



Agenda
Regular School Board Meeting
Tuesday, September 9, 2025
6:30 PM

1. Call to Order, Roll Call
2. Agenda Adjustments
3. Announcements, Comments, Recognitions
 - 3.a. Land Acknowledgment
 - 3.b. Recognition of School Supply Donations
4. Summary of Community Input Received for Action Items
5. Consent Agenda
 - 5.a. Minutes - Board Meeting of August 19, 2025
 - 5.b. Payment of Bills
 - 5.c. Personnel - Resignations, Appointments, Reductions
 - 5.d. Gifts
6. Reports and Non-Action Items
 - 6.a. First Day of School Report
Speaker(s): Delon Smith and Maura Weyandt
7. Action Items
 - 7.a. Policy 510: Student Dress (revised) Second Reading
Speaker(s): Delon Smith
 - 7.b. Policy 722: Public Data and Data Subject Requests (new) Second Reading
Speaker(s): Kenyatta McCarty
 - 7.c. Resolution Stating the Intention of the School Board to Issue General Obligation Facilities Maintenance Bonds
Speaker(s): Shari Thompson
8. Study Session Report
9. Board Reports
Speaker(s): Board Members
10. Superintendent's Report
Speaker(s): Superintendent Jenny Loeck
11. Closed Session to Consider Labor Negotiations Strategy
Speaker(s): Chair Todd Anderson
12. Adjournment

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

August 19, 2025

Chair Todd Anderson called the school board meeting to order at 6:31 p.m. in the Fairview Room at Anpétu Têça 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. Chair Anderson read a land acknowledgment to begin the meeting. Maura Weyandt, new associate superintendent, and Colleen Atakpu, new principal at Edgerton Elementary School, were introduced.

- (1) Consent Agenda. Gogins moved, Clark seconded acceptance of the consent agenda, including the minutes of the regular school board meeting on June 24, 2025; payment of bills; resignations, appointments, reductions, adjustments; gifts; and casual substitute pay rates for the 2025-2026 school year were approved. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Shaw. Nays: none. Motion carried unanimously.
- (2) Retirements. Chu moved, Boguszewski seconded the retirements of Mary Alexander, Tana Bogenholm, John Kaiser, Timothy O'Brien, and Florence Odegard with appreciation. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Shaw. Nays: none. Motion carried unanimously.

Policy 510: Student Dress (revised) First Reading. Delon Smith, associate superintendent, presented revisions to Policy 510: Student Dress. The revisions clarify the district's dress code policies around headwear.

Policy 722: Public Data and Data Subject Requests (new) First Reading. Kenyatta McCarty, executive director of human resources, presented a new policy on public data requests, Policy 722: Public Data and Data Subject Requests. The district is required to maintain this policy to comply with the Minnesota Government Data Practices Act and state statute.

- (3) 2025-2027 Cultural Liaison Contract. Chu moved, Shaw seconded approval of the 2025-2027 conditions of employment for cultural liaisons, who are represented by AFSCME Council No. 5, Local No. 1129. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Shaw. Nays: none. Motion carried unanimously.
- (4) 2027-2035 Long-Term Facilities Maintenance Plan. Gogins moved, Clark seconded approval of the district's ten-year long-term facilities maintenance plan. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Shaw. Nays: none. Motion carried unanimously.

Study Session Report. Chair Anderson reported on the July 14 work study session. The board received progress updates on the district’s strategic plan. A panel of students shared their experiences and feedback with the board and district administration.

Board Reports. Board members attended a portion of the district’s new educator academy to introduce themselves to new teachers. Director Gogins participated in planning meetings for Harambee Elementary School. Treasurer Clark provided updates from the most recent Northeast Metro 916 board meeting. Clerk Chu and Chair Anderson joined staff and families from Little Canada Elementary School for Little Canada’s Canadian Days parade. Clerk Chu also attended the CGI Summer Institute.

Superintendent’s Report. Dr. Loeck commented on the start of the school year and shared information about the district’s capital project levy.

The Chair declared the meeting adjourned at 7:26 p.m.

Signed _____
Clerk

Approved _____
Chair

August 19, 2025

Meeting Date: September 9, 2025

PAYMENT OF BILLS:
-July 1 - July 31, 2025

That bills in the amount of: **\$9,775,037.19** by the following funds be approved:

GENERAL	\$5,472,550.57
FOOD SERVICE	\$132,830.80
COMMUNITY SERVICE	\$640,008.09
BUILDING FUND	\$41,866.70
DEBT FUND	\$3,176,396.25
READING RECOVERY	\$0.00
AMSD	\$32,673.29
OPEB DEBT	\$193,625.00
DENTAL INS FUND	\$85,073.37
NO SUBURBAN COLLABORATIVE	\$0.00
EXTRA CURRICULAR-STU ACTIVITY	\$13.12

RECOMMENDATION:

That above payments are included in check numbers:

WIRE TRANSFERS	202500000	through	202500058
CHECKS	364767	through	365162
CAPITAL ONE AP CHECKS	9161	through	9182
ACH A/P	252610001	through	252610074

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	\$2,633,701.23	\$40,382.29	\$244,005.72		\$3,175,208.75	\$85,073.37		\$8,428.10	\$193,625.00		\$13.12	\$6,380,437.58
CHECKS	\$1,508,461.90	\$18,906.58	\$52,446.64	\$1,537.30	\$1,187.50			\$1,453.76		\$0.00	\$0.00	\$1,583,993.68
CAPITAL ONE A/P	\$27,373.31	\$3,715.32	\$0.00									\$31,088.63
ACH A/P	\$13,474.40	\$111.23	\$259.19	\$40,329.40							\$0.00	\$54,174.22
TRANSFER TO PAYROLL	\$1,308,189.73	\$71,122.18	\$343,296.54					\$22,791.43				\$1,745,399.88
VOID CHECKS	(\$18,650.00)	(\$1,406.80)	\$0.00								\$0.00	(\$20,056.80)
TOTAL	\$5,472,550.57	\$132,830.80	\$640,008.09	\$41,866.70	\$3,176,396.25	\$85,073.37	\$0.00	\$32,673.29	\$193,625.00	\$0.00	\$13.12	\$9,775,037.19

