

**ROCK RIDGE PUBLIC SCHOOLS
1405 PROGRESS PARKWAY
VIRGINIA MN 55792**

**Regular Meeting
Monday, July 10, 2023 at 6:00 PM
Rock Ridge Administration Building, 1405 Progress Parkway,
Virginia, MN 55792**

AGENDA

1. Call to order.
2. Approval of agenda.
3. Recognition of visitors and visitor input.
4. Consent Agenda:
 1. Approval of June 26, 2023 regular meeting minutes. 3
 2. Acceptance of resignation of Brian Hake from the Secondary Teacher position effective June 27, 2023.
5. Reports:
 1. Treasurer's Report. 5
 2. Rock Ridge Staff Survey. 16
 3. Superintendent.
 1. Administrative changes since the old Eveleth-Gilbert and Virginia school districts began cooperating. 49
6. Administration Items:
 1. Consider approval of a quote for new Rock Ridge choir robes. 50
 2. Consider the Elementary S.M.A.R.T. program and staffing.
 3. Consider approval of Child and Adult Care Program Renewal of Contract for Vended Meals 2023. 57
7. Meeting Announcements:
 1. The next regular meeting will be Monday, August 14, 2023 at the Rock Ridge Administration Building, 1405 Progress Pkwy, Virginia.

8. Adjournment.

**OFFICE OF THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 2909
MONDAY, JUNE 26, 2023, 6:00 P.M.**

**ROCK RIDGE ADMINISTRATION BUILDING, 1405 PROGRESS PARKWAY, VIRGINIA, MN 55792
MINUTES OF THE REGULAR SCHOOL BOARD MEETING**

Members Present:

Bill Addy Tim Riordan
Nicole Culbert-Dahl Pollyann Sorcan
Brandi Lautigar John Uhan
 Lisa Westby

Other Staff Present:

Dr. Noel Schmidt, Superintendent
Matt Krage, Secondary Teacher

Members Absent:

None

- I. CHAIR ADDY called the regular meeting to order at 6:00 P.M.
- II. **APPROVE AGENDA:** Motion to **approve the agenda** made by LAUTIGAR, seconded by UHAN. Motion passed unanimously.
- III. **RECOGNITION OF VISITORS AND VISITOR INPUT:** Katherine Disterhaft – Issuance of bonds; Fritz Kvaternik – 1404 Building/Issuance of bonds.
- IV. **CONSENT AGENDA:**
 - A. Motion to **approve the consent agenda** made by UHAN, seconded by RIORDAN.
 1. SORCAN pulled for discussion: *4.7 Approval of hire of Debra Meissner-Devries for the 0.68 FTE Interventionist position with a total salary of \$81,841 (Step J MA. Includes 0.32 FTE ESL Teacher position) effective August 28, 2023.*
 2. Motion passed unanimously.
 - a. Approval of June 12, 2023 regular meeting minutes.
 - b. Approval of correction of coaching rehires for Spring Play for 2023-24: Approved at the June 12, 2023 meeting: Chris Chad - Director Spring Play and Jeremy Liimatta - Co-Director Spring Play. The correct rehiring is as follows: Chris Chad - Assistant Director Spring Play and Jeremy Liimatta - Director Spring Play.
 - c. Approval of hire of Karlie Lucente for the Summer Day Camp Counselor position at a rate of \$12.00/hour effective June 5 – August 26, 2023.
 - d. Approval of hire of Cindi Nelson for the Summer Day Camp Fill-In Substitute position at a rate of \$12.00/hour effective June 23 - August 25, 2023.
 - e. Approval of hire of Martha Lash for the School Readiness Teacher position (LES) at a rate of \$31.00/hour effective August 28, 2023.
 - f. Approval of hire of Bethany Lash for the School Readiness Teacher position (PES) at a rate of \$31.00/hour effective August 28, 2023.
 - g. Approval of unpaid leave of absence for Elementary Teacher, Annie Nichols from approximately November 22, 2023 through January 1, 2024.
 - h. Acceptance of termination of Alyssa Pulles from the Paraprofessional position effective at the end of the 2022-23 school year.
 - i. Acceptance of termination of Rose Walburn from the Paraprofessional position effective at the end of the 2022-23 school year.
 - j. Approval of pay increase for the Summer Day Camp Counselor position from \$12.00/hour to \$13.50/hour effective June 5, 2023.
 - k. Approval of 2023-2024 Membership Renewal for MREA in the amount of \$2,500.
 - l. Approval of Rock Ridge A Cappella Choir trip: March 20 - March 25, 2024 New York City, NY.

- m. Approval of Rock Ridge A Cappella Choir trip: November 17-18, 2023: ACDA-MN State Conference.
 - n. Acceptance and appreciation of a donation from Tucker Nelson in the amount of \$100 given to Hannah Davidson-Teff for classroom needs.
 - o. Acceptance and appreciation of a donation from Allison Kreibich State Farm in the amount of \$4,500 for the #RockRidgeRising Campaign - Varsity Baseball scoreboard.
 - p. Acceptance and appreciation of a donation from Anthony and Mary Skenzich in the amount of \$300 for the #RockRidgeRising Campaign - Steve Kerzie Legacy Fund.
- B. Following discussion of pulled item, **motion to approve 4.7 Approval of hire of Debra Meissner-Devries for the 0.68 FTE Interventionist position with a total salary of \$81,841 (Step J MA. Includes 0.32 FTE ESL Teacher position) effective August 28, 2023** made by LAUTIGAR, seconded by UHAN. Motion passed 6-1 with SORCAN abstaining.

V. **REPORTS:**

- A. Matt Krage provided a brief description of what the first week of school at RRHS will look like this fall for students and staff.
- B. Motion to **approve Payment of the Bills** made by UHAN, seconded by RIORDAN. Motion passed unanimously.
- C. Supt. Schmidt gave a brief overview of the 2023 Legislative Recap.

VI. **ADMINISTRATION ITEMS:**

- A. Motion to **approve the Resolution Authorizing the Issuance of Bonds** made by UHAN, seconded by LAUTIGAR. Roll call vote. Motion passed 6-1 with SORCAN voting NO.
- B. Motion to **approve EMC and RAM as the District's Property, Liability, and Workers Comp Insurance Provider** made by UHAN, seconded by RIORDAN. Motion passed 6-1 with SORCAN voting NO.
- C. Motion to **approve the MOU regarding instructional time and prep time for Secondary Teacher, Greg Foster for the 2023-2024 school year** made by RIORDAN, seconded by CULBERT-DAHL. Motion passed unanimously.
- D. Motion to **approve the 3D virtual tour to be created for the remainder of the Eveleth campus** made by ADDY, seconded by UHAN. Following discussion, ADDY amended his motion to **remove the item from the agenda to allow for more information and discussion.**
- E. Motion to **approve the agreement between the State of Minnesota Colleges and Universities on behalf of Bemidji State University and Rock Ridge Public Schools for student teaching and field experience opportunities effective June 21, 2023 until June 20, 2028** made by LAUTIGAR, seconded by CULBERT-DAHL. Motion passed unanimously.
- F. Motion to **approve the Concurrent Enrollment Contract between the State of Minnesota Colleges and Universities on behalf of Lake Superior College and Rock Ridge Public Schools** made by CULBERT-DAHL, seconded by RIORDAN. Motion passed unanimously.

VII. **MEETING ANNOUNCEMENTS** were made.

VIII. **ADJOURNMENT:** Meeting adjourned at 6:46 P.M.

CHAIR - BILL ADDY

CLERK – BRANDI LAUTIGAR

July 10, 2023

offered the following resolution and moved for its adoption.

RESOLVED, By the Board of Education of Independent School District #2909 that the following bills be allowed and the Chairperson and Clerk be and are hereby authorized to draw orders on the Treasurer for payment of same:

<u>CHECK NO.</u>	<u>VENDOR</u>	<u>UFARS CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
11438	MINNESOTA POWER	E 01 005 810 000 000 331	Electricity	\$5,620.18
11438 Total				<u>\$5,620.18</u>
11439	SUPER ONE	E 01 300 250 000 000 430	Instruct Supplies	\$13.87
11439 Total				<u>\$13.87</u>
11440	SWEETWATER	E 01 005 107 050 000 401	General Supplies	\$616.67
11440 Total				<u>\$616.67</u>
11441	VERIZON	E 01 005 690 000 000 320	Comm Telephone	\$105.14
11441 Total				<u>\$105.14</u>
11442	MINNESOTA POWER	E 01 005 810 000 000 331	Electricity	\$3,307.93
11442 Total				<u>\$3,307.93</u>
11443	AIKEY ELECTRIC LLC	E 01 118 810 000 000 350	Move 2 PIM door controllers to new locations	\$980.75
11443	AIKEY ELECTRIC LLC	E 01 300 810 000 000 350	Hook up new milling machine in welding shop	\$979.10
11443 Total				<u>\$1,959.85</u>
11444	ALBIN ACQUISITION CORP	E 01 005 110 000 000 314	Background Checks for May 2023	\$352.00
11444 Total				<u>\$352.00</u>
11445	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	Power Your Fun Arggh Mini Stress Balls for Ad	\$10.99
11445 Total				<u>\$10.99</u>
11446	ANDERSON ANGIE	E 04 500 560 000 321 311	REIMBURSEMENT	\$500.00
11446 Total				<u>\$500.00</u>
11447	ARROW AUTO GLASS & SUPPLY CO	E 01 112 810 000 000 420	PGL Low Tempered	\$770.20
11447	ARROW AUTO GLASS & SUPPLY CO	E 01 112 810 000 000 420	Labor	\$240.00
11447 Total				<u>\$1,010.20</u>
11448	AT & T MOBILITY	E 01 005 690 000 000 320	TABLETS	\$73.23
11448 Total				<u>\$73.23</u>
11449	DEMCO INC	E 01 101 620 000 000 401	2in x 3in Rose Color Tinted Label Protectors	\$60.03
11449	DEMCO INC	E 01 101 620 000 000 401	2in x 3in Light Blue Color Tinted Label Protector	\$60.03
11449	DEMCO INC	E 01 101 620 000 000 401	2 in x 3 in Light Green Color Tinted Label Protec	\$40.02
11449	DEMCO INC	E 01 101 620 000 000 401	2 in x 3 in Blue Color Tinted Label Protectors. v	\$60.03
11449	DEMCO INC	E 01 101 620 000 000 401	2 in x 3 in Orange Color Tinted Label Protectors	\$60.03
11449	DEMCO INC	E 01 101 620 000 000 401	2 in x 3 in Fluor Pink Color Tinted Label Protect	\$40.02
11449	DEMCO INC	E 01 101 620 000 000 401	2 in x 3 in Red Color Tinted Label Protectors. v	\$40.02
11449	DEMCO INC	E 01 101 620 000 000 401	Freight	\$39.62
11449	DEMCO INC	E 01 302 620 000 000 475	#W12867850 3/4 inch Orange Color Coding Dot	\$15.08
11449	DEMCO INC	E 01 302 620 000 000 475	#12867800 3/4 in Red Color Coding Dot Labe	\$15.08
11449	DEMCO INC	E 01 302 620 000 000 475	Freight	\$10.95
11449	DEMCO INC	E 01 300 620 000 000 401	Label Protectors Orange	\$77.20
11449	DEMCO INC	E 01 300 620 000 000 401	Label Protectors Blue	\$77.24
11449	DEMCO INC	E 01 300 620 000 000 401	Label Protectors Rose	\$77.20
11449	DEMCO INC	E 01 300 620 000 000 401	Label Protectors Green	\$57.93
11449 Total				<u>\$730.48</u>
11450	EVELETH FLORAL	E 01 302 280 000 000 435	Yellow Roses	\$425.00
11450	EVELETH FLORAL	E 01 302 280 000 000 435	Coursage	\$88.00
11450	EVELETH FLORAL	E 01 302 280 000 000 435	Stage Assembly	\$295.00
11450	EVELETH FLORAL	E 01 302 280 000 000 435	Sunflowers gold greenery	\$450.00

11450	EVELETH FLORAL	E	C1	302	280	000	000	435	Outdoor Plants Gym Area	\$237.00
11450 Total										<u>\$1,495.00</u>
11451	FERGUSON ENTERPRISES LLC #1657	E	01	300	810	000	000	350	Sump Pump	\$933.75
11451 Total										<u>\$933.75</u>
11452	FORKLIFTS OF MN INC	E	01	300	810	000	000	350	Rental	\$910.00
11452	FORKLIFTS OF MN INC	E	01	300	810	000	000	350	Rental	\$938.00
11452	FORKLIFTS OF MN INC	E	01	300	810	000	000	350	Scissorlift Rental	\$538.00
11452 Total										<u>\$2,386.00</u>
11453	GMEN	E	01	302	810	000	000	350	Dumpster Rolloff	\$1,049.95
11453	GMEN	E	01	302	810	000	000	401	Dumpster Rolloff	\$1,244.14
11453 Total										<u>\$2,294.09</u>
11454	GOPHER SPORTS	E	04	500	560	000	321	430	Gear Bag GL56-333	\$80.70
11454	GOPHER SPORTS	E	04	500	560	000	321	430	catchers Gear GL43-257	\$147.25
11454	GOPHER SPORTS	E	04	500	560	000	321	430	Freight	\$14.39
11454 Total										<u>\$242.34</u>
11455	GRANDE ACE HARDWARE	E	01	300	810	000	000	420	Misc Tools	\$227.50
11455	GRANDE ACE HARDWARE	E	C1	300	810	000	000	350	Chain Coil	\$3.59
11455	GRANDE ACE HARDWARE	E	01	300	810	000	000	350	Salt Softener	\$75.90
11455	GRANDE ACE HARDWARE	E	C1	112	810	000	000	350	Padlock	\$30.59
11455	GRANDE ACE HARDWARE	E	01	112	810	000	000	350	Chain Coil	\$14.36
11455 Total										<u>\$351.94</u>
11456	HAFDAHL JIM	E	01	302	296	716	000	305	OFFICIAL	\$55.00
11456 Total										<u>\$55.00</u>
11457	HAWKINS INC	E	01	300	810	000	000	420	Pool Chemicals	\$248.00
11457 Total										<u>\$248.00</u>
11458	HENDRICKSON LARRY	E	01	302	810	000	000	350	Boiler Checks	\$1,750.00
11458 Total										<u>\$1,750.00</u>
11459	HIBBING HIGH SCHOOL	E	01	300	294	714	000	369	ENTRY	\$150.00
11459	HIBBING HIGH SCHOOL	E	01	300	296	714	000	369	ENTRY	\$150.00
11459	HIBBING HIGH SCHOOL	E	01	300	296	714	000	369	ENTRY	\$150.00
11459 Total										<u>\$450.00</u>
11460	KERZIE DEANNA	E	01	302	296	714	000	366	GIRLS	\$3,034.96
11460	KERZIE DEANNA	E	01	302	294	714	000	366	BOYS	\$3,034.96
11460 Total										<u>\$6,069.92</u>
11461	KY INTERPRETING SERVICES INC	E	01	100	405	000	740	399	INTERPRETING SERVICES	\$11,200.00
11461 Total										<u>\$11,200.00</u>
11462	L & M SUPPLY INC	E	03	005	760	000	720	401	Bulk Fasteners	\$5.96
11462	L & M SUPPLY INC	E	03	005	760	000	720	401	Hyd Univ 5gal Plas Pl	\$111.98
11462	L & M SUPPLY INC	E	03	005	760	000	720	401	RETURN	\$111.98
11462	L & M SUPPLY INC	E	01	300	810	000	000	420	Bulk Fasteners	\$6.32
11462 Total										<u>\$236.24</u>
11463	LARSEN KEN	E	01	005	110	000	000	401	CH12 EXPENSES	\$191.82
11463 Total										<u>\$191.82</u>
11464	LINDE GAS & EQUIPMENT INC	E	03	005	760	000	720	401	GILBERT	\$67.97
11464	LINDE GAS & EQUIPMENT INC	E	03	005	760	000	720	401	EVELETH BUS GARGAGE	\$85.34
11464	LINDE GAS & EQUIPMENT INC	E	C1	302	361	914	830	433	IND TECH	\$85.34
11464 Total										<u>\$238.65</u>
11465	MACKIN EDUCATIONAL RESOURCES	E	C1	300	620	000	000	401	As Per Quote #121533	\$4,629.37
11465 Total										<u>\$4,629.37</u>
11466	MARIUCCI VIDEO PRODUCTION INC	E	01	005	110	000	000	401	CH12 MGMT FEES	\$3,512.94
11466 Total										<u>\$3,512.94</u>

