

Agenda
Regular School Board Meeting
January 24, 2023
6:30 PM

1. Call to Order, Roll Call

2. Agenda Adjustments

3. Announcements, Comments, Recognitions
 - a. Roseville Area High School Multi-Educational Council 3

4. Summary of Community Input Received for Action Items

5. Consent Agenda
 - a. Minutes - Board Meeting of January 10, 2023 8

 - b. Payment of Bills 10

 - c. Personnel - Resignations, Appointments, Reductions 12

 - d. Gifts 14

6. Reports and Non-Action Items

a.	Career and College Readiness Report	15
b.	Policy 420: Mandated Reporting of Child Abuse or Neglect (revised) First Reading	36
c.	Policy 640: Title I Parent Involvement (revised) First Reading	52
7.	Action Items	
a.	2022-2023 Budget Revisions	55
b.	2023-2024 Budget Parameters and Timeline	57
8.	Study Session Report	
9.	Board Reports	
10.	Superintendent's Report	
11.	Adjournment	

We are the MEC

[Multi-Educational Council]

- A diverse group of students at RAHS who want to create a more equitable environment for students.
-

Our Focus

Racism and inequities are a problem at this school:

- Students of color voices are not being heard
- Stereotypes being perpetuated on students
- White students get more benefits from teachers than their peers of color
- Students are discriminated for culture and language

Achievements

September- Created Anti- Racism form

October- Dia De Los Muertos event

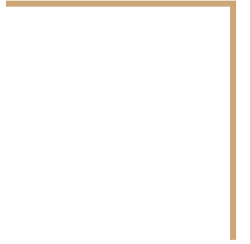
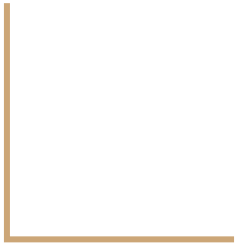
November- Native American Heritage month

December- In progress work

Future Goals

- Teacher Workshop (February)
- N-word video/classroom discussions
- Celebrating Cultural Heritage Months
- Recruitment/Representation

Questions?



MINUTES OF THE REGULAR MEETING, SCHOOL BOARD, INDEPENDENT
SCHOOL DISTRICT NO. 623, 1251 West County Road B2, Roseville, MN 55113

January 10, 2023

Acting Chair Curtis Johnson called the school board meeting to order at 6:30 p.m. Board members present: Mike Boguszewski, Rose Chu, Mannix Clark, Kitty Gogins, Curtis Johnson. Board members absent: Todd Anderson. Also present: Jenny Loeck, superintendent of schools, and approximately thirteen other visitors or staff who attended all or part of the meeting.

Announcements. Director Boguszewski read a land acknowledgment to begin the meeting.

Summary of Community Input Received for Action Items. The board received no community input regarding the evening's action items.

- (29) Reaffirmation of School Board Governance Policies. Gogins moved, Chu seconded a motion to reaffirm the school board governance policies. Ayes: Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Absent: Anderson. Motion carried unanimously.
- (30) Election of Chair. Acting Chair Johnson called for nominations for Chair for the next term. Director Gogins nominated Curtis Johnson. Hearing no other nominations, Acting Chair Johnson declared the nominations closed. Boguszewski moved, Chu seconded declaring Curtis Johnson the elected Chair by acclamation for the next term. Ayes: Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Absent: Anderson. Motion carried unanimously.
- (31) Election of Clerk. Chair Johnson called for nominations for Clerk for the next term. Director Boguszewski nominated Todd Anderson. Hearing no other nominations, Chair Johnson declared the nominations closed. Gogins moved, Boguszewski seconded declaring Todd Anderson the elected Clerk by acclamation for the next term. Ayes: Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Absent: Anderson. Motion carried unanimously.
- (32) Election of Treasurer. Chair Johnson called for nominations for Treasurer for the next term. Director Gogins nominated Rose Chu. Hearing no other nominations, Chair Johnson declared the nominations closed. Boguszewski moved, Clark seconded declaring Rose Chu the elected Treasurer by acclamation for the next term. Ayes: Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Absent: Anderson. Motion carried unanimously.
- (33) Consent Agenda. Boguszewski moved, Clark seconded acceptance of the consent agenda, including the minutes of the school board meeting on December 13, 2022; payment of bills; resignations, appointments, reductions, adjustments; and gifts. Ayes: Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Absent: Anderson. Motion carried unanimously.

- (34) Retirements. Chu moved, Gogins seconded the retirement of Mary Kay Ophoven with appreciation. Ayes: Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Absent: Anderson. Motion carried unanimously.

District Safety and Security Team Presentation. Melissa Sonnek, assistant superintendent, provided an overview of the District Safety and Security Team’s work. The purpose of the District Safety and Security Team is to keep schools safe and secure and to create alignment and support for site-based school safety.

Board Reports. Rose Chu attended the City of Roseville’s swearing in ceremony for city council members. Mike Boguszewski provided an update from Equity Alliance MN. Kitty Gogins attended a Finance Advisory Committee meeting. Mannix Clark attended a Community Education Advisory Committee meeting and Roseville Area High School’s registration night. Board members attended the Association of Metropolitan School Districts’ annual legislative session preview. All board members plan to attend the Minnesota School Boards Association’s upcoming Leadership Conference.

Superintendent’s Report. Superintendent Loeck provided an update on the district’s progress on its strategic plan. She also provided reminders about e-learning days in the event of another weather-related school cancellation.

The Chair declared the meeting adjourned at 7:15 p.m.

Signed _____
Clerk

Approved _____
Chair

January 10, 2023

Meeting Date: January 24, 2023

PAYMENT OF BILLS:
-December 16 - December 31, 2022

That bills in the amount of: **\$5,012,729.80** by the following funds be approved:

GENERAL	\$4,305,895.66
FOOD SERVICE	\$196,310.32
COMMUNITY SERVICE	\$254,123.35
BUILDING FUND	\$176,832.00
DEBT FUND	\$0.00
READING RECOVERY	\$0.00
AMSD	\$12,220.07
OPEB DEBT	\$0.00
DENTAL INS FUND	\$38,541.33
NO SUBURBAN COLLABORATIVE	\$28,807.07
EXTRA CURRICULAR-STU ACTIVITY	\$5,202.90

RECOMMENDATION:

That above payments are included in check numbers:

WIRE TRANSFERS	202200301	through	202200336
CHECKS	344852	through	345220
CAPITAL ONE AP CHECKS	7355	through	7388
ACH A/P	222310632	through	222310807

PAYMENT DISTRIBUTION BY FUND:

	GENERAL	FOOD SERVICE	COMMUNITY SERVICE	BUILDING CONSTRUCT	DEBT FUND	Delta Dental Self Insured	28-RR Fiscal Agent	29-AMSD Fiscal Agent	OPEB	N SUB COLL/ SCHLSHP	EXTRA CURR-STU ACTIVITY	TOTAL DISBURSEMENTS
WIRE TRANSFERS	\$1,537,484.88	\$29,129.03	\$82,846.04			\$38,541.33		\$2,778.90		\$0.00	\$1,861.71	\$1,692,641.89
CHECKS	\$937,117.94	\$94,923.44	\$28,297.62	\$178,458.00				\$669.57		\$28,807.07	\$2,503.87	\$1,270,777.51
CAPITAL ONE A/P	\$42,987.05	\$18,132.97	\$0.00								\$46.00	\$61,166.02
ACH A/P	\$50,072.81	\$984.75	\$2,037.57								\$791.32	\$53,886.45
TRANSFER TO P/R	\$1,796,781.64	\$53,140.13	\$142,023.12					\$8,771.60		\$0.00		\$2,000,716.49
VOID CHECKS	(\$58,548.66)		(\$1,081.00)	(\$1,626.00)								(\$61,255.66)
TOTAL	\$4,305,895.66	\$196,310.32	\$254,123.35	\$176,832.00	\$0.00	\$38,541.33	\$0.00	\$12,220.07	\$0.00	\$28,807.07	\$5,202.90	\$5,017,932.70

BOND CONSTRUCTION FUNDS	November 1, 2022 Cash & Investments		Balance	
	Balance	Revenue 11/1 to 11/30	Disbursements 11/1 to 11/30	Remaining as of 11/30/22
	\$12,394,731.64	\$1,626.00	\$516,622.87	\$11,879,734.77

RECOMMENDATION:

The above disbursements include check numbers:

CHECKS November 16 - December 15, 2022	102570	through	102586	\$503,817.87
WIRES		through		\$0.00
VOID CHECKS				\$0.00

RECOMMENDATION: That investments in the amount of: **\$0.00** be approved

INVESTMENT DETAIL:

Bank	Purchase Date	Type of Purchase	Interest Rate	Date of Maturity	Amount of Purchase	Record Number	Interest Earnings	Value at Maturity
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CP/CD: COMMERCIAL PAPER/CERTIFICATE OF DEPOSIT
CD: CERTIFICATE OF DEPOSIT
RP: REPURCHASE AGREEMENT

Total: **\$0.00** \$ - \$ -

Human Resources Information

5-C

Meeting Date

01/24/23

Change in Continuing Contract

Schonning, Joann

Effective Date 1/3/2023

Districtwide

DAPE Teacher

Was working a .55FTE and will now be working a .7 FTE through 06/09/2023.

Hired-New Licensed Long Term Substitute

Krueger, Sarah

Effective Date 1/3/2023

Edgerton Elementary

Elementary Teacher

Working a 1.0 FTE as a Long Term Substitute through 06/09/2023.

