



Agenda
Regular School Board
Meeting
Tuesday, October 22,
2024
6:30 PM

1. Call to Order, Roll Call
2. Agenda Adjustments
3. Announcements, Comments, Recognitions
4. Summary of Community Input Received for Action Items
5. Consent Agenda
 - 5.a. Minutes - Board Meeting of October 8, 2024
 - 5.b. Payment of Bills
 - 5.c. Personnel - Resignations, Appointments, Reductions
 - 5.d. Gifts
6. Reports and Non-Action Items
 - 6.a. Summary of Language Access Audit
Speaker(s): Carrie Ardito and Delon Smith
 - 6.b. Monthly Financial Report
Speaker(s): Shari Thompson
 - 6.c. Policy 534: School Meals Policy (new) First Reading
Speaker(s): Shari Thompson
7. Action Items
8. Study Session Report
9. Board Reports
Speaker(s): Board Members
10. Superintendent's Report
Speaker(s): Superintendent Jenny Loeck
11. Adjournment

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

October 8, 2024

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

Announcements, Comments, Recognitions. Clerk Chu 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.

- (12) Consent Agenda. Johnson moved, Clark seconded acceptance of the consent agenda, including the minutes of the school board meeting on September 24, 2024; payment of bills; resignations, appointments, reductions, adjustments; and gifts. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Motion carried unanimously.
- (13) Retirements. Chu moved, Gogins seconded the retirement of Paulette Lutzka with appreciation. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Motion carried unanimously.

Sustainable Practices Update. Minnesota GreenStep Schools presented awards to Roseville Area Schools and Roseville Area High School for reaching GreenStep level 1. To achieve GreenStep 1, the district adopted a resolution to join the MN GreenStep Schools program, formed a Green Team to organize and direct the district's green activities, and developed a project story about the actions the district and school completed to reach the first recognition level.

Shari Thompson, executive director of business services, and Todd Lieser, supervisor of buildings and grounds, provided a summary of the district's sustainability initiatives in the areas of solid waste management, organic waste management, nutrition services, stormwater management, and solar energy. Megan Ronnei, science teacher at Fairview Alternative High School, and Jake Von De Linde, executive director of teaching and learning, also explained how FAHS students are using real-time data from the solar arrays at Anpétu Téča Education Center to learn about renewable energy and climate solutions.

- (14) Closed Session to Consider Educational Data and Potential Student Expulsion. Anderson moved, Johnson seconded a motion to enter into closed session to consider educational data and the potential expulsion of a student, pursuant to Minnesota Statutes section 13D.05, subdivision 2(a)(3) and section 121A.47, subdivision 5. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Motion carried unanimously.

Chair Anderson called the closed session to order at 7:13 p.m. The meeting was closed as permitted by Minnesota Statutes section 13D.05, subdivision 2(a)(3) and section 121A.47, subdivision 5, to consider educational data and the potential expulsion of a student.

Board members present: Todd Anderson, Mike Boguszewski, Rose Chu, Mannix Clark, Kitty Gogins, Curtis Johnson. District staff present: Superintendent Jenny Loeck, Carrie Ardito, Cyndi Arneson, Kenyatta McCarty, Delon Smith, Melissa Sonnek, Mechelle Tessem, Niceta Thomas, Shari Thompson, and Jake Von De Linde.

The Chair adjourned the closed session at 7:41 p.m.

- (15) Resolution Expelling a Student. Chu moved, Clark seconded approval of a resolution expelling a student. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Motion carried unanimously.

Board Reports. Curtis Johnson attended the Minnesota Robotics Invitational and the homecoming football game. He also attended a District Curriculum Advisory Committee meeting and an Association of Metropolitan School Districts meeting. Kitty Gogins and Rose Chu attended an Equity Leadership Advisory Committee meeting. Director Gogins also visited Little Canada Elementary for its Coffee with the Principal event as well as a BIPOC staff panel for students at Roseville Area High School. Mannix Clark attended a Community Education Advisory Council meeting. He also shared updates from the Northeast Metro 916 board meeting and retreat. Clerk Chu and Chair Anderson attended a Brimhall Elementary PTA meeting. Clerk Chu also presented a progress update on the Elevate Teaching initiative at the AMSD meeting. Chair Anderson attended the district's quarterly meeting with local government officials. Several board members attended the Roseville Area Schools Foundation's annual fundraiser.

Superintendent's Report. Superintendent Loeck spoke about the importance of student voice in education.

