



Agenda
Regular School Board Meeting
Tuesday, October 13, 2026
6:30 PM

1. Call to Order, Roll Call
2. Agenda Adjustments
3. Announcements, Comments, Recognitions
 - 3.a. Land Acknowledgment
4. Summary of Community Input Received for Action Items
5. Consent Agenda
 - 5.a. Minutes - Board Meeting of September 22, 2026
 - 5.b. Payment of Bills
 - 5.c. Personnel - Resignations, Appointments, Reductions
 - 5.d. Gifts
6. Reports and Non-Action Items
 - 6.a. National Merit Semifinalists
Speaker(s): Rosalyn Obando
7. Action Items
 - 7.a. Policy 608: Graduation Requirements (revised) First/Second Reading
Speaker(s): Delon Smith
 - 7.b. Policy 722: Public Data and Data Subject Requests (revised) First/Second Reading
Speaker(s): Kenyatta McCarty
8. Board Reports
Speaker(s): Board Members
9. Superintendent's Report
Speaker(s): Superintendent Jenny Loeck
10. Adjournment

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

September 22, 2026

Chair Rose Chu called the school board meeting to order at 6:30 p.m. in the Fairview Room at Anpétu Téča Education Center. Board members present: Todd Anderson, Mike Boguszewski, Rose Chu, Mannix Clark, Geida Cleveland, Michelle Morse-Wendt. Board members absent: none. Also present: Dr. Jenny Loeck, superintendent of schools, and approximately eighteen other visitors or staff who attended all or part of the meeting.

Announcements, Comments, Recognitions. Associate Superintendent Maura Weyandt shared information about an upcoming fundraiser for the Roseville Area Schools Foundation.

Summary of Community Input Received for Action Items. The board did not receive any community input regarding the evening's action items.

- (14) Consent Agenda. Anderson moved, Clark seconded acceptance of the consent agenda, including the minutes of the regular school board meeting on September 8, 2026; payment of bills; personnel changes; gifts; and a contract with St. Anthony-New Brighton Schools to provide management services for its school nutrition program. Ayes: Anderson, Boguszewski, Chu, Clark, Cleveland, Morse-Wendt. Nays: none. Motion carried unanimously.

Summer Programs Presentation. Cyndi Arneson, executive director of community education; Niceta Thomas, executive director of student services; and various staff presented an overview of summer programming. Updates were provided from early childhood, out of school time, community education, targeted services and credit recovery, extended school year, and the Adult Learning Center, with a focus on the behind-the-scenes cooperation that goes into successfully planning and implementing summer programming.

First Day of School Report. Associate Superintendents Delon Smith and Maura Weyandt shared pictures, stories, and family and staff experiences from the first days of school.

- (15) Preliminary Levy Approval. Boguszewski moved, Clark seconded approval of the preliminary levy payable in 2027 for fiscal year 2027-2028 at the maximum. Ayes: Anderson, Boguszewski, Chu, Clark, Cleveland, Morse-Wendt. Nays: none. Motion carried unanimously.

Study Session Report. Director Anderson provided a summary of the September 8 work study session. District administrators provided an update on the strategic plan. The board also discussed student enrollment and its impact on district funding.

Board Reports. Director Morse-Wendt visited several schools and programs. She and Director Cleveland also attended the American Indian Parent Advisory Committee cookout. Clerk Clark attended Roseville Area High School sporting events. Treasurer

Boguszewski attended a Finance Advisory Committee meeting. Director Cleveland attended an AIPAC meeting. She also visited the early childhood program on their first day of school. Chair Chu was invited to Central Park Elementary's SPARK lab as the "mystery engineer" to kick off a systems engineering unit.

Superintendent's Report. Superintendent Loeck thanked board members for their service as part of Minnesota School Board Recognition Month, which is celebrated in September.

The Chair declared the meeting adjourned at 7:39 p.m.

