

Agenda
Regular School Board Meeting
January 10, 2023
6:30 PM

1. Call to Order, Roll Call

2. Agenda Adjustments

3. Announcements, Comments, Recognitions
 - a. Land Acknowledgment

4. Summary of Community Input Received for Action Items

5. Organization of the School Board
 - a. Reaffirmation of School Board Governance Policies 3

 - b. Election of Chair 4

 - c. Election of Clerk 5

 - d. Election of Treasurer 6

6. Consent Agenda

a.	Minutes - Board Meeting of December 13, 2022	7
b.	Payment of Bills	9
c.	Personnel - Resignations, Appointments, Reductions	11
d.	Gifts	15
7.	Reports and Non-Action Items	
a.	District Safety and Security Team Presentation	17
8.	Action Items	
9.	Board Reports	
10.	Superintendent's Report	
11.	Adjournment	



Agenda Topic: Reaffirmation of School Board Governance Policies
Meeting Date: January 10, 2023
Contact Person: Superintendent Loeck

Background:

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

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

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

Recommendation:

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

Action Required Informational – No Board Action Requested



Roseville Area Schools

Quality Teaching & Learning for All...Equity in All We Do

Agenda Item: 5b

Agenda Topic: Election of School Board Chair
Meeting Date: January 10, 2023
Contact Person: Superintendent Loeck

Background:

Minnesota Statute 123B.14 states, in part, that "...on the first Monday of January of each year, or as soon thereafter as practicable, the board must meet and organize by selecting a chair, clerk, and a treasurer, who shall hold their offices for one year and until their successors are selected and qualify." It is recommended that the school board elect a chair of the school board who will serve until the first school board meeting in January of 2024.

Recommendation:

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

XX Action Required ____ Informational – No Board Action Requested



Roseville Area Schools

Quality Teaching & Learning for All...Equity in All We Do

Agenda Item: 5c

Agenda Topic: Election of School Board Clerk

Meeting Date: January 10, 2023

Contact Person: Superintendent Loeck

Background:

Minnesota Statute 123B.14 states, in part, that "...on the first Monday of January of each year, or as soon thereafter as practicable, the board must meet and organize by selecting a chair, clerk, and a treasurer, who shall hold their offices for one year and until their successors are selected and qualify." It is recommended that the school board elect a clerk of the school board who will serve until the first school board meeting in January of 2024.

Recommendation:

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

XX Action Required _____ Informational – No Board Action Requested



Roseville Area Schools

Quality Teaching & Learning for All...Equity in All We Do

Agenda Item: 5d

Agenda Topic: Election of School Board Treasurer
Meeting Date: January 10, 2023
Contact Person: Superintendent Loeck

Background:

Minnesota Statute 123B.14 states, in part, that "...on the first Monday of January of each year, or as soon thereafter as practicable, the board must meet and organize by selecting a chair, clerk, and a treasurer, who shall hold their offices for one year and until their successors are selected and qualify." It is recommended that the school board elect a treasurer of the school board who will serve until the first school board meeting in January of 2024.

Recommendation:

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

XX Action Required _____ Informational – No Board Action Requested

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

December 13, 2022

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

Announcements. Chair Johnson read a land acknowledgment to begin the meeting. Students from Emmet D. Williams Elementary School presented information about the school's Good Human Work.

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

- (25) Consent Agenda. Gogins moved, Anderson seconded acceptance of the consent agenda, including the minutes of the school board meeting on November 29, 2022; payment of bills; resignations, appointments, reductions, adjustments; gifts; acceptance of bids for long-term facility maintenance projects at Falcon Heights Elementary School; and a construction fund disbursement request. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Motion carried unanimously.
- (26) Retirements. Anderson moved, Gogins seconded the retirement of SuAnn O'Brien with appreciation. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Motion carried unanimously.

Early Childhood Program Report. Cyndi Arneson, director of community education; Niceta Thomas, director of student services; Jen Krueger, assistant director of student services; Tamy Reese, early childhood program manager; and Heidi Stone, early childhood special education program coordinator, provided updates on early childhood programming during the 2022-23 school year.

