



Agenda
Regular School Board Meeting
Tuesday, October 28, 2025
6:30 PM

1. Call to Order, Roll Call
2. Agenda Adjustments
3. Announcements, Comments, Recognitions
 - 3.a. Central Park Elementary SPARK Lab
 - 3.b. 2026 National Merit Semifinalists and Commended Scholars
4. Summary of Community Input Received for Action Items
5. Consent Agenda
 - 5.a. Minutes - Board Meeting of October 14, 2025
 - 5.b. Payment of Bills
 - 5.c. Personnel - Resignations, Appointments, Reductions
 - 5.d. Gifts
 - 5.e. 2025-2026 School Resource Officer Contract
6. Reports and Non-Action Items
 - 6.a. Roseville Area Schools School Board Handbook First Reading
Speaker(s): Clerk Rose Chu, Treasurer Mannix Clark, and Director Kitty Gogins
7. Action Items
 - 7.a. Policy 584: Collection, Maintenance, Use and Release of Student Educational Data (reviewed)
Second Reading
Speaker(s): Maura Weyandt
 - 7.b. School Board Governance Policies (200 Series) Second Reading
Speaker(s): Clerk Rose Chu, Treasurer Mannix Clark, and Director Kitty Gogins
8. Board Reports
Speaker(s): Board Members
9. Superintendent's Report
Speaker(s): Superintendent Jenny Loeck
10. Closed Session to Consider Labor Negotiations Strategy
Speaker(s): Chair Todd Anderson
11. Adjournment

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

October 14, 2025

Chair Todd Anderson called the school board meeting to order at 6:30 p.m. in the Fairview Room at Anpétu Téça Education Center. Board members present: Todd Anderson, Mike Boguszewski, Rose Chu, Mannix Clark, Kitty Gogins, Frank Shaw. Board members absent: none. Also present: Dr. Jenny Loeck, superintendent of schools, and approximately thirteen other visitors or staff who attended all or part of the meeting.

Announcements, Comments, Recognitions. Director Gogins 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.

- (17) Consent Agenda. Clark moved, Chu seconded acceptance of the consent agenda, including the minutes of the regular school board meeting on September 25, 2025, and the special school board meeting on October 6, 2025; payment of bills; resignations, appointments, reductions, adjustments; and gifts were approved. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Shaw. Nays: none. Motion carried unanimously.

School Board Governance Policies (200 Series) First Reading. Earlier this year, a board task force was appointed to review the school board's governance policies. Clerk Chu, Treasurer Clark, and Director Gogins facilitated a first reading of the policies and proposed revisions.

Policy 584: Collection, Maintenance, Use and Release of Student Educational Data (reviewed) First Reading. Maura Weyandt, associate superintendent, reviewed Policy 584: Collection, Maintenance, Use and Release of Student Educational Data. There were no suggested revisions to the policy.

Harambee Elementary School Calendar Transition Update. Nathan Meyer, Harambee Elementary School principal, and Jenny Eckman, environmental education specialist, provided an update on the process of creating a new vision for Harambee Elementary. Last April, the school board voted to transition Harambee from a year-round school calendar to a nine-month calendar to provide more consistency for families and support increased enrollment. After collecting feedback from students, staff, and families, and with the support of a school steering committee, Harambee will strengthen its focus on culture and community, diversity, environmental education, and quality instruction.

- (18) Harambee Elementary School Forest Resolution. As part of its focus on environmental education, Harambee Elementary is seeking approval from the Minnesota Department of Natural Resources to designate its grounds as a school forest. According to the DNR, a school forest is an outdoor classroom, where students can learn and apply concepts in various subject areas while gaining an appreciation and awareness of natural resources. Chu moved, Boguszewski seconded adoption of a resolution supporting the Harambee

Elementary school forest designation. A roll call vote was adopted. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Shaw. Nays: none. Motion carried unanimously.

- (19) Roseville Area Schools Language Access Plan. Carrie Ardito, executive director of communications, and Lourdes Flores-Hanson, multilingual program administrator, reviewed the district’s language access plan. Per Minnesota statute, a school board must adopt a language access plan that specifies the district’s process and procedures to provide effective language assistance to students and families who communicate in a language other than English. Chu moved, Gogins seconded adoption of the district’s language access plan. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Shaw. Nays: none. Motion carried unanimously.

Study Session Report. Treasurer Clark reported on the study session that was held prior to the evening’s regular meeting. Board members continued their review of the draft school board member handbook. The board also discussed the process for its annual self-evaluation.

Board Reports. Clerk Chu attended an Early Childhood Advisory Council meeting, a Little Canada Elementary School PTA meeting, a Ramsey County League of Local Governments meeting, and Do Good Roseville’s Community Impact Celebration. Director Boguszewski attended one of the district’s community meetings about the safety and technology levy. Treasurer Clark provided updates from the most recent Northeast Metro 916 board meeting. He also attended a Community Education Advisory Council meeting. Director Gogins attended the City of Falcon Heights’ Fall Festival and a robotics tournament at Roseville Area High School. She and other board members participated in a meeting with local government partners hosted by the district. Director Shaw attended a District Curriculum Advisory Committee meeting and a Brimhall Elementary School PTA meeting. Chair Anderson recognized Indigenous Peoples’ Day.

Superintendent’s Report. Superintendent Loeck recognized October as National Principals Month. She also shared information about the district’s safety and technology levy.

The Chair declared the meeting adjourned at 8:31 p.m.