Signed _____
Clerk

Approved _____
Chair

September 22, 2026

Roseville Area Schools-- ISD #623

Meeting Date: October 13, 2026

PAYMENT OF BILLS:

-September 1 - September 15, 2026

That bills in the amount of: **\$8,739,859.97** by the following funds be approved:

GENERAL	\$6,429,481.18
FOOD SERVICE	\$203,948.21
COMMUNITY SERVICE	\$304,979.07
BUILDING FUND	\$1,503,956.94
DEBT FUND	\$250,956.98
READING RECOVERY	\$1,761.27
AMSD	\$14,433.55
OPEB DEBT	\$0.00
DENTAL INS FUND	\$27,615.45
NO SUBURBAN COLLABORATIVE	\$0.00
EXTRA CURRICULAR-STU ACTIVITY	\$2,727.32

RECOMMENDATION:

That above payments are included in check numbers:

WIRE TRANSFERS	202600128	through	202600163
CHECKS	372644	through	372844
CAPITAL ONE AP CHECKS	9779	through	9795
ACH A/P	262700197	through	262700231

PAYMENT DISTRIBUTION BY FUND:

	GENERAL	FOOD SERVICE	COMMUNITY SERVICE	BUILDING CONSTRUCT	DEBT FUND	HP Dental Self Insured	18-Custodial Food Shelf	29-AMSD Fiscal Agent	OPEB	N SUB COLL/ SCHLSHP	EXTRA CURR- STU ACTIVITY	TOTAL DISBURSEMENTS
WIRE TRANSFERS	\$3,347,418.08	\$42,251.98	\$118,051.07		\$250,956.98	\$27,615.45		\$3,981.82			\$34.36	\$3,790,309.74
CHECKS	\$780,087.63	\$61,162.18	\$13,293.41	\$1,503,956.94			\$1,761.27	\$730.80			\$2,692.96	\$2,363,685.19
CAPITAL ONE A/P	\$17,226.27	\$17,447.54	\$427.82									\$35,101.63
ACH A/P	\$15,421.87	\$1,193.11	\$2,977.18									\$19,592.16
TRANSFER TO PAYROLL	\$2,306,567.33	\$81,893.40	\$170,229.59					\$9,720.93				\$2,568,411.25
VOID CHECKS	(\$37,240.00)											(\$37,240.00)
TOTAL	\$6,429,481.18	\$203,948.21	\$304,979.07	\$1,503,956.94	\$250,956.98	\$27,615.45	\$1,761.27	\$14,433.55	\$0.00	\$0.00	\$2,727.32	\$8,739,859.97

BOND CONSTRUCTION FUNDS

	September 1, 2026 Cash & Investments Balance	Revenue 9/1 to 9/30	Disbursements 9/1 to 9/30	Balance Remaining as of 9/30/26
	\$8,214,713.52	\$0.00	\$25,532.02	\$8,189,181.50

RECOMMENDATION:

The above disbursements include check numbers:

CHECKS September 1 - Sept 30, 2026	102747	through	102747	\$25,014.00
CHECK PAID OUT OF GENERAL ACCT		through		\$0.00
VOID CHECKS				\$0.00

Meeting Date

10/13/2026

Change in Continuing Contract**Gronfor, Amelia**

Effective Date 08/31/2026

Parkview Center School

Elementary Teacher

Was working .25 FTE and will now be working 1.0 FTE effective August 31, 2026.

Kloos, Cassidy

Effective Date 08/31/2026

Anpétu Téca Education Center

ECSE Teacher

Was working .9 FTE and will now be working 1.0 FTE effective August 31, 2026.

Larson, Janell

Effective Date 08/31/2026

Anpétu Téca Education Center

School Nurse

Was working .65 FTE and will now be working .75 FTE effective August 31, 2026.

Martin, Megan

Effective Date 08/31/2026

Roseville Area High School

Special Education Teacher

Was working 1.0 FTE and will now be working .75 FTE effective August 31, 2026.

Novotny, Katherine

Effective Date 08/31/2026

Parkview Center School

Elementary Teacher

Was working .82 FTE and will now be working 1.0 FTE effective August 31, 2026.

Oberstar, Lori

Effective Date 08/31/2026

Roseville Area High School

Math & AVID Teacher

Was working 1.0 FTE and will now be working .75 FTE effective August 31, 2026.

Palmer, Jordan

Effective Date 08/31/2026

Roseville Area High School

Science Teacher

Was working .5 FTE and will now be working 1.0 FTE effective August 31, 2026.

Human Resources Information

5-C

Meeting Date

10/13/2026

Stanlev, David

Effective Date 08/31/2026

Roseville Area Middle School

Math Teacher

Was working 1.0 FTE and will now be working .8 FTE effective August 31, 2026.

Sullivan, Peter

Effective Date 08/31/2026

Roseville Area High School

Science Teacher

Was working 1.0 FTE and will now be working .5 FTE effective August 31, 2026.

Extended Leave MS 122A.46

Shiroma, Ian

Effective Date 08/31/2026

Little Canada Elementary School

MLL Teacher

Requesting 5 year extended leave effective August 31, 2026 through June 2030.

