

Agenda  
Regular School Board Meeting  
February 7, 2023  
6:30 PM

1. Call to Order, Roll Call
  
2. Agenda Adjustments
  
3. Announcements, Comments, Recognitions
  - a. Land Acknowledgment
  
4. Summary of Community Input Received for Action Items
  
5. Consent Agenda
  - a. Minutes - Board Meeting of January 24, 2023 3
  
  - b. Payment of Bills 5
  
  - c. Personnel - Resignations, Appointments, Reductions 7
  
  - d. Gifts 9
  
6. Reports and Non-Action Items

a.	Northeast Metro 916 Intermediate School District Presentation	10
b.	2023-24 and 2024-25 Draft School Year Calendars	28
c.	Policy 584: Collection, Maintenance, Use and Release of Student Education Data (reviewed) First Reading	33
7.	Action Items	
a.	2022-2024 Conditions of Employment - Operating Engineers Local No. 70	35
b.	Policy 420: Mandated Reporting of Child Abuse or Neglect (revised) Second Reading	36
c.	Policy 640: Title I Parent Involvement (revised) Second Reading	52
8.	Board Reports	
9.	Superintendent's Report	
10.	Adjournment	

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

January 24, 2023

Chair Curtis Johnson called the school board meeting to order at 6:30 p.m. Board members present: Todd Anderson, Mike Boguszewski, Rose Chu, Mannix Clark, Kitty Gogins, Curtis Johnson. Board members absent: none. Also present: Jenny Loeck, superintendent of schools, and approximately eighteen other visitors or staff who attended all or part of the meeting.

Announcements. Members of the Multi-Educational Council at Roseville Area High School shared how their student group works to create a more equitable environment for RAHS students.

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

- (35) Consent Agenda. Boguszewski moved, Gogins seconded acceptance of the consent agenda, including the minutes of the school board meeting on January 10, 2023; payment of bills; resignations, appointments, reductions, adjustments; and gifts. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Motion carried unanimously.

Career and College Readiness Report. Jake Von De Linde, director of student achievement; Angie Woods, equity advancement principal; Chris Hester, Roseville Area High School principal; Laura Freer, Fairview Alternative High School principal; and Brynn McConnell, career navigator at Roseville Area High School, provided an update on the career and college readiness options available to students, such as career and technical education course pathways, college credit-bearing and advanced placement courses, and opportunities for career exploration through partnerships with local businesses.

Policy 420: Mandated Reporting of Child Abuse or Neglect (revised) First Reading. Kenyatta McCarty, director of human resources, and Niceta Thomas, director of student services, presented proposed revisions to Policy 420: Mandated Reporting of Child Abuse or Neglect as a first reading. Proposed revisions reflect recent legislative changes and alignment with state statute.

Policy 640: Title I Parent Involvement (revised) First Reading. Florence Odegard, Title programs administrator, reviewed suggested revisions to Policy 640: Title I Parent Involvement as a first reading. Proposed revisions largely reflect updated language.

- (36) 2022-2023 Budget Revisions. Gogins moved, Clark seconded approval of the revised 2022-2023 budget as presented. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Motion carried unanimously.
- (37) 2023-2024 Budget Parameters and Timeline. Anderson moved, Chu seconded approval of the 2023-2024 budget parameters and timeline as presented. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Motion carried unanimously.

Study Session Report. Director Clark reported on the January 10 study session. The board reviewed drafts of the nine-month and year-round school calendars, discussed parameters and timelines for development of the 2023-24 budget, and updated board member committee assignments. In addition, Director Gogins and Superintendent Loeck provided updates on the strategic planning process, and the board developed its annual goals.

Board Reports. Mike Boguszewski provided an update on Equity Alliance MN. Kitty Gogins attended an LGBTQ+ Equity Council meeting, a board finance subcommittee meeting, a story circle event at Edgerton Elementary School, and a Community Advisory Committee meeting. Director Gogins, Director Boguszewski and Chair Johnson were invited guests at the district's Teacher Leader Program meeting. Mannix Clark shared highlights from the most recent Northeast Metro 916 board meeting. Todd Anderson attended a District Curriculum Advisory Committee meeting, a sledding event at Brimhall Elementary School, the family service fair at Falcon Heights Elementary School, and a District Safety and Security Team meeting. Curtis Johnson recognized several observances, including Paraprofessional Recognition Week from January 23-29, and International Day of Education and National Compliment Day on January 24. Chair Johnson traveled to the State Capitol to observe the testimony of two Roseville Area High School students before the Senate Education Finance Committee. He also announced an upcoming jazz concert at RAHS and the creation of a FIRST Robotics Team at Little Canada Elementary School. Board members attended the Minnesota School Boards Association leadership conference.

Superintendent's Report. Superintendent Loeck thanked paraprofessional employees in honor of Paraprofessional Recognition Week. She also shared a message of solidarity with communities recently affected by gun violence.

The Chair declared the meeting adjourned at 8:40 p.m.

Signed \_\_\_\_\_  
Clerk

Approved \_\_\_\_\_  
Chair

January 24, 2023

Meeting Date: February 7, 2023

**PAYMENT OF BILLS:**  
**-January 1 - January 15, 2023**

That bills in the amount of: **\$6,549,819.01** by the following funds be approved:

GENERAL	\$5,846,899.16
FOOD SERVICE	\$207,001.82
COMMUNITY SERVICE	\$294,910.12
BUILDING FUND	\$0.00
DEBT FUND	\$0.00
READING RECOVERY	\$0.00
AMSD	\$13,352.95
OPEB DEBT	\$0.00
DENTAL INS FUND	\$30,513.22
NO SUBURBAN COLLABORATIVE	\$157,141.74
EXTRA CURRICULAR-STU ACTIVITY	\$1,384.41

**RECOMMENDATION:**

That above payments are included in check numbers:

WIRE TRANSFERS	202200337	through	202200362
CHECKS	345221	through	345462
CAPITAL ONE AP CHECKS	7390	through	7419
ACH A/P	222310808	through	222310845

**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	\$2,743,519.92	\$28,953.84	\$99,149.33			\$30,513.22		\$3,735.35		\$0.00	\$421.14	\$2,906,292.80
CHECKS	\$1,257,158.73	\$113,496.86	\$62,483.65	\$0.00				\$669.57		\$157,141.74	\$581.11	\$1,591,531.66
CAPITAL ONE A/P	\$55,297.34	\$8,150.94	\$51.33								\$382.16	\$63,881.77
ACH A/P	\$2,352.96	\$281.49	\$184.86									\$2,819.31
TRANSFER TO P/R	\$1,788,570.21	\$56,118.69	\$133,040.95					\$8,948.03		\$0.00		\$1,986,677.88
VOID CHECKS	\$0.00		\$0.00	\$0.00								\$0.00
<b>TOTAL</b>	<b>\$5,846,899.16</b>	<b>\$207,001.82</b>	<b>\$294,910.12</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30,513.22</b>	<b>\$0.00</b>	<b>\$13,352.95</b>	<b>\$0.00</b>	<b>\$157,141.74</b>	<b>\$1,384.41</b>	<b>\$6,551,203.42</b>

BOND CONSTRUCTION FUNDS	January 1, 2023		Disbursements 1/1 to 1/31	Balance Remaining as of 1/31/23
	Cash & Investments Balance	Revenue 1/1 to 1/31		
	\$11,879,734.77	\$0.00	\$1,087,631.27	\$10,792,103.50

**RECOMMENDATION:**

The above disbursements include check numbers:

CHECKS January 1 - January 15, 2023	through	\$0.00	*start next check w/ 102587
WIRES	through	\$0.00	
VOID CHECKS		\$0.00	

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

**INVESTMENT DETAIL:**

<b>Bank</b>	<b>Purchase Date</b>	<b>Type of Purchase</b>	<b>Interest Rate</b>	<b>Date of Maturity</b>	<b>Amount of Purchase</b>	<b>Record Number</b>	<b>Interest Earnings</b>	<b>Value at Maturity</b>
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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

02/07/23

## Hired-New Licensed Long Term Substitute

**Schmitt, Vanessa**

Effective Date 01/31/2023

Brimhall Elementary

Occupational Therapist

Hired working a .75 FTE through 04/28/23.

**Lohn, Brittany**

Effective Date 01/31/2023

Roseville Area Middle School

Social Studies Teacher

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

## Hired-Non-Licensed

**Schwartzman, Jamie**

Effective Date 01/31/2023

Brimhall Elementary

Paraprofessional

Hired working 7 hours per day.

**Sullivan, Robert**

Effective Date 02/20/2023

Districtwide

Custodial Services

Hired working 8 hours per day.

**Sanchez, Viviana**

Effective Date 01/27/2023

Little Canada Elementary

Building Secretary

Hired working 8 hours per day.

## Resignation-Non-Licensed

**Xiong, Chengla**

Effective Date 02/03/2023

Central Park Elementary

Out of School Time Specialist

Resigned effective 2/3/2023.

# Human Resources Information

5-C

Meeting Date

02/07/23

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**Carr, Barbara**

Effective Date 01/23/2023

Roseville Area High School

Nutrition Services

Resigned effective 01/23/23.

**Turner, Derrick**

Effective Date 01/06/2023

Roseville Area Middle School

Program Assistant/Behavior Specialist

Resigned effective 01/06/2023.

**GIFTS TO SCHOOLS  
2022/23**

<b>SCHOOL BUILDING</b>	<b>NAME/ADDRESS OF DONOR</b>	<b>GIFT</b>	<b>USE</b>
Central Park Elementary School	Thomas Spitzfaden 2726 16th Ave Moline, IL 61265	\$500.00	Student Council and Read Around the Park event
Central Park Elementary School	Jon Traver 5602 McKenna Rd Monona, WI 53716	\$300.00	Student Council and Read Around the Park event
Falcon Heights Elementary School	Anonymous	Activity table and seating	Kindergarten classroom
Parkview Center School	Sarah Gutierrez 421 Crescent Ln Roseville, MN 55113	\$100.00	Student meal debt
Roseville Area High School	Falcon Heights - Lauderdale Lions Club 1753 Albert St Falcon Heights, MN 55113	\$1,100.00	Robotics and wrestling teams
Roseville Area High School	YourCause/Blackbaud - on behalf of Karen Doherty 65 Fairchild Street Charleston, SC 29492	\$12.00	Principal's discretion
Roseville Area High School	RAHS Girls Hockey Booster Club 1240 County Rd B2 W Roseville, MN 55113	\$4,000.00	Additional girls hockey coaches
Roseville Area High School	Little Canada Recreation Assoc. Inc. 515 E Little Canada Rd Little Canada, MN 55117	\$1,100.00	Tent for alpine ski team



# Roseville Area Schools

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

Agenda Item: 6a

Agenda Topic: Northeast Metro 916 Intermediate School District Presentation  
Meeting Date: February 7, 2023  
Contact Person: Superintendent Dr. Val Rae Boe

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## Background:

Dr. Val Rae Boe, superintendent of Northeast Metro 916 Intermediate School District, will share information about the services provided to its member districts and its partnership with Roseville Area Schools.

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## Recommendation:

Action Required

Informational – No Board Action Requested

# Intermediate District 916

*partners in education*

*Dr. Val Rae Boe, Superintendent*  
*Dan Naidicz, Assistant Superintendent*



# Intermediate Districts in Minnesota



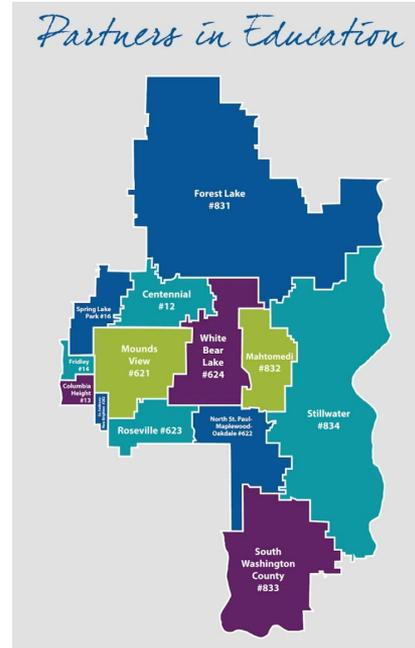
- Intermediate districts are specialty school districts that provide defined services that member districts individually find difficult or too costly to provide on a smaller scale
- Intermediates are able to leverage economies of scale resulting in lower costs to member districts, coupled with the ability to access a great variety of specialized services
- Minnesota has four intermediate districts (287, 288, 916 and 917) that serve more than 20,000 students annual in the areas of special education, area learning centers, career and technical education and online learning



# Intermediate 916 CELEBRATING 54 YEARS

## Our Beginnings

In 1969, **six** forward-thinking school districts united to serve students with unique needs. Today, 916 continues to be an extension of its 13 member districts.



## Our Valued Members

- Centennial #12
- Columbia Heights #13
- Forest Lake #831
- Fridley #14
- **Mahtomedi #832**
- **Mounds View #621**
- **North St. Paul - Maplewood - Oakdale #622**
- **Roseville #623**
- South Washington County #833
- Spring Lake Park #16
- St. Anthony - New Brighton #282
- **Stillwater #834**
- **White Bear Lake #624**

# Special Education Services

For students ages 2-21

## Provided Four Ways:

- Setting IV programs
- Contracted to Member Districts
- At Care and Treatment programs
- At Alternative Learning Centers (ALC)

## District 916 Unique Services:

- Project Return (alternative to suspension/expulsion)
- Intervention/Consultation Team available to members

Serving the top

# 3%

of the highest needs students in the  
Northeast Metro



# Special Education Contracted Services

By sharing resources, districts receive:

- Cost-effective services from highly-trained specialists
- Reliable and consistent services
- Cadre of low incidence specialists

	FTEs		FTEs
Audiologist	2.00	Interpreter	18.00
Autism Specialist	0.90	Intervener	15.00
Blind/Visually Impaired Teacher	7.76	Occupational Therapist	1.00
Braillist	1.00	Orientation & Mobility Specialist	1.57
Captionist	6.00	Physical/Health Disabilities Teacher	3.55
Certified Occupational Therapy Asst.	3.00	Physical Therapist	2.20
DCD Teacher	0.05	Psychologist	0.80
DHH Teacher	10.35	Signing Education Assistant	1.00
Education Assistant	2.00	Speech Teacher	1.20
Education Assistant - Vision	1.00	Administrative Support	1.00
Health Specialist	4.00	<b>Total</b>	<b>83.38</b>

	M	N		M
<b>TRAINING AND TECHNICAL ASSISTANCE</b>			<b>STUDENTS SERVED IN HOME DISTRICTS</b>	
Assistive Technology Library	13	0	Blind/Visually-Impaired	203
Audiology	13	0	Deaf/Hard of Hearing	292
Consultation Team	13	1	<b>Total</b>	<b>495</b>



# Professional Services

## Staff Development

- Mental Health
- Proactive Measures
- Crisis Management

## Edu. Networks

- Metro Area Curriculum Leaders
- Collaborative Intervention
- Technology Leadership
- Gifted and Talented

## District Collaborations

- Laserfiche Collaborative
- Joint Purchasing
- Targeted Services

## Training & Technical Assistance

- Assistive Technology Library
- Audiology
- Consultation Team



# Annual Report Data from FY22

## 4787 Total Students

Area Learning Centers - 2,227

Career & Tech Center - 889

Special Education - 716

Care and Treatment - 258

In Home Districts - 495



## 18 Total Programs



1 Early Childhood



2 Elementary



8 Secondary



1 Transition Age 18-21



3 Care & Treatment



3 Other

# Spring 2022 JPA Trend Data



# Trend Data Highlights of Educational Services

## Special Education

**3%**  
average enrollment  
increase per year  
since 2011



## Contracted Services

**83%**  
increase in  
FTE requested  
since 2011



## Care and Treatment

**2,550**  
students served  
since 2011



## Career and Technical Center



Demand for CTE education is increasing

## Alternate Learning Centers



# Expanded JPA Data – Roseville

2020 – 2021 School Year

Percent of  
Member Districts

**7%**

7,459

Percent of 916 Usage

Special Education

**8%**

38

Career & Tech

**11%**

109

Itinerant Services

**4%**

3.4

Assessment Center,  
Project Return,  
Consultation Team

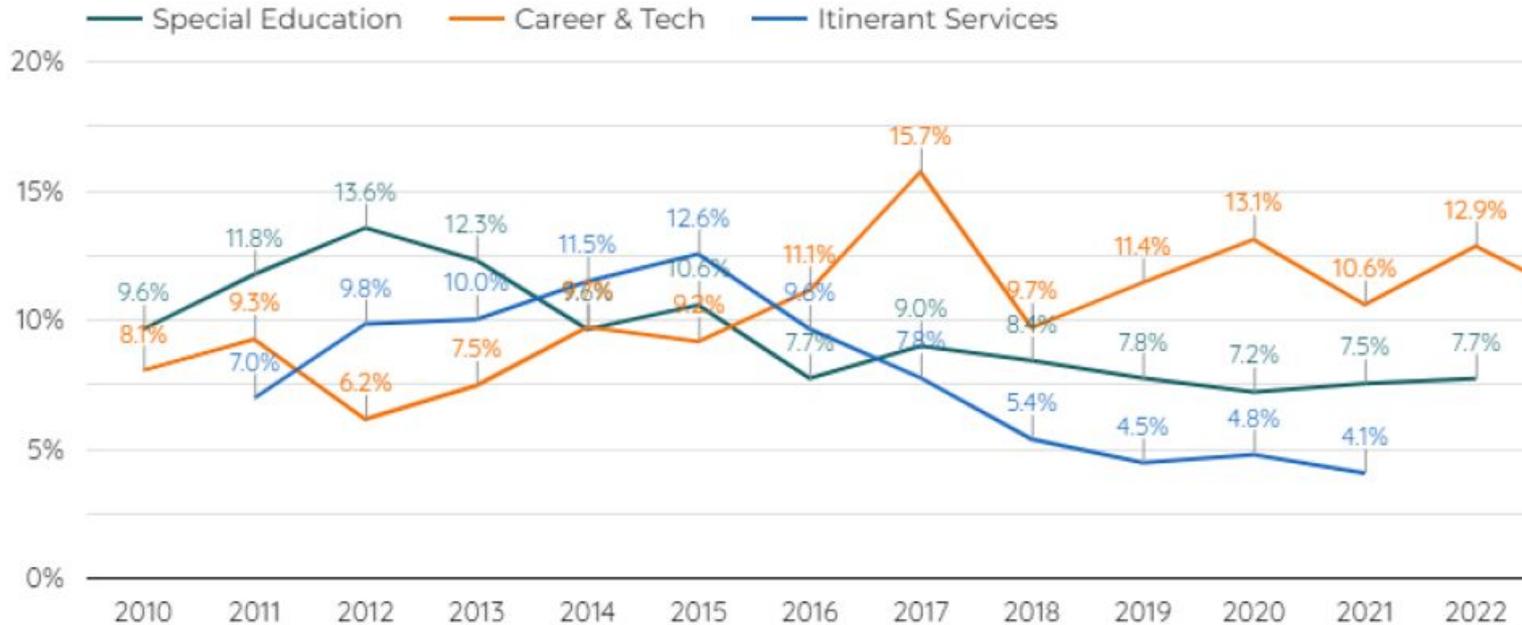
**11%**

5

# ISD 623 Trend Data

## Percent of Usage Over Time

Percentage of district usage of 916 services over time. Useful to see trends in a district's use of services.





Northeast Metro

## Current 916 Enrollment (as of January 2023)



1894

916 Currently Enrolled Students



1860

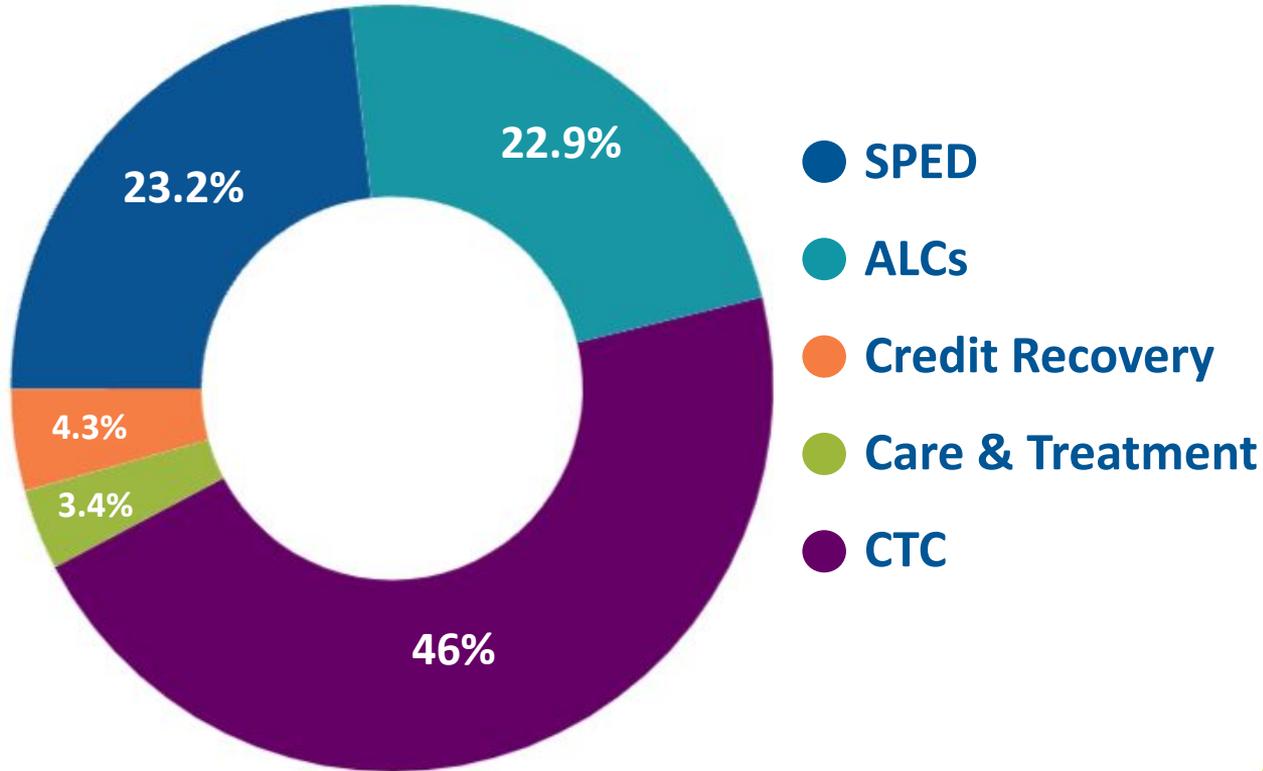
Last Year Same Time





Northeast Metro

## Current 916 Enrollment Data



# ISD 623

## Currently Enrolled Students and Contracted Services

Total Current Headcount

# 137

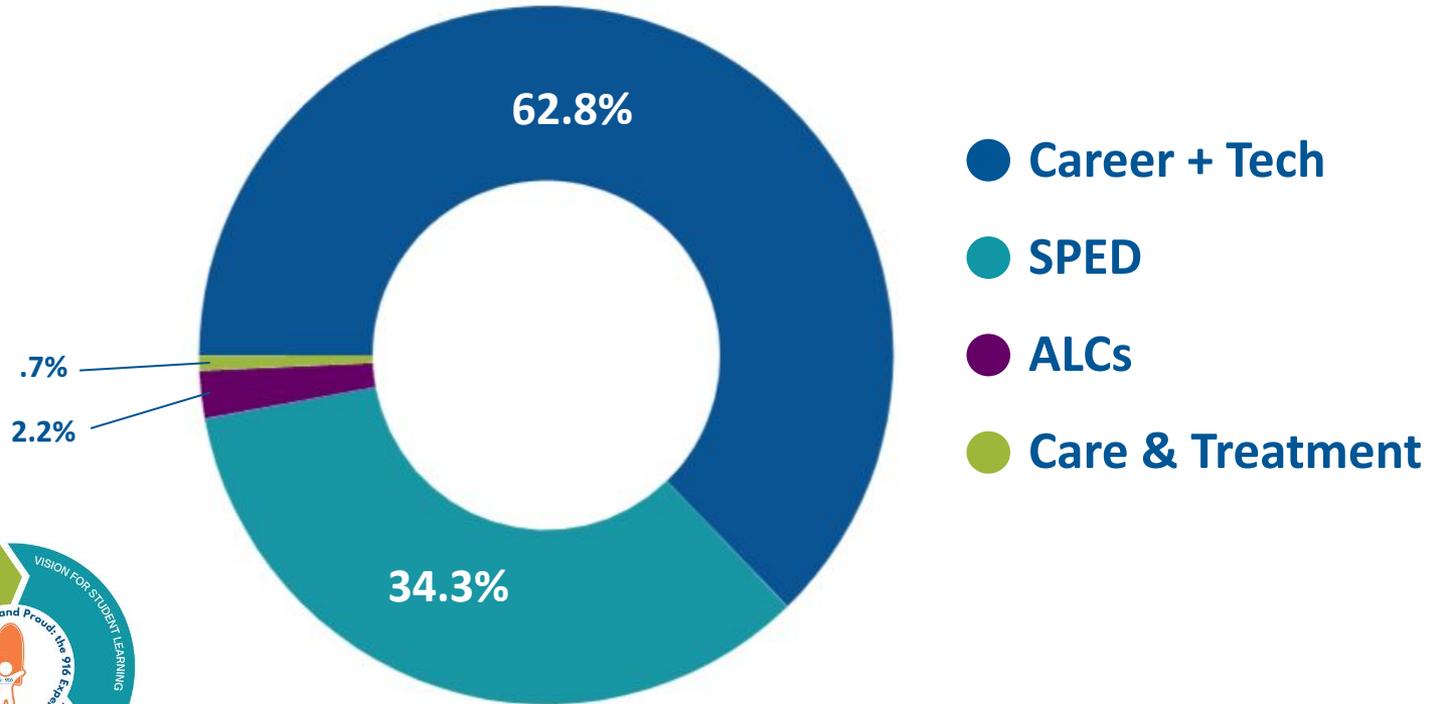
School	Students
916 Mahtomedi Academy	1
Aris Woodwinds	1
Bellaire Education Center	2
Career & Technical Center	86
East View Academy	2
Karner Blue Education Center	6
Pankalo Education Center	5
Quora Secondary School	20
South Campus Education Center	3
WELS North	11

### Itinerant Services

JobTitle	FTE
Deaf/Hard of Hearing Teacher	1.8
Physical/Health Disabilities	0.6



## Current ISD 623 Enrollment in 916



# 916 Consultation Team & Emmet D Williams 2022 Collaboration



Collaborating to Support Success for Every Student





## Thank you for your partnership and collaboration

Intermediate 916 is proud to offer member districts the opportunity to leverage economies of scale resulting in lower costs while providing access to a great variety of educational, professional, administrative, and specialized services.





# Roseville Area Schools

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

Agenda Item: 6b

Agenda Topic: 2023-24 and 2024-25 Draft School Year Calendars  
Meeting Date: February 7, 2023  
Contact Person: Melissa Sonnek

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## Background:

Melissa Sonnek, assistant superintendent, will review drafts of the nine-month and year-round school year calendars for the 2023-2024 and 2024-2025 school years.

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## Recommendation:

\_\_\_\_\_ Action Required                      XX Informational – No Board Action Requested

## Roseville Area Schools 2023-24

August				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
T 28	T 29	T 30	T 31	

September				
M	T	W	T	F
				1
Labor Day 4	First Day Grades 1-9, RAMS 7 5	First Day K and 10-12, RAMS 8 6	7	8
First Day PreK 11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October				
M	T	W	T	F
T 2	3	4	5	6
9	10	11	12	13
16	17	18	Fall Recess 19	20
23	24	25	26	27
30	31			

November				
M	T	W	T	F
		1	2	3
T 6	T 7	8	9	10
13	14	15	16	17
20	21	22	Thanksgiving 23	24
27	28	29	End Tri 1 30	

December				
M	T	W	T	F
				T 1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	Winter Break 22
25	26	Winter Break 27	28	29

January				
M	T	W	T	F
Winter Break 1	T 2	3	4	5
8	9	10	11	12
MLK Jr. Day 15	16	17	18	19
22	23	24	25	26
T K-8 29	30	31		

February				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
Pres Day 19	20	21	22	23
26	27	28	29	

March				
M	T	W	T	F
				End Tri 2 1
T 4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	Spring Break 27	28	29

April				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	T 26
T 29	30			

May				
M	T	W	T	F
		1	2	3
6	7	8	9	T 10
13	14	15	16	17
20	21	22	23	T 24
Memorial Day 27	28	29	30	31

June				
M	T	W	T	F
3	4	5	Last Day of School 6	T 7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

July				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Trimesters: Tri 1 = 56 days, Tri 2 = 55 days, Tri 3 = 57 days  
T = Teacher Workshop (no School)    Shaded Days = No School

## Roseville Area Schools 2023-24 Year Round Option

August				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
T 28	T 29	T 30	T 31	

September				
M	T	W	T	F
				1
Labor Day 4	First Day Grades 1-6 5	First Day Grade K 6	7	8
First Day PreK 11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October				
M	T	W	T	F
T 2	3	4	5	6
9	10	11	12	13
16	17	Conferences 18	Fall Recess 19	20
23	24	25	26	27
30	31			

November				
M	T	W	T	F
		1	2	3
T 6	T 7	8	9	End Qtr 1 10
13	14	15	16	17
20	21	22	Thanksgiving 23	24
27	28	29	30	

December				
M	T	W	T	F
				T 1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	Winter Break 22
25	26	Winter Break 27	28	29

January				
M	T	W	T	F
Winter Break 1	T 2	3	4	5
8	9	10	11	12
MLK Jr. Day 15	16	17	18	19
22	23	24	25	26
T K-8 29	30	31		

February				
M	T	W	T	F
			1	2
5	6	7	End Qtr 2 8	T 9
12	13	14	15	16
Pres Day 19	20	21	22	23
26	27	28	29	

March				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	Conferences 28	T 29

April				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May				
M	T	W	T	F
		1	2	3
6	7	8	End Qtr 3 9	T 10
13	14	15	16	17
20	21	22	23	24
Memorial Day 27	28	29	30	31

June				
M	T	W	T	F
3	4	5	6	T 7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

July				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	Last Day of School 30	T 31		

Quarters: Qtr 1 = 43 days, Qtr 2 = 43 days, Qtr 3 = 46 days, Qtr 4 = 35 days

T = Teacher Workshop (no School)    Shaded Days = No School

## Roseville Area Schools 2024-25

August				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
T 26	T 27	T 28	T 29	30

September				
M	T	W	T	F
Labor Day 2	First Day Grades 1-9, RAMS 7 3	First Day K and 10-12, RAMS 8 4	5	6
First Day PreK 9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
T 30				

October				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	Fall Recess 17	18
21	22	23	24	25
28	29	30	31	

November				
M	T	W	T	F
				1
T 4	T 5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	End 27	Thanksgiving 28	29

December				
M	T	W	T	F
T 2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	Winter Break 25	26	27
30	31			

January				
M	T	W	T	F
		Winter Break 1	2	3
T 6	7	8	9	10
13	14	15	16	17
MLK Jr. Day 20	21	22	23	24
27	28	29	30	31

February				
M	T	W	T	F
T K-8 3	4	5	6	7
10	11	12	13	14
Pres Day 17	18	19	20	21
24	25	26	27	28

March				
M	T	W	T	F
3	4	5	End Tri 2 6	T 7
10	11	12	13	14
17	18	19	20	21
24	Spring Break 25	26	27	28
31				

April				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	T 25
T 28	29	30		

May				
M	T	W	T	F
			1	2
5	6	7	8	T 9
12	13	14	15	16
19	20	21	22	T 23
Memorial Day 26	27	28	29	30

June				
M	T	W	T	F
2	3	4	5	6
Last Day of School 9	10	T 11	12	13
16	17	18	Juneteenth 19	20
23	24	25	26	27
30				

July				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Trimesters: Tri 1 = 57 days, Tri 2 = 55 days, Tri 3 = 56 days  
T = Teacher Workshop (no School)    Shaded Days = No School

## Roseville Area Schools 2024-25 Year Round Option

August				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
T 26	T 27	T 28	T 29	30

September				
M	T	W	T	F
Labor Day 2	First Day Grades 1-6 3	First Day Grade K 4	5	6
First Day PreK 9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
T 30				

October				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	Conference 16	Fall Recess 17	18
21	22	23	24	25
28	29	30	31	

November				
M	T	W	T	F
				1
T 4	T 5	6	7	8
11	12	End Qtr 1 13	14	15
18	19	20	21	22
25	26	27	Thanksgiving 28	29

December				
M	T	W	T	F
T 2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	Winter Break 25	26	27
30	31			

January				
M	T	W	T	F
		1	Winter Break 2	3
T 6	7	8	9	10
13	14	15	16	17
MLK Jr. Day 20	21	22	23	24
27	28	29	30	31

February				
M	T	W	T	F
T K-8 3	4	5	6	7
10	11	12	End Qtr 2 13	T 14
Pres Day 17	18	19	20	21
24	25	26	27	28

March				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	Conference 17	T 18
21	22	23	24	25
28	29	30		

May				
M	T	W	T	F
			1	2
5	6	7	End Qtr 3 8	T 9
12	13	14	15	16
19	20	21	22	23
Memorial Day 26	27	28	29	30

June				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	Juneteenth 19	T 20
23	24	25	26	27
30				

July				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
Last Day of School 28	T 29	30	31	

Trimesters: Qtr 1 = 46 days, Qtr 2 = 40 days, Qtr 3 = 46 days, Qtr 4 = 35 days

T = Teacher Workshop (no School)    Shaded Days = No School



# Roseville Area Schools

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

Agenda Item: 6c

Agenda Topic: Policy 584: Collection, Maintenance, Use and Release of Student Education Data (reviewed) First Reading  
Meeting Date: February 7, 2023  
Contact Person: Melissa Sonnek

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## Background:

Melissa Sonnek, assistant superintendent, will review Policy 584: Collection, Maintenance, Use and Release of Student Education Data. Administration is recommending no changes to the policy. This will be the first reading of the policy. The policy was last reviewed in March 2021.

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## Recommendation:

\_\_\_\_\_ Action Required                      XX Informational – No Board Action Requested

**ROSEVILLE AREA SCHOOLS**  
Independent School District No. 623

Policy 584 – Collection, Maintenance, Use and Release of Student Educational Data

- 1.0 Roseville Area Schools collects and maintains data relating to students and their parents for educational and student management purposes, including, but not limited to, instruction, guidance, discipline and research. The classification and release of such data is governed by state and federal law.
  
- 2.0 Philosophy
  - 2.1 The collection, maintenance, access to and release of student data shall be in keeping with the privacy rights of students and parents, as specified by state and federal law.
  
  - 2.2 The School District shall adopt and regularly review policies and procedures to ensure that private data on students and parents is properly maintained and safeguarded.

Adopted: 06/29/72  
Revised: 09/13/01  
Revised: 11/24/15  
Revised: 03/16/21



Agenda Topic: Conditions of Employment – Operating Engineers Local No. 70 2022-2024  
Meeting Date: February 7, 2023  
Contact People: Kenyatta McCarty and Shari Thompson

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## Background:

Contract negotiations with the custodial employees, who are represented by Operating Engineers Local No. 70 A.F.L- C.I.O, began in July 2022 and concluded in January 2023. Shari Thompson, Cathy Zierden-Carter and Kenyatta McCarty represented the district during negotiations.

Here is a brief summary of the changes:

1. Adjustments to the salary schedules:
  - a. 2022-23 – Matrices increased by 3.5% for all steps (A-G).
  - b. 2023-24 – Matrices increased by 3.0% for all steps (A-G).
2. Adjustments to health insurance:
  - a. District contribution to family insurance will be increased by 3% in 2022-23. Retro back to July 1.
  - b. District contribution to single insurance will be increased by 0% in 2023-24.
3. Good Friday removed from the list of holidays for members of Local No. 70 and Christmas Eve added as a holiday.
4. Other minor changes were made in contract language to reflect current practice.

The tentative agreement falls within the budget parameters included in the adopted budget.

Roseville custodial employees ratified the contract on January 15, 2023. The district wishes to express its thanks to the custodian negotiation team represented by Don Lehman, Doug Jensen, Alan Lardy, Dennis Morelan, and Operating Engineers Local No. 70 business agents Ken Wieken and Erik Andreska for their collaborative work to reach a fair settlement.

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## Recommendation:

It is recommended that the school board approve the contract for 2022-2024 negotiated and ratified by the custodial employees, who are represented by Operating Engineers Local No. 70.

XX Action Required      \_\_\_\_\_ Informational – No Board Action Requested



# 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) Second Reading

Meeting Date: February 7, 2023

Contact Person: Kenyatta McCarty and Niceta Thomas

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## 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. Requested changes from the first reading on January 24, 2023, have been incorporated into this draft. This will be the second reading of the policy.

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## Recommendation:

It is recommended that the board approve Policy 420: Mandated Reporting of Child Abuse or Neglect as presented.

XX Action Required      \_\_\_ 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 licensed care professional 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

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 This definition applies to child care centers licensed under Minn. Rules Ch. 9503. “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.
- 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;

## Policy 420 – Mandated Reporting Child Abuse or Neglect

- 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

## Policy 420 – Mandated Reporting Child Abuse or Neglect

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.

## Policy 420 – Mandated Reporting Child Abuse or Neglect

- 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 or employees 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

## Policy 420 – Mandated Reporting Child Abuse or Neglect

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 **or employees** 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.

Policy 420 – Mandated Reporting Child Abuse or Neglect

- 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 Statutes 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) 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 maltreated, or has been 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:

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, or other care

## Policy 420 – Mandated Reporting Child Abuse or Neglect

required for the child's physical or mental health when reasonably able to do so;

- 3.5.2 Failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a licensed care professional 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 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, 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. 6, Clause (5);
- 3.5.7 Chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child's basic needs and safety; or
- 3.5.8 Emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child, which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition, that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

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

- 3.6 This definition applies to child care centers licensed under Minn. Rules Ch. 9503. "Nonmaltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of

## Policy 420 – Mandated Reporting Child Abuse or Neglect

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.

- 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, that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

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

- 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 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;
- 3.7.9 Purposely giving a child poison, alcohol, or dangerous, harmful or controlled substances 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;

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- 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 maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, 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 that constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b).
- 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 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

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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 shall immediately report the information to the local welfare agency, police department, county sheriff, tribal social services agency, or tribal police department or agency responsible for 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 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 assessing or investigating maltreatment. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and the extent of the 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.

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 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. Knowingly or recklessly making of a false report may result in discipline.

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### 5.0 Investigation

- 5.1 The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials or employees 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 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 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 offender 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.

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### 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 or employees 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  
Revised:



# Roseville Area Schools

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

Agenda Item: 7c

Agenda Topic: Policy 640: Title I Parent Involvement (revised) Second Reading  
Meeting Date: February 7, 2023  
Contact Person: Florence Odegard

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## Background:

Florence Odegard, Title programs administrator, will review suggested revisions to Policy 640: Title I Parent Involvement. Proposed revisions largely reflect updated language. There were no requested changes from the first reading on January 24, 2023. This will be the second reading of the policy.

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## Recommendation:

It is recommended that the board approve Policy 640: Title I Parent Involvement as presented.

XX Action Required      \_\_\_ 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

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