BOND CONSTRUCTION FUNDS

	July 1, 2025			
	Cash & Investments	Revenue	Disbursements	Balance
	Balance	7/1 to 7/31	7/1 to 7/31	Remaining as of 7/31/25
	\$8,527,006.62	\$13,305.67	\$70,223.70	\$8,470,088.59

RECOMMENDATION:

The above disbursements include check numbers:

CHECKS July 1 - July 31		through		\$0.00	*start with 102737
CHECK PAID OUT OF GENERAL ACCT	364988	through	364988	\$1,537.30	
VOID CHECKS				\$0.00	

Meeting Date

09/09/2025

Change in Continuing Contract**Clift. Eileen**

Effective Date 08/25/2025

Edgerton Elementary School Band Teacher

Was working .35 FTE and will now be working .47 FTE effective August 25, 2025.

Dao. Tram

Effective Date 08/25/2025

Roseville Area High School Math Teacher

Was working 1.0 FTE and will now be working .75 FTE effective August 25, 2025.

Engle. Rachel

Effective Date 08/25/2025

Emmet D Williams Elementary School MTSS Intervention Teacher

Was working 1.0 FTE and will now be working .4 FTE effective August 25, 2025.

Feigal. Angela

Effective Date 08/25/2025

Roseville Area Middle School Social Worker

Was working .75 FTE and will now be working .8 FTE effective August 25, 2025.

Jacobson. Rebecca

Effective Date 08/25/2025

Emmet D Williams Elementary School Band and Orchestra Teacher

Was working .9 FTE and will now be working 1.0 FTE effective August 25, 2025.

Knudsen. Kristina

Effective Date 08/25/2025

Parkview Center School Physical Therapist

Was working .85 FTE and will now be working 1.0 FTE effective August 25, 2025.

Novotny. Katherine

Effective Date 09/02/2025

Little Canada Elementary School SEL & Health Intervention Teacher

Was working .8 FTE and will now be working .82 FTE effective September 2, 2025.

Human Resources Information

5-C

Meeting Date

09/09/2025

Stanlev. David

Effective Date 08/25/2025

Roseville Area Middle School

Math Teacher

Was working .8 FTE and will now be working 1.0 FTE effective August 25, 2025.

Change of Position

Barrett. Shamus

Effective Date 08/11/2025

Roseville Area High School

Graphic Production Manager

Was working 220 days and will now be working 216 days for the 2025-2026 school year.

Morales. Irma

Effective Date 08/26/2025

Brimhall Elementary School

Student Success Program Assistant

Hired working 8 hours per day effective August 26, 2025.

Ochoa Balbas. Pablo

Effective Date 09/02/2025

Roseville Area High School

Student Success Supervisor

Hired working 7 hours per day effective September 2, 2025.

Simpson. Ian

Effective Date 08/26/2025

Brimhall Elementary School

Special Education Paraprofessional

Hired working 6 hours per day effective August 26, 2025.

Soe. Eh Hsa Hset K Pru

Effective Date 08/20/2025

Parkview Center School

Out of School Time Program Specialist

Hired working 8 hours per day effective August 20, 2025.

Hired-New Licensed

Bachicha-wells. Natalie

Effective Date 08/25/2025

Emmet D Williams Elementary School

Elementary Teacher

Hired working 1.0 FTE effective August 25, 2025.

Human Resources Information

5-C

Meeting Date

09/09/2025

Commer III, William

Effective Date 08/25/2025

Roseville Area High School

Nurse

Hired working 1.0 FTE effective August 25, 2025.

Hamm. Karen

Effective Date 09/02/2025

Roseville Area High School

School Psvchologist

Hired working 1.0 FTE effective September 2, 2025.

Jackson. Clarissa

Effective Date 09/02/2025

Anpétu Téča Education Center

Equity Advancement Literacy Lead TOSA

Hired working 1.0 FTE effective September 2, 2025.

Mccammon. Rebecca

Effective Date 09/02/2025

Emmet D Williams Elementary School

ATPPS Lead Teacher

Hired working .60 FTE effective September 2, 2025.

Moreno. Gerardo

Effective Date 08/25/2025

Roseville Area High School

Multilingual Learner Teacher

Hired working 1.0 FTE effective August 25, 2025.

Paz. Alicia

Effective Date 08/25/2025

Roseville Area Middle School

Science and DLSI Teacher

Hired working 1.0 FTE effective August 25, 2025.

Sakirgil. Can

Effective Date 08/25/2025

Roseville Area High School

English Language Teacher

Hired working 0.92 FTE effective August 25, 2025.

Human Resources Information

5-C

Meeting Date

09/09/2025

Schurr. Sara

Effective Date 08/26/2025

Harambee Elementary School

Pre-K Teacher

Hired working 1,442 hours for the 2025-2026 school year effective August 26, 2025.

Swanson. Kay

Effective Date 08/25/2025

Roseville Area High School

Speech Language Pathologist

Hired working 1.0 FTE effective August 25, 2025.

Turner. Adrian

Effective Date 07/17/2025

Roseville Area High School

Activities Director

Hired working 8 hours per day effective July 17, 2025.

Vang. Chandara

Effective Date 08/26/2025

Anpétu Téča Education Center

Pre-K Teacher

Hired working 1,188 hours for the 2025-2026 school year effective August 26, 2025.

Hired-New Licensed Long Term Substitute

Madison. Christina

Effective Date 08/25/2025

Anpétu Téča Education Center

School Psychologist

Hired as a .4 FTE Long Term Substitute effective August 25, 2025 through November 3, 2025.

Moua. Hnubci

Effective Date 09/04/2025

Harambee Elementary School

Elementary Teacher

Hired as a 1.0 FTE Long Term Substitute effective September 4, 2025 through October 2, 2025.

Schmidt. Amy

Effective Date 08/26/2025

Roseville Area High School

Special Education Teacher

Hired as a 1.0 FTE Long Term Substitute effective August 26, 2025 through October 31, 2025.

Human Resources Information

5-C

Meeting Date

09/09/2025

Uenonaz, Tracie

Effective Date 08/25/2025

Harambee Elementary School

Elementary Teacher

Hired as a 1.0 FTE Long Term Substitute effective August 25, 2025 through October 31, 2025.

Hired-New Non-Licensed Long Term Substitute

Thygeson-green, Takiivah

Effective Date 09/02/2025

Roseville Area Middle School

Special Education Paraprofessional

Hired working 7 hours per day as a Long Term Substitute Paraprofessional effective September 2, 2025 through June 9, 2026.

Hired-Non-Licensed

Bess, Gregory

Effective Date 08/26/2025

District Wide

African American Cultural Liaison

Hired working 8 hours per day effective August 26, 2025.

Brown, Jarrett

Effective Date 08/26/2025

Edgerton Elementary School

Special Education Paraprofessional

Hired working 7 hours per day effective August 26, 2025.

Brown, Davonna

Effective Date 09/02/2025

Emmet D Williams Elementary School

Nutrition Services Assistant

Hired working 4.75 hours per day effective September 2, 2025.

Chandler, Alison

Effective Date 08/25/2025

Brimhall Elementary School

Media Technology and Testing Assistant

Hired working 8 hours per day effective August 25, 2025.

Human Resources Information

5-C

Meeting Date

09/09/2025

Davis. Benjamin

Effective Date 08/25/2025

District Center

Special Education Transportation Coordinator

Hired working 8 hours per day effective August 25, 2025.

Davis. Devereaux

Effective Date 09/02/2025

Roseville Area High School

Special Education Paraprofessional

Hired working 7 hours per day effective September 2, 2025.

Dees. Matthew

Effective Date 08/25/2025

Fairview Alternative High School

Building Secretary

Hired working 8 hours per day effective August 25, 2025.

Henry. Jacob

Effective Date 09/02/2025

Emmet D Williams Elementary School

Special Education Paraprofessional

Hired working 7 hours per day effective September 2, 2025.

Lanza Tirado. Diana

Effective Date 09/02/2025

Roseville Area Middle School

Nutrition Services Assistant

Hired working 4 hours per day effective September 2, 2025.

Luis. Marbeli

Effective Date 07/14/2025

District Center

District Center Coordinator

Hired working 8 hours per day effective July 14, 2025.

Lvons. Ashlev

Effective Date 08/25/2025

Falcon Heights Elementary School

Health Assistant

Hired working 6 hours per day effective August 25, 2025.

Human Resources Information

5-C

Meeting Date

09/09/2025

Mcleod. Sheri

Effective Date 08/26/2025

Parkview Center School

Student Success Specialist Program Assistant

Hired working 6 hours per day effective August 26, 2025.

Mua. Destin

Effective Date 08/25/2025

Harambee Elementary School

Receptionist & Special Education Secretary

Hired working 8 hours per day effective August 25, 2025.

Navak. Mili

Effective Date 08/28/2025

Emmet D Williams Elementary School

Special Education Paraprofessional

Hired working 5.05 hours per day effective August 28, 2025.

Negron. Brandi

Effective Date 08/25/2025

Brimhall Elementary School

Student Success Assistant

Hired working 7 hours per day effective August 25, 2025.

Noot. Sher

Effective Date 08/26/2025

Annétu Téca Education Center

Special Education Paraprofessional

Hired working 4.2 hours per day effective August 26, 2025.

Quoie, Zoraa

Effective Date 09/02/2025

Roseville Area High School

African American Cultural Liaison

Hired working 5 hours per day effective September 2, 2025.

Ruremesha. Jonas

Effective Date 09/02/2025

District Wide

Custodial Services

Hired working 8 hours per day effective September 2, 2025.

Human Resources Information

5-C

Meeting Date

09/09/2025

Sieve. Brvnn

Effective Date 09/02/2025

Parkview Center School

Clerical Support

Hired working 6 hours per day effective September 2, 2025.

Tam. Nancv

Effective Date 08/20/2025

Harambee Elementary School

Out of School Time Program Specialist

Hired working 8 hours per day effective August 20, 2025.

Thun. Greta

Effective Date 08/25/2025

Harambee Elementary School

PLC Coordinator

Hired working 1.0 FTE effective August 25, 2025.

Urrutia. Jose

Effective Date 08/28/2025

Roseville Area Middle School

Bilingual Student Success Specialist

Hired working 6.5 hours per day effective August 28, 2025.

Leave - Licensed

Le Selmer. Maria

Effective Date 08/25/2025

Central Park Elementary School

Elementary Teacher

Requesting .5 FTE Union leave for the 2025-2026 school year.

Resignation-Licensed

Acosta. Svdnev

Effective Date 08/08/2025

Edgerton Elementary School

Special Education Teacher

Resigned effective August 8, 2025.

Arndt. Melissa

Effective Date 08/22/2025

Roseville Area High School

School Psychologist

Resigned effective August 22, 2025.

Meeting Date

09/09/2025

Resignation-Non-Licensed

Bergevin, Eva		Effective Date 06/10/2025
Roseville Area High School	Special Education Paraprofessional	
Resigned effective June 10, 2025.		
Cervantes, Monserrat		Effective Date 06/10/2025
Central Park Elementary School	Special Education Paraprofessional	
Resigned effective June 10, 2025.		
Challv, Elizabeth		Effective Date 08/26/2025
Falcon Heights Elementary School	Special Education Paraprofessional	
Resigned effective August 26, 2025.		
Douville, Russell		Effective Date 06/10/2025
Central Park Elementary School	Nutrition Services Manager	
Resigned effective June 10, 2025.		
Goedken, Maegan		Effective Date 06/10/2025
Parkview Center School	Special Education Paraprofessional	
Resigned effective June 10, 2025		
Hedstrand, Jensv		Effective Date 06/10/2025
Emmet D Williams Elementary School	Special Education Paraprofessional	
Resigned effective June 10, 2025.		
Hernandez Valverde, Kevin		Effective Date 06/12/2025
District Center	District Center Coordinator	
Resigned effective June 12, 2025.		

Human Resources Information

5-C

Meeting Date

09/09/2025

Pettis. Alani

Effective Date 06/10/2025

Emmet D Williams Elementary School Special Education Paraprofessional
Resigned effective June 10, 2025.

Simonson. Cari

Effective Date 06/10/2025

Emmet D Williams Elementary School Nutrition Services Assistant
Resigned effective June 10, 2025.

Retirement

Jones. Belinda

Effective Date 07/31/2025

Anpétu Téca Education Center English Language Teacher
Retired effective July 31, 2025. Ms. Jones has worked for the district for 19 years.

Returning from Leave

Chavez. Teresa

Effective Date 08/25/2025

Little Canada Elementary School DLSI Coordinator & Multilingual Learner Teacher
Returning from leave effective August 25, 2025.

Martin. Megan

Effective Date 08/25/2025

Fairview Alternative High School Special Education Teacher
Return from leave effective August 25, 2025.

Smith. Damien

Effective Date 08/25/2025

Harambee Elementary School Special Education Teacher
Return from leave effective August 25, 2025.

Meeting Date

09/09/2025

Unpaid Leave

Kolo. Lindsev

Effective Date 09/24/2025

Edgerton Elementary School

Speech Language Pathologist

Requesting unpaid leave from September 24, 2025 through November 14, 2025.

GIFTS TO SCHOOLS 2025/26

SCHOOL BUILDING	NAME/ADDRESS OF DONOR	GIFT	USE
Anpétu Téča Education Center	Como Park Lutheran Church 1376 Hoyt Ave W St. Paul, MN 55108	\$2,000.00	Meals on Wheels
Falcon Heights Elementary School	Teri Kiresuk 984 Parker Ave Roseville, MN 55113	School supplies	Students in need
Falcon Heights Elementary School	Como Park Lutheran Church 1376 Hoyt Ave W St. Paul, MN 55108	School supplies	Students in need
Roseville Area High School	Roseville Swim and Dive Boosters 1837 Ryan Ave W Roseville, MN 55113	\$5,253.00	Additional coaching staff for girls swimming and diving program
Roseville Area High School	Margot and Robert Olsen 1830 Holton St Falcon Heights, MN 55113	\$50.00	Girls soccer program
Roseville Area High School	Toby Robillard 200 Yorkton Ridge Little Canada, MN 55117	\$80.00	Volleyball program
Roseville Area High School	Roseville Anderson-Nelson VFW Auxiliary No. 7555 1145 Woodhill Drive Roseville, MN 55113	\$300.00	Trap team
Roseville Area High School	Wilson Foundation 2100 Old Highway 8 NW St. Paul, MN 55112	\$1,000.00	Trap team
Roseville Area High School	North Suburban Evening Lions Club 7029 Lamotte Dr Centerville, MN 55038	\$250.00	Food shelf
Roseville Area High School	US Bank Foundation P.O. Box 634 Milwaukee, WI 53201-0634	\$30.00	School needs

Roseville Area High School	Tina Bieganek 2493 Galtier Cir N Roseville, MN 55113	\$20.00	School needs
Roseville Area Schools	RosePointe Senior Living 2555 Hamline Ave N Roseville, MN 55113	\$210.00 and school supplies	Students in need
Roseville Area Schools	Sonia Baker 1515 Almond Ave St. Paul, MN 55108	School supplies	Students in need
Roseville Area Schools	Little Canada Canadian Days PO Box 13642 St. Paul, MN 55113-0642	\$25.00 and school supplies	Students in need
Roseville Area Schools	Midwest Radiology 2355 MN-36 Roseville, MN 55113	School supplies	Students in need
Roseville Area Schools	Ramsey County Library 2180 Hamline Ave N Roseville, MN 55113	School supplies	Students in need
Roseville Area Schools	Saint Rose of Lima Catholic Church 2048 Hamline Ave N St. Paul, MN 55113	School supplies	Students in need
Roseville Area Schools	Corpus Christi Catholic Church 2131 Fairview Ave N Roseville, MN 55113	School supplies	Students in need
Roseville Area Schools	St. Christopher's Episcopal Church 2300 Hamline Ave N Roseville, MN 55113	School supplies	Students in need
Roseville Area Schools	Maguire Agency 1970 Oakcrest Ave, Ste 300 Roseville, MN 55113	School supplies	Students in need
Roseville Area Schools	FedEx Express 2275 Walnut St N Roseville, MN 55113	School supplies	Students in need
Roseville Area Schools	Amira Choice Roseville 2996 Cleveland Ave N Roseville, MN 55113	School supplies	Students in need

Roseville Area Schools	Karen Doherty 1926 Malvern St Lauderdale, MN 55113	\$12.00	District needs
Roseville Area Schools	Aaron Mastrian 1746 Skillman Ave W Roseville, MN 55113	\$40.00	District needs

Agenda Topic: First Day of School Report
Meeting Date: September 9, 2025
Contact Person: Delon Smith and Maura Weyandt

Background:

Associate Superintendents Delon Smith and Maura Weyandt will report on the first day of the 2025-2026 school year.

Recommendation:

Action Required Informational – No Board Action Requested

Agenda Topic: Policy 510: Student Dress (revised) Second Reading
Meeting Date: September 9, 2025
Contact Person: Delon Smith

Background:

Delon Smith, associate superintendent, will review Policy 510: Student Dress. No changes were requested from the first reading on August 19. This will be the second reading of the policy.

Recommendation:

It is recommended that the board approve Policy 510: Student Dress as presented.

Action Required

Informational – No Board Action Requested

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 510 – Student Dress

1.0 Purpose

The purpose of this policy is to establish expectations of dress for students consistent with the Roseville Schools Equity Vision.

2.0 General Statement of Policy

Safety and belonging are important components of a positive school culture. This policy is focused on promoting both components.

3.0 Inappropriate dress includes, but is not limited to, the following:

- a. Student attire that creates a danger to health or safety.
- b. Attire that creates a material and substantial disruption to the educational process, school operations, or a school sponsored activity; that can reasonably be forecasted to create such a disruption; or that reflects aggression, including microaggression, toward any protected class.
- c. Clothing or accessories with words, pictures, caricatures, based on stereotypes of a specific gender, race, ethnicity, nationality, religion, sexual orientation, or disability.
- d. Clothing or accessories with American Indian team names, logos or mascots that depict stereotypes.

4.0 Headwear, including hats or head coverings, are allowed provided that it does not cover the student's face to the extent that the student is not identifiable.

5.0 The School District shall not enforce its dress code policies more strictly against transgender or gender expansive students because of their transgender or gender expansive status.

6.0 The dress code policy applies to all school days including summer school, school related events and activities such as dances, prom, graduations and educational travel.

Adopted: 6/23/20
Revised: 8/15/23

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 510 – Student Dress

1.0 Purpose

The purpose of this policy is to establish expectations of dress for students consistent with the Roseville Schools Equity Vision.

2.0 General Statement of Policy

Safety and belonging are important components of a positive school culture. This policy is focused on promoting both components.

3.0 Inappropriate dress includes, but is not limited to, the following:

- a. Student attire that creates a danger to health or safety.
- b. Attire that creates a material and substantial disruption to the educational process, school operations, or a school sponsored activity; that can reasonably be forecasted to create such a disruption; or that reflects aggression, including microaggression, toward any protected class.
- c. Clothing or accessories with words, pictures, caricatures, based on stereotypes of a specific gender, race, ethnicity, nationality, religion, sexual orientation, or disability.
- d. Clothing or accessories with American Indian team names, logos or mascots that depict stereotypes.

4.0 Headwear, including hats or head coverings, are allowed provided that it does not cover the student's face to the extent that the student is not identifiable.

5.0 The School District shall not enforce its dress code policies more strictly against transgender or gender expansive students because of their transgender or gender expansive status.

6.0 The dress code policy applies to all school days including summer school, school related events and activities such as dances, prom, graduations and educational travel.

Adopted: 6/23/20
Revised: 8/15/23

Agenda Topic: Policy 722: Public Data and Data Subject Requests (new) Second Reading
Meeting Date: September 9, 2025
Contact Person: Kenyatta McCarty

Background:

Kenyatta McCarty, executive director of human resources, will review Policy 722: Public Data and Data Subject Requests. Requested changes from the first reading on August 19, 2025, have been incorporated into the attached draft. This will be the second reading of the policy.

Recommendation:

It is recommended that the board approve Policy 722: Public Data and Data Subject Requests as presented.

Action Required

Informational – No Board Action Requested

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 722 – Public Data and Data Subject Requests

1.0 Purpose

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes. Public data includes, but is not limited to, data requests by employees (i.e., personnel data), student educational data, and general data inquiries.

2.0 General Statement of Policy

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

3.0 Definitions

3.1 Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and that are inaccessible to the individual subject of those data.

3.2 Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

3.3 Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official (see 3.14, definition of “Responsible Authority”).

3.4 Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

Policy 722 – Public Data and Data Subject Requests

3.5 Individual

“Individual” means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, “individual” includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian. The responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

3.6 Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

3.7 Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

3.8 Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

3.9 Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

3.10 Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not public; and (b) not accessible to the subject of the data.

3.11 Public Data

Policy 722 – Public Data and Data Subject Requests

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

3.12 Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

3.13 Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03.

3.14 Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

3.15 Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

4.0 Requests for Public Data

4.1 All requests for public data must be made in writing directed to the responsible authority.

4.1.1 A request for public data must include the following information:

- Date the request is made;
- A clear description of the data requested;
- Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- Method to contact the requestor (such as phone number, address, or email address).

Policy 722 – Public Data and Data Subject Requests

- 4.1.2 Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.
- 4.1.3 The identity of the requestor is public, if provided, but cannot be required by the government entity.
- 4.1.4 The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- 4.2 The responsible authority will respond to a data request at reasonable times and places as follows:
 - 4.2.1 The responsible authority will notify the requestor in writing as follows:
 - 4.2.1.1 The requested data does not exist; or
 - 4.2.1.2 The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - 4.2.1.1.1 If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - 4.2.1.1.2 Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - 4.2.1.3 The requested data does exist and provide arrangements for inspection of the data, identify when the data will be

Policy 722 – Public Data and Data Subject Requests

available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.

- 4.2.2 The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
- 4.2.3 The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
- 4.2.4 The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide **responsive** data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
- 4.2.5 The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

5.0 Request for Summary Data

5.1 A request for the preparation of summary data shall be made in writing directed to the responsible authority.

5.1.1 A request for the preparation of summary data must include the following information:

- Date the request is made;
- A clear description of the data requested;
- Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- Method to contact requestor (phone number, address, or email address).

Policy 722 – Public Data and Data Subject Requests

- 5.2 The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 - 5.2.1 The estimated costs of preparing the summary data, if any; and
 - 5.2.2 The summary data requested; or
 - 5.2.3 A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 - 5.2.4 A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- 5.3 The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

6.0 Data by an Individual Data Subject

- 6.1 Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- 6.2 Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.
- 6.3 Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- 6.4 After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.

Policy 722 – Public Data and Data Subject Requests

- 6.5 The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
 - 6.6 The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
 - 6.7 An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
 - 6.8 The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
 - 6.9 Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
 - 6.10 After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.
- 7.0 Requests for Data by an Individual Subject of the Data

Policy 722 – Public Data and Data Subject Requests

- 7.1 All requests for individual subject data must be made in writing directed to the responsible authority.
- 7.2 A request for individual subject data must include the following information:
- Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 - Date the request is made;
 - A clear description of the data requested;
 - Proof that the individual is the data subject or the data subject's parent or guardian;
 - Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - Method to contact the requestor (such as phone number, address, or email address).
- 7.3 The identity of the requestor of private data is private.
- 7.4 The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- 7.5 Policy 584 (Collection, Maintenance, Use and Release of Student Educational Data) addresses requests of students or their parents for educational records and data.
- 8.0 Costs
- 8.1 Public Data
- 8.1.1 The school district will charge for copies provided as follows:
- 8.1.1.1 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - 8.1.1.2 More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.

Policy 722 – Public Data and Data Subject Requests

8.1.1.2.1 The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).

8.1.1.2.2 Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

8.1.2 All charges must be paid for in cash or by check in advance of receiving the copies.

8.2 Summary Data

8.2.1 Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.

8.2.2 The school district may assess costs associated with the preparation of summary data as follows:

8.2.2.1 The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;

8.2.2.2 The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

8.3 Data Belonging to an Individual Subject

8.3.1 The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee

Policy 722 – Public Data and Data Subject Requests

would be the charges set forth in section 8.1 of this policy that apply to requests for data by the public.

8.3.2 The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

9.0 Annual Review and Posting

9.1 The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.

9.2 Copies of the policies shall be easily available to the public by posting them on the school district's website.

Data Practices Contacts

Responsible Authority:

Executive Director of Human Resources

1251 County Road B2 West, Roseville, MN 55113

Data Practices Compliance Official:

Superintendent

1251 County Road B2 West, Roseville, MN 55113

Adopted:

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 722 – Public Data and Data Subject Requests

1.0 Purpose

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes. Public data includes, but is not limited to, data requests by employees (i.e., personnel data), student educational data, and general data inquiries.

2.0 General Statement of Policy

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

3.0 Definitions

3.1 Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and that are inaccessible to the individual subject of those data.

3.2 Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

3.3 Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official (see 3.14, definition of “Responsible Authority”).

3.4 Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

Policy 722 – Public Data and Data Subject Requests

3.5 Individual

“Individual” means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, “individual” includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian. The responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

3.6 Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

3.7 Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

3.8 Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

3.9 Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

3.10 Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not public; and (b) not accessible to the subject of the data.

3.11 Public Data

Policy 722 – Public Data and Data Subject Requests

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

3.12 Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

3.13 Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03.

3.14 Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

3.15 Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

4.0 Requests for Public Data

4.1 All requests for public data must be made in writing directed to the responsible authority.

4.1.1 A request for public data must include the following information:

- Date the request is made;
- A clear description of the data requested;
- Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- Method to contact the requestor (such as phone number, address, or email address).

Policy 722 – Public Data and Data Subject Requests

- 4.1.2 Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.
- 4.1.3 The identity of the requestor is public, if provided, but cannot be required by the government entity.
- 4.1.4 The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- 4.2 The responsible authority will respond to a data request at reasonable times and places as follows:
 - 4.2.1 The responsible authority will notify the requestor in writing as follows:
 - 4.2.1.1 The requested data does not exist; or
 - 4.2.1.2 The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - 4.2.1.1.1 If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - 4.2.1.1.2 Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - 4.2.1.3 The requested data does exist and provide arrangements for inspection of the data, identify when the data will be

Policy 722 – Public Data and Data Subject Requests

available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.

- 4.2.2 The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
- 4.2.3 The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
- 4.2.4 The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
- 4.2.5 The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

5.0 Request for Summary Data

5.1 A request for the preparation of summary data shall be made in writing directed to the responsible authority.

5.1.1 A request for the preparation of summary data must include the following information:

- Date the request is made;
- A clear description of the data requested;
- Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- Method to contact requestor (phone number, address, or email address).

Policy 722 – Public Data and Data Subject Requests

- 5.2 The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 - 5.2.1 The estimated costs of preparing the summary data, if any; and
 - 5.2.2 The summary data requested; or
 - 5.2.3 A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 - 5.2.4 A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- 5.3 The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

6.0 Data by an Individual Data Subject

- 6.1 Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- 6.2 Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.
- 6.3 Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- 6.4 After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.

Policy 722 – Public Data and Data Subject Requests

- 6.5 The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
 - 6.6 The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
 - 6.7 An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
 - 6.8 The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
 - 6.9 Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
 - 6.10 After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.
- 7.0 Requests for Data by an Individual Subject of the Data

Policy 722 – Public Data and Data Subject Requests

- 7.1 All requests for individual subject data must be made in writing directed to the responsible authority.
- 7.2 A request for individual subject data must include the following information:
- Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 - Date the request is made;
 - A clear description of the data requested;
 - Proof that the individual is the data subject or the data subject's parent or guardian;
 - Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - Method to contact the requestor (such as phone number, address, or email address).
- 7.3 The identity of the requestor of private data is private.
- 7.4 The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- 7.5 Policy 584 (Collection, Maintenance, Use and Release of Student Educational Data) addresses requests of students or their parents for educational records and data.
- 8.0 Costs
- 8.1 Public Data
- 8.1.1 The school district will charge for copies provided as follows:
- 8.1.1.1 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - 8.1.1.2 More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.

Policy 722 – Public Data and Data Subject Requests

8.1.1.2.1 The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).

8.1.1.2.2 Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

8.1.2 All charges must be paid for in cash or by check in advance of receiving the copies.

8.2 Summary Data

8.2.1 Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.

8.2.2 The school district may assess costs associated with the preparation of summary data as follows:

8.2.2.1 The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;

8.2.2.2 The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

8.3 Data Belonging to an Individual Subject

8.3.1 The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee

Policy 722 – Public Data and Data Subject Requests

would be the charges set forth in section 8.1 of this policy that apply to requests for data by the public.

8.3.2 The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

9.0 Annual Review and Posting

9.1 The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.

9.2 Copies of the policies shall be easily available to the public by posting them on the school district's website.

Data Practices Contacts

Responsible Authority:

Executive Director of Human Resources

1251 County Road B2 West, Roseville, MN 55113

Data Practices Compliance Official:

Superintendent

1251 County Road B2 West, Roseville, MN 55113

Adopted:

Agenda Topic: Resolution Stating the Intention of the School Board to Issue General Obligation Facilities Maintenance Bonds
Meeting Date: September 9, 2025
Contact Person: Shari Thompson

Background:

As part of the Long-Term Facilities Maintenance (LTFM) Plan adopted in August, the board reauthorized a 10-year plan to fund long-term facilities maintenance projects with a combination of pay-as-you-go levy and LTFM bonds. The plan calls for the issuance of up to \$30,745,000 in LTFM bonds for facility maintenance projects to be completed at Edgerton Elementary School (summer 2026 and summer 2027) and Phase I projects at Parkview Center School (summer 2028) over the next three years. The projects to be financed include the replacement of heating pumps and air handling units along with associated piping and distribution, and upgrades to LED lighting, floor replacements, and ceiling replacements in areas undergoing mechanical work.

The facilities maintenance bond sale will occur in spring 2026. As part of the preliminary levy certification process, a board-approved resolution is now required by the Minnesota Department of Education to receive approval for the bond sale and Pay 2026 debt service levy.

Recommendation:

It is recommended that the board adopt the Resolution Stating the Intention of the School Board to Issue General Obligation Facilities Maintenance Bonds in an amount not to exceed \$30,745,000.

Action Required

Informational – No Board Action Requested

EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 623
(ROSEVILLE AREA SCHOOLS)
RAMSEY COUNTY, MINNESOTA

Pursuant to due call and notice thereof a regular meeting of the School Board of Independent School District No. 623 (Roseville Area Schools), Ramsey County, Minnesota, was held in the School District on September 9, 2025 at 6:30 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD TO ISSUE GENERAL OBLIGATION FACILITIES MAINTENANCE BONDS, SERIES 2026A, IN THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF \$30,745,000 AND TAKING OTHER ACTIONS WITH RESPECT THERETO

BE IT RESOLVED by the School Board (the “Board”) of Independent School District No. 623 (Roseville Area Schools), Ramsey County, Minnesota (the “District”), as follows:

1. Background. It is hereby determined that:

(a) The District is authorized under the provisions of Minnesota Statutes, Chapter 475, as amended (the “Act”), and Minnesota Statutes, Section 123B.595, as amended (“Section 123B.595”), to issue general obligation facilities maintenance bonds for the purpose of financing certain facilities and site maintenance projects approved by the Commissioner of Education (the “Commissioner”).

(b) The Board hereby finds and determines that it is necessary and expedient to the sound financial management of the affairs of the District to issue its General Obligation Facilities Maintenance Bonds, Series 2026A (the “Bonds”), in the aggregate principal amount not to exceed \$30,745,000, pursuant to the Act and Section 123B.595 to finance the costs of certain facilities and site maintenance projects of the District (the “Project”) which are included in the District’s ten-year facilities plan for Fiscal Year 2027 (the “Plan”) and related financing costs.

(c) The Board hereby approves the Plan, which is incorporated in this Resolution as though fully specified herein, and authorizes and directs District staff and officials to submit the Plan to the Commissioner for approval, as well as any amendments to the Plan and the proposed issuance of the Bonds, as required by the Act and Section 123B.595. District staff and officials are further authorized and directed to submit to the Commissioner such additional information as may be necessary to secure such approval.

2. Covenant as to State Credit Enhancement.

(a) The District hereby covenants and obligates itself to notify the Commissioner of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 (the “Credit Enhancement Act”) to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the paying agent for the Bonds (the “Paying Agent”), or any successor paying agent, three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner that it will be unable to make all or a portion of that payment. The Paying Agent is authorized and directed to notify the Commissioner if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds on deposit with the Paying Agent to make that payment. The District understands that as a result of its covenant to be bound by the provisions of the Credit Enhancement Act, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and hereafter established by the Minnesota Departments of Management and Budget and Education pursuant to subdivision 2(c) of the Credit Enhancement Act and otherwise to take such actions as necessary to comply with that section. The Board Chair, Clerk, Treasurer, Superintendent, or Director of Business Services of the District are authorized to execute any applicable Minnesota Department of Education forms.

3. Sale of Bonds. The Board has retained Ehlers and Associates, Inc. (the “Municipal Advisor”), to serve as the District’s independent municipal advisor with respect to the offer and sale of the Bonds and, therefore, is authorized by Section 475.60, subdivision 2(9), of the Act to sell the Bonds other than pursuant to a competitive sale.