Hired-New Licensed

Borre, Agustina

Effective Date 08/31/2026

Annetu Téca Education Center

K-6 Equity Advancement TOSA

Hired working 1.0 FTE effective August 31, 2026.

Crandell, Esther

Effective Date 10/06/2026

Roseville Area High School

Special Education Teacher

Hired working 1.0 FTE effective October 06, 2026.

Cruz Alvarado, Angela

Effective Date 10/05/2026

Little Canada Elementary School

DLSI Lead Teacher

Hired working 1.0 FTE effective October 05, 2026.

Gerber, Breeana

Effective Date 10/05/2026

Harambee Elementary School

Special Education Teacher

Hired working 1.0 FTE effective October 05, 2026.

Human Resources Information

5-C

Meeting Date

10/13/2026

Johnson. Josenhine

Effective Date 08/31/2026

Roseville Area Middle School

Math Teacher

Hired working 1.0 FTE effective August 31, 2026.

Lang. Kelly

Effective Date 08/31/2026

Little Canada Elementary School

Intervention Teacher

Hired working 1.0 FTE effective August 31, 2026.

Lonez. Julie

Effective Date 08/31/2026

Central Park Elementary School

School Nurse

Hired working .8 FTE effective August 31, 2026.

Maki. Stenhanie

Effective Date 08/31/2026

Parkview Center School

Elementary Teacher

Hired working 1.0 FTE effective August 31, 2026.

Morth-mccormick. Garrett

Effective Date 08/31/2026

Roseville Area Middle School

Special Education Teacher

Hired working 1.0 FTE effective August 31, 2026.

Nordness. Rvan

Effective Date 08/31/2026

Roseville Area High School

Special Education Teacher

Hired working 1.0 FTE effective August 31, 2026.

Offerdahl-ioyce. Autumn

Effective Date 09/21/2026

Fairview Alternative High School

Special Education Teacher

Hired working .5 FTE effective September 21, 2026.

Human Resources Information

5-C

Meeting Date

10/13/2026

Sakirgil. Can

Effective Date 09/08/2026

Roseville Area High School

English Language Teacher

Hired working .25 FTE effective September 08, 2026.

Schlosser. Luc

Effective Date 08/31/2026

Central Park Elementary School

Occupational Therapist

Hired working .3 FTE effective August 31, 2026.

Surrette. Melissa

Effective Date 09/09/2026

Parkview Center School

Math and AVID Teacher

Hired working .85 FTE effective September 09, 2026.

Zobrack. Eliiah

Effective Date 08/31/2026

Roseville Area Middle School

Adaptive Physical Education Teacher

Hired working 1.0 FTE effective August 31, 2026.

Hired-New Licensed Long Term Substitute

Ford. Nicole

Effective Date 10/02/2026

Central Park Elementary School

Literacy Intervention Teacher

Hired working .75 FTE as a Long Term Substitute Teacher effective October 02, 2026 through June 10, 2027.

Gutierrez. Maritza

Effective Date 08/31/2026

Little Canada Elementary School

DLSI Teacher

Hired as a 1.0 FTE Long Term Substitute effective August 31, 2026 through November 22, 2026.

Lewis. K'lynn

Effective Date 08/31/2026

Parkview Center School

Special Education Teacher

Hired as a 1.0 FTE Long Term Substitute effective August 31, 2026 through June 10, 2027.

Human Resources Information

5-C

Meeting Date

10/13/2026

Nordick. Leah

Effective Date 08/31/2026

Falcon Heights Elementary School

MLL Teacher

Hired as a .8 FTE Long Term Substitute effective August 31, 2026 through June 10, 2027.

Schlosser. Luc

Effective Date 09/08/2026

Little Canada Elementary School

Occupational Therapist

Hired working .5 FTE as a Long Term Substitute effective September 08, 2026 through November 30, 2026.

Hired-New Non-Licensed Long Term Substitute

Hedstrand. Jensv

Effective Date 09/08/2026

Emmet D Williams Elementary School

Special Education Paraprofessional

Working 7 hours per day as a Long Term Substitute effective September 08, 2026 through October 26, 2026.

Hired-Non-Licensed

Flores Rodriguez. Cruz

Effective Date 09/21/2026

Parkview Center School

Nutrition Services Assistant

Hired working 6 hours per day effective September 21, 2026.

Given. Erica

Effective Date 09/01/2026

Parkview Center School

Special Education Paraprofessional

Hired working 7 hours per day effective September 01, 2026.

