

Agenda  
School Board Work Study Session  
January 10, 2023  
7:00 PM

1. School Year Calendar Considerations	2
2. 2023-24 Budget Parameters and Timeline	16
3. School Board Committee Assignments	21
4. Strategic Planning Update	22
5. School Board Goals	35



# Roseville Area Schools

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

Agenda Item: SS-1

Agenda Topic: School Year Calendar Considerations  
Meeting Date: January 10, 2023  
Contact Person: Melissa Sonnek, Jake Von De Linde and Mike Schroeder

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## Background:

Melissa Sonnek, assistant superintendent; Jake Von De Linde, director of student achievement; and Mike Schroeder, ATPPS/TDE and MTSS coordinator, will review proposed changes to the draft nine-month and year-round school year calendars for the 2023-2024 school year.

Drafts of the 2023-2024 and 2024-2025 school year calendars will be presented to the board for discussion and approval at upcoming board meetings.

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## Recommendation:

\_\_\_\_\_ Action Required                      XX Informational – No Board Action Requested

# Calendar Considerations

January 10, 2023



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# School Board Calendar Timeline

- **December 13, 2022** - Calendar Adjustment for the 22-23 school year
- **January 10, 2023** - Study Session
  - Calendar Recommendations for the 23-24 School Year and Discussion
- **February 7, 2023** - Calendar Draft and First Calendar Reading
- **February 21, 2023** - Second Calendar Reading and Request for Board Approval



# AGENDA

- I. Calendar Committee Purpose
- II. Calendar Recommendations
  - A. Juneteenth
  - B. EID
  - C. Collaboration and Application of Learning Days
  - D. Professional Development Day
- III. Calendar Draft
  - A. District Calendar
  - B. Year Round Calendar



# What is the purpose of the Calendar Committee?

To make recommendations to the school board for the school year calendars, including the traditional school year calendar and the year round calendar.

Our calendars should support learning and reflect our vision - ***Quality Teaching and Learning for All... Equity in All We Do.***



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# Important Considerations

## Balanced Trimesters

Statute requirements &  
Instructional minutes:

- 165 days
- K 425 instructional hours
- 1-6 935 hours
- 7-12 1020 hours



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# Calendar Recommendations

**Juneteenth** - Juneteenth is a holiday celebrated on 19 of June to commemorate the emancipation of enslaved people in the US.

*It is our recommendation that Juneteenth is recognized as a holiday with no school and no programming.*

**EID al-Fitr** - Eid al-Fitr marks the end of Ramadan, the Muslim holy month of fasting, and is celebrated during the first three days of Shawwāl, the 10th month of the Islamic calendar.

*It is our recommendation that EID (possibly April 10 depending on the lunar calendar) be a non school day. This recommendation was driven by student voice on the calendar committee.*



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# Calendar Recommendations

**Collaboration and Application of Learning** - It is our recommendation that in addition to the two Collaboration and Application of Learning days added to the calendar last year, we add one additional day resulting in one each trimester.

- K-6 students would not have school on these days
- 7-12 students have asynchronous learning

**Professional Development (Teacher Workshop) Day**- It is our recommendation that we add one additional day for professional development to support the learning of educators. This is a way to ensure learning continues for educators that does not rely on substitute teachers.

- K-6 students would not have school on this day
- 7-12 students have asynchronous learning



# 2023-2024 Proposed District Calendar

## Number of Days per Trimester

- Tri 1 56 Days
- Tri 2 55 Days
- Tri 3 57 Days

## Spring Break

- Adjust Spring Break to 3/25 - 3/29

## Placement of Collaboration and Application of Learning Days

- November 6th
- January 2nd
- April 26th

## Placement of the Additional Professional Development Day

- April 29th



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# 2023-2024 Proposed Year Round Calendar

## Number of Days per Quarter

- Quarter 1 = 43 Days
- Quarter 2= 43 Days
- Quarter 3 = 46 Days
- Quarter 4 = 35 Days

## Placement of Collaboration and Application of Learning Days

- November 6th
- March 29th
- June 7th

## Placement of Professional Development

- January 2nd



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# Discussion & Questions



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## Roseville Area Schools 2023-24

August				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
T 28	T 29	T 30	T 31	

