Official Grant Award Notification

Grantee Information

Organization Name: Roseville ISD 623

Address: 1251 Country Road B2

City/State/ZIP+4: Roseville, MN 55113-3205

Identified Official with Authority (IOwA) Name and Title: Dr. Jenny Loeck, Superintendent

IOwA Phone: 651-635-1600

IoWA Email: jenny.loeck@isd623.org

Grant Program Contact Name: Lauretta Dawolo Towns, F.O.C.U.S. TOSA

Grant Program Contact Phone: 651-724-6988

Grant Program Contact Email: lauretta.towns@isd623.org

Grant Business Manager or Accountant Name: Shari Thompson, Executive Director of Business Services

Grant Business Manager Phone: 651-635-1615

Grant Business Manager Email: shari.thompson@isd623.org

Project Title: TMRG Teacher Mentorship & Retention of Effective Teachers Grant (FY26-27)

Single Source ☐

Competitive ☒

Other ☐

Funding Information

GMS NUMBER *(if applicable)*: 11719

SWIFT Contract Number: 292606

SWIFT Vendor Number: 0000193983-001

Purchase Order Number: 3000039689

State Source Code Number:

Funding Source/Legislative Authority: Laws of Minnesota 2025, 1st Spec. Sess., chapter 10, article 3, section 15, subdivision 10 and Minnesota Statutes 2025, section 122A.70

Award Period

Start Date: July 1, 2026

End Date: June 30, 2028 (inclusive of the certification period)

Continuation grant awards:

☐ are an option

☒ are not an option

Award Amount: $250,000.00

MDE Authorized Representative

Name: Chris Ramadan

Division: School & Educator Support

Phone: 651-582-8810

Email: chris.ramadan@state.mn.us

MDE Grant Specialist

Name: Laura Dyer

Division: Agency Finance

Phone: 651-582-8722

Email: laura.dyer@state.mn.us

Terms of Acceptance

This award is made with respect to the terms and conditions of the application materials for the identified grant project under which the grantee has an approved application and has agreed to the assurances, which are incorporated by reference herein. These materials are referred to as the "Application" throughout this Official Grant Award Notification (OGAN). By accepting this award the grantee agrees to comply with all provisions of the award including all assurances and certifications made in the Application and all applicable state or federal statutes, regulations and guidelines. The grantee agrees to administer the program in accordance with the approved Application, budget, timelines, and other supplemental information submitted in support of the approved Application. All terms not defined below are as set forth in the Application.

1. PURPOSE OF FUNDING/GRANT

The Minnesota Department of Education makes this funding available to Minnesota school districts, tribally controlled schools, charter schools, cooperative units, and coalitions of teachers for the purpose of developing, sustaining, and expanding mentorship programs in order to increase retention and effectiveness of teachers in their first three years of teaching, especially teachers from underrepresented racial and ethnic groups.

2. INTERIM PROGRESS REPORTING

Grant recipients must submit an interim progress report on September 30th each year of receiving the grant to the Department of Education on program efforts that describe mentoring and induction activities and assess the impact of these programs on teacher effectiveness and retention, including the number of teachers of color supported.

Grantees must attend any requested financial check-ins or program meetings. The purposes for these meetings include but are not limited to:

- Discuss program opportunities and barriers
- Share activities and outcomes of grant recipients
- Share effective practices among grant recipients and potential grant applicants
- Monitor and adjust (if needed) spending plans over the life of the grant

3. FINANCIAL REPORTING

Financial Reporting Forms (FRF) summarizing grant expenditures to date, shall be submitted for reimbursement in the form and manner prescribed by MDE, as follows:

FY27

- Expenses from grant start – September 30, 2026 — Due **October 31, 2026**
- Expenses from October 1, 2026 – December 31, 2026 — Due **January 31, 2027**
- Expenses from January 1, 2027 – March 31, 2027 — Due **April 30, 2027**
- Expenses from April 1, 2027 – June 30, 2027 — Due **July 15, 2027**

FY28

- Expenses from July 1, 2027 – September 30, 2027 — Due **October 31, 2027**
- Expenses from October 1, 2027 – December 31, 2027 — Due **January 31, 2028**
- Expenses from January 1, 2028 – March 31, 2028 — Due **April 30, 2028**
- Expenses from April 1, 2028 – June 30, 2028 — Due **July 15, 2028**

If this grant goes beyond the state fiscal year end date of June 30 or ends June 30 of that state fiscal year, all expenditures incurred through June 30 must be submitted by July 15 of that same state fiscal year.

Expenditures incurred on or after July 1 must be submitted on a new and separate FRF.

