

## Business Meeting

Tuesday, February 28, 2023 6:00 PM

Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082

I. Recognition	<b>Speaker (s)</b> : Ms. Alison Sherman, School Board Chair
II. Public Comment	<b>Speaker (s)</b> : Ms. Alison, School Board Chair
III. Call to Order	<b>Speaker (s)</b> : Ms. Alison Sherman, School Board Chair
IV. Roll Call	<b>Speaker (s)</b> : Ms. Alison Sherman, School Board Chair
V. Pledge of Allegiance	<b>Speaker (s)</b> : Ms. Alison Sherman, School Board Chair
VI. Approval of Agenda	<b>Speaker (s)</b> : Ms. Alison Sherman, School Board Chair
VII. Student Report	<b>Speaker (s)</b> : Ms. Iliana Balok and Ms. Keira Jelinek, Student Representatives
VIII. Superintendent Report	<b>Speaker (s)</b> : Dr. Mike Funk, Superintendent
IX. Board Chair Report	<b>Speaker (s)</b> : Ms. Alison Sherman, School Board Chair
X. Consent Agenda	
X.A. School Board Meeting Minutes, January 24, 2023	<b>Speaker (s)</b> : Ms. Katie Hockert, School Board Clerk
X.B. School Board Special Meeting Minutes - February 13, 2023	<b>Speaker (s)</b> : Ms. Katie Hockert, School Board Clerk
X.C. School Board Meeting Minutes, February 16, 2023	<b>Speaker (s)</b> : Ms. Katie Hockert, School Board Clerk
X.D. Payment of Invoices - February 11, 2023 - February 24, 2023 & Off-cycle Payments from Previous Register	<b>Speaker (s)</b> : Ms. Marie Schrul, Executive Director of Finance
X.E. Stillwater Wind Symphony and Wind Ensemble Fieldtrip	<b>Speaker (s)</b> : Ms. Dawn Waller Lueck, Director of Schools
X.F. Human Resources Personnel Report	<b>Speaker (s)</b> : Dr. Jennifer Cherry, Assistant Superintendent
XI. Reports	
XI.A. iDEAL Energies proposal on Solar Panels	<b>Speaker (s)</b> : Mr. Mark

Drommerhausen,  
Director of  
Operations

XI.B. Amigos Unidos Dual Language Spanish  
Immersion Program Evaluation

**Speaker (s) :** Dr. Caleb  
Drexler Booth ,  
Director of Teaching  
and Learning and Ms.  
Dawn Waller Lueck,  
Director of Schools