11467	MENARDS	E	01	300	810	000	000	420	75W	\$11.99
11467	MENARDS	E	01	300	810	000	000	420	100W	\$5.97
11467 Total										<u>\$17.96</u>
11468	METRO SALES INC	E	01	005	105	000	000	386	#105156 W865L200411	\$48.41
11468	METRO SALES INC	E	01	302	211	000	000	386	#113930 W866L300047	\$0.01
11468	METRO SALES INC	E	01	101	203	000	000	386	#114241 G676L400038	\$72.10
11468 Total										<u>\$120.52</u>
11469	MINNESOTA GRAD SERVICES	E	01	302	280	000	000	435	CAP/GOWN/TASSEL	\$2,190.00
11469	MINNESOTA GRAD SERVICES	E	01	302	280	000	000	435	DIPLOMA COVERS	\$686.40
11469	MINNESOTA GRAD SERVICES	E	01	302	280	000	000	435	DIPLOMAS	\$459.90
11469	MINNESOTA GRAD SERVICES	E	01	302	280	000	000	435	TASSELS/GOLD	\$222.60
11469	MINNESOTA GRAD SERVICES	E	01	302	280	000	000	435	SHIPPING	\$78.80
11469 Total										<u>\$3,637.70</u>
11470	MINNESOTA POWER	E	01	302	810	000	000	330	UTILITIES	\$290.64
11470 Total										<u>\$290.64</u>
11471	MN ENERGY RESOURCES CORP	E	01	302	810	000	000	440	UTILITIES	\$5,100.69
11471	MN ENERGY RESOURCES CORP	E	01	302	810	000	000	440	UTILITIES	\$71.56
11471	MN ENERGY RESOURCES CORP	E	01	101	810	000	000	440	UTILITIES	\$1,092.49
11471	MN ENERGY RESOURCES CORP	E	01	116	810	000	000	440	UTILITIES	\$44.60
11471	MN ENERGY RESOURCES CORP	E	01	302	810	000	000	440	UTILITIES	\$23.91
11471	MN ENERGY RESOURCES CORP	E	01	302	810	000	000	440	UTILITIES	\$65.44
11471	MN ENERGY RESOURCES CORP	E	03	005	760	000	720	330	UTILITIES	\$84.09
11471 Total										<u>\$6,482.78</u>
11472	NEXTERA COMMUNICATIONS	E	01	005	105	000	000	320	PHONE	\$672.41
11472 Total										<u>\$672.41</u>
11473	NORTHEAST SERVICE COOPERATIVE	E	01	302	211	000	000	394	MSC ONLINE FY23-Spring 2023	\$603.94
11473 Total										<u>\$603.94</u>
11474	PEP'S BAKE SHOP	E	01	005	010	000	000	401	Open House Cookies	\$375.00
11474 Total										<u>\$375.00</u>
11475	QUADIENT FINANCE	E	01	005	105	000	000	329	POSTAGE	\$1,000.00
11475 Total										<u>\$1,000.00</u>
11476	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	Def Fluid	\$67.80
11476	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	Filter	\$60.49
11476	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	Filters	\$168.62
11476	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	Filter	\$26.64
11476	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	Wipes	\$21.40
11476 Total										<u>\$344.95</u>
11477	RANGE PAPER CORPORATION	E	01	101	203	000	000	401	Paper	\$635.16
11477 Total										<u>\$635.16</u>
11478	SCHINDLER ELEVATOR CORPORATION	E	01	300	810	000	000	350	Service Call	\$1,217.12
11478 Total										<u>\$1,217.12</u>
11479	SUPER ONE	E	C1	101	203	000	000	401	Cake & Supplies	\$43.97
11479 Total										<u>\$43.97</u>
11480	TEAM LABORATORY CHEMICAL, LLC	E	C1	302	810	000	000	401	Grounds Supplies	\$3,100.50
11480 Total										<u>\$3,100.50</u>
11481	AED BRANDS	E	05	300	865	000	347	401	PHILIPS M5071A HEART START ONSITE MMAR	\$450.00
11481	AED BRANDS	E	05	300	865	000	347	401	PHILIPS ONSITE INFANT CHILD AED PADS M507	\$115.00
11481	AED BRANDS	E	05	300	865	000	347	401	M5070A PHILIPS FRX/ONSITE/HS1 AED REPLAC	\$1,050.00
11481	AED BRANDS	E	05	300	865	000	347	401	AED CABINET WITH ALARM AND STROBE SURF	\$490.00
11481	AED BRANDS	E	G5	300	865	000	347	401	PHILIPS HEART START ONSITE AED BUSINESS V	\$1,510.00
11481 Total										<u>\$3,615.00</u>
11482	AGI REPAIR INC	E	01	005	606	000	000	311	Prof Tech Services	\$1,106.00
11482	AGI REPAIR INC	E	01	005	606	000	000	311	Prof Tech Services	\$9,122.00

11482	AGI REPAIR INC	E	01	005	606	000	000	311	Prof Tech Services	\$1,764.00
11482	AGI REPAIR INC	E	01	005	606	000	000	311	Prof Tech Services	\$269.00
11482 Total										<u>\$12,261.00</u>
11483	AMAZON CAPITAL SERVICES INC	E	01	116	203	000	000	401	General Supplies	\$96.37
11483	AMAZON CAPITAL SERVICES INC	E	04	500	580	046	325	430	Instructional Supply	\$669.52
11483	AMAZON CAPITAL SERVICES INC	E	04	500	580	046	325	430	Instructional Supply	\$1,690.40
11483	AMAZON CAPITAL SERVICES INC	E	01	116	606	000	000	430	Instructional Supply	\$260.56
11483	AMAZON CAPITAL SERVICES INC	E	01	116	203	405	000	430	Instruct Supplies	\$92.10
11483	AMAZON CAPITAL SERVICES INC	E	01	116	203	405	000	430	Instruct Supplies	\$169.36
11483	AMAZON CAPITAL SERVICES INC	E	01	116	203	405	000	430	Instruct Supplies	\$29.99
11483	AMAZON CAPITAL SERVICES INC	E	01	116	203	000	000	401	General Supplies	\$30.95
11483	AMAZON CAPITAL SERVICES INC	E	01	116	203	406	000	430	Instruct Supplies	\$223.95
11483	AMAZON CAPITAL SERVICES INC	E	01	116	203	000	000	401	General Supplies	\$53.98
11483 Total										<u>\$3,317.18</u>
11484	AMFA	E	01	300	361	000	475	303	Purchased Services	\$800.00
11484 Total										<u>\$800.00</u>
11485	ANDRIE JADE	E	01	300	361	000	475	303	Purchased Services	\$40.00
11485 Total										<u>\$40.00</u>
11486	APPLE INC	E	01	005	606	000	000	401	AS PER ATTACHED PROPOSAL NUMBER 211122	\$1,399.00
11486 Total										<u>\$1,399.00</u>
11487	AQUA LOGIC INC	E	06	300	870	000	000	520	Bldg Improvements	\$70,125.33
11487 Total										<u>\$70,125.33</u>
11488	ARROWHEAD REGIONAL COMPUTING CONSOR	E	01	005	110	000	000	305	Cons Fee/Fee For Srv	\$40.27
11488 Total										<u>\$40.27</u>
11489	BARTLEY SALES COMPANY INC	E	01	005	107	050	000	401	General Supplies	\$9,895.00
11489 Total										<u>\$9,895.00</u>
11490	BENCHMARK ENGINEERING INC	E	06	116	870	000	000	311	Prof Tech Services	\$1,240.00
11490 Total										<u>\$1,240.00</u>
11491	BLICK ART MATERIALS	E	01	300	212	000	000	430	AS PER ATTACHED	\$533.45
11491	BLICK ART MATERIALS	E	01	302	212	000	000	430	AS PER ATTACHED	\$1,170.12
11491	BLICK ART MATERIALS	E	01	300	214	000	000	430	AS PER ATTACHED	\$764.34
11491	BLICK ART MATERIALS	E	01	300	211	000	000	430	Instruct Supplies	\$775.58
11491 Total										<u>\$3,243.49</u>
11492	BSN SPORTS LLC	E	01	300	296	710	000	430	Instruct Supplies	\$918.48
11492	BSN SPORTS LLC	E	06	300	870	000	000	530	Equipment	\$78,980.00
11492	BSN SPORTS LLC	E	05	300	850	000	302	530	Equip Purchased	\$41,580.00
11492	BSN SPORTS LLC	E	01	300	296	716	000	430	Instruct Supplies	\$4,155.46
11492	BSN SPORTS LLC	E	C1	300	294	705	000	430	Instruct Supplies	\$180.00
11492	BSN SPORTS LLC	E	05	300	850	000	302	530	Equip Purchased	\$7,902.01
11492 Total										<u>\$133,715.95</u>
11493	CARDMEMBER SERVICE	E	01	005	810	000	000	386		\$3,693.23
11493	CARDMEMBER SERVICE	E	01	005	020	000	000	820		\$539.00
11493 Total										<u>\$4,232.23</u>
11494	CASARETO DOMINIC	E	01	300	296	715	733	365	Interdept Transport	\$60.04
11494	CASARETO DOMINIC	E	01	300	296	715	000	364	Entry Fees/Student Travel	\$1,897.12
11494 Total										<u>\$1,957.16</u>
11495	CHRISTENSEN PARTS	E	01	005	810	000	000	350	Repairs Maint Serv	\$28.59
11495	CHRISTENSEN PARTS	E	01	005	810	000	000	350	Repairs Maint Serv	\$18.68
11495	CHRISTENSEN PARTS	E	C1	005	810	000	000	350	Repairs Maint Serv	\$18.12
11495 Total										<u>\$65.39</u>
11496	COLLINS ELIZABETH	E	01	116	203	000	000	430	Instruct Supplies	\$148.84
11496 Total										<u>\$148.84</u>

11497	COLOSIMO, PATCHIN, & KEARNEY LTD	E	01	005	150	000	000	311	Prof Tech Services	\$1,219.00
11497 Total										<u>\$1,219.00</u>
11498	DALCO	E	01	112	810	000	000	410	Custodial Supplies	\$1,000.78
11498	DALCO	E	01	112	810	000	000	410	Custodial Supplies	\$60.07
11498 Total										<u>\$1,060.85</u>
11499	DOORCO INC	E	05	300	870	000	000	520	Bldg Improvements	\$779.25
11499 Total										<u>\$779.25</u>
11500	ESSENTIA HEALTH	E	03	005	750	000	720	311	Prof Tech Services	\$108.00
11500 Total										<u>\$108.00</u>
11501	EVELETH FLORAL	E	01	300	211	047	000	401	General Supplies	\$118.50
11501 Total										<u>\$118.50</u>
11502	FACTS EDUCATION SOLUTIONS LLC	E	01	798	216	000	401	304	Purchased Services	\$2,222.48
11502 Total										<u>\$2,222.48</u>
11503	G BENZ CONTRACTING INC	E	06	300	870	000	000	311	Prof Tech Services	\$1,750.00
11503 Total										<u>\$1,750.00</u>
11504	GRANDE ACE HARDWARE	E	01	005	810	000	000	410	Custodial Supplies	\$5.58
11504	GRANDE ACE HARDWARE	E	03	005	760	000	720	350	Repairs Maint Serv	\$4.59
11504 Total										<u>\$10.17</u>
11505	GRAZZINI BROTHERS & COMPANY	E	06	116	870	000	000	520	Bldg Improvements	\$21,375.00
11505 Total										<u>\$21,375.00</u>
11506	GREAT LAKES ALUM	E	01	005	810	000	000	350	Repairs Maint Serv	\$59.85
11506 Total										<u>\$59.85</u>
11507	H2I GROUP INC	E	05	300	870	000	000	520	Bldg Improvements	\$5,567.00
11507 Total										<u>\$5,567.00</u>
11508	HARBOR CITY MASONRY INC	E	05	116	870	000	000	520	Bldg Improvements	\$429,286.44
11508 Total										<u>\$429,286.44</u>
11509	HAWK CONSTRUCTION INC	E	05	300	870	000	000	520	Bldg Improvements	\$12,281.71
11509 Total										<u>\$12,281.71</u>
11510	HOCHE MIKE	E	01	005	606	000	000	401	General Supplies	\$1,176.77
11510 Total										<u>\$1,176.77</u>
11511	HOLIDAY INN EXPRESS & SUITES	E	C1	300	294	705	000	364	HOTEL ROOMS FOR THE BOYS STATE TENNIS TI	\$2,611.20
11511 Total										<u>\$2,611.20</u>
11512	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$165.00
11512	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
11512	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$80.00
11512	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
11512	HOMETOWN FOCUS	E	C1	005	010	000	000	380	Print-Publish	\$75.00
11512	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$120.00
11512	HOMETOWN FOCUS	E	C1	005	010	000	000	380	Print-Publish	\$150.00
11512 Total										<u>\$710.00</u>
11513	HUNT ELECTRIC CORPORATION	E	C6	116	870	000	000	520	Bldg Improvements	\$133,386.65
11513 Total										<u>\$133,386.65</u>
11514	INNOVATIVE OFFICE SOLUTIONS	E	05	116	870	000	000	530	Equipment	\$177,069.50
11514 Total										<u>\$177,069.50</u>
11515	INTEREUM	E	06	116	870	000	000	530	Equipment	\$273,954.64
11515 Total										<u>\$273,954.64</u>
11516	ISD #1	E	01	300	361	958	475	303	Purchased Services	\$82.81
11516 Total										<u>\$82.81</u>
11517	ISD #2142	E	01	300	361	966	475	303	Purchased Services	\$4,354.00
11517	ISD #2142	E	01	300	361	966	475	303	Purchased Services	\$4,314.20
11517	ISD #2142	E	01	005	640	000	316	366	Travel	\$3,391.85
11517 Total										<u>\$12,060.05</u>