Lindstrom, Amanda

Effective Date 1/17/2023

Little Canada Elementary

Dual Language Immersion Teacher

Hired working a 1.0 FTE as a Long Term Substitute through 04/11/2023.

Paul, Cheryl

Effective Date 1/3/2023

Central Park Elementary

Elementary Teacher

Hired working a 1.0 FTE as a Long Term Substitute through 03/10/23.

Rude, Josie

Effective Date 1/9/2023

Parkview Center School

Elementary Teacher

Hired working a 1.0 FTE as a Long Term Substitute through 06/09/2023.

Hired-New Non-Licensed Long Term Substitute

Niebeling, Steven

Effective Date 1/17/2023

Falcon Heights Elementary

Paraprofessional

Hired working 6 hours per day as a Paraprofessional Long Term Substitute.

Human Resources Information

5-C

Meeting Date

01/24/23

Hired-Non-Licensed

Turner, Derrick

Effective Date 12/16/2022

Roseville Area Middle School

Program Assistant/Behavior Specialist

Hired working 7 hours per day.

Vierow, Daniel

Effective Date 1/17/2023

Parkview Center School

Paraprofessional

Hired working 7 hours per day.

Resignation-Non-Licensed

Harris, Bobbie

Effective Date 01/05/2023

Edgerton Elementary

Paraprofessional

Resigned effective 1/5/2023.

Termination

Roycraft, Collin

Effective Date 12/22/2022

Parkview Center School

Paraprofessional

Released from position effective 12/22/2022.

**GIFTS TO SCHOOLS
2022/23**

SCHOOL BUILDING	NAME/ADDRESS OF DONOR	GIFT	USE
ED Williams Elementary School	Dennis and Anthony Stolp Comprehensive Benefits, Inc 6 Pine Tree Drive, Suite 130 St. Paul, MN 55112	\$500.00	Student needs
Falcon Heights Elementary School	Anonymous	Classroom resources	Kindergarten classroom use
Falcon Heights Elementary School	Carter's - Roseville 1595 MN-36, Ste 925 Roseville, MN 55113	Pretend & Play hardwood stove and refrigerator	Kindergarten classroom use



Roseville Area Schools

Quality Teaching & Learning for All...Equity in All We Do

Agenda Item: 6a

Agenda Topic: Career and College Readiness Report
Meeting Date: January 24, 2023
Contact Person: Jake Von De Linde

Background:

Jake Von De Linde, director of student achievement; Angie Woods, equity advancement principal; Chris Hester, Roseville Area High School principal; and Laura Freer, Fairview Alternative High School principal, will provide an update on the career and college readiness options available to students, including college credit-bearing courses and career and technical education.

Recommendation:

Action Required

Informational – No Board Action Requested



Roseville Area Schools

Quality Teaching & Learning for All...Equity in All We Do

2021-22 Career and College Readiness Report

World's Best Workforce + District Strategic Plan = Career and College Readiness

“All students are ready for career and college.”

— Goal 4 of World's Best Workforce ([WBWF](#))

“Expand support for college and career readiness”

— Focus Area 4 of Roseville Area Schools' [Strategic Plan](#)

Strategic Plan Areas

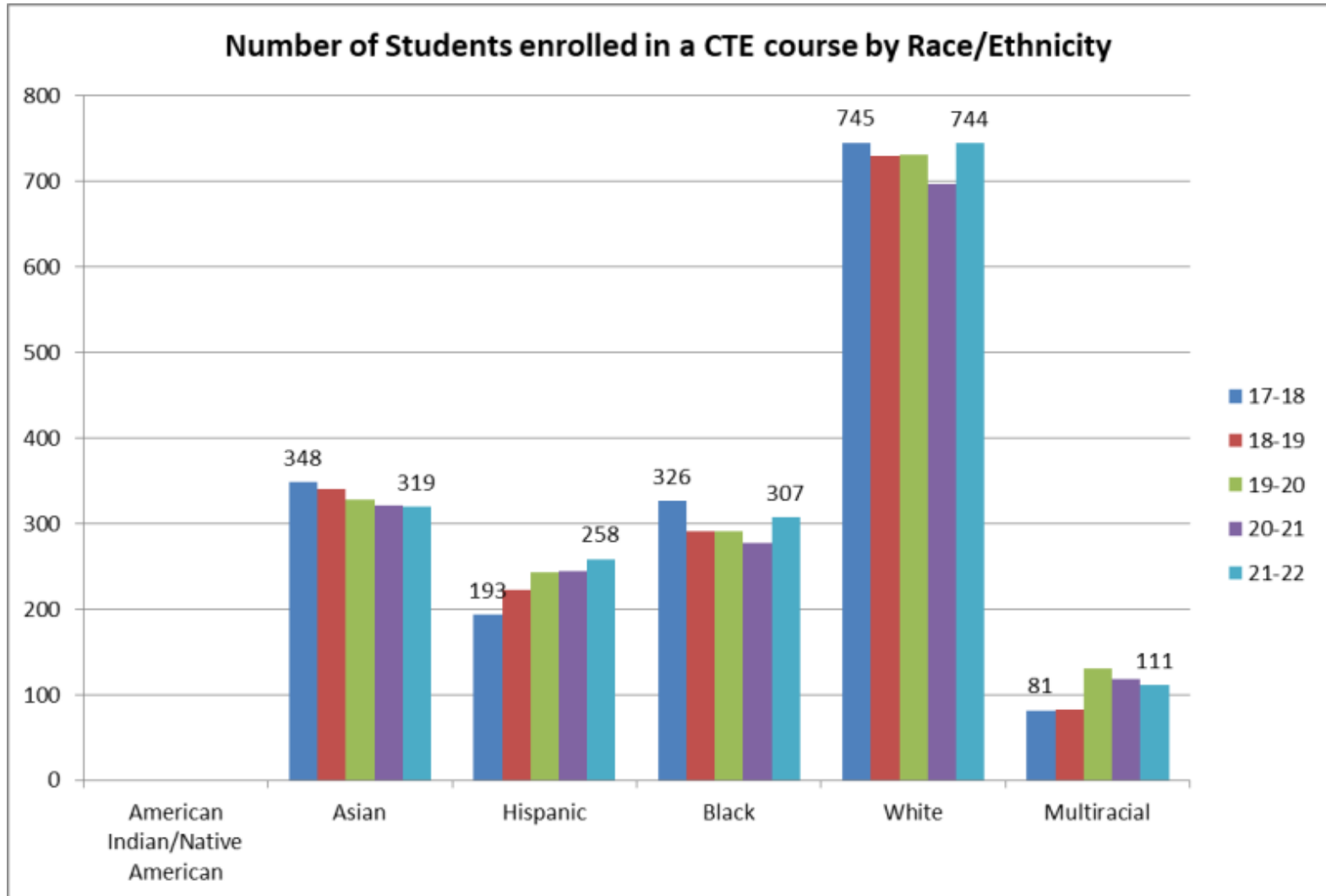
Improve learning for students of color, American Indian students, English learners, students receiving special education services, and pre-kindergarten learners

- **Provide a safe, challenging, and equitable learning environment**
- Provide curriculum that reflects the diverse cultures of families and students
- Continue professional development for Culturally Responsive Competent Teaching
- **Strengthen relationships between staff and students of color and American Indian Students**