The Chair declared the meeting adjourned at 8:00 p.m.

Signed _____
Clerk

Approved _____
Chair

October 8, 2024

Meeting Date: October 22, 2024

PAYMENT OF BILLS:
-September 16 - September 30, 2024

That bills in the amount of: **\$5,128,629.01** by the following funds be approved:

GENERAL	\$4,602,706.08
FOOD SERVICE	\$154,395.34
COMMUNITY SERVICE	\$299,259.73
BUILDING FUND	\$0.00
DEBT FUND	\$0.00
READING RECOVERY	\$0.00
AMSD	\$13,316.94
OPEB DEBT	\$0.00
DENTAL INS FUND	\$56,316.80
NO SUBURBAN COLLABORATIVE	\$0.00
EXTRA CURRICULAR-STU ACTIVITY	\$2,634.12

RECOMMENDATION:

That above payments are included in check numbers:

WIRE TRANSFERS	202400139	through	202400167
CHECKS	357838	through	358113
CAPITAL ONE AP CHECKS	8623	through	8625
ACH A/P	242510166	through	242510216

PAYMENT DISTRIBUTION BY FUND:

	GENERAL	FOOD SERVICE	COMMUNITY SERVICE	BUILDING CONSTRUCT	DEBT FUND	Delta Dental Self Insured	28-RR Fiscal Agent	29-AMSD Fiscal Agent	OPEB	N SUB COLL/ SCHLSHP	EXTRA CURR-STU ACTIVITY	TOTAL DISBURSEMENTS
WIRE TRANSFERS	\$1,728,589.02	\$38,253.69	\$96,366.51			\$56,316.80		\$3,647.47			\$88.87	\$1,923,262.36
CHECKS	\$660,570.01	\$39,018.69	\$35,453.12					\$710.30			\$2,545.25	\$738,297.37
CAPITAL ONE A/P	\$781.32	\$483.95	\$0.00									\$1,265.27
ACH A/P	\$6,103.74	\$1,084.35	\$289.40									\$7,477.49
TRANSFER TO P/R	\$2,206,661.99	\$75,554.66	\$167,150.70					\$8,959.17				\$2,458,326.52
VOID CHECKS	\$0.00	\$0.00	\$0.00									\$0.00
TOTAL	\$4,602,706.08	\$154,395.34	\$299,259.73	\$0.00	\$0.00	\$56,316.80	\$0.00	\$13,316.94	\$0.00	\$0.00	\$2,634.12	\$5,128,629.01

BOND CONSTRUCTION FUNDS	September 1,			Balance
	2024 Cash & Investments	Revenue	Disbursements	Remaining as of
	Balance	9/1 to 9/30	9/1 to 9/30	9/30/24
	\$8,656,257.69	\$0.00	\$101,310.00	\$8,554,947.69

RECOMMENDATION:

The above disbursements include check numbers:

CHECKS September 16 - September 30, 2024	through	\$0.00	*start with 102720
WIRES	through	\$0.00	
VOID CHECKS		\$0.00	

Human Resources Information

5-C

Meeting Date

10/22/24

Change of Position

Mack. Jacob

Effective Date 10/28/2024

District Center

Accounts Payable Specialist

Hired working 8 hours/day effective October 28, 2024.

Hired-New Licensed

Schwartz. Heidi

Effective Date 09/30/2024

Edgerton Elementary

Special Education Teacher

Hired working 1.0 FTE effective September 30, 2024.

Hired-Non-Licensed

Aguilar Vazquez. Enrique

Effective Date 10/14/2024

Districtwide

Cultural Liaison

Hired working 8 hours/day effective October 14, 2024.

Barries. Simone

Effective Date 10/02/2024

Emmet D. Williams Elementary

Special Education Paraprofessional

Hired working 6 hours/day effective October 2, 2024.

Corbett. Jacob

Effective Date 10/14/2024

Roseville Area High School

Special Education Paraprofessional

Hired working 7 hours/day effective October 14, 2024.

Farah. Saido

Effective Date 09/26/2024

Parkview Center School

Paraprofessional

Hired working 4 hours/day effective September 26, 2024.

Human Resources Information

5-C

Meeting Date

10/22/24

Hedstrand. Jensv

Effective Date 10/15/2024

Emmet D. Williams Elementary Special Education Paraprofessional

Hired working 7 hours/day effective October 15, 2024.

Holeman. Haven

Effective Date 10/14/2024

Emmet D. Williams Elementary Special Education Paraprofessional

Hired working 7 hours/day effective October 14, 2024.