Gruber. William

Effective Date 09/28/2026

Parkview Center School

Special Education Paraprofessional

Hired working 7 hours per day effective September 28, 2026.

Human Resources Information

5-C

Meeting Date

10/13/2026

Johnson. Christine

Effective Date 09/21/2026

Districtwide

Custodial Services

Hired working 8 hours per day effective September 21, 2026.

Macklem. Kristin

Effective Date 09/28/2026

Parkview Center School

General Education Paraprofessional

Hired working 4 hours per day effective September 28, 2026.

Nishimwe. Esnoir

Effective Date 09/17/2026

Districtwide

Custodial Services

Hired working 8 hours per day effective September 17, 2026.

Nunyakpe, Kekeli

Effective Date 09/18/2026

Edgerton Elementary School

Cultural Liaison

Hired working 2 hours per day effective September 18, 2026.

Nunyakpe, Kekeli

Effective Date 09/18/2026

Edgerton Elementary School

General Education Paraprofessional

Hired working 4 hours per day effective September 18, 2026.

Pehoski. Kristin

Effective Date 08/17/2026

Districtwide

Nutrition Services Floating Manager

Hired working 7.5 hours per day effective August 17, 2026.

Rice. Elissa

Effective Date 05/26/2026

Brimhall Elementary School

General Education Paraprofessional

Hired working 5 hours per day effective May 26, 2026.

Human Resources Information

5-C

Meeting Date

10/13/2026

Schwarz, Evan

Effective Date 09/21/2026

Parkview Center School

Special Education Paraprofessional

Hired working 7 hours per day effective September 21, 2026.

Treio, Adriana

Effective Date 09/08/2026

Edgerton Elementary School

Nutrition Services Manager

Hired working 7 hours per day effective September 08, 2026.

Tsehave, Sara

Effective Date 09/23/2026

Brimhall Elementary School

Nutrition Services Assistant

Hired working 5 hours per day effective September 23, 2026.

Vandermaas, Dina

Effective Date 09/23/2026

Districtwide

Cultural Liaison

Hired working 4 hours per day effective September 23, 2026.

Wedel, Jennifer

Effective Date 09/01/2026

Emmet D Williams Elementary School

Special Education Paraprofessional

Hired working 6 hours per day effective September 01, 2026.

Resignation-Licensed

Richardson, Ellis

Effective Date 08/12/2026

Anpétu Téca Education Center

K-6 Equity Advancement TOSA

Resigned effective August 12, 2026.

Resignation-Non-Licensed

Del Signore, Gina

Effective Date 09/30/2026

Harambee Elementary School

Nutrition Services Assistant

Resigned effective September 30, 2026.

Human Resources Information

5-C

Meeting Date

10/13/2026

Halker. Minoli

Effective Date 09/29/2026

Anpétu Téča Education Center

Community Education Program Support

Resigned effective September 29, 2026.

Lieser. Todd

Effective Date 10/02/2026

District Center

Buildings and Grounds Supervisor

Resigned effective October 02, 2026.

Osburn. Kaitlen

Effective Date 06/30/2026

Roseville Area High School

RAHS Drama Director

Resigned effective June 30, 2026.

Terrell. Regina

Effective Date 10/23/2026

Anpétu Téča Education Center

Out of School Time Specialist

Resigned effective October 23, 2026.

Terrell. Jewell

Effective Date 10/23/2026

Roseville Area High School

Special Education Paraprofessional

Resigned effective October 23, 2026.

Retirement

Chazil. Emiliano

Effective Date 10/16/2026

Roseville Area High School

Special Education Paraprofessional

Retiring effective October 16, 2026. Emiliano has served in the district for 14 years.

Unpaid Leave

Brown. Robin

Effective Date 10/12/2026

Roseville Area High School

Office Support Staff

Requesting unpaid leave effective October 12, 2026 through October 30, 2026.

Human Resources Information

5-C

Meeting Date

10/13/2026

Heras. Carlv

Effective Date 07/20/2026

Central Park Elementary School

Elementary Teacher

Requesting unpaid leave effective July 20, 2026 through June 11, 2027.

Hostutler. David

Effective Date 09/05/2026

Brimhall Elementary School

Nutrition Services Assistant

Requesting unpaid leave effective September 05, 2026 through November 27, 2026.

Landucci. Katherine

Effective Date 09/08/2026

Central Park Elementary School

General Education Paraprofessional

Requesting unpaid leave effective September 08/2026 through November 30, 2026.