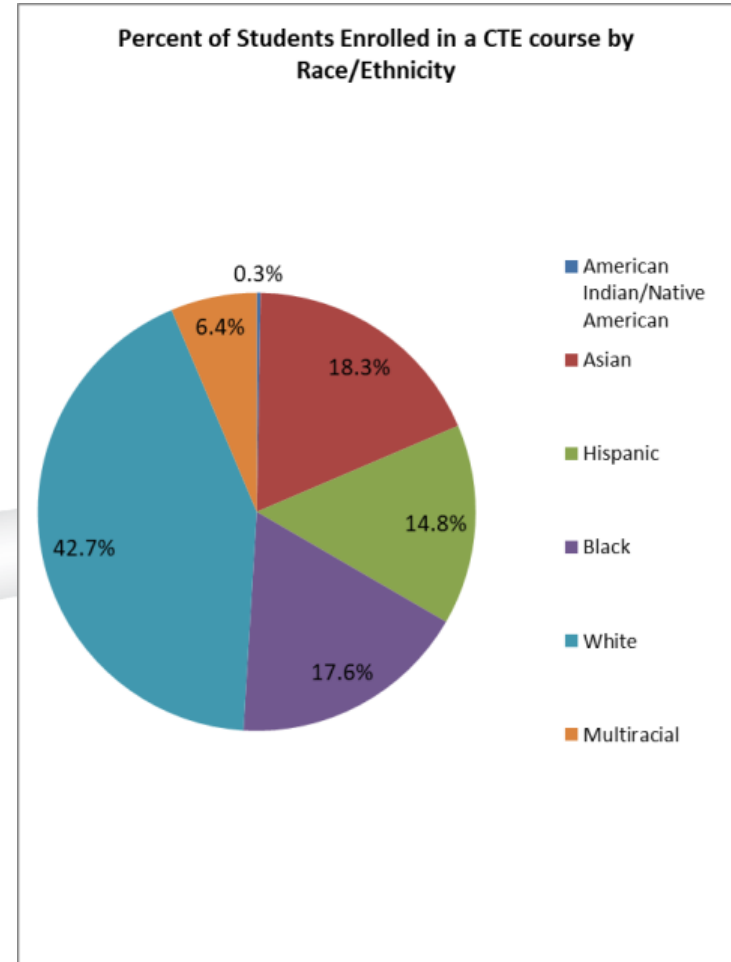
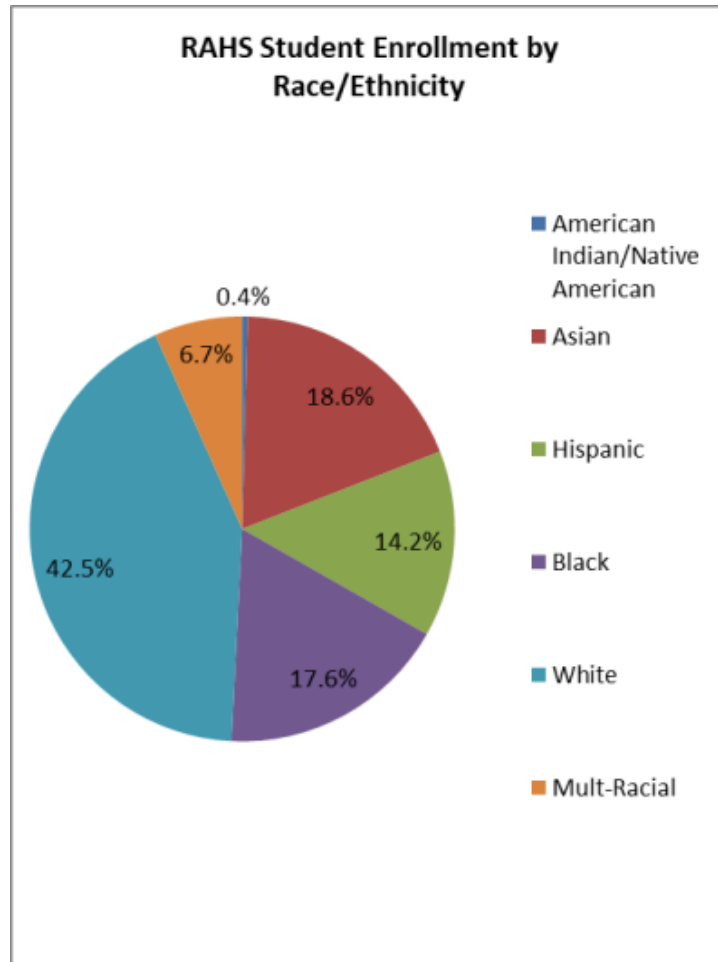
Expand support for college and career readiness

- **Increase opportunities for apprenticeships, job shadowing, and internships**
- **Expand opportunities and remove obstacles for high school students to obtain college credit**
- Increase the number of teachers qualified to teach college credit-bearing courses
- Expand mentoring participation and opportunities

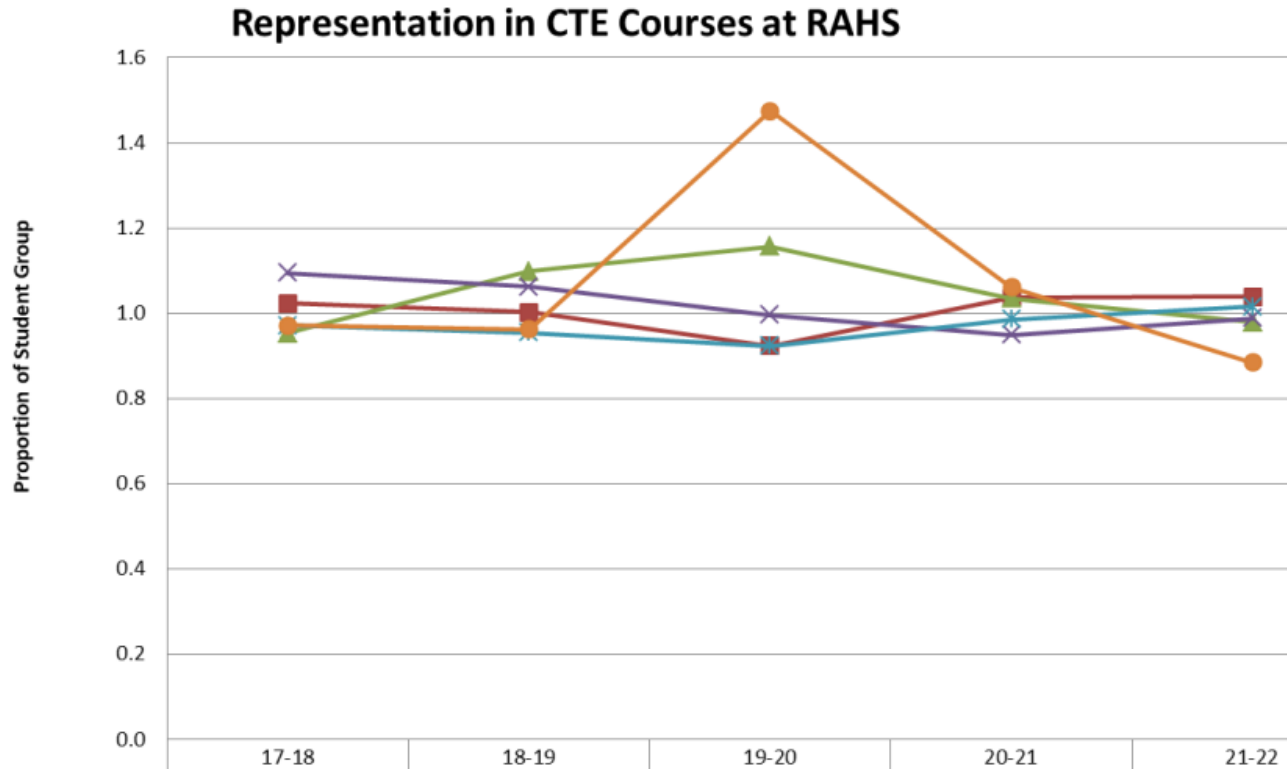
Career and Technical Education (CTE)



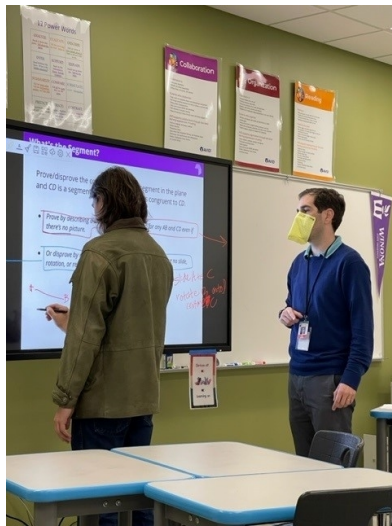
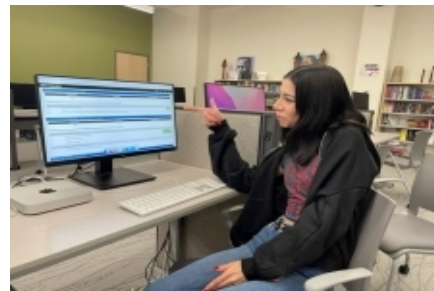
Career Technical Education Courses 2021-2022



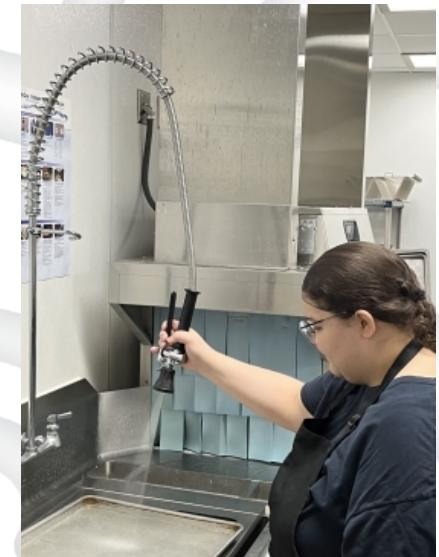
Career and Technical Education (CTE) Trend

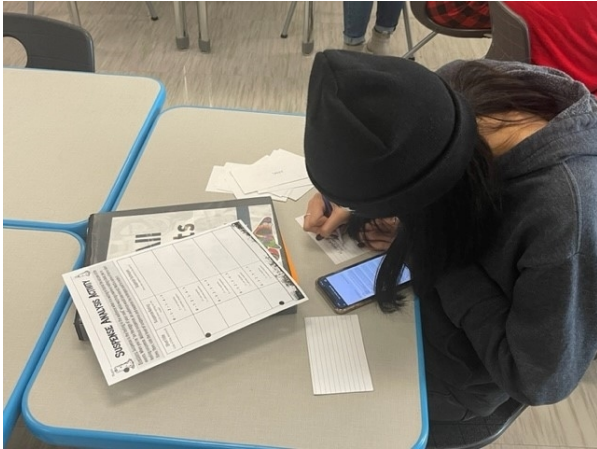


	17-18	18-19	19-20	20-21	21-22
American Indian/Native American	1.0	1.0	0.9	1.0	1.0
Asian	1.0	1.0	0.9	1.0	1.0
Hispanic	1.0	1.1	1.2	1.0	1.0
Black	1.1	1.1	1.0	0.9	1.0
White	1.0	1.0	0.9	1.0	1.0
Multiracial	1.0	1.0	1.5	1.1	0.9



Building capacity for the future at FAHS!





Learning and practicing the skills needed for success at FAHS.



