



Agenda
Regular School Board
Meeting
Tuesday, January 9, 2024
6:30 PM

1. Call to Order, Roll Call
2. Oath of Office
3. Organization of the School Board
 - 3.a. Election of Chair
Speaker(s): Acting School Board Chair
 - 3.b. Election of Clerk
Speaker(s): School Board Chair
 - 3.c. Election of Treasurer
Speaker(s): School Board Chair
 - 3.d. Reaffirmation of School Board Governance Policies
Speaker(s): School Board Chair
 - 3.e. Designation of Official Newspaper
Speaker(s): School Board Chair
4. Agenda Adjustments
5. Announcements, Comments, Recognitions
 - 5.a. Land Acknowledgment
6. Summary of Community Input Received for Action Items
7. Consent Agenda
 - 7.a. Minutes - Board Meeting of December 12, 2023
 - 7.b. Payment of Bills
 - 7.c. Personnel - Resignations, Appointments, Reductions
 - 7.d. Gifts
 - 7.e. Bread Product Bids
 - 7.f. Milk Product Bids
8. Reports and Non-Action Items
 - 8.a. Community Safety Meeting Update
Speaker(s): Superintendent Jenny Loeck
9. Action Items
10. Board Reports
Speaker(s): Board Members
11. Superintendent's Report
Speaker(s): Superintendent Jenny Loeck
12. Adjournment

Agenda Topic: Election of School Board Chair
Meeting Date: January 9, 2024
Contact Person: Acting School Board Chair

Background:

Minnesota Statute 123B.14 states, in part, that "...on the first Monday of January of each year, or as soon thereafter as practicable, the board must meet and organize by selecting a chair, clerk, and a treasurer, who shall hold their offices for one year and until their successors are selected and qualify." It is recommended that the school board elect a chair who will serve until the first school board meeting in January of 2025.

Recommendation:

It is recommended that the school board elect a chair per Minnesota Statute.

Action Required

Informational – No Board Action Requested

Agenda Topic: Election of School Board Clerk
Meeting Date: January 9, 2024
Contact Person: School Board Chair

Background:

Minnesota Statute 123B.14 states, in part, that "...on the first Monday of January of each year, or as soon thereafter as practicable, the board must meet and organize by selecting a chair, clerk, and a treasurer, who shall hold their offices for one year and until their successors are selected and qualify." It is recommended that the school board elect a clerk who will serve until the first school board meeting in January of 2025.

Recommendation:

It is recommended that the school board elect a clerk per Minnesota Statute.

Action Required

Informational – No Board Action Requested

Agenda Topic: Election of School Board Treasurer
Meeting Date: January 9, 2024
Contact Person: School Board Chair

Background:

Minnesota Statute 123B.14 states, in part, that "...on the first Monday of January of each year, or as soon thereafter as practicable, the board must meet and organize by selecting a chair, clerk, and a treasurer, who shall hold their offices for one year and until their successors are selected and qualify." It is recommended that the school board elect a treasurer who will serve until the first school board meeting in January of 2025.

Recommendation:

It is recommended that the school board elect a treasurer per Minnesota Statute.

Action Required

Informational – No Board Action Requested

Agenda Topic: Reaffirmation of School Board Governance Policies
Meeting Date: January 9, 2024
Contact Person: School Board Chair

Background:

The school board has developed and adopted the following governance policies:

- 200 Governing Commitment
- 202 Governing Style
- 203 Annual Work Plan
- 204 Board Job Description
- 206 Officer Roles
- 208 Board Committees
- 209 Operating Procedures and Meeting Process
- 210 Code of Conduct
- 212 Conflict of Interest
- 214 Board Member Violations
- 216 Board/Superintendent Relationship
- 220 Superintendent/Staff Accountability
- 222 Authority Delegation to the Superintendent
- 224 Monitoring Superintendent Performance
- 226 Out-of-State Travel

Each year at the time of the school board organizational meeting, the school board governance policies are reviewed and reaffirmed.

Recommendation:

It is recommended that the school board reaffirm its governance policies.

 X Action Required

 Informational – No Board Action Requested

Agenda Topic: Designation of Official Newspaper
Meeting Date: January 9, 2024
Contact Person: School Board Chair

Background:

The district is required to designate an official newspaper for publication of legal notices. The newspaper must have general circulation in the district.

Since the Roseville Review (Lillie Suburban News) went out of business in 2019, the district has published its legal notices in the Pioneer Press. Based on coverage and cost, district administration recommends that the board designate the Pioneer Press as the official newspaper for Roseville Area Schools for calendar years 2024 and 2025.

Recommendation:

It is recommended that the board designate the Pioneer Press as the official newspaper for Roseville Area Schools for calendar years 2024 and 2025.

Action Required

Informational – No Board Action Requested

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

December 12, 2023

Chair Curtis Johnson called the school board meeting to order at 6:45 p.m. Board members present: Todd Anderson, Mike Boguszewski, Rose Chu, Mannix Clark, Kitty Gogins, Curtis Johnson. Board members absent: none. Also present: Jenny Loeck, superintendent of schools, and approximately sixteen other visitors or staff who attended all or part of the meeting.

Announcements, Comments, Recognitions. Director Clark read a land acknowledgment to begin the meeting.

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

- (29) Consent Agenda. Gogins moved, Anderson seconded acceptance of the consent agenda, including the minutes of the school board meeting on November 28, 2023; payment of bills; resignations, appointments, reductions, adjustments; gifts; and bids for long-term facilities maintenance projects at Emmet D. Williams Elementary School. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Motion carried unanimously.
- (30) Retirements. Anderson moved, Gogins seconded the retirements of Darlene Joyer, John Martelli, and Nenette Onstad with appreciation. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Motion carried unanimously.

Safety and Security Update. Melissa Sonnek, assistant superintendent; Lee Thao, associate principal at Roseville Area High School; and Roseville Police Department Officer Abdi Warsame, shared information about the role of school resource officers and updates on the district's safety and security efforts.

Early Childhood Program Report. Cyndi Arneson, director of community education; Niceta Thomas, director of student services; Jen Krueger, assistant director of student services; Tamy Reese, early childhood program manager; and Heidi Stone, early childhood special education program coordinator, provided updates on early childhood programming during the 2023-24 school year.

2022-23 Audit Update. Shari Thompson, director of business services, provided an update on the status of the district's audit for the 2022-2023 school year. The district and its auditing firm are in the process of drafting audit statements. The district anticipates submitting the final audit documents to the Minnesota Department of Education by the year-end deadline.

- (31) Final Levy Certification. Gogins moved, Anderson seconded approval of the final levy in the amount of \$48,844,825.92 to fund the 2024-2025 school year. The levy is an increase of \$3,225,936, or 7.07% more than the current levy. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Motion carried unanimously.

Board Reports. Todd Anderson attended a Ramsey County League of Local Governments meeting. He also attended Brimhall Elementary’s November schoolwide meeting and recognition program with Director Clark and Superintendent Loeck. Kitty Gogins and Rose Chu attended a district Finance Advisory Committee meeting. Director Chu also attended the RCLLG annual dinner. Mannix Clark, along with Director Chu, attended a Community Advisory Committee meeting. Director Clark spent time at Emmet D. Williams Elementary, visited Junior Achievement BizTown, and provided updates from the Northeast Metro 916 board meeting. Mike Boguzewski shared information about the Minnesota School Boards Association’s Delegate Assembly. Curtis Johnson recognized Director Gogins for receiving the MSBA Presidents Award and Director Chu for being named an ASCD 2023 Champion in Education.

Superintendent’s Report. Dr. Loeck shared reflections about what it means to do one’s best in the field of education.

The Chair declared the meeting adjourned at 8:30 p.m.

Signed _____
Clerk

Approved _____
Chair

December 12, 2023

Meeting Date: January 9, 2024

PAYMENT OF BILLS:
-November 16 - December 15, 2023

That bills in the amount of: **\$12,859,797.22** by the following funds be approved:

GENERAL	\$11,184,279.47
FOOD SERVICE	\$543,577.19
COMMUNITY SERVICE	\$605,415.21
BUILDING FUND	\$319,444.61
DEBT FUND	\$0.00
READING RECOVERY	\$0.00
AMSD	\$26,855.63
OPEB DEBT	\$0.00
DENTAL INS FUND	\$71,718.74
NO SUBURBAN COLLABORATIVE	\$52,009.25
EXTRA CURRICULAR-STU ACTIVITY	\$56,497.12

RECOMMENDATION: That above payments are included in check numbers:

WIRE TRANSFERS	202300241	through	202300290
CHECKS	351649	through	352394
CAPITAL ONE AP CHECKS	8007	through	8087
ACH A/P	232410448	through	232410550

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	\$4,543,575.14	\$71,124.33	\$195,343.24	\$0.00		\$71,718.74		\$7,466.24			\$1,957.70	\$4,891,185.39
CHECKS	\$2,843,617.46	\$273,108.35	\$105,508.40	\$319,444.61				\$1,389.34		\$52,009.25	\$54,442.21	\$3,649,519.62
CAPITAL ONE A/P	\$111,926.19	\$71,572.33	\$519.93									\$184,018.45
ACH A/P	\$12,034.20	\$278.80	\$502.36								\$97.21	\$12,912.57
TRANSFER TO P/R	\$3,673,126.48	\$127,493.38	\$303,541.28					\$18,000.05		\$0.00		\$4,122,161.19
VOID CHECKS	\$0.00	\$0.00	\$0.00									\$0.00
TOTAL	\$11,184,279.47	\$543,577.19	\$605,415.21	\$319,444.61	\$0.00	\$71,718.74	\$0.00	\$26,855.63	\$0.00	\$52,009.25	\$56,497.12	\$12,859,797.22

BOND CONSTRUCTION FUNDS	Dec 1, 2023			
	Cash & Investments	Revenue	Disbursements	Balance
	Balance	12/1 to 12/31	12/1 to 12/31	Remaining as of 12/31/23
	\$8,705,778.57	\$0.00	\$116,304.70	\$8,589,473.87

RECOMMENDATION: The above disbursements include check numbers:

CHECKS Nov 16 - Dec 15, 2023	102690	through	102694	\$109,547.03
WIRES		through		\$0.00
VOID CHECKS				\$0.00

Human Resources Information

5-C

Meeting Date

01/09/24

Change of Position

Seifert, Jodi

Effective Date 12/18/2023

Little Canada Elementary

Associate Principal

Was working as an Interventionist Teacher and will now be working as an Interim Associate Principal through 6/17/24.

Hired-New Licensed

Feneis, Kelly

Effective Date 1/2/2024

Roseville Area High School

School Nurse

Hired working as a .8 FTE School Nurse.

Hired-New Licensed Long Term Substitute

Jones, Olivia

Effective Date 1/2/2024

Falcon Heights Elementary

Elementary Teacher

Hired working as a 1.0 FTE Long Term Substitute until 06/07/2024.

Severson, Gina

Effective Date 1/2/2024

Little Canada Elementary

Elementary Teacher

Hired working a 1.0 FTE as a Long Term Substitute Teacher through 03/29/24.

Hired-Non-Licensed

Donaldson, Kristen

Effective Date 1/4/2023

District Center

Transportation Coordinator

Hired working as the Transportation Coordinator.

Human Resources Information

5-C

Meeting Date

01/09/24

Friedman, Gloria

Effective Date 1/2/2024

Harambee Elementary

Out of School Time Specialist

Hired working as an Out of School Time Specialist.

Jackson, Nathen

Effective Date 1/2/2024

Roseville Area High School

Student Success Supervisor

Hired working 8 hours a day.

Simmer, William

Effective Date 1/2/2024

Falcon Heights Elementary

Paraprofessional

Hired working 6 hours per day.

Watson, Dristeen

Effective Date 12/11/2023

Roseville Area High School

Evening Facility and Security Manager

Hired working 8 hours per day.

Young, Maceo

Effective Date 1/2/2024

Emmet Williams Elementary

Special Education Paraprofessional

Hired working 7 hours per day.

Resignation-Non-Licensed

Davisson, Cameron

Effective Date 12/15/2023

Harambee Elementary

Out of School Time Program Specialist

Resigned effective 12/15/23.

Human Resources Information

5-C

Meeting Date

01/09/24

Einte, Jawahir

Effective Date 12/4/2023

Central Park Elementary

Paraprofessional

Resigned effective 12/04/23.

Ka, Katherine

Effective Date 12/13/2023

Harambee Elementary

Paraprofessional

Resigned effective 12/13/23.

Lindsey-rouse, Kyavonti

Effective Date 12/15/2023

Roseville Area High School

Paraprofessional

Resigned effective 12/15/23.

Phillips, Felicia

Effective Date 12/18/2023

Central Park Elementary

Student Success Assistant

Resigned effective 12/18/23.

Retirement

Onstad, Nenette

Effective Date 2/9/2024

Falcon Heights Elementary

Elementary Teacher

Changing retirement date from 01/31/23 to 02/09/24.

Termination

Thao, Lor

Effective Date 12/28/2023

Districtwide

Custodial Services

Terminated effective 12/28/23.

GIFTS TO SCHOOLS 2023/24

SCHOOL BUILDING	NAME/ADDRESS OF DONOR	GIFT	USE
Anpétu Téča Education Center	Affinity Plus Attn: Libby Wasylik 2750 Snelling Avenue N Roseville, MN 55113	\$600 sponsorship	623 Walk Run youth scholarships
ED Williams Elementary School	Dennis and Anthony Stolp 6 Pine Tree Drive, Suite 130 St. Paul, MN 55112	\$500.00	Reading program
Little Canada Elementary School	Donna Olson 300 Park St. S, Apt 316 Mora, MN 55051	\$200.00	Student needs
Roseville Area High School	Jeremy Smith 2443 Granada Ave N Oakdale, MN 55128	\$10.00	Family and Consumer Science department
Roseville Area High School	Nils Halker 985 Nebraska Ave W St. Paul, MN 55117	\$25.00	Family and Consumer Science department
Roseville Area High School	Michael Thomas 1151 Ruggles St Roseville, MN 55113	\$10.00	Family and Consumer Science department
Roseville Area High School	Amy Paver 2870 Vanderbie St Little Canada, MN 55117	\$10.00	Family and Consumer Science department
Roseville Area High School	John Murray 1855 Mavern St Lauderdale, MN 55113	\$20.00	Family and Consumer Science department
Roseville Area High School	Jermaine A Mathews 832 Lovell Ave W Roseville, MN 55113	\$20.00	Family and Consumer Science department
Roseville Area High School	Tom King 2255 Victoria Street North Roseville, MN 55113	\$20.00	Family and Consumer Science department

Roseville Area High School	Lawrence Schumacher 2091 Fairways Lane Roseville, MN 55113	\$40.00	Family and Consumer Science department and food shelf
Roseville Area High School	Roseville Police Department 2660 Civic Center Dr Roseville, MN 55113	\$40.00	Food shelf
Roseville Area High School	Darrel Loeck 13625 Knappen Hill Rd NE Tenstrike, MN 56683	\$20.00	Food shelf
Roseville Area High School	Phillip and Cynthia Imsdahl 2710 Dale St, Unit 312 Roseville, MN 55113	\$25.00	Baseball program
Roseville Area High School	RAHS Bullpen Baseball Booster Club 1240 W County Rd B2 Roseville, MN 55113	\$1,007.00	Stocking caps
Roseville Area High School	Jamie Harrison 2856 Farrington St Roseville, MN 55113	\$40.00	Weight room
Roseville Area High School	RAHS Raiderettes Kick and Jazz Dance Team 1769 Lexington Ave N #116 Roseville, MN 55113	\$5,178.18	Dance team gear
Roseville Area High School	Roseville Boys Backcourt Club 1240 County Rd B2 W Roseville, MN 55113	\$6,776.28	Additional coaching staff, basketballs, warm ups, and tournament fees
Roseville Area High School	Roseville Area Optimist Club PO Box 131846 Roseville, MN 55113	\$400.00	Science field trip
Roseville Area High School	Corlyce Jeanne Grant 13820 Pierce St NE Ham Lake, MN 55304	\$2,500.00	Football program
Roseville Area High School	Falcon Heights-Lauderdale Lions Club 1753 Albert St Falcon Heights, MN 55113	\$500.00	Wrestling program