Signed _____
Clerk

Approved _____
Chair

Meeting Date: October 28, 2025

PAYMENT OF BILLS:

-October 1 - October 15, 2025

That bills in the amount of: **\$9,675,642.58** by the following funds be approved:

GENERAL	\$8,253,831.57
FOOD SERVICE	\$309,340.16
COMMUNITY SERVICE	\$299,323.63
BUILDING FUND	\$744,971.61
DEBT FUND	\$0.00
READING RECOVERY	\$0.00
AMSD	\$14,416.16
OPEB DEBT	\$0.00
DENTAL INS FUND	\$29,336.77
NO SUBURBAN COLLABORATIVE	\$0.00
EXTRA CURRICULAR-STU ACTIVITY	\$24,422.68

RECOMMENDATION:

That above payments are included in check numbers:

WIRE TRANSFERS	202500174	through	202500204
CHECKS	366175	through	366600
CAPITAL ONE AP CHECKS	9300	through	9323
ACH A/P	252610243	through	252610352

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	\$3,248,523.80	\$39,819.47	\$114,007.79		\$0.00	\$29,336.77		\$3,990.98	\$0.00		\$670.05	\$3,436,348.86
CHECKS	\$2,926,290.22	\$176,585.26	\$20,974.85	\$694,628.35	\$0.00			\$726.88		\$0.00	\$16,252.63	\$3,835,458.19
CAPITAL ONE A/P	\$20,802.52	\$15,693.44	\$1,312.98									\$37,808.94
ACH A/P	\$14,541.74	\$2,828.37	\$369.23	\$50,343.26							\$7,500.00	\$75,582.60
TRANSFER TO PAYROLL	\$2,043,673.29	\$74,413.62	\$162,658.78					\$9,698.30				\$2,290,443.99
VOID CHECKS	\$0.00	\$0.00	\$0.00								\$0.00	\$0.00
TOTAL	\$8,253,831.57	\$309,340.16	\$299,323.63	\$744,971.61	\$0.00	\$29,336.77	\$0.00	\$14,416.16	\$0.00	\$0.00	\$24,422.68	\$9,675,642.58

BOND CONSTRUCTION FUNDS	October 1, 2025		Balance	
	Cash & Investments	Revenue	Disbursements	Remaining as of
	Balance	10/1 to 10/15	10/1 to 10/15	10/31/25
	\$8,389,259.49	\$0.00	\$12,000.00	\$8,377,259.49

RECOMMENDATION:

The above disbursements include check numbers:

CHECKS Oct 1 - Oct 15	102740	through	102740	\$12,000.00
CHECK PAID OUT OF GENERAL ACCT		through		\$0.00
VOID CHECKS				\$0.00

Human Resources Information

5-C

Meeting Date

10/28/2025

Hired-New Licensed

Schafer, Kelsev

Effective Date 10/13/2025

Edgerton Elementary School

Special Education Teacher

Hired working 1.0 FTE effective October 13, 2025.

Hired-New Licensed Long Term Substitute

Ford, Nicole

Effective Date 10/21/2025

Harambee Elementary School

Elementary Teacher

Hired as 1.0 FTE Long Term Substitute effective October 21, 2025 through November 7, 2025.

Hired-Non-Licensed

Baron, Catherine

Effective Date 10/13/2025

Central Park Elementary School

Nutrition Services Assistant

Hired working 4 hours per day effective October 13, 2025.

Britton, Daniel

Effective Date 10/27/2025

Districtwide

Custodial Services

Hired working 8 hours per day effective October 27, 2025.

Del Signore, Gina

Effective Date 10/13/2025

Harambee Elementary School

Nutrition Services Assistant

Hired working 5 hours per day effective October 13, 2025.

Hamernick, Nicole

Effective Date 10/13/2025

Roseville Area High School

Floating Kitchen Manager

Hired working 7 hours per day effective October 13, 2025.

Human Resources Information

5-C

Meeting Date

10/28/2025

Kari. Jeremv

Effective Date 10/16/2025

Parkview Center Schoool

Custodial Services

Hired working 8 hours per day effective October 16, 2025.

Meneir. William

Effective Date 10/21/2025

Parkview Center School

Special Education Paraprofessional

Hired working 7 hours per day effective October 21, 2025.

Treio. Adriana

Effective Date 09/29/2025

Roseville Area High School

Nutrition Assistant Manager

Hired working 7 hours per day effective September 29, 2025.

Resignation-Non-Licensed

Donaldson. Kristen

Effective Date 11/21/2025

District Center

Transportation Coordinator

Resigning effective November 21, 2025.

Fritz. Bradlev

Effective Date 10/17/2025

Brimhall Elementary School

Kitchen Manager

Resigned effective October 17, 2025.

Havslett. Deborah

Effective Date 10/10/2025

Harambee Elementary School

Nutrition Services Assistant

Resigned effective October 10, 2025.

Kline. Jaclvn

Effective Date 10/23/2025

Emmet D Williams Elementary School

Special Education Paraprofessional

Resigned effective October 23, 2025.

Human Resources Information

5-C

Meeting Date

10/28/2025

Linh. Damien

Effective Date 10/03/2025

Emmet D Williams Elementary School Custodial Services

Resigned effective October 3, 2025.

Morev. Donna

Effective Date 11/26/2025

Emmet D Williams Elementary School Nutrition Services Assistant

Resigning effective November 26, 2025.

Xiong. Vong

Effective Date 10/15/2025

Roseville Area Middle School Custodial Services

Resigned effective October 15, 2025.

Unpaid Leave

Adams. David

Effective Date 11/10/2025

Roseville Area High School Business Teacher

Requesting unpaid leave effective November 10, 2025 through June 10, 2026.

Aiavon. Abana

Effective Date 09/16/2025

Roseville Area High School Special Education Paraprofessional

Requested non-compensatory leave effective September 16, 2025 through October 31, 2025.

Kresien. Stephanie

Effective Date 09/29/2025

Harambee Elementary School Elementary Teacher

Requested non-compensatory leave effective September 29, 2025 through October 31, 2025.