11518	ISD #316	E 01 300 361 956 428 303	Purchased Services	\$282.77
11518	ISD #316	E 01 300 361 956 428 303	Purchased Services	\$1,284.63
11518 Total				<u>\$1,567.40</u>
11519	ISD #318	E 01 300 361 955 428 303	Purchased Services	\$4,500.04
11519	ISD #318	E 01 300 361 955 428 303	Purchased Services	\$1,252.96
11519 Total				<u>\$5,753.00</u>
11520	ISD #319	E 01 300 361 963 475 303	Purchased Services	\$990.00
11520 Total				<u>\$990.00</u>
11521	ISD #695	E 01 300 361 951 475 303	Purchased Services	\$335.02
11521 Total				<u>\$335.02</u>
11522	ISD #701	E 01 300 361 957 475 303	Purchased Services	\$308.61
11522	ISD #701	E 01 300 361 957 475 303	Purchased Services	\$268.61
11522 Total				<u>\$577.22</u>
11523	ISMIL LORI	E 01 300 274 000 000 430	Instructional Supply	\$104.09
11523 Total				<u>\$104.09</u>
11524	I-STATE TRUCK CENTERS	E 03 005 760 000 720 350	Repairs Maint Serv	\$243.66
11524	I-STATE TRUCK CENTERS	E 03 005 760 000 720 350	Repairs Maint Serv	\$143.99
11524 Total				<u>\$387.65</u>
11525	JANKILA EMILY	E 01 005 690 000 510 366	Travel	\$104.49
11525 Total				<u>\$104.49</u>
11526	KEMP ANGELA	E 01 300 256 000 000 430	Instruct Supplies	\$49.03
11526 Total				<u>\$49.03</u>
11527	KOWALSKI MICHAEL	E 01 300 256 000 000 430	Instruct Supplies	\$55.35
11527 Total				<u>\$55.35</u>
11528	KRAUS-ANDERSON	E 06 116 870 000 000 311	Prof Tech Services	\$206,632.21
11528 Total				<u>\$206,632.21</u>
11529	KUNNARI'S KITCHEN & COFFEE HOUSE	E 01 005 020 000 000 401	General Supplies	\$2,293.52
11529 Total				<u>\$2,293.52</u>
11530	KY INTERPRETING SERVICES INC	E 01 116 405 000 740 399	Spec Purchased Services	\$5,740.00
11530	KY INTERPRETING SERVICES INC	E 01 116 405 000 740 399	Spec Purchased Services	\$8,925.00
11530 Total				<u>\$14,665.00</u>
11531	L & M SUPPLY INC	E 01 300 255 045 000 430	Instructional Supply	\$39.98
11531	L & M SUPPLY INC	E 01 300 255 045 000 430	Instructional Supply	\$74.76
11531	L & M SUPPLY INC	E 01 005 810 000 000 420	Repair Supplies	\$36.98
11531	L & M SUPPLY INC	E 03 005 760 000 720 420	Repair Supplies	\$11.98
11531	L & M SUPPLY INC	E 03 005 760 000 720 420	Repair Supplies	\$10.72
11531 Total				<u>\$174.42</u>
11532	LAMPPA JOSHUA	E 01 300 294 705 733 365	Interdept Transport	\$25.00
11532 Total				<u>\$25.00</u>
11533	LAMPPA STACIE	E 01 005 020 000 000 401	General Supplies	\$871.45
11533	LAMPPA STACIE	E 01 005 020 000 000 401	General Supplies	\$1,657.14
11533 Total				<u>\$2,528.59</u>
11534	LCS COACHES INC	E 01 300 294 710 733 361	Private Trans Cont	\$2,489.73
11534	LCS COACHES INC	E 01 300 294 714 733 361	Private Trans Cont	\$2,201.25
11534	LCS COACHES INC	E 01 300 294 710 733 361	Private Trans Cont	\$1,741.50
11534	LCS COACHES INC	E 01 300 296 709 733 361	Private Trans Cont	\$2,557.50
11534	LCS COACHES INC	E 01 300 294 714 733 361	Private Trans Cont	\$2,201.25
11534	LCS COACHES INC	E 01 300 296 714 733 365		\$1,055.00
11534	LCS COACHES INC	E 01 300 294 714 733 365		\$1,055.00
11534	LCS COACHES INC	E 03 005 760 000 720 361	Trans Con Priv Car	\$1,758.75
11534 Total				<u>\$15,059.98</u>
11535	MACTA	E 01 300 361 951 475 303	Purchased Services	\$650.00
11535 Total				<u>\$650.00</u>

11536	MALOVRH SHANNON	E	01	300	361	000	475	366	Travel	\$485.01
11536 Total										<u>\$485.01</u>
11537	MARC	E	01	005	810	000	000	410	Custodial Supplies	\$352.22
11537 Total										<u>\$352.22</u>
11538	MENARDS	E	05	300	850	052	302	520	Bldg Improvements	\$270.78
11538	MENARDS	E	05	300	850	052	302	520	Bldg Improvements	\$1,338.36
11538	MENARDS	E	05	300	850	052	302	520	Bldg Improvements	\$2,469.00
11538	MENARDS	E	05	300	850	052	302	520	Bldg Improvements	\$1,598.67
11538	MENARDS	E	05	300	850	052	302	520	Bldg Improvements	\$1,725.03
11538	MENARDS	E	01	005	810	000	000	410	Custodial Supplies	\$11.97
11538	MENARDS	E	01	005	690	000	510	401	General Supplies	\$286.99
11538 Total										<u>\$7,700.80</u>
11539	MESABI BITUMINOUS INC	E	06	300	870	000	000	520	Bldg Improvements	\$116,190.84
11539 Total										<u>\$116,190.84</u>
11540	MESABI SIGN CO INC	E	06	300	870	000	000	311	Prof Tech Services	\$4,065.00
11540	MESABI SIGN CO INC	E	06	300	870	000	000	311	Prof Tech Services	\$1,277.35
11540	MESABI SIGN CO INC	E	06	300	870	000	000	311	Prof Tech Services	\$44.50
11540 Total										<u>\$5,386.85</u>
11541	METRO SALES INC	E	05	005	850	000	302	386	Computer and Tech Hdwr Rental	\$1,045.92
11541 Total										<u>\$1,045.92</u>
11542	MID-STATE TRUCK SERVICE INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$45.40
11542	MID-STATE TRUCK SERVICE INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$4,626.50
11542	MID-STATE TRUCK SERVICE INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$1,762.63
11542	MID-STATE TRUCK SERVICE INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$2,458.92
11542	MID-STATE TRUCK SERVICE INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$7,199.58
11542 Total										<u>\$16,093.03</u>
11543	MNJOA	E	01	005	640	000	316	366	2023 MNJOA CONFERENCE REGISTRATION FOR	\$300.00
11543 Total										<u>\$300.00</u>
11544	MOLIN CONCRETE PRODUCTS CO	E	06	116	870	000	000	520	Bldg Improvements	\$10,222.86
11544 Total										<u>\$10,222.86</u>
11545	MULCAHY NICKOLAUS LLC	E	06	116	870	000	000	520	Bldg Improvements	\$369,890.96
11545 Total										<u>\$369,890.96</u>
11546	NE MN OFFICE OF JOB TRAINING	E	G1	300	361	000	428	303	Purchased Services	\$5,000.00
11546 Total										<u>\$5,000.00</u>
11547	NEW DOMINION SCHOOL	E	G1	300	690	000	000	390	Pmt Educ Pur MN Dist	\$1,627.56
11547 Total										<u>\$1,627.56</u>
11548	NORTHEAST SERVICE COOPERATIVE	E	05	005	865	000	352	311	Prof Tech Services	\$1,000.00
11548 Total										<u>\$1,000.00</u>
11549	NORTHERN DOOR & HARDWARE INC	E	06	116	870	000	000	520	Bldg Improvements	\$40,140.35
11549 Total										<u>\$40,140.35</u>
11550	NORTHERN INDUSTRIAL ERECTORS INC	E	06	300	870	000	000	520	Bldg Improvements	\$13,668.52
11550 Total										<u>\$13,668.52</u>
11551	NORTHSPAN GROUP INC	E	G1	300	361	000	428	303	Purchased Services	\$1,000.00
11551 Total										<u>\$1,000.00</u>
11552	NTS	E	06	116	870	000	000	311	Prof Tech Services	\$7,085.25
11552 Total										<u>\$7,085.25</u>
11553	OSI ENVIRONMENTAL INC	E	03	005	760	000	720	442	Vehicle Gas & Oil	\$100.00
11553 Total										<u>\$100.00</u>
11554	PLTW	E	01	005	203	051	000	430	Instructional Supply	\$950.00
11554 Total										<u>\$950.00</u>
11555	POHAKI LUMBER CO	E	05	300	850	052	302	520	Bldg Improvements	\$2,558.02
11555	POHAKI LUMBER CO	E	05	300	850	052	302	520	Bldg Improvements	\$167.89
11555 Total										<u>\$2,725.91</u>

11556	RAM	B	01	215	270			Payroll Deductions-WC	\$11,560.99
11556 Total									<u>\$11,560.99</u>
11557	RANGE PAPER CORPORATION	E	01	300	810	000	000	410 Custodial Supplies	\$609.24
11557	RANGE PAPER CORPORATION	B	01	130	000			Inventory	\$4,234.40
11557 Total									<u>\$4,843.64</u>
11558	RATWIK ROSZAK & MALONEY	E	01	005	150	000	000	311 Prof Tech Services	\$433.50
11558 Total									<u>\$433.50</u>
11559	RED CEDAR STEEL ERECTORS INC	E	06	116	870	000	000	520 Bldg Improvements	\$62,681.95
11559 Total									<u>\$62,681.95</u>
11560	RJ MECHANICAL INC	E	06	300	870	000	000	520 Bldg Improvements	\$592,965.23
11560	RJ MECHANICAL INC	E	06	116	870	000	000	520 Bldg Improvements	\$205,842.68
11560 Total									<u>\$798,807.91</u>
11561	RTL CONSTRUCTION INC	E	06	300	870	000	000	520 Bldg Improvements	\$149,839.91
11561 Total									<u>\$149,839.91</u>
11562	SAAFE LLC	E	06	300	870	000	000	520 Bldg Improvements	\$22,647.72
11562 Total									<u>\$22,647.72</u>
11563	SCHINDLER ELEVATOR CORPORATION	E	06	300	870	000	000	520 Bldg Improvements	\$23,829.16
11563 Total									<u>\$23,829.16</u>
11564	SHI	E	06	300	870	000	000	555 Technology Equip	\$563.00
11564	SHI	E	06	300	870	000	000	555 Technology Equip	\$370.00
11564	SHI	E	06	300	870	000	000	555 AS PER ATTACHED QUOTATION # 23533670	\$1,499.00
11564	SHI	E	06	116	870	000	000	555 AS PER ATTACHED QUOTATION # 23536219	\$174,091.00
11564 Total									<u>\$176,523.00</u>
11565	SHRED-N-GO INC	E	01	300	211	000	000	401	\$159.04
11565	SHRED-N-GO INC	E	01	005	110	000	000	401	\$594.49
11565	SHRED-N-GO INC	E	01	112	203	000	000	401 General Supplies	\$98.89
11565 Total									<u>\$852.42</u>
11566	SHUBAT TRANSPORTATION	E	01	300	294	705	733	365	\$860.43
11566	SHUBAT TRANSPORTATION	E	01	300	296	716	733	365	\$704.23
11566	SHUBAT TRANSPORTATION	E	01	300	294	714	733	361	\$5,571.37
11566 Total									<u>\$7,136.03</u>
11567	SPELTS WILLIE	E	01	300	296	715	000	364 Entry Fees/Student Travel	\$770.68
11567 Total									<u>\$770.68</u>
11568	SQUIRES, WALDSPURGER & MACE PA	E	01	005	150	000	000	311 Prof Tech Services	\$904.60
11568 Total									<u>\$904.60</u>
11569	ST GERMAIN'S CABINET INC	E	06	300	870	000	000	520 Bldg Improvements	\$3,252.50
11569 Total									<u>\$3,252.50</u>
11570	STEINBRECHER PAINTING COMPANY	E	06	300	870	000	000	520 Bldg Improvements	\$12,861.57
11570 Total									<u>\$12,861.57</u>
11571	SUPER ONE	E	01	300	402	000	740	433 Ind Instructnl Mtrls	\$82.57
11571	SUPER ONE	E	01	005	690	000	510	366 Travel	\$203.67
11571 Total									<u>\$286.24</u>
11572	TACONITE TIRE SERVICE	E	01	005	810	000	000	350 Repairs Maint Serv	\$649.46
11572	TACONITE TIRE SERVICE	E	03	005	760	000	720	350 Repairs Maint Serv	\$2,294.52
11572	TACONITE TIRE SERVICE	E	03	005	760	000	720	350 Repairs Maint Serv	\$900.22
11572 Total									<u>\$3,844.20</u>
11573	THELEN HEATING & ROOFING INC	E	05	300	870	000	000	520 Bldg Improvements	\$21,536.30
11573 Total									<u>\$21,536.30</u>
11574	TNT CONSTRUCTION GROUP LLC	E	06	116	870	000	000	520 Bldg Improvements	\$105,374.00
11574	TNT CONSTRUCTION GROUP LLC	E	05	116	870	000	000	520 Bldg Improvements	\$143,125.10
11574 Total									<u>\$248,499.10</u>
11575	TWIN CITY ACOUSTICS INC	E	05	300	870	000	000	520 Bldg Improvements	\$6,185.92
11575 Total									<u>\$6,185.92</u>

11576	TYPING.COM	E	01	300	257	000	000	406	AS PER ATTACHED QUOTE 20230508-24582	\$555.00
11576 Total										<u>\$555.00</u>
11577	ULINE	E	01	005	810	000	000	350	Repairs Maint Serv	\$283.32
11577 Total										<u>\$283.32</u>
11578	UNITED GLASS INC	E	05	300	870	000	000	520	Bldg Improvements	\$45,950.00
11578	UNITED GLASS INC	E	06	116	870	000	000	520	Bldg Improvements	\$105,041.50
11578 Total										<u>\$150,991.50</u>
11579	UNITED TRUCK BODY	E	03	005	760	000	720	350	Repairs Maint Serv	\$6,945.36
11579 Total										<u>\$6,945.36</u>
11580	US BANK EQUIPMENT FINANCE	E	05	005	850	000	302	386	Computer and Tech Hdwr Rental	\$2,498.00
11580 Total										<u>\$2,498.00</u>
11581	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	331		\$33,368.93
11581	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	440		\$5,133.73
11581	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	334		\$54.71
11581	VIRGINIA PUBLIC UTILITITES	E	03	005	760	000	720	333		\$88.80
11581	VIRGINIA PUBLIC UTILITITES	E	03	005	760	000	720	332		\$54.25
11581	VIRGINIA PUBLIC UTILITITES	E	03	005	760	000	720	331		\$341.79
11581	VIRGINIA PUBLIC UTILITITES	E	03	005	760	000	720	440		\$127.50
11581	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	334		\$585.30
11581	VIRGINIA PUBLIC UTILITITES	E	01	112	810	000	000	333		\$525.90
11581	VIRGINIA PUBLIC UTILITITES	E	01	112	810	000	000	332		\$238.00
11581	VIRGINIA PUBLIC UTILITITES	E	01	112	810	000	000	331		\$4,944.23
11581	VIRGINIA PUBLIC UTILITITES	E	01	112	810	000	000	440		\$482.21
11581	VIRGINIA PUBLIC UTILITITES	E	03	005	760	000	720	331	Electricity	\$58.52
11581	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	331	Electricity	\$1,276.08
11581 Total										<u>\$47,279.95</u>
11582	W A FISHER COMPANY	E	03	005	760	000	720	401	General Supplies	\$150.00
11582	W A FISHER COMPANY	E	01	005	107	050	000	311	Prof Tech Services	\$1,416.00
11582	W A FISHER COMPANY	E	01	005	107	050	000	311	Prof Tech Services	\$1,416.00
11582 Total										<u>\$2,982.00</u>
11583	WAGNER CHARLES	E	01	005	690	000	510	303	Purchased Services	\$600.00
11583 Total										<u>\$600.00</u>
11584	WINTER MARK	E	01	005	640	000	316	366	Travel	\$251.52
11584 Total										<u>\$251.52</u>
11585	BLUE CROSS / BLUE SHIELD OF MN	E	01	300	211	000	000	291	Cont Employ Benefits	\$19,182.00
11585 Total										<u>\$19,182.00</u>
11586	LAMPPA ELLA	R	01	005	000	000	000	099	06.30.2023 payroll	\$124.67
11586 Total										<u>\$124.67</u>
11587	MEDICAREBLUE RX	E	01	300	211	000	000	291	Cont Employ Benefits	\$28,458.10
11587 Total										<u>\$28,458.10</u>
11588	NORTHEAST SERVICE COOPERATIVE	B	01	215	001				Payroll Deductions-Health Ins	\$226,725.77
11588 Total										<u>\$226,725.77</u>
290842-290847	PAYROLL 06/30/23									\$660,168.65
	OASDI									\$48,842.91
	MEDICARE									\$11,452.35
	PERA									\$13,534.67
	TRA									\$35,817.95
	TSA MATCH									\$4,368.64
TOTAL DISBURSEMENTS & PAYROLL										<u>\$5,047,363.73</u>

Seconded by

that the above resolution be adopted.