Lueken. Nash

Effective Date 06/11/2026

Roseville Area High School

Math Teacher

Requesting unpaid leave effective June 11, 2026 through August 28, 2026.

Malonev. Gratia

Effective Date 11/24/2026

Annétu Téca Education Center

Pre-K Teacher

Requesting unpaid leave effective November 24, 2026 through April 09, 2027.

Price. Celina

Effective Date 04/19/2027

Roseville Area High School

Finance Specialist

Requesting unpaid leave effective April 19, 2027 through July 09, 2027.

Rivera Contreras. Edith

Effective Date 08/31/2026

Little Canada Elementary School

Dual Language Teacher

Requesting unpaid leave effective August 31, 2026 through November 22, 2026.

Human Resources Information

5-C

Meeting Date

10/13/2026

Schmitt. Vanessa

Effective Date 09/08/2026

Little Canada Elementary School

Occupational Therapist

Requesting unpaid leave effective September 08, 2026 through November 30, 2026.

Temple. Emilia

Effective Date 09/08/2026

Emmet D Williams Elementary School

Social Worker

Requesting unpaid leave effective September 08, 2026 through March 23, 2027.

Weber-sanders. Melissa

Effective Date 09/08/2026

Roseville Area Middle School

MTTA

Requesting unpaid leave effective September 08, 2026 through September 23, 2026.

White. Sara

Effective Date 10/19/2026

Brimhall Elementary School

Special Education Paraprofessional

Requesting unpaid leave effective October 19, 2026 through October 30, 2026.

Member _____ introduced the following resolution and moved its adoption:

Resolution Accepting Gifts

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”

THEREFORE, BE IT RESOLVED that the School Board of Roseville Area Schools, Independent School District 623, accepts with appreciation the following gifts received by the School District:

Donor	Gift	Use	School/Building
North Suburban Evening Lions Club	\$250.00	Meals on Wheels	Anpétu Téča Education Center
Church of St. Odilia	\$2,966.69	Meals on Wheels	Anpétu Téča Education Center
Kirk Brown	\$200.00	Books for media center	ED Williams Elementary School
Brian Balfanz	\$200.00	School needs	Falcon Heights Elementary School
Como Park Lutheran Church	School supplies	Students in need	Falcon Heights Elementary School
The Donaldson Foundation on behalf of Anonymous	Books	Kindergarten classrooms	Falcon Heights Elementary School
Rebecca Neamy	\$140.00	School needs	Little Canada Elementary School
Macy & William Grishaw	\$2,400.00	Sleep mats for kindergarten classrooms	Parkview Center School
Brian Balfanz	\$500.00	Girls soccer program	Roseville Area High School
RAHS Girls Soccer Booster Club	\$7,000.00	Additional coaching staff	Roseville Area High School

Sylvia Allen	\$75.00	Football program	Roseville Area High School
RAHS Boys Soccer Booster Club	\$5,400.00	Additional coaching staff, clothing items and banners	Roseville Area High School
Kenneth & Marilyn Florian	\$400.00	Girls volleyball program	Roseville Area High School
Merle Gaedy	\$500.00	Girls volleyball program	Roseville Area High School
Nickolas & Samantha Moeckel	\$300.00	Boys cross country program	Roseville Area High School
Joshua & Elizabeth Penrod	\$100.00	Boys cross country program	Roseville Area High School
Jill Paddock	\$16.00	School needs	Roseville Area High School
Tom's Mobil Service Inc.	\$500.00	RAMS Robotics	Roseville Area Middle School
RAHS Firebears Robotics	\$2,000.00	RAMS Robotics	Roseville Area Middle School
Jill Paddock	\$16.00	School needs	Roseville Area Middle School
Aaron Mastrian	\$40.00	District needs	Roseville Area Schools
Nancy Milio	\$10,000.00	Books for media centers	Roseville Area Schools
Maguire Agency	School supplies	Students in need	Roseville Area Schools

The motion for the adoption of the foregoing resolution was duly seconded by Member _____.

The following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

School Board Clerk

Agenda Topic: National Merit Semifinalists
Meeting Date: October 13, 2026
Contact Person: Rosalyn Obando

Background:

Roseville Area High School's 2027 National Merit Semifinalists will be introduced.

Recommendation:

☐ Action Required

☒ Informational – No Board Action Requested

Agenda Topic: Policy 608: Graduation Requirements (revised) First/Second Reading
Meeting Date: October 13, 2026
Contact Person: Delon Smith

Background:

Delon Smith, associate superintendent, will review Policy 608: Graduation Requirements. The proposed revisions reflect legislation enacted by the 2026 Minnesota Legislature.

