



Agenda
Regular School Board
Meeting
Tuesday, August 15, 2023
6:30 PM

1. Call to Order, Roll Call
2. Agenda Adjustments
3. Announcements, Comments, Recognitions
 - 3.a. Land Acknowledgment
4. Summary of Community Input Received for Action Items
5. Consent Agenda
 - 5.a. Minutes - Board Meeting of June 27, 2023
 - 5.b. Payment of Bills
 - 5.c. Personnel - Resignations, Appointments, Reductions
 - 5.d. Gifts
 - 5.e. Memorandum of Understanding for Paraprofessional Employees
Speaker(s): Kenyatta McCarty and Shari Thompson
 - 5.f. School Resource Officer Contract - Roseville Area High School
6. Reports and Non-Action Items
 - 6.a. Policy 416/506: Discrimination, Harassment and Violence Prevention Policy (revised) First Reading
Speaker(s): Melissa Sonnek
7. Action Items
 - 7.a. Policy 510: Student Dress (revised) Second Reading
Speaker(s): Melissa Sonnek
 - 7.b. 2025-2033 Long Term Facilities Maintenance Plan
Speaker(s): Shari Thompson
 - 7.c. Reschedule October 10, 2023, School Board Meeting
Speaker(s): Superintendent Jenny Loeck
8. Board Reports
Speaker(s): Board Members
9. Superintendent's Report
Speaker(s): Superintendent Jenny Loeck
10. Adjournment

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

June 27, 2023

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

Announcements, Comments, Recognitions. There were no announcements, comments or recognitions.

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

- (80) Consent Agenda. Clark moved, Chu seconded acceptance of the consent agenda, including the minutes of the school board meetings on May 9 and June 13, 2023; payment of bills; resignations, appointments, reductions, adjustments; gifts; an application to form a boys hockey cooperative with Concordia Academy; appointments of the district's local education authority and responsible authority; approval of organizational membership dues and fees; insurance renewals; appointments of financial institutions and depositories; a contract with Centerline Charter Corporation to provide bus transportation; nutrition services management agreements; and a construction fund disbursement request. Ayes: Anderson, Chu, Clark, Johnson. Nays: none. Absent: Boguszewski, Gogins. Motion carried unanimously.
- (81) Retirements. Anderson moved, Clark seconded the retirements of Judith Anderson, Sylvia Lindeborg, Grady Linehan and Joann Schonning with appreciation. Ayes: Anderson, Chu, Clark, Johnson. Nays: none. Absent: Boguszewski, Gogins. Motion carried unanimously.

Summary of Superintendent's Evaluation. Chair Johnson read a summary of the board's evaluation of Superintendent Jenny Loeck. The board concluded that Dr. Loeck's leadership aligns with the mission, vision, and values of the district and advances the vision of the district, and that overall, her performance has exceeded the board's expectations.

Policy 510: Student Dress (revised) First Reading. Melissa Sonnek, assistant superintendent, presented proposed revisions to Policy 510: Student Dress as a first reading.

- (82) K-6 English Language Arts Implementation Plan and Purchase. Dr. Mary Bussman, equity advancement principal, and a group of elementary teachers presented a summary of the K-6 English and Spanish Language Arts curriculum review process and the curriculum proposed for adoption during the 2023-2024 school year. The new elementary English Language Arts curriculum is grounded in the science of reading and aligns with the Minnesota Academic Standards in English Language Arts. Anderson moved, Clark seconded approval of the K-6 English Language Arts implementation plan and purchase.

Ayes: Anderson, Chu, Clark, Johnson. Nays: none. Absent: Boguszewski, Gogins. Motion carried unanimously.

- (83) Approval of Preliminary 2023-2024 Budget. Shari Thompson, director of business services, presented a summary of proposed projections for the 2023-2024 budget. The district estimates that it will end the 2022-2023 fiscal year with an unassigned general fund balance of about \$5.8 million, or about 5.2%. Projections for the upcoming school year show that the district anticipates ending the 2023-2024 fiscal year with an assigned general fund balance of about \$7.4 million, or about 6.7%. Chu moved, Anderson seconded approval of the preliminary budget for the 2023-2024 school year. Ayes: Anderson, Chu, Clark, Johnson. Nays: none. Absent: Boguszewski, Gogins. Motion carried unanimously.
- (84) Resolution Establishing Dates for Filing Affidavits of Candidacy for School Board Election. Three at-large school board seats will be on the ballot for the November 7, 2023, general election. Candidates seeking election to the Roseville Area School Board may file affidavits of candidacy starting August 1, 2023, through 5 p.m. on August 15, 2023. Anderson moved, Clark seconded adoption of the resolution establishing dates for filing affidavits of candidacy for the school board election on November 7, 2023. Ayes: Anderson, Chu, Clark, Johnson. Nays: none. Absent: Boguszewski, Gogins. Motion carried unanimously.

Study Session Report. Rose Chu reported on the June 13 study session. A report was presented on the fiscal impact of the 2023 legislative session. The board also reviewed its goals.

Board Reports. Board members participated in the city’s annual Rose Parade and stopped by the Juneteenth celebration hosted by Do Good Roseville and the City of Roseville.

Superintendent’s Report. Superintendent Loeck thanked her administrative team for supporting her leadership and working to advance the district’s vision. She shared that, as part of the district’s strategic planning process, district leaders completed a book study of *Street Data*, and distributed copies of the book to the school board. She also expressed appreciation for staff leading summer programs.

The Chair declared the meeting adjourned at 7:48 p.m.

Signed _____
Clerk

Approved _____
Chair

Meeting Date: August 15, 2023

PAYMENT OF BILLS:
-June 1 - June 30, 2023

That bills in the amount of: **\$20,317,031.80** by the following funds be approved:

GENERAL	\$18,734,654.96
FOOD SERVICE	\$455,143.36
COMMUNITY SERVICE	\$670,669.65
BUILDING FUND	\$242,626.39
DEBT FUND	\$0.00
READING RECOVERY	\$0.00
AMSD	\$35,120.97
OPEB DEBT	\$0.00
DENTAL INS FUND	\$73,562.18
NO SUBURBAN COLLABORATIVE	\$105,254.29
EXTRA CURRICULAR-STU ACTIVITY	\$11,393.52

RECOMMENDATION:

That above payments are included in check numbers:

WIRE TRANSFERS	202200625	through	202200675
CHECKS	348390	through	349181
CAPITAL ONE AP CHECKS	7715	through	7766
ACH A/P	222311469	through	222311646

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	\$7,426,670.41	\$73,703.17	\$198,812.72			\$73,562.18		\$9,957.17		\$940.46	\$1,601.34	\$7,785,247.45
CHECKS	\$3,129,995.20	\$244,967.02	\$142,252.82	\$248,436.88				\$1,358.22		\$104,363.83	\$9,130.14	\$3,880,504.11
CAPITAL ONE A/P	\$113,627.41	\$11,820.73	\$21,195.27									\$146,643.41
ACH A/P	\$24,116.85	\$654.34	\$345.53								\$662.04	\$25,778.76
TRANSFER TO P/R	\$8,040,370.09	\$124,080.10	\$308,463.71					\$23,805.58		\$0.00		\$8,496,719.48
VOID CHECKS	(\$125.00)	(\$82.00)	(\$400.40)	(\$5,810.49)						(\$50.00)		(\$6,467.89)
TOTAL	\$18,734,654.96	\$455,143.36	\$670,669.65	\$242,626.39	\$0.00	\$73,562.18	\$0.00	\$35,120.97	\$0.00	\$105,254.29	\$11,393.52	\$20,328,425.32

BOND CONSTRUCTION FUNDS

	June 1, 2023			
	Cash & Investments	Revenue	Disbursements	Balance
	Balance	6/1 to 6/30	6/1 to 6/30	Remaining as of 6/30/23
	\$9,609,331.45	\$90,154.56	\$92,654.56	\$9,606,831.45

RECOMMENDATION:

The above disbursements include check numbers:

CHECKS June 1 June 30, 2023	102662	through	102662	\$2,500.00
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

08/15/23

Change in Continuing Contract

Caudle, Amanda

Effective Date 08/28/2023

Roseville Middle School

Music Teacher

Was working a 1.0 FTE and will be working a .88 FTE for the 2023-2024 school year.

Clift, Eileen

Effective Date 08/28/2023

Edgerton Elementary

Music Teacher

Was working a .25 FTE and will be working a .40 FTE for the 2023-2024 school year.

Feigal, Angela

Effective Date 08/28/2023

Roseville Area Middle School

School Social Worker

Was working a .5 FTE and will be working a .75 FTE for the 2023-2024 school year.

Flanagan, Jakky

Effective Date 08/28/2023

Edgerton Elementary

Elementary Teacher

Requesting a permanent .5 FTE contract reduction.

Graham, Hannah

Effective Date 08/28/2023

Roseville Area High School

Guidance Counselor

Requesting a permanent .25 FTE contract reduction.

Henkel, Jana

Effective Date 08/28/2023

Parkview Center School

English Learner Teacher

Was working a .75 FTE and will be working a 1.0 FTE for the 2023-2024 school year.

Human Resources Information

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Meeting Date

08/15/23

Jester, Megan

Effective Date 08/28/2023

Fairview Alternative High School Science Teacher

Was working a .8 FTE and will be working a 1.0 FTE for the 2023-2024 school year.

Keefer, Benjamin

Effective Date 08/28/2023

Fairview Alternative High School Math Teacher

Was working a .9 FTE and will be working a .8 FTE for the 2023-2024 school year.

Kurtz-huber, Christa

Effective Date 08/28/2023

Roseville Area High School World Language Teacher

Was working a .92 FTE and will be working a 1.0 FTE for the 2023-2024 school year.

Larsen, Gregory

Effective Date 08/28/2023

Roseville Area Middle School Family and Consumer Sciences Teacher

Was working a .87 FTE and will be working a 1.0 FTE for the 2023-2024 school year.