Summary of School Board Self-Evaluation. Chair Johnson provided a summary of the board's annual self-evaluation. This year, the board engaged in an interactive and collaborative process to evaluate its performance. Results from the self-evaluation will be used to set board goals for the year.

- (27) 2022-2023 Calendar Adjustment. Boguszewski moved, Clark seconded approval of an adjustment to the 2022-2023 school year calendar. District administration proposed recognizing June 19th as a district holiday. June 19th, or Juneteenth, is a federally recognized holiday commemorating the emancipation of enslaved people in the United States. To accommodate the holiday designation, Harambee Elementary School will shift an instructional day from June 19 to June 30 for students and staff. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Motion carried unanimously.
- (28) Final Levy Certification. Gogins moved, Anderson seconded approval of the final levy in the amount of \$45,618,890.33 to fund the 2023-2024 school year. The levy is a decrease

of \$303,929.00, or .66% less than the current levy. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Motion carried unanimously.

Board Reports. Todd Anderson and several other board members attended an Association of Metropolitan School Districts meeting. Directors Anderson, Boguszewski and Chu attended the Minnesota School Boards Association's annual Delegate Assembly. Mike Boguszewski also shared information about the Harambee Elementary Enrollment Committee. Kitty Gogins shared updates from the board finance sub-committee. Mannix Clark shared highlights from the most recent Northeast Metro 916 board meeting. He also visited Fairview Alternative High School and the Adult Learning Center. Curtis Johnson attended the Roseville Area High School Theater production of *Peter and the Starcatcher*. Rose Chu attended a Ramsey County League of Local Governments board meeting.

Superintendent's Report. Superintendent Loeck expressed gratitude for our students, families, staff, and community members; the support the district receives from numerous local partners and organizations; and the critical work of our school volunteers. The superintendent also attended *Peter and the Starcatcher*.

The Chair declared the meeting adjourned at 8:07 p.m.

Signed _____
Clerk

Approved _____
Chair

December 13, 2022

Meeting Date: January 10, 2023

PAYMENT OF BILLS:
-November 16 - December 15, 2022

That bills in the amount of: **\$14,337,023.67** by the following funds be approved:

GENERAL	\$11,278,588.50
FOOD SERVICE	\$493,383.16
COMMUNITY SERVICE	\$568,477.68
BUILDING FUND	\$1,855,138.12
DEBT FUND	\$0.00
READING RECOVERY	\$0.00
AMSD	\$25,981.89
OPEB DEBT	\$0.00
DENTAL INS FUND	\$101,534.63
NO SUBURBAN COLLABORATIVE	\$13,919.69
EXTRA CURRICULAR-STU ACTIVITY	\$55,346.64

RECOMMENDATION:

That above payments are included in check numbers:

WIRE TRANSFERS	202200234	through	202200300	includes wires from 11/15 that were not on last report
CHECKS	344143	through	344851	
CAPITAL ONE AP CHECKS	7262	through	7354	
ACH A/P	222310549	through	222310631	

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	\$5,593,428.51	\$60,616.42	\$196,546.05			\$101,534.63		\$6,986.95		\$195.49	\$2,244.30	\$5,961,552.35
CHECKS	\$2,219,397.54	\$285,005.63	\$75,824.88	\$1,855,138.12				\$1,351.56		\$13,652.09	\$53,102.34	\$4,503,472.16
CAPITAL ONE A/P	\$131,934.57	\$30,663.85	\$9,789.51								\$0.00	\$172,387.93
ACH A/P	\$7,058.23	\$379.99	\$289.59								\$0.00	\$7,727.81
TRANSFER TO P/R	\$3,599,353.21	\$116,717.27	\$286,027.65					\$17,643.38		\$72.11		\$4,019,813.62
VOID CHECKS	(\$272,583.56)											(\$272,583.56)
TOTAL	\$11,278,588.50	\$493,383.16	\$568,477.68	\$1,855,138.12	\$0.00	\$101,534.63	\$0.00	\$25,981.89	\$0.00	\$13,919.69	\$55,346.64	\$14,392,370.31