Resolution adopted July 10, 2023.

Clerk

Chairperson

INDEPENDENT SCHOOL DISTRICT #2909
ROCK RIDGE PUBLIC SCHOOLS

TREASURER'S REPORT
BANK BALANCES
As of June 30, 2023

<u>Checking/Savings Accounts</u>	<u>Balance</u>
Miner's National Bank	\$4,519,947
Frandsen Bank	\$2,988,423
First National Bank of Gilbert	\$1,617,554
MNTrust/PMA Securities	\$699,776
MN School District Liquid Asset Funds (MSDLAF)	\$324,109
	<hr/>
	\$10,149,810
<u>Construction Bond Funds</u>	<u>Balance</u>
Ehlers Investment Partners:	\$12,836,399
<u>OPEB Funds</u>	<u>Balance</u>
MNTrust/PMA Securities	\$9,075,010
MidAmerica	\$5,112,551
	<hr/>
	\$14,187,561



School staff stress and well-being

Rock Ridge Public Schools

In November-December 2022, Rock Ridge Public Schools participated in a project to assess staff levels of workplace stress, perceptions of available wellness-related resources and supports, and recommendations for other helpful supports. The results are intended for use in developing plans for supporting the health and well-being of all district employees. Following the district's survey results, this document includes some tips for reviewing the results and creating wellness plans.

Who completed the survey?

The survey was completed by **249** staff (representing approximately 48% of all district employees). Fifty-five percent of the employees who completed the survey identified as teachers or teaching assistants. Others identified themselves as secretarial/administrative support staff, transportation staff/bus drivers, building or district-level administrators, custodians/maintenance engineers, school nurses, counselors/psychologists, coaches, paraprofessionals, and other staff. Years of experience ranged from 0 to 40, with an average of 14 years of service.

This survey was developed collaboratively by the Midwest Center for School Mental Health and the Northeast Service Cooperative (through the support of the Minnesota Department of Health Workforce Grants). This summary was prepared by the Midwest Center for School Mental Health, under contract with the Northeast Service Cooperative.



Staff worked with students of varying ages/grades, including early childhood (8%), elementary level (grades K-5) (35%), middle-school level (grades 6-8) (22%), high school level (grades 9-12) (32%), and adults (4%). Some staff worked across multiple age/grade levels.

Overall levels of staff stress

Overall levels of stress were measured using the **Perceived Stress Scale (PSS)**¹, a widely used psychological instrument for measuring the perception of stress. It is a 10-question measure of the degree to which situations in one’s life are appraised as stressful. Scores can range from 0-40, with higher scores reflecting a higher overall level of stress.

Overall level of stress (N=213)	
Low 	56 (26%)
Moderate 	136 (64%)
High 	21 (10%)

74%

of employees reported “**moderate**” or “**high**” levels of stress.

Total stress scores ranged from 2-37.

Contribution of work to overall life stress

85%

of district employees say that work is at least a “**moderate**” source of stress.

57%

of district employees say that work is a “**major**” or “**primary**” source of stress.



Sources of job stress

Staff were asked to rate the extent to which a variety of work-related factors contribute to their overall level of stress at work.

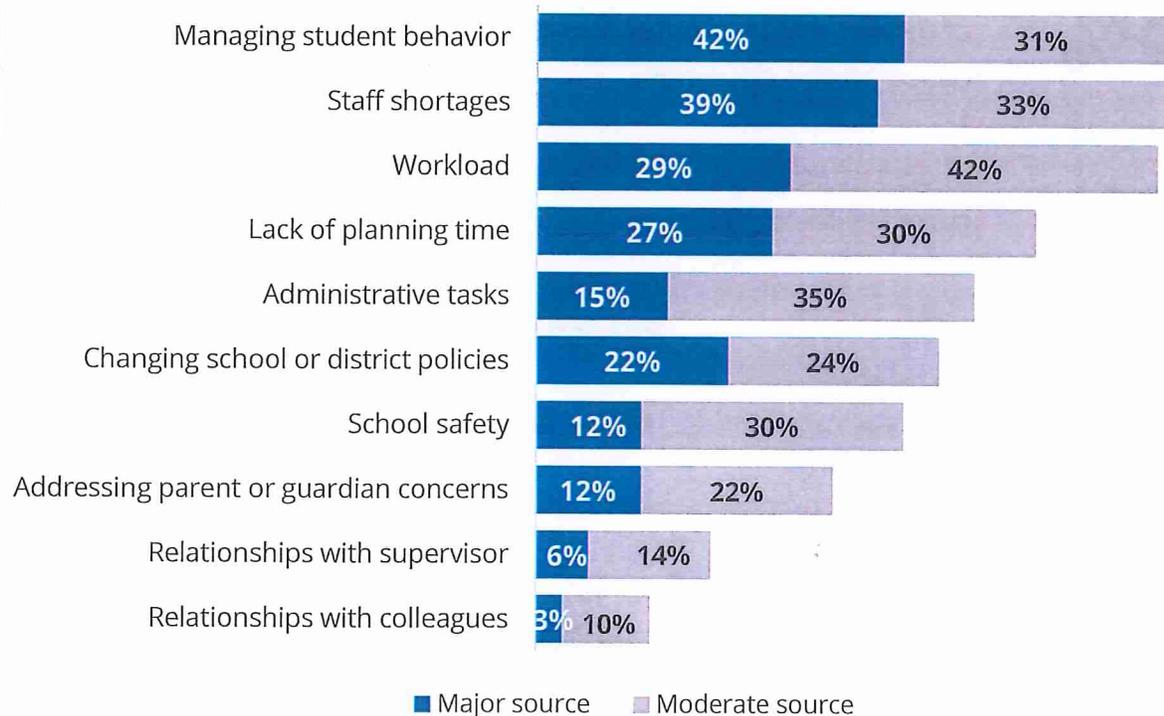


Employees were **most likely** to say that they experienced major or moderate levels of stress at work due to:

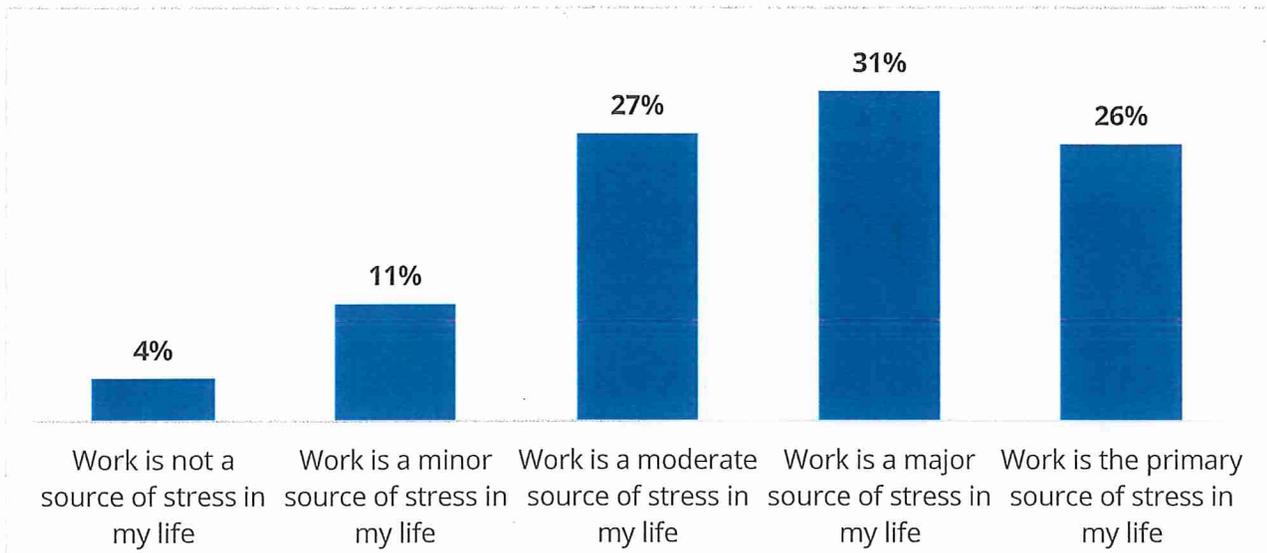
- Managing student behavior (73%)
- Staff shortages (72%)
- Workload (71%)
- Lack of planning time (57%)

Other sources of stress were reported less often. Staff were least likely to report stresses associated with relationships with colleagues.

Percentage of staff rating issues as major or moderate sources of stress



Extent to which work contributes to life stress (N=215)



Burnout

According to the Mayo Clinic, job burnout is a “state of physical or emotional exhaustion that also involves a sense of reduced accomplishment and loss of personal identity.”

59%

of district employees describe **themselves** as currently burned out based on this definition

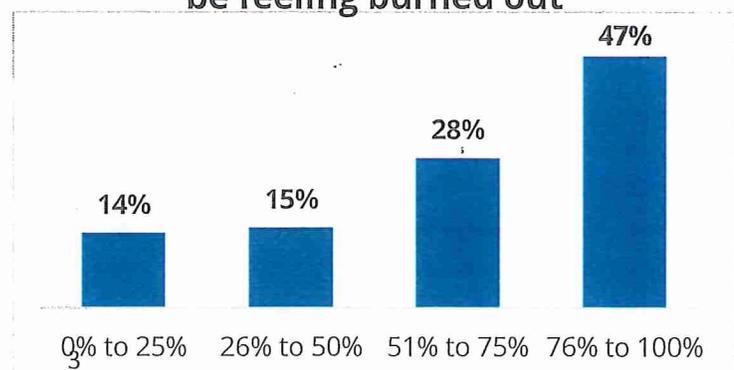
63%

of district employees are **estimated by their colleagues** as being currently feeling burned

On average, school staff slightly over-estimated the extent to which their colleagues are feeling burned out.

However, there was significant variation in staff estimates of others' burnout. Estimates averaged 63%, but ranged from 0% to 100%.

Percentage of colleagues estimated to be feeling burned out



Other sources of job stress



When asked to identify **other sources of job stress**, 107 staff members provided comments. Four primary themes emerged from their responses.

First, staff often raised concerns related to **organizational changes** that were causing stress, such as district consolidation, building changes, and shifts in the instructional approach. Some raised general concerns about these changes, while others felt that communication about expectations and plans was unclear. Some felt that they had not yet received the training needed to navigate these changes, or that their feedback or input regarding these changes was not being addressed.

Second, staff felt a general **lack of support or appreciation** from administration. Some described negative interactions among staff.

The third theme related to **workload**, with staff describing feelings of being overworked. Workforce challenges, and the need to provide coverage for other staff, contributed to workload stress. Some specifically felt that their planning time was often used for meetings or other tasks.

The fourth theme related to **student behavior**. Some staff described the challenges of managing student behavior, with many specifically raising concerns that the school/ administrators were not holding students accountable for these behaviors.

"Being asked for our input and then admin not taking them into considerations."

"Continuously changing priorities that need to be figured out before we move into a new building, with little time to work towards the priority."

"Student behaviors are ignored and mishandled, and administration diminishes the effect they have on student learning."

"When issues are brought up, we are not supported. The phrase 'change is hard' to deal with our concerns shows a lack of caring or support from admin."

"High expectations for new school operations with very little guidance and resources."

"Lack of respect and professional trust from admin, including the school board."

"More and more piled on my plate."

Complete ratings related to sources of work stress

Potential sources of job stress (N=207-209)	Major source of job stress	Moderate source of job stress	Minor source of job stress	Not a source of job stress
Workload	60 (29%)	87 (42%)	40 (19%)	22 (10%)
Managing student behavior	87 (42%)	65 (31%)	50 (19%)	16 (8%)
Administrative tasks	30 (15%)	72 (35%)	63 (30%)	42 (20%)
Staff shortages	80 (39%)	69 (33%)	35 (17%)	24 (11%)
Lack of planning time	56 (27%)	63 (30%)	50 (24%)	40 (19%)
Addressing parent or guardian concern	26 (12%)	46 (22%)	76 (36%)	61 (29%)
School safety	24 (11%)	63 (30%)	69 (33%)	53 (25%)
Changing school or district policies	46 (22%)	50 (24%)	69 (33%)	42 (20%)
Relationships with colleagues	7 (3%)	21 (10%)	51 (24%)	130 (62%)
Relationships with supervisor	12 (6%)	29 (14%)	54 (26%)	114 (54%)

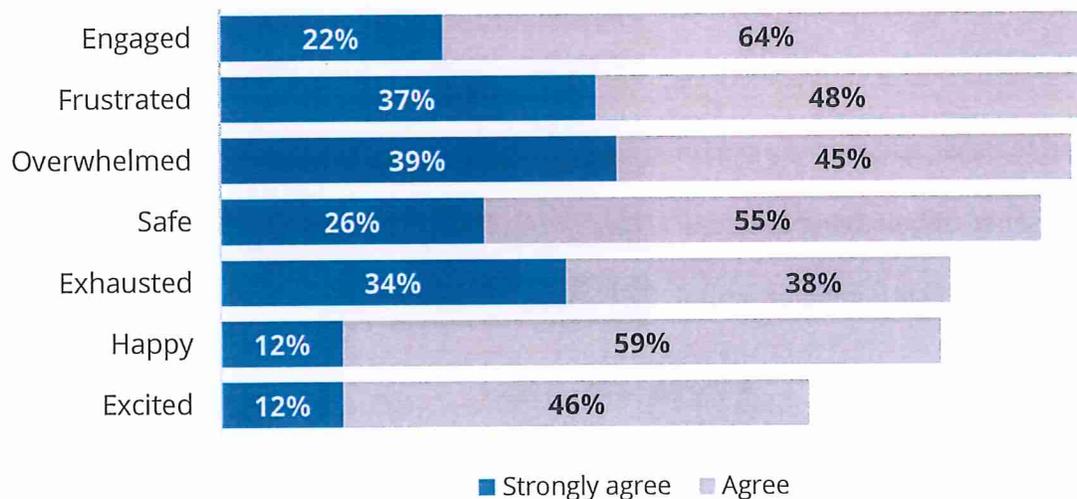


Feelings at work

Staff also rated extent to which they experienced a variety of feelings in the workplace.