Career Navigator

- Monthly newsletter
- Partner/connect with SPED, EL, Work Experience, Connections, AVID
- Visit CTE classes, highlight non-4 year degree career options
- Connections and partnerships with area business and industry partners
- Youth Skills Training grant to support the growth of our Manufacturing & Engineering Pathway

RaiderWorks

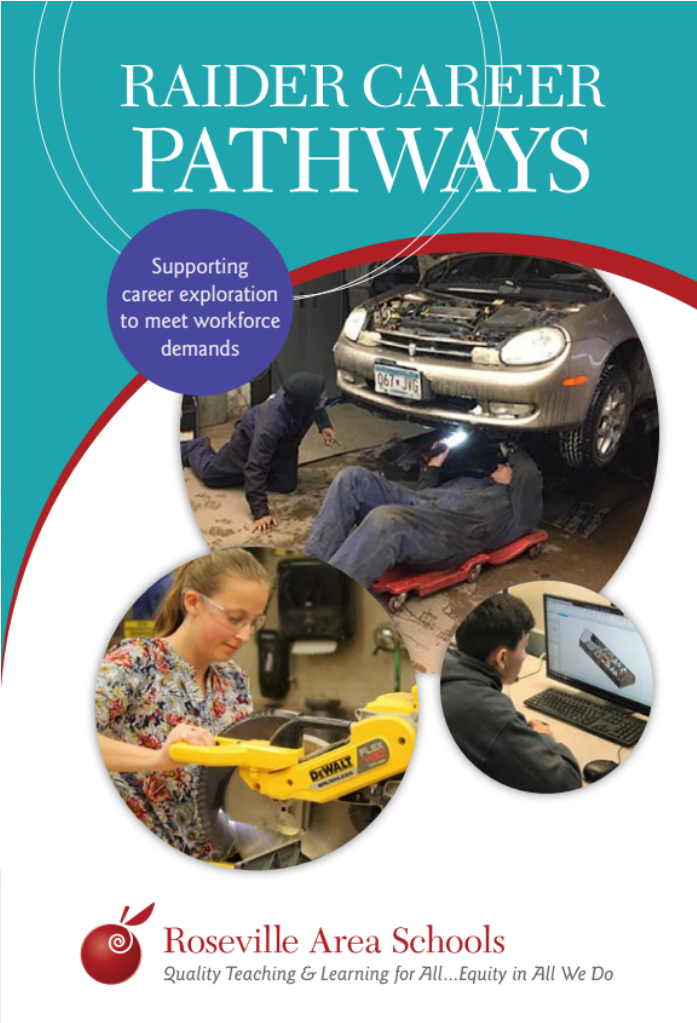
- Through the Youth Skills Training grant, we were able to support three students through a 5-week internship in the summer of 2022 at BIX Produce.
- Students spent time in each of 10 different departments at BIX, learning how a food manufacturing company functions and getting hands-on experience in each department.
- Two students completed their OSHA-10 certification as well!
- RaiderWorks is expanding to additional industry partners and will add in employment and internship opportunities for students during the school year *and* during the summer.



Business Partnerships

Partnerships provide us with:

- Academic year opportunities
- Mentorships
- Job shadowing
- Internships
- Panels/guest speakers
- Field trips (post-COVID-19)
- Return on Investment
 - Jumpstart on career



The graphic features a teal background with the title "RAIDER CAREER PATHWAYS" in white serif font. Below the title is a purple circle containing the text "Supporting career exploration to meet workforce demands". The graphic includes three circular images: a car being worked on in a garage, a student using a yellow DeWalt power tool, and a student at a computer workstation.

RAIDER CAREER PATHWAYS

Supporting career exploration to meet workforce demands

Roseville Area Schools
Quality Teaching & Learning for All...Equity in All We Do

RAHS CTE Spaces



College Credit-Bearing Courses 2021-2022

Advanced Placement College Board

Students must complete the AP exam to have possibility of college credits.

AP Studio Art - Drawing Portfolio*
AP Computer Science Principles
AP Computer Science A
AP American Lit and Comp
AP Humanities
AP Environmental Science
AP Biology
AP Chemistry
AP Physics 1
AP Calculus AB
AP Calculus BC
AP Statistics
AP Human Geography
AP World History
AP US History
AP American Government
AP Microeconomics
AP Psychology
AP Spanish Language and Culture

College in Schools (CIS) University of MN-TC

Instructors approved to teach following college level, dual-enrollment courses @ RAHS. Transcribed credits.

CIS Modern Literature
CIS Sociology of Family

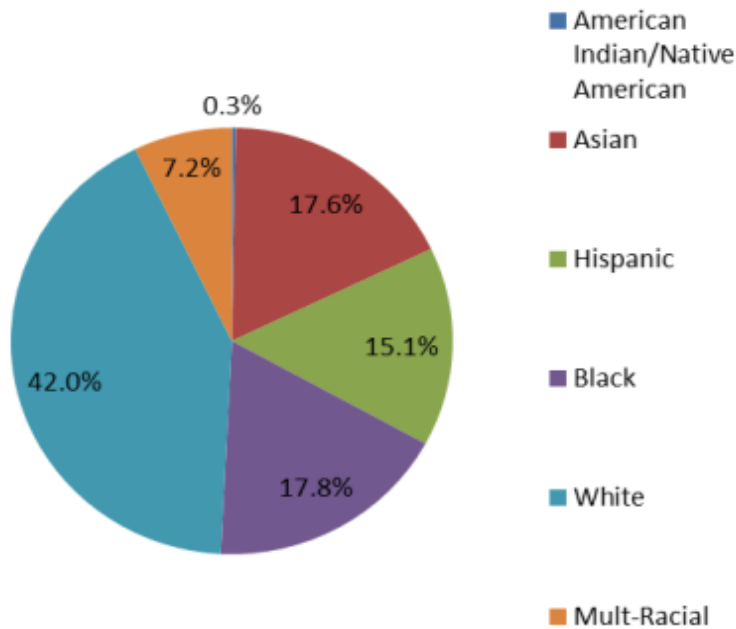
Concurrent Enrollment MN State Partners

Instructors approved to teach following college level, dual-enrollment courses @ RAHS. Transcribed credits.

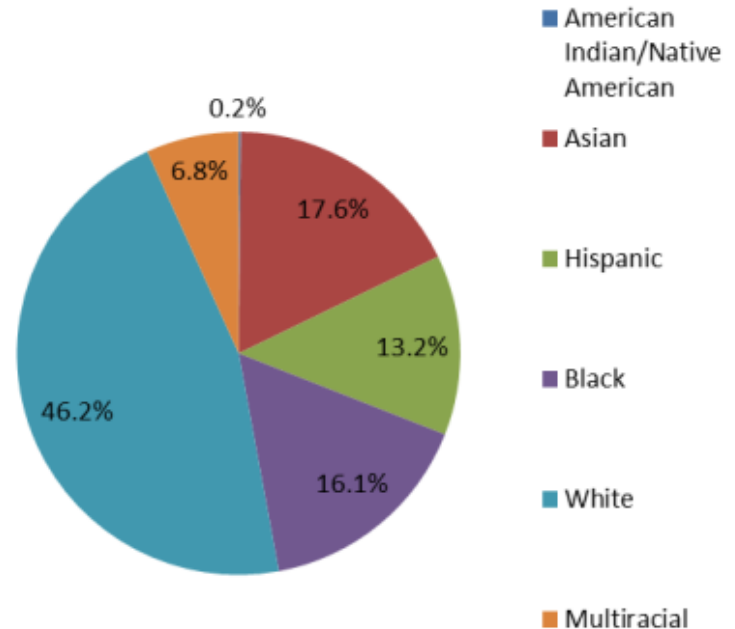
Intro to Urban Education
Multicultural Approaches to Education
Technology for Educators
College Algebra
Photography II
Photography III
Graphic Design II
Woodworking II
Auto Mechanics II