BOND CONSTRUCTION FUNDS

	November 1, 2022 Cash & Investments Balance	Revenue 11/1 to 11/30	Disbursements 11/1 to 11/30	Balance Remaining as of 11/30/22
	\$12,394,731.64	\$0.00	\$242,565.80	\$12,152,165.84

RECOMMENDATION:

The above disbursements include check numbers:

CHECKS November 16 - December 15, 2022	102553	through	102569	\$253,744.80
WIRES		through		\$0.00
VOID CHECKS				\$0.00

RECOMMENDATION: That investments in the amount of: **\$0.00** be approved

INVESTMENT DETAIL:

Bank	Purchase Date	Type of Purchase	Interest Rate	Date of Maturity	Amount of Purchase	Record Number	Interest Earnings	Value at Maturity
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CP/CD: COMMERCIAL PAPER/CERTIFICATE OF DEPOSIT

CD: CERTIFICATE OF DEPOSIT

RP: REPURCHASE AGREEMENT

Total: **\$0.00** \$ - \$ -

Human Resources Information

6-C

Meeting Date

01/10/23

Change in Continuing Contract

Milone, Stephen

Effective Date 1/3/2023

Roseville Area Middle School

Art Teacher

Requesting a reduction of .4 FTE for the remainder of the 2022-2023 school year.

Hired-New Licensed

Kay, Heather

Effective Date 1/3/2023

Roseville Area High School

Associate Principal

Hired working as Interim Associate Principal through 6/30/2023.

Hired-New Licensed Long Term Substitute

Couillard, Leah

Effective Date 1/3/2023

Emmet Williams Elementary

Occupational Therapist

Hired working a 1.0 FTE as a Long Term Substitute through 05/25/2023.

Gelle, Cari

Effective Date 12/16/2022

Roseville Area Middle School

Family and Consumer Sciences Teacher

Hired working a .61 FTE as a Long Term Substitute through 06/09/2023.

Linehan, Severin

Effective Date 12/20/2022

Parkview Center School

Special Education Teacher

Hired working a 1.0 FTE as a Long Term Substitute through 06/09/2023.

Werstein, Courtney

Effective Date 1/3/2023

Emmet Williams Elementary

Elementary Teacher

Hired working a 1.0 FTE as a Long Term Substitute through 06/09/2023.

Human Resources Information

6-C

Meeting Date

01/10/23

Hired-Non-Licensed

Allen, Tammy

Effective Date 11/07/2022

Roseville Area Middle School

Student Success Coach

Hired working 7.5 hours per day.

Carr, Barbara

Effective Date 1/3/2023

Roseville Area High School

Nutrition Services

Hired working 6 hours per day.

Clark, Ann

Effective Date 1/9/2023

Roseville Area High School

Health Assistant

Hired working 8 hours per day.

Gibson, Jerry

Effective Date 12/19/2022

District Center

Human Resources Generalist

Hired working 8 hours per day.

Johnson, Samrawit

Effective Date 12/19/2022

Roseville Area High School

Paraprofessional

Hired working 21 hours per week.

Larkin, Amie

Effective Date 1/3/2023

Falcon Heights Elementary

Media Technology/Testing Assistant

Hired working 8 hours per day.

Human Resources Information

6-C

Meeting Date

01/10/23

Mccray, Zada

Effective Date 1/3/2023

Harambee Elementary

Out of School Time Site Coordinator

Hired working 8 hours per day.

Montesino, Raquel

Effective Date 12/27/2022

District Center

Enrollment Student Data Specialist

Hired working 8 hours per day.

Reding, Katherine

Effective Date 1/3/2023

Little Canada Elementary

Out of School Time Program Specialist

Hired working 8 hours per day.

Schulte, Karen

Effective Date 01/03/2023

Roseville Area High School

Paraprofessional

Hired working 7 hours per day.

Vang, Chuehue

Effective Date 1/4/2023

Roseville Area High School

Career Center Specialist

Hired working 8 hours per day.