Per board policy 209, if a policy change is driven by a change in law or is a minor revision, the board may choose to condense the first and second reading into one session. Accordingly, administration will be requesting one reading of the policy and board action on the revisions this evening.

Recommendation:

It is recommended that the board approve revisions to Policy 608: Graduation Requirements as presented.

 X Action Required

 Informational – No Board Action Requested

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 608 – Graduation Requirements

1.0 PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

2.0 GENERAL STATEMENT OF POLICY

All students shall complete requirements, as established by the School Board, in order to graduate and receive a diploma.

3.0 REQUIREMENTS

3.1 All students must meet graduation assessment requirements according to Minnesota Statute 120B.30, Statewide Testing and Reporting System.

3.2 All students must successfully complete the following high school level courses for graduation:

Language Arts 8

Social Studies 8

Including at least:

Geography (2)

World History (2)

US History (2)

Economics (1)

American Government/Citizenship (1)

Math 6

Including at least:

Algebra I or Intermediate Algebra (2)

Geometry (2)

Algebra II or Advanced Algebra (2)

Science 6

Including at least:

Biology (2)

Chemistry or Physics (2)

Additional Science Credits (2)

Policy 608 – Graduation Requirements

<i>Health</i>	1
<i>Physical Education</i>	2
<i>Fine Arts</i>	2
<i>Personal Finance</i>	1
<i>Electives</i>	21
TOTAL	55

- 3.3 Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12.

4.0 ALTERNATIVE MEANS TO ACHIEVE REQUIREMENTS

The School Board directs the superintendent to establish regulations that afford alternative means to achieve graduation credit requirements.

- 4.1 Fairview Alternative High School will require 20 elective credits for a total of 53 credits required for graduation.

5.0 High School Diploma for Veterans

- 5.1 The school district will, upon a request under section 5.2 below issue a high school diploma to a veteran as defined in Minnesota Statutes, section 197.447 who was unable to complete their high school education for reasons related or unrelated to their military service, and who served:

5.1.1 during the Korean Conflict; or

5.1.2 during the Vietnam War.

- 5.2 A veteran may request a diploma on their own behalf, or a family member may make a posthumous request on behalf of a deceased veteran or service member. The high school diploma is awarded based on the veteran's knowledge and experience gained while in service, or the veteran's other relevant lived experience. The school district may require the veteran or veteran's requestor to provide evidence that the veteran was a Minnesota public school student or is a current Minnesota resident.

Policy 608 – Graduation Requirements

- 5.3 The school district is not required to report on diplomas issued under Minnesota Statutes, section 127A.135.
- 5.4 The Minnesota Department of Veterans Affairs and county veteran service officers may provide assistance to districts fulfilling diploma requests, including but not limited to verification of discharge paperwork.

Adopted: 1/22/02
Revised: 10/14/03
Revised: 6/22/04
Revised: 12/11/07
Revised: 1/11/11
Revised: 3/25/14
Revised: 11/10/16
Revised: 10/27/20
Revised: 12/10/24

Agenda Topic: Policy 722: Public Data and Data Subject Requests (revised) First/Second Reading
Meeting Date: October 13, 2026
Contact Person: Kenyatta McCarty

Background:

Kenyatta McCarty, executive director of human resources, will review Policy 722: Public Data and Data Subject Requests. The proposed revisions reflect legislation enacted by the 2026 Minnesota Legislature.

Per board policy 209, if a policy change is driven by a change in law or is a minor revision, the board may choose to condense the first and second reading into one session. Accordingly, administration will be requesting one reading of the policy and board action on the revisions this evening.

Recommendation:

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

 X 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 Minnesota Government Data Practices Act 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 [About](#) 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 Safe at Home Participants and Data Privacy

The school district must not, on the basis of an individual's status as an Address Confidentiality Program participant where a reasonable person, considering all the circumstances, would conclude that the refusal, different terms or requirements, or other action was motivated by the individual's status as a program participant rather than by a legitimate, nondiscriminatory business purpose, safety or operational concern, or a requirement of federal or state law:

9.1 refuse to provide education services to an individual;

9.2 provide services to an individual on different terms or with different requirements than an individual who is not a program participant; or

9.3 otherwise discriminate against an individual.

10.0 Annual Review and Posting

10.1 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.

10.2 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

Policy 722 – Public Data and Data Subject Requests

Data Practices Compliance Official:
Superintendent
1251 County Road B2 West, Roseville, MN 55113

Adopted: 9/9/25