GIFTS TO SCHOOLS 2025/26

SCHOOL BUILDING	NAME/ADDRESS OF DONOR	GIFT	USE
Edgerton Elementary School	Galilee Lutheran Church 145 N McCarrons Blvd Roseville, MN 55113	School supplies	Students in need
Edgerton Elementary School	Path of Grace UMC 759 County Road B East Maplewood, MN 55117	School supplies and snacks for open house	Students in need
Edgerton Elementary School	Anchored Ministries 13840 Sycamore St NW Andover, MN 55304	School supplies and food for open house	Students in need
Edgerton Elementary School	Eagle Brook Church 2220 Edgerton St Maplewood, MN 55117	School supplies and food for open house	Students in need
Harambee Elementary School	Wendy Thompson 2938 Mildred Dr Roseville, MN 55113	\$500.00	Media center supplies
Harambee Elementary School	Alec Johnson 1032 24th Ave SE Minneapolis, MN 55414	Alto saxophone	Students in need
Little Canada Elementary School	Rebecca Neamy 545 Skillman Ave E Maplewood, MN 55117	\$85.00	School needs
Parkview Center School	Wendy Thompson 2938 Mildred Dr Roseville, MN 55113	\$500.00	Media center
Roseville Area High School	Katherine and Paul Moeller 1358 Edgerton St St. Paul, MN 55130	\$150.00	Boys cross country program
Roseville Area High School	Kenneth and Michele Hanson 6264 24th St N Oakdale, MN 55128	\$50.00	Boys cross country program

Roseville Area High School	Merle Gaedy 1163 Maple Ln W Roseville, MN 55113	\$394.42	Volleyball program
Roseville Area High School	Saint Paul & MN Foundation 370 Wabasha St N, Suite #300 St. Paul, MN 55102	\$250.00	Volleyball program
Roseville Area High School	US Bank Foundation P.O. Box 634 Milwaukee, WI 53201	\$20.00	School needs
Roseville Area High School	Dearest Baker LLC Cynthia Lee 955 Mackubin St St. Paul, MN 55117	\$200.00	Student activities
Roseville Area Schools	Karen Doherty 1926 Malvern St Lauderdale, MN 55113	\$18.00	District needs
Roseville Area Schools	Aaron Mastrian 1746 Skillman Ave W Roseville, MN 55113	\$40.00	District needs

Agenda Topic: 2025-2026 School Resource Officer Contract
Meeting Date: October 28, 2025
Contact Person: Delon Smith

Background:

Roseville Area Schools has 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 and Roseville Area Middle School for the 2025-2026 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 and Roseville Area Middle School for the 2025-2026 school year.

Action Required

Informational – No Board Action Requested

ROSEVILLE AREA SCHOOLS
AND
CITY OF ROSEVILLE POLICE DEPARTMENT

ROSEVILLE AREA SCHOOLS SCHOOL RESOURCE OFFICERS AGREEMENT
2025-2026 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 School Resource Officers 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 School Resource Officer assigned to certain Roseville Area Schools, including the Roseville Area High School, Roseville Area Middle School, and other schools 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 designated Roseville Area Schools as agreed to by the parties; and

WHEREAS, the City and the School District will both contribute to the costs associated with this School Resource Officers program, both the City and the School District will be granted certain rights pertaining to the Roseville Area Schools School Resource Officer program;

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

1. Contributions to the School Resource Officer Program by the City:
 - A. The City will employ up to two (2) School Resource Officers. 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 School Resource Officers shall be responsible to the Roseville Chief of Police or his/her designee. The City directs the job responsibilities of the School Resource Officers.

- C. The School Resource Officers 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 Schools Administration. Attached also as Exhibit B is the Student and Teacher Calendar for 2025-2026.
2. Contribution to the School Resource 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 each individual assigned School Resource Officer and cell phone expenses, not to exceed \$101,601 per officer. The position will be filled by a police officer paid according to the current police officer union contract. The School Resource Officer is expected to be on duty 168 student days and additional staff days as determined by the School District, the principal of the assigned school or their designee, not to exceed a total of 175 days per year. When there is a need for the School Resource 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 Resource Officers' primary work locations will be at the Roseville Area High School or the Roseville Area Middle Schools (RAMS), as determined by the parties ("Assigned School"). The dedicated RAMS School Resource Officer also will provide dedicated service hours at various elementary school buildings within the School District, as assigned by the School District Superintendent or their designee.
 - C. The School District will provide office space for the School Resource Officers at Roseville Area School sites 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.
 - D. The School District will provide a reserved parking space in the proximity of the School Resource 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.
 - E. The School District will provide basic custodial service, consistent with the policies and practices of the School District.
 - F. The Assigned School Principal or their designee will provide regular onsite supervisory support, consistent with the policies and practices of the School District, while being fully aware that the School Resource Officer is an employee of the City.
 - G. The School District and assigned School Principal are responsible for training School District staff on the terms of this agreement, including but not limited to the responsibilities

and limits of School Resource Officer intervention in student behavioral incidents or disciplinary situations and enforcement of school policies.

3. Selection and Duties:

A. The building administrators/principals and student leaders of the Assigned Schools shall be involved in selection of the School Resource Officer. Duties assigned the School Resource Officer, distinct from those outlined herein, shall be mutually agreed to by the Roseville Area Schools administration 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 School Resource Officer attend a school event outside normal duty hours.
- The School Resource Officer will notify the School Principal's Secretary when he/she will be absent.
- Proactive patrols of school campuses, including parking lots, school grounds, and interior areas.
- Annually review safety-related practices recommend improvements prior to October 1.
- Meet weekly with Administrative Teams.
- Participate in School Safety Committee meetings.
- Assist Principal, Associate Principals and Deans with lunchroom supervision, investigation of incidents, and other duties as specified in Exhibit A.
- Proactive relationship building such as educational classroom visits, guest speaking, attending family engagement activities and events at school buildings.
- Create opportunities to build relationships within the community by organizing events such as "Breaking Down Barriers".
- Join student assistance team's reward and incentives programs at the elementary level and join students at recess for activities.
- For assigned school sites outside of the City's law enforcement jurisdiction, coordinate as necessary, with local law enforcement.
- Additional responsibilities as outlined in Exhibit A.

The School Resource Officer will not be responsible for discipline or enforcement of School policies.

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. If, for any reason, the City is unable to staff its School Resource Officer position, the City shall have the absolute right to suspend this Agreement upon five (5) days notice until the positions can be filled. In the event of cancellation, the parties will be mutually relieved of any further obligation as set forth in this Agreement. Unless terminated earlier as provided herein, this Agreement shall

remain in effect until June 30, 2026. 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 for the following school year.

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: _____ By: _____
Todd Anderson, Chair Dan Roe, Mayor

By: _____ By: _____
Jenny Loeck, Superintendent Pat Trudgeon, City Manager

EXHIBIT A

POSITION RESPONSIBILITY WRITE-UP

Position Title: School Resource Officer Date: August, 2024

Department: Student Services Location: Roseville Area Schools (as assigned)

Accountable To: City of Roseville Chief of Police or Designee

Primary Objectives of Position

To assist in the coordination of a cooperative community approach between schools, families, police, and other resources to meet the needs of students and families.