Employees were asked how they have felt at work in the previous month. Employees were most likely to “strongly agree” or “agree” that they felt: **engaged, frustrated, overwhelmed, and safe**. Fewer employees, but still the majority of staff, said that they had felt exhausted, happy, and excited in the previous month.

Percentage of staff “strongly agreeing” or “agreeing” that they have felt this way at work in the previous month

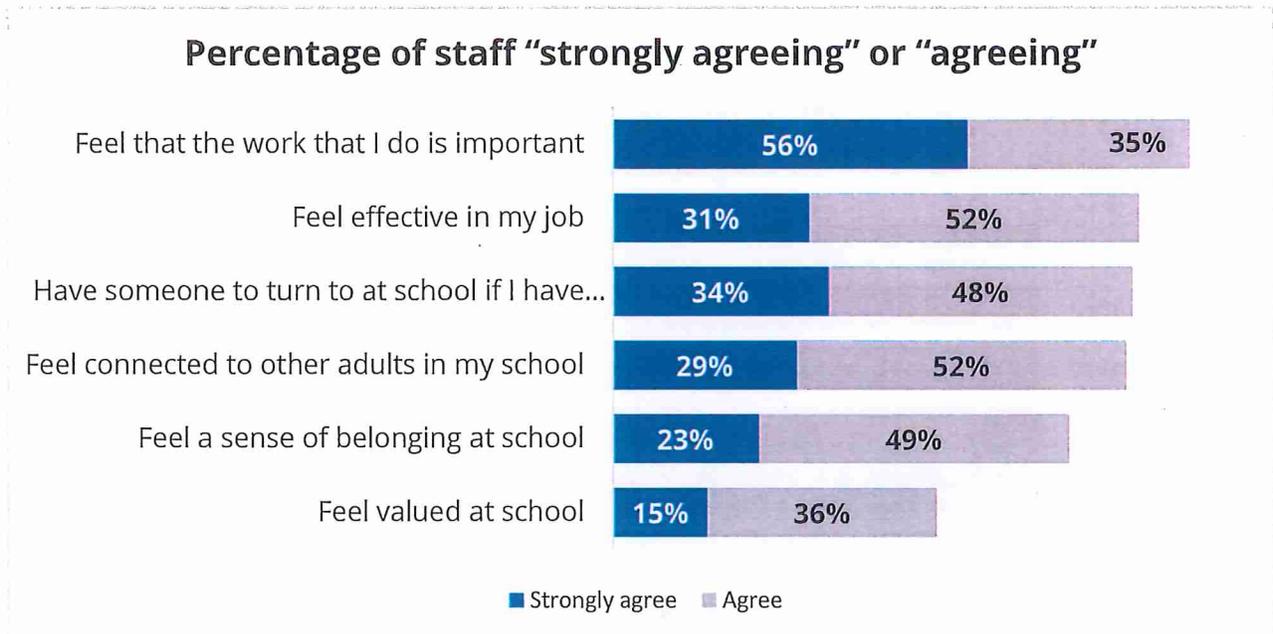


Complete ratings related to feelings at work

In the past month at work, I have generally felt... (N=208-209)	Strongly agree	Agree	Disagree	Strongly disagree
Engaged	46 (22%)	133 (64%)	25 (12%)	4 (2%)
Excited	25 (12%)	95 (46%)	68 (33%)	20 (10%)
Frustrated	77 (37%)	101 (48%)	25 (12%)	6 (3%)
Exhausted	92 (44%)	80 (38%)	30 (14%)	7 (3%)
Happy	24 (12%)	124 (59%)	54 (26%)	7 (3%)
Safe	54 (26%)	116 (55%)	37 (18%)	2 (1%)
Overwhelmed	81 (39%)	94 (45%)	32 (15%)	2 (1%)

Feelings about work

Most employees “agreed” or “strongly agreed” with a variety of items related to their feelings about work. They were most likely to “agree” or ‘strongly agreed” that they **feel that the work they do is important**. While most still agreed, employees were least likely to agree that they feel valued at school.



Complete ratings related to feelings about work

Overall, I... (N=203-209)	Strongly agree	Agree	Disagree	Strongly disagree
Feel effective in my job	63 (31%)	107 (52%)	31 (15%)	5 (2%)
Feel that the work that I do is important	117 (56%)	74 (35%)	14 (7%)	4 (2%)
Feel connected to other adults in my school	60 (29%)	108 (52%)	31 (15%)	9 (4%)
Feel a sense of belonging at school	49 (23%)	103 (49%)	44 (21%)	13 (6%)
Feel valued at school	32 (16%)	73 (36%)	63 (31%)	35 (17%)
Have someone to turn to at school if I have questions or concerns	71 (34%)	99 (48%)	26 (13%)	10 (5%)

Personal coping

Coping was measured using the **Brief Resilient Coping Scale²** a 4-question measure of the degree to which people cope with stress adaptively. The scale focuses on the tendency to effectively use coping strategies in flexible, committed ways to actively solve problems despite stressful circumstances. Scores can range from 4-20, with higher scores reflecting a higher level of adaptive coping.

Overall level of resilient coping (N=205)		
Low		72 (35%)
Medium		105 (51%)
High		28 (14%)

65%

of district employees reported "medium" or "high" levels of resilient coping.

Resilient coping scores ranged from 5-20.

Personal actions taken to manage work-related stress



Employees were asked to identify personal actions that they have taken that have helped them the most in managing work-related stress. Responses were provided by 124 staff. While staff described a wide array of actions that they have used to manage stress, comments fell into five primary categories.

1. Some took steps to **manage their workload**, by leaving work at work and organizing tasks.
2. They emphasized the importance of **taking care of themselves physically**, such as through exercise, a healthy diet, or sleep.
3. Staff engaged in a variety of **self-care practices**, such as practicing yoga or meditation, relaxation and stress management practices.
4. Many employees said they found it helpful to **talk to others** about the situation, including friends, family members, colleagues, and therapists.
5. Some made it priority to **engage in enjoyable activities**, such as hobbies, and to spend time with friends and family.

"I try not to bring home things to prep and plan so I can be more present for my family."

"Decrease workload. Connect with coworkers. Better self-care."

"Exercise, time with friends, time in nature, and rest."

"Eating well-balanced meals and getting regular exercise."

"I communicate more often with my supervisor and co-workers."

"I do recreational things that I enjoy."

"I go home and spend time with my family."

"At the end of the day, I rarely stay at school and stress about lessons. I leave on time, exercise, cook healthy meals, and enjoy my family."

"It helps to be able to honestly share feelings about stressors with people who experience the same type of thing. It helps to know I am not alone. It also helps to share strategies/ideas for managing stressors."

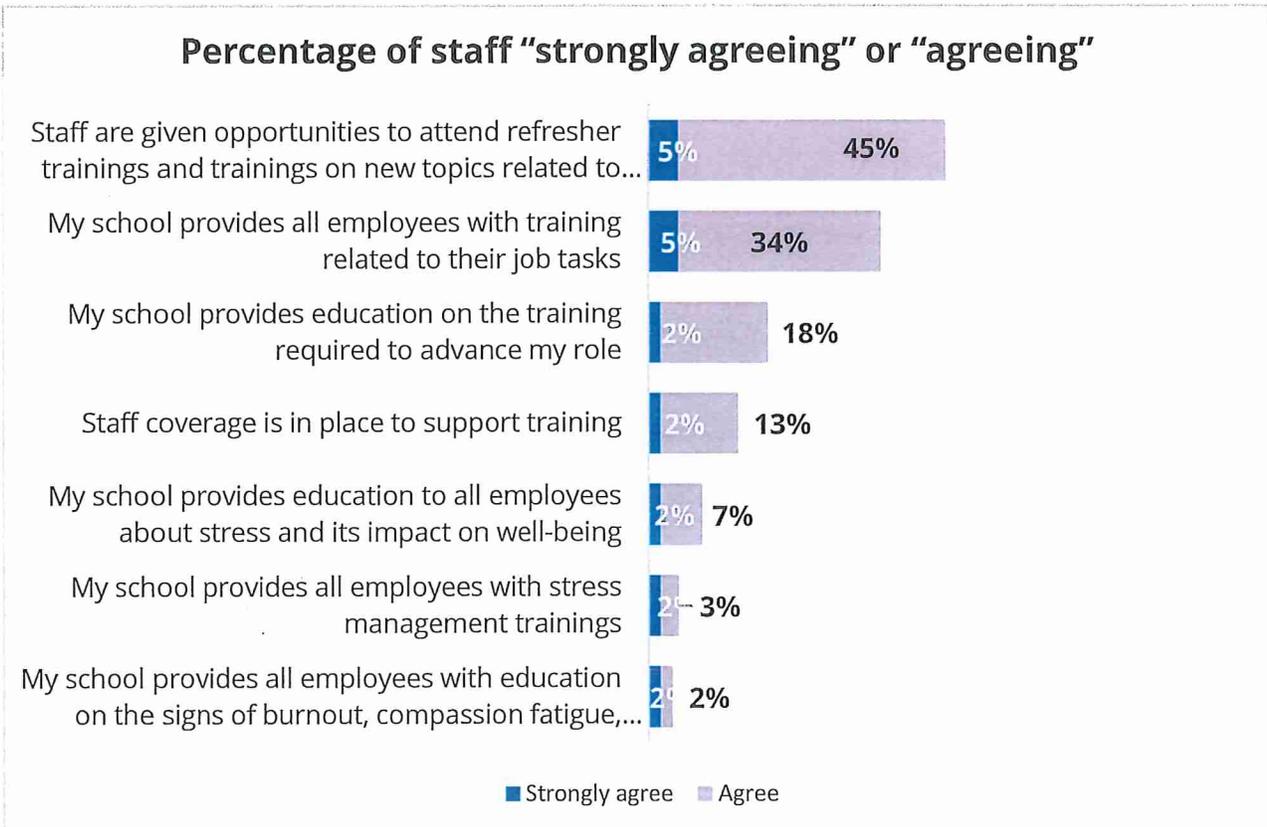
Training and education

Employees were asked a series of questions related to their organization's training and education offerings. These questions were extracted from the "**Organizational Self-Care Checklist**",³ designed to "provide organizations with ideas and examples of what it means to promote a culture of self-care."



Employees were most likely to “agree” or “strongly agree” that training is provided related to their current job duties, including opportunities to attend refresher trainings and trainings on new topics related to their role and training related to their job tasks. While these items received the highest ratings, employees were still likely to disagree with these items.

Very few employees “agreed” or “strongly agreed” that they received training related to stress management. Most employees disagreed that they received training about stress and its impact on well-being; education on the signs of burnout, compassion fatigue, and/or vicarious trauma; and stress management. They also disagreed that staff coverage was in place to cover training.



Complete ratings related to training and education

(N=201-204)	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
My school provides education to all employees about stress and its impact on health and well-being	5 (2%)	14 (7%)	75 (37%)	88 (43%)	22 (11%)
My school provides all employees with education on the signs of burnout, compassion fatigue, and/or vicarious trauma	4 (2%)	3 (2%)	66 (32%)	103 (51%)	27 (13%)
My school provides all employees with stress management trainings	3 (2%)	5 (3%)	65 (32%)	102 (51%)	27 (13%)
My school provides all employees with training related to their job tasks	10 (5%)	69 (34%)	64 (32%)	42 (21%)	16 (8%)
Staff are given opportunities to attend refresher trainings and trainings on new topics related to their role	10 (5%)	92 (45%)	51 (25%)	25 (12%)	25 (12%)
Staff coverage is in place to support training	4 (2%)	27 (13%)	68 (34%)	79 (39%)	25 (13%)
My school provides education on the training required to advance in my role	3 (2%)	36 (18%)	66 (33%)	65 (32%)	33 (16%)



Recommended topics for professional development



Eighty-eight employees provided suggestions on professional development topics that they would like to learn more about. While a wide variety of training topics were recommended, most often, staff requested training on topics related to **stress management and self-care**. A few people requested training related to managing student behavior, conflict resolution, and workload management. Others wanted training related to instructional strategies to prepare for upcoming changes in academic approaches.

Some employees noted that instead of professional development, they would prefer that the school directly address the underlying sources of staff stress, or allow staff to use that time to complete other work tasks.

"Any professional development on staff well-being, regardless of the topic, would be appreciated."

"I do not need training to improve mental health. I would rather have better communication and less on my plate for workload, and more support for classroom behavior problems."

"How to manage our workloads within contract time. How to deal with anxiety/stress."

"Burnout and stress in the workplace."

"I don't need to learn about well-being. I need to be trained on my current position."

"I don't want them to put one more single thing on my plate – even this!"

"Student behaviors and different strategies for dealing with those behaviors without rewarding negative/bad behavior."

"Meditation, nutrition, organization skills, self-advocacy."

"We are not psychologists or psychiatrists. How do we help our students who need this when a counselor or other support staff are not available?"

"Coping methods I can use in the classroom when feeling overwhelmed."

"If my school offered trainings on these topics, it would cause more stress because I would feel I was wasting time in a training rather than doing work that I need to get done."

"It would be helpful for administrators and school board members to have training on the amount of stress teachers deal with."

Support and supervision

Other questions from the “**Organizational Self-Care Checklist**” addressed organization’s practices around support and supervision.

At least half of all employees “agreed” or “strongly agreed” with only three items, that they have regular supervision, employee job descriptions and responsibilities are clearly defined, and they have the information and resources needed to do their work.

For most items, at least half “disagreed” or “strongly disagreed” that supports were in place. Staff were least likely to agree that supervision is used to manage workload and address stress and that the school supports peer-to-peer activities.

Some employees were not sure about the presence of some supports. They were especially likely to say that they did not know if the school offered an employee assistance program and/or wellness incentive (50%).