Lee, Bee

Effective Date 08/28/2023

Emmet Williams Elementary Art Teacher

Was working a .95 FTE and will be working a 1.0 FTE for the 2023-2024 school year.

Mehlan, Lucelia

Effective Date 08/28/2023

Roseville Area Middle School Science Teacher

Was working a .8 FTE and will now be working a .87 FTE for the 2023-2024 school year.

Milone, Stephen

Effective Date 08/28/2023

Roseville Area Middle School Art Teacher

Was working a .60 FTE and will be working a .67 FTE for the 2023-2024 school year.

Human Resources Information

5-C

Meeting Date

08/15/23

Pankonin, Ursala

Effective Date 08/28/2023

Roseville Area Middle School English Teacher

Requesting a permanent .2 contract reduction.

Simon, Marno

Effective Date 08/28/2023

Roseville Area High School Occupational Therapist

Was working a .9 FTE and will be working a .8 FTE for the 2023-2024 school year.

Tangen, Natalee

Effective Date 08/28/2023

Falcon Heights Elementary School Social Worker

Was working a 1.0 FTE and will be working a .9 FTE for the 2023-2024 school year.

Theilacker, Roxanne

Effective Date 08/28/2023

Roseville Area Middle School World Language Teacher

Was working a .67 FTE and will be working a 1.0 FTE for the 2023-2024 school year.

Valerius, Lisa

Effective Date 08/28/2023

Central Park Elementary School Psychologist

Was working a .3 FTE and will be working a .4 FTE for the 2023-2024 school year.

Vasquez, Silvia

Effective Date 08/28/2023

Roseville Area Middle School Social Studies Teacher

Was working a .8 FTE and will be working a 1.0 FTE for the 2023-2024 school year.

Wackman, Michelle

Effective Date 08/28/2023

Central Park Elementary School Psychologist

Was working a .8 FTE and will be working a 1.0 FTE for the 2023-2024 school year.

Human Resources Information

5-C

Meeting Date

08/15/23

Change of Position

Anderson, Erica

Effective Date 07/10/2023

Anpetu Teca Education Center

Community Education Supervisor

Changing positions from an Elementary Teacher to a Community Education Supervisor as a 1.0 FTE.

Hired-New Licensed

Berens, Laura

Effective Date 07/11/2023

Anpetu Teca Education Center

Early Childhood Special Education Teacher

Change of start date to 07/11/2023.

Berger-hanig, Cory

Effective Date 08/28/2023

Edgerton Elementary

Elementary Teacher

Hired working a 1.0 FTE for the 2023-2024 school year.

Biebighauser, Cheryl

Effective Date 08/28/2023

Emmet Williams Elementary

Elementary Teacher

Hired working .5 FTE for the 2023-2024 school year.

Boyum, Josie

Effective Date 08/28/2023

Roseville Area High School

English Teacher

Hired working a 1.0 FTE for the 2023-2024 school year.

Chadourne, Jessica

Effective Date 08/28/2023

Roseville Area High School

Family and Consumer Sciences Teacher

Hired working a 1.0 FTE for the 2023-2024 school year.

Human Resources Information

5-C

Meeting Date

08/15/23

Davis, Jenna

Effective Date 08/09/2023

Anpetu Teca Education Center

Speech Language Pathologist

Hired working a 1.0 FTE for the 2023-2024 school year.

Delgado, Maria

Effective Date 08/28/2023

Roseville Area Middle School

Dual Language Immersion Coordinator

Hired working a .4 FTE for the 2023-2024 school year.

Geissinger, Sam

Effective Date 08/28/2023

Emmet Williams Elementary

Special Education Teacher

Hired working a 1.0 FTE for the 2023-2024 school year.

George, Jennifer

Effective Date 08/28/2023

Edgerton Elementary

English Language Teacher

Hired working a 1.0 FTE for the 2023-2024 school year.

Girard, Allison

Effective Date 08/28/2023

Brimhall Elementary

Special Education Teacher

Hired working a 1.0 FTE for the 2023-2024 school year.

Jaffe-norris, Naomi

Effective Date 08/28/2023

Edgerton Elementary

Elementary Teacher

Hired working a 1.0 FTE for the 2023-2024 school year.

Johnson, Wendy

Effective Date 08/28/2023

Parkview Center School

Elementary Teacher

Hired working a 1.0 FTE for the 2023-2024 school year.

Human Resources Information

5-C

Meeting Date

08/15/23

Johnson, Karin

Effective Date 08/28/2023

Roseville Area High School

English Learner Teacher

Hired working a 1.0 FTE for the 2023-2024 school year.

Koepp, Joshua

Effective Date 08/28/2023

Emmet Williams Elementary

Special Education Teacher

Hired working a 1.0 FTE for the 2023-2024 school year.

Lau, Suze

Effective Date 08/28/2023

Brimhall Elementary

English Learner Teacher

Hired working a .35 FTE for the 2023-2024 school year.

Nichols, Sarah

Effective Date 08/28/2023

Roseville Area High School

Career Technical Education Teacher

Hired working a .75 FTE for the 2023-2024 school year.

O'Neill, Leah

Effective Date 08/28/2023

Emmet Williams Elementary

Special Education Teacher

Hired working a 1.0 FTE for the 2023-2024 school year.

Obert, Michael

Effective Date 08/28/2023

Roseville Area Middle School

Orchestra Teacher

Hired working a .67 FTE for the 2023-2024 school year.

Park, Felise

Effective Date 8/28/2023

Harambee Elementary

Media Specialist

Hired working a .4 FTE for the 2023-2024 school year.

Human Resources Information

5-C

Meeting Date

08/15/23

Pavel, Lisa

Effective Date 08/28/2023

Emmet Williams Elementary

Special Education Teacher

Hired working a 1.0 FTE for the 2023-2024 school year.

Rubenstein, Errol

Effective Date 08/28/2023

Little Canada Elementary

Special Education Teacher

Hired working a .5 FTE for the 2023-2024 school year.

Stephenson, Anthony

Effective Date 08/28/2023

Roseville Area High School

Social Studies Teacher

Hired working a 1.0 FTE for the 2023-2024 school year.

Stone, Heidi

Effective Date 08/01/2023

Anpetu Teca Education Center

Program Supervisor

Hired working as an ECSE Supervisor.

Traynor, Mark

Effective Date 08/28/2023

Roseville Area Middle School

Social Studies Teacher

Hired working a .60 FTE for the 2023-2024 school year.

Wenell, David

Effective Date 08/28/2023

Roseville Are High School

Special Education Teacher

Hired working a 1.0 FTE for the 2023-2024 school year.

West, Nathan

Effective Date 08/28/2023

Brimhall Elementary

Special Education Teacher

Hired working a 1.0 FTE for the 2023-2024 school year.

Human Resources Information

5-C

Meeting Date

08/15/23

Wilmes, Katherine

Effective Date 08/28/2023

Harambee Elementary

Music Teacher

Hired working a .8 FTE for the 2023-2024 school year.

Wuerffel, Deborah

Effective Date 08/28/2023

Roseville Area Middle School

English Language Teacher

Hired working a .6 FTE for the 2023-2024 school year.

Hired-New Licensed Long Term Substitute

Dubois, Robert

Effective Date 08/28/2023

Roseville Area High School

English Teacher

Hired working as a 1.0 FTE Long Term Substitute for the 2023-2024 school year.

Lau, Suze

Effective Date 08/28/2023

Brimhall Elementary

English Learner Teacher

Hired working as a .4 FTE Long Term Substitute for the 2023-2024 school year.

Olson, Alfred

Effective Date 08/28/2023

Emmet Williams Elementary

Elementary Teacher

Hired working as a 1.0 FTE Long Term Substitute for the 2023-2024 school year.

Ulman-blahut, Kylee

Effective Date 08/28/2023

Roseville Area Middle School

Social Studies Teacher

Hired working as a 1.0 FTE Long Term Substitute for the 2023-2024 school year.

Human Resources Information

5-C

Meeting Date

08/15/23

Hired-Non-Licensed

Awale, Sadia

Effective Date 08/28/2023

Parkview Center School

Paraprofessional

Hired working 6.75 hours per day.

Bluth, Carrie

Effective Date 08/28/2023

Roseville Area Middle School

Paraprofessional

Hired working 7 hours per day.

Bustamante, Victor

Effective Date 07/01/2023

Roseville Area Middle School

Out of School Time Specialist

Hired working 8 hours per day.

Gaetz, Stacey

Effective Date 07/31/2023

District Center

Nutrition Specialist

Hired working 8 hours per day.

Gunderson, Janelle

Effective Date 07/01/2023

Roseville Area High School

Student Data Specialist

Hired working 8 hours per day.

Jacobson, Kelly

Effective Date 08/29/2023

Harambee Elementary

Pre-K Instructor

Hired working 7.5 hours per day.

Human Resources Information

5-C

Meeting Date

08/15/23

Jilo, Misra

Effective Date 07/31/2023

Districtwide

Custodial Services

Hired working 8 hours per day.

Michels, Carol

Effective Date 08/28/2023

Roseville Area Middle School

Paraprofessional

Hired working 7 hours per day.

Molloy, Madison

Effective Date 08/28/2023

Central Park Elementary

Paraprofessional

Hired working 6 hours per day.

Perales, Gabrielle

Effective Date 08/28/2023

Roseville Area Middle School

Paraprofessional

Hired working 7 hours a day.

Schmidt, Jessica

Effective Date 08/28/2023

Roseville Area High School

Paraprofessional

Hired working 7 hours per day.

Thompson, Tara

Effective Date 08/28/2023

Emmet Williams Elementary

Paraprofessional

Hired working 7 hours per day.

Human Resources Information

5-C

Meeting Date

08/15/23

Leave - Licensed

Clercx, Krista

Effective Date 08/28/2023

Roseville Area High School

Language Arts Teacher

Requesting a 1.0 FTE leave for the 2023-2024 school year.

Froemming, Angela

Effective Date 08/28/2023

Edgerton Elementary

English Learner Teacher

Requesting a 1.0 FTE leave for the 2023-2024 school year.