Watson, Dristeen

Effective Date 1/9/2023

Roseville Area High School

Paraprofessional

Hired working 5.75 hours per day.

Human Resources Information

6-C

Meeting Date

01/10/23

Resignation-Licensed

Jepma-krohn, Rena

Effective Date 12/20/2022

Roseville Area High School

Associate Principal

Resigned effective 12/20/2022.

Resignation-Non-Licensed

Thygeson-green, Takiya

Effective Date 01/06/2023

Roseville Area Middle School

Paraprofessional

Resigned effective 01/06/2023.

Way, Alicia

Effective Date 12/22/2022

Little Canada Elementary

Paraprofessional

Resigned effective 12/22/2022.

Retirement

Ophoven, Mary Kay

Effective Date 01/03/2023

Roseville Area High School

Paraprofessional

Retiring effective 01/03/2023. Ms. Ophoven worked for the district for 22 years.

Termination

Nentwig, Rachel

Effective Date 12/22/2022

Parkview Center School

Paraprofessional

Released from position effective 12/22/2022.

**GIFTS TO SCHOOLS
2022/23**

SCHOOL BUILDING	NAME/ADDRESS OF DONOR	GIFT	USE
Anpétu Téča Education Center	Guylaine Lescarbeau 3474 Cherry Lane, Unit F Woodbury, MN 55129	\$1,200.00	Meals on Wheels program
Edgerton Elementary School	CHOPS, Inc. c/o Sandy Damman 177 Galtier Place Shoreview, MN 55126	\$800.00 and five \$40.00 Speedway gas gift cards	Families in need
Edgerton Elementary School	Kathy Katzung 4838 Churchill St Shoreview, MN 55126	Flute	Elementary instrumental music program
Edgerton Elementary School	Mindy Way-Johnson 2684 Sumac Ridge White Bear Lake, MN 55110	Trombone	Elementary instrumental music program
Falcon Heights Elementary School	Katie Channing 1010 Hoyt Ave W St Paul, MN 55117	\$95.00	Special needs
Parkview Center School	Lauren and Mark Skildum 638 Terrace Drive Roseville, MN 55113	\$286.18	Classroom carpet
Roseville Area High School	Roseville Boys Backcourt Club 1240 County Rd B2 W Roseville, MN 55113	\$2,106.00	Boys basketball backpacks
Roseville Area High School	Krista Grosse 2540 Snelling Curve Roseville, MN 55113	\$74.45	Girls cross country team
Roseville Area High School	Roseville Swim and Dive 3006 Ontario Rd Little Canada, MN 55117	\$578.00	Contribution toward coach's salary
Roseville Area High School	YourCause/Blackbaud - on behalf of Karen Doherty 65 Fairchild Street Charleston, SC 29492	\$12.00	Principal's discretion

Roseville Area Middle School	Karen Ohlfest PO Box 131477 St Paul, MN 55113-0013	\$1,000.00	Principal's discretion
Roseville Area Schools	Timothy and Laurene Engel 4305 Acorn Ln Pequot Lakes, MN 56472-2697	\$250.00	Student meal debt



Roseville Area Schools

Quality Teaching & Learning for All...Equity in All We Do

Agenda Item: 7a

Agenda Topic: District Safety and Security Team
Meeting Date: January 10, 2023
Contact Person: Melissa Sonnek, Beth Behnke and Alaina Carrion

Background:

Melissa Sonnek, assistant superintendent; Beth Behnke, Falcon Heights Elementary School principal; and Officer Alaina Carrion, school resource officer, will provide an overview of the District Safety and Security Team's work. The purpose of the District Safety and Security Team is to keep our schools safe and secure and to create alignment and support for site-based school safety.

Recommendation:

Action Required

Informational – No Board Action Requested

District Safety and Security Board Report

2022-2023



Roseville Area Schools

Quality Teaching & Learning for All...Equity in All We Do

The purpose of the District Safety & Security Team is to keep our schools safe and secure and to create alignment and support for site-based school safety.