College Credit-Bearing Courses 2021-2022

RAHS Student Enrollment by Race/Ethnicity

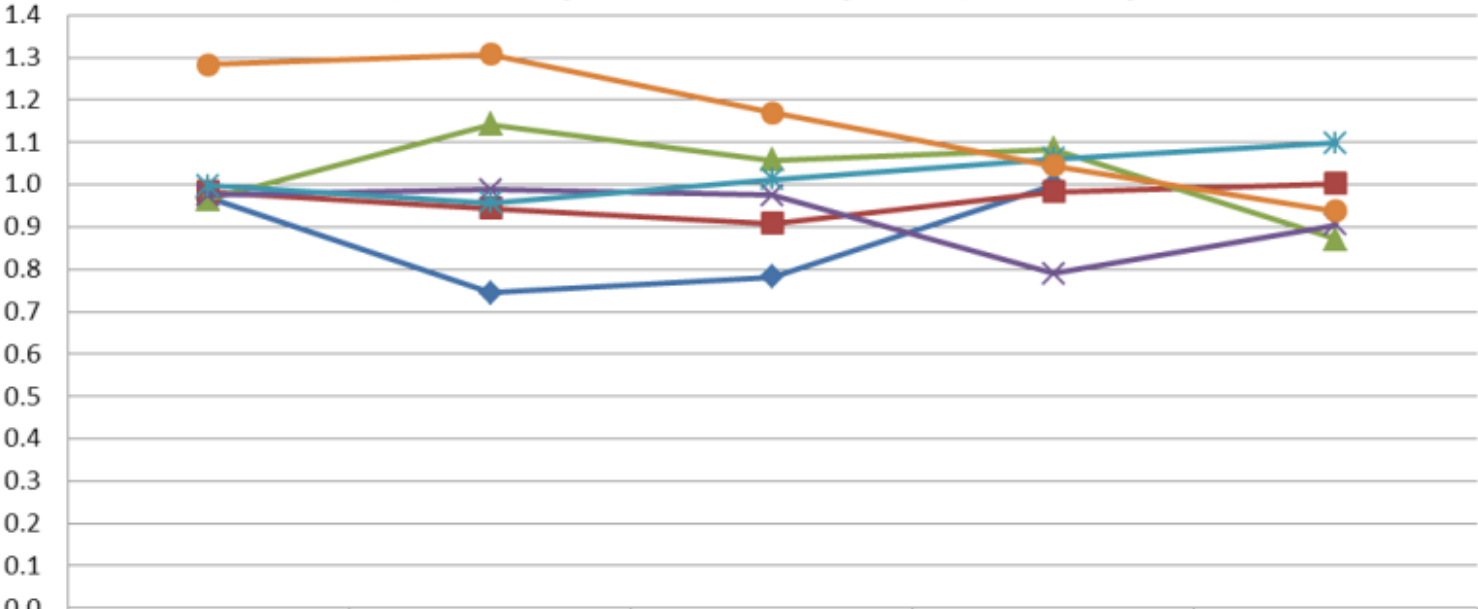


RAHS College Credit Course Enrollment by Race/Ethnicity



College Credit-Bearing Courses Trend

RAHS Under/Over Representation by Race/Ethnicity

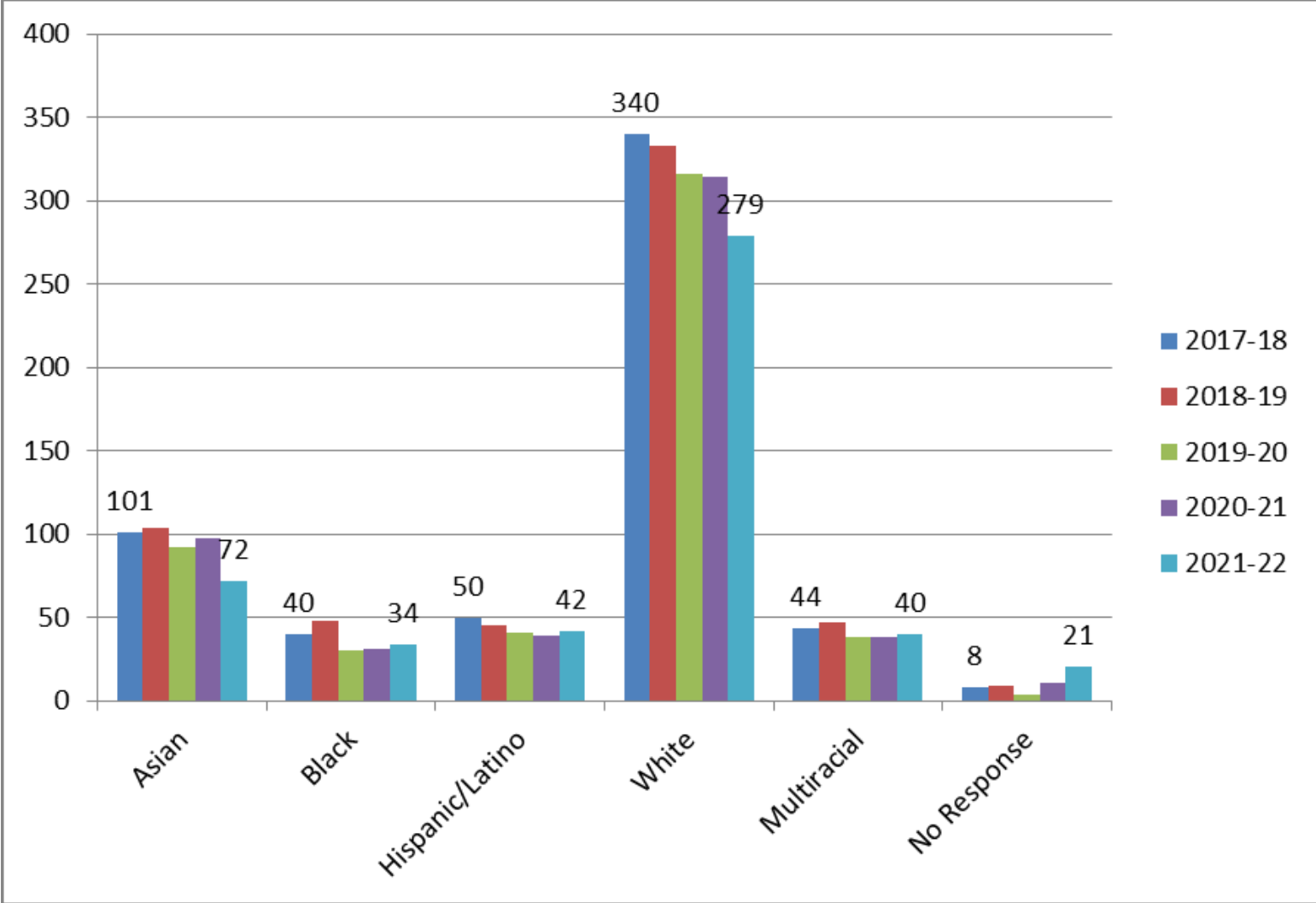


	17-18	18-19	19-20	20-21	21-22
American Indian/Native American	1.0	0.7	0.8	1.0	
Asian	1.0	0.9	0.9	1.0	1.0
Hispanic	1.0	1.1	1.1	1.1	0.9
Black	1.0	1.0	1.0	0.8	0.9
White	1.0	1.0	1.0	1.1	1.1
Multiracial	1.3	1.3	1.2	1.0	0.9

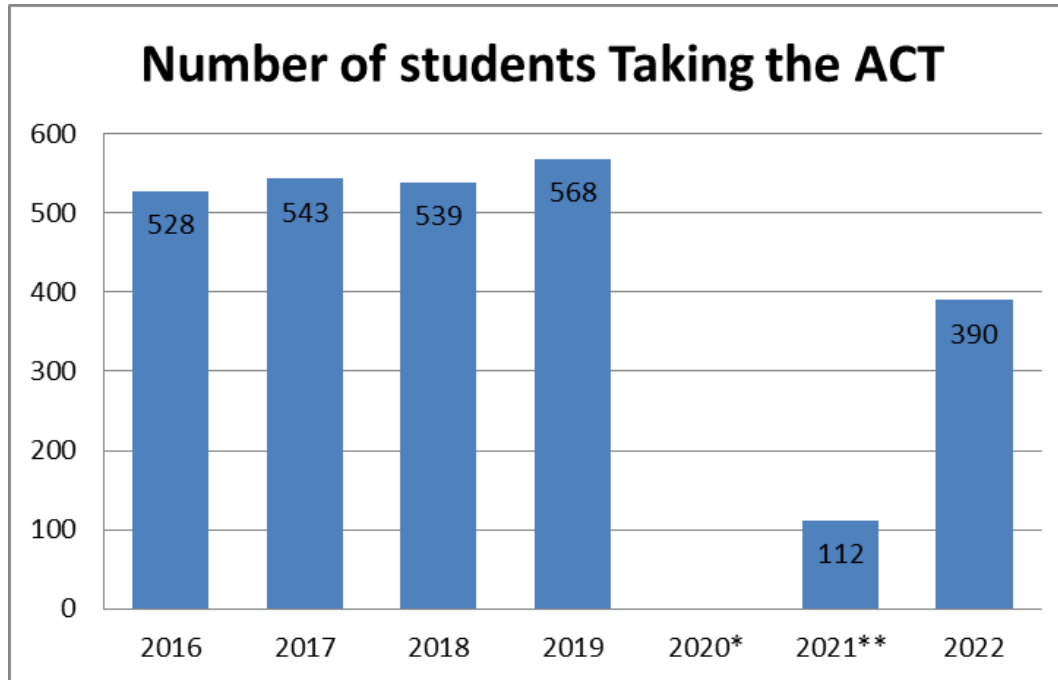
Advanced Placement Summary Data

AP Summary	2018	2019	2020	2021	2022
Total AP students	583	587	521	532	489
Number of Exams	904	858	770	756	678
Number of AP Students with a 3+ Score	403	382	435	300	318
Percent of Students with a 3+ Score	69%	65%	68%	56%	65%