Hussein. Sofia

Effective Date 10/14/2024

Emmet D. Williams Elementary Paraprofessional

Hired working 6 hours/day effective October 14, 2024.

Johnson. Lvdia

Effective Date 10/03/2024

Parkview Center School Office Support

Hired working 6 hours/day effective October 3, 2024.

Kelleher. Mckenzie

Effective Date 10/08/2024

Roseville Area High School Nutrition Services

Hired working 7 hours/day effective October 8, 2024.

Kuck. Kristin

Effective Date 10/01/2024

Roseville Area High School Nutrition Services

Hired working 4 hours/day effective October 1, 2024.

Lentz. Kristin

Effective Date 10/09/2024

Brimhall Elementary Out of School Time Program Specialist

Hired working 8 hours/day effective October 9, 2024.

Human Resources Information

5-C

Meeting Date

10/22/24

Lv. Evan

Effective Date 10/14/2024

Emmet D. Williams Elementary Special Education Paraprofessional

Hired working 7 hours/day effective October 14, 2024.

Meyer. Heather

Effective Date 10/01/2024

Parkview Center School Paraprofessional

Hired working 4 hours/day effective October 1, 2024.

Miller. Jessica

Effective Date 10/21/2024

Central Park Elementary Special Education Paraprofessional

Hired working 21.5 hours/week effective October 21, 2024.

Monsalve. Mariana

Effective Date 09/25/2024

Little Canada Elementary Special Education Paraprofessional

Hired working 6 hours/day effective September 25, 2024.

Montour. Diane

Effective Date 10/01/2024

Roseville Area High School Nutrition Services

Hired working 4 hours/day effective October 1, 2024.

Page. Paris

Effective Date 10/16/2024

Districtwide Custodial Services

Hired working 8 hours/day effective October 16, 2024.

Pettis. Alani

Effective Date 10/09/2024

Emmet D. Williams Elementary Special Education Paraprofessional

Hired working 6 hours/day effective October 9, 2024.

Human Resources Information

5-C

Meeting Date

10/22/24

Pfromm. Crvstal

Effective Date 10/01/2024

Roseville Area High School

Paraprofessional

Hired working 7 hours/day effective October 1, 2024.

Silva. Jessica

Effective Date 10/07/2024

Annetu Teca Education Center

Special Education Paraprofessional

Hired working 4.75 hours/day effective October 7, 2024.

Sneidel. Tianna

Effective Date 09/24/2024

Roseville Area High School

Special Education Paraprofessional

Hired working 7 hours/day effective September 24, 2024.

Resignation-Non-Licensed

Banaei. Abdol

Effective Date 07/30/2024

Annetu Teca Education Center

Building Aide

Resigned effective July 30, 2024.

Barrientos-chavez. Martin

Effective Date 09/27/2024

Districtwide

Custodial Services

Resigned effective September 27, 2024.

Becerra. Lionel

Effective Date 09/23/2024

Districtwide

Custodial Services

Resigned effective September 23, 2024.

Gav. Eadoh

Effective Date 09/27/2024

Parkview Center School

Custodial Services

Resigned effective September 27, 2024.

Human Resources Information

5-C

Meeting Date

10/22/24

Getting. Rose

Effective Date 10/31/2024

Parkview Center School

Special Education Paraprofessional

Resigning effective October 31, 2024.

Lester. Aidan

Effective Date 09/27/2024

Brimhall Elementary

Special Education Paraprofessional

Resigned effective September 27, 2024.

Retirement

Lutzka. Paulette

Effective Date 01/03/2025

District Center

Accounts Payable Specialist

Change in retirement date. Retiring effective January 3, 2025.

Vennemann. Sandra

Effective Date 09/30/2024

Roseville Area Middle School

Nutrition Services

Retired effective September 30, 2024. Ms. Vennemann worked for the district for 6 years.

Termination

Sturgis. Sara

Effective Date 10/23/2024

Roseville Area High School

School Nurse

Terminated effective October 23, 2024.