Roseville Area Schools

Quality Teaching & Learning for All...Equity in All We Do

District Safety and Security Team

Melissa Sonnek	Assistant Superintendent
Shari Thompson	Director of Business Services
Cyndi Arneson	Director of Community Ed/Parent
Niceta Thomas	Director of Student Services
Blake Zomermaand	RAHS Counselor
Todd Lieser	Buildings and Grounds Supervisor
Tina Clasen	Technology Supervisor
Carrie Ardito	Director of Communications
Officer Liz Peterson	RAHS SRO
Officer Alaina Carrion	RAMS SRO
Becky Suttan	Central Park Principal/Parent

Jessica Prenzlou-Morgan	Elementary Teacher
Beth Behnke	Falcon Heights Principal
Joe Bue	RAMS Associate Principal/Parent
Lee Thao	RAHS Associate Principal
Chris Hester	RAHS Principal
Alaina Bohl	School Nurse
Mechelle Tessem	Administrative Support
David Brosnahan	Roseville Fire Chief
Tyler Small	Counselor & Crisis Team
Terry Gorman	Optimist Club - Community
Patty Bailey	Parent



Roseville Area Schools

Quality Teaching & Learning for All...Equity in All We Do

Overview of Past Practices and Ongoing Work

- Building Security
- Reunification Plans
- Annual School Safety Training - Fire, lockdown, tornado and shooter drill discussion
- Tabletop exercise “scenarios”
- Video security viewing
- Improving lockdown drills for students' emotional safety
- Incident Command Training
- Run, Hide, Fight training
- COVID-19 and all that came with it



Roseville Area Schools

Quality Teaching & Learning for All...Equity in All We Do

Areas of Focus:

Safety and Security
Violence Prevention



Roseville Area Schools

Quality Teaching & Learning for All...Equity in All We Do

Safety & Security

- School Emergency Response Teams and School Safety Plans
- Locked Exterior and Classroom Doors
- Safety and Security Communication to families across the school year
- Partnership and Collaboration with the Roseville Police Department
- Reunification Plans
- Standard Response Protocols and changing our language regarding lockdown drills



IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

OCCUPANTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

STAFF

Close and lock door
Account for occupants and staff
Do business as usual



SECURE! Get inside. Lock outside doors.

OCCUPANTS

Return inside
Do business as usual

STAFF

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for occupants and staff
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

OCCUPANTS

Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

STAFF

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Account for occupants and staff
Prepare to evade or defend



EVACUATE! (A location may be specified)

OCCUPANTS

Evacuate to specified location
Bring your phone
Instructions may be provided about retaining or leaving belongings

STAFF

Lead evacuation to specified location
Account for occupants and staff
Notify if missing, extra or injured people



SHELTER! Hazard and safety strategy.

OCCUPANTS

Use appropriate safety strategy for the hazard

STAFF

Lead safety strategy
Account for occupants and staff
Notify if missing, extra or injured people

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

Violence Prevention

- [The Violence Project](#) Book Study by the DSST
- Screening for risk and trauma- MYSAEBERS
- Off Ramp Six Part [Video](#) Training for all principals and administrators
- SEL Instruction
- Anonymous reporting
 - See Something, Say Something at RAHS
 - Anonymous Reporting System for Bullying at RAMS
 - Stop It App - Possible Pilot at some secondary sites
- Crisis Prevention, De-escalation and Response
- Relationships



Roseville Area Schools

Quality Teaching & Learning for All...Equity in All We Do

Why this work matters.

I Love You Guys Foundation:

- *“Anticipate the unthinkable.”*
- *“Tactics are intel driven.”*
- *“What is my environment telling me?”*
- *“Recovery starts when the crisis begins.”*

The Violence Project

- *Diffusion of benefits*
 - *We are trying to prevent lightning from striking*
 - *But it's also about preventing trauma, preventing suicide and crisis intervention*
- *“You don't help troubled people just to prevent a mass shooting. You help troubled people because they need help.”*



Roseville Area Schools

Quality Teaching & Learning for All...Equity in All We Do

Balance

- In life
- In safety
- In security
- In prevention



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Quality Teaching & Learning for All...Equity in All We Do