Roseville Area Schools	YourCause - on behalf of Aaron Mastrian 65 Fairchild Street Charleston, SC 29492	\$8.00	District's discretion
Roseville Area Schools	Premier Bank 2866 White Bear Ave N Maplewood, MN 55109	\$7,500.00	Angel fund

Agenda Topic: Bids for Bread Products
 Meeting Date: January 9, 2024
 Contact Person: Shari Thompson

Background:

The district accepted bids for bread products on August 4, 2023, at 2:00 p.m. Pan-O-Gold Baking Company and Denny’s 5th Avenue Bakery submitted proposals. Based on the price of the quantity of items on school menus during the previous school year, Pan-O-Gold submitted the winning bid for the lowest price.

Product	Description	<i>Denny's</i>				<i>Pan-O-Gold</i>		
		Estimated Amount Used	Price Per Pack	Price Per Item	Total Cost	Price Per Pack	Price Per Item	Total Cost
Whole Grain Hamburger Bun	Hamburger Bun Not less than 51% Whole Grain Whole Grain 1st ingredient, Must provide a minimum 2 oz Whole Grain Equivalent	217,000 Buns	\$2.10/doz	\$0.175	\$37,975.00	\$10.80	\$0.18	\$39,060.00
Whole Grain Hot Dog Bun	Hot Dog Bun Not less than 51% Whole Grain Whole Grain 1st ingredient, Must provide a minimum 2 oz Whole Grain Equivalent	57,500 Buns	\$2.10/doz	\$0.175	\$10,062.50	\$1.86/doz	\$0.16	\$8,912.50
Whole Grain Dinner Roll/Tea Biscuit	Whole Grain Dinner Roll Not less than 51% Whole Grain	18,240 Rolls	\$1.92/doz	\$0.16	\$2,918.40	\$1.92/doz	\$0.16	\$2,918.40



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	Whole Grain 1st ingredient, Must provide a minimum 1 oz Whole Grain Equivalent							
Whole Grain Sandwich Bread	51% or more Whole Grain Sliced Bread 1 Slice Must Provide 1 Whole Grain Equivalent Whole Grain 1st ingredient	86,400 servings (3590 loaves)	\$2.09/loaf	\$2.09	\$7,503.10	\$1.86/doz	\$1.86	\$6,677.40
Hoagie/Steak Bun	Not less than 51% Whole Grain 1st ingredient, Must provide a minimum 2 oz Whole Grain Equivalent	28,750 Hoagies	\$2.63/doz	\$0.22	\$6,301.04	\$5.56	\$0.2310	\$6,660.42
Totals					\$64,760.04			\$64,228.72

The contract period for the bid is September 1, 2023 – August 31, 2025. The option to renew this agreement for additional contract periods under the same terms, prices and conditions, upon mutual agreement of both parties, is part of this contract.

Recommendation:

It is recommended that the school board accept the bid for bread products from Pan-O-Gold Baking Company for the school years 2023-2025.

 X Action Required

 Informational – No Board Action Requested

Agenda Topic: Bids for Milk Products
 Meeting Date: January 9, 2024
 Contact Person: Shari Thompson

Background:

The district accepted bids for dairy products on July 10, 2023, at 10:00 a.m. Two vendors submitted proposals, and the prime vendor (Indianhead Foodservice), was also considered as an alternate source for product availability. Based on the price of the quantity of items on school menus during the previous school year, Beverage Solutions submitted the winning bid for the lowest price.

Item	Estimated Usage	St. Paul Beverage Solutions Bid	St. Paul Beverage Solutions Annual Estimate	Prairie Farms Bid	Prairie Farms Annual Estimate	IFD	IFD Annual Estimate
½ pt in carton Milk, skim, chocolate; 50/cs	10,500 cs	\$0.2286	\$120,015.00	\$0.3130	\$164,325.00	\$0.3738	\$196,245.00
½ pt in carton Milk, 1%, white; 50/cs	5,600 cs	\$0.2114	\$59,192.00	\$0.2860	\$80,080.00	\$0.3556	\$99,568.00
½ pt in carton Milk, skim, white; 50/cs	825 cs	\$0.2105	\$8,683.13	\$0.2740	\$11,302.50	\$0.3738	\$15,419.25
Lactose-free or Lactose-reduced; ½ pt	6500 units	\$0.8200	\$5,330.00	\$0.7900	\$5,135.00	\$0.5392	\$3,504.58
Shelf-Stable Milk, white, skim or 1%; ½ pt	20 cs	\$0.6500	\$312.00	\$0.6400	\$307.20	\$0.8104	\$388.98
Shelf-Stable Milk, chocolate; skim, or 1%; ½ pt	30 cs	\$0.6800	\$367.20	\$0.6400	\$345.60	\$0.8000	\$432.00
Milk, 1 gallon, 2%	10 units	\$4.0000	\$40.00	\$3.9800	\$39.80	\$4.9040	\$49.04



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Milk, 1 gallon, 1%	50 units	\$3.6900	\$184.50	\$3.6000	\$180.00	\$4.6025	\$230.13
Half & Half, 1 quart	85 units	\$2.4600	\$209.10	\$3.0700	\$260.95	\$2.9900	\$254.15
5 lb tub Sour cream lite or Crema	150	\$10.5000	\$1,575.00	\$10.7600	\$1,614.00	\$9.4925	\$1,423.88
Sour Cream 1 oz PCs (100/cs)	70	N/A		\$19.7800	\$1,384.60	\$17.2300	\$0.00
Brick of one lb Butter, grade AA, solid, table grade, parchment wrapped bricks	35	N/A		\$3.9700	\$138.95	\$2.7889	\$0.00
Butter pats; 5 grams; 720ct/case	55	N/A		N/A		\$32.0400	
1/2 cup- Juice, 100%, no added sugar or high fructose syrup, orange, four fluid ounces (96/cs)	900	\$22.14	\$19,926.00	0.48 (8 oz)		\$17.2800	\$15,552.00
1/2 cup- Juice, 100%, apple no added sugar or high fructose corn syrup orange, four fluid ounces (96/cs)	1750	\$19.04	\$33,320.00	N/A		\$14.1100	\$24,692.50
1/2 cup- Juice, 100%, grape or white grape no added sugar or high fructose corn syrup, four fluid ounces	1000	N/A		N/A		\$16.9400	
1/2 cup- Juice, 100%, fruit punch no added sugar or high fructose corn syrup, no artificial	625	N/A		N/A		\$15.2600	



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colors, four fluid ounces							
	TOTAL		\$195,907.93		\$263,590.05		\$317,515.00

The contract period for the bid is September 1, 2023 – August 31, 2024. The option to renew this agreement for additional contract periods under the same terms, prices and conditions, upon mutual agreement of both parties, is part of this contract.

Recommendation:

It is recommended that the school board accept the bid for dairy products from Beverage Solutions for the 2023-2024 school year.

 X Action Required

 Informational – No Board Action Requested

Agenda Topic: Community Safety Meeting Update
Meeting Date: January 9, 2024
Contact Person: Superintendent Jenny Loeck

Background:

Superintendent Loeck will provide an update on the second community safety meeting scheduled for February 7, 2024, from 6:30-8:00 p.m. at the Guidant John Rose MN OVAL Banquet Hall.

This is a follow-up meeting to the community safety meeting held on November 15, 2023.

Recommendation:

Action Required

Informational – No Board Action Requested