September				
M	T	W	T	F
				1
Labor Day 4	First Day Grades 1-9, RAMS 7 5	First Day K and 10-12, RAMS 8 6	7	8
First Day PreK 11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October				
M	T	W	T	F
T 2	3	4	5	6
9	10	11	12	13
16	17	18	Fall Recess 19	20
23	24	25	26	27
30	31			

November				
M	T	W	T	F
		1	2	3
T 6	T 7	8	9	10
13	14	15	16	17
20	21	22	Thanksgiving 23	24
27	28	29	End Tri 1 30	

December				
M	T	W	T	F
				T 1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	Winter Break 22
25	26	27	28	29

January				
M	T	W	T	F
Winter Break 1	T 2	3	4	5
8	9	10	11	12
MLK Jr. Day 15	16	17	18	19
22	23	24	25	26
T K-8 29	30	31		

February				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
Pres Day 19	20	21	22	23
26	27	28	29	

March				
M	T	W	T	F
				End Tri 2 1
T 4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	T 26
T 29	30			

May				
M	T	W	T	F
		1	2	3
6	7	8	9	T 10
13	14	15	16	17
20	21	22	23	T 24
Memorial Day 27	28	29	30	31

June				
M	T	W	T	F
3	4	5	Last Day of School 6	T 7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

July				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Trimesters: Tri 1 = 56 days, Tri 2 = 55 days, Tri 3 = 57 days  
T = Teacher Workshop (no School)    Shaded Days = No School

## Roseville Area Schools 2023-24 Year Round Option

August				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
T 28	T 29	T 30	T 31	

September				
M	T	W	T	F
				1
Labor Day 4	First Day Grades 1-6 5	First Day Grade K 6	7	8
First Day PreK 11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October				
M	T	W	T	F
T 2	3	4	5	6
9	10	11	12	13
16	17	Conferences 18	Fall Recess 19	20
23	24	25	26	27
30	31			

November				
M	T	W	T	F
		1	2	3
T 6	T 7	8	9	End Qtr 1 10
13	14	15	16	17
20	21	22	Thanksgiving 23	24
27	28	29	30	

December				
M	T	W	T	F
				T 1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	Winter Break 22
25	26	Winter Break 27	28	29

January				
M	T	W	T	F
Winter Break 1	T 2	3	4	5
8	9	10	11	12
MLK Jr. Day 15	16	17	18	19
22	23	24	25	26
T K-8 29	30	31		

February				
M	T	W	T	F
			1	2
5	6	7	End Qtr 2 8	T 9
12	13	14	15	16
Pres Day 19	20	21	22	23
26	27	28	29	

March				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	Conferences 28	T 29

April				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May				
M	T	W	T	F
		1	2	3
6	7	8	End Qtr 3 9	T 10
13	14	15	16	17
20	21	22	23	24
Memorial Day 27	28	29	30	31

June				
M	T	W	T	F
3	4	5	6	T 7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

July				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	Last Day of School 30	T 31		

Quarters: Qtr 1 = 43 days, Qtr 2 = 43 days, Qtr 3 = 46 days, Qtr 4 = 35 days

T = Teacher Workshop (no School) Shaded Days = No School



# Roseville Area Schools

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

Agenda Item: SS-2

Agenda Topic: 2023-2024 Budget Parameters and Timeline  
Meeting Date: January 10, 2023  
Contact Person: Shari Thompson

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## Background:

The 2023-2024 budget parameters and timeline have been prepared in accordance with the annual budget process. The budget parameters have been developed to maximize learning and focus resources on equity and quality education for all students.

Director of Business Services Shari Thompson will review the DRAFT budget parameters and development timeline.

Action on these items will be requested at the next regular board meeting on January 24, 2023.

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## Recommendation:

Action Required

Informational – No Board Action Requested

**ROSEVILLE AREA SCHOOLS  
PROPOSED GENERAL FUND BUDGET PARAMETERS  
2023-2024**

The district is in the process of preparing its 2023-2024 budget. The district continues to work its way through unprecedented times of the past three years and the budget is being prepared based on the data that we currently have. Parameters are general guidelines based on our best estimates with current information. Current budget planning assumptions are listed below. Should these parameters need to be adjusted during preliminary budget development, they will be brought back to the board for approval.

Board Policy states *“the school district will strive to maintain a minimum unassigned general fund balance of 3 percent of the annual budget”*. Given this fiscal expectation, the School District is currently in compliance with the 3 percent minimum and administration is proactively planning to present a preliminary 2023-2024 budget which includes an operating surplus so as to continue the increase in District fund balance reserves.

**Finance/Revenue Parameters**

The per-pupil basic general education formula allowance is currently \$6,863. 2023-2024 is the first year in the new state budget biennium and while per pupil funding has yet to be set, for budgeting purposes we are assuming an increase of 2% or \$137 over the current fiscal year, for a total \$7,000 basic formula allowance. This amount may be adjusted upon action of the 2023 Legislature and/or receipt of other crucial data that becomes available during the budget development process.

Operating referendum revenue continues to be based on Adjusted Pupil Units (APU). Thanks to the support and generosity of the Roseville Area Schools community and passage of an increased 10-year operating referendum levy in 2021, the operating levy revenue will generate approximately \$1,921 per APU. In addition, the district will continue to receive \$724 per APU in Local Option Revenue.

Levy revenue will be based on the 2022 Pay 2023-24 Certified Levy.

**Enrollment Parameters**

Enrollment will be projected using February 1, 2023, enrollment. Enrollment will be monitored and adjusted through the spring as more information becomes available.

**Expenditure Budget Parameters**

Focus resources on equity and student achievement

Staffing adjustments will match enrollment changes and align with class size ranges for all sites.

Class size ranges will be maintained at each of the current targets per grade in all grades 1-12. The following will be used for target section averages:

- Kindergarten – 22
- Grades 1-3 – 26
- Grades 4-6 – 31
- Grades 7-8 – 33
- Grades 9-12 – 34

Student support resources including those for social emotional learning and mental health supports will be added across the district.

Estimated salary settlements for upcoming contract negotiations will be included.

District contributions to medical insurance premiums are estimated to remain at the current negotiated level for all groups, unless included in negotiated settlement budget costs.

Dental, Life, and LTD insurance contributions are estimated to remain at the current budgeted level.

Outside contractor fees including transportation and contracted substitute teacher services rates will be examined to determine the estimated cost increase due to the employee shortages in these areas.

Utility costs will be based on multiple year average usage with consideration given to current rates.

Federal CARES funds will be used to partially offset post-pandemic increased costs as well as provide additional remedial and enrichment programming both inside and outside of the regular school day/year.

Federal program expenses will be equal to the program revenue.

Staff Development, Learning & Development, Safe Schools Levy, Health & Safety, Long-Term Facilities Maintenance (LTFM), Operating Capital and all other mandated reserve categories will be spent in compliance with statute.

### **Input**

The process to build the proposed 2023-2024 budget will include several opportunities for input from various sources including the following:

School Board – The first official action that begins the process of budget development was the approval of the payable 2023 tax levy, which occurred on December 13, 2022. The board also provides guidance and input to the budget development process by approving the 2022-23

revised budget, the 2023-24 proposed budget timeline, and discussion of these preliminary 2023-24 budget assumptions. 2023-24 budget updates will continue to be provided as needed at board meetings until the Board adopts the Preliminary Budget on June 27, 2023.

Finance Advisory Committee – Committee membership includes community residents, the director of business services, superintendent, three board members including the board chair, controller, and two Education Minnesota- Roseville representatives. The group meets quarterly to discuss and advise administration and the school board on economic and school finance issues and to build community trust in school district finances.

District Leadership - This group meets regularly and budget development is included on agendas.

Principals and Program Supervisors - Instructional leaders will provide input and shared decision making for budget adjustments, staffing and program needs.

Other stakeholder feedback – District administration conducts ongoing feedback opportunities with various stakeholders including staff, students, families, and community members.

In addition to the budget presentations at regularly scheduled school board meetings, an annual budget hearing will be held prior to final adoption of the preliminary budget by the school board. The annual budget hearing is scheduled for May 23, 2023 at the District Center. This meeting will seek feedback in assessing budget recommendations.

**Roseville Area Schools – ISD 623  
Administrative Leadership  
2023-2024 Proposed Budget Planning Timeline**

<b>Date</b>	<b>Budget Event</b>	<b>Action</b>
<b>June 2022</b>	2022-2023 Budget Approved	Board Approval
<b>September 27, 2022</b>	Preliminary Levy set (Payable 2023; 2023-24 Revenue)	Board Approval
<b>December 13, 2022</b>	Final Levy set (Payable 2023; 2023-24 Revenue)	Board Approval
<b>January 23, 2023</b>	District Cabinet meeting – budget update, parameters and timeline	District Cabinet meeting
<b>January 24, 2023</b>	Review & approval of 2022-23 revised general fund budget; Approve 2023-2024 budget timeline and parameters.	Board meeting
<b>February 8, 2023</b>	Finance Advisory Committee – revised current year budget, 2023-2024 budget parameters and timeline	Finance Advisory Committee
<b>February 20, 2023</b>	Staffing allocations set for 2023-2024	District Cabinet
<b>February 21, 2023</b>	Budget update to School Board	School Board
<b>April 25, 2023</b>	Update the School Board on Budget development as needed	Administrative report to School Board
<b>May 23, 2023</b>	Prior to the regular School Board meeting, the district holds a public hearing to share the 2023-2024 DRAFT general fund budget and collect any public comment	Administrative report to the public
<b>June 27, 2023</b>	School Board formally adopts 2023-2024 Budget	Board Approval



# Roseville Area Schools

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

Agenda Item: SS-3

Agenda Topic: School Board Committee Assignments  
Meeting Date: January 10, 2023  
Contact Person: School Board Chair

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## Background:

In their roles as elected officials, board members serve on various boards and committees in and outside of the district. Each year, the board elects or appoints board members to serve in these roles. Board members also attend various advisory committee meetings or parent group meetings throughout the year. The board will discuss the committee and meeting assignments and a process to determine coverage by board members.

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## Recommendation:

\_\_\_\_\_ Action Required                      XX Informational – No Board Action Requested



# Roseville Area Schools

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Agenda Item: SS-4

Agenda Topic: Strategic Planning Update

Meeting Date: January 10, 2023

Contact Person: Superintendent Jenny Loeck and Director Kitty Gogins

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## Background:

Superintendent Loeck and Director Gogins will provide an update on the strategic planning process and present items for discussion.

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## Recommendation:

Action Required

Informational – No Board Action Requested



**Roseville Area Schools**

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# **Strategic and Work Plan Discussion and Update**

**School Board Study Session  
January 10, 2023**

# Agenda

- Accomplishments to Date
- Strategic Plan
  - Overview of previously shared draft Vision, Mission and Goals
  - Recommendation on continuing use of Equity Vision
  - Recommendation on streamlining Mission
- Work Plan
  - Current status, learning and illustration
  - Board and Supt. need to complete External Barrier Removal work plan
- Next Steps for Board

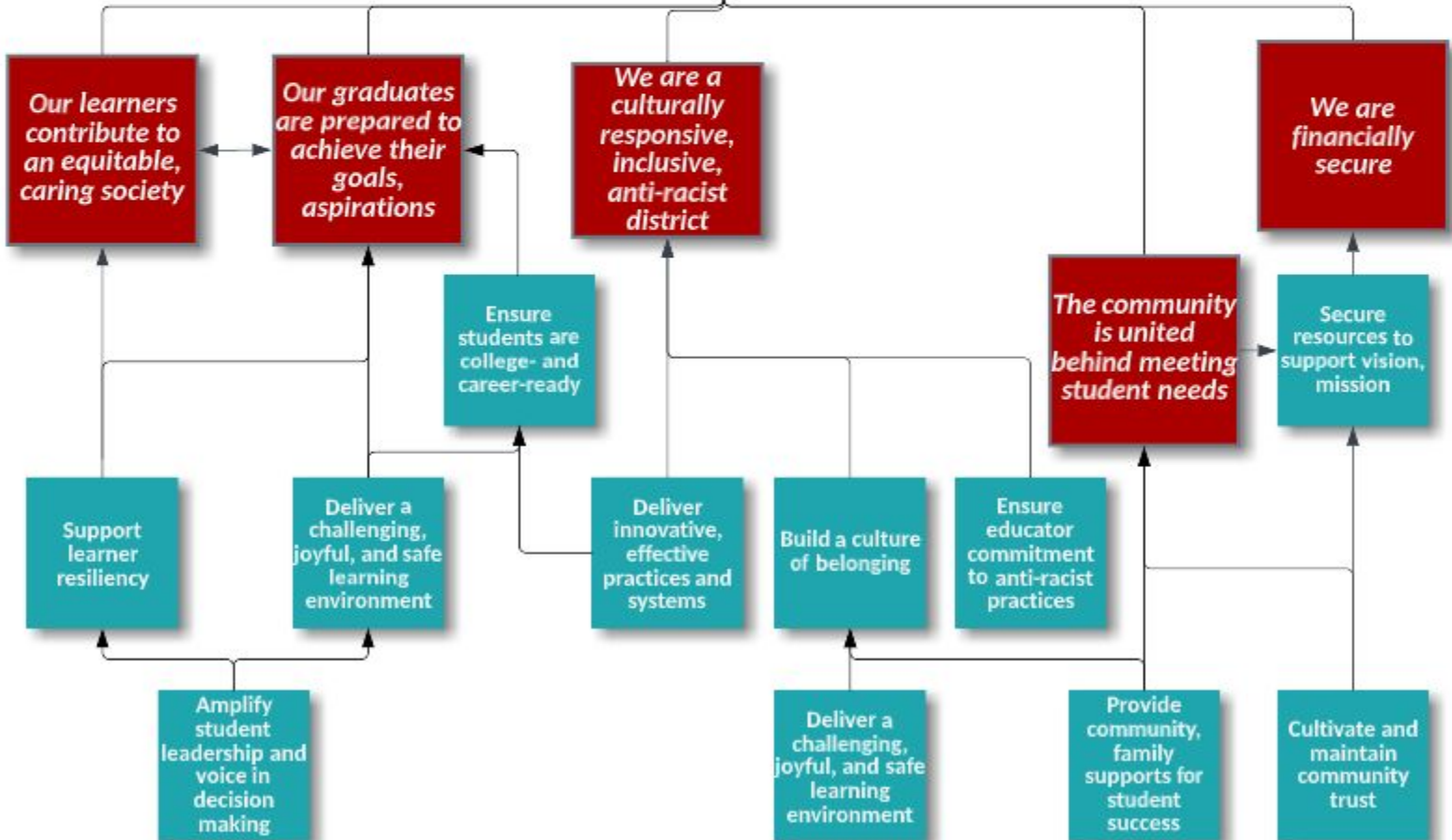
# Accomplishments to Date

- Broad community input obtained on strategic direction
- Community input informed new mission, vision and goals
- Defined Strategic Roadmap for how to get to our vision
- A thoughtful assessment of where we are and what are the gaps to the vision
- Preliminary thoughts on year 1 and farther out actions that would close the gap based on our current knowledge
- In the process of digging deeper into what is feasible for year 1

Each learner experiences a sense of belonging and a joy of learning, is inspired and prepared to reach their potential, and contributes to our communities

-  Vision
-  Mission
-  Goals
-  Key strategies

Advancing educational excellence, innovation, and equity in all we do



# Recommend Continued Use of Equity Vision

Roseville Area Schools is committed to ensuring an equitable and respectful educational experience for every student, family and staff member regardless of:

- Race
- Gender
- Gender Identity
- Sexual Orientation
- Socioeconomic Status
- Ability
- Home or First Language
- Religion
- National Origin
- Age
- Physical Appearance

# Recommend New Vision Statement

**Vision for Roseville Area Schools:** Each learner experiences a sense of belonging and a joy of learning, is inspired and prepared to reach their potential, and contributes to our communities.

- Review of Statement Purpose: A vision is a desired end state. It is a brief statement describing the clear and inspirational long-term desired change resulting from the district's work.