AP Test Participation by Race/Ethnicity



ACT Update 2021-2022



*Due to the Pandemic no ACT testing was provided in Spring of 2020

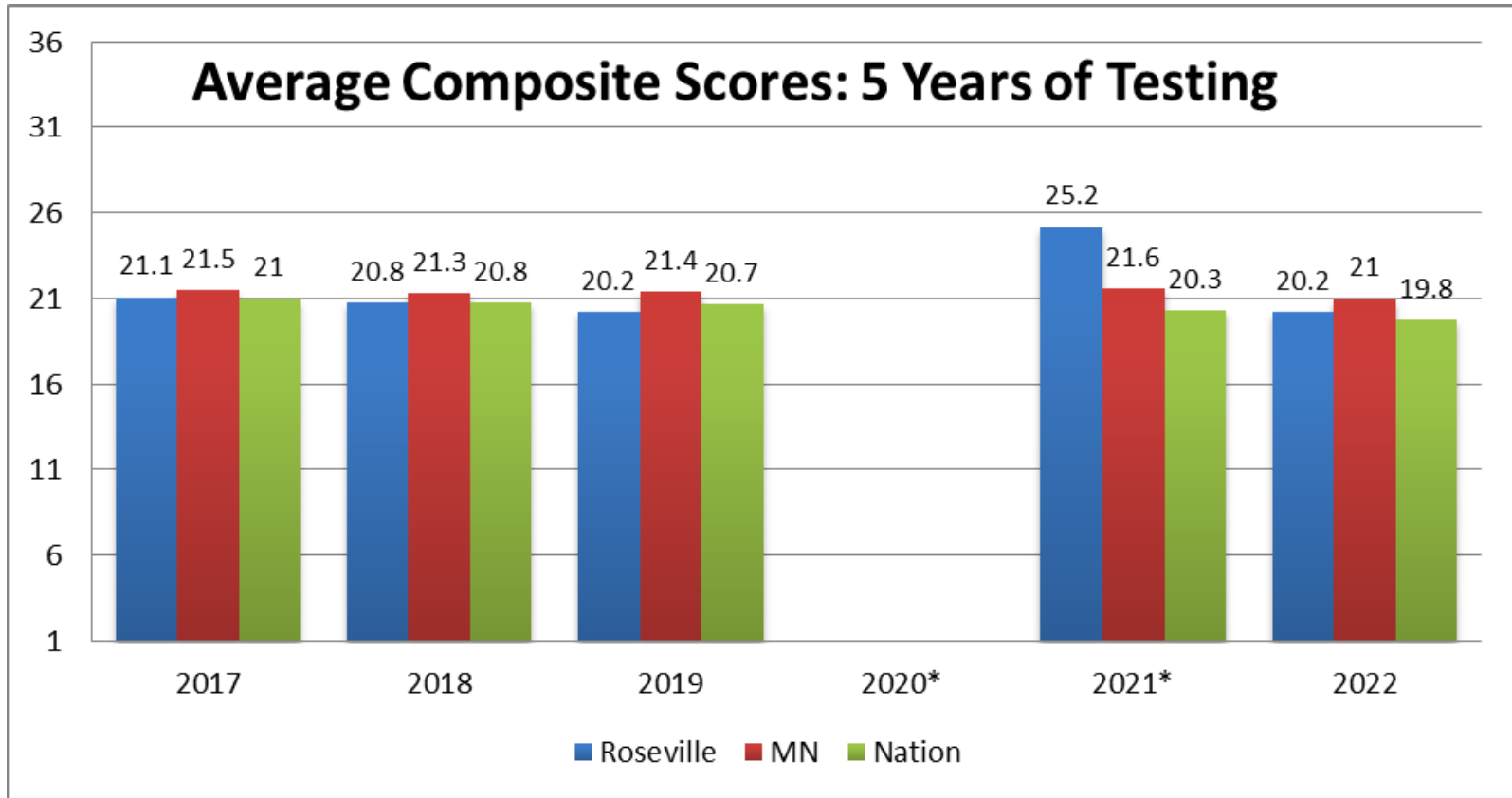
*Due to the continued Pandemic concerns limited ACT testing was provided in 2021

2021-22 ACT Testing Plan 21-22

- ACT was offered to Seniors (class of 2022) on October 5th
- ACT was offered to Juniors (class of 2023) in March 2022

ACT Composite Score Trend

District, State, and Nation



*Due to the Pandemic no ACT testing was provided in Spring of 2020

*Due to the continued Pandemic concerns limited ACT testing was provided in 2021

Comments & Questions

A decorative graphic in the bottom right corner of the slide. It features a thick, light gray spiral that starts from the bottom center and moves towards the right. Above the spiral, there is a thick, light gray, pointed shape that resembles a stylized arrow or a leaf, pointing towards the right. The entire graphic is set against a white background within a red-bordered frame.



Roseville Area Schools

Quality Teaching & Learning for All...Equity in All We Do

Agenda Item: 6b

Agenda Topic: Policy 420: Mandated Reporting of Child Abuse or Neglect (revised) First Reading

Meeting Date: January 24, 2023

Contact Person: Kenyatta McCarty and Niceta Thomas

Background:

Kenyatta McCarty, director of human resources, and Niceta Thomas, director of student services, will review suggested revisions to Policy 420: Mandated Reporting of Child Abuse or Neglect. Proposed revisions reflect recent legislative changes. This will be the first reading of the policy. The policy was last reviewed in November 2019.

Recommendation:

_____ Action Required

XX Informational – No Board Action Requested

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 420 – Mandated Reporting of Child Abuse or Neglect

1.0 Purpose

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

2.0 General Statement of Policy

2.1 It is the policy of the school district to fully comply with Minnesota Statutes ~~§ 626.556~~ chapter 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.

2.2 A violation of this policy shall occur when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

3.0 Definitions

3.1 “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:

3.1.1 is not likely to occur and could not have been prevented by exercise of due care; and

3.1.2 if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.

3.2 “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Juvenile Safety and Placement ~~Child Protection~~) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § Ch. 260C.451 (Foster Care Benefits Past Age 18).

3.3 “Immediately” means as soon as possible but in no event longer than 24 hours.

3.4 “Mandated Reporters” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused maltreated, or has been neglected or physically or sexually abused maltreated within the preceding three years.

3.5 “Neglect” means the commission and/or omission of any of the acts below other than by accidental means:

Policy 420 – Mandated Reporting Child Abuse or Neglect

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

~~"Neglect" does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected such means for treatment or care of disease except where the lack of medical care may cause serious danger to the child's health~~ occur solely because the child's parent, guardian, or other person responsible for the child's

Policy 420 – Mandated Reporting Child Abuse or Neglect

care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

- 3.6 “Nonmaltreatment mistake” means occurs when: (1) at the time of the incident, the individual was performing duties identified in the center’s child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition applies to child care centers licensed under Minn. Rules Ch. 9503.
- 3.7 “Physical Abuse” means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child’s care on a child other than by accidental means, or any physical or mental injury that cannot reasonably be explained by the child’s history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized in Minn. Stat. § 125.0942 or 245.825.

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

Actions ~~which~~ that are not reasonable and moderate include, but are not limited to, any of the following:

- 3.7.1 Throwing, kicking, burning, biting or cutting a child;
- 3.7.2 Striking a child with a closed fist;
- 3.7.3 Shaking a child under the age of three;
- 3.7.4 Striking or other actions ~~which~~ that result in any non-accidental injury to a child under 18 months of age;
- 3.7.5 Unreasonable interference with a child’s breathing;
- 3.7.6 Threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6;
- 3.7.7 Striking a child under age one on the face or head;
- 3.7.8 Striking a child who is at least age one but under age four on the face or head, which results in an injury;

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- 3.7.9 Purposely giving a child poison, alcohol, or dangerous, harmful or controlled substances which that are not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child's behavior, motor coordination, or judgment or that results in sickness or internal injury or subjects the child to medical procedures that would be unnecessary if the child were not exposed to the substances;
- 3.7.10 Unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379, including but not limited to tying, caging, or chaining;
- 3.7.11 In a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.
- 3.8 "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes ~~neglect or physical or sexual abuse~~ maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment ~~neglect or abuse~~, if known.
- 3.9 "Mental Injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- 3.10 "School Personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement or child care services.
- 3.11 "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subd. 10), to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor which that constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which that requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (~~Registration of Predatory Offenders~~).
- 3.12 "Threatened Injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm, or a

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person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

- 3.13 "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching and coaching.

4.0 Reporting Procedures

- 4.1 A mandated reporter ~~as defined herein~~ shall immediately report the information neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, tribal social services agency, or tribal police department or agency responsible for ~~assisting~~ assessing or investigating maltreatment. The reporter will include his or her name and address in the report.

4.1.1 The Minnesota Department of Education (MDE) is the agency responsible for assessing or investigating allegations of child maltreatment in schools. Such reports should be made to the MDE or local law enforcement. In addition, such allegations should be reported to the Assistant to the Superintendent.

- 4.2 ~~If the immediate report has been made orally,~~ An oral report shall be made immediately, by telephone or otherwise, ~~†~~ The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, Minnesota Department of Education, or agency responsible for assisting assessing or investigating maltreatment. ~~The written~~ Any report shall be of sufficient content to identify the child, any person believed to be responsible for the ~~abuse or neglect~~ maltreatment of the child if the person is known, the nature and the extent of the ~~abuse or neglect~~ maltreatment and the name and address of the reporter.

- 4.3 Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or kidnapping of a child shall report the information to the local law enforcement agency.

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- 4.4 A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- 4.5 ~~Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment or the child's access to school.~~ An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- 4.6 Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees, ~~and the reckless~~ Knowingly or recklessly making of a false report may result in discipline. ~~The court may also award attorney's fees.~~

5.0 Investigation

- 5.1 The responsibility for assessing or investigating reports of suspected maltreatment ~~neglect or physical or sexual abuse~~ rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender ~~perpetrator~~, and any other person with knowledge of the maltreatment ~~abuse or neglect~~ for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- 5.2 When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- 5.3 Except where the alleged offender ~~perpetrator~~ is believed to be a school official or employee, the time and place and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place and manner of the

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interview set by school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

- 5.4 Where the alleged **offender** perpetrator is believed to be a school official or employee, the school district shall also conduct its own investigation independent of the local welfare, law enforcement agency, or the Minnesota Department of Education.
- 5.5 Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

6.0 Maintenance of School Records Concerning Abuse or Potential Abuse

- 6.1 When the investigating agency determines that a potentially abused or abused child should be interviewed on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- 6.2 All records maintained or derived from abuse or neglect reports from the school or the school district are confidential data. See Regulations 420-R for maintenance procedures.
- 6.3 Records regarding the report of maltreatment, including any notification of intent to interview which was received by the school as described in subsection 6.1 shall be destroyed only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

7.0 Physical or Sexual Abuse as Sexual Harassment or Violence

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable. See Policy 416.

8.0 Dissemination of Policy and Training

- 8.1 This policy shall appear in school personnel handbooks.

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- 8.2 The school district will develop a method of discussing this policy with school personnel.
- 8.3 This policy shall be reviewed regularly for compliance with state law.

Adopted: 2/11/82
Revised: 2/12/02
Revised: 4/13/17
Revised: 11/12/19

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 420 – Mandated Reporting of Child Abuse or Neglect

1.0 Purpose

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

2.0 General Statement of Policy

- 2.1 It is the policy of the school district to fully comply with Minnesota Statute § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- 2.2 A violation of this policy shall occur when any school personnel fail to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

3.0 Definitions

- 3.1 “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
- 3.1.1 is not likely to occur and could not have been prevented by exercise of due care; and
 - 3.1.2 if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- 3.2 “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- 3.3 “Immediately” means as soon as possible but in no event longer than 24 hours.
- 3.4 “Mandated Reporters” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- 3.5 “Neglect” means the commission and/or omission of any of the acts below other than by accidental means:
- 3.5.1 Failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical care or other care required for the child's physical or mental health when reasonably able to

Policy 420 – Mandated Reporting Child Abuse or Neglect

do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a medical provider authorized to diagnose, and is due to parental neglect;

- 3.5.2 Failure to protect a child from conditions or actions that imminently and seriously endanger the child's physical or mental health when reasonably able to do so;
- 3.5.3 Failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide the parent's child with sympathomimetic medications;
- 3.5.4 Failure to provide for the necessary supervision or child care arrangements appropriate for a child after considering factors such as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety, or the basic needs/safety of another child in their care;
- 3.5.5 prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
- 3.5.6 medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4, Clause (5);
- 3.5.7 Chronic and severe use of alcohol or a controlled substance by the parent or person responsible for care of the child that adversely affects the child's basic needs and safety; or
- 3.5.8 Emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition, that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

"Neglect" does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected such means for treatment or care of disease except where the lack of medical care may cause serious danger to the child's health.

- 3.6 "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with

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remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition applies to child care centers licensed under Minn. Rules Ch. 9503.

- 3.7 “Physical Abuse” means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child’s care other than by accidental means, or any physical or mental injury that cannot reasonably be explained by the child’s history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized in Minn. Stat. § 125.0942 or 245.825.

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

Actions which are not reasonable and moderate include, but are not limited to, any of the following:

- 3.7.1 Throwing, kicking, burning, biting or cutting a child;
- 3.7.2 Striking a child with a closed fist;
- 3.7.3 Shaking a child under the age of three;
- 3.7.4 Striking or other actions which result in any non-accidental injury to a child under 18 months of age;
- 3.7.5 Unreasonable interference with a child’s breathing;
- 3.7.6 Threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6;
- 3.7.7 Striking a child under age one on the face or head;
- 3.7.8 Striking a child who is at least age one but under age four on the face or head, which results in an injury;
- 3.7.9 Purposely giving a child poison, alcohol, or dangerous, harmful or controlled substances which are not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child’s behavior, motor coordination, or judgment or that results in sickness or internal injury or subjects the child to medical procedures that would be unnecessary if the child were not exposed to the substances;
- 3.7.10 Unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379, including but not limited to tying, caging, or chaining;

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- 3.7.11 In a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.
- 3.8 "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.
- 3.9 "Mental Injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- 3.10 "School Personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement or child care services.
- 3.11 "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subd. 10), to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- 3.12 "Threatened Injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.
- 3.13 "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching and coaching.

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4.0 Reporting Procedures

- 4.1 A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department or agency responsible for assisting or investigating maltreatment. The reporter will include his or her name and address in the report.
 - 4.1.1 The Minnesota Department of Education (MDE) is the agency responsible for assessing or investigating allegations of child maltreatment in schools. Such reports should be made to the MDE or local law enforcement. In addition, such allegations should be reported to the Assistant to the Superintendent.
- 4.2 If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, Minnesota Department of Education, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and the extent of the abuse or neglect and the name and address of the reporter.
- 4.3 Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

A mandated reporter who knows or has reason to know of the deprivation of parental rights or kidnapping of a child shall report the information to the local law enforcement agency.

- 4.4 A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- 4.5 Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment or the child's access to school.
- 4.6 Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

5.0 Investigation

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- 5.1 The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
 - 5.2 When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
 - 5.3 Except where the alleged perpetrator is believed to be a school official or employee, the time and place and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place and manner of the interview set by school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
 - 5.4 Where the alleged perpetrator is believed to be a school official or employee, the school district shall also conduct its own investigation independent of the local welfare, law enforcement agency, or the Minnesota Department of Education.
 - 5.5 Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.
- 6.0 Maintenance of School Records Concerning Abuse or Potential Abuse

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- 6.1 When the investigating agency determines that a potentially abused or abused child should be interviewed on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- 6.2 All records maintained or derived from abuse or neglect reports from the school or the school district are confidential data. See Regulations 420-R for maintenance procedures.
- 6.3 Records regarding the report of maltreatment, including any notification of intent to interview which was received by the school as described in subsection 6.1 shall be destroyed only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

7.0 Physical or Sexual Abuse as Sexual Harassment or Violence

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable. See Policy 416.

8.0 Dissemination of Policy and Training

- 8.1 This policy shall appear in school personnel handbooks.
- 8.2 The school district will develop a method of discussing this policy with school personnel.
- 8.3 This policy shall be reviewed regularly for compliance with state law.

Adopted: 2/11/82
Revised: 2/12/02
Revised: 4/13/17
Revised: 11/12/19



Roseville Area Schools

Quality Teaching & Learning for All...Equity in All We Do

Agenda Item: 6c

Agenda Topic: Policy 640: Title I Parent Involvement (revised) First Reading

Meeting Date: January 24, 2023

Contact Person: Florence Odegard

Background:

Florence Odegard, Title programs administrator, will review suggested revisions to Policy 640: Title I Parent Involvement. Proposed revisions largely reflect updated language. This will be the first reading of the policy. The policy was last reviewed in October 2016.

Recommendation:

_____ Action Required XX Informational – No Board Action Requested

ROSEVILLE AREA SCHOOLS
Independent Schools District No. 623

Policy 640 – Title I Parent Involvement and Family Engagement

1.0 PURPOSE

The purpose of this Title I parent and family engagement policy is to encourage and facilitate involvement by parents and family members of students participating in Title I educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents and family members by the school district shall be directed toward both public or private school children whose parents are school district residents or whose children attend school within the boundaries of the school district and receive Title I services.

2.0 GENERAL STATEMENT OF POLICY

It is the policy of the school district to fully comply with Section 4448 1116 of the Elementary and Secondary Education Act, which requires the school district to develop jointly with, agree upon with, and distribute to, parents and family members of children participating in Title I programs written parental and family engagement policies.

3.0 DEVELOPMENT OF DISTRICT LEVEL POLICY

The school board will direct the administration to develop jointly with, agree upon with, and distribute to, parents and family members of participating children a written parental involvement and family engagement policy that will be incorporated into the school district's Title I plan.

4.0 DEVELOPMENT OF SCHOOL LEVEL POLICY

The school board will direct the administration of each school to develop jointly with, agree upon with, and distribute to, parents and family members of participating children a written parental involvement and family engagement policy that will be incorporated into the school's Title I plan.

Adopted: 10/14/86
Revised: 2/11/03
10/11/16

ROSEVILLE AREA SCHOOLS
Independent Schools District No. 623

Policy 640 – Title I Parent Involvement

1.0 PURPOSE

The purpose of this Title I parent policy is to encourage and facilitate involvement by parents of students participating in Title I educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public or private school children whose parents are school district residents or whose children attend school within the boundaries of the school district and receive Title I services.

2.0 GENERAL STATEMENT OF POLICY

It is the policy of the school district to fully comply with Section 1118 of the Elementary and Secondary Education Act, which requires the school district to develop jointly with, agree upon with, and distribute to, parents of children participating in Title I programs written parental policies.

3.0 DEVELOPMENT OF DISTRICT LEVEL POLICY

The school board will direct the administration to develop jointly with, agree upon with, and distribute to, parents of participating children a written parental involvement policy that will be incorporated into the school district's Title I plan.

4.0 DEVELOPMENT OF SCHOOL LEVEL POLICY

The school board will direct the administration of each school to develop jointly with, agree upon with, and distribute to, parents of participating children a written parental involvement policy that will be incorporated into the school's Title I plan.

Adopted: 10/14/86
Revised: 2/11/03
10/11/16



Roseville Area Schools

Quality Teaching & Learning for All...Equity in All We Do

Agenda Item: 7a

Agenda Topic: 2022-2023 Mid-Year Budget Revisions
Meeting Date: January 24, 2023
Contact Person: Shari Thompson

Background:

The preliminary budget was developed last spring assuming many of the factors that drive expenses and revenues, including funding levels, enrollment and staffing. While enrollment numbers typically fluctuate slightly from preliminary to revised budget, the ongoing pandemic continues to have an impact on our enrollment, especially at the elementary level, with enrollment at approximately 215 students less than projected.

On the expenditure side, our largest expenses, staff salary and benefit costs, have been determined, including those for new hires. We have adjusted our utility costs to reflect the increased cost of operating our facilities. As a result of the pandemic, we also continue to incur additional labor costs (labor shortage, substitute costs, etc.) and the impact on our federal CARES funding and our operational budget.

Director of Business Services Shari Thompson will review the proposed budget revisions at the meeting.

Recommendation:

It is recommended that the board approve the revised 2022-2023 budget as presented.

XX Action Required

_____ Informational – No Board Action Requested

FISCAL YEAR 2022-2023 BUDGET ADJUSTMENT

January 24, 202

#1

	General Fund (not incl. LTFM & Capital)	Community Ed cation
Beginning Fund Balance	\$ <u>4,135,355</u>	\$ <u>1,716,074</u>
 REVENUE		
FY 22 Board approved preliminary budget	\$ 116,700,286	\$ 8,129,981
Enrollment Adjustment	\$ (508,051)	
Special Education Adjustment (includes transportation)	\$ 2,479,685	
English Language Learner Aid	\$ (101,809)	
CARES - FIN 150 Summer Supplemental Supports	\$ 12,940	
CARES - Fin 159 Homeless Youth	\$ (23,007)	
CARES - Fin 160 ESSER III	\$ 2,314,430	
CARES - FIN 163 ESSER II Summer expanded prog	\$ 74,761	
CARES - FIN 170 COVID Testing	\$ 177,170	
CARES - FIN 171 Pandemic Enrollment Loss	\$ 70,862	
Other	\$ (97,681)	
SUBTOTAL - changes including budget revisions	\$ 4,399,300	\$ 429,994
 REVISED REVENUE	 \$ <u>121,099,586</u>	 \$ <u>8,559,975</u>
 EXPENDITURES		
FY 23 Board approved preliminary budget	\$ 115,294,377	\$ 7,883,901
Salaries and Benefits - Additional Special Ed 4.8FTE	\$ 510,845	
Salaries and Benefits - Additional Long-term Subs 4.0FTE	\$ 310,060	
Additional Substitute costs (Float subs & Daily)	\$ 784,000	
Increased transportation costs - homeless and special ed	\$ 995,000	
Increased Utility Costs	\$ 531,000	
COVID Testing Grant Expenses	\$ 177,170	
SUBTOTAL - changes including budget revisions	\$ 3,308,075	\$ 357,604
 REVISED EXPENDITURES	 \$ <u>118,602,452</u>	 \$ <u>8,241,505</u>
 DIFFERENCE - Revenue over (under) expense	 \$ 2,497,134	 \$ 318,470
 Revised Projected Unassigned Fund Balance 6/30/23	 \$ <u>6,632,489</u>	 \$ <u>2,034,544</u>



Agenda Topic: 2023-2024 Budget Parameters and Timeline
Meeting Date: January 24, 2023
Contact Person: Shari Thompson

Background:

The 2023-2024 budget parameters and timeline have been prepared in accordance with the annual budget process. The budget parameters have been developed to maximize learning and focus resources on equity and quality education for all students. The board had the opportunity to review and discuss the documents during the January 10th study session.

Director of Business Services Shari Thompson will review the budget parameters and development timeline.

Recommendation:

It is recommended that the school board approve the 2023-2024 budget parameters and timeline as presented.

XX Action Required _____ Informational – No Board Action Requested

**ROSEVILLE AREA SCHOOLS
PROPOSED GENERAL FUND BUDGET PARAMETERS
2023-2024**

The district is in the process of preparing its 2023-2024 budget. The district continues to work its way through unprecedented times of the past three years and the budget is being prepared based on the data that we currently have. Parameters are general guidelines based on our best estimates with current information. Current budget planning assumptions are listed below. Should these parameters need to be adjusted during preliminary budget development, they will be brought back to the board for approval.

Board Policy states *“the school district will strive to maintain a minimum unassigned general fund balance of 3 percent of the annual budget”*. Given this fiscal expectation, the School District is currently in compliance with the 3 percent minimum and administration is proactively planning to present a preliminary 2023-2024 budget which includes an operating surplus to continue the increase in District fund balance reserves.

Finance/Revenue Parameters

The per-pupil basic general education formula allowance is currently \$6,863. 2023-2024 is the first year in the new state budget biennium and while per pupil funding has yet to be set, for budgeting purposes we are assuming an increase of 2% or \$137 over the current fiscal year, for a total \$7,000 basic formula allowance. This amount may be adjusted upon action of the 2023 Legislature and/or receipt of other crucial data that becomes available during the budget development process.

Operating referendum revenue continues to be based on Adjusted Pupil Units (APU). Thanks to the support and generosity of the Roseville Area Schools community and passage of an increased 10-year operating referendum levy in 2021, the operating levy revenue will generate approximately \$1,921 per APU. In addition, the district will continue to receive \$724 per APU in Local Option Revenue.

Compensatory revenue is projected to increase by \$3.7 million over current year

Based on Governor’s budget proposal – Reduce Special Ed cross-subsidy by 25% or \$3 million

Levy revenue will be based on the 2022 Pay 2023-24 Certified Levy.

Enrollment Parameters

Enrollment will be projected using February 1, 2023, enrollment. Enrollment will be monitored and adjusted through the spring as more information becomes available.

Expenditure Budget Parameters

Focus resources on equity and student achievement

Staffing adjustments will match enrollment changes and align with class size ranges for all sites.

Class size ranges will be maintained at each of the current targets per grade in all grades 1-12. The following will be used for target section averages:

- Kindergarten – 22
- Grades 1-3 – 26
- Grades 4-6 – 31
- Grades 7-8 – 33
- Grades 9-12 – 34

Student support resources including those for social emotional learning and mental health supports will be added across the district.

Estimated salary settlements for upcoming contract negotiations will be included.

District contributions to medical insurance premiums are estimated to remain at the current negotiated level for all groups, unless included in negotiated settlement budget costs.

Dental, Life, and LTD insurance contributions are estimated to remain at the current budgeted level.

Outside contractor fees including transportation and contracted substitute teacher services rates will be examined to determine the estimated cost increase due to the employee shortages in these areas.

Utility costs will be based on multiple year average usage with consideration given to current rates.

Federal CARES funds will be used to partially offset post-pandemic increased costs as well as provide additional remedial and enrichment programming both inside and outside of the regular school day/year.

Federal program expenses will be equal to the program revenue.

Staff Development, Learning & Development, Safe Schools Levy, Health & Safety, Long-Term Facilities Maintenance (LTFM), Operating Capital and all other mandated reserve categories will be spent in compliance with statute.

Input

The process to build the proposed 2023-2024 budget will include several opportunities for input from various sources including the following:

School Board – The first official action that begins the process of budget development was the approval of the payable 2023 tax levy, which occurred on December 13, 2022. The board also provides guidance and input to the budget development process by approving the 2022-23 revised budget, the 2023-24 proposed budget timeline, and discussion of these preliminary 2023-24 budget assumptions. 2023-24 budget updates will continue to be provided as needed at board meetings until the Board adopts the Preliminary Budget on June 27, 2023.

Finance Advisory Committee – Committee membership includes community residents, the director of business services, superintendent, three board members including the board chair, controller, and two Education Minnesota- Roseville representatives. The group meets quarterly to discuss and advise administration and the school board on economic and school finance issues and to build community trust in school district finances.

District Leadership - This group meets regularly and budget development is included on agendas.

Principals and Program Supervisors - Instructional leaders will provide input and shared decision making for budget adjustments, staffing and program needs.

Other stakeholder feedback – District administration conducts ongoing feedback opportunities with various stakeholders including staff, students, families, and community members.

In addition to the budget presentations at regularly scheduled school board meetings, an annual budget hearing will be held prior to final adoption of the preliminary budget by the school board. The annual budget hearing is scheduled for May 23, 2023 at the District Center. This meeting will seek feedback in assessing budget recommendations.

**Roseville Area Schools – ISD 623
Administrative Leadership
2023-2024 Proposed Budget Planning Timeline**

Date	Budget Event	Action
June 2022	2022-2023 Budget Approved	Board Approval
September 27, 2022	Preliminary Levy set (Payable 2023; 2023-24 Revenue)	Board Approval
December 13, 2022	Final Levy set (Payable 2023; 2023-24 Revenue)	Board Approval
January 23, 2023	District Cabinet meeting – budget update, parameters and timeline	District Cabinet meeting
January 24, 2023	Review & approval of 2022-23 revised general fund budget; Approve 2023-2024 budget timeline and parameters.	Board meeting
February 8, 2023	Finance Advisory Committee – revised current year budget, 2023-2024 budget parameters and timeline	Finance Advisory Committee
February 20, 2023	Staffing allocations set for 2023-2024	District Cabinet
February 21, 2023	Budget update to School Board	School Board
April 25, 2023	Update the School Board on Budget development as needed	Administrative report to School Board
May 23, 2023	Prior to the regular School Board meeting, the district holds a public hearing to share the 2023-2024 DRAFT general fund budget and collect any public comment	Administrative report to the public
June 27, 2023	School Board formally adopts 2023-2024 Budget	Board Approval