Reimbursement of approved expenditures will be made based on expenditures reported on the FRF. Reimbursement for expenditures deemed allowable, allocable and reasonable will be made within 30 days of receipt of a request. Payments are subject to review of supporting documentation, if requested. The state reserves the right to withhold payment for any reimbursement request deemed to be in question of being allowable, allocable and reasonable, or for which adequate supporting documentation does not exist.

Reimbursement requests may be submitted no more frequently than once per month and no less frequently than quarterly unless otherwise stated in this OGAN.

Grantees must track the grant budget and record expenditures and reimbursement payments separately from their other organization budgets.

4. FINANCIAL RECONCILIATION/MONITORING AND SUPPORTING DOCUMENTATION

a) **A financial reconciliation or desk review** of reported expenditures to supporting documentation will occur at least once during the award period on grants that are at or exceed $50,000. MDE will request supporting documentation for review and reconciliation of at least two (2) budget line item expenditures based on a financial reporting form (FRF) submitted by the grantee.

b) In the event **a monitoring visit**(s) is required by MDE, the grantee shall cooperate with MDE and shall comply with MDE's request for documentation and other information, before, during and/or after the visit(s).

c) Financial documentation to support expenditures incurred under this award must be maintained by the grantee and provided to MDE upon request.

5. FINAL PROGRAM AND FINANCIAL REPORTING

A final program report is **due by July 15, 2028**. Final reporting may include, but is not limited to, the following items:

a) A final program report summarizing activities completed, as requested by MDE, along with supporting data requested by the program staff or federal or state funding.

b) Final Financial Reporting Form (FRF) with a budget narrative describing expenditures.

c) Expenditure detail report, such as general ledger, from accounting system.

6. EVIDENCE-BASED EDUCATION GRANT REPORT

Minnesota statute section 127A.20 requires that, within 180 days of the end of the grant period, each grant recipient must compile a report that describes the data that was collected and evaluate the effectiveness of the strategies. The evidence-based report may identify or propose alternative strategies based on the results of the data. The report must be submitted to the commissioner of education and to the chairs and ranking minority members of the legislative committees with jurisdiction over prekindergarten through grade 12 education. The report must be filed with the Legislative Reference Library according to section 3.195.

7. BUDGET AND/OR WORK PLAN REVISIONS

The grantee must receive prior written approval from MDE for any budgetary changes of approved line item amounts greater than 10 percent of the total grant award available for expenditure during the grant period. Total budget line item deviations exceeding 10 percent of the total award must be approved in writing by MDE prior to incurring the expenditure. In their request for approval the grantee must include supporting information to justify why the change is necessary. MDE is not legally obligated to approve expenditures incurred on budget line item changes that exceed 10 percent of the total award for which prior approval has not been granted. Grantee may not incur expenditures within a budget line item that is not included in the approved budget without the written approval of MDE.

8. CANCELLATION

a) **Cancellation With or Without Cause.** An award contract may be cancelled by the state at any time, with or without cause, upon thirty (30) days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.

b) **Cancellation Due to Discontinued or Insufficient Funding.** It is expressly understood and agreed that in the event the funding to the state from Federal sources or appropriations by the Minnesota Legislature are not obtained and/or continued at an aggregate level sufficient to allow for the grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the state to the grantee. The state is not obligated to pay for any services that are provided after notice and effective date of termination. However, the grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The state will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The state must provide the grantee notice within a reasonable time of the state receiving notice.

c) **Cancellation Due to Failure to Comply.** The state may cancel an award contract immediately if the state finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

9. AMENDMENTS

Any amendments to this award shall be in writing and shall be executed by the same parties who executed the original award, or their successors. An amendment must be requested 45 days prior to the end date of the award period and is valid and effective upon written approval from the MDE authorized representative or their delegate. *No amendments will be considered on expired grant awards.*

MDE Signatures

I, the Authorized Representative, acknowledge by signing below that I have reviewed all documentation and documents related to this award to ensure that adequate oversight and appropriate internal controls to properly administer grant funds have been measured.

Chris Ramadan Chris Ramadan 6/24/2026

Authorized Representative Name and Signature **Date**

I, the division director, by signing above verify that agency policies and procedures were followed in the awarding of this grant and do hereby approve this award and attest to the Authorized Representative's review of said documentation and documents related to this award.

Gregory Keith Greg Keith 6/24/2026

Division Director Name and Signature **Date**

I hereby certify that funds have been encumbered as required by Minnesota Statutes, section 16A.15 and 16C.05. *(Signature is for current fiscal year only.)*

Laura Dyer 6/24/2026

Encumbrance Agent Name and Signature **Date**

As representative of the Minnesota Department of Education, I hereby certify that this award notification and release of funds are therefore approved, legal, binding and valid.

Mathias Banner 06/25/2026

Authorized Representative Name and Signature **Date**