MAJOR AREAS OF RESPONSIBILITY

1. Leads and creates opportunities to build and promote positive relationships amongst law enforcement and school communities.
2. Follows up on referrals made by the Police Department and administrative staff.
3. Serves as a member of the administrative team and student support team.
4. Visits with and gets acquainted with students during lunch periods, recess, between classes, at school activities and on field trips when possible.
5. Supports and works cooperatively with administrative and support staff, in cases of criminal law violation and may conduct follow-up investigation of incidents.
6. Works cooperatively with school staff to initiate prevention programs in the area of juvenile crime.
7. Educates and advises families regarding student behavior that could lead or has led to legal infractions or other matters as requested.
8. Assists the school administration in setting up procedures that would contribute to the safety and security of the building and grounds.
9. Makes presentations on relevant topics to students as requested by teachers or administrators; helps arrange field trips and speakers in his or her area of expertise.
10. Builds and maintains rapport among youth, parents, school personnel and law enforcement officers, and services as part of a team effort to provide role models.
11. Assists, as assigned, with petitions to Juvenile Court and works with social and welfare agencies, probation personnel, and makes referrals for family counseling, for chemical health evaluation, and for other student needs.
12. Assists, as assigned, in reporting child abuse/neglect cases and in handling Children in Need of Protection or Services (CHIPS) cases.
13. During the summer months, performs duties as assigned by the lieutenant in charge of police patrol or investigations.

14. Follow-up to non-school related incidents with students & families to provide support and resources.
15. Proactive relationship building such as educational classroom visits, guest speaking, attending family engagement activities and events.

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 and families 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 assigned School Principal.

Supervision of Others

None.

Responsibility for Public Contact

Continuous, requiring tact, courtesy, and good judgment.

Clothing to be worn

Because the officer assigned to the School Resource Program is working in a very visible position, the normal dress will be a soft law enforcement uniform, but the officer will exercise discretion depending upon the circumstances.

Agenda Topic: Roseville Area Schools School Board Handbook First Reading
Meeting Date: October 28, 2025
Contact Person: Clerk Rose Chu, Treasurer Mannix Clark, and Director Kitty Gogins

Background:

The board will review the final draft of the school board handbook, which was developed as a resource for newly elected board members.

This first reading is an opportunity to offer feedback and request additional changes. The board will formally approve the final handbook in November 2025.

Recommendation:

Action Required

Informational – No Board Action Requested

Agenda Topic: Policy 584: Collection, Maintenance, Use and Release of Student Educational Data (reviewed) Second Reading
Meeting Date: October 28, 2025
Contact Person: Maura Weyandt

Background:

Maura Weyandt, associate superintendent, will review Policy 584: Collection, Maintenance, Use and Release of Student Educational Data. There were no changes requested from the first reading on October 14, 2025. This will be the second reading of the policy.

Recommendation:

It is recommended that the board approve Policy 584: Collection, Maintenance, Use and Release of Student Educational Data as presented.

Action Required

Informational – No Board Action Requested

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

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

- 1.0 Roseville Area Schools collects and maintains data relating to students and their parents/guardians for educational and student management purposes, including, but not limited to, instruction, guidance, discipline and research. The classification and release of such data is governed by state and federal law.

- 2.0 Philosophy
 - 2.1 The collection, maintenance, access to and release of student data shall be in keeping with the privacy rights of students and parents/guardians, as specified by state and federal law.

 - 2.2 The School District shall adopt and regularly review policies and procedures to ensure that private data on students and parents/guardians is properly maintained and safeguarded.

Adopted: 06/29/72
Revised: 09/13/01
Revised: 11/24/15
Revised: 03/16/21
Revised: 02/21/23

Agenda Topic: School Board Governance Policies (200 Series) Second Reading
Meeting Date: October 28, 2025
Contact Person: Clerk Rose Chu, Treasurer Mannix Clark, and Director Kitty Gogins

Background:

The board governance policy review task force presented proposed revisions to the 200 series policies at the school board meeting on October 14. Requested changes from the first reading have been incorporated into the attached drafts. This will be the second reading of the policies.

Recommendation:

It is recommended that the board approve revisions to the 200 series policies as presented.

Action Required

Informational – No Board Action Requested

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 200 – School Board Governing Commitment

The Board will support the educational philosophies and procedures practices needed to promote a high quality education for all students. The Board holds itself accountable to the citizens students, families and residents of the District ensuring that all action it takes is consistent with law and the Board's policies that will be based on the best interests of the community and its learners.

In the fulfillment of this charge, the Board is committed to rigorous and continual improvement of its capacity to govern effectively, using its policies to define its values and expectations.

The Board's purpose is to assure that the organization achieves the results described in its Strategic Plan and operates within the parameters described in statute and District policies.

Adopted: 6/28/11
Reviewed: 1/27/15
1/12/16
1/10/17
1/9/18
1/8/19

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 202 – School Board Governing Style

The board will govern lawfully with emphasis on:

- outcomes for students all learners rather than on interpersonal issues;
- encourage encouraging diversity of viewpoints;
- focusing on strategic leadership rather than on administrative detail;
- observe observing a clear distinction between board and superintendent roles;
- make making collective rather than individual decisions;
- exhibiting future orientation rather than past or present; and
- governing proactively rather than reactively.

Accordingly:

1. The board will cultivate a sense of group responsibility. The board will be responsible for excellent governance performance. The board will use the expertise of individual board members to enhance the performance of the board as a whole, but it will not substitute the judgments and opinions of individual members for the board's collective values. The board governs best through its collective voice.
2. The board will hold itself accountable for the quality of its governing performance and ensure the long-term capacity for excellent governance in the district. This self-discipline will apply to attendance, preparation for and participation in meetings, adherence to both the principles of the board's governing model and to the policies themselves, and respect of roles.
3. The board will direct and inspire the district through the careful establishment of a strategic plan and written policies reflecting the board's understanding of the community's values and perspectives. The board's major policy focus will be on the intended long-term benefits for students, and generally will not be on the administrative or programmatic means of attaining those benefits. The board may require information about such means to ensure it can effectively oversee whether the benefits are achieved.
4. The board will govern in a manner that is transparent to the public and encourages meaningful engagement with community members.
5. The board will offer orientation about the board's governance role to candidates running for the school board.
6. The board will take responsibility for its continuous development beginning with orientation of new members, ongoing training and periodic discussion and evaluation of the board's processes to ensure continued improvement.
7. The board, by majority vote, may revise or amend its policies at any time.