**XII. Action Item**

XII.A. 2023-2026 Achievement and Integration  
Plan

**Speaker (s) :** Ms. Dawn  
Waller Lueck-  
Director of Schools

XII.B. Alternative Learning Center "ALC" Phase I  
Bids

**Speaker (s) :** Mr. Mark  
Drommerhausen,  
Director of  
Operations

XII.C. Legislative Platform 2023

**Speaker (s) :** Dr. MIke  
Funk, Superintendent

XII.D. Resolution for Board Vacancy by  
Appointment

**Speaker (s) :** Ms.  
Alison Sherman,  
School Board Chair

XII.E. Approval of Policy 416 - Drug and Alcohol  
Testing

**Speaker (s) :** Dr.  
Jennifer Cherry,  
Assistant  
Superintendent

XII.F. Approval of Policy 418 - Drug-Free  
Workplace/Drug-Free School

**Speaker (s) :** Dr.  
Jennifer Cherry,  
Assistant  
Superintendent

XII.G. Approval of Policy 419 - Tobacco-Free  
Environment

**Speaker (s) :** Dr.  
Jennifer Cherry,  
Assistant  
Superintendent

XIII. **Adjournment**

**Speaker (s) :** Ms.  
Alison Sherman,  
School Board Chair

**XIV. Attachments**

- I. **Public Comment:** Mike McCarthy - public engagement and Policy 606; Jessica Johnson - public education and Policy 606; Ava Michaels - school board policies; Dianne Polasik - Paraprofessional recognition.
- II. **Call to Order:** The meeting was called to order at 6:19 p.m.
- III. **Roll Call:** Present: Katie Hockert, Pete Kelzenberg, Beverly Petrie, Annie Porbeni, Alison Sherman, Andrew Thelander
- IV. **Pledge of Allegiance**
- V. **Approval of Agenda:** Motion made by Alison Sherman to approve the agenda and seconded by Katie Hockert, Carried 6-0.
- VI. **Student Report:** Iliana shared a report on academics. Freshmen students have settled in at the high school and are working on keeping their grades up. Office hours have influenced and motivated students to use their time wisely. Juniors and seniors are preparing for finals. The SnoBall dance will be at the JX Event Venue on Saturday, January 28.  
Kiera shared an update on winter sports. Stillwater band, orchestra and choir students will participate in the Suburban East Conference Festival on February 6 at Eastridge High School.
- VII. **Superintendent Report:** Thank you to our paraprofessionals for all the work you do for students and staff and your continued support.
- VIII. **Chair Report:** Nothing to report.
- IX. **Consent Agenda:**
  - A. School Board Meeting Minutes, December 20, 2022
  - B. School Board Special Meeting Minutes, December 28, 2022
  - C. School Board Organizational Meeting Minutes, January 5, 2023
  - D. Payment of Invoices - December 31, 2022 - January 5, 2023.
  - E. School Board Committee Assignments and Working Groups 2023
  - F. Policy 203.5 - School Board Meeting Agenda - Review
  - G. SCEA MOU
  - H. Sabbatical Leave Recommendation: 223-2024
  - I. Human Resources Personnel ReportMotion made by Alison Sherman to approve consent agenda A - I and seconded by Beverly Petrie, Carried 6-0.
- X. **Reports**
  - A. Demographic Update: Mr. Dennis Cheesebrow, TeamWorks.  
School board members reviewed the latest demographic report, which analyzes and projects enrollment trends for the next 5 to 10 years.
  - B. Second Reading for Revised Policies: 416 - Drug and Alcohol Testing, 418 - Drug-Free Workplace, 419 - Tobacco Free Environment. These policies will come to the board for a final reading and approval at a future meeting.
- XI. **Action Item**
  - A. These policies came to the board for a final reading and approval. Motion made by Alison Sherman to approve Policy 601 - Academic Achievement Plan and seconded by Pete Kelzenberg, Carried. 6-0. Motion made by Katie Hockert to approve Policy 603 - Evaluation of the Instructional Program; seconded by Annie Porbeni, carried 6-0. Motion made by Alison Sherman to approve Policy 604 - Instructional Curriculum; seconded by Beverly Petrie, carried 6-0. Motion made by Annie Porbeni to approve Policy 606 - Selection and Review of Instructional Resources; seconded by Pete Kelzenberg, carried 6-0.
  - B. These policies came to the board to be revoked. Motion made by Alison Sherman

to revoke Policy 606.1 - Resource Identification and Use, seconded by Beverly Petrie, carried 6-0. Motion made by Alison Sherman to revoke Policy 606.2 - Sanctioned Rick, seconded by Pete Kelzenberg, carried 6-0. Reports

- C. As a result of the resignation of recently elected board member, Eva Lee, the board will be asked to approve a timeline that will be used to appoint a temporary member. Motion made by Alison Sherman to approve the School Board Vacancy by Appointment timeline, seconded by Katie Hockert, carried 6-0.
- D. The board will be asked to take action on a resolution to establish the process of filling the position. Motion made by Alison Sherman to approve the Resolution Establishing the Procedure and Schedule to Fill one School Board Vacancy by Appointment, seconded by Annie Porbeni, carried 6-0.

## XII. **Adjourn**

- A. The meeting adjourned at 7:53 p.m.

Respectfully submitted, Katie Hockert, Board Clerk

Independent School District 834 – Stillwater Area Public Schools  
Oak Park Building, 6455 Osman Ave N, Stillwater MN 55082  
Special Meeting Monday, February 13, 2023 6:00 PM

- I. **Call to Order:** The meeting was called to order at 6:00 p.m.
- II. **Roll Call:** Present: Katie Hockert, Pete Kelzenberg, Beverly Petrie, Alison Sherman, Andrew Thelander; Absent: Annie Porbeni
- III. **Approval of Agenda:** Motion made by Sherman to approve the agenda and seconded by Petrie, Carried 5-0.
- IV. **Closed Session**  
Closed Session pursuant to Minnesota Statutes Section 13D.05, subdivision 3(b), to engage in discussions with the School Board’s legal counsel related to litigation in the case of Hoheisel vs ISD 834, et al., Court File No. 82-CV-20-1882. The Board of Directors seeks legal advice on the status of the matter, alleged claims against the District, the District Attorney’s analysis of the same, and the District’s options for responding to and resolving such claims. Motion made by Sherman to adjourn to a closed session, seconded by Hockert, Carried 5-0. Board moved to a closed session at 6:01 p.m. Also present: Superintendent Funk, Trevor S Helmers. Motion made by Sherman to adjourn to open meeting at 6:40 p.m. seconded by Kelzenberg, Carried 5-0.
- V. **Action Item**
  - A. Possible actions based on the topics discussed in the closed session. Motion made by Petrie to approve the settlement agreement and release of claims and seconded by Hockert, Carried 5-0.
- VI. **Adjourn**
  - A. The meeting adjourned at 6:47 p.m.

Respectfully submitted, Katie Hockert, Board Clerk

Independent School District 834 – Stillwater Area Public Schools  
Oak Park Building, 6455 Osman Ave N, Stillwater MN 55082  
Regular Meeting Thursday, February 16, 2023 6:00 PM

- I. **Call to Order:** The meeting was called to order at 6:04 p.m.
- II. **Roll Call:** Present: Katie Hockert, Pete Kelzenberg, Beverly Petrie, Annie Porbeni, Alison Sherman, Andrew Thelander
- III. **Pledge of Allegiance**
- IV. **Approval of Agenda:** Motion made by Sherman to approve the agenda, seconded by Hockert, Carried 6-0.
- V. **Consent Agenda:**
  - A. Payment of Invoices - January 21, 2023 - February 10, 2023.
  - B. The Partnership Plan Contract  
Motion made by Sherman to approve consent agenda A and B, seconded by Petrie, Carried 6-0.
- VI. **Interviews for Board Vacancy by Appointment**

Six candidates were interviewed for the Board Vacancy by Appointment position.  
The board will appoint a successor by resolution at the February 28th business meeting.
- VII. **Adjourn**
  - A. The meeting adjourned at 8:44 p.m.

Respectfully submitted, Katie Hockert, Board Clerk

## Field Trip / Overnight Athletic Team Trip Pre-Approval Form



**PLEASE REVIEW FIELD TRIP PROCEDURES/REQUIREMENTS ON BACK OF FORM PRIOR TO SUBMITTING FOR APPROVAL.**

Teacher/Coach/Advisor: Dennis Lindsay Cell Phone #: ( 651 ) 324-4896

In conjunction with (team/class/organization): Stillwater Wind Symphony and Wind Ensemble

Educational/Trip Purpose: Performances at the UMKC Regional Music for all Festival

Itinerary details must be attached

Destination: Kansas City, MO

Destination Address/Phone: See itinerary  
(Address, City, State) (Phone number)

Departure from school Date: 3/8/23 Return to school Date: 3/11

Depart from school Time: Noon Arrival to destination Time: \_\_\_\_\_

Departure from destination Time: \_\_\_\_\_ Return to school Time: 9:00 PM

Number of: Students/Team Members: (Attach List) \_\_\_\_\_  
 Directors/Coaches: 2 Names: Dennis Lindsay, Joel Bryan  
 Chaperones\*: 4 Names: TBD, pending background checks

\* All chaperones must have a completed and approved criminal background check.

Mode of Travel (see back for more info): Coach Buses - Northfield Lines

Lodging Information (if overnight): Drury Inn and Suites, Kansas City Overland Park  
(Hotel Name, Address, City, State) (Phone number)

Safety/Security Plans Reviewed Trip Meeting, 3/2/23  
(Date and manner in which information provided)

Discipline & Chemical Policy & Rules Reviewed Trip Meeting, 3/2/23  
(Date and manner in which information provided)

Estimated Cost \$ \_\_\_\_\_  
 Transportation \$ \_\_\_\_\_  
 Housing \$ \_\_\_\_\_  
 Fees \$ \_\_\_\_\_  
 Supplies \$ \_\_\_\_\_  
 (other) \$ \_\_\_\_\_

**Total Cost \$** See attached Budget  
**Student Cost \$** \$725 **District Cost \$** 0  
**Funding Source (i.e. grant, prof. dev., etc.):** Students

Teacher/Coach Signature: [Signature] 3/8/2023  
(Date)

Department Chair/Athletic Director Approval: \_\_\_\_\_  
(Date)

Building Administration Approval: [Signature] 3/9/23  
(Date)

**FOR OVERNIGHT FIELD TRIPS AND ATHLETIC TEAM TRIPS ONLY**  
 District Administrative Approval: \_\_\_\_\_  
(Date)

(New Hires, Resignations, Retirements, Terminations, Leave Requests)

**RETIREMENT/RESIGNATION/RELEASE**

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Boettcher, Glenn	Retirement (34 years)	1.0 FTE Agriscience Teacher & FFA Advisor Stillwater Area High School	SCEA	August 7, 2023
Bolstorff, Cary	Retirement (26 years)	1.0 FTE Elementary Education Teacher Lake Elmo Elementary	SCEA	June 8, 2023
Cherry, Jennifer	Resignation	Assistant Superintendent Central Services	Directors	March 22, 2023
Dalberg, Julie	Resignation	Track Coach Oak-Land Middle School	Co-Curricular	February 6, 2023
Gramenz, Chantel	Resignation	Cafeteria Employee 5.0 hours/week Stillwater Area High School	Cafeteria	January 13, 2023
Harrison, Paula	Retirement (28 years)	1.0 FTE PE & DAPE Teacher & Adapted Hockey Coach Stillwater Area High School	SCEA	June 8, 2023
Harycki, Mary	Retirement (34 years)	1.0 FTE Spanish Teacher Stillwater Area High School	SCEA	June 8, 2023
Hayes, Cameron	Resignation	Assistant Boys Basketball Coach Stillwater Area High School	Co-Curricular	January 18, 2023
Kapsner, Todd	Retirement (32 years)	1.0 FTE Industrial Technology Teacher & Robotics Advisor Stillwater Area High School	SCEA	June 8, 2023
Kelley, Carrie	Retirement (35 years)	1.0 FTE Elementary Education Teacher Lily Lake Elementary	SCEA	June 8, 2023
Kirdan, Jeana	Resignation	1.0 FTE Counselor Stillwater Middle School	SCEA	June 8, 2023
Kruse, Barbara	Retirement (36 years)	Paraprofessional, 6.0 hours/day Stonebridge Elementary	SCPA	June 8, 2023
Siebel, Breanna	Resignation	Assistant Girls Hockey Coach Stillwater Area High School	Co-Curricular	September 21, 2022
Vang, Mai	Terminated	Preschool Assistant, 6.75 hours /day District Wide	Community Ed Leads & Assistants	January 23, 2023
Vizenor, Andrea	Retirement (32 years)	1.0 FTE English Teacher Stillwater Middle School	SCEA	June 8, 2023
Vought, Robin	Retirement (34 years)	1.0 FTE Band Teacher & Band Advisor Oak-Land Middle School	SCEA	June 8, 2023
Weaver, Andrew	Retirement (33 years)	1.0 FTE Science Teacher Stillwater Area High School	SCEA	June 8, 2023
Weisbrod, Angela	Retirement (21 years)	.8 FTE Intervention Teacher Lake Elmo & Rutherford Elementary	SCEA	June 8, 2023

**HIRES/REHIRES**

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Bertz, Alix	Community Ed Aide Andersen Elementary & Lake Elmo Elementary	\$13.00 / hour	2022-2023 Staffing	Community Ed Leads & Assistants	February 15, 2023
Brice, Ellie	Community Ed Assistant, 3 hours/week ECFC	\$16.86 / hour	2022-2023 Staffing	Community Ed Leads &	February 10, 2023
Chesney, Morgan	Preschool Assistant, 4.5 hours/week ECFE	\$ 17.66 / week	2022-2023 Staffing	Community Ed Leads & Assistants	February 21, 2023
Curoe, James	Paