

Agenda
Regular School Board Meeting
March 21, 2023
6:30 PM

1. Call to Order, Roll Call

2. Agenda Adjustments

3. Announcements, Comments, Recognitions

4. Summary of Community Input Received for Action Items

5. Consent Agenda
 - a. Minutes - Board Meeting of March 7, 2023 3

 - b. Payment of Bills 5

 - c. Personnel - Resignations, Appointments, Reductions 7

 - d. Gifts 9

6. Reports and Non-Action Items
 - a. Staffing Diversity Report 10

b.	Policy 408: Employee Right to Know (revised) First Reading	43
c.	Policy 412: Family and Medical Leave (revised) First Reading	46
d.	Policy 500: Acceleration and Retention (revised) First Reading	69
e.	2021-22 Audit Report	72
7.	Action Items	
8.	Study Session Report	
9.	Board Reports	
10.	Superintendent's Report	
11.	Adjournment	

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

March 7, 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 nine other visitors or staff who attended all or part of the meeting.

Announcements. Clerk Anderson read a land acknowledgment to begin the meeting.

Summary of Community Input Received for Action Items. The board received positive feedback on the proposed mission and vision from a community member.

- (47) Consent Agenda. Gogins moved, Anderson seconded acceptance of the consent agenda, including the minutes of the school board meeting on February 21, 2023; payment of bills; resignations, appointments, reductions, adjustments; gifts; the Summer Academy joint powers agreement for 2023-2025; a flexible learning year application for Harambee Elementary for school years 2023-2026; a construction fund disbursement request; and grants to support preschool development and Nutrition Services food purchasing. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Motion carried unanimously.
- (48) Policy 712: Gifts (reviewed) Second Reading. Boguszewski moved, Gogins seconded approval of Policy 712: Gifts as presented. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Motion carried unanimously.
- (49) 2023-2026 Achievement and Integration Plan and 2023-2024 Budget. Gogins moved, Anderson seconded approval of the Achievement and Integration plan for 2023-2026 and the proposed budget for 2023-2024. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Motion carried unanimously.
- (50) Policy 424: Workload Limits for Certain Special Education Teachers (revised) Second Reading. Boguszewski moved, Chu seconded approval of Policy 424: Workload Limits for Certain Special Education Teachers as presented. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Motion carried unanimously.
- (51) Approval of Strategic Plan Mission and Vision. Anderson moved, Chu seconded approval of the district's new strategic mission and vision. The proposed vision statement reads, "Each learner experiences a sense of belonging and a joy of learning, is inspired and prepared to reach their potential, and contributes to our communities." The proposed mission reads, "Excellence, Innovation & Equity in All We Do." Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Motion carried unanimously.

Board Reports. Mike Boguszewski shared an update on Equity Alliance MN. Todd Anderson and Curtis Johnson will attend the Association of Metropolitan School Districts Day at the Capitol. Kitty Gogins shared updates from the Equity Leadership Advisory Council and the LGBTQ+ Equity Council. She also attended a Roseville Area Middle

School PTA meeting and read to Central Park Elementary students for the school's annual Read Around the Park event. Mannix Clark shared highlights from the most recent Northeast Metro 916 board meeting. Curtis Johnson shared upcoming student concert and performance opportunities.

Superintendent's Report. Superintendent Loeck recognized Women's History Month.

The Chair declared the meeting adjourned at 7:32 p.m.

Signed _____
Clerk

Approved _____
Chair

March 7, 2023

Meeting Date: March 21, 2023

PAYMENT OF BILLS:
-February 16 - February 28, 2023
 That bills in the amount of:

\$5,065,455.74 by the following funds be approved:

GENERAL	\$4,432,119.35
FOOD SERVICE	\$222,383.46
COMMUNITY SERVICE	\$282,036.23
BUILDING FUND	\$0.00
DEBT FUND	\$0.00
READING RECOVERY	\$0.00
AMSD	\$12,599.40
OPEB DEBT	\$0.00
DENTAL INS FUND	\$37,183.74
NO SUBURBAN COLLABORATIVE	\$79,133.56
EXTRA CURRICULAR-STU ACTIVITY	\$25,257.57

RECOMMENDATION:

That above payments are included in check numbers:

WIRE TRANSFERS	202200433	through	202200457
CHECKS	346157	through	346514
CAPITAL ONE AP CHECKS	7480	through	7505
ACH A/P	222311055	through	222311126

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	\$1,552,212.68	\$32,169.03	\$80,370.36			\$37,183.74		\$3,464.61		\$0.00	\$0.00	\$1,705,400.42
CHECKS	\$987,517.87	\$119,614.71	\$62,293.33	\$0.00				\$669.57		\$79,133.56	\$23,851.27	\$1,273,080.31
CAPITAL ONE A/P	\$22,167.97	\$8,665.14	(\$2,115.52)								\$996.49	\$29,714.08
ACH A/P	\$5,959.39	\$110.88	\$371.13								\$409.81	\$6,851.21
TRANSFER TO P/R	\$1,864,629.34	\$62,100.90	\$141,184.93					\$8,465.22		\$0.00		\$2,076,380.39
VOID CHECKS	(\$367.90)	(\$277.20)	(\$68.00)	\$0.00								(\$713.10)
TOTAL	\$4,432,119.35	\$222,383.46	\$282,036.23	\$0.00	\$0.00	\$37,183.74	\$0.00	\$12,599.40	\$0.00	\$79,133.56	\$25,257.57	\$5,090,713.31

BOND CONSTRUCTION FUNDS	February 1, 2023			Balance Remaining as of 2/28/23
	Cash & Investments	Revenue	Disbursements	
	Balance	2/1 to 2/28	2/1 to 2/28	
	\$10,782,816.66	\$0.00	\$352,528.32	\$10,430,288.34

RECOMMENDATION:

The above disbursements include check numbers:

CHECKS February 16 - February 28, 2023	102625	through	102625	\$4,318.64
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

03/21/23

Hired-New Licensed

Cuate-galarza, Jasleen

Effective Date 03/20/2023

Little Canada Elementary

Special Education Teacher

Hired working a 1.0 FTE for the remainder of the 2022-2023 school year.

Hired-New Licensed Long Term Substitute

Lindstrom, Amanda

Effective Date 03/20/2023

Little Canada Elementary

Kindergarten Teacher

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

Ramsey, Tyra

Effective Date 03/02/2023

Edgerton Elementary

Elementary Teacher

Hired working as a 1.0 FTE Long Term Substitute through March 31, 2023.

Hired-Non-Licensed

Lor, Kaying

Effective Date 03/06/2023

Districtwide

Out of School Time Specialist

Hired working 8 hours per day.

Resignation-Non-Licensed

Koirala, Rohit

Effective Date 03/23/2023

Roseville Area Middle School

Paraprofessional

Resigned effective 03/23/2023.

Human Resources Information

5-C

Meeting Date

03/21/23

Mcmoore-cherico, Amanda

Effective Date 03/24/2023

Parkview Center School

Office Support Staff Long-Term Substitute

Resigned effective 03/24/2023.

Nelson, Sherri

Effective Date 03/23/2023

Districtwide

Pre-K Instructor

Resigned effective 03/23/2023.

Termination

Cummings, Tracy

Effective Date 03/08/2023

Central Park Elementary

Media Technology Assistant

Terminated effective 03/08/2023.

**GIFTS TO SCHOOLS
2022/23**

SCHOOL BUILDING	NAME/ADDRESS OF DONOR	GIFT	USE
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	Roseville Anderson Nelson VFW Post 7555 1145 Woodhill Drive Roseville, MN 55113	\$250.00	Trap team
Roseville Area Middle School	American Online Giving Foundation, Inc. - on behalf of ELC Beauty LLC 40 East Main Street, Suite 887 Newark, DE 19711	\$48.55	Principal's discretion



Roseville Area Schools

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

Agenda Item: 6a

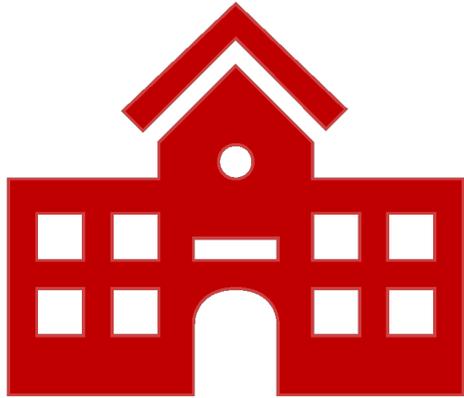
Agenda Topic: Staffing Diversity Report
Meeting Date: March 21, 2023
Contact Person: Kenyatta McCarty

Background:

Kenyatta McCarty, director of human resources, will review data on the diversity of district staff. Ms. McCarty will be joined by Amanda Cotton, recruitment and retention specialist; Jerry Gibson, human resources generalist; Jovita Hernandez, lead teacher at Little Canada Elementary; and Roberta Hernandez, academic interventionist at Central Park Elementary. Ms. Hernandez and Ms. Hernandez are also members and leaders of FOCUS, the district's affinity group for BIPOC educators.

Recommendation:

_____ Action Required XX Informational – No Board Action Requested



Roseville Area Schools

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

Roseville Area Schools 2023 Staff Demographic Data Report



District Demographic Overview

Recruitment and Retention

Improve our recruitment and retention of Roseville Area Schools teachers who identify as BIPOC.

Recruitment

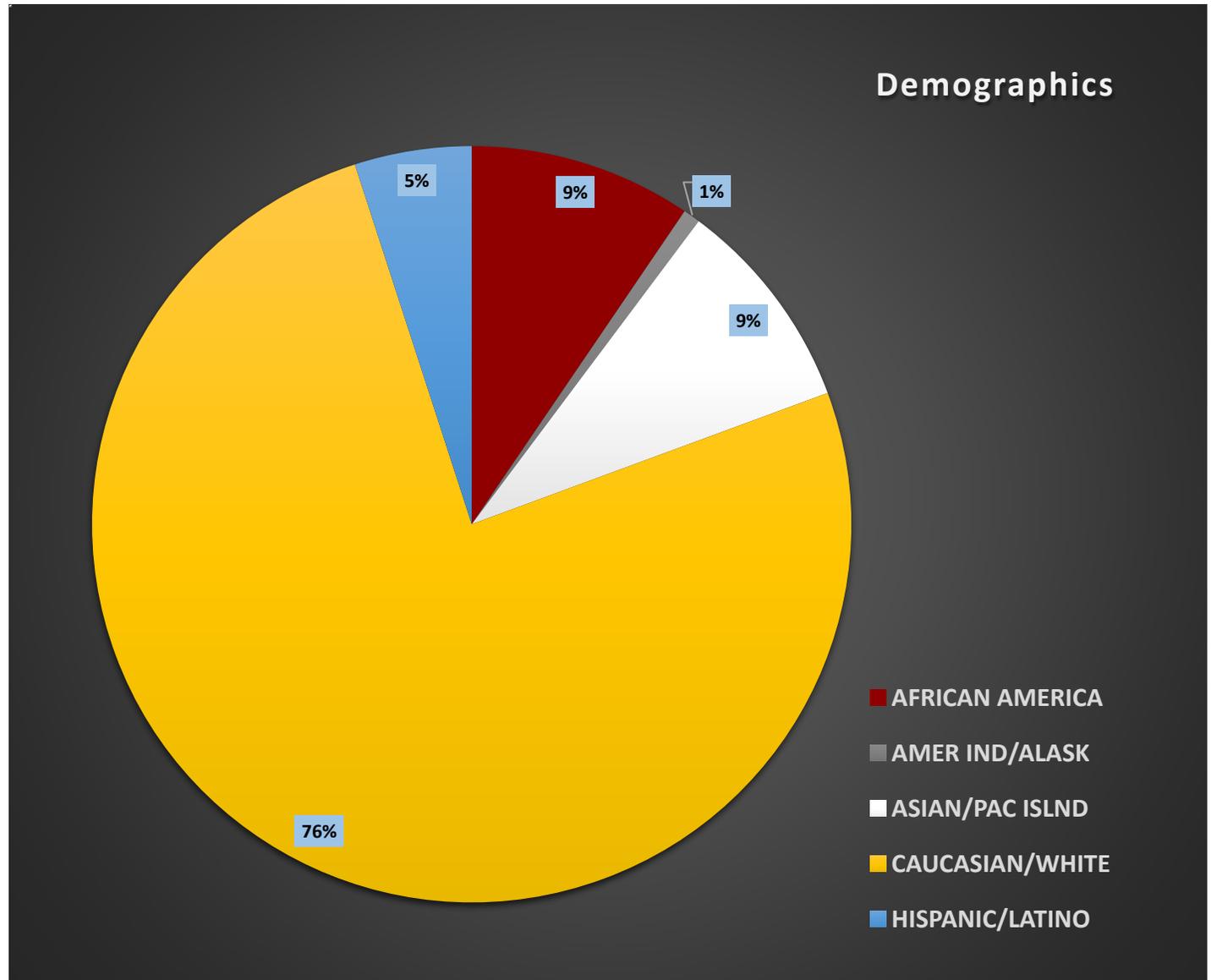
- Strategy 1: Develop a system for recruitment of College and University partners
 - Intentional partnerships and active engagement
 - Alignment with Roseville Area Schools
 - Career Fairs
- Strategy 2: GYO Exploration
 - Explore traditional GYO model
 - Pursue funding



Retention

- Strategy: Elevating the voice of the Educator
 - Implementation of stay/insight interview process
 - Implementation of exit interview process and analysis of data
 - Development of Employee Value proposition

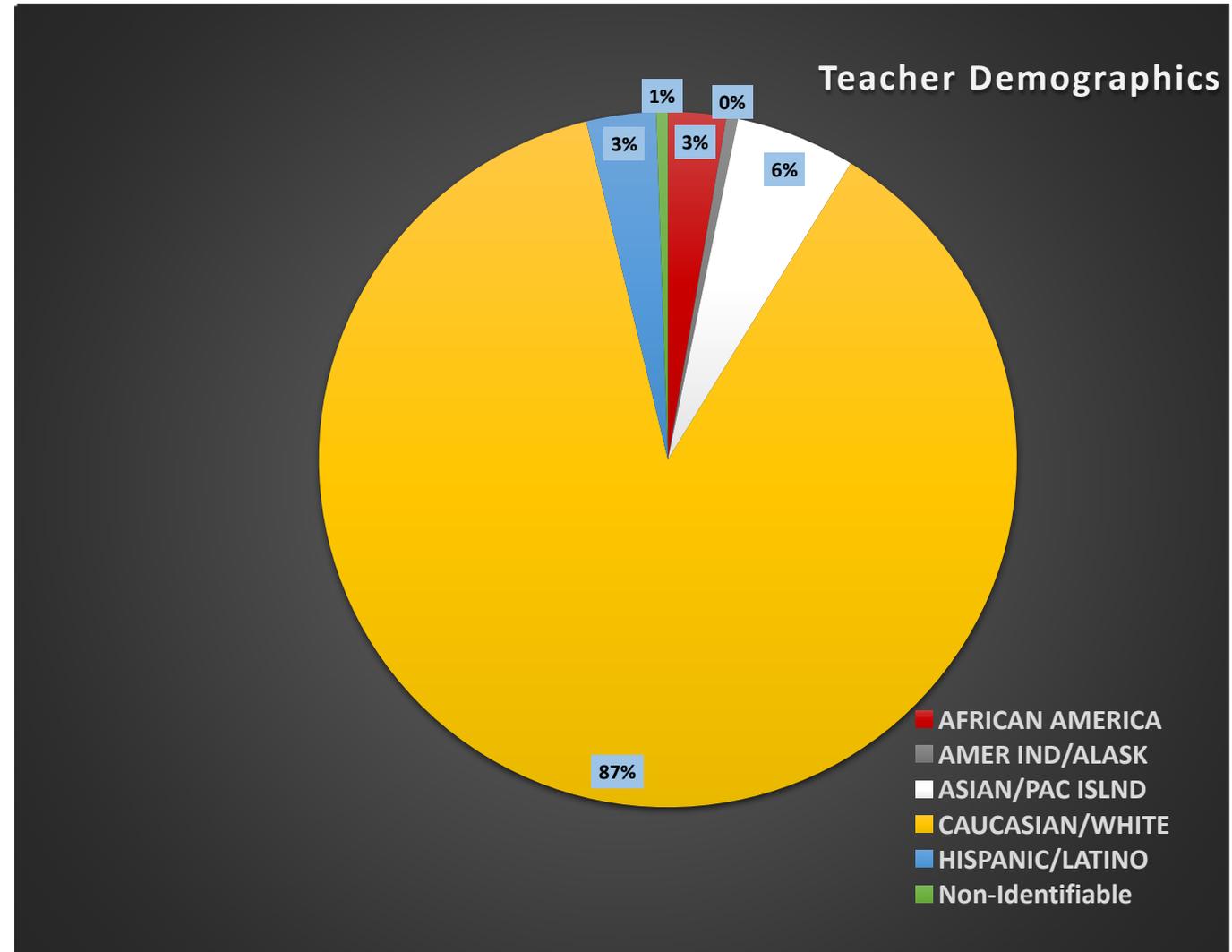
Roseville Area School District





Demographics of Teachers

Teachers

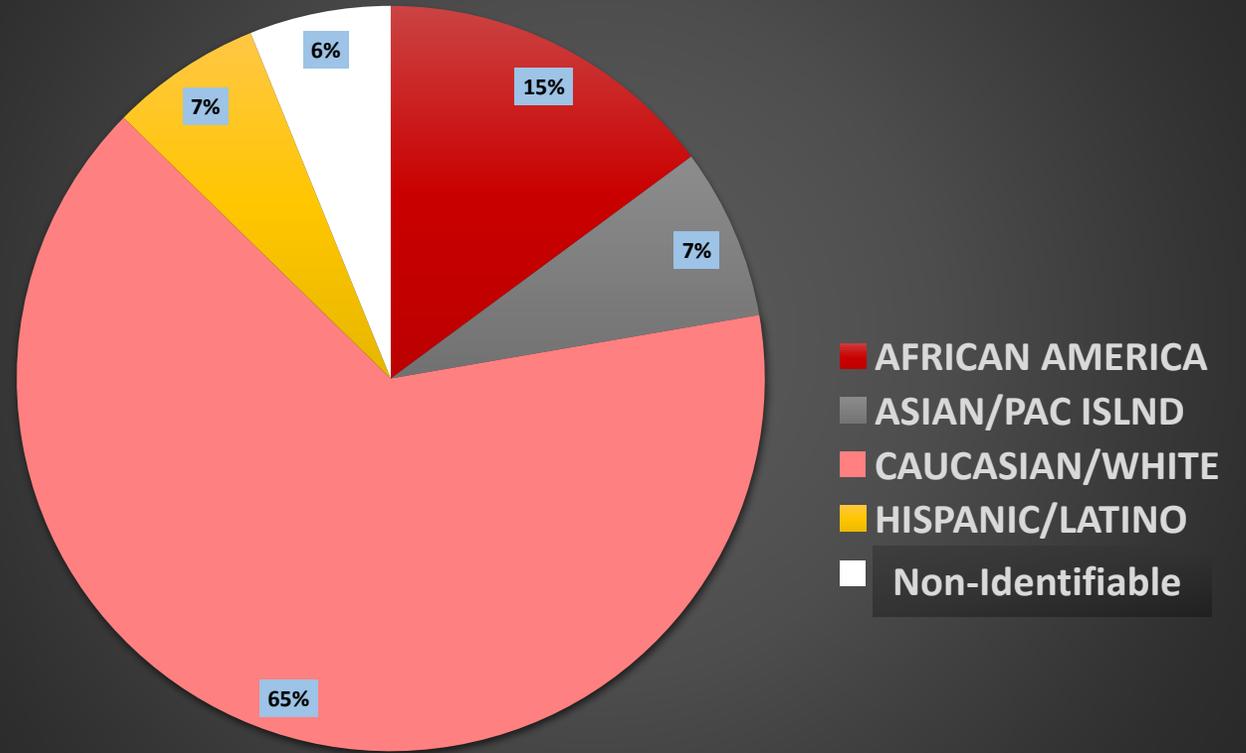




Demographics of Paraprofessionals

Paraprofessionals

Paraprofessional Demographics



Data Comparison

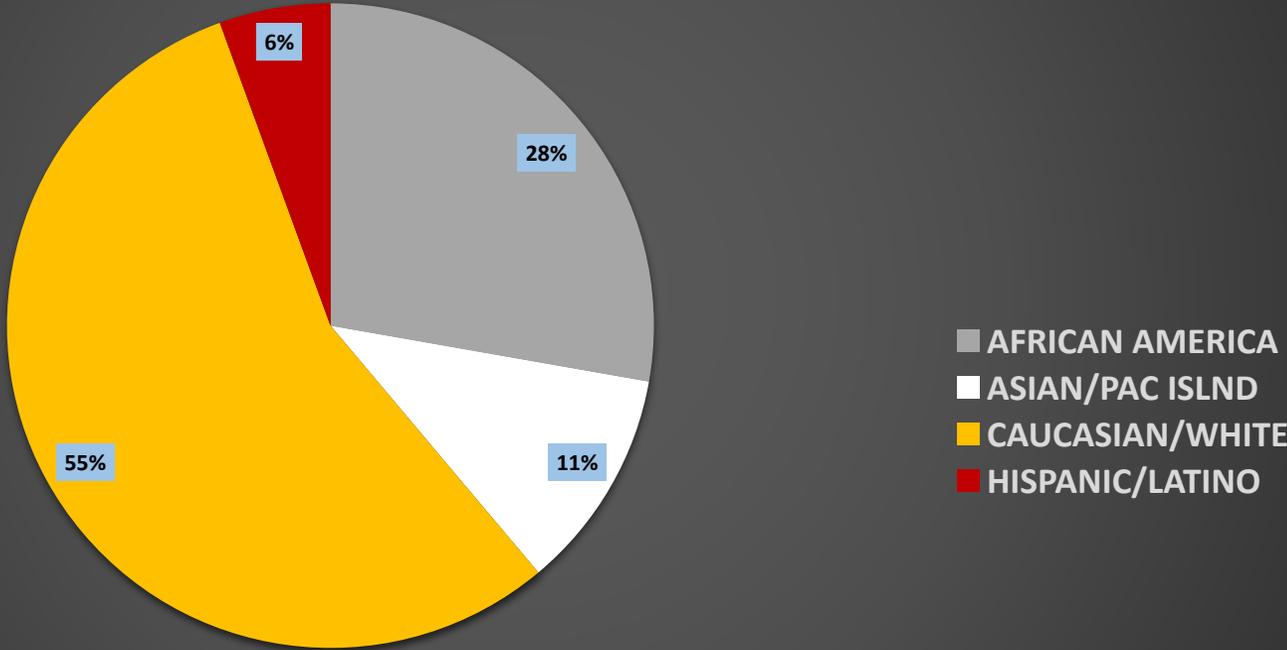
Nov-22	Teachers	Paraprofessionals	Mar-23	Teachers	Paraprofessionals
AFRICAN AMERICAN	3%	8%	AFRICAN AMERICAN	3%	15%
AMER IND/ALASK	1%	0%	AMER IND/ALASK	1%	0%
ASIAN/PAC ISLND	5%	9%	ASIAN/PAC ISLND	6%	7%
CAUCASIAN/WHITE	87%	73%	CAUCASIAN/WHITE	87%	65%
HISPANIC/LATINO	3%	7%	HISPANIC/LATINO	3%	7%
NON-IDENTIFIABLE	1%	3%	NON-IDENTIFIABLE	1%	6%
BIPOC	12%	24%	BIPOC	13%	29%



Demographics of School Leaders

School Administrators – Principals and Associate Principals

Demographics





Roseville Area Schools

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



University of Minnesota Athletics

Roseville Area Schools Partnership with UMN Athletics

- Goals
- Why UMN Athletics
- Plan of Action
- Next Steps





Goals

The pandemic greatly impacted recruitment and retention efforts.

- How do we stand out?

Focus Area 2: Improve communication and engagement with families and members of the Roseville community.

- How do we get our community involved?

Focus Area 4: Increase support for college and career readiness.

- How do we expand our relationships with higher education institutions to set us apart from other school districts.

Why UMN Athletics

- Niche Candidate Market
- Community Engagement
- Networking opportunities



UNITED ARE WE.



Why UMN Athletics Cont.

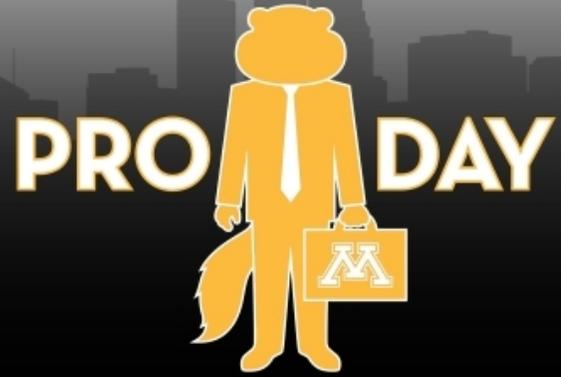
UMN Athletics Commitments

- 2. Provide experiences and resources solidifying or advancing student-athletes future success
- 4. Champion diversity and inclusion
- 6. Unite our campus, community and state through outreach and engagement.

Roseville Area Schools

- Focus Area 2- Improve communication and genuine engagement with families and communities.
- Focus Area 4- Expand support for college and career readiness.

Plan of Action



THE UNIVERSITY OF MINNESOTA
WE ALL BELONG
LEADER IN EQUALITY AND OPPORTUNITY



Next Steps

- Initiate follow-up meetings.
- Foster ongoing collaboration & networking opportunities by getting involved.
- Communicate new discoveries to district staff to grow internally.





Roseville Area Schools

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

Questions?



F.O.C.U.S. AFFINITY GROUP

Future Oriented Community of United Support F.O.C.U.S

Vision



Establish the ecosystem needed not only to retain but to make a way for our BIPOC educators to flourish.



Representation and restoration of authentic and holistic ways of being and knowing; demonstrated through our culturally sustaining teaching.

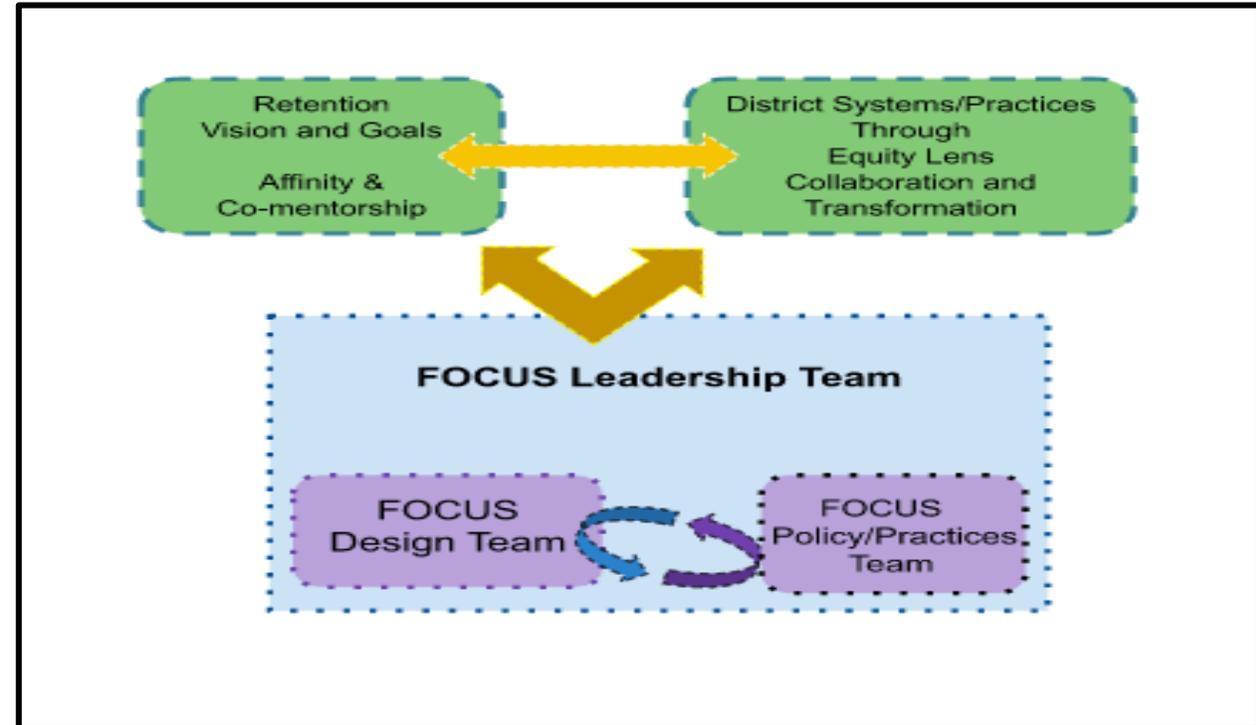
Strategies



We are creating a BIPOC Centered model of co-mentoring and affinity group work to retain and release the potential of our BIPOC educators to be transformational leaders in their schools and the district.



We practice collaborative leadership which represents our ways of Knowing and Being



F.O.C.U.S Group Goals

Community

Racial Literacy

Community
Cultural Wealth

Capacity for
Transformation

F.O.C.U.S Group Goals

Racial Literacy

Racial literacy is a skill and practice in which individuals are able to probe the existence of racism and examine the effects of race and institutionalized systems on their experiences and representation in US society. (Sealey-Ruiz, 2013)

Institute for Teachers of Color Committed to Social Justice (ITOC)

Community

Story Circle

When I hear from you I hear your message.
When I look at you I acknowledge your presence.
When you tell me your story, I know you.

Land Acknowledgement

We begin circle acknowledging that all of us here in our place are currently on occupied Dakota land. For centuries the Dakota people cared for this land and for this we are thankful. We offer thanks to Dakota, as well as Ojibwe and other Indigenous Nations for bringing us the gift of Story Circle.



Story Circle



Tell us about a CCW that goes with you wherever you are, like a treasure. One that moves with you in your personal and professional life, you lean on it in hard times.

Racial Literacy

Racial literacy is a skill and practice in which individuals are able to probe the existence of racism and examine the effects of race and institutionalized systems on their experiences and representation in US society.

Community Cultural Wealth

The knowledge, skills, abilities, and contacts we all bring from our home community to our school community; the strengths you have based on your lived experiences.

Familial
Resistant
Ancestral
Linguistic
Navigational
Aspirational

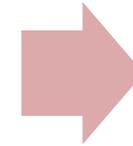
Ecological
Political
Social

Capacity for Transformation

Training tools for systemic transformation from Institute for Teachers of Color Committed to Social Justice (ITOC)



Social Emotional Empowerment



Wellness Practices

Intentional Activities



Developing
critical
leadership skills



Creating space to
share successes
and dilemmas of
practice



Engaging in
dialogical
professional
learning



Engaging in
collective
knowledge
making and
network with
others to learn
from each other



Engaging in
wellness
practices



Connecting with
RAHS Urban
Pathways
course

Also.....

F.O.C.U.S. is a consulting resource and model for BIPOC educators in the metro area as well as greater Minnesota wanting to begin or strengthen an affinity group.

- Statewide we are partnering with the Coalition to Increase Teachers of Color and American Indian Teachers (TOCAI)
- Nationwide, we are partnering with the Institute for Teachers of Color Committed to Racial Justice (ITOC)
- Grant for BIPOC Retention-Professional Educator Licensing and Standards Board (PELSB)

History of Professional Education and Licensing Board (PELSB) Grant

Grant for Retention of BIPOC teachers through Mentorship and Affinity Group

Fiscal Year	Grant Award
FY20	\$49,522.00
FY21	\$71,508.00
FY21	\$98,455.52
FY23	\$147,401.64



We are freeing not fixing
our BIPOC educators.

So our BIPOC and White students can thrive.



Roseville Area Schools

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

Agenda Item: 6b

Agenda Topic: Policy 408: Employee Right to Know (revised) First Reading
Meeting Date: March 21, 2023
Contact Person: Kenyatta McCarty

Background:

Kenyatta McCarty, director of human resources, will present proposed revisions to Policy 408: Employee Right to Know as part of the policy review cycle. 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 School District No. 623

Policy 408 – Employee Right to Know

1.0 Purpose

The purpose of this policy is to provide School District employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm.

2.0 General Statement of Policy

The School District will provide information and training to employees who may be routinely exposed to a hazardous substance, harmful physical agent, or infectious agent, or blood borne pathogen. The School District will abide by Minnesota Statute 182.653, ~~Subdivision 2~~ as it relates to the employees working for the district.

3.0 Training

3.1 Training Annual training will be provided to all full and part-time employees who are routinely exposed to a hazardous substance, harmful physical agent, infectious substance agent, or blood borne pathogens as set forth above.

3.2 Training will be provided to newly hired employees or employees reassigned to a work area where they are determined to be “routinely exposed” under the guidelines.

Adopted: 6/24/08
Revised: 10/11/16

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

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3.2 Training will be provided to newly hired employees or employees reassigned to a work area where they are determined to be “routinely exposed” under the guidelines.

Adopted: 6/24/08
Revised: 10/11/16



Roseville Area Schools

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

Agenda Item: 6c

Agenda Topic: Policy 412: Family and Medical Leave (revised) First Reading
Meeting Date: March 21, 2023
Contact Person: Kenyatta McCarty

Background:

Kenyatta McCarty, director of human resources, will present proposed revisions to Policy 412: Family and Medical Leave as part of the policy review cycle. The proposed revisions more closely reflect the policy/regulation structure that the district has adopted for other policies. This will be the first reading of the policy. The policy was last reviewed in December 2020.

Recommendation:

_____ Action Required XX Informational – No Board Action Requested

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 412 – Family and Medical Leave

1.0 Purpose

The school board will provide for family and medical leave for school district employees in accordance with the Family and Medical Leave Act of 1993 and will be consistent with the requirements of parenting leave under state law.

2.0 General Statement of Policy

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

~~3.0 Definitions~~

~~3.1 “Covered active duty” means:~~

~~3.1.1 in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and~~

~~3.1.2 in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).~~

~~3.2 “Covered servicemember” means:~~

~~3.2.1 a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or~~

~~3.2.2 a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.~~

~~3.3 “Eligible employee” means an employee who has been employed by the~~

Policy 412 – Family Medical Leave

school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

3.4 "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.

3.5 "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.

3.6 "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:

3.6.1 a military medical treatment facility as an outpatient; or

Policy 412 – Family Medical Leave

- ~~3.6.2 a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.~~
- ~~3.7 “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:~~
 - ~~3.7.1 to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;~~
 - ~~3.7.2 to attend military events and related activities of a covered military member;~~
 - ~~3.7.3 to address issues related to childcare and school activities of a covered military member’s child;~~
 - ~~3.7.4 to address financial and legal arrangements for a covered military member;~~
 - ~~3.7.5 to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;~~
 - ~~3.7.6 to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;~~
 - ~~3.7.7 to attend post-deployment activities related to a covered military member;~~
 - ~~3.7.8 to address parental care needs; and~~
 - ~~3.7.9 to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.~~
- ~~3.8 “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:~~
 - ~~3.8.1 inpatient care in a hospital, hospice, or residential medical care facility; or~~
 - ~~3.8.2 continuing treatment by a health care provider.~~
- ~~3.9 “Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for~~

Policy 412 – Family Medical Leave

~~_____ purposes of marriage in the state in which the marriage was entered into
_____ or, in the case of a marriage entered into outside of any state, if the
_____ marriage is valid in the place where entered into and could have been
_____ entered into in at least one state. This definition includes an individual in a
_____ same-sex or common law marriage that either: (1) was entered into in a
_____ state that recognizes such marriages; or (2) if entered into outside of any
_____ state, is valid in the place where entered into and could have been
_____ entered into in at least one state.~~

~~_____ 3.10 “Veteran” has the meaning given in 38 U.S.C. § 101.~~

4.0 Leave Entitlement

~~_____ 4.1 Twelve-week Leave under Federal Law~~

~~_____ 4.1.1 Eligible employees are entitled to a total of 12 work weeks of
_____ unpaid family or medical leave during the applicable 12-month
_____ period as defined below, plus any additional leave as required by
_____ law. Leave may be taken for one or more of the following reasons
_____ in accordance with applicable law:~~

~~_____ 4.1.1.1 birth of the employee’s child and to care for such
_____ child;~~

~~_____ 4.1.1.2 placement of an adopted or foster child with the
_____ employee;~~

~~_____ 4.1.1.3 to care for the employee’s spouse, son, daughter, or
_____ parent with a serious health condition;~~

~~_____ 4.1.1.4 the employee’s serious health condition makes the
_____ employee unable to perform the functions of the
_____ employee’s job; and/or~~

~~_____ 4.1.1.5 any qualifying exigency arising from the employee’s
_____ spouse, son, daughter, or parent being on covered
_____ active duty, or notified of an impending call or order to
_____ covered active duty in the Armed Forces.~~

~~_____ 4.1.2 For the purposes of this policy, “year” is defined as a rolling 12-
_____ month period measured backward from the date an employee’s
_____ leave is to commence.~~

~~_____ 4.1.3 An employee’s entitlement to FMLA leave for the birth, adoption, or
_____ foster care of a child expires at the end of the 12-month period
_____ beginning on the date of the birth or placement.~~

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~~4.1.4 A “serious health condition” typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.~~

~~4.1.5 A “serious injury or illness,” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:~~

~~4.1.5.1 injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and~~

~~4.1.5.2 in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:~~

~~4.1.5.2.1 a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember’s office, grade, rank, or rating; or~~

~~4.1.5.2.2 a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition~~

precipitating the need for military caregiver leave; or

~~4.1.5.2.3 a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or~~

~~4.1.5.2.4 an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.~~

~~4.1.6 Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to paragraph 4.1.1.5 above.~~

~~4.1.7 Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.~~

~~4.1.8 If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.~~

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4.1.9 If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.

4.1.10 Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to paragraph 4.1.1.5 above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.

4.1.11 The school district may require that a request for leave under paragraph 4.1.1.5 above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.

4.1.12 During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

4.1.13 The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period.

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~~Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent or designee shall be responsible to develop directives and guidelines as necessary to implement this policy.~~

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

~~4.1.14 Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.~~

~~4.2 Twelve-week Leave under State Law~~

~~An employee who does not qualify for parenting leave under paragraphs 4.1.1.1 or 4.1.1.2 above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.~~

~~4.3 Twenty-six-week Servicemember Family Military Leave~~

- ~~4.3.1 An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.~~
- ~~4.3.2 During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under paragraphs 4.1 and 4.3 above.~~
- ~~4.3.3 The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.~~
- ~~4.3.4 Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.~~
- ~~4.3.5 The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.~~
- ~~4.3.6 An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.~~
- ~~4.3.7 The provisions of paragraphs 4.1.7, 4.1.10, 4.1.12, 4.1.13, and 4.1.14. above shall apply to leaves under this section.~~

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5.0 Special Rules for Instructional Employees

~~5.1 An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.~~

~~5.2 Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:~~

~~5.2.1 take leave for the entire period or periods of the planned medical treatment; or~~

~~5.2.2 move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.~~

~~5.3 Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.~~

~~5.3.1 If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.~~

~~5.3.2 If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.~~

~~5.3.3 If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the semester.~~

~~5.4 The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional~~

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~~_____ employee's leave entitlement ends before the involuntary leave period
_____ expires.~~

6.0 ~~Other~~

~~_____ 6.1 _____ The provisions of this policy are intended to comply with applicable law,
_____ including the FMLA and applicable regulations. Any terms used from the
_____ FMLA will have the same meaning as defined by the FMLA and/or
_____ applicable regulations. To the extent that this policy is ambiguous or
_____ contradicts applicable law, the language of the applicable law will prevail.~~

~~_____ 6.2 _____ The requirements stated in the collective bargaining agreement between
_____ employees in a certified collective bargaining unit and the school district
_____ regarding family and medical leaves (if any) shall be followed.~~

7.0 ~~Dissemination of Policy~~

~~_____ 7.1 _____ This policy shall be conspicuously posted in each school district building in
_____ areas accessible to employees.~~

~~_____ 7.2 _____ This policy will be reviewed regularly for compliance with state and federal
_____ law.~~

Adopted: 1/25/00
Revised: 10/27/15
Revised: 12/15/20
Revised:

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 412 – Family and Medical Leave

1.0 Purpose

The school board will provide for family and medical leave for school district employees in accordance with the Family and Medical Leave Act of 1993 and will be consistent with the requirements of parenting leave under state law.

2.0 General Statement of Policy

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

3.0 Definitions

3.1 “Covered active duty” means:

3.1.1 in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and

3.1.2 in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

3.2 “Covered servicemember” means:

3.2.1 a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

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

3.3 “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been

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employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- 3.4 "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.
- 3.5 "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- 3.6 "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 3.6.1 a military medical treatment facility as an outpatient; or
 - 3.6.2 a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

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- 3.7 “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:
- 3.7.1 to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 - 3.7.2 to attend military events and related activities of a covered military member;
 - 3.7.3 to address issues related to childcare and school activities of a covered military member’s child;
 - 3.7.4 to address financial and legal arrangements for a covered military member;
 - 3.7.5 to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 - 3.7.6 to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 - 3.7.7 to attend post-deployment activities related to a covered military member;
 - 3.7.8 to address parental care needs; and
 - 3.7.9 to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- 3.8 “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:
- 3.8.1 inpatient care in a hospital, hospice, or residential medical care facility; or
 - 3.8.2 continuing treatment by a health care provider.
- 3.9 “Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been

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entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

3.10 “Veteran” has the meaning given in 38 U.S.C. § 101.

4.0 Leave Entitlement

4.1 Twelve-week Leave under Federal Law

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

- 4.1.1.1 birth of the employee’s child and to care for such child;
- 4.1.1.2 placement of an adopted or foster child with the employee;
- 4.1.1.3 to care for the employee’s spouse, son, daughter, or parent with a serious health condition;
- 4.1.1.4 the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or
- 4.1.1.5 any qualifying exigency arising from the employee’s spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.

4.1.2 For the purposes of this policy, “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.

4.1.3 An employee’s entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.

4.1.4 A “serious health condition” typically requires either inpatient care or continuing treatment by or under the supervision of a health care

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provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.

- 4.1.5 A “serious injury or illness,” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
- 4.1.5.1 injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
 - 4.1.5.2 in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
 - 4.1.5.2.1 a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember’s office, grade, rank, or rating; or
 - 4.1.5.2.2 a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

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- 4.1.5.2.3 a physical or mental condition that substantially impairs the covered veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - 4.1.5.2.4 an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
- 4.1.6 Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee’s own serious health condition; or pursuant to paragraph 4.1.1.5 above.
- 4.1.7 Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee’s regular position, and which has equivalent pay and benefits.
- 4.1.8 If an employee requests a leave for the serious health condition of the employee or the employee’s spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
- 4.1.9 If the school district has reason to doubt the validity of a health care provider’s certification, it may require a second opinion at the school district’s expense. If the opinions of the first and second

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health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.

- 4.1.10 Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to paragraph 4.1.1.5 above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
- 4.1.11 The school district may require that a request for leave under paragraph 4.1.1.5 above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
- 4.1.12 During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
- 4.1.13 The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this

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policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent or designee shall be responsible to develop directives and guidelines as necessary to implement this policy.

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

4.1.14 Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

4.2 Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under paragraphs 4.1.1.1 or 4.1.1.2 above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

4.3 Twenty-six-week Servicemember Family Military Leave

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- 4.3.1 An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
- 4.3.2 During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under paragraphs 4.1 and 4.3 above.
- 4.3.3 The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
- 4.3.4 Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
- 4.3.5 The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
- 4.3.6 An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
- 4.3.7 The provisions of paragraphs 4.1.7, 4.1.10, 4.1.12, 4.1.13, and 4.1.14. above shall apply to leaves under this section.

5.0 Special Rules for Instructional Employees

- 5.1 An instructional employee is one whose principal function is to teach and

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instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.

- 5.2 Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 - 5.2.1 take leave for the entire period or periods of the planned medical treatment; or
 - 5.2.2 move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- 5.3 Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 - 5.3.1 If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 - 5.3.2 If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 - 5.3.3 If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the semester.
- 5.4 The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

Policy 412 – Family Medical Leave

6.0 Other

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

7.0 Dissemination of Policy

- 7.1 This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- 7.2 This policy will be reviewed regularly for compliance with state and federal law.

Adopted: 1/25/00
Revised: 10/27/15
Revised: 12/15/20



Roseville Area Schools

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

Agenda Item: 6d

Agenda Topic: Policy 500: Acceleration and Retention (revised) First Reading
Meeting Date: March 21, 2023
Contact Person: Jake Von De Linde

Background:

Jake Von De Linde, director of student achievement, will present proposed revisions to Policy 500: Acceleration and Retention as part of the policy review cycle. This will be the first reading of the policy. The policy was last reviewed in May 2016.

Recommendation:

_____ Action Required XX Informational – No Board Action Requested

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 500 – Acceleration and Retention (revised)

1.0 Purpose:

The purpose of this policy is to provide guidance to staff, parents/guardians, and students when considering student acceleration or retention.

- 2.0 Decisions regarding subject accelerations, grade accelerations and retentions will be based on evaluations conducted by a team consisting of the classroom teacher, school psychologist (**grade acceleration and retention**), principal(s), parent(s)/guardian(s), and other staff as appropriate. Informed by the evaluation and subsequent conversations, the principal will determine student placement based on the best interests of the student. All decisions are subject to review for consistency by the superintendent or designee, whose decision will be final.

Adopted: 7/18/85
Revised: 5/10/16

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 500 – Acceleration and Retention (revised)

1.0 Purpose:

The purpose of this policy is to provide guidance to staff, parents/guardians, and students when considering student acceleration or retention.

- 2.0 Decisions regarding subject accelerations, grade accelerations and retentions will be based on evaluations conducted by a team consisting of the classroom teacher, school psychologist, principal(s), parent(s)/guardian(s), and other staff as appropriate. Informed by the evaluation and subsequent conversations, the principal will determine student placement based on the best interests of the student. All decisions are subject to review for consistency by the superintendent or designee, whose decision will be final.

Adopted: 7/18/85
Revised: 5/10/16



Roseville Area Schools

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

Agenda Item: 6e

Agenda Topic: 2021-2022 Audit Report
Meeting Date: March 21, 2023
Contact Person: Shari Thompson

Background:

Representatives from CliftonLarsonAllen (CLA) will provide a report on the June 30, 2022, audit. The board will approve the audit at a subsequent school board meeting.

Recommendation:

_____ Action Required XX Informational – No Board Action Requested



We'll get you there.

CPAs | CONSULTANTS | WEALTH ADVISORS

Executive Audit Summary for Roseville Area Schools (ISD #623)

Presented By:

Michelle Hoffman, Principal

Troy Gabler, Manager

Audit Results Year Ended 6/30/22

Audit Opinion

- Intending to issue what is known as a “clean” or unmodified audit report.

Yellow Book Compliance

- No compliance issues noted.

Internal Controls – Material Weaknesses

- Likely adjustment for fixed asset additions to be reduced



Audit Results Year Ended 6/30/2022

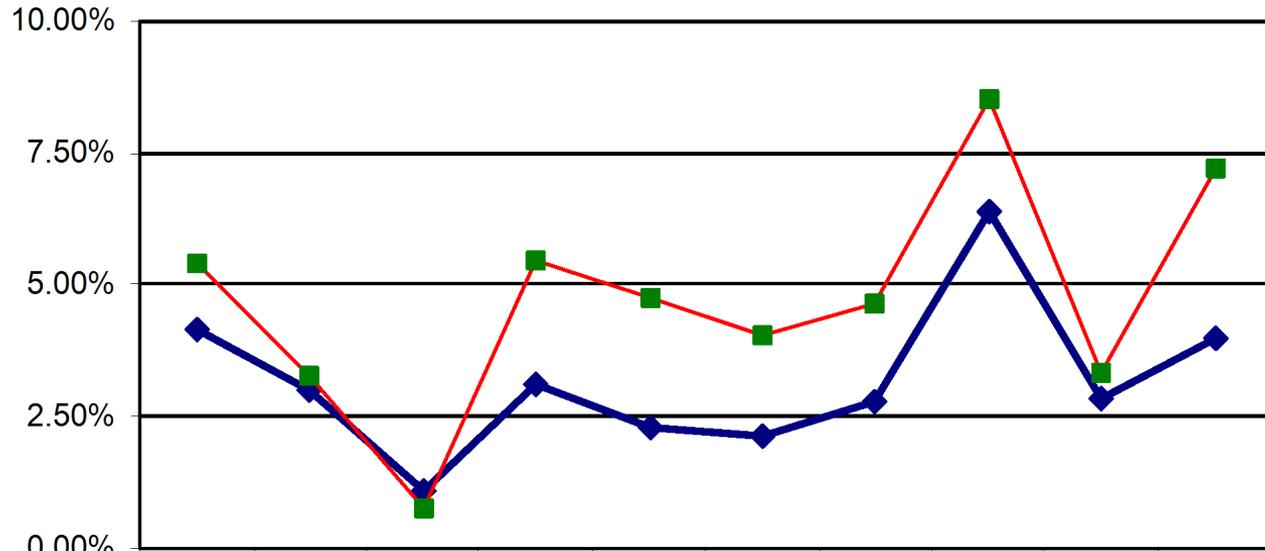
Single Audit

- Suspension and Debarment for Special Education – 5 of 7
- None to Date for Education Stabilization Fund

MN Legal Compliance

- 35 days – 4 invoices

Fund Balance as a Percent of Expenditures in the General Fund



	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
—◆— Unassigned	4.13%	3.02%	1.10%	3.09%	2.26%	2.14%	2.77%	6.38%	2.80%	3.97%
—■— Total	5.42%	3.27%	0.74%	5.45%	4.75%	4.06%	4.61%	8.52%	3.34%	7.18%



General Fund Unassigned

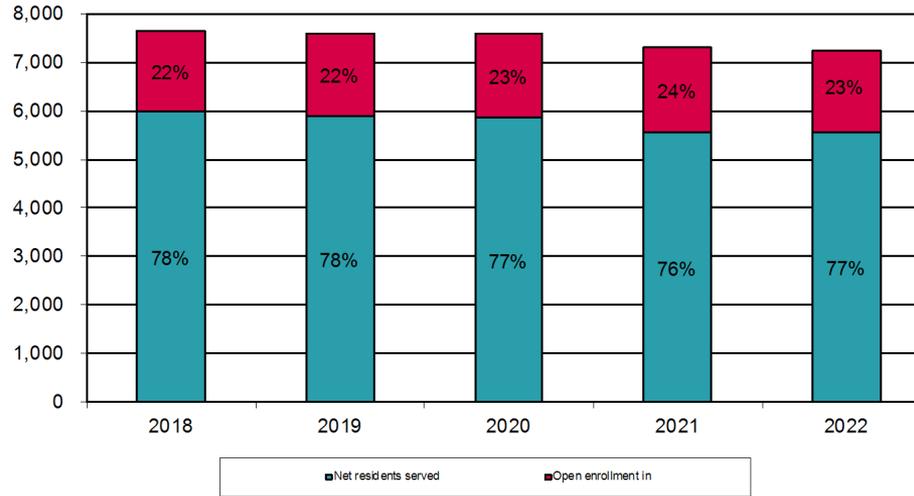
Fund Balance Per ADM



	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
— Fund Balance Per ADM	\$473	\$372	\$140	\$395	\$301	\$291	\$376	\$874	\$428	\$646



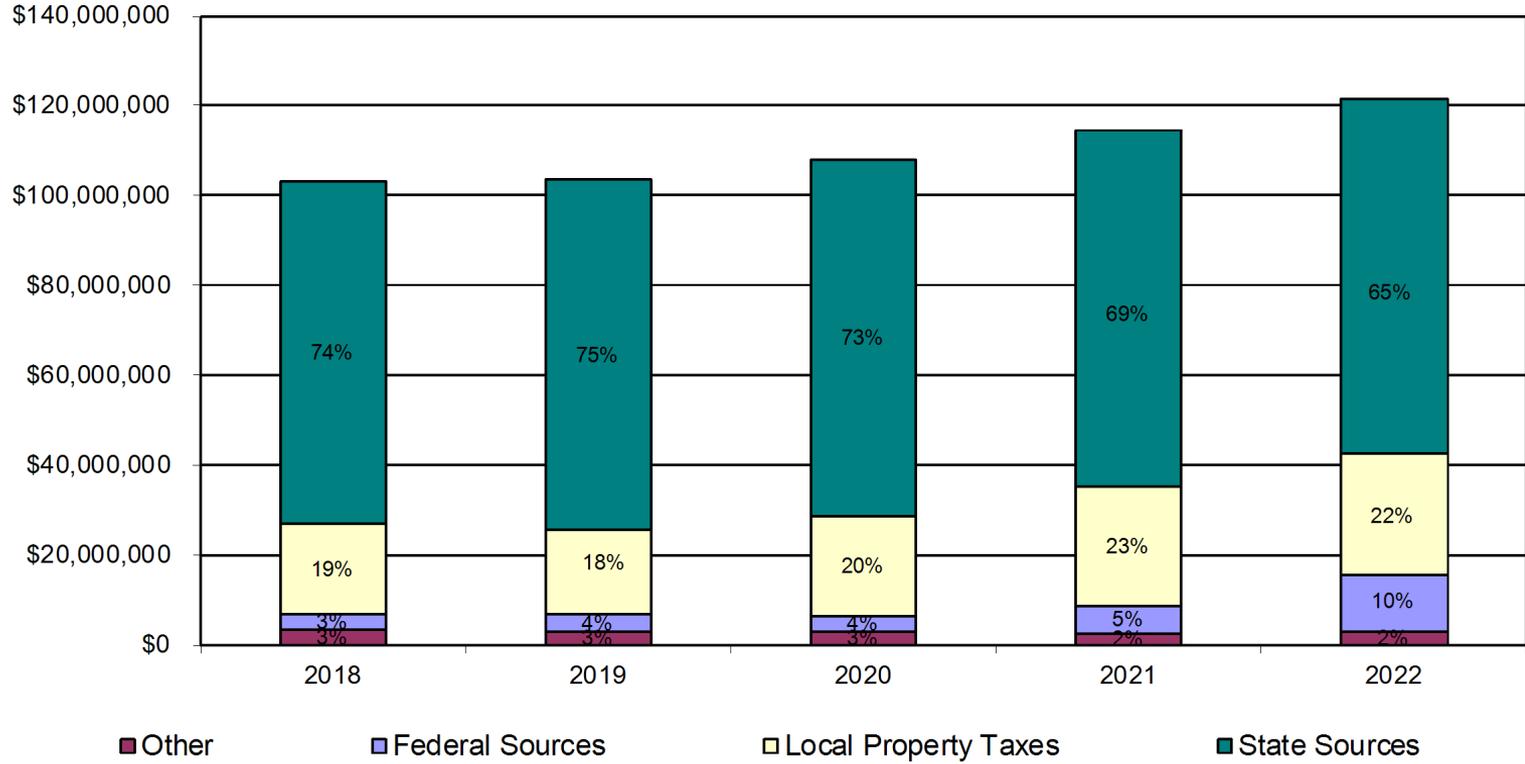
ROSEVILLE AREA SCHOOLS Student Enrollment for Aid (in ADMs)



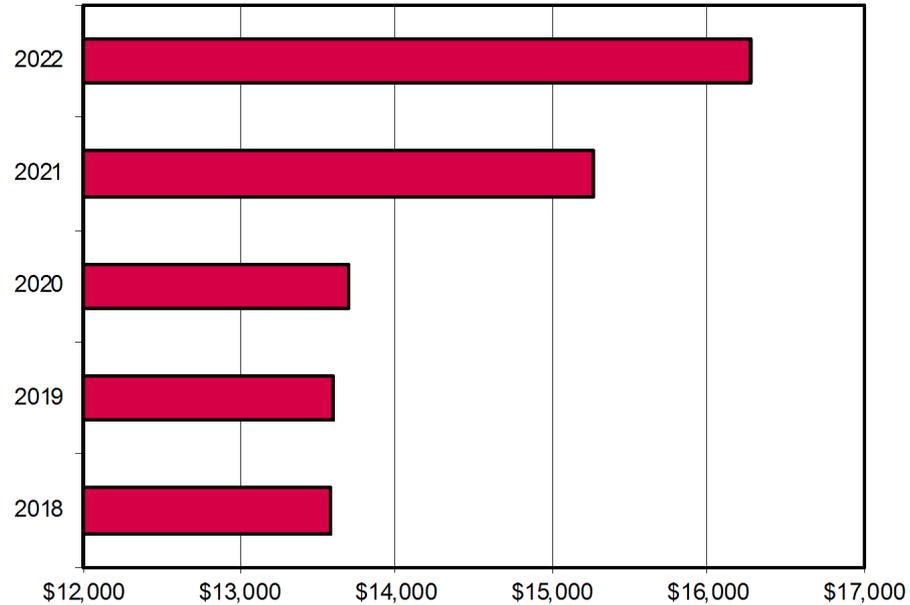
	2018	2019	2020	2021	2022
Total Residents	6,966.81	6,993.72	7,049.09	6,829.86	6,895.83
Charter Enrollment Out	(495.18)	(559.44)	(668.98)	(699.68)	(755.36)
Open Enrollment Out	(493.11)	(540.40)	(531.38)	(592.06)	(577.86)
Net Residents Served	5,978.52	5,893.88	5,848.73	5,538.12	5,562.61
Open Enrollment In	1,672.99	1,686.38	1,731.13	1,761.26	1,664.99
Net ADM Served	7,651.51	7,580.26	7,579.86	7,299.38	7,227.60
Net Pupil Units Served	8,347.77	8,274.79	8,278.21	7,981.72	7,891.79
Net Residents Served %	78%	78%	77%	76%	77%
Open Enrollment In %	22%	22%	23%	24%	23%



ROSEVILLE AREA SCHOOLS General Fund Revenue Sources



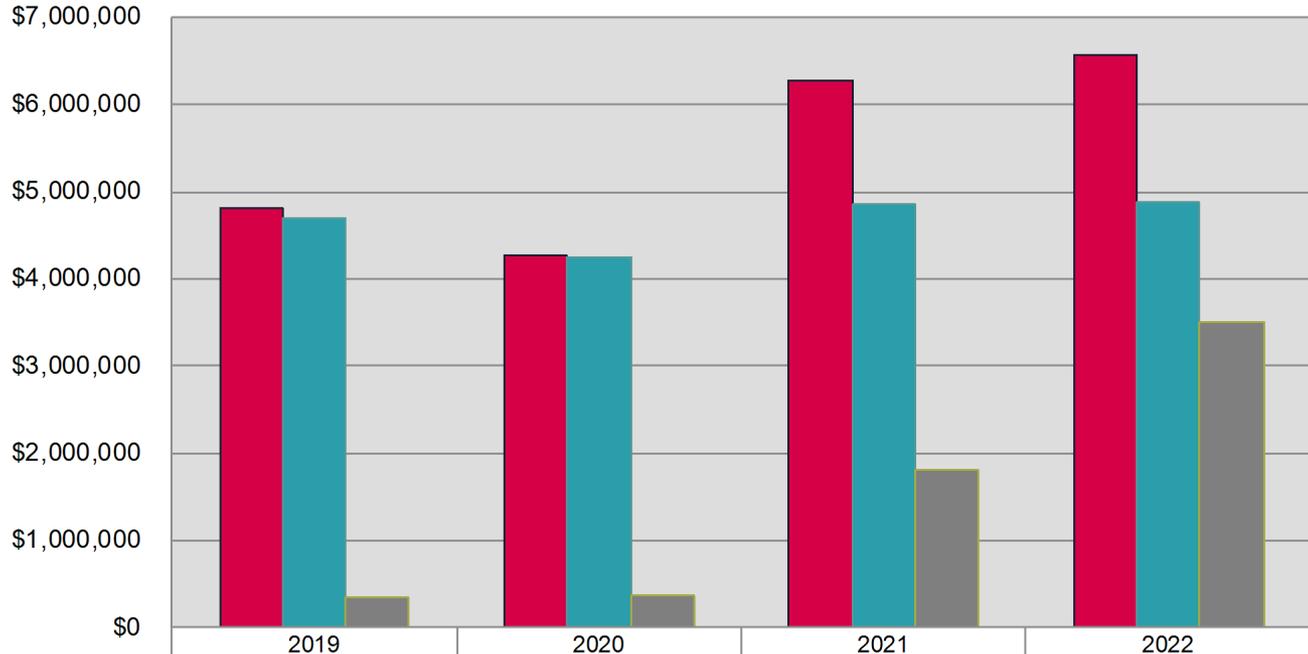
General Fund Expenditures Per Student (Per ADM)



	2018	2019	2020	2021	2022
■ General Fund -All Expenditures	\$13,592	\$13,595	\$13,706	\$15,276	\$16,278

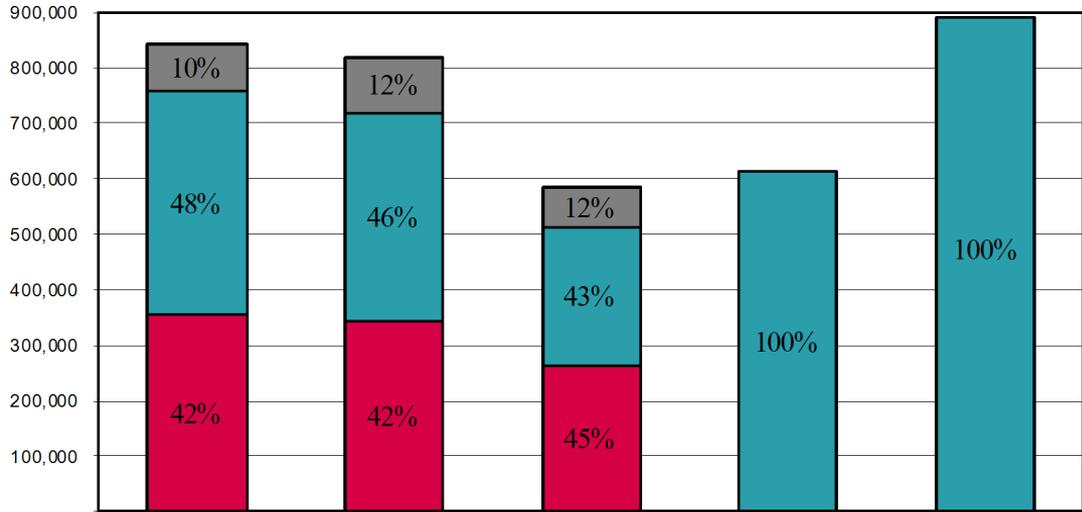


Revenue, Expenditures and Fund Balance - Food Service Fund



■ Revenues	\$4,811,232	\$4,268,975	\$6,274,176	\$6,565,105
■ Expenditures	\$4,696,000.00	\$4,237,049.00	\$4,849,512.00	\$4,878,191.00
■ Fund Balance:	\$347,995	\$379,921	\$1,804,585	\$3,491,499

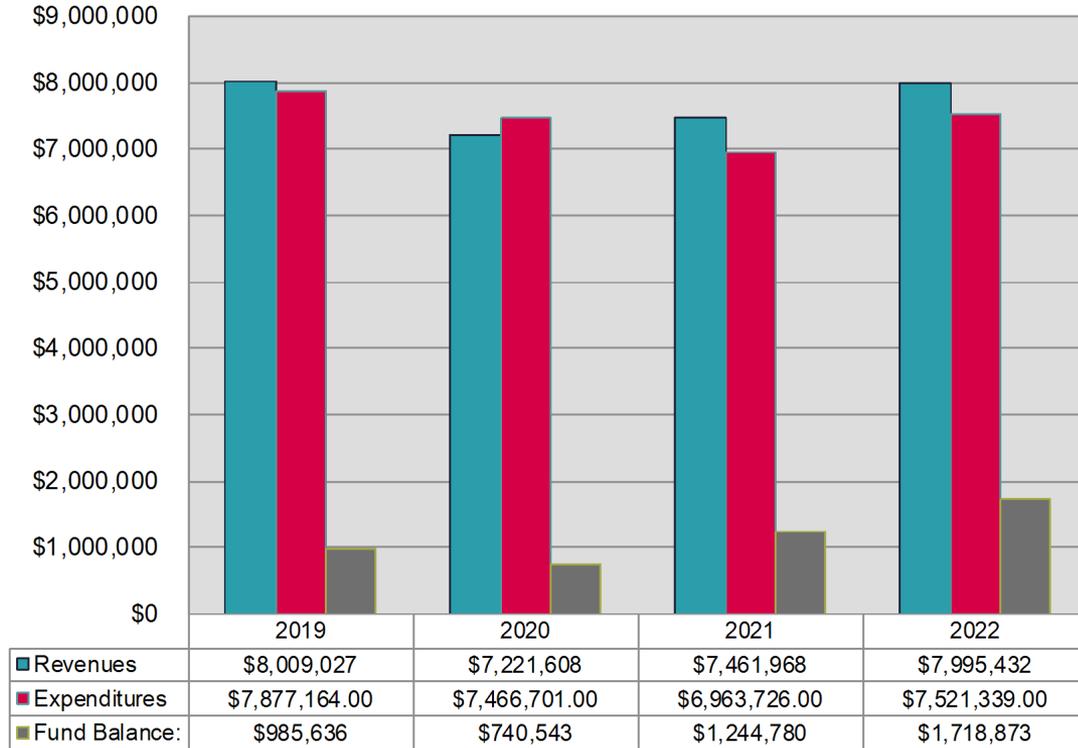
MEALS SERVED TO STUDENTS



	2018	2019	2020	2021	2022
Reduced Meals	85,259	102,442	69,867	-	-
Free Meals	403,888	374,333	248,842	611,801	890,644
Full-Price Meals	353,392	343,411	264,357	-	-
Total meals served	842,539	820,186	583,066	611,801	890,644



Revenue, Expenditures and Fund Balance - Community Service Fund



Questions and Feedback

- We welcome any questions pertaining to the audit, Governance Communication Letter, Internal Control Communication or other matters related to the engagement.
- We appreciate the opportunity to serve as the auditors for Roseville Area Schools and welcome any feedback relative to our performance.



Thank you!

Michelle Hoffman
Principal

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Troy Gabler
Manager

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