Adopted: 6/28/11

Revised: 1/27/15
Reviewed: 1/12/16
1/10/17
1/9/18
1/8/19

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 203 – School Board Annual Work Plan

The Board will follow an annual work plan and calendar that will include monitoring and review of policies and progress toward achievement of District goals, reporting to and engagement engaging with the community and staff groups, and partaking in activities to improve Board performance through education, communication and deliberation.

~~The Board's annual planning cycle will begin each year in January.~~

Adopted: 6/28/11
Reviewed: 1/27/15
1/12/16
1/10/17
1/9/18

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 204 – School Board Job Description

The school board serves, leads and represents the District 623 community by determining and demanding appropriate and excellent organizational performance in order to accomplish the highest levels of achievement for all students.

In performing its unique governing role, the school board will:

1. Utilize appropriate strategies to ensure input from students, staff, parents/caregivers families, and the community.
2. Strive for board meetings that are fair, open, thorough, productive, efficient and orderly.
3. Adopt a strategic plan and policies that will guide the organization and oversee and ensure execution of the strategic plan and compliance with policies.
4. Advocate for District 623, the community, and public education.
5. Develop and follow written governing policies that, at the broadest levels, address:
 - a. Organizational impacts, benefits and end results for specified recipients;
 - b. Practical, ethical, and legal boundaries within which district activity and decision-making will take place;
 - c. How the school board will conceive, perform and monitor its own work;
 - d. How authority is delegated to the superintendent and the process for monitoring organizational and superintendent performance.
6. Employ, supervise and evaluate the superintendent.
7. Evaluate board performance annually.
8. Fulfill its fiduciary responsibility by, among other things, adopting an annual budget, monitoring performance against budget and appointing an independent auditor to conduct an annual external review and report directly to the board.
9. Seek to understand important issues facing District 623 and provide consultative feedback to the superintendent and staff as appropriate.
10. Perform other duties as defined by state statute.

Adopted: 6/28/11
Revised: 1/27/15
Reviewed: 1/12/16
1/10/17
1/9/18

1/8/19

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 206 – School Board Officer Roles

The officers of the Board are Chair, Clerk and Treasurer. Officers are elected following nominations at the first meeting in January. Board members, including members-elect, interested in an officer position are encouraged to inform the Board by December 31st. Their duties are assigned by this policy and others required by law.

Chair

The Chair provides leadership to the Board in partnership with all members. The Chair exercises interpretative responsibilities with integrity, reflecting the spirit and intent of the Board in its deliberations, and normally serves as the Board's official spokesperson.

The Chair has the following specific authority and duties:

1. Monitor Board actions to ensure that they are consistent with the Board's own rules and policies and other obligations imposed upon it from outside the organization.
 - a. Conduct and monitor Board meeting deliberations to ensure that Board discussion and attention are focused on Board issues, as defined in Board policy (see ~~GP-~~ [Policy 204](#));
 - b. Conduct Board meetings using the authority normally invested in the Chair as described in Robert's Rules of Order;
 - c. Lead timely Board meeting debriefings and periodic self-assessments to ensure process improvement.
 - d. On behalf of the Board, works with the superintendent to develop the board work plan and annual calendar.
2. Make interpretive decisions that fall within the Chair's role and topics covered by Board policies on Governance Culture and Board/Superintendent (CEO) Relationships.
3. Compile and facilitate the Board's summative evaluation of the Superintendent.
4. As its official spokesperson, represent the Board to outside parties concerning issues decided by the Board and other matters related to official Board responsibilities. Responds on behalf of the Board to communication received by the full Board, soliciting input from Board members when Board position is not evident.
5. The Chair may delegate authority, when appropriate, to other Board members but the Chair remains accountable for members' use of delegated authority.

Policy 206 – School Board Officer Roles

6. Execute all documents authorized by the Board, except as otherwise provided by law.
7. Appoint members of all Board committees with input from Board members.
8. On behalf of the Board, and in concert with the Superintendent, develop proposed Board meeting agenda consistent with the Board's annual calendar.

Clerk

The Clerk has the following specific authority and duties:

1. Serves in the absence of the Chair.
2. Assists the Chair as requested in the execution of Chair responsibilities.
3. Acts as Board parliamentarian.
4. Assures accuracy of Board meeting minutes.
5. Signs documents as required.
6. Assures that Board policies are accurately recorded, maintained, posted and current.

Treasurer

The Treasurer has the following specific authority and duties:

1. ~~Reviews~~ Checks District expenses against the budget and reviews the audit report.
2. Serves as Clerk of the Board in the absence of the Clerk.

Adopted: 6/28/11
Reviewed: 1/27/15
1/12/16
1/10/17
1/9/18
1/8/19

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 208 – School Board Committees

School board committees will be used to support the work of the school board and to reinforce the wholeness of the school board's responsibilities, never to interfere with the delegation of authority from the school board to the superintendent. A committee is a board committee only if its existence and the charge are defined by state statute or result from formal action by the board.

Accordingly:

1. Board committees are to assist the board in meeting its roles and responsibilities, not to direct or advise staff. Committees ordinarily will assist the school board by recommending program or policy alternatives and implications for school board consideration.
2. Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes. Committee expectations and authority will be clearly stated by the board.
3. Any direction to the superintendent related to a committee recommendation must come from the full board.
4. All board committee meetings are open to the public with meeting times and locations posted.
5. Opportunities to serve on board committees shall be broadly communicated with the goal that membership will be representative of the community.
6. From time to time, the board may establish a temporary task force to complete specific and time limited work on behalf of the board.