4. Acceptance of Proposal. The Board shall meet at the time specified in the Preliminary Official Statement or at such other time designated by the Board to receive and consider proposals for the purchase of the Bonds and take any other appropriate action with respect to the Bonds.

5. Authority of Municipal Advisor. The Municipal Advisor is authorized and directed to assist the District in the preparation and dissemination of a Preliminary Official Statement to be distributed to potential purchasers of the Bonds and to open, read, and tabulate the proposals for the purchase of the Bonds for presentation to the Board. The Municipal Advisor is further authorized and directed to assist the District in the award and sale of the Bonds on behalf of the District after receipt of written proposals and to assist the District in the preparation and dissemination of a final Official Statement with respect to the Bonds.

6. Authority of Bond Counsel. The law firm of Kennedy & Graven, Chartered, is authorized to act as bond counsel for the District (“Bond Counsel”), and to assist in the preparation and review of necessary documents, certificates, and instruments related to the Bonds. The officers, employees, and agents of the District are hereby authorized to assist Bond Counsel in the preparation of such documents, certificates, and instruments.

7. Notice of Issuance of Facilities Maintenance Bonds. The Clerk is authorized and directed to cause a notice substantially in the form of the Notice attached as EXHIBIT A hereto to be published as a legal notice one (1) time in the official newspaper of the District as soon as reasonably practicable after adoption of this Resolution, but in any event, at least twenty (20) days before the earlier of the issuance of the Bonds or the final certification of levies.

8. Reimbursement from Bond Proceeds. The District may incur certain expenditures that may be financed temporarily from sources other than the Bonds and reimbursed from the proceeds of the Bonds. Treasury Regulation § 1.150-2 (the “Reimbursement Regulations”) provides that proceeds of tax-exempt bonds allocated to reimburse expenditures originally paid from a source other than the tax-exempt bonds will not be deemed expended unless certain requirements are met. In order to preserve its ability to reimburse certain costs from proceeds of the Bonds in accordance with the Reimbursement Regulations, the District hereby makes its declaration of official intent (the “Declaration”) described below to reimburse certain costs

(a) Declaration of Intent. The District proposes to issue the Bonds to finance the costs of the Project. The District may reimburse original expenditures made for certain costs of the Project from the proceeds of the Bonds in an estimated maximum principal amount of \$30,745,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the Bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

(b) Declaration Made Not Later Than 60 Days. This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of the Bonds, except for the following expenditures: (a) costs of issuance of the Bonds; (b) costs in an amount not in excess of \$100,000 or five percent (5%) of the proceeds of the Bonds; or (c) “preliminary expenditures” up to an amount not in excess of twenty (20) percent of the aggregate issue price of the Bonds that finance or are reasonably expected by the District to finance the Project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of the Project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

(c) Reasonable Expectations; Official Intent. This Declaration is an expression of the reasonable expectations of the District based on the facts and circumstances known to the District as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the Bonds described in Section 8(a), above, are consistent with the District’s budgetary and financial circumstances. No sources other than proceeds of the Bonds to be issued by the District are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the District’s budget or financial policies to pay such original expenditures. This Resolution is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

(The remainder of this page is intentionally left blank.)

The motion for the adoption of the foregoing resolution was duly seconded by _____, and upon vote being taken thereon, the following voted in favor of the motion:

and the following voted against:

whereupon the resolution was declared duly passed and adopted.

EXHIBIT A

**NOTICE OF INTENT TO ISSUE FACILITIES MAINTENANCE BONDS
TO FINANCE PROJECTS INCLUDED IN THE DISTRICT'S
TEN-YEAR FACILITIES PLAN**

**INDEPENDENT SCHOOL DISTRICT NO. 623
(ROSEVILLE AREA SCHOOLS)
RAMSEY COUNTY, MINNESOTA**

NOTICE IS HEREBY GIVEN that the School Board of Independent School District No. 623 (Roseville Area Schools), Ramsey County, Minnesota (the "District"), intends to issue its General Obligation Facilities Maintenance Bonds, Series 2026A (the "Bonds"), in the aggregate principal amount not to exceed \$30,745,000, pursuant to Minnesota Statutes, Chapter 475, as amended, and Minnesota Statutes, Section 123B.595, as amended. The proceeds of the Bonds will be used to finance certain projects included in the District's ten-year facilities plan and related financing costs. A general description of the projects to be financed is as follows:

- Deferred maintenance projects at school facilities included in the District's ten-year facilities plan approved by the Commissioner of Education.

The total amount of District indebtedness as of September 1, 2025, is \$181,085,000. If these proposed Bonds were issued after that date, the total indebtedness of the District at that time would be \$211,830,000.

BY ORDER OF THE SCHOOL BOARD

Dated: September 9, 2025

/s/ _____
Clerk of the School Board
Independent School District No. 623
(Roseville Area Schools), Ramsey County, Minnesota

STATE OF MINNESOTA)
)
COUNTY OF RAMSEY) ss.
)
INDEPENDENT SCHOOL)
DISTRICT NO. 623)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 623 (Roseville Area Schools), Ramsey County, Minnesota (the “District”), hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the School Board of the District held on the date specified above, with the original minutes on file in my office and the extract is a full, true, and correct copy of the minutes, insofar as they relate to authorizing the issuance of the District’s General Obligation Facilities Maintenance Bonds, Series 2026A, in the maximum aggregate principal amount of \$30,745,000.

WITNESS My hand as such Clerk this ____ day of September, 2025.

Clerk of the School Board
Independent School District No. 623 (Roseville Area
Schools), Ramsey County, Minnesota

Agenda Topic: Closed Session to Consider Labor Negotiations Strategy
Meeting Date: September 9, 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