GIFTS TO SCHOOLS 2024/25

SCHOOL BUILDING	NAME/ADDRESS OF DONOR	GIFT	USE
Roseville Area High School	YourCause/Blackbaud - on behalf of Debra Gruis 65 Fairchild Street Charleston, SC 29492	\$250.00	Volleyball program
Roseville Area High School	Linda and Daniel Scalf 1287 Mound Trail Centerville, MN 55038	\$100.00	Volleyball program
Roseville Area High School	Natalie Price 1618 207th Lane NE Cedar, MN 55011	\$250.00	Volleyball program
Roseville Area High School	Ken and Marilyn Florian 440 Glenwood Ave Roseville, MN 55113	\$400.00	Volleyball program
Roseville Area High School	Nicholas and Jillian Cunningham 864 Pinetree Ct Little Canada, MN 55109	\$300.00	Boys cross country program
Roseville Area High School	Kenneth Majkowski 2171 Midland View Ct N Roseville, MN 55113	\$150.00	Boys golf program
Roseville Area High School	Roseville Boys Soccer Boosters 1240 County Rd B2 W Roseville, MN 55113	\$2,000.00	Additional coaching staff
Roseville Area Middle School	Brick Family LLC - DBA Bricks and Minifigs Roseville 1692 Lexington Ave N Roseville, MN 55113	\$500.00	Robotics club
Roseville Area Schools	YourCause/Blackbaud - on behalf of Karen Doherty 65 Fairchild Street Charleston, SC 29492	\$18.00	District's discretion

Agenda Topic: Summary of Language Access Audit
Meeting Date: October 22, 2024
Contact Person: Carrie Ardito and Delon Smith

Background:

Last year, Roseville Area Schools contracted with a consultant to perform a language access audit and gap analysis in order to identify recommendations for improvement in the area of parent/guardian language accessibility and compliance with federal guidance.

Carrie Ardito, executive director of communications, and Delon Smith, associate superintendent of equity and innovation, will present a summary of findings from the language access audit.

Recommendation:

Action Required

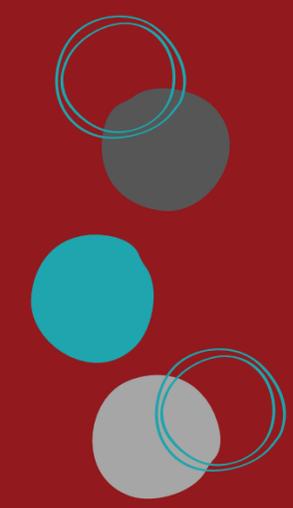
Informational – No Board Action Requested



ROSEVILLE AREA SCHOOLS

Multilingual Language Access

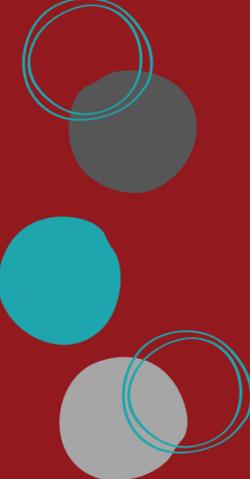
October 22, 2024



What is Language Access?

Language access is the practice of ensuring that people have access to information and services in their preferred language in a culturally responsive way in a format that is easily accessible, regardless of their primary language.



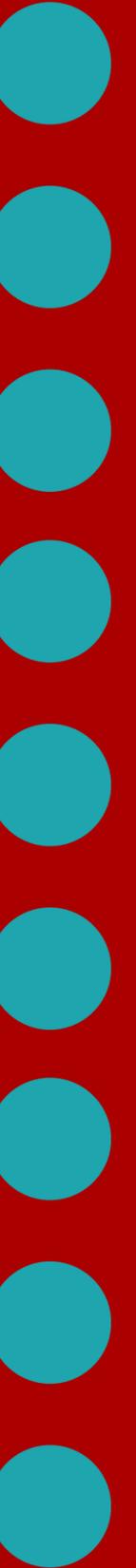


Why does it matter?

Current Federal and local language access laws require that parents/guardians of students in U.S. schools receive information in a language they understand.



Language access is important because it helps ensure that everyone has equal access to services and opportunities, regardless of their language abilities.



**The freedom to express
oneself through language is a
fundamental human right.**

Strategic Plan Goal

#3

**We are a culturally
responsive, inclusive,
anti-racist district.**

**Build a culture of
belonging where all feel
welcome, included, and
safe**



Top 5 Languages (other than English)

Language	# of Students	% of Total
Spanish	862	12%
Hmong	401	5%
Somali	272	4%
Karen	227	3%
Nepali	183	2%

Language Access Audit Timeline

September
2023

Contracted with Dr. Jennifer Love from Equitable Engagement Solutions to conduct a language access audit

October 24-26,
2023

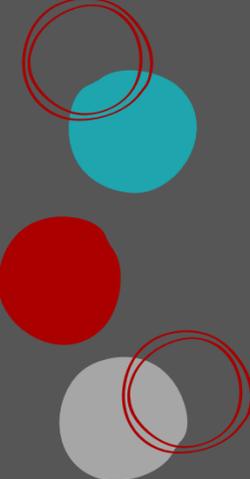
Dr. Love visited Roseville Area Schools and hosted onsite conversations with stakeholders

December
2023

Dr. Love presented the audit findings and the key recommendations based on her findings

February
2024

District forms Language Access Committee to determine next steps in addressing audit findings

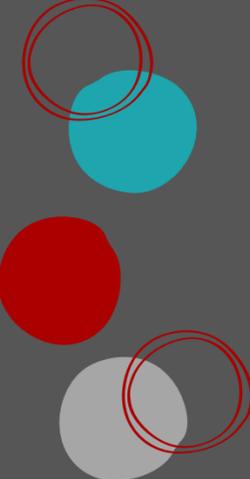


Audit Participants

- District administration
- Elementary administration
- Secondary administration
- Nutrition Services
- Enrollment
- Cultural liaisons
- Communications
- MLL staff
- Elementary, middle school, and high school teachers and student support

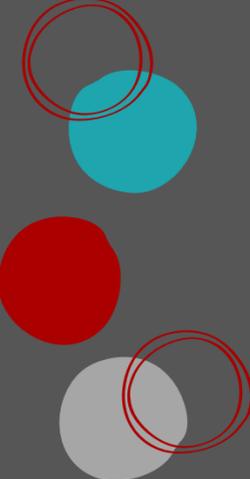
Key Audit Recommendations

1. Create a welcoming environment
2. Change the district website
3. Provide language access professional development
4. Review the current language services provider
5. Determine a systemic requesting procedure for translation of communication
6. Track data in a centralized system for program analysis
7. Identify a centralized staff member to serve as district language access coordinator



Next Steps

- Language Access Committee
- Attendance process
- Tutorial videos for website & newsletter translation
- Translation & interpretation app and providers
- Special education processes
- Cultural liaisons
- Welcoming environment (resource table stand, phone system, welcome wall, etc.)



Language Access Committee Members

- Dr. Jenny Loeck
- Delon Smith
- Niceta Thomas
- Carrie Ardito
- Lourdes Flores-Hanson
- Tina Clasen
- Mara Bischoff
- Kowthar Ismail
- Cecilia Martino

Questions

Agenda Topic: Monthly Financial Report
Meeting Date: October 22, 2024
Contact Person: Shari Thompson

Background:

Shari Thompson, executive director of business services, will provide an update on the district's annual audit.

Recommendation:

Action Required

Informational – No Board Action Requested

Agenda Topic: Policy 534: School Meals Policy (new) First Reading
Meeting Date: October 22, 2024
Contact Person: Shari Thompson

Background:

School districts that participate in the national school lunch program are required to adopt a school meals policy.

Shari Thompson, executive director of business services, will present Policy 534: School Meals Policy. This will be the first reading of the new board policy.

Recommendation:

Action Required

Informational – No Board Action Requested

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 534 – School Meals Policy

1.0 Purpose

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. Roseville Area Schools' policy is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or stigmatization of students. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte items or second meals as well as to maintain the financial integrity of the National School Breakfast and Lunch program.

2.0 Payment of Meals

- 2.1 Roseville Area Schools will offer all students in prekindergarten through twelfth grade one breakfast and one lunch at no cost each school day through Minnesota's Free School Meals for Kids program.
- 2.2 Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school employee.
- 2.3 A student will not be allowed to charge a second meal or a la carte purchase to their meals account without sufficient funds.
- 2.4 If a family chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts.

3.0 Notification of Account Status

- 3.1 The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- 3.2 Families can set up low balance email alerts and automated payments when their child's meal account balance reaches a certain amount via the district's online payment system.
- 3.3 Families will be notified of an outstanding negative balance by automated text messages sent twice per month. A letter will also be mailed monthly to the student's home.

Policy 534 – School Meals Policy

- 3.4 Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.
- 4.0 Unpaid Meal Charges
 - 4.0 The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for educational benefits for their children.
 - 4.1 The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent.
 - 4.2 Families of enrolled students with a negative balance will carry over into the next school year.
 - 4.3 The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.
- 5.0 Communication of Policy
 - 5.1 This policy will be distributed to households annually via district and school newsletters.
 - 5.2 The policy will be posted on the district's website.

Adopted: