – scheduled for the year.

Classroom notification via Clevertouch panels

Staff Mandatory Online Training – 57% completed, 14.5 started (65% average) 28% not started.

○ Various Management Plans

Cyber Security – improved and slight reduction in cost.

Safety Committee – scheduled for the year, agenda meeting tomorrow

Crisis Management Teams – met this summer and in September.

Staff Development tentatively planned for non-licensed staff in October



Classroom Learning

Classroom Learning

Infinite Campus -

- Hall Pass - RHS
- Parent Portal - Online Attendance
- Student credentials updated
- Standards revised
- Custom forms – 504, SPED, Technology, Field Trips

1:1 program update

- Kindergarten was removed to cover other grades (budget reduction)
- Grade 5 and 6 moved to carts (Kindergarten went to RMS)
- Online Forms to parents/student via portal
- Improving cost controls – fees
- Protection Plan to be made available.

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MDE:

- MCCC Due October 1 – converting to Ed-Fi. (est. 705,000 errors) STAR in Nov.
- Perkins, ACT, and other submitted timely.



Essential Support Services

Essential Support Services

Archive Scanning

Started Archiving student records this summer

Destruction of records will be scheduled soon.

Continuing to work on retention schedules and protocols.

Plan to move operations to district office in near future.

Backup Data:

24 Sept – backup procedures being tested under outside agency supervision

Office of Civil Rights – submitted timely - may become an annual event?



Essential Support Services

Essential Support Services

Capitol Projects – firewall replaced and batteries installed.

Protection Plan

\$40 per device per student, capped at \$80.00 per family.

50% reduction for students enrolled in educational benefits.

If no concern – plan to offer next week

Fees – outlined in the 1:1 handbook.

Chargers - \$20 to \$40.00 each • Keyboards with trackpad - \$50.00 to \$65.00 • Screens vary in cost from \$49.73 to \$89.50 • Full replacements currently vary from \$250.00 for the Acers and \$275 for the HP 14 model. This cost doesn't include the licensing needed for Google and other services.



Technology Budget Update

Technology Budget considerations

Experiencing a **greater than 3 percent cost increase**. (Google, Microsoft, VMWare – 10%)

Less than \$75,000 available for capital – **lost matching grants** due to lack of funds.

Reductions to **1:1 Chromebook program** (billing, lack of replacements, longer use). Next year – IB programs (100k)?

Loss of funding for **teacher/classroom devices**.

Decrease in **software licensing**.

Reduction in **handheld radios** and **hot spot services** used in emergency planning.

Risk in maintaining **Raptor visitor management** and **emergency generator testing**.

Deferred replacements of **switches, servers, wireless access points, cabling, and fiber**

Loss of **maintenance contracts** and **extended warranties** for critical gear.

Limited support for **robotics, STEAM/STEM expansions, and theater AV systems**.

Added costs for **emergency planning**.

No dedicated funds for safety and security – e.g. cameras, door controls, repairs.

Dropped staff development and training site for technology

Possible reduction of Infinite Campus Add-on programs

Possible loss of levy passage may mean reducing technology ⁷⁹staff.

One highlight: \$60,000 MDE Grant was approved for cybersecurity.



Technology Budget Update

- **Technology Budget**

- Cybersecurity / Internet Services**

- Plan cost:** \$305,790

- Risk if cut:**

- Loss/Reduction of Carbon Black, Auvik, KnowBe4, Nessus, ECMECC, firewall services.

- Non-compliance with insurance & state mandates (Minn. Stat. 16E.36, 13.32).**

- Higher chance of ransomware, leading to grave recovery costs.

Cameras – Currently no budget for additional door controls or camera additions, repairs, or replacements.

- Wireless & Wired Networks**

- Plan cost:**

- Wireless: \$165,000

- Switches: \$300,000

- Cabling: \$60,000

- Power Backups: \$30,000

- Risk if cut:**

- 80

- Wi-Fi dead zones → instruction collapses.

- Security cameras/PA/phones can't function on failing switches.

- No funding after E-Rate Category 2 ends June 2025.



Inter-Agency support highlights

Inter-Agency support highlights

- Regional: Educational Resources – Vector/Safety/Tech Coordination
- Regional: ECMECC – Spring Security Audit/Security Meetings/Director Meetings
- State of MN: Minnesota Cyber Incident Reporting
- MN National Guard cyber resources
- Federal: CISA: Additional Indicators of Attack and Indicators of Compromise Training
(Cybersecurity Infrastructure Security Agency) (Reduction in Training/Pay models)
- Budget Loss: MS-ISAC: MDBR reporting (Multi-State Information Sharing and Analysis Center) 513 attempts of Malware prevented last year in one week at the beginning of school.
- Federal: CRDC: Office of Civil Rights data collection
- Wright/Hennepin safety and security meetings



Review and Comment

QUESTIONS or COMMENTS?



Thank You.



ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: *Certify Proposed Levy 2025 Pay 2026*

Meeting Date: September 15, 2025

Prepared by: Bridget Peterson, CFO

Date Prepared: September 12 , 2025

Information Briefing Action Enclosure Item(s)

This proposed certification is for taxes payable in calendar year 2026 and is revenue for the 2026-2027 school year. I recommend we approve the proposed levy at “maximum”. Proposed levies for school districts carry the option of levying the “Maximum” versus a specific amount due to continuing updates by the Department of Education. This “Maximum” option protects school districts whose levies may increase. Levying a specific dollar amount prevents further increases.

We are required to certify our Proposed Levy to the County Auditors by September 30, 2025. The information submitted to the County Auditors is the information used for the proposed property taxes mailed to each taxpayer in November.

Truth in Taxation statutes require a hearing be conducted during regular school board meetings. The statute also requires that the date and time of the regular school board meeting when hearings are scheduled be announced at the time the proposed levy is certified.

Rockford Area Schools Truth in Taxation hearing will be held during the regular board meeting on December 15th, at 6:00pm.

Recommendation:

Approve 2025 Payable 2026 Proposed Levy as presented.

Rockford Area Schools
Property Tax Levy Payable 2026

SUMMARY:

Description	Dec-24 Final Payable 2025	Sep-25 Proposed Payable 2026	Dollar Change Final 2025 vs Prop 2026	Percent Change
General	\$3,398,463.28	\$3,797,257.20	\$398,793.92	11.73%
Community Service	\$122,152.02	\$125,918.72	\$3,766.70	3.08%
Debt Service	\$4,982,508.07	\$4,997,207.19	\$14,699.12	0.30%
Total Proposed Levy	<u>\$8,503,123.37</u>	<u>\$8,920,383.11</u>	<u>\$417,259.74</u>	4.91%

Overall Percentage Change

GENERAL FUND:

Description	Final Payable 2025	Proposed Payable 2026	Final 2025 vs Prop 2026
Referendum	\$1,483,687.55	\$1,614,688.82	\$131,001.27
Local Optional	\$1,147,575.56	\$1,210,563.56	\$62,988.00
Equity Levy	\$200,062.84	\$209,958.02	\$9,895.18
Transition Revenue	\$44,182.91	\$46,158.83	\$1,975.92
Operating Capital Levy	\$222,852.05	\$228,963.48	\$6,111.43
Alt Teacher Comp	\$139,869.73	\$139,277.32	(\$592.41)
Achievement & Integration	\$63,322.46	\$64,464.19	\$1,141.73
Safe Schools	\$59,608.80	\$59,709.60	\$100.80
Long-Term Facilities	\$215,596.83	\$217,908.37	\$2,311.54
Career & Technical	\$67,007.85	\$94,472.70	\$27,464.85
Abatements	\$11,754.60	\$0.00	(\$11,754.60)
Building Leases	\$26,740.10	\$27,146.96	\$406.86
Reemployment Levy	\$23,000.00	\$100,000.00	\$77,000.00
Subtotal for current year	<u>\$3,705,261.28</u>	<u>\$4,013,311.85</u>	<u>\$308,050.57</u>

Prior Year Adjustments:

Referendum	(\$28,233.68)	(\$38,582.85)	(\$10,349.17)
Local Optional	\$29,221.11	(\$35,226.47)	(\$64,447.58)
Equity Revenue	(\$5,273.68)	(\$5,324.69)	(\$51.01)
Transition Revenue	(\$1,186.95)	(\$1,330.55)	(\$143.60)
Operating Capital	(\$314.88)	\$1,744.51	\$2,059.39
Operating Capital - Bond Adjustment	(\$144,795.00)	(\$146,108.00)	(\$1,313.00)
Safe Schools	(\$2,457.00)	(\$1,721.16)	\$735.84
Long-Term Facilities	(\$38,921.61)	\$1,358.72	\$40,280.33
Career & Technical	(\$33,493.54)	(\$10,424.69)	\$23,068.85
Advance Abatement	\$0.00	\$0.00	\$0.00
Achievement & Integration	(\$2,717.82)	\$465.44	\$3,183.26
Alt Teacher Comp	(\$10,244.01)	\$2,545.27	\$12,789.28
TIF (Tax Increment Financing) Adjustment	(\$107,965.61)	\$0.00	\$107,965.61
Reemployment	\$39,584.67	\$16,549.82	(\$23,034.85)
Subtotal for prior year	<u>(306,798.00)</u>	<u>(216,054.65)</u>	<u>90,743.35</u>

Total General Fund Levy

<u>\$3,398,463.28</u>	⁸⁵ <u>\$3,797,257.20</u>	<u>\$398,793.92</u>
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COMMUNITY SERVICE FUND:	Final	Proposed	Final 2025 vs
Description	Payable 2025	Payable 2026	Prop 2026
Basic Community Ed.	\$74,975.69	\$72,727.55	(\$2,248.14)
Early Child. Family Ed.	\$45,375.85	\$41,176.16	(\$4,199.69)
Home Visiting	\$1,468.48	\$1,499.33	\$30.85
School Age Day Care	\$15,000.00	\$15,000.00	\$0.00
Abatements	\$310.05	\$0.00	(\$310.05)

Prior Year Adjustments:

Early Childhood Family Ed.	\$0.00	(\$4,504.07)	(\$4,504.07)
School Age Day Care	(\$15,000.00)	\$0.00	\$15,000.00
Advance Abatement	\$0.00	\$0.00	\$0.00
Home Visit	\$21.95	\$19.75	(\$2.20)

Total Community Ed. Fund Levy	<u>\$122,152.02</u>	<u>\$125,918.72</u>	<u>\$3,766.70</u>
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DEBT SERVICE FUND:

Description	Final	Proposed	Final 2025 vs
	Payable 2025	Payable 2026	Prop 2026
Debt Service Levy	\$4,724,452.00	\$4,729,964.00	\$5,512.00
Long-Term Facilities Debt Service	\$272,677.72	\$267,244.50	(\$5,433.22)
Abatements	(\$14,624.30)	\$0.00	\$14,624.30
Long-Term Facilities Adj	\$2.65	(\$1.31)	(\$3.96)
Excess Fund Balance Adj	\$0.00	\$0.00	\$0.00

Total Debt Service Fund Levy	<u>\$4,982,508.07</u>	<u>\$4,997,207.19</u>	<u>\$14,699.12</u>
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**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: Resolution Appointing Election Judges

Meeting Date: September 15, 2025

Prepared by: Superintendent's Office

Date Prepared: September 12, 2025

Information Briefing Action Enclosure Item(s)

The board is to approve the resolution appointing Election Judges.

EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 883
(ROCKFORD AREA SCHOOLS)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a _____ meeting of the School Board of Independent School District No. 883 (Rockford Area Schools), State of Minnesota, was duly held in the School District on _____, 2025, at _____ o'clock __.m., for the purpose, in part, of adopting a resolution appointing election judges.

Member _____ moved the adoption of the following Resolution:

**RESOLUTION APPOINTING ELECTION JUDGES
FOR THE NOVEMBER 4, 2025
SCHOOL DISTRICT SPECIAL ELECTION**

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

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the School District's special election on November 4, 2025, to act as such at the combined polling place listed on said exhibit.
2. The election judges shall act as clerks of election, count the ballots cast, and submit the results to the School Board for canvass in the manner provided for other school district elections.
3. The School District Clerk and the Clerk's designee are hereby authorized to appoint additional election judges, as needed, to fill vacancies that may occur on or before election day.

The motion for the adoption of the foregoing resolution was duly seconded by _____ . On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

EXHIBIT A

COMBINED POLLING PLACE

ELECTION JUDGES

Rockford Community Center

Head Election Judge

Shannon Sand

Donna Evans

Jane Shred

Joseph Siers

Karen Wenner

Timothy Horne



ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: *Negotiations update with EMR*

Meeting Date: September 15, 2025

Prepared by: Mike McNulty

Date Prepared: September 10, 2025

<input checked="" type="checkbox"/>	Information	<input checked="" type="checkbox"/>	Briefing	<input type="checkbox"/>	Action		<input type="checkbox"/>	Enclosure Item(s)
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The last meeting was September 8, the next meeting is September 22.

1. Meeting dates as of September 10 = May 19, June 16 and 23, July 14 and 21, August 11 and September 8.
2. The next meeting is September 22.
3. Language items right now, finances to come.
4. EMR offer highlights
 - dates changed appropriately to 2025-2027 throughout - TA
 - language on Deferred Compensation table - TA
 - MOA for ECFE/SR now in contract (Career Increments) - TA
5. District offer highlights
 - Q-Comp language - TA
 - Return from leave - TA
 - Retirement notification language - TA
 - Homebound Instruction - TA
 - Workers compensation language - TA
 - Uncompensated Leave language - TA
 - Mileage language - TA
 - Comp Time deadline language - TA
 - Compensated Leave language - TA
 - Long Term substitute teacher language - TA



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



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

Subject: *Meal Prices for SY2025-26*

Meeting Date: September 15, 2025

Prepared by: Mike McNulty

Date Prepared: September 10, 2025

<input checked="" type="checkbox"/>	Information	<input type="checkbox"/>	Briefing	<input checked="" type="checkbox"/>	Action		<input type="checkbox"/>	Enclosure Item(s)
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The required minimum meal prices for adults and other non-program meals for SY2025-26 are:

Breakfast = \$2.50

Lunch = \$5.05

Note: any second meal after the first meal for a student is \$5.05. It is recommended that the stated meal prices are approved by the School Board for coming SY2025-26. (This is coming to the Board in September as MDE did not release meal prices until the week before school started)



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

Subject: Policy Updates Final Read

Meeting Date: September 15, 2025

Prepared by: Superintendent's Office

Date Prepared: September 12, 2025

Information Briefing Action Enclosure Item(s)

The following policies have been updated by the policy committee and are up for a final read.

Policy Number	Policy Name
708	Transportation of Nonpublic School Students
709R	Student Transportation Safety Policy
721	Uniform Grant Guidance Policy Regarding Federal Revenue Sources
413	Harassment and Violence
414	Mandated Reporting of Child Neglect or Physical or Sexual Abuse
514	Bullying Prohibition Policy
516.5	Overdose Medication
616	School District System Accountability
722	Public Data Requests
806	Crisis Management Policy



Adopted: 01/08/01
Reviewed: 2017, 2021, 2022, 2023, 2024

Orig. 1995

Revised: 07/23/18, 3/21/2022, 9/15/25

413 HARASSMENT AND VIOLENCE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or



3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications Definitions

1. "Disability" means, with respect to an individual who:
 - a. has a physical, sensory, or mental impairment that materially limits one or more major life activities; of such individual;
 - b. has a record of such an impairment; ~~or~~
 - c. is regarded as having such an impairment; or
 - d. has an impairment that is episodic or in remission and would materially limit a major life activity when active. ~~or~~
2. "Familial status" means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor's legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.



3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
 5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
 7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment; or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
 2. Sexual harassment may include but is not limited to:



- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender identity or expression.

G. Sexual Violence: Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts;
 - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence: Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.



IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- E. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the



facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

- G. In the District. The school board hereby designates **each building principal** as school district human rights officers to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

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

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

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

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.



- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.



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

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

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)



MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance
Procedures and Process)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status
Nondiscrimination)



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414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. Ch. 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. "Child" means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Juvenile Safety and Placement) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Mandated Reporter" means any school personnel who knows or has reason to believe a child is being maltreated, or has been maltreated within the preceding three years.
- E. "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within normal range or performance and behavior with due regard to the child's



culture.

- F. "Neglect" means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child's physical or mental health when reasonably able to do so;
 2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety or the basic needs or safety of another child in his or her care;
 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
 5. prenatal exposure to a controlled substance as defined in state law, used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
 6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4 6, Clause (5);
 7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child's basic needs and safety; or
 8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child, which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.



- G. "Nonmaltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical Abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child's behavior, motor coordination, or judgment, or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379, including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.



- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "School Personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement or child care services.
- L. "Sexual Abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm under Minnesota Statutes, section 260E.03, subdivision 5, or a similar law of another jurisdiction; (2) been found to be palpably unfit under Minnesota Statutes, section 260C.301, subdivision 1, paragraph (b), clause 3, or a similar law of another jurisdiction; (3) committed an act that resulted in an involuntary termination of parental rights under Minnesota Statutes, section 260C.301, or a similar law of another jurisdiction; (4) , or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative or parent under Minnesota Statutes, section 260C.515, subdivision 4, or a similar law of another jurisdiction.¶

IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report.
- B. An oral report shall be made immediately by telephone or otherwise. The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency



responsible for assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.

- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]

V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of maltreatment for the purpose of gathering facts, assessing safety



and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged offender is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.



- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 4 6, Clause (5) (Child in Need of Protection)

Minn. Stat. § 260C.301 (Termination of Parental Rights)¶

Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 609.02, Subd.6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)



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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/or 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.

- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. 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.

- J. 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, 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.
 - F. "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.
 - G. "Prohibited conduct" means bullying, cyberbullying 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.
 - H. "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.
 - I. "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 school 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 student's developmental age and behavioral history. ~~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. For purposes of notification presumed under this paragraph, a parent or legal guardian may designate in writing to the school another individual to be notified of the prohibited conduct.
- 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. Consistent with its applicable policies and practices, the school district must discuss this policy with students, school personnel and volunteers and provide appropriate training for all school district personnel to prevent, identify, and respond to prohibited conduct. The school district must 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.
- H. The school district designates school principals as the primary contact person in the school



building to receive reports of prohibited conduct

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. Article II, paragraph D, regarding malicious and sadistic conduct 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 shall be conspicuously posted in the administrative offices of the school and school district in summary form.
- D. This policy must be distributed to each school district or school employee and independent contractor, if the contractor regularly interacts with students, at the time of employment with the district or the school.
- E. 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.
- F. This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on the school district's or a school's website, consistent with the district policies and practices.
- 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.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
- Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)



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)



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Orig. 2023

516.5 OVERDOSE MEDICATION

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)¹, and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

II. GENERAL STATEMENT OF POLICY

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

- A. **“Drug-related overdose”** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **“Naloxone Coordinator”** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district’s Naloxone Coordinator is ~~the Head District Nurse~~[insert title of staff person appointed as coordinator].

¹ Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intermuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an “IM kit.”



- C. **“Opiate”** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. **“Opiate Antagonist”** means naloxone hydrochloride (“Naloxone”) or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **“Standing Order”** means directions from the school district’s medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
 - 1. Administration type
 - 2. Dosage
 - 3. Date of issuance
 - 4. Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.
- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a district-wide collaborative planning and implementation team (“District Planning Team”) who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

- 1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.



2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
 3. The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:
 - a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
 - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
 4. The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.
- E. Site Planning Teams
1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.



2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

F. School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

- G. The school district allows a student in grades 9 through 12 to possess and administer an opiate antagonist to another high school student. The protections of Minnesota Statutes, section 604A.04 apply to the possession and administration of opiate antagonists according to Minnesota Statutes, section 121A.224.

V. NALOXONE STORAGE

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site. ~~and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).~~
- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. Privacy Protections

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

- Legal References:**
- Minn. Stat. § 13.32 (Educational Data)
 - Minn. Stat. § 13.43 (Personnel Data)
 - Minn. Stat. § 13.37 (General Nonpublic Data)
 - Minn. Stat. § 121A.21 (School Health Services)



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Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.224 (Opiate Antagonists)
Minn. Stat. § 144.344 (Emergency Treatment)
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)
Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

Cross Reference: MSBA/MASA Model Policy 516 (Student Medication)
~~Minnesota Department of Health Toolkit on the Administration of Naloxone~~

Resources: [Minnesota Department of Health, School Toolkit on Naloxone Administration in School Settings](#)



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616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process that promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding implementation of the Minnesota K-12 Academic Standards and the federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota K-12 Academic Standards and federal law requires accountability for the school district. The school district established a system to transition to the graduation requirements of the Minnesota K-12 Academic Standards. The school district also established a system to review and improve instruction, curriculum and assessment which will include substantial input by students, parents or guardians and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "~~Comprehensive achievement and civic readiness—World's best workforce~~" means striving to: meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school; and prepare students to be lifelong learners.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

- 1. The school board has established school district-wide goals that provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota K-12 Academic Standards and the federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the *District Curriculum Advisory Committee (the "Advisory Committee")*.



2. The District Advisory Committee created under Policy 603 (Curriculum Development) is established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
 3. The school district-wide improvement goals should address recommendations identified through the District Curriculum Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, ~~an evaluation of student progress committee~~, or through some other locally determined process.
- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies, and best practices, student outcomes, principal evaluations under Minnesota Statutes, section 123B.147, and teacher evaluations under Minnesota Statutes section 122A.40 or 122A.41.
- C. Implementation of Graduation Requirements
1. The District Advisory Committee shall also advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of the District Advisory Committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually.
 2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the District Advisory Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The District Advisory Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
 3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of current achievement that show growth relative to an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with the MDE in evaluating school sites and continuous improvement plans, consistent with best practices.



D. Comprehensive Continuous Improvement of Student Achievement

1. In the *fall* of each year, the District Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The District Advisory Committee, working in cooperation with other committees of the school district [*such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.,*] will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota K-12 Academic Standards;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals; and,
 - d. Advising the school board about development of the annual budget.
3. The District Advisory Committee shall meet the following criteria:
 - a. The District Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
 - b. The District Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the District Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. Translation services should be provided to the extent appropriate and practicable.



5. The District Advisory Committee shall meet the following timeline each year to:

Fall Hold an organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board;

Agree on the process to be used and become familiar with the instruction and curriculum of the cycle content area.

Winter: Review evaluation results and prepare recommendations.

Present recommendations to the school board for its input and approval.

E. Evaluation of Student Progress Committee.

A committee of professional staff shall develop a plan for assessment of student progress, the graduation standards, as well as program evaluation data for use by the District Advisory Committee to review instruction and curriculum, review process cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.

F. Reporting.

1. Consistent with Minnesota Statutes section 120B.36, subdivision 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to **comprehensive achievement and civic readiness** ~~the world's best workforce~~. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.
2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.
3. The school district must annually report the district's class size ratios by each grade to the **C**ommissioner of education in the form and manner specified by



the Commissioner.

4. The school district must report whether programs funded with compensatory revenue are consistent with best practices demonstrated to improve student achievement.

Legal References:

Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota’s Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness—the World’s Best Workforce)
Minn. Stat. § 120B.35 (Student Academic Achievement and Growth)
Minn. Stat. § 120B.36 (School Accountability)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination) Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making ; Individualized Learning Agreement; Other Agreements) Minn. Stat. § 123B.147, (Principals)
Minn. Stat. § 126C.12 (Learning and Development Revenue Amount and Use)
Minn. Rules Parts 3501.0660-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standard for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation, and LEP Students)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)



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708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

- A. The school district shall provide equal transportation within the district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minnesota Statutes sections 123B.88 and 123B.92 when applicable.
- B. Upon the request of a parent or guardian, the school district must provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation must be provided whether or not there is another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means.
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school ~~must~~ shall pay the cost of such transportation provided outside the school district boundaries.
- D. The school district must provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services, if the school district elects to provide pupil support services at a site other than a nonpublic school.
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students and any other matter relating thereto shall



be within the sole discretion, control and management of the school district. A nonpublic or charter school student transported by the school district shall comply with school district student bus conduct and student bus discipline policies.

- F. The school board and a nonpublic school may mutually agree to a written plan for the board to provide nonpublic pupil transportation to nonpublic school students. The school district must report the number of nonpublic school students transported and the nonpublic pupil transportation expenditures incurred in the form and manner specified by the Minnesota Commissioner of Education.
- G. If the school board provides pupil transportation through the school's employees, the school board may transport nonpublic school students according to the plan and retain the nonpublic pupil transportation aid attributable to that plan. A nonpublic school may make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services not required under Minnesota Statutes, sections 123B.84 to 123B.87.
- H. A school board that contracts for pupil transportation services may enter into a contractual arrangement with a school bus contractor according to the written plan adopted by the school board and the nonpublic school to transport nonpublic school students and retain the nonpublic pupil transportation aid attributable to that plan for the purposes of paying the school bus contractor. A nonpublic school may make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services included in the contract that are not required under Minnesota Statutes, sections 123B.84 to 123B.87.
- I. Additional transportation to and from a nonpublic school may be provided at the expense of the school district when such services are provided in the discretion of the school district.

IV. STUDENTS WITH DISABILITIES

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district must provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district ~~must~~ **shall** provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school ~~must~~ **shall** pay the cost of transportation provided outside the school district boundary. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law.
- B. When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program, the student shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability



on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district.

- C. Each driver and aide assigned to a vehicle transporting students with a disability must (1) be instructed in basic first aid and procedures for the students under their care; (2) within one month after the effective date of assignment, participate in a program of in-service training on the proper methods of dealing with the specific needs and problems of students with disabilities; (3) assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and (4) ensure that proper safety devices are in use and fastened properly.
- D. Each driver and aide assigned to a vehicle transporting students with a disability shall have available to them the following information in hard copy or immediately accessible through a two-way communication system: (1) the student's name and address; (2) the nature of the student's disabilities; (3) emergency health care information; and (4) the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.
- E. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the due process procedures provided for in Minnesota Statutes chapter 125A.

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [Policy 707] shall apply to the transportation of nonpublic school students except as specifically provided herein.

- Legal References:**
- Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
 - Minn. Stat. § 123B.84 (Policy)
 - Minn. Stat. § 123B.86 (Equal Treatment)
 - Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
 - Minn. Stat. § 123B.91, Subd. 1a (School District Bus Safety Requirements))
 - Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
 - Minn. Stat. Ch. 125A (Special Education and Special Programs)
 - Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
 - Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
 - Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
 - Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al.*, 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
 - Eldredge v. Independent Sch. Dist. No. 625*, 422 N.W.2d 319 (Minn. App. 1988)
 - Healy v. Independent Sch. Dist. No. 625*, 962 F.2d 1304 (8th Cir. 1992)
 - Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
 - Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
 - Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)



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Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

Cross References: MSBA/MASA Model Policy 707 (Transportation of Public School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)



Adopted: 10/12/02

Reviewed: 2017

Revised: 12/17/18, 9/19/2022, 08/21/23, 9/15/25

Orig. 1995

709R STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials



within four weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes section 169.446, subdivision 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district shall adopt and make available for public review a curriculum for transportation safety education.
9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

C. Active Transportation Safety Training

1. *Training required*

- a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.
- b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:
 - (1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique; and
 - (2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques.



~~2. Deadlines.~~

- ~~a. Students under subdivision 1, paragraph (a), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the third week of school.~~
- ~~b. Students under subdivision 1, paragraph (b), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the sixth week of school.~~
- ~~c. Students under subdivision 1, paragraph (a) or (b), who enroll in a school after the second week of school and have not received the appropriate active transportation safety training in their previous school district must undergo the training or receive active transportation safety instructional materials within four weeks of the first day of attendance.~~
- ~~d. The school district and a nonpublic school may provide kindergarten pupils with active transportation safety training before the first day of school.~~

23. Instruction

- a. The school district may provide active transportation safety training through distance learning.
- b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses; including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.
 - 1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
 - 2. Rules at the Bus Stop



- a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes (if any). Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or



guardians will be notified of any suspension of bus privileges.

a. *For Students in Grades K-8*

1st Violation – A phone call will be given to parents from Transportation Department

2nd Violation - A Conduct Report will be sent to the appropriate school, and referred to Stop and Think Room.

3rd Violation – The student meets with the Principal/Counselor with a possible one (1) to three (3) day suspension of bus privileges at administrations discretion.

4th Violation – The student may be suspended from three (3) to ten (10) days of riding privileges from the bus.

5th Violation – The student is suspended from riding privileges from the bus for a time determined by the administrator.

Conduct reports that include physical fighting, Bullying, Sexual/Racial Harassment, Weapons, Theft, Vandalism and Threats will be sent directly to school administration.

Consequences may be increased at principal's discretion.

b. *For Students in Grades 9-12*

1st Violation – A phone call will be given to parents from Transportation Department.

*2nd Violation – The student will meet with ~~school administration~~ **Dean of Students**.*

*3rd Violation – The student meets with ~~school administration~~ **the Principal/Counselor** with a possible one (1) to three (3) day suspension of bus privileges at administrations discretion.*

4th Violation – The student may be suspended from three (3) to ten (10) days of riding privileges from the bus.

5th Violation – The student is suspended from riding privileges from the bus for a time determined by the administrator.

Conduct reports that include physical fighting, Bullying, Sexual/Racial Harassment, Weapons, Theft, Vandalism and Threats will be sent directly to school administration.

Consequences may be increased at principal's discretion.

c. Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.



d. Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

e. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

f. Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

g. Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;



4. Monitor bus stops, if possible;
5. Have their children to the bus stop five minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver’s license with a school bus endorsement. A person possessing a valid driver’s license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver’s license, without a school bus endorsement, may operate a “type A-I” school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver’s license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (“Division”) of the conviction within 30 days of the conviction. For purposes of this paragraph, a “serious traffic violation” means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver’s license or without having a commercial driver’s license in the driver’s possession;
 7. driving a commercial vehicle without the proper class of commercial driver’s license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
 8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
 9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.



- D. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-1 school bus, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (*i.e.*, driving while impaired offenses), VII.C.1.h. (*i.e.*, felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within ten days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy. .

VI. SCHOOL BUS DRIVER TRAINING

A. Training

- 1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.
- 2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.



B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the Model School Bus Driver Training Manual.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.



6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes section 169.011, subdivision 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.



10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a ten-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
 - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:



- (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections; and
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location; and
 - (d) placing the type III vehicle in "park" during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within ten days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes, section 122A.18, subdivision 8, or Minnesota Statutes, section



123B.03 for school district employees; Minnesota Statutes, section 144.057 or Minnesota Statutes, chapter 245C for day care employees; or Minnesota Statute, section 171.321, subdivision 3, for all other persons operating a type A or type III vehicle under this section.

- d. Operators shall submit to a physical examination as required by Minnesota Statutes, section 171.321, subdivision. 2.
- e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes, section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
- f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes section 171.321, subdivision 5 .
- g. A person who sustains a conviction, as defined under Minnesota Statutes, section 609.02, of violating Minnesota Statutes, sections 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes, sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five years from the date of conviction.
- h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes, section 171.3215, subdivision.1(c), (*i.e.*, felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
- i. A person who sustains a conviction, as defined under Minnesota Statutes, section 609.02, of a moving offense in violation of Minnesota Statutes, chapter 169 within three years of the first of three other moving offenses is precluded from operating a type III vehicle for one year from the date of the last conviction.
- j. Students riding the type III vehicle must have training required under Minnesota Statutes, section 123B.90, subdivision 2 (See Section II.B., above).
- k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns,



leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.

2. The type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes, section 169.451.
3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunctional School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the eight-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
 - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes, section 171.02, subdivisions 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.



3. A school bus operated under this section must bear a current certificate of inspection.
4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 1. the student's name and address;
 2. the nature of the student's disabilities;
 3. emergency health care information; and
 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily



pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.

- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minnesota Statutes, section 171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver's Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

- Legal References:**
- Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
 - Minn. Stat. § 123B.03 (Background Check)
 - Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
 - Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
 - Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
 - Minn. Stat. § 123B.90 (School Bus Safety Training)
 - Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
 - Minn. Stat. § 123B.935 (Active Transportation Safety Training)
 - Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)



Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16 and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subds. 2 (Safety of School Children; Training and Education Rules)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
Minn. Stat. § 171.321 (Qualifications of School Bus Driver)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. §181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

Cross References:

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 707 (Transportation of Public Students)
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)



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721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

A. Grants

1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
 2. "Direct grants" are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.
- B. "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- C. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
1.
 - a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations section 200.101 (Applicability); or
 - b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations section 200.101 (Applicability).
 2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 Code of Federal Regulations section 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.



3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. "Contract" means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations section. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. "Procurement by micro-purchase" is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 Code of Federal Regulations Subpart 2.1 or as periodically adjusted for inflation).
 2. "Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$250,000 (periodically adjusted for inflation).
 3. "Procurement by sealed bids (formal advertising)" is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
 4. "Procurement by competitive proposals" is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
 5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.
- F. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations section 200.431 (Compensation - Fringe Benefits).



- H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations section 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.
- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.



- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
 - 1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
 - 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
 - 3. Procurement by sealed bids (formal advertising).
 - 4. Procurement by competitive proposals. If this method is used, the following requirements apply:



- a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
- a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d. After solicitation of a number of sources, competition is determined inadequate.
- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in



competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
 - K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
 - L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 Code of Federal Regulations section 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 Code of Federal Regulations sections 200.311, 200.314, and 200.315.

- B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:



1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

- A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.
- B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

- C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms



and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district’s compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

- B. Definitions
 - 1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.

 - 2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

 - 3. “Omni Circular” or “2 Code of Federal Regulations Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.

 - 4. “Advance payment” means a payment that a federal awarding agency or



passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs. The following items are costs that may be allowable under the 2 Code of Federal Regulations Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;



21. Training costs; and

22. Travel costs.

D. Costs Forbidden by Federal Law. 2 Code of Federal Regulations Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 Code of Federal Regulations section 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting



matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
 - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
 - e. Adequately documented. A recipient must maintain proper



documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

- G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.
1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
 2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
 3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
 4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.
- H. Approved Plans, Budgets, and Special Conditions
1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
 2. Costs must also be consistent with all terms and conditions of federal awards,



including any special conditions imposed on the school district's grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

J. Employee Sanctions

Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

3. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
4. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entitywide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;



- b. The costs are equitably allocated to all related activities, including federal awards; and
 - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
 2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 Code of Federal Regulations section 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
 3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
 4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
 5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
 6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
 1. Critical and necessary for the conduct of the project;
 2. Allowable under the cost principles set forth in the Uniform Grant Guidance;



3. Consistent with the school district's cost accounting practices and school district policy; and
 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.



- Legal References:**
- 2 C.F.R. § 200.1 (Definitions: Capital Assets)
 - 2 C.F.R. § 200.112 (Conflict of Interest)
 - 2 C.F.R. § 200.113 (Mandatory Disclosures)
 - 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
 - 2 C.F.R. § 200.214 (Suspension and Debarment)
 - 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
 - 2 C.F.R. § 200.302 (Financial Management)
 - 2 C.F.R. § 200.303 (Internal Controls)
 - 2 C.F.R. § 200.305(b)(1) (Federal Payment)
 - 2 C.F.R. § 200.310 (Insurance Coverage)
 - 2 C.F.R. § 200.311 (Federally-owned and Exempt Property)
 - 2 C.F.R. § 200.313(d) (Equipment)
 - 2 C.F.R. § 200.314 (Supplies)
 - 2 C.F.R. § 200.315 (Intangible Property)
 - 2 C.F.R. § 200.318 (General Procurement Standards)
 - 2 C.F.R. § 200.319(c) (Competition)
 - 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
 - 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms)
 - 2 C.F.R. § 200.328 (Financial Reporting)
 - 2 C.F.R. § 200.339
 - 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
 - 2 C.F.R. § 200.430 (Compensation – Personal Services)
 - 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
 - 2 C.F.R. § 200.447 (Insurance and Indemnification)
 - 2 C.F.R. § 200.463 (Recruiting Costs)
 - 2 C.F.R. § 200.464 (Relocation Costs of Employees)
 - 2 C.F.R. § 200.474 (Transportation Costs)
 - 2 C.F.R. § 200.475 (Travel Costs)

- Cross References:**
- MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
 - MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
 - MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)
 - MSBA/MASA Model Policy 412 (Expense Reimbursement)
 - MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
 - MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
 - MSBA/MASA Model Policy 702 (Accounting)
 - MSBA/MASA Model Policy 703 (Annual Audit)



Adopted: 08-20-2018

Orig. 2017

Revised: 09-19-2022, 11/21/2022, 9/15/25

722 PUBLIC DATA AND DATA SUBJECT REQUESTS

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

D. Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

E. Individual

"Individual" means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.



F. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03.

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data



Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

- A. All requests for public data must be made in writing directed to the responsible authority.
 - 1. A request for public data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact the requestor (such as phone number, address, or email address).
 - 2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.
 - 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
 - 4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
 - 1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and



shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.

- (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
- c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and



- d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 - 1. The estimated costs of preparing the summary data, if any; and
 - 2. The summary data requested; or
 - 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 - 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.



- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
 - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 - 2. Date the request is made;
 - 3. A clear description of the data requested;
 - 4. Proof that the individual is the data subject or the data subject's parent or guardian;
 - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and



6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VIII. COSTS

A. Public Data

1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
2. All charges must be paid for [in cash or by check] in advance of receiving the copies.

[Note: the district should identify the payment methods that it will accept.]

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:



- a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
- b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IX: Annual Review and Posting

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Data Practices Contacts

Responsible Authority:
Superintendent of Schools
Rockford Area Schools
6051 Ash Street, Rockford, MN 55373
763-477-9165



Rockford Area School District #883 -- Policy 722

Data Practices Designee(s):

Business Manager

Financial and Business Records

6051 Ash Street, Rockford, MN 55373

763-477-9165

Special Education Coordinator or designee

Special Education Records

7650 County Road 50, Rockford MN 55373

763-477-5837

Rockford Elementary Arts Magnet School Principal or designee

Student Educational Records

7650 County Road 50, Rockford, MN 55373

763-477-5837

Rockford Middle School Center for Environmental Studies Principal or designee

Student Educational Records

6051 Ash Street, Rockford, MN 55373

763-477-5831

Rockford High School Principal or designee

Student Educational Records

7600 County Road 50, Rockford, MN 55373

763-477-5846

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 13.01 (Government Data)

Minn. Stat. § 13.02 (Definitions)

Minn. Stat. § 13.025 (Government Entity Obligation)

Minn. Stat. § 13.03 (Access to Government Data)

Minn. Stat. § 13.04 (Rights of Subjects to Data)

Minn. Stat. § 13.05 (Duties of Responsible Authority)

Minn. Stat. § 13.32 (Educational Data)

Minn. Rules Part 1205.0300 (Access to Public Data)

Minn. Rules Part 1205.0400 (Access to Private Data)

Cross References:

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)



Adopted: 09/18/00

Orig. 1999

Reviewed: 2014, 2022, 2023, 2024

Revised: 07/24/17, 08/21/23, 9/15/25

806 CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis



procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

Finally, all general crisis procedures will address specific procedures for children with special needs such as physical, sensory, motor, developmental, and mental health challenges.

- a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.
- b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. This may include students who do not have a 504 plan or an individualized education program (IEP). The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.
- c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters



are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.
3. School Emergency Response Teams
 - a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.
 - b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication



1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.



6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.



E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. . The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for inform students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community.-Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:



1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery
2. Fiscal recovery
3. Academic recovery
4. Social/emotional recovery.

IV. ACTIVE SHOOTER DRILL

A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.
2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.
3. "Evidence-based" means a program or practice that demonstrates any of the following:



- a. a statistically significant effect on relevant outcomes based on any of the following:
 - i. strong evidence from one or more well designed and well implemented experimental studies;
 - ii. moderate evidence from one or more well designed and well implemented quasi-experimental studies; or
 - iii. promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias; or
 - b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.
- 4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources.
 - 5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

- 1. accessible;
- 2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;
- 3. culturally aware;
- 4. trauma-informed; and
- 5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.



D. Notice

1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.
2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.
3. The Commissioner of the Minnesota Department of Education must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

F. Active Shooter Simulations

A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district or charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.
2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:
 - a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
 - b. the importance of taking threats seriously and seeking help; and
 - c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity, **including providing information about the Department of Public Safety's statewide anonymous threat reporting system and any local threat reporting systems.**
3. A school district or charter school must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:



- a. student opportunities for leadership related to prevention and safety;
- b. encouragement and support to students in establishing clubs and programs focused on safety; and
- c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled school board meeting, a school board of a district that has conducted an active shooter drill must consider the following:

- 1. the effect of active shooter drills on the safety of students and staff; and
- 2. the effect of active shooter drills on the mental health and wellness of students and staff.

V. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the Comprehensive School Safety Guide (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures



- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

VI. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

D. Radiological Emergencies at Nuclear Generating Plants

School districts within a ten (10) mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

- Legal References:**
- Minn. Stat. Ch. 12 (Emergency Management)
 - Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
 - Minn. Stat. § 121A.035 (Crisis Management Policy)
 - Minn. Stat. § 121A.038 (Students Safe at School)
 - Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
 - Minn. Stat. § 299F.30 (Fire Drill in School)



Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
Minn. Rules Ch. 7511 (Fire Safety)
20 U.S.C. § 1681, *et seq.* (Title IX)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References:

MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>
[Minnesota School Safety Center - Resources \(mn.gov\)](#)

Resources:

I Love U Guys Foundation, *Standard Response Protocol*
<https://iloveuguys.org/The-Standard-Response-Protocol.html> (012325)
Safe and Sound Schools
<https://safeandsoundschools.org/> (012325)



ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Acknowledgement of Contributions Resolution

Meeting Date: September 15, 2025

Prepared by: Business Office

Date Prepared: September 10, 2025

Information Briefing Action Enclosure Item(s)

RESOLUTION

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

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

<i>Donor</i>	<i>Amount</i>	<i>Fund</i>
Kelly Zech	Rack Enclosure (Wall Mount & 6 Rack Units, valued at \$231.41)	General Fund Donation
Rockford Education Foundation	\$110.80	DECA Activity Fund (from catalog sales)
Rockford Education Foundation	\$192.00	General Fund Donation (BILT Lunch & Learn)
USI	Popcorn Maker/Wireless Speaker	Benefits & Wellness Fair Donation
Corebridge	Teacher Survival Basket	Benefits & Wellness Fair Donation
VOYA	2 - \$50 Amazon Gift Cards	Benefits & Wellness Fair Donation
Cub Foods--Buffalo	fruit/granola bars	Benefits & Wellness Fair Donation
Sunshine Supply	Flower Flight for door prize	Benefits & Wellness Fair Donation
Midland Nursery	\$25 Gift Card	Benefits & Wellness Fair Donation
Apple Jacks Orchard	Apple Butter and Apple Salsa	Benefits & Wellness Fair Donation
Big Bore	\$25 Gift Card	Benefits & Wellness Fair Donation
River Inn	2-\$25 Gift Cards	Benefits & Wellness Fair Donation
Hutch & Home	\$20 Gift Card	Benefits & Wellness Fair Donation
Grateful Gifts	Gift Basket	Benefits & Wellness Fair Donation
Jersey Mike's	20 - Free Sub cards	Wellness Donation
Heidi's Grow Haus	\$25 Gift Card	Benefits & Wellness Fair Donation
Rocket Boosters	\$25 Gift Card	Benefits & Wellness Fair Donation
Yale Mechanical	2 - \$50 Target Gift Cards	Benefits & Wellness Fair Donation
Buffalo Rock Winery	5 - \$15 Buffalo Rock Winery Gift Cards	Benefits & Wellness Fair Donation
Infinity Flooring	\$500 donation check	Wellness Donation
Kwik Trip	5 - \$10 Gift Cards	Wellness Donation



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

Subject: Closed Session - Negotiations Start

Meeting Date: September 15, 2025

Prepared by: Superintendent's Office

Date Prepared: September 12, 2025

Information Briefing Action Enclosure Item(s)

The board will enter into closed session to discuss negotiations parameters pursuant to Minnesota Statute section 13D.03.

Subdivision 1.Procedure. **(b)** The governing body of a public employer may by a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections [179A.01](#) to [179A.25](#).