Goodrich, Kelly

Effective Date 08/28/2023

Parkview Center School

Elementary Teacher

Requesting a continuation 1.0 FTE leave for the 2023-2024 school year.

Jordan, Rebecca

Effective Date 08/28/2023

Districtwide

Special Education Teacher

Requesting a .1 FTE leave for the 2023-2024 school year.

Sieleni, Carmen

Effective Date 08/28/2023

Central Park Elementary

Elementary Teacher

Requesting a .4 FTE leave for the 2023-2024 school year.

Skogstad, Natalie

Effective Date 08/28/2023

Falcon Heights Elementary

Elementary Teacher

Requesting a .5 FTE leave for the 2023-2024 school year.

Human Resources Information

5-C

Meeting Date

08/15/23

Vaca, Kristen

Effective Date 08/28/2023

Harambee Elementary

Speech Language Pathologist

Requesting a .1 FTE leave for the 2023-2024 school year.

Xiong, Chia

Effective Date 08/28/2023

Emmet Williams Elementary

Elementary Teacher

Requesting a continuation of a 1.0 FTE leave for the 2023-2024 school year.

Resignation-Licensed

Klinkhammer, Mariah

Effective Date 06/09/2023

Roseville Area High School

Special Education Teacher

Resigned effective 06/09/2023.

Melicher, Anna

Effective Date 07/20/2023

Emmet Williams Elementary

Speech Language Pathologist

Resigned effective 07/20/2023.

Yaeger, Alyson

Effective Date 08/02/2023

Central Park Elementary

Occupational Therapist

Resigning from leave effective 08/02/2023.

Resignation-Non-Licensed

Bullard-green, Brianna

Effective Date 07/26/2023

Harambee Elementary School

Paraprofessional

Resigned effective 07/26/2023.

Human Resources Information

5-C

Meeting Date

08/15/23

Bustamante, Victor

Effective Date 06/28/2023

Roseville Area Middle School

Paraprofessional

Resigned effective 06/08/2023.

Henry, Charles

Effective Date 06/08/2023

Roseville Area Middle School

Custodial Services

Resigned effective 06/08/2023.

Jackson, Treymane

Effective Date 06/08/2023

Parkview Center School

Student Success Specialist

Resigned effective 06/08/2023.

Jackson, Justice

Effective Date 06/08/2023

Roseville Area Middle School

Paraprofessional

Resigned 06/08/2023.

Mekuria, Abeba

Effective Date 06/08/2023

Parkview Center School

Paraprofessional

Resigned effective 06/08/2023.

Phillips, David

Effective Date 07/11/2023

Parkview Center School

Custodial Services

Resigned effective 07/11/2023

White, Shamela

Effective Date 06/08/2023

Parkview Center School

Out of School Time Program Specialist

Resigned effective 06/08/2023.

Human Resources Information

5-C

Meeting Date

08/15/23

Retirement

Aguilar, Jane

Effective Date 06/09/2023

Roseville Area High School

Math Teacher

Retired effective 06/09/2023. Ms. Aguilar worked for the district for 28 years.

Brandt, Shannon

Effective Date 06/08/2023

Parkview Center School

Paraprofessional

Retired effective 06/08/2023. Ms. Brandt worked for the district for 13 years.

Day, Vicki

Effective Date 07/31/2023

Fairview Alternative High School

Building Secretary

Retired effective 07/31/2023. Ms. Day worked for the district for 10 years.

Johnson, Janet

Effective Date 06/09/2023

Roseville Area High School

Language Arts Teacher

Retired effective 06/09/2023. Ms. Johnson worked for the district for 33 years.

Scarrella, Maureen

Effective Date 08/31/2023

Parkview Center School

Nutrition Services Manager

Retiring effective 08/31/2023. Ms. Scarrella worked for the district for 16 years.

Returning from Leave

Illetschko, Kara

Effective Date 08/28/2023

Harambee Elementary

Elementary Teacher

Returning from a .2 FTE leave and will be working a 1.0 FTE for the 2023-2024 school year.

Human Resources Information

5-C

Meeting Date

08/15/23

Pallo, Lisa

Effective Date 08/28/2023

Brimhall Elementary

Intervention Teacher

Returning from a .25 leave and will be working a 1.0 FTE for the 2023-2024 school year.

GIFTS TO SCHOOLS 2023/24

SCHOOL BUILDING	NAME/ADDRESS OF DONOR	GIFT	USE
Harambee Elementary School	Joe's Sporting Goods 33 East County Rd B Maplewood, MN 55117	\$5,000.00	Last day of school celebration
Roseville Area High School	RAHS Boys Lacrosse Boosters 1240 County Rd B2 W Roseville, MN 55113	\$1,201.00	Additional coaching staff, supplies, and HUDL streaming services
Roseville Area High School	RAHS Girls Hockey Booster Club 1240 County Rd B2 W Roseville, MN 55113	\$1,105.00	HUDL streaming services
Roseville Area High School	Roseville Boys Backcourt Club 1240 County Rd B2 W Roseville, MN 55113	\$3,816.02	Uniforms and HUDL streaming services
Roseville Area High School	RAHS Bullpen Baseball Booster Club 1240 County Rd B2 W Roseville, MN 55113	\$1,786.77	Supplies
Roseville Area High School	Roseville Girls Basketball Booster Club 2138 Arcade St Maplewood, MN 55109	\$4,007.62	Additional coaching staff and t-shirts
Roseville Area High School	Cheryl K Shoop 5340 56th St NW Apt 404 Rochester, MN 55901	\$35.00	Football program
Roseville Area High School	YourCause/Blackbaud - on behalf of Karen Doherty 65 Fairchild St. Charleston, SC 29492	\$12.00	Principal's discretion
Roseville Area Schools	YourCause/Blackbaud - on behalf of Aaron Mastrian 65 Fairchild St. Charleston, SC 29492	\$19.98	District's discretion

Agenda Topic: Conditions of Employment – AFSCME Special Education Paraprofessional Contract Reopener, Salary Schedule
Meeting Date: August 15, 2023
Contact Person: Kenyatta McCarty and Shari Thompson

Background:

Contract reopener negotiations on the Special Education Salary Schedule with the paraprofessional employees, who are represented by AFSCME, was held on Monday, June 12, 2023. Shari Thompson, Jerry Gibson, and Kenyatta McCarty represented the district during negotiations.

Here is a brief summary of the changes:

1. Improvements to the salary schedule. To include a new wage schedule specifically for paraprofessionals assigned to support Student Services/Special Education.
2. Step 1 was eliminated from the previous wage schedule and a new step 6 was added.
3. An additional 0.75% was added to each cell of the salary schedule.
4. Additionally, a new provision was added to apply an additional \$1.00/hour for paraprofessionals assigned to our center-based programs for the 2023-2024 school year.

AFSCME paraprofessional employees ratified this tentative agreement on July 14, 2023.

The tentative agreement falls within the budget parameters included in the adopted budget and improves our ability to recruit and retain quality candidates and employees.

The district wishes to express its thanks to the Special Education Paraprofessional negotiation team represented by LeAnn Salas; Thad Swiggum; AFSCME Council 5 Representative, Corinne Walker; and AFSCME Council 5 Field Rep, Suzanne Kocurek, for their collaborative work to reach a fair settlement.

Recommendation:

It is recommended that the board approve the improved wage schedule in the current collective agreement for the 2023-2024 school year as negotiated and ratified by the paraprofessional employees, who are represented by AFSCME Council 5.

 X Action Required

 Informational – No Board Action Requested

Agenda Topic: School Resource Officer Contract – Roseville Area High School
Meeting Date: August 15, 2023
Contact Person: Melissa Sonnek

Background:

Roseville Area Schools has had a long and productive relationship with the Roseville Police Department. The attached agreement will provide for a continuation of police liaison services at Roseville Area High School for the 2023-2024 school year.

Recommendation:

It is recommended that the board approve the contract with the Roseville Police Department to provide a school resource officer at Roseville Area High School for the 2023-2024 school year.

Action Required

Informational – No Board Action Requested

**Roseville Area Schools
and
Roseville Police Department**

**ROSEVILLE AREA HIGH SCHOOL POLICE LIAISON OFFICER AGREEMENT
2023-2024 School Year**

THIS AGREEMENT, made and entered into by and between the City of Roseville (hereinafter "City") and the Roseville Area School District, Independent School District No. 623 (hereinafter "School District").

WHEREAS, the City and School District intend to cooperate in the joint use of a Police Liaison Officer to assist in the establishment and coordination of a cooperative community approach between the School District, its parents, the City, and other community members to meet the special needs and problems of School District students and City residents; and

WHEREAS, the City and School District desire to have a Police Liaison Officer assigned to Roseville Area High School as a liaison between the School District and the City; and

WHEREAS, by this Agreement the parties desire to establish a framework of cooperating to work jointly to develop rapport among the youth of the School District and the law enforcement community, and the site of this City/School District community partnership will be at the Roseville Area High School. And, whereby the City and the School District will both contribute to the costs associated with this cooperative Police Liaison Officer venture, both the City and the School District will be granted certain rights pertaining to the Roseville Area High School Police Liaison Officer program;

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. Contributions to the Police Liaison Officer Program by the City:
 - A. The City will contract with the Police Liaison Officer and the City will be the employing party. The City will be responsible for any claims and other liability as would normally apply to a City employee. This Agreement in no way constitutes a waiver or alteration by the City of relevant liability limits established under Minnesota Statutes Chapter 466. The City expressly declares that it in no way intends to be subject to any measure of liability beyond the limits of Minnesota Statutes Chapter 466 by way of entering into this Agreement.

- B. The City will provide overall supervision and the Police Liaison Officer shall be responsible to the Roseville Chief of Police or his/her designee.
 - C. The Police Liaison Officer shall perform the duties and responsibilities identified on the position responsibility write-up attached to the Agreement as **Exhibit A**. The position responsibility write-up will be reviewed and updated periodically by the Roseville Police Chief and the Roseville Area High School Principal. Attached also as **Exhibit B** is the **Student and Teacher Calendar for 2023-2024**.
2. Contribution to the Police Liaison Officer Program by the School District:
- A. The School District will pay the City 67 percent of the total costs associated with the payment of salary and benefits of the Police Liaison Officer and cell phone expenses, not to exceed **\$80,304.54**. The position will be filled by a police officer paid according to the current police officer union contract. The Police Liaison Officer is expected to be on duty **168** student days and additional staff days as determined by the RAHS principal or his/her designee. When there is a need for the Police Liaison Officer to be absent for more than five (5) consecutive student days, the Principal and the Chief of Police will arrange for a substitute Officer or arrange for the City to reimburse the School District for missed time.
 - B. The School District will provide office space for the Police Liaison Officer at Roseville Area High School and contribute the utilities (heating, electricity, and water), insurance (property), security, and routine maintenance costs at no cost to the City, and in a manner consistent with the policies and practices of the School District.
 - C. The School District will provide a reserved parking space in the proximity of the Police Liaison Officer's office. The School District will assume the full cost of snowplowing, maintenance, and repairs to the parking space for the term of the joint venture.
 - D. The School District will provide basic custodial service, consistent with the policies and practices of the School District.
 - E. The Roseville Area High School Principal or his/her designee will provide regular onsite supervisory support, consistent with the policies and practices of the School District, while being fully aware that the Police Liaison Officer is an employee of the City.

3. Selection and Duties:

A. The Principal of Roseville Area High School or his/her designee shall be involved in the interviews and selection of the Police Liaison Officer. Duties assigned the Police Liaison Officer shall be mutually agreed to by the High School Principal and the Police Chief, or their respective designees.

B. Duties:

- On Site Duty Day: 7:45 a.m. - 3:15 p.m.;
- Occasionally the Principal may request of the Chief of Police that the Police Liaison Officer attend a school event outside normal duty hours.
- The Police Liaison Officer will notify the High School Principal's Secretary when he/she will be absent.
- Duties: hall supervision and overall supervision of safety/security, parking lot supervision, annually review practices to create a safe environment and recommend improvements prior to October 1, meet weekly with RAHS Administrative Team, participate in RAHS Safety Committee meetings, assist Principal, Associate Principals and Deans with lunchroom supervision, serious discipline issues, investigation of incidents, and other duties as specified in Exhibit A.

4. Term of Agreement:

The City and the School District shall have the right to terminate this Agreement by giving the other party sixty (60) days written notice of its intent to cancel the entire Agreement. In the event of cancellation, the parties will be mutually relieved of any further obligation as set forth in this Agreement. This Agreement shall remain in effect until June 30, 2024. Thereafter, the Agreement may be renewed for 12-month periods commencing with July 1 and ending June 30 of the following year. Annually, by May 1, the School District will notify the Chief of Police for the Roseville Police Department of the School District's intent regarding renewal of this Agreement.

5. Yearly Review:

Annually before June 1, the School District and the City shall meet to review this Agreement. Adjustments and addendums to this Agreement may be made by mutual agreement.

6. Notice:

All notices and demands by or from either party shall be in writing and shall be validly given or

made if served either personally or if deposited in the United States Mail, certified or registered, postage prepaid, return receipt requested. If such notice is served personally, service shall be conclusively deemed made at the time of such personal service. If such notice or demand is made by registered or certified mail in the manner herein provided, service shall be conclusively deemed made forty-eight (48) hours after the deposit thereof in the United States Mail addressed to the party whom such notice is to be given.

Any notice or demand to the City shall be addressed to the City at:

City of Roseville
2660 Civic Center Drive
Roseville, MN 55113-1899

Any notice or demand to the School District shall be addressed to the School District at:

Independent School District No. 623
1251 West County Road B-2
Roseville, MN 55113

7. Entire Agreement:

This Agreement represents the entire understanding and agreement between the parties hereto and this Agreement may not be altered, changed, or amended except by an instrument **in** writing, signed by all parties.

INDEPENDENT SCHOOL DISTRICT NO. 623 CITY OF ROSEVILLE

By: _____
Curtis Johnson, Chair

By: _____
Dan Roe, Mayor

By: _____
Jenny Loeck, Superintendent

By: _____
Pat Trudgeon, City Manager

EXHIBIT A

Assists, as assigned, with petitions to Juvenile Court and works with social and welfare agencies, probation personnel.

Assists, as assigned, in reporting child abuse/neglect cases and in handling Children in need of Protection or Services (CHIPS) cases.

Performs other duties as assigned by the School Principal.

During the summer months, performs duties as assigned by the Case Coordinator.

Follow-up to non-school related incidents with RAS students & families to provide support and resources.

Proactive relationship building such as educational classroom visits, guest speaking, attending family engagement activities and events at each elementary building.

Knowledge and Skills Required

Knowledge of and ability to follow School District policies, regulations and procedures.

Ability to work with other law enforcement and outside agencies where jurisdictional requirements prevail.

Ability to relate to and work with students of various cultural and economic backgrounds.

Ability to establish and maintain good working relationships with school administrators, teachers and staff.

Supervision

Supervised by the City of Roseville Police Department. Works directly with and under the guidance of the Roseville Area High School Principal.

Supervision of Others

None.

Responsibility for Public Contact

Continuous, requiring tact, courtesy, and good judgement.

Clothing to be Worn

Because the officer assigned to the Police Liaison Program is working in a very visible position, the normal dress will be a soft law enforcement uniform.

Agenda Topic: Policy 416/506: Discrimination, Harassment and Violence Prevention Policy
(revised) First Reading
Meeting Date: August 15, 2023
Contact Person: Melissa Sonnek

Background:

Melissa Sonnek, assistant superintendent, will review proposed revisions to Policy 416/506: Discrimination, Harassment and Violence Prevention Policy. The policy was last revised in August 2018.

Recommendation:

Action Required

Informational – No Board Action Requested

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 416 and 506 – Discrimination, Harassment and Violence Prevention Policy:
Grievance Procedures

1.0 General Statement of Policy Personnel and Students

It is the policy of Independent School District No. 623 to maintain learning and working environments that are free from discrimination, harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability, marital status, familial status, or status with regard to public assistance. The School District prohibits any form of discrimination, harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability, marital status, familial status, or status with regard to public assistance.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to discriminate against, or engage in unlawful discriminatory conduct, or harass a pupil, teacher, administrator or other school personnel through conduct (e.g., physical, verbal, graphic or written) based on a person's actual or perceived race, color, creed, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability, marital status, familial status, or status with regard to public assistance [protected class] as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict violence upon any pupil, teacher, administrator or other school personnel based on a person's actual or perceived race, color, creed, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability, marital status, familial status, or status with regard to public assistance.

The antidiscrimination laws apply to all of the academic and nonacademic (e.g. athletic and extracurricular) programs of the School District, whether conducted in school facilities or elsewhere.

The School District will act to investigate all complaints, formal or informal, verbal or written, of discrimination, unlawful discriminatory conduct, harassment and violence based on a person's actual or perceived race, color, creed, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability,

Policy 416 and 506 – Discrimination, Harassment and Violence Prevention Policy:
Grievance Procedures

marital status, familial status, or status with regard to public assistance, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

2.0 Definitions

2.1 “Assault”: Assault is:

- 2.1.1 an act done with intent to cause fear in another of immediate bodily harm or death;
- 2.1.2 the intentional infliction of or attempt to inflict bodily harm upon another; or
- 2.1.3 the threat to do bodily harm to another with present ability to carry out the threat.

2.2 “Cisgender”: Cisgender means a person’s gender matches their assigned sex at birth.

2.3 “Disability”: Disability means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:

- 2.3.1 has a physical, sensory, or mental impairment which materially limits one or more major life activities;
- 2.3.2 has a record of such impairment; or
- 2.3.3 is regarded as having such an impairment.

2.4 “Discriminate” includes segregate or separate. It also includes:

- 2.4.1 An “unfair discriminatory practice” as described in Minn. Stat. §§ 363A.13, 363A.14 and 363A.15; and
- 2.4.2 Any violation of federal laws prohibiting discrimination in education (including “Section 504 of the Rehabilitation Act of 1973” and the “Americans with Disabilities Act”).

2.5 “Familial status”: Familial status means the condition of one or more minors being domiciled with:

- 2.5.1 their parent or parents or the minor’s legal guardian; or
- 2.5.2 the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections

Policy 416 and 506 – Discrimination, Harassment and Violence Prevention Policy:
Grievance Procedures

afforded against discrimination and harassment on the basis of familial status apply to any person who is pregnant or is in the process of securing legal custody or an individual who has not attained the age of majority.

- 2.6 “Gender” refers to the socially constructed roles, behaviors, activities, and attributes that a given society attaches to femininity or masculinity.
- 2.7 “Gender binary” refers to the social construction of a gender dichotomy between masculinity and femininity.
- 2.8 “Gender expansive” refers to fluidity in one’s gender identity and often, though not always, in one’s sexual orientation. Terms synonymous with “gender expansive” may include “genderqueer,” “gender fluid,” “gender creative,” and “gender nonconforming.”
- 2.9 “Gender expression” refers to the manner by which a person represents or expresses the person’s gender to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms.
- 2.10 “Gender identity” refers to a deeply held sense or knowledge of a person’s own gender.
- 2.11 “Harassment” consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ actual or perceived race, color, creed, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability, marital status, familial status, or status with regard to public assistance, when the conduct:
- 2.11.1 has the purpose or effect of creating an intimidating, hostile or offensive employment or educational environment;
- 2.11.2 has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or educational performance; or
- 2.11.3 otherwise adversely affects an individual’s employment or educational opportunities.
- 2.12 “Immediately” means as soon as possible but in no event longer than one (1) school day.

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Grievance Procedures

- 2.13 **“Intersex” refers to a combination of features that distinguish male and female anatomy.**
- 2.14 “Marital status”: Marital status means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against discrimination and harassment on the basis of identity, situation, actions, or beliefs of a spouse or former spouse.
- 2.15 “National origin”: National origin means the place of birth of an individual or of any of the individual’s lineal ancestors.
- 2.16 “Remedial response” means a measure to stop and correct acts of discrimination, harassment, or violence, prevent acts of discrimination, harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of discrimination, harassment, or violence.
- 2.17 **“Sex” refers to a person’s biology and is generally categorized as male, female, or intersex.** ~~Sex includes, but is not limited to, gender and any related conditions such as pregnancy, childbirth, and disabilities related to pregnancy or childbirth.~~
- 2.18 “Sexual Harassment” consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
- 2.18.1 submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- 2.18.2 submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
- 2.18.3 that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
- 2.19 Sexual Harassment may include but is not limited to:
- 2.19.1 unwelcome verbal harassment or abuse;

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2.19.2 unwelcome pressure for sexual activity;

2.19.3 unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;

2.19.4 unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

2.19.5 unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

2.19.6 unwelcome behavior or words directed at an individual because of gender.

2.20 "Sexual orientation": Sexual orientation means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult. "Sexual orientation" describes an individual's enduring physical, romantic, and/or emotional attraction to another person. Gender identity and sexual orientation are not the same.

2.21 "Sexual Violence": Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statute Section 609.341, include the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

2.21.1 touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

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2.21.2 coercing, forcing or attempting to coerce or force the touching of anyone’s intimate parts;

2.21.3 coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or

2.21.4 threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

2.22 “Status with regard to public assistance”: Status with regard to public assistance means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

2.23 “Transgender” describes persons whose gender identity or expression is different from that traditionally associated with their sex assigned at birth.

2.24 “Violence” prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to race, color, creed, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability, marital status, familial status, or status with regard to public assistance.

3.0 Reporting Procedures

3.1 Any person who believes he or she has been the victim of discrimination, harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability, marital status, familial status, or status with regard to public assistance by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute discrimination, harassment or violence toward a pupil, teacher, administrator or other school personnel on these bases, should report the alleged acts immediately to an appropriate School District official designated by this policy. A person may report conduct which may constitute discrimination, harassment or violence anonymously. However, the School District may not rely solely on an anonymous report to determine discipline or other remedial responses.

The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available

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from the School District office, but oral reports shall be considered complaints as well.

Nothing in this policy shall prevent any person from reporting discrimination, harassment or violence directly to a District Human Rights Officer or to the Superintendent. If the complaint involves the principal, the complaint shall be made or filed directly with the Superintendent or the District Human Rights Officer by the reporting party or complainant.

For purposes of this policy principal shall be defined as a building principal or the Director of Community Education.

- 3.1.1 In each school building the building principal or the principal's designee is the person responsible for receiving oral or written reports of discrimination, harassment or violence at the building level. Any adult School District personnel who receive a report of discrimination, harassment or violence prohibited by this policy shall inform the building principal immediately.
- 3.1.2 A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of discrimination, harassment, or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute discrimination, harassment or violence shall make reasonable efforts to address and resolve the discrimination, harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute discrimination, harassment or violence or who fail to make reasonable efforts to address and resolve the discrimination, harassment or violence in a timely manner may be subject to disciplinary action.
- 3.1.3 For Complaints by a Student against an Employee or an Employee against an Employee: Upon receipt of a report, the building principal shall notify a School District Human Rights Officer immediately, without investigating the report. The building principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building principal to a School District Human Rights Officer. If the report was given verbally, the principal shall

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personally reduce it to written form as soon as possible or no later than 72 hours and forward it to a School District Human Rights Officer. If the complaint involves the building principal, the complaint shall be made or filed directly with a School District Human Rights Officer by the reporting party or complainant.

- 3.1.4 For Complaints by a Student against a Student or an Employee against a Student: Upon receipt of a report, building staff must notify the building principal immediately, without screening or investigating the report. The building principal or designee will authorize an investigation pursuant to section 4.2 below. The building principal or designee may request, but may not insist upon, a written complaint. If the complaint involves the building principal, the complaint shall be made or filed directly with a School District Human Rights Officer by the reporting party or complainant. If the complaint is brought by a staff member against a student and the complaint involves dangerous or threatening behavior by the student, the complaint shall be forwarded to a School District Human Rights Officer.
- 3.1.5 Designation of the School District Human Rights Officers. The School Board hereby designates the administration to appoint School District Human Rights Officers to receive reports or complaints of discrimination, harassment or violence prohibited by this policy against staff. If the complaint involves one of the Human Rights Officers, the complaint shall be filed with the Superintendent.
- 3.1.6 The School District shall conspicuously post the names of the Human Rights Officer(s), including mailing addresses and telephone numbers.
- 3.1.7 Submission of a good faith complaint or report of discrimination, harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- 3.1.8 Use of formal reporting forms is not mandatory.
- 3.1.9 Reports of discrimination, harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

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- 3.1.10 The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.
- 3.1.11 Retaliation against a victim, good faith reporter, or a witness of violence, discrimination, or harassment is prohibited.
- 3.1.12 False accusations or reports of violence, discrimination or harassment against another person are prohibited.
- 3.1.13 A person who engages in an act of violence, discrimination, or harassment, reprisal, retaliation, or false reporting of violence, discrimination or harassment, or permits, condones, or tolerates violence, discrimination or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

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

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

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

4.0 Investigation

- 4.1 For Complaints by a Student against an Employee or an Employee against an Employee: By authority of the School District, the Human Rights Officer, within three (3) school days of receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be

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conducted by School District officials or by a third party designated by the School District.

- 4.2 For Complaints by Students against Students or an Employee against a Student: By authority of the School District, the building principal or designee, within three (3) school days of receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.
- 4.3 The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- 4.4 The alleged perpetrator of the act(s) of discrimination, harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- 4.5 In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- 4.6 Based on the preponderance of the evidence, the School District will determine whether the alleged conduct was an act of discrimination or created an intimidating, hostile, or offensive educational environment.
- 4.7 In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged discrimination, harassment or violence prohibited by this policy.
- 4.8 For employees, the investigation will be completed as soon as possible. The School District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the

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School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

- 4.9 For students, the investigation will be completed as soon as possible. The building principal or designee shall make a written report to a School District Human Rights Officer upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

5.0 School District Action

- 5.1 Upon completion of an investigation that determines a violation of this policy has occurred, the School District will take appropriate action consistent with applicable collective bargaining agreements (if any), Minnesota and federal laws, and School District policies and regulations. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
- 5.2 The School District is not authorized to disclose to a victim private educational or personal data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of discrimination, harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of discrimination, harassment or violence who have been involved in a reported and confirmed discrimination, harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- 5.3 In order to prevent or respond to acts of discrimination, harassment or violence committed by or directed against a child with a disability, the School District shall, where determined appropriate by the child's individualized education program (IEP) or section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of discrimination, harassment or violence.

6.0 Reprisal

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports in good faith alleged discrimination, harassment or violence

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prohibited by this policy, or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Remedial responses to the discrimination, harassment or violence shall be tailored to the particular incident and nature of the conduct.

7.0 Right to Alternative Complaint Procedures

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

8.0 Harassment or Violence as Abuse

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.

9.0 Dissemination of Policy and Training

9.1 This policy shall be conspicuously posted, with the names of the Human Rights Officers, including mailing addresses and telephone numbers, throughout each school building in areas accessible to students, staff members and volunteers.

9.2 This policy shall be given to each School District employee and independent contractor who regularly interacts with students at the time of entering into the person's employment contract.

9.3 This policy shall appear in a student rights and responsibilities policy book and an abbreviated version shall appear in the student handbooks.

9.4 The School District will communicate this policy to students, families and employees.

9.5 The School District may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

Policy 416 and 506 – Discrimination, Harassment and Violence Prevention Policy:
Grievance Procedures

9.6 This policy shall be reviewed periodically for compliance with state and federal law.

Adopted: 10/22/87

Revised: 3/14/06

1/24/17

8/21/18

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 416 and 506 – Discrimination, Harassment and Violence Prevention Policy:
Grievance Procedures

1.0 General Statement of Policy Personnel and Students

It is the policy of Independent School District No. 623 to maintain learning and working environments that are free from discrimination, harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability, marital status, familial status, or status with regard to public assistance. The School District prohibits any form of discrimination, harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability, marital status, familial status, or status with regard to public assistance.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to discriminate against, or engage in unlawful discriminatory conduct, or harass a pupil, teacher, administrator or other school personnel through conduct (e.g., physical, verbal, graphic or written) based on a person's actual or perceived race, color, creed, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability, marital status, familial status, or status with regard to public assistance [protected class] as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict violence upon any pupil, teacher, administrator or other school personnel based on a person's actual or perceived race, color, creed, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability, marital status, familial status, or status with regard to public assistance.

The antidiscrimination laws apply to all of the academic and nonacademic (e.g. athletic and extracurricular) programs of the School District, whether conducted in school facilities or elsewhere.

The School District will act to investigate all complaints, formal or informal, verbal or written, of discrimination, unlawful discriminatory conduct, harassment and violence based on a person's actual or perceived race, color, creed, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability, marital status, familial status, or status with regard to public assistance, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

2.0 Definitions

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- 2.1 “Assault”: Assault is:
 - 2.1.1 an act done with intent to cause fear in another of immediate bodily harm or death;
 - 2.1.2 the intentional infliction of or attempt to inflict bodily harm upon another; or
 - 2.1.3 the threat to do bodily harm to another with present ability to carry out the threat.

- 2.2 “Discriminate” includes segregate or separate. It also includes:
 - 2.2.1 An “unfair discriminatory practice” as described in Minn. Stat. §§ 363A.13, 363A.14 and 363A.15; and
 - 2.2.2 Any violation of federal laws prohibiting discrimination in education (including “Section 504 of the Rehabilitation Act of 1973” and the “Americans with Disabilities Act”).

- 2.3 “Harassment” consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ actual or perceived race, color, creed, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability, marital status, familial status, or status with regard to public assistance, when the conduct:
 - 2.3.1 has the purpose or effect of creating an intimidating, hostile or offensive employment or educational environment;
 - 2.3.2 has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or educational performance; or
 - 2.3.3 otherwise adversely affects an individual’s employment or educational opportunities.

- 2.4 “Sexual Harassment” consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - 2.4.1 submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - 2.4.2 submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or

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2.4.3 that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

2.5 Sexual Harassment may include but is not limited to:

2.5.1 unwelcome verbal harassment or abuse;

2.5.2 unwelcome pressure for sexual activity;

2.5.3 unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;

2.5.4 unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

2.5.5 unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

2.5.6 unwelcome behavior or words directed at an individual because of gender.

2.6 "Sexual Violence": Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statute Section 609.341, include the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

2.6.1 touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex:

2.6.2 coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;

2.6.3 coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or

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- 2.6.4 threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- 2.7 “Violence” prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to race, color, creed, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability, marital status, familial status, or status with regard to public assistance.
- 2.8 “Disability”: Disability means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
- 2.8.1 has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - 2.8.2 has a record of such impairment; or
 - 2.8.3 is regarded as having such an impairment.
- 2.9 “Familial status”: Familial status means the condition of one or more minors being domiciled with:
- 2.9.1 their parent or parents or the minor’s legal guardian; or
 - 2.9.2 the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against discrimination and harassment on the basis of familial status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
- 2.10 “Marital status”: Marital status means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against discrimination and harassment on the basis of identity, situation, actions, or beliefs of a spouse or former spouse.
- 2.11 “National origin”: National origin means the place of birth of an individual or of any of the individual’s lineal ancestors.
- 2.12 “Sex”: Sex includes, but is not limited to, gender and any related conditions such as pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
- 2.13 “Gender expression”: Gender expression refers to a person’s gender-related appearance and behavior whether or not traditionally associated with the person’s physical anatomy or sex at birth.

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- 2.14 “Gender identity”: Gender identity refers to one’s internal, personal sense of being male or female.
- 2.15 “Sexual orientation”: Sexual orientation means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
- 2.16 “Status with regard to public assistance”: Status with regard to public assistance means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- 2.17 “Immediately” means as soon as possible but in no event longer than one (1) school day.
- 2.18 “Remedial response” means a measure to stop and correct acts of discrimination, harassment, or violence, prevent acts of discrimination, harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of discrimination, harassment, or violence.

3.0 Reporting Procedures

- 3.1 Any person who believes he or she has been the victim of discrimination, harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability, marital status, familial status, or status with regard to public assistance by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute discrimination, harassment or violence toward a pupil, teacher, administrator or other school personnel on these bases, should report the alleged acts immediately to an appropriate School District official designated by this policy. A person may report conduct which may constitute discrimination, harassment or violence anonymously. However, the School District may not rely solely on an anonymous report to determine discipline or other remedial responses.

The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well.

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Nothing in this policy shall prevent any person from reporting discrimination, harassment or violence directly to a District Human Rights Officer or to the Superintendent. If the complaint involves the principal, the complaint shall be made or filed directly with the Superintendent or the District Human Rights Officer by the reporting party or complainant.

For purposes of this policy principal shall be defined as a building principal or the Director of Community Education.

- 3.1.1 In each school building the building principal or the principal's designee is the person responsible for receiving oral or written reports of discrimination, harassment or violence at the building level. Any adult School District personnel who receive a report of discrimination, harassment or violence prohibited by this policy shall inform the building principal immediately.
- 3.1.2 A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of discrimination, harassment, or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute discrimination, harassment or violence shall make reasonable efforts to address and resolve the discrimination, harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute discrimination, harassment or violence or who fail to make reasonable efforts to address and resolve the discrimination, harassment or violence in a timely manner may be subject to disciplinary action.
- 3.1.3 For Complaints by a Student against an Employee or an Employee against an Employee: Upon receipt of a report, the building principal shall notify a School District Human Rights Officer immediately, without investigating the report. The building principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building principal to a School District Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form as soon as possible or no later than 72 hours and forward it to a School District Human Rights Officer. If the complaint involves the building principal, the complaint shall be made or filed directly with a School District Human Rights Officer by the reporting party or complainant.
- 3.1.4 For Complaints by a Student against a Student or an Employee against a Student: Upon receipt of a report, building staff must notify the building principal immediately, without screening or investigating the report. The building principal or designee will authorize an

Policy 416 and 506 – Discrimination, Harassment and Violence Prevention Policy:
Grievance Procedures

investigation pursuant to section 4.2 below. The building principal or designee may request, but may not insist upon, a written complaint. If the complaint involves the building principal, the complaint shall be made or filed directly with a School District Human Rights Officer by the reporting party or complainant. If the complaint is brought by a staff member against a student and the complaint involves dangerous or threatening behavior by the student, the complaint shall be forwarded to a School District Human Rights Officer.

- 3.1.5 Designation of the School District Human Rights Officers. The School Board hereby designates the administration to appoint School District Human Rights Officers to receive reports or complaints of discrimination, harassment or violence prohibited by this policy against staff. If the complaint involves one of the Human Rights Officers, the complaint shall be filed with the Superintendent.
- 3.1.6 The School District shall conspicuously post the names of the Human Rights Officer(s), including mailing addresses and telephone numbers.
- 3.1.7 Submission of a good faith complaint or report of discrimination, harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- 3.1.8 Use of formal reporting forms is not mandatory.
- 3.1.9 Reports of discrimination, harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- 3.1.10 The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.
- 3.1.11 Retaliation against a victim, good faith reporter, or a witness of violence, discrimination, or harassment is prohibited.
- 3.1.12 False accusations or reports of violence, discrimination or harassment against another person are prohibited.
- 3.1.13 A person who engages in an act of violence, discrimination, or harassment, reprisal, retaliation, or false reporting of violence, discrimination or harassment, or permits, condones, or tolerates violence, discrimination or harassment shall be subject to discipline

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or other remedial responses for that act in accordance with the school district's policies and procedures.

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

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

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

4.0 Investigation

- 4.1 For Complaints by a Student against an Employee or an Employee against an Employee: By authority of the School District, the Human Rights Officer, within three (3) school days of receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.
- 4.2 For Complaints by Students against Students or an Employee against a Student: By authority of the School District, the building principal or designee, within three (3) school days of receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.
- 4.3 The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- 4.4 The alleged perpetrator of the act(s) of discrimination, harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

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Grievance Procedures

- 4.5 In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
 - 4.6 Based on the preponderance of the evidence, the School District will determine whether the alleged conduct was an act of discrimination or created an intimidating, hostile, or offensive educational environment.
 - 4.7 In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged discrimination, harassment or violence prohibited by this policy.
 - 4.8 For employees, the investigation will be completed as soon as possible. The School District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.
 - 4.9 For students, the investigation will be completed as soon as possible. The building principal or designee shall make a written report to a School District Human Rights Officer upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.
- 5.0 School District Action
- 5.1 Upon completion of an investigation that determines a violation of this policy has occurred, the School District will take appropriate action consistent with applicable collective bargaining agreements (if any), Minnesota and federal laws, and School District policies and regulations. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
 - 5.2 The School District is not authorized to disclose to a victim private educational or personal data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of discrimination, harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of discrimination, harassment or violence who have been involved in a reported and confirmed discrimination, harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

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5.3 In order to prevent or respond to acts of discrimination, harassment or violence committed by or directed against a child with a disability, the School District shall, where determined appropriate by the child's individualized education program (IEP) or section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of discrimination, harassment or violence.

6.0 Reprisal

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports in good faith alleged discrimination, harassment or violence prohibited by this policy, or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Remedial responses to the discrimination, harassment or violence shall be tailored to the particular incident and nature of the conduct.

7.0 Right to Alternative Complaint Procedures

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

8.0 Harassment or Violence as Abuse

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.

9.0 Dissemination of Policy and Training

9.1 This policy shall be conspicuously posted, with the names of the Human Rights Officers, including mailing addresses and telephone numbers, throughout each school building in areas accessible to students, staff members and volunteers.

9.2 This policy shall be given to each School District employee and independent contractor who regularly interacts with students at the time of entering into the person's employment contract.

9.3 This policy shall appear in a student rights and responsibilities policy book and an abbreviated version shall appear in the student handbooks.

Policy 416 and 506 – Discrimination, Harassment and Violence Prevention Policy:
Grievance Procedures

- 9.4 The School District will communicate this policy to students, families and employees.
- 9.5 The School District may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- 9.6 This policy shall be reviewed periodically for compliance with state and federal law.

Approved: 10/22/87
Revised: 3/14/06
Revised: 1/24/17
Revised: 8/21/18

Agenda Topic: Policy 510: Student Dress (revised) Second Reading
Meeting Date: August 15, 2023
Contact Person: Melissa Sonnek

Background:

Melissa Sonnek, assistant superintendent, will review proposed revisions to Policy 510: Student Dress. There were no requested changes from the first reading on June 27, 2023. This will be the second reading of the policy.

Recommendation:

It is recommended that the board approve Policy 510: Student Dress as presented.

Action Required

Informational – No Board Action Requested

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 510 – Student Dress

1.0 Purpose

The purpose of this policy is to establish expectations of dress for students consistent with the Roseville Schools Equity Vision.

2.0 General Statement of Policy

Safety and belonging are important components of a positive school culture. This policy is focused on promoting both components.

3.0 Inappropriate dress includes, but is not limited to, the following:

- a. Student attire that creates a danger to health or safety.
- b. Attire that creates a material and substantial disruption to the educational process, school operations, or a school sponsored activity; that can reasonably be forecasted to create such a disruption; or that reflects aggression, including microaggression, toward any protected class.
- c. Clothing or accessories with words, pictures, caricatures, based on stereotypes of a specific gender, race, ethnicity, nationality, religion, sexual orientation, or disability.
- d. Clothing or accessories with American Indian team names, logos or mascots that depict stereotypes.

4.0 The School District shall not enforce its dress code policies more strictly against transgender or gender expansive students because of their transgender or gender expansive status.

~~4.0~~ 5.0 The dress code policy applies to all school days including summer school, school related events and activities such as dances, prom, graduations and educational travel.

Adopted: 6/23/20

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 510 – Student Dress

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3.0 Inappropriate dress includes, but is not limited to, the following:

- a. Student attire that creates a danger to health or safety.
- b. Attire that creates a material and substantial disruption to the educational process, school operations, or a school sponsored activity; that can reasonably be forecasted to create such a disruption; or that reflects aggression, including microaggression, toward any protected class.
- c. Clothing or accessories with words, pictures, caricatures, based on stereotypes of a specific gender, race, ethnicity, nationality, religion, sexual orientation, or disability.
- d. Clothing or accessories with American Indian team names, logos or mascots that depict stereotypes.

4.0 The School District shall not enforce its dress code policies more strictly against transgender or gender expansive students because of their transgender or gender expansive status.

5.0 The dress code policy applies to all school days including summer school, school related events and activities such as dances, prom, graduations and educational travel.

Adopted: 6/23/20

Revised:

Agenda Topic: Ten-Year Long Term Facilities Maintenance Plan/Levy
Meeting Date: August 15, 2023
Contact Person: Shari Thompson

Background:

The 2015 legislative session established the Long-Term Facilities Maintenance Revenue Program for School Districts. This program replaced the Health and Safety Revenue, Deferred Maintenance Revenue, and Alternative Facilities Bonding and Levy programs beginning in fiscal year 2017. Under the LTFM Revenue Program, the district must have a ten-year facilities plan that is annually adopted by the school board. Funding is provided through a combination of levy and state aid.

Over the past five years, the district has been working on a financially responsible long-range facilities plan to address the district's greatest facilities needs. In addition to the passage of a \$144 million building bond referendum for the improvement and addition of our existing facilities, we are remedying the deferred maintenance including work to our building envelopes, heating, air conditioning, ventilation, plumbing and electrical systems, and roofs over an extended period of time.

It was determined that the most effective way to address these physical facility needs was to utilize the Long-Term Facilities Maintenance Revenue Program (LTFM). Approval of the following recommendation will authorize work to be completed in fiscal year 2025 of the LTFM plan. Currently, the plan is for most of the work to be completed at Falcon Heights Elementary and E.D. Williams Elementary in updating HVAC systems, related ceilings, lighting, and other interior finishes, in addition to other smaller projects in the district.

Recommendation:

It is recommended that the board adopt the resolution approving the Long-Term Facilities Maintenance Capital Expenditure Plan for fiscal years 2025-2033 as presented.

Action Required

Informational – No Board Action Requested

		Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413	ED - 02478-09
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesc			
District Info.		Enter Information	
District Name:	Roseville Area Schools		
District Number:	0623-01		
District Contact Name:	Shari Thompson		
Contact Phone #	651-635-1615		
Expenditure Categories			2033
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.			
Finance Code		Category (1)	
347	Physical Hazards		\$100,000
349	Other Hazardous Materials		\$35,000
352	Environmental Health and Safety Management		\$370,000
358	Asbestos Removal and Encapsulation		\$600,000
363	Fire Safety		\$100,000
366	Indoor Air Quality		\$0
		Total Health and Safety Capital Projects	\$1,205,000
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year			
Finance Code		Category (2)	
358	Asbestos Removal and Encapsulation		\$0
363	Fire Safety		\$0
366	Indoor Air Quality		\$0
		Total Health and Safety Capital Projects \$100,000 or More	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151			
Finance Code		Category 3 (a)	
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.		\$0
		Total Remodeling for Approved Voluntary Pre-K Projects	\$0
Remodeling for Gender-Neutral Single-User Restrooms			
Finance Code		Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025	
UFARS Coding Pending	Remodeling for gender-neutral single user restroom per site.		\$0
		Total Remodeling for Gender-Neutral Single User Projects	\$0
Accessibility			
Finance Code		Category (4)	
367	Accessibility		\$0
		Total Accessibility Projects	\$0
Deferred Capital Expenditures and Maintenance Projects			
Finance Code		Category (5)	
368	Building Envelope		\$609,800
369	Building Hardware and Equipment		\$2,232
370	Electrical		99358/8
379	Interior Surfaces		\$375,620
380	Mechanical Systems		\$2,723,625
381	Plumbing		\$1,845,209
382	Professional Services and Salary		\$1,400,000
383	Roof Systems		\$1,600,000
384	Site Projects		\$0
		Total Deferred Capital Expense and Maintenance	\$8,556,486
		Total Annual 10-Year Plan Expenditures	\$9,761,486
Fund Balance Section			
Fund 01			
	Beginning Fund Balance 01-467-XX		\$0
	LTFM Fiscal Year Revenue - Levy		\$0
	LTFM Fiscal Year Revenue - AID if Applicable		\$0
	LTFM Fiscal Year Revenue Other		\$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)		\$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)		\$0
	LTFM Transfer OUT if applicable - Special Legislation		\$0
	LTFM Estimated Fiscal Year Expenditures		\$0
	Ending Fiscal Year Fund Balance 01-467-XX		\$0
Fund 06			
	Beginning Fund Balance 06-467-XX		\$0
	LTFM Fiscal Year Bonded Revenue		\$0
	LTFM Fiscal Year Revenue Other		\$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)		\$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)		\$0
	Other Transfers		\$0
	LTFM Estimated Fiscal Year Expenditures		\$0
	Ending Fiscal Year Fund Balance 06-467-XX		\$0

Long-Term Facilities Maintenance Expenditure Categories used in the Excel Spreadsheet Template

Category 1: Health and Safety Expenditures by Uniform Financial and Accounting Reporting Standards (UFARS) Finance Codes 347, 349, 352, 358, 363 and 366 (this section excludes project costs of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366).

projects for Fiscal Year (FY) 2024 and FY 2025. The later years can be a rough estimate. Fiscal 2022 is an estimate of what the **final** UFARS expenditures will be. Once the FY 2023 audited financial data is complete and final UFARS data has been submitted, enter the actual FY 2023 Health and Safety (H&S) expenditures on the Health and Safety Data Submission System Category 1 excludes projects costing \$100,000 or more for asbestos removal or encapsulation fire safety, and indoor air quality as they are entered under Category 2 as listed below. Also enter FY 2023, FY 2024 and FY 2025 totals per finance code in the Health and Safety Data Submission on the Minnesota Department of Education (MDE) website (MDE homepage > Districts, Schools and Educators > Business and Finance > Data Submissions, then select the Health and Safety category) so hold harmless revenue calculates properly on the levy.

Category 2: Health and Safety Expenditures by UFARS Finance Code for Asbestos Removal and Encapsulation, Fire Safety and Indoor Air Quality projects costing \$100,000 or more per Project, per Site, per Year.

A district enters totals by finance code for individual projects that cost \$100,000 or more per site, per year for asbestos removal and encapsulation, fire safety, or indoor air quality as they generate additional revenue. Also, enter FY 2023, FY 2024 and FY 2025 H&S projects costing \$100,000 or more **on a separate line** in the Health and Safety Data Submission System on the MDE website (the project description should include the site name and whether it is financed by “pay-as-you-go” or bonded dollars).

Category 3(a): Remodeling for Approved Voluntary Prekindergarten (VPK) Program

If the district has an approved VPK program include planned expenditures for remodeling projects.

Category 3(b): Remodeling for Gender Neutral Single-User Restroom per site.

For districts who budget for a remodeling project for a gender-neutral single user restroom at each school site.

Category 4: Americans with Disabilities Act (ADA) Accessibility Projects

Enter approved project costs to increase accessibility to school facilities. The project shall conform to both the district’s ADA/Section 504 disabled access transition plan and the current ADA Accessibility Guidelines for Buildings and Facilities, as well as applicable state and local building and fire codes.

Category 5: Deferred Maintenance Projects by UFARS Finance Code.

Facility deferred maintenance projects are broken into nine finance codes. Each code represents a component grouping of a building designed to ease assignment of a project into the proper code. The code breakdown is also meaningful for comparison of costs among school districts and to the Minnesota legislature to assess school facility costs and the ongoing need for facility funding.

Additional Documentation

Category 2 Asbestos Removal and Encapsulation, Fire Safety and Indoor Air Projects \$100,000 or over per Project, per Site, per Year

For districts with asbestos removal and encapsulation, fire safety and indoor air quality projects costing \$100,000 or more per project, per site, per year for FY 2024 or FY 2025 the ten-year plan includes a narrative describing the scope and cost of the project in greater detail. Individual project approval is required as these projects generate additional revenue.

- a. For **asbestos removal and encapsulation projects**, give a description of the type and amount of asbestos and the scope of the project including an engineer or contractor estimate of the cost -**narrative from contractor/professional engineer - on company letterhead and signed by a company contractor/engineer.**
- b. For **fire safety projects**, include a project description and an estimate of the cost **from the professional engineer.** If a building permit has been pulled for other school construction projects, the building inspector has jurisdiction over the review of the fire suppression rework, but the State Fire Marshal should be contacted for final review and approval; otherwise, the fire suppression rework requires an order from the state fire marshal, schools division. If replacing a fire alarm system which is inoperable, **submit State Fire Marshal orders to substantiate.** Voice activated systems cannot be installed in existing systems unless there are Fire Marshal orders authorizing replacement due to in operable system.
- c. For **indoor air quality projects**, describe which American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Indoor Air Quality (IAQ) standards are not being met and indicate how the project will result in meeting ASHRAE standards and include an estimate of cost from the project engineer. Also, include a floor plan to reflect classrooms affected and a report listing cubic feet per minute (CFM) ratings (current and projected ratings at completion of project) - **narrative from professional engineer on company letterhead and signed by professional engineer.**

Category 3(a) Approved Voluntary Prekindergarten (VPK) Program - Remodeling Costs

For districts with an approved voluntary prekindergarten program under section 124D.151, a narrative describing the project to remodel existing instructional space to accommodate kindergarten instruction. In the narrative, describe the square footage and use of the existing instructional space, changes to be made to the facility, and the final square footage and features of the prekindergarten instructional space, for example, bathroom space, play area, and small group instruction space. This narrative may be the same narrative submitted to MDE as part of the application to obtain approval for the voluntary prekindergarten program under section 124D.151.

Category 3(b) Gender Neutral Single-User Restrooms - Remodeling Costs

For districts who budget for a remodeling or construction project for a gender-neutral single user restroom at each school site, include a narrative describing the project scope and cost to remodel existing instructional space to accommodate a single-user restroom. In the narrative, describe the square footage and changes to be made to the facility, and the final square footage and features of the bathroom space.

Category 5 Deferred Maintenance Projects costing \$2,000,000 per Project, per Site, per Year

For districts with deferred maintenance projects for FY 2024 or FY 2025 costing \$2,000,000 or more per project, per site, per year, a narrative describing each project in greater detail is required. In the narrative, discuss the deferred capital and maintenance criteria that make the project eligible for Long-Term facilities maintenance revenue and the work necessary to prevent further erosion of facilities. Describe the scope of work in sufficient detail to indicate the change in condition of the facility and provide an indication of the improvement to useful life. Indicate the level of deferred maintenance work needed for the facility before and after the project will be completed. Include an architect or consultant cost estimate detailing categories of work and associated cost including an estimate of fees - **narrative from professional engineer/architect.**

Updating the Health and Safety Database

The Minnesota Department of Education (MDE) will continue to use the existing Health and Safety (H&S) database (located on the MDE website under MDE > Districts, Schools and Educators > Business and Finance > Data Submissions, select Health and Safety) to drive levy processing for fall levies. Districts enter summary data by finance code, consistent with the summary data for Fiscal Year (FY) 2023, FY 2024 and FY 2025 included on the district's ten-year plan expenditure spreadsheet. Detailed information by project will still be required for asbestos removal and encapsulation, fire safety and indoor air quality projects costing \$100,000 or more per project, per site, per year since those generate additional revenue over and above the Long-Term Facilities Maintenance (LTFM) formula allowance. Do not enter information for deferred maintenance or accessibility finance codes. The Health and Safety amounts provide an accurate calculation of the hold harmless revenue estimate on the levy and aid entitlement reports, and either add to revenue or show complete information for persons who seek levy information.

When comfortable with data and assumptions, a district should **enter the total health and safety cost from the expenditure spreadsheet in the hold harmless section of the revenue spreadsheet and the Health and Safety Data Submission System**. Hold harmless revenue depends on the year's H&S costs plus deferred maintenance revenue for districts that did not qualify for alternative facilities revenue. Hold harmless for an alternative facilities school district is health and safety plus an amount to fund the other ten-year plan projects. For FY 2023 and later, MDE is asking school districts to enter **totals by finance code** from the expenditure spreadsheet in the **Health and Safety Data Submission System** (instructions on how to enter H&S data on the data submissions website may be found on the LTFM webpage under MDE > Districts, Schools and Educators > Business and Finance > School Finance > Facilities and Technology > Long-Term Facilities Maintenance, then select "Health and Safety Website Instructions" (these instructions may also be found on the Health and Safety Data Submission System). MDE uses the submission system to load the prior law calculation H&S amount into the Levy Limitation and Certification system and LTFM Aid Entitlement system. Without this step, the levy shows zero in the health and safety line under the old law revenue and the calculation is inaccurate. An alternative facilities school district should not include the amount in both the Health and Safety Data Submission System and in the revenue amount entered for deferred maintenance ten-year plan projects levy as the H&S levy will be doubled. In the Health and Safety Data Submission System, enter the H&S finance totals, six in all (if all are included in the ten-year planned projects) from the expenditure spreadsheet plus separately enter each individual project (asbestos removal and encapsulation, fire safety or indoor air quality) costing \$100,000 or

Note: School Districts should continue to update H&S expenditures in the Health and Safety Data Submission system on a regular basis to accurately cost estimate decreases or increases for applicable fiscal years.

Make sure to update the system for final, audited UFARS H&S financial data (reference the 22-23 UFARS Turnaround Report titled **Expenditure by Finance Code Report** on the Minnesota Funding Reports (MFR) webpage located at Data Center > Data Reports and Analytics, locate the School Finance Reports section, select Minnesota Funding Reports (MFR). Enter your school name, view all reports, select UFARS Turnaround Reports category, select 22-23 school year, under Report select "All" and then List Reports.

Long-Term Facilities Maintenance (LTFM) Fund Transfers

Pay as You Go	
Project Expenditures Fund	Project Description
A - Fund 01	Project(s) \$1 to \$1,999,999 per site/year for finance codes 358, 363 and 366 funded on a pay as you go basis . The project is completed with excess funds remaining.
B - Fund 06	Project(s) \$2 million or more per site/year for Finance Codes 358, 363 and 366, funded on a pay as you go basis . The project is completed with excess funds remaining.
E - Fund 06	Funding in Fund 01 has accumulated over time providing for a project \$2 million or more per site/year funded on a pay as you go basis . The project is completed with excess funds remaining.
Bonds	

Project Expenditures Fund	Project Description
D - Fund 06	Project(s) \$2,000,000 or more per site/year for Finance Codes 358, 363 and 366, funded with debt issued . The project is completed with excess funds remaining.
G - Fund 06	Project(s) under \$2 million per site funded with debt issued . The project is completed with excess funds remaining.
H - Fund 06	Project(s) \$2 million or more per site funded with debt issued , project is completed with excess funds remaining.
end of worksheet	

ou go Basis		
Conclusion	Minnesota Statutes	Funds
No fund transfer required. MDE will adjust revenues based on the lesser of actual expenditures or approved costs.	123B.595 (reserve)	
Funds must be transferred from Fund 01 to Fund 06 in the amount of the payments for \$2 million or more project/site/year . At the completion of the project any amount that was transferred in excess of expenditures must be returned to Fund 01. MDE will adjust revenues in the General Fund 01 - LTFM based on the lesser of final expenditures or approved costs.	123B.595 (reserve)	1 to 6 to 1
Funds must be transferred from Fund 01 to Fund 06 in the amount of the payments for the projects (\$2 million or more per project/site/year) . At the completion of the project any amount that was transferred in excess of final expenditures must be returned to Fund 01. MDE will adjust revenues in the General Fund 01 - LTFM based on the lesser of final expenditures or approved costs.	123B.595 (reserve)	1 to 6 to 1
ed Debt		

Conclusion	Minnesota Statutes	Funds
<p>At the conclusion of the project, if the district does not have further approved LTFM projects that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07 (see other "Use of Proceeds" options under Minnesota Statutes 2022, section 475.65). Districts with additional approved LTFM projects that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue. LTFM revenue is computed based on actual debt service payments.</p>	<p>123B.595 (reserve) or 475.61 (transfer to Fund 7 - Debt Service), 475.65</p>	<p>6 to 7</p>
<p>At the conclusion of the project, if the district does not have further approved LTFM projects that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07 (see other "Use of Proceeds" options under Minnesota Statutes 2022, section 475.65), Districts with additional approved LTFM projects that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue. LTFM revenue is computed based on actual debt service payments.</p>	<p>123B.595 (reserve) or 475.61 (transfer to Fund 7 - Debt Service), 475.65</p>	<p>6 to 7</p>
<p>At the conclusion of the project, if the district does not have further approved LTFM projects that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07 (see other "Use of Proceeds" options under Minnesota Statutes 2022, section 475.65), Districts with additional approved LTFM projects that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue. LTFM revenue is computed based on actual debt service payments.</p>	<p>123B.595 (reserve) or 475.61 (transfer to Fund 7 - Debt Service), 475.65</p>	<p>6 to 7</p>

Restricted Grid Codes

Program Code(s)	Finance Codes	Object Code	Source Code
866	358, 363 and 366		
866 868	358, 363 and 366	910	649
865 868	Not including Finance Codes 358, 363 or 366	910	649

Restricted Grid Codes

Program Code(s)	Finance Codes	Object Code	Source Code
867	358, 363 and 366	910	649
867	Not including Finance Codes 358, 363 or 366	910	649
867	Not including Finance Codes 358, 363 or 366	910	649

Journal Entry

No Entry Required

Entry 1:

Debit Expense 01-005-866-3XX-910-000
Credit Revenue 06-005-868-000-649-000

Correcting Entry to Return Funds:

Debit Revenue 06-005-868-000-649-000
Credit Expense 01-005-866-3XX-910-000

Entry 1

Debit Expense 01-005-865-3XX-910-000
Credit Revenue 06-005-868-000-649-000

Correcting Entry to Return Funds (Under \$2 Million)

Debit Revenue 06-005-868-000-649-000
Credit Expense 01-005-865-3XX-910-000

Journal Entry

Debit Expense 06-005-867-3XX-910-000
Credit Revenue 07-005-000-000-649-000

Debit Expense 06-005-867-3XX-910-000
Credit Revenue 07-005-000-000-649-000

Debit Expense 06-005-867-3XX-910-000
Credit Revenue 07-005-000-000-649-000

Agenda Topic: Reschedule October 10, 2023, School Board Meeting
Meeting Date: August 15, 2023
Contact Person: Superintendent Loeck

Background:

Superintendent Loeck and most of her cabinet will be attending a required out-of-state strategic planning workshop as part of the district's partnership with the Midwest and Plains Equity Assistance Center. We recommend that the October 10, 2023, regular school board meeting and study session be rescheduled to Thursday, October 12, 2023, at 6:30 p.m. and 7 p.m. (or immediately following the adjournment of the regular meeting), respectively. The community input listening session would also be rescheduled to October 12, 2023, starting at 6 p.m.

Recommendation:

It is recommended that the board reschedule the October 10, 2023, school board meeting to October 12, 2023.

Action Required

Informational – No Board Action Requested