Percentage of staff “strongly agreeing” or “agreeing”



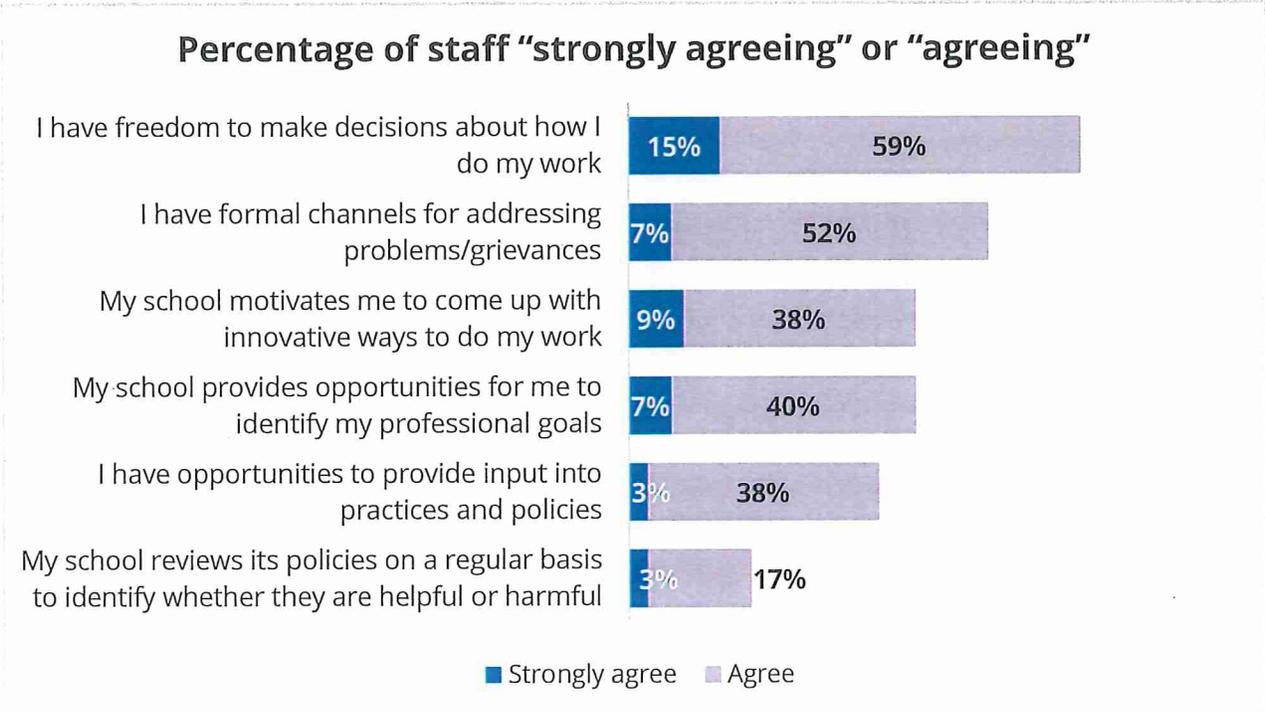
Complete ratings related to support and supervision

(N=201-202)	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
My school offers an employee assistance program (EAP) and/or wellness incentives	4 (2%)	29 (14%)	36 (18%)	31 (15%)	102 (50%)
Employee job descriptions and responsibilities are clearly defined	25 (12%)	85 (42%)	66 (33%)	25 (12%)	21 (10%)
I have regular supervision	21 (10%)	120 (59%)	32 (16%)	17 (8%)	12 (6%)
Part of supervision is used to address job stress and self-care strategies	5 (2%)	28 (14%)	71 (35%)	60 (30%)	37 (18%)
Part of supervision is used for ongoing assessment of workload and time needed to complete tasks	9 (4%)	42 (21%)	64 (32%)	55 (27%)	32 (16%)
I am encouraged to understand my own stress reactions and take appropriate steps to develop my own self-care plans	10 (5%)	44 (22%)	65 (32%)	55 (27%)	28 (14%)
I can discuss concerns about the organization with administrators without negative consequences (e.g., being treated differently, feeling like my job is in jeopardy, or having it impact my role on the team)	21 (10%)	70 (35%)	45 (22%)	43 (10%)	23 (11%)
I am encouraged to take breaks, including lunch and vacation time	15 (7%)	58 (29%)	61 (30%)	52 (26%)	16 (8%)
My school supports peer-to-peer activities such as support groups and mentoring	6 (3%)	40 (20%)	65 (32%)	37 (18%)	53 (26%)
I am satisfied with the frequency of communication from our district administrative team	6 (3%)	48 (24%)	83 (41%)	50 (25%)	14 (7%)
I am comfortable voicing my opinions during team or staff meetings	17 (8%)	79 (39%)	60 (30%)	31 (15%)	14 (7%)
I have the information and resources needed to do my work	17 (9%)	84 (42%)	57 (29%)	31 (15%)	11 (5%)

Control and input

Employees were asked a series of questions related to their organization’s practices around control and input. These questions were extracted from the “Organizational Self-Care Checklist”.

Most employees “agreed” or “strongly agreed” with two items related to control and input. Ratings were especially positive to items assessing their freedom to make decisions about how they work and that there are formal channels for addressing grievances. Most “disagreed” or “strongly disagreed” with other items. Staff were least likely to agree that the school provides opportunities for staff input into practices and policies and that the school reviews its policies on a regular basis to determine impact on staff well-being.



Complete ratings related to control and input

(N=200-201)	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
I have the opportunities to provide input into practices and policies.	6 (3%)	76 (38%)	61 (30%)	36 (18%)	22 (11%)
My school reviews its policies on a regular basis to identify whether they are helpful or harmful to the health and well-being of its employees	5 (3%)	35 (17%)	65 (32%)	40 (20%)	56 (28%)
My school provides opportunities for me to identify my professional goals	13 (7%)	81 (40%)	59 (29%)	17 (9%)	31 (15%)
I have formal channels for addressing problems/grievances	14 (7%)	104 (52%)	39 (19%)	14 (7%)	30 (15%)
I have freedom to make decisions about how I do my work	31 (15%)	118 (59%)	30 (15%)	9 (5%)	12 (6%)
My school motivates me to come up with innovative ways to do my work	17 (9%)	76 (38%)	59 (29%)	29 (14%)	20 (10%)

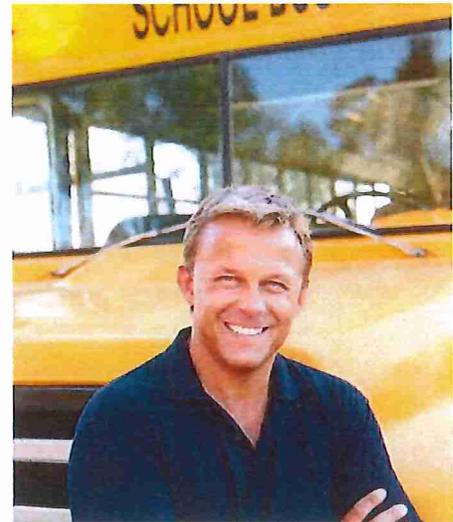


Communication

Employees were asked a series of questions related to their organization’s practices around communication. These questions were extracted from the “**Organizational Self-Care Checklist**”.

Employees provided mixed ratings of items related to communication. Sixty percent “agreed” or ‘strongly agreed” that their school has regularly scheduled team meetings.

However, most staff “disagreed” or “strongly disagreed” that team meetings include regular discussions about communication and self-care and stress management. Staff were also likely to disagree that the school has a way of evaluating staff satisfaction on a regular basis.



Percentage of staff “strongly agreeing” or “agreeing”



Complete ratings related to communication

(N=198-199)	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
We have regularly scheduled team meetings	24 (12%)	94 (48%)	44 (22%)	28 (14%)	8 (4%)
Topics related to self-care and stress management are addressed in team meetings	1 (1%)	9 (4%)	87 (44%)	81 (41%)	21 (10%)
Regular discussions of how people and departments are communicating and relaying information are addressed in team meetings	4 (2%)	35 (18%)	80 (40%)	53 (27%)	27 (14%)
My school has a way of evaluating staff satisfaction on a regular basis	3 (2%)	25 (13%)	58 (29%)	79 (40%)	34 (17%)



Work environment

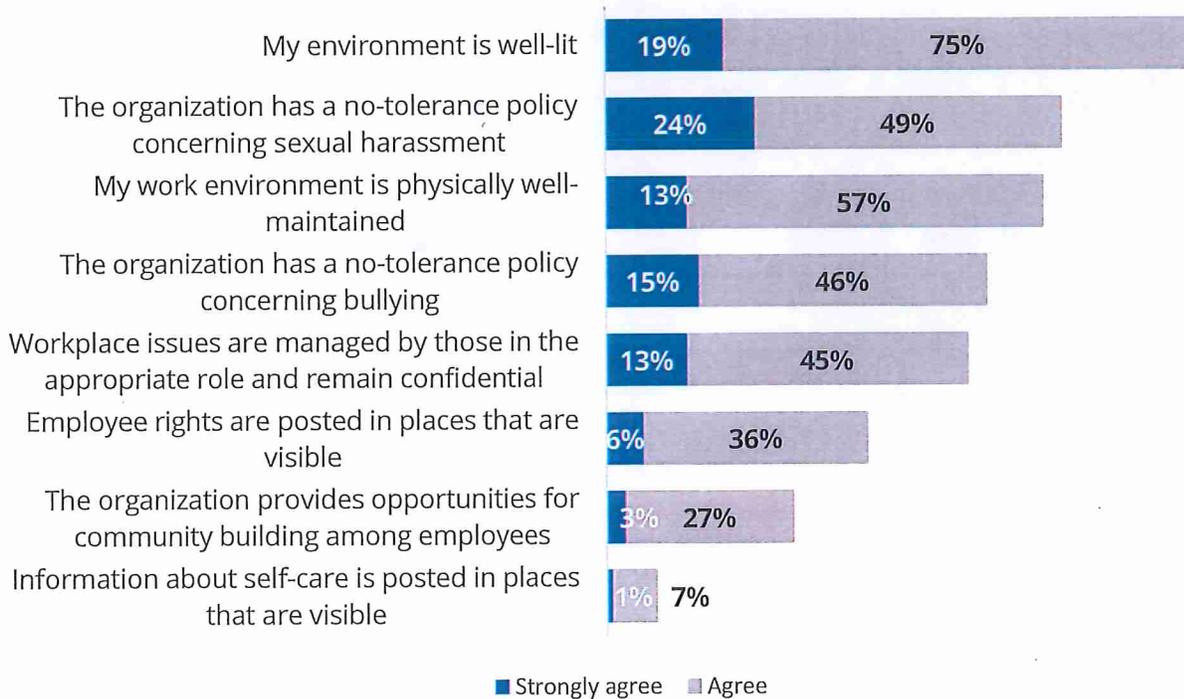
Employees were asked a series of questions related to their organization’s work environment. These questions were extracted from the “**Organizational Self-Care Checklist**”.



Employees provided positive ratings to most items related to their work environment, with most “agreeing” or ‘strongly agreeing” that their environment is **well-lit and well-maintained**, with **no-tolerance policies related to bullying and sexual harassment**.

They were less likely to agree that **information is posted about employee self-care** and that **the organization provides opportunities for community building**. One quarter of the employees (26%) did not know if workplace issues were managed appropriately and confidentially.

Percentage of staff “strongly agreeing” or “agreeing”



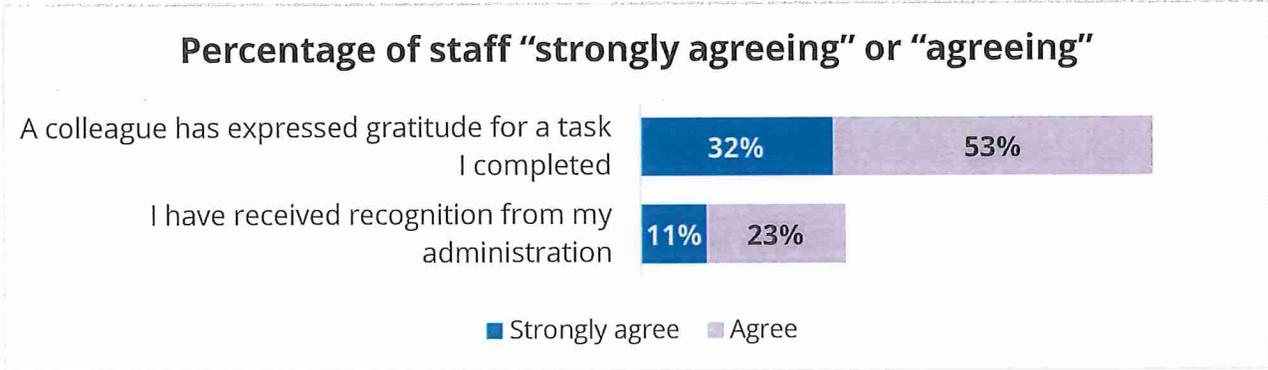
Complete ratings related to work environment

(N=196-197)	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
My environment is well-lit	37 (19%)	147 (75%)	8 (4%)	4 (2%)	1 (1%)
My work environment is physically well-maintained (e.g., clean, secure, etc.)	25 (13%)	113 (57%)	34 (17%)	23 (12%)	2 (1%)
Information about self-care is posted in places that are visible	2 (1%)	14 (7%)	81 (41%)	73 (37%)	27 (14%)
Employee rights are posted in places that are visible	12 (6%)	71 (36%)	48 (24%)	31 (16%)	35 (18%)
The organization provides opportunities for community building among employees	5 (3%)	52 (27%)	76 (39%)	41 (21%)	22 (11%)
The organization has a no-tolerance policy concerning sexual harassment	48 (24%)	97 (49%)	9 (5%)	2 (1%)	41 (21%)
The organization has a no-tolerance policy concerning bullying	29 (15%)	91 (46%)	38 (19%)	7 (4%)	32 (16%)
Workplace issues, including grievance issues and interpersonal difficulties, are managed by those in the appropriate role and remain confidential	25 (13%)	89 (45%)	23 (12%)	8 (4%)	52 (26%)



Recognition

Most employees “agreed” or “strongly agreed” that in the past month a **colleague expressed gratitude for a task they completed** (85%). Fewer (34%) “agreed” or “strongly agreed” that they **received recognition from their administration**.



Complete ratings related to recognition

(N=196)	Strongly agree	Agree	Disagree	Strongly disagree
I have received recognition from my administration	22 (11%)	66 (34%)	73 (37%)	35 (18%)
A colleague has expressed gratitude for a task I completed	62 (32%)	104 (53%)	24 (12%)	6 (3%)

Preferred forms of recognition



Employees were asked what sort of recognition would make them feel most valued. Responses were provided by 105 staff.

The most frequent response was that a **simple expression of appreciation was their desired form of recognition**. Staff described verbal or written acknowledgments of efforts as being meaningful. Some specifically requested that recognition be offered privately, while others preferred more public recognition.

Other staff offered a variety of other recommendations for recognition, such as financial bonuses, food, or gifts. Some preferred recognition more directly tied to their work roles, such as performance feedback, planning time, and support in addressing workplace concerns.

"Quick email to all staff recognizing something...not a big deal, just noticing things that staff do. I would like to know good things that others do."

"A simple thank you."

"Any positive recognition at all would be appreciated."

"Being paid my worth, having admin listening to our concerns, having things actually taken off our plate, having manageable class sizes, being encouraged to take mental health days."

"Employee evaluations with supportive comments and helpful criticism."

"Appreciation from the district such as thank you, free meal, coffee..."

"I like school-wide or more public shout outs because sometimes people are doing awesome work and no one knows about it."

"I would like to be recognized privately for my efforts I put into my teaching and building relationships with each student and their families. I personally do not like public recognition."

"Just an occasional 'good job' from an administrator would mean something to me."

"Salary raise, protected prep time, and smaller class sizes."

"Personalized recognition for a job well done – not a generic statement."

"Just to know that I am doing a good job, that my work matters and I am valued."

Desired staff appreciation events



Staff were also asked what kind of activities they would like to have at a staff appreciation event. Seventy staff provided responses. The most common suggestions included **food, time for socializing or fun community-building activities**, and **staff recognition**.

A variety of other suggestions were also offered. Some staff suggested gifts or relaxing or self-care activities. Others requested work-related activities, such as efforts to improve school climate, additional work time, and time off.

"Anything that sparks good conversations or can get us laughing."

"Food, time to chat with colleagues."

"Free food...everyone loves free food."

"Activities that build community among staff helps the students recognize that we are team and all here to help them succeed."

"Games with prizes are nice to boost morale. Free prep rewards would be a great prize."

"Small gifts of appreciation or maybe a nice meal."

"Pizza party, video games for an afternoon, time to catch up on work/grading."

"Just time to catch up with staff, build relationships and talk about 'non-school' items."

"Time, things taken off our plates."

"Fun activities and choices for self-care (5-minute massage, etc.). Food always brings people together, as does time to just be with other staff in a non-duty-centered environment."

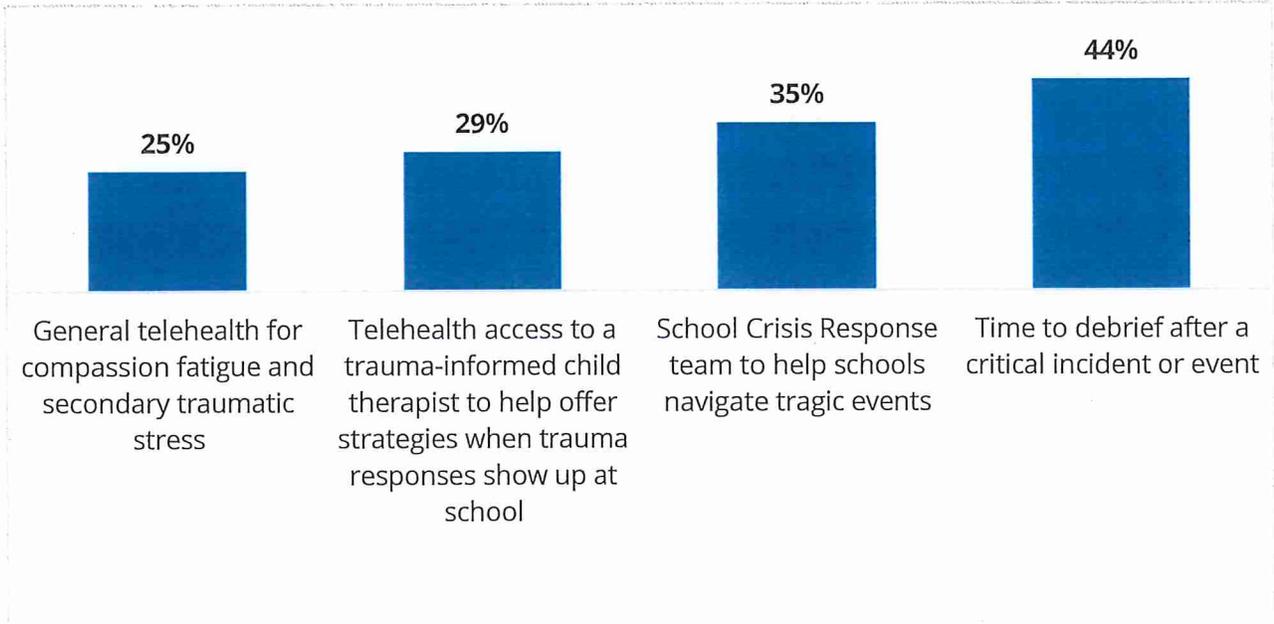
"Trust and confidence building games. Communication boosters. Feel good food and always chocolate."

"Pot luck, bowling, anything away from the school."

Requested supports

Employees were asked whether they would use several different supports if they were made available by their school. They expressed the most interest in having **time to debrief after a critical incident or event** (44%). Fewer (25% - 35%) said that they would use general telehealth for compassion fatigue and secondary traumatic stress, telehealth access to a trauma-informed child therapist, or a school crisis response team.

Percentage of staff who said that they would use supports if available



Overall suggestions

Helpful supports that have been provided



Employees were asked what their school or district has done that has been most helpful in managing work-related stress. Eighty-five staff answered this question. Approximately three-quarters of the staff either said that the school **had not provided any helpful supports**, or that they did not know what supports had been offered.

Some staff said it had been most helpful when administrators listen to their concerns and provide support. Others identified an array of helpful supports, such as shorter work days, opportunities for peer support, exercise classes, planning time, professional development, and other supports.

"Having a smaller class size has been a blessing, especially with this difficult group of students and behaviors this year."

"Donut Fridays are nice. As a building, this give us a chance to see people from other grades."

"I don't feel our school has managed work-related stress at all."

"My supervisor is always available to discuss things, and that is the best stress reliever."

"Early out Wednesdays are a nice day. Otherwise, I can't think of anything that has been done in the past decade."

"Given time off if needed."

"They like to make it sound like they are helping and supporting us, but the reality is that if we want help or support, we have to give up our prep time."

"Our School Board and Superintendent are not concerned about this aspect of our school"

Recommended services and supports



Finally, employees were asked what additional services or supports would help them manage work-related stress. Eighty-three staff answered this question. The most frequent requests were for administration to **listen to and address staff concerns, increase planning/preparation time, and provide mental health resources** to staff. Other staff requested that the school or district reduce workforce shortages, address student behavior issues, follow existing policies/ procedures, provide professional development, offer staff recognition/ appreciation, support staff use of PTO, and other strategies.

"More in-service days with planning time, getting grading time back at the end of the quarter."

"Administrators listening to staff concerns instead of ignoring them."

"Admin that followed through with student behavior issues rather than making excuses."

"Could we get counseling support for teachers that would help us deal with job stress?"

"Having adequate para supports in our classrooms/school."

"People in charge that actually care about the greater good of those working under them."

"It would be helpful to have the school adequately staffed for the workload."

"On-site therapist for teachers."

"Stress management strategy. A stress relief room that is comfortable and inviting."

Developing a staff wellness plan

NOTE: Many of the tips and examples provided in this section were extracted or borrowed from a school wellness guide produced in 2018 by the National Association of Chronic Disease Directors.⁴

As you review the staff survey results, consider the following questions:

- What are the primary causes of stress for school employees? What would it take to reduce the root causes of stress?
- What feels most urgent to address?
- Was anything surprising in the results?
- What is currently going well in supporting staff wellness? What strengths could you build on in developing future plans?
- What ideas emerge as recommendations for improving staff well-being? Consider opportunities to improve:



Individual or personal well-being

A state of feeling satisfied, fulfilled, and having a sense of meaning or purpose



Collective well-being

The well-being of a group or community, often resulting out of the actions taken by individuals



Organizational well-being

Organizational culture or climate designed to prevent stress and promote the physical, psychological, and social health of all employees

Selecting strategies

Sample strategies to promote staff well-being

Type of strategy	Examples
Activities or events individual or group classes, challenges, gatherings, or events	<ul style="list-style-type: none"> • Offer onsite support groups • Institute gratitude program • Offer 10-minute chair massages • Hold social events (e.g., potluck lunches) • Offer fitness, mindfulness, meditation, stress management, yoga, or mental health classes • Foster intentional mentorship for staff • Embed engagement activities and opportunities for teacher- to-teacher connection into staff meetings

Type of strategy	Examples
<p>Benefit designs insurance coverage, flex time, incentives and reimbursements, employee assistance programs, and other benefits</p>	<ul style="list-style-type: none"> • Offer onsite depression or anxiety screenings • Provide full insurance coverage for preventive care and mental health support • Offer subsidized fitness memberships • Offer an employee assistance program with access to resources, referrals, and counseling • Offer telephone or telemedicine counseling • Provide coverage for mental health services
<p>Healthy school environment infrastructure, policies, practices, and norms that support healthy behaviors</p>	<ul style="list-style-type: none"> • Ensure proper lighting • Provide staff access to exercise equipment • Build in healthy activity breaks during the school day • Increase staffing levels • Restrict email use outside of work hours • Implement policies and culture that support work-life balance • Develop partnerships to address urgent student needs to reduce stress on school staff • Designate teacher well-being spot, such as a break room that has activities to de-stress and relax • Provide space for relaxation or meditation breaks • Provide passes that allow teachers to call for someone to cover their class for 15 minutes if they need a break • Incorporate mindfulness meditation breaks for staff and students during the school day • Include employees in decision-making about workplace issues • Recognize staff contributions and achievements • Increase natural light in workspaces
<p>Information and awareness awareness campaigns and provision of resources and educational materials</p>	<ul style="list-style-type: none"> • Provide professional development on social-emotional skills, trauma-informed approaches, and resiliency • Provide professional development on recognizing and supporting employees in mental distress • Provide stress management and mental health resources and information

Factors to consider in establishing priorities

- **Potential impact:** Which offerings will have the greatest impact on employee well-being? Which would have additional benefits, such as a positive impact on student health?
- **Available resources:** Which offerings does the district or school have the resources (time, space, funding, expertise, etc.) to implement? Which would be the most cost-effective and/or leverage other resources?
- **Employee needs and interests:** Which offerings align with employee interests and scheduling needs? Which can meet the needs of diverse groups of employees?
- **Ease of implementation:** How difficult is each offering to implement? What policies, programs, or benefits are already in place that would affect implementation?

Sample wellness plan template

GOAL 1: Offerings: Objectives:		Outcome measures: Process measures:	
Action steps	Person(s) responsible	Deadline	Resources needed

General tips and recommendations

- **Prioritize no more than three topics in a given year** to help keep the workload manageable, maintain momentum, and avoid spreading resources too thin.
- **Establish goals** that describe in positive terms the changes you hope to see in employee wellness
- **Link to district goals or accountability measures** if possible, to increase support for the initiative by showing how the initiative will advance the district's priorities
- **Select several different types of strategies** to provide multiple ways for employees to engage with the initiative
- **Balance short-term and longer-time initiatives**, allowing you to achieve some "early wins" and demonstrate commitment, while working towards more systemic long-term changes
- **Engage district and school leadership**, to build support for the initiative, ensure resources are allocated to support the plan, and facilitating longer-term changes
- **Maintain frequent communication** about the initiative to keep staff engaged
- **Demonstrate leadership support** by participating actively in the selected strategies
- **Reduce barriers to participation** by including activities during paid work time, avoiding disruptions to planning or preparation time, and ensuring staff have coverage to participate
- **Make it fun** by offering engaging programs and providing opportunities to socialize

References

1. Cohen, S., Kamarck, T., & Mermelstein, R. (1983). A global measure of perceived stress. *Journal of Health and Social Behavior*, 24, 386-396.
2. Ruiz-Robledillo, N., De Andrés-García, S., Pérez-Blasco, J., González-Bono, E., & Moya-Albiol, L. (2014). Highly resilient coping entails better perceived health, high social support and low morning cortisol levels in parents of children with autism spectrum disorder. *Research in Developmental Disabilities*, 35(3), 686-695.
3. Volk, K.T., Guarino, K., Grandin, M.E., & Clervil, R. (2008). *What About You?: A Workbook for Those Who Work with Others*. The National Center on Family Homelessness.
4. National Association of Chronic Disease Directors (2018). *Healthy School, Healthy Staff, Healthy Students: A guide to improving school employee wellness*.



Rock Ridge Wellness Committee Priority Areas

1 message

sheena.stefanich@rrps.org <sheena.stefanich@rrps.org>

Thu, May 18, 2023 at 1:06 PM

Reply-To: sheena.stefanich@rrps.org

To: alldistrict@rrps.org

Having trouble viewing or submitting this form?

FILL OUT IN GOOGLE FORMS

I've invited you to fill out a form:

This is our final attempt to get responses from our staff so that we can start planning for next year. We would really appreciate ALL staff filling this brief 30 second survey out. Thanks!

[Rock Ridge Wellness Committee Priority Areas](#)

Please look at the areas identified below and choose the three you feel are the most important for the wellness committee to focus on first. These areas were determined from the survey conducted through the NESC. Please complete by Wednesday, May 17th, 2023. Details about these areas with some examples include:

1. Time

- Offering Community Ed for just Rock Ridge
- Cooking classes, where you leave with 5 crockpot meals which saves time at home.
- Yearly Spring Break on the schedule for all staff.

2. Space

- Space set aside at each building for staff to use as calming space as needed.
- Time for staff to debrief after a critical incident.

3. Communication

- Newsletters and communications directed at staff check ins and wellness, highlighting staff from each building, highlighting new staff and staff retirees, mindful activity, healthy recipe, district update.

4. Connection

- Offering wellness activities during in-service where staff can select their activity between axe throwing, painting, yoga, chair massage, physical activity (snow shoeing, kick ball, open swim).
- Offer opportunities for staff to collaborate: optional staff socials, get togethers, mentoring, potlucks.

5. Student Behavior

- Development of a general student behavior intervention plan /flow chart: Offer clear procedures to provide verbal/physical interventions for adverse student behavior including behaviors that have potential to cause harm to the student displaying behaviors and others.
- Development of district procedure to implement school resources/supports for students with behaviors that impact learning and student safety.
- Obtain student supports to address behaviors including but not limited to mental health supports, social workers, food insecurity, education to students to teach other behavior options/choices, access to chemical treatment dependency programs, education curriculum on chemical use/abuse starting in grades 3-6, classroom size, education for students on general wellness (social, nutritional, physical, sleep).

6. Wellness

- Bringing in chair massages.
- Providing days for tasks that are usually completed outside of work hours (car washes, oil changes).
- Making sure everyone is aware of the EAP and wellness opportunities for staff, possible newsletter,
- Create room at each location for breast feeding staff to pump in private with relaxing chairs and storage space.
- Quarterly check in on staff wellbeing.

7. Recognition

- Welcome bag at the beginning of the year for all staff, with specific welcome for new staff (including Rock Ridge Swag)
- Districtwide system of recognition that gives token for leaving early, extra prep time, local gift cards.

8. Professional development

- Build in opportunities for training on self-care and stress management, including physical fitness, coping skills, compassion fatigue, and health information.

Choose the three most important areas to you at this time:

- Time
- Space
- Communication
- Connection
- Student Behavior
- Wellness

- Recognition
- Professional Development

Comments/Suggestions:

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Administration Changes in Staffing since the Eveleth-Gilbert and Virginia School Districts began Cooperating

Eveleth-Gilbert District (4 positions)

- 1 Superintendent
- 1 Activities Director
- 1 Business Director
- 1 Buildings and Grounds/Custodial/Transportation

Virginia District (6 positions)

- 1 Superintendent
- 1 Activities Director
- 1 Business Director
- 1 Buildings and Grounds
- 1 Transportation
- 1 School Business Coordinator

Early Rock Ridge (1 position)

- 1 Fundraising

Total = 11 positions

Rock Ridge - Now (7 positions)

- 1 Superintendent
- 2 Activity Directors
- 1 Business Director
- 1 Buildings and Grounds/Custodial Supervisor
- 1 Transportation Director
- 1 School Business Coordinator

Positions no longer in existence (4 positions)

- 1 Superintendent
- 1 Business Manager
- 1 Buildings and Grounds Director
- 1 Fundraising

Total Savings

Approximate Savings

- \$196,000
- \$ 75,000
- \$119,000
- \$100,000
- \$490,000

Rock Ridge High School ~ Choir Robe Purchase

Two RRHS choirs (A Cappella Choir and Bel Canto) need robes for their performances. When ordering choir robes, more need to be purchased in order to accommodate growth of the program and the various sizes of singers over multiple years.

There are fewer and fewer companies that provide custom, high quality robes. The two leading choir robe providers are *Thomas Creative Apparel, Inc.* and *Academic Apparel*. Several attempts were made to get information and a quote from *Academic Apparel* with no success.

There is a higher cost associated with custom robes from a high quality provider, but the robes will last for decades.

Below are the quotes (in order of preference) from three different level of providers. The detailed quotes are included on the next pages.

~~~~~

### **Quote #1: Thomas Creative Apparel, Inc. ("top of the line" option)**

|                   |                    |                                                                                                           |
|-------------------|--------------------|-----------------------------------------------------------------------------------------------------------|
| A Cappella Choir: | \$19,860.00        | <i>black robe with green satin lining in the sleeves, black stole with two green satin accent stripes</i> |
| Bel Canto:        | \$11,220.00        | <i>black robe, black stoles with one green satin accent stripe</i>                                        |
| <b>TOTAL</b>      | <b>\$31,080.00</b> |                                                                                                           |

This is the preferred option. These robes are of the highest quality, the company has the best reputation, and the customer service is second to none. They have the most options to choose from and are more custom made. Their green satin color is the best match to our school colors. I have worked extensively with a choral robe specialist to create the set up, color selection, and design. Their quote is only \$3,000.00 more than the next level down, but the quality will be much higher.

~~~~~

Quote #2: Cousins Concert Attire ("middle of the road" option)

A Cappella Choir:	\$15,000.00	<i>black robe with green lining in sleeves, black stole with one green accent stripe</i>
Bel Canto:	\$12,150.00	<i>black robe, solid green stole</i>
TOTAL:	\$28,025.00	

This is a semi-custom company. They only have a handful of options and limited color selections. Their green is not as close of a match to Rock Ridge green. I worked with a representative on colors and design, but with their limited options, there was not much to choose from.

~~~~~

### **Quote #3: Ivy Robes ("cheapest" option)**

|                   |                    |                                                                                         |
|-------------------|--------------------|-----------------------------------------------------------------------------------------|
| A Cappella Choir: | \$7855.00          | <i>black robe with green accent on sleeve, black stole with one green accent stripe</i> |
| Bel Canto:        | \$5580.00          | <i>black robe, black stole with one green accent stripe</i>                             |
| <b>TOTAL:</b>     | <b>\$13,435.00</b> |                                                                                         |

This company is not a custom provider. There are very few options for robes and stoles, a limited color selection and no customization. It is an *a la carte* kind of shop with no real customer service.



One Harmony Place  
New London, OH 44851-1248  
Telephone (419) 929-1506  
Toll Free 1-800-537-2575  
Fax (419) 929-0122  
Email: info@thomasrobes.com  
www.thomasrobes.com

**QUOTE  
ROCK RIDGE HIGH SCHOOL  
VIRGINIA MN 55792**

Robe: #8739 in #66 Black/#79 Washable satin lining  
Each: \$168.30

Stole: #9994 in #66 Black/#79 Washable satin  
Each: \$30.30

Per Set: \$198.60  
x 100

---

\$19,860.00 does not include Logo or Shipping

**ANY EMBROIDERY IS EXTRA**

Robe: #8850 in #66 Black  
Each: \$123.20

Stole: #9901 in #66 Black/#79 Washable Satin back and border  
Each: \$26.40

Per Set: \$149.60  
x 75

---

\$11,220.00 does not include Logo or Shipping

**ANY EMBROIDERY IS EXTRA**

**NO TAX**

**SHIPPING CAN BE ESTIMATED IN QUOTE**

**WE ONLY CHARGE WHAT IT COST US TO SHIP**

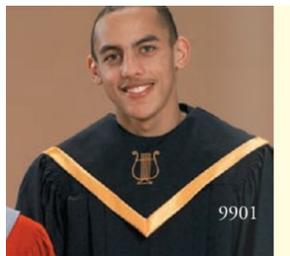
**A Cappella Choir:**

black robe with green satin lining in the sleeve  
black stole with two green satin accent stripes



**Bel Canto**

black robe  
black stole with one green satin accent stripe  
stole is reversible with a solid green stain reverse side



**Cousin's Concert Attire**  
 360 Fairfield Ave  
 Stamford, CT 06902 US  
 sales@concertattire.com  
 www.concertattire.com

# Estimate

| ADDRESS                                                                          |
|----------------------------------------------------------------------------------|
| MATT KRAGE<br>ROCK RIDGE HIGH SCHOOL<br>1403 PROGRESS PKWY<br>VIRGINIA, MN 55792 |

| SHIP TO                                                                          |
|----------------------------------------------------------------------------------|
| MATT KRAGE<br>ROCK RIDGE HIGH SCHOOL<br>1403 PROGRESS PKWY<br>VIRGINIA, MN 55792 |

| ESTIMATE # | DATE       | EXPIRATION DATE |
|------------|------------|-----------------|
| 1884       | 07/06/2023 | 12/29/2023      |

**SALES REP**  
 JKL

| DATE       | PRODUCT                                    | DESCRIPTION                                                                                                          | QTY | RATE   | AMOUNT    |
|------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-----|--------|-----------|
| 07/06/2023 | <b>RB113<br/>MICHAELANGELO</b>             | RB113 MICHAELANGELO ROBE, BLACK POPLIN, WITH GREEN SATIN SLEEVE INSET. NO EMBROIDERY. (SIZES AND COLORS TBD)         | 100 | 120.00 | 12,000.00 |
| 07/06/2023 | <b>S10 HARMONY STOLE</b>                   | S10 HARMONY STOLE, SAME BOTH SIDES, COMBO EDGES. BLACK POPLIN INSET WITH GREEN SATIN EDGES. NO EMBROIDERY. ONE SIZE. | 100 | 30.00  | 3,000.00  |
| 07/06/2023 | <b>RB111 - ANGELICA<br/>ONE COLOR ROBE</b> | RB111 - ANGELICA ONE COLOR ROBE WITH FLUTTING, STRAIGHT SLV. ALL BLACK POPLIN. NO EMBROIDERY. (SIZES TBD)            | 75  | 140.00 | 10,500.00 |
| 07/06/2023 | <b>S12</b>                                 | S12- SONATA STOLE - ALL GREEN SATIN. (EXACT COLOR TBD). NO EMBROIDERY. ONE SIZE.                                     | 75  | 22.00  | 1,650.00  |

Shipping is normally 8%. Shipping discount given for this order.

|              |                    |
|--------------|--------------------|
| SUBTOTAL     | 27,150.00          |
| SHIPPING     | 875.00             |
| <b>TOTAL</b> | <b>\$28,025.00</b> |

Accepted By

Accepted Date

**A Cappella Choir**

black robe with green lining in sleeve  
black stole with green accent stripe (no embroidery like shown in picture)



**Bel Canto**

black robe  
solid green stole (no embroidery)



Bel Canto Robes

black robe  
black stole with green accent stripe



**Custom V Choir Stole with Border**

~~\$25.99~~

\$18.19

Stole Color: Black

Reversible/Trim Color: Light Green

Fabric Option: Front Matte Finished & Reverse Satin Finished

Embroidery Or Printed Logo Or Letters: None

- 75 +



\$1,949.25  
**\$1,364.25**



**Custom Delta Choir Robes**

~~\$74.95~~

\$56.21

Robe Size: 39 (4'6"-4'8")

Robe Color: Black

Embroidery Or Printed Logo Or Letters: None

- 75 +



\$5,621.25  
**\$4,215.75**

## A Cappella Choir Robes

black robe with green accent stripe on sleeve  
black stole with one green accent stripe



### Custom High School Choir Robes

~~\$89.95~~

\$62.96

Robe Size: 39 (4'6"-4'8")

Robe Color: Black

Robe (Yoke, Stole, Sleeve Band) Color: Light Green

Embroidery Or Printed Logo Or Letters: None

- 100 +



\$8,995.00  
**\$6,296.00**



### Custom V Choir Stole with Border

~~\$25.99~~

\$15.59

Stole Color: Light Green

Reversible/Trim Color: Black

Fabric Option: Satin Finished

Embroidery Or Printed Logo Or Letters: None

- 100 +



\$2,599.00  
**\$1,559.00**

Order special instructions



**\$13,435.00**

# Child and Adult Care Food Program Renewal of Contract for Vended Meals 2023

Upon mutual agreement of the Child and Adult Care Food Program (CACFP) Sponsor or Center and the Vendor, a CACFP Contract for Vended Meals may be renewed for subsequent one year terms after the original contract. A contract may be renewed up to four times (total of five years) unless state or local requirements allow fewer contract renewals. A contract may not provide for automatic renewals.

This template must be used for contract renewal, without change or removal of any provisions except for inserting required information. No material changes may be made to the original contract.

## 1. Definitions

“Center” refers to the child care or adult care center that is contracting for the meals and will claim the meals for CACFP reimbursements.

“Sponsor” refers to the sponsoring organization which enters into an agreement with the State agency to assume final administrative and financial responsibility for Program operations.

Sponsor or Center: Arrowhead Economic Opportunity Agency

Sponsor’s Cyber-Linked Interactive Child Nutrition System (CLiCS) Sponsor Identification Number:  
1000003768

“Vendor” refers to the company, school or other organization providing meals to Sponsor or Center.

Vendor: ISD # 2909 INAC ROCK RIDGE

“Original contract” refers to the first year of the contract, which started on 09/03/2019

## 2. Renewal of Contract

Sponsor/Center and Vendor mutually agree to renew the original contract for the term indicated below, not to exceed one year, without change except for adjustments specified in this renewal document. A contract may be renewed up to four times (total of five years) unless state or local requirements allow fewer contract renewals.

This is the 5<sup>th</sup> year of the contract, counting the original year of the contract and all renewals.

Start Date for Renewed Contract: 9/5/2023

End Date for Renewed Contract: 5/31/2024

## 3. Adjustments to Contract

Sponsor/Center and Vendor agree to the terms of the original Contract for Vended Meals, as adjusted here, for the term of the renewed contract.

a. Financial Terms

Sponsor/Center will pay the fixed meal prices specified in the original contract, as adjusted here. Vendor will not charge any fees, or request reimbursement of costs, in addition to the adjusted fixed meal prices.

For each meal service, the table shows the 2022 meal price, the mutually agreed percentage increase, and the 2023 meal price (rounded to the nearest cent). **The percentage increase may not exceed 8.8 percent** (the increase in cost of Food Away from Home from the Consumer Price Index (CPI-U), Midwest Region, for the twelve months ending December 2022).

| Meal Services   | 2022 Price | Percent Increase | 2023 Price |
|-----------------|------------|------------------|------------|
| CHILD BREAKFAST | \$ 2.55    | _____%           | \$ 2.60    |
| CHILD LUNCH     | \$ 3.65    | _____%           | \$ 3.70    |
| ADULT LUNCH     | \$ 4.95    | _____%           | \$ 4.95    |

b. Non-Financial Terms

- Minor adjustments to non-financial terms of the original contract may be made. Major changes to contractual responsibilities may not be made without rebidding.

Describe any adjustments to non-financial terms here:

4. Termination

Sponsor/Center or Vendor may terminate this contract for cause as allowed in the original contract. The contract may be terminated for convenience (no cause) if the parties mutually agree to terminate for convenience.

5. Vendor Certification Statements

Total estimated payments during the renewal year are: \$ \$38,465.

Check one:

- The contract amount is expected to be less than \$100,000. A Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower-Tier Covered Transactions (signed by Vendor) is attached to this contract.
- The contract amount is expected to be \$100,000 or more. In addition to the certification listed above, a Certification Regarding Lobbying (signed by Vendor) and, if applicable, a Disclosure of Lobbying Activities (signed by Vendor) are attached to this contract.

**Signatures**

Sponsor or Center Name: ARROWHEAD ECONOMIC OPPORTUNITY CENTER

Name of Authorized Representative: SCOTT ZAHORIK

Title: AEOA EXECUTIVE DIRECTOR

Signature of Authorized Sponsor or Center Representative: \_\_\_\_\_

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

Sponsor or Center Contact – Name: GABE JOHNSON

Phone: 218-748-7335 Email: gabriel.johnson@aeoa.org

Vendor Name: ISD # 2909 (INAC ROCK RIDGE)

Authorized Representative: DR. NOEL SCHMIDT

Title: ISD # 2909 SUPERINTENDENT

Signature of Authorized Vendor Representative: \_\_\_\_\_

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

Vendor Contact – Name: TONJA CUNNINGHAM

Phone: 218-208-0854 Email: tonjcunn@hibbing.k.12.mn.us

## Independent Price Determination Certificate

Both the Sponsor/Center and the Vendor shall execute this Independent Price Determination Certificate.

INAC

ISD # 2909

\_\_\_\_\_  
Name of Vendor

\_\_\_\_\_  
Name of Sponsor/Center

By submission of this offer, the Vendor certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Vendor or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the Vendor and will not knowingly be disclosed by the Vendor prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other Vendor for the purpose of restricting competition.
3. No attempt has been made or will be made by the Vendor to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.

Each person signing this offer on behalf of the Vendor certifies that:

1. He or she is the person in Vendor's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to 1 through 3 above; or
2. He or she is not the person in Vendor's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to 1 through 3 above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to 1 through 3 above.

**To the best of my knowledge, this Vendor, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:**

|                                                 |                   |      |
|-------------------------------------------------|-------------------|------|
| Signature of Vendor's Authorized Representative | FOOD SVC DIRECTOR | Date |
|-------------------------------------------------|-------------------|------|

In accepting this offer, the Sponsor/Center certifies that no representative of the organization has taken any action that may have jeopardized the independence of the offer referred above.

|                                                          |                           |      |
|----------------------------------------------------------|---------------------------|------|
| Signature of Sponsor/Center<br>Authorized Representative | ISD # 2909 SUPERINTENDENT | Date |
|----------------------------------------------------------|---------------------------|------|

## INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT FORM

The Certification Regarding Debarment form on the following page must be signed by Vendor if the contract is for \$25,000 or more. The "prospective lower-tier participant" referred to below is the Vendor.

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the certification form in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower-tier covered transaction," "participant," "person," "primary-covered transaction," "principal," "proposal" and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted to obtain a copy of those regulations.
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower-tier Covered Transactions," without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Excluded Parties List System (EPLS).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies as appropriate, including suspension and/or debarment.

## **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower-Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 417, Subpart C, Responsibilities of Participants Regarding Transactions Doing Business with Other Persons.

**Read instructions on previous page before completing certification.**

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.
  
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Vendor Name: \_\_\_\_\_

Award Number or Project Name: Child and Adult Care Food Program

Name and Title of Authorized Vendor Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

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

## Certification Regarding Lobbying

This certification must be signed by Vendor if the contract is for \$100,000 or more.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment or modification of a federal contract, grant, loan or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Vendor Name: \_\_\_\_\_

Award Number or Project Name:            Child and Adult Care Food Program

Name and Title of Authorized Vendor Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

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