# Recommend Streamlining Mission

**Mission for Roseville Area Schools:** ~~Advancing Educational~~  
Excellence, innovation, and equity in all we do

- Review of Statement Purpose: A mission is what an organization does. It is a brief statement describing the reason the district exists and is used to help guide decisions about priorities, actions, and responsibilities.
- Rationale for Change:
  - “advancing” is a weak word and unnecessary in the clarity of our mission
  - “educational” is implied since coming from us as a public school district

# Overview of Work Plan Development

**December:** For each strategy, define current state, gap between the strategy and current state, and action needed to close the gap with associated rough timing




**Early January:** Further develop Year 1 plan, adding more depth, prime movers, resource needs, and preliminary ideas for measures of success by strategy

**Late January-February:** Refine what is feasible for year one across all strategies, define 2023 metrics, and refine into the 2023 Operating Plan

**February- March:** Refine longer-term work plan

**April:** Review Operating Plan and Strategic Work Plan with board. These will continue to be living documents

# Work Plan Key Learning

- Developing a work plan at the district level is very complex (116 strategies!)
- No strategy is at vision--- even well underway need deepening/normalizing
- Will use 'stop light' colors to distinguish implementation stage of strategies
  -  New, not begun
  -  Introduced, but significant effort needed to implement
  -  Intro complete, but need to normalize or deepen
- Capacity is a limiting factor for moving toward vision
  - Each frontline staff group: only 1-2 significant red-yellow initiatives/yr.
  - Can use building level pilots to stretch progress
  - High priority: impact instruction/learning and diversify staffing
- A common thread is the desire to be more research driven and the need for more measuring, evaluating, and tracking...will need to be creative how to do this
- While there is tremendous knowledge in house, there will be need for exploration on how best to proceed in many areas

# An Illustrative Strategy

**GOALS of work: RAS learners contribute to an equitable, caring society/RAS graduates are prepared to achieve their goals and aspirations**

Status	Strategy	Current State	Gap Between Strategy and Current State	Ideas for Action and Timing for Implementing				For Year 1		Measures of Success
				Ideas for Action	Yr 1	2-4 yr	5-7 yr	Parking lot	Prime Mover	
<b>Support Learner Resiliency; and Develop a Challenging, Joyful and Safe Learning Environment</b>										
	Create trusted adult, peer relationships for each student	<ul style="list-style-type: none"> <li>*Teaching SEL power standards:               <ul style="list-style-type: none"> <li>-Self Awareness</li> <li>-Self Management</li> <li>-Social Awareness</li> <li>-Relationships Skills</li> <li>-Resp. decision mkg</li> </ul> </li> <li>*Recruiting, hire and retain BIPOC educ.</li> <li>*Community building activities for students in classrms/advisory and for staff.</li> <li>*Sub Shortage Comm.</li> <li>*Workload relief: 2x /yr. collab &amp; application of learning days</li> <li>*Added social worker/psych. FTE at</li> </ul>	<ul style="list-style-type: none"> <li>Ensure buildings are fully staffed.</li> <li>*Increase sub fill rate So student learning continues if a teacher is absent.</li> <li>*Students have access to EL, Intervention, media specialists, etc.</li> <li>*Create a culture of high trust with adults</li> <li>*Continue to review practices and update, all resources utilized</li> <li>*Explore additional means to support new teachers (in addition to mentoring, supports at building, etc)</li> </ul>	<ul style="list-style-type: none"> <li>*Form a committee that problem solves staffing shortages and solutions until positions are filled.</li> <li>*Sub Shortage Committee will continue to problem solve until our fill rate is 95% .</li> <li>*Professional Learning on staff and student culture</li> <li>*PD on building strong relationships</li> <li>*Workload relief in the form of collaboration and application of learning days - 1 for each trimester.</li> <li>*Do an initiative audit. Adjust timelines so we are implementing 1-2 things at a time.</li> </ul>	X				HR	Leadership Capacity (aka Time)  Sub fill rate will increase from 71% to 95%  Tripod results on organization
					X				HR	
						X			OEE	
						X			OEE	
								Calendar Committee - ASupt	Calendar Committee	
									Leadership Capacity	



# Board Next Steps

- Approval of Vision, Mission and Goals (first and second reading in February)
- Develop External Barrier Work Plan (February study session)
- Review Strategic Plan Work Plan (April study session)



# Roseville Area Schools

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

Agenda Item: SS-5

Agenda Topic: School Board Goals  
Meeting Date: January 10, 2023  
Contact Person: School Board Chair

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## Background:

The school board will develop goals based on the feedback collected from the board's self-evaluation.

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## Recommendation:

Action Required

Informational – No Board Action Requested