Adopted: 6/28/11
Revised: 1/27/15
Reviewed: 1/12/16
1/10/17
1/9/18
1/8/19

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 209 – Board Operating Procedures and Meeting Process

The purpose of this policy is to provide guidance to board members and transparency to the public on board operating procedures and meeting processes.

1.0 Order of Business

Roberts' Revised Rules of Order shall be the official guide of the board on all points of parliamentary procedure. The order of business at each regular meeting of the Roseville Area School Board shall generally be as follows:

Call to Order
Roll Call
Agenda Adjustments
Announcements, Comments, Recognitions
Summary of Community Input Received for Action Items
Consent Agenda
Discussion, Reports, Non-Action Items
Action Items
Study Session Report
Board Reports
Superintendent's Report
Adjournment

2.0 Quorum

Four members of the board shall constitute a quorum for the transaction of business. The only business that can be transacted in the absence of a quorum is to take measures to obtain a quorum, to fix a time for adjournment and to adjourn, or to take a recess.

3.0 Agenda

The superintendent and the school board chair, or another board member designated by the chair, will collaboratively prepare the school board meeting agenda. School board members are encouraged to introduce new items including background information and supporting materials for discussion and possible action. School board members shall place items on the agenda as follows:

3.1 A board member may request at a school board meeting that an agenda item be placed on a future board agenda, or

3.2 A board member may make a request for an agenda item outside of a regular board meeting by submitting an e-mail request to the superintendent and board chair, with a copy of the e-mail to other school

Policy 209 – Board Operating Procedures and Meeting Process

board members, no later than 5:00 p.m. ~~on Thursday preceding~~ at least five (5) calendar days prior to the regular board meeting. Changes to the agenda after that time will be made through the Agenda Adjustment Process. Any supporting materials must be submitted by 5:00 ~~p.m. on the Thursday preceding~~ at least five (5) calendar days prior to the meeting.

3.3 Generally, items will not be added to the agenda during a meeting unless they cannot be delayed until a subsequent meeting. Board members should make every effort to submit their request in advance as outlined in 3.2. However, a board member may make a motion to add an agenda item at the same meeting that the item is to be addressed under the Agenda Adjustment section of the agenda.

3.4 Community members who wish to place an item related to school district business on a school board meeting agenda should contact the school board chair or a school board member. The item may be brought by the chair or board member to the full school board for consideration.

4.0 Board Calendar

The board work calendar will be updated at least bi-monthly and ~~posted on the board web page~~ shared with board members.

5.0 Meeting Agenda Materials

5.1 Meeting materials will normally be made available to the school board at least four (4) calendar days prior to the scheduled meetings. Meeting documents will be made available electronically when feasible.

5.2 The school board meeting agenda will be posted on the school board web page ~~on the Friday preceding~~ at least four (4) calendar days prior to the regular school board meeting. In the case of a special or emergency meeting, the meeting agenda will be posted in accordance with notice requirements or as soon as possible.

5.3 The goal will be to place the board meeting materials on the school board web page ~~on the Friday preceding~~ at least four (4) calendar days prior to the regular board meeting. In unusual circumstances if that is not possible, a notice indicating that the documents are not yet available will be placed on the web page. The documents will be posted ~~on the Monday preceding~~ at least one (1) day prior to the meeting.

6.0 Requests for Information from School Board Members

6.1 Requests from individual board members for information relating to an upcoming board discussion or deliberation may be made directly to the

Policy 209 – Board Operating Procedures and Meeting Process

superintendent or the designated administrative team member. Emailed requests for information from board members to administrative team members will also be copied to the superintendent and the board.

- 6.2 Requested information (on agenda or non-agenda items) that is immediately available will be provided to all board members. Information that requires preparation time will be provided within a reasonable period of time. Requests for information that requires more substantial staff time or resources will be accommodated at the discretion of the Superintendent and in consultation with the school board.

7.0 Board Policy Discussions and Recommendations

The School Board is responsible for establishing and approving district policies. The following process will be used for the adoption of new policies or approving revisions made to existing policies.

7.1 First Meeting Reading

If a policy change is driven by a change in law or is a minor revision, the board may choose to condense the first and second meeting into one session.

Staff or board member(s) will present the need for a new policy or a significant change/revision of existing policy. (Policy is defined as end results, not procedures). The rationale for a new policy will be clearly articulated or documented. Staff will present a list of topics for inclusion or to be discussed. Staff will present considerations and relevant data and initial draft recommendations.

Board members will hold an open discussion on the policy in question. Staff will seek board input on the policy formation. District staff will serve as a resource to the board in their policy discussions. Given the discussion at the first meeting, the board may conclude the policy recommendation may proceed as follows.

7.2 Second Meeting Reading

~~Staff will present board members with a first reading of draft policy recommendation. The board will discuss the policy recommendation. Staff will serve as a resource to the board in their discussion.~~

Staff will present the draft as a second reading for discussion. Action will be taken as needed.

7.3 Third Meeting (or second, if first two condensed)

Policy 209 – Board Operating Procedures and Meeting Process

~~Staff will present the draft as a second reading for discussion. Action will be taken as needed.~~

- 8.0 The board will hold regular school board meetings that will be broadcast within the general geographic area of the district via television, website live-streaming, YouTube streaming, and/or other generally available media. Non-decision making informational meetings for the board, such as work-study sessions and workshops, will not be broadcast, but a report on what was discussed will be provided at the next board meeting.
- 9.0 Community Input and Community Input Sessions
- 9.1 The community is welcome and encouraged to attend board meetings. In accordance with the Open Meeting Law, all school board meetings, including work study sessions and informational sessions, are open to the public unless otherwise prohibited by law.
- 9.2 The schools belong to the community, and their involvement in major decisions affecting the district is proper and can be a valuable form of assistance to the board. There are many vehicles available to the community to provide their input to the board, such as emailing board members individually or as a group, meeting with individual board members or talking to them in person or via phone, and addressing the board at community input sessions.
- 9.3 When discussing action items on the board meeting agenda, community input received on the topic by the full board will be summarized.
- 9.4 Community Input Sessions
- 9.4.1 A community input session will be held prior to every regular school board meeting and attended by the full Board or as many board members as is practicable. The community input session will start thirty minutes before the meeting and end five minutes prior to the scheduled start of the meeting. When a public hearing, work study session or other meeting immediately precedes the regular meeting, the community input session will start thirty minutes prior to the first scheduled meeting. When feasible, the board will have 30 minutes between sessions to allow the Community Input Session to remain just prior to the board meeting.
- 9.4.2 The intent of the community input session is to provide constituents with an opportunity to directly address the members of the school board. For this reason, community input sessions will be recorded

Policy 209 – Board Operating Procedures and Meeting Process

for recordkeeping purposes and as a resource for board members but not be televised.

- 9.4.3 Community members who wish to address the Board during a community input session must fill out an online form or contact the superintendent's office by email, phone, or in person by 3 p.m. on the day of the meeting with their name, email address, home address, affiliation with the school district, and the topic they wish to address. Only those community members who have submitted a request to address the Board by the deadline will have the opportunity to do so, unless an exception is granted by the Board Chair.
- 9.4.4 Speakers will be provided up to three minutes (or 10 minutes for a speaker representing a delegation) to address the Board, unless the Board Chair grants an exception. For the purposes of this policy, a delegation is defined as a group of four or more people in attendance at the community input session that represent a larger group or organization. If a person chooses to be part of a delegation, they cannot also address the board as an individual at the same meeting. If the number of speakers exceeds the allotted time, the Board Chair may shorten each speaker's time to two minutes and a delegation to seven minutes. If there are still too many participants, the Board may limit the number of speakers to three per topic with priority placed in the following order: 1) current student, 2) parent/guardian family member of a current students, 3) staff member, 4) district resident, 5) other constituents. Board members will listen respectfully to issues brought to them by the community-; they will not answer questions posed by speakers but may ask clarifying questions. The Board will not deliberate or take action during the open forum regarding an issue presented.
- 9.4.5 School board and/or administrative responses will be provided to the individual requesting a response within 2 weeks following the meeting, with copies to the entire school board.
- 9.4.6 Personal attacks on students, staff members, or board members will not be allowed. Referring to an individual by name or the use of vulgar or profane language will be ruled out of order.
- 9.4.7 Speakers unwilling to abide by the rules or time constraints may be told their privilege of speaking has ended.
- 9.4.8 If the board requests public follow-up by administration, it will be presented at a subsequent meeting.

Policy 209 – Board Operating Procedures and Meeting Process

9.4.9 When the board meeting is called to order, audience comments are no longer permitted and will be ruled out of order.

10.0 Meetings by Interactive Technology

A meeting may be conducted by interactive technology in compliance with Minnesota Statutes, section 13D.02. The chair/acting chair and a quorum of board members must be in person at the posted meeting location.

Adopted: 11/24/15
Reviewed: 1/12/16
1/10/17
1/9/18
Revised: 1/8/19
10/26/21

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 210 – School Board Code of Conduct

School Board members will conduct themselves lawfully, with integrity and high ethical standards in order to model the behaviors expected of staff and students and to build confidence and credibility.

When performing School Board responsibilities:

1. The School Board's greatest concern is the educational welfare of all students.
2. School Board members will represent the interests of the citizens students, families and residents of the entire School District. This accountability to the whole District supersedes:
 - a. Any conflicting loyalty a member may have to other advocacy or interest groups;
 - b. Loyalty based upon membership on other boards or staffs;
 - c. Conflicts based upon personal interest of any School Board member;
 - d. Conflicts based upon being a relative of, or having a social relationship with, an employee of Roseville Area Schools.
3. School Board members may not attempt to exercise individual authority over the organization.
 - a. Board members will not assume personal responsibility for resolving operational problems or complaints;
 - b. Board members will not give personal direction to any part of the operational organization;
 - c. Board members' interactions with the public, press, or other entities must recognize the inability of any Board member to speak for the Board except to repeat explicitly stated Board decisions;
4. A member of the Board may represent ~~himself or herself~~ themselves as speaking or acting for the Board – implicitly or explicitly, only when the Board authorizes a particular statement or action.
5. To build trust among members and to ensure an environment conducive to effective governance, Board members will:
 - a. Focus on issues rather than personalities;

Policy 210 – School Board Code of Conduct

- b. Respect and support decisions of the full board;
 - c. Exercise honesty in all written and interpersonal interaction, never intentionally misleading or misinforming each other;
 - d. Make every reasonable effort to protect the integrity and promote the positive image of the district and one another.
6. Members will exercise personal discipline in the performance of their duties, including proper use of authority and appropriate decorum when acting as Board members.
 7. Members shall respect the confidentiality of information that is privileged under applicable law and shall maintain confidentiality appropriate to sensitive issues and information that otherwise may tend to compromise the integrity or legal standing of the Board, especially in those matters discussed in Closed Sessions.
 8. Board members will recognize that board business may be legally transacted only in an open meeting with a quorum of the school Board.
 9. Board members will consider multiple perspectives when a debatable issue is presented.

Adopted: 6/28/11
Reviewed: 1/27/15
1/12/16
1/10/17
1/9/18
1/8/19

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 212 – School Board Conflict of Interest

School Board members will avoid any actual conflicts of interest as well as the appearance of conflict of interest with regard to any matter considered by the Board. A conflict of interest exists when a member is confronted with an issue in which the member has a personal or financial interest or an issue or circumstance that could render the member unable to devote complete loyalty and singleness of purpose to the public interest.

Accordingly:

1. Board members will comply with all statutes regarding conflict of interest and ability to serve on the Board.
2. If a Board member has a personal or private interest in any matter pending before the School Board, the member will disclose such interest to the School Board, will not vote on the matter and will not attempt to influence the decisions of the other School Board members.
3. A Board member will avoid conflict of interest in the exercise of the member's fiduciary responsibility. Accordingly, a Board member may not:
 - a. Disclose or use confidential information acquired during the performance of official duties;
 - b. Accept a gift or economic benefit which would tend to influence a reasonable person;
 - c. Engage in any financial transaction for private business purposes that would exert undue influence on a person whom the Board member directly or indirectly supervises;
 - d. Perform an official act that directly confers an economic benefit on a person or entity with whom or in which the Board member has any but a de minimus financial interest or with whom the member is counsel, consultant, representative or agent.

Adopted: 6/28/11
Reviewed: 1/27/15
1/12/16
1/10/17
1/9/18
1/8/19

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 214 – School Board Process for Addressing Board Member Violations

The School Board and each of its members are committed to faithful compliance with the provisions of School Board policies.

The Board recognizes that alleged willful and/or continuing policy violations must be addressed. Each member is responsible for self-monitoring and for promptly initiating the process outlined below when they believe another Board member has violated policy.

1. Directly discuss the concern with the alleged offending board member. If agreement and understanding can be reached, consider the issue resolved.
2. If resolution does not appear possible or the concerned board member is not comfortable going to the alleged offending member, then the matter should be brought to the attention of the Chair (or Clerk if the Chair is the alleged offending member.)
3. If resolution via the Chair or the Clerk is not reached, the concern should be brought to the Board at a public meeting for review of possible violation. The Board will vote to determine if policy violation occurred. If Board policy violation occurred, then the Board will vote on what action to take regarding the violation, including any of the following: public statement, removal from Board leadership position or removal from the Board as provided by statute.
4. All actions related to Board member violation require a concurrent vote of at least four (4) Board members after due process has been afforded.

If a policy violation occurs, the Board will consider individual or full board development work that may reduce the likelihood of future policy violations.

Adopted: 6/28/11
Reviewed: 1/27/15
1/12/16
1/10/17
1/9/18
1/8/19

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 216 – School Board/Superintendent Relationship

The Superintendent is the School Board’s sole point of direction to the organization. The Board will direct the organization only through the Superintendent, who serves functioning as the functioning Chief Executive Officer.

The Board will direct the Superintendent only through decisions of the full Board.

Accordingly:

1. The Board will make official decisions by formal, recorded vote in order to avoid any lack of clarity about whether direction has been given.
2. Decisions or instructions of individual Board members, officers and committees are not binding on the Superintendent except in rare instances when the Board has specifically delegated such exercise of authority.
3. In the case of Board members or committees requesting information or assistance which, in the Superintendent’s opinion, requires a material amount of staff time or that is unreasonable or disruptive, the Superintendent may decline and ask that the committee or the member refer such requests to the full Board for review.

Adopted: 6/28/11
Reviewed: 1/27/15
1/12/16
1/10/17
1/9/18
1/8/19

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 220 – Superintendent/Staff Accountability

The Superintendent reports to the Board and is responsible for all matters related to the day-to-day operation of the organization. All other staff members report directly or indirectly to the Superintendent.

1. An individual board member has no supervisory or managerial authority; the Board will not give direction to any employee other than the Superintendent.
2. The Board will not formally or informally evaluate any staff member other than the Superintendent.
3. Except as required by law, and thus disposed of by the Consent Agenda, the Board will not participate in decisions or actions involving the hiring, evaluating, disciplining or dismissal of any employee other than the Superintendent.

Adopted: 6/28/11
Reviewed: 1/27/15
1/12/16
1/10/17
1/9/18
1/8/19

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 222 – Authority Delegation to the Superintendent

The board in partnership with the superintendent will develop and monitor a strategic plan and written policies that provide direction to the superintendent about the outcomes to be achieved for students and the organizational expectations to be accomplished.

In this policy, the board delegates to the superintendent responsibility for the administration of the schools, including authority to implement the strategic plan and written policies adopted by the board. The superintendent's authority to administer stems not only from this policy, but also from powers conferred upon the superintendent by relevant Minnesota State laws and regulations governing the function of the school board and the superintendent.

Accordingly:

1. As long as the superintendent uses any reasonable interpretation of the Board's outcomes and organizational expectations policies, the superintendent is authorized to establish all further administrative policies and regulations, make all operational decisions, establish all practices and develop all activities the superintendent deems appropriate to achieve the board's outcomes policies. Such decisions will have the same force and authority as if the board decided them. The superintendent is expected to keep the board apprised of how policies are implemented and seek board input. However, the superintendent does not need Board approval for any decision clearly falling within the superintendent's area of delegated authority.
2. The superintendent is responsible for continuous improvement of the district's educational and administrative systems supporting the effective administration of the schools.
3. The board remains accountable for the superintendent's use of delegated authority, and, in turn, will hold the superintendent accountable for exercising the delegated authority to successfully implement the strategic plan and policies adopted by the board.

Adopted: 6/28/11
Revised: 1/27/15
Reviewed: 1/12/16
 1/10/17
 1/9/18
 1/8/19

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 224 – Monitoring Superintendent (CEO) Performance

The School Board will provide regular feedback and conduct an annual performance evaluation of the Superintendent. The evaluation shall be based on set criteria, related to positional functions and accountabilities as outlined in the Superintendent's job description and the District's Strategic Plan. The performance appraisal instrument will be approved by the Board in consultation with the Superintendent.

Adopted: 6/28/11
Reviewed: 1/27/15
1/12/16
1/10/17
1/9/18
1/8/19

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 226 – Out-of-State Travel School Board

1.0 Purpose

The purpose of this policy is to provide direction for out-of-state travel by school board members as required by law.

2.0 General Statement of Policy

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with state, federal, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

3.0 Appropriate Travel

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Approval of the school board will be required if board members travel to other out-of-state meetings and request reimbursement from the school district for expenses.

4.0 Reimbursable Expenses

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, and other reasonable and necessary school district related expenses. All requests for reimbursement will be processed in accordance with district accounting procedures.

Adopted: 10/25/16
Reviewed: 1/10/17
1/9/18
1/8/19

Agenda Topic: Closed Session to Consider Labor Negotiations Strategy
Meeting Date: October 28, 2025
Contact Person: Chair Todd Anderson

Background:

Minnesota Statutes section 13D.03 states that any portion of a meeting may be closed to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiations proposals, conducted pursuant to sections 179A.01 to 179A.25.

The board must approve a motion to close the meeting for the purpose of considering strategy for labor negotiations with Education Minnesota-Roseville.

Recommendation:

It is recommended that the board move to close the meeting for the purpose of considering strategy for labor negotiations with Education Minnesota-Roseville, per Minnesota Statutes section 13D.03.

Action Required

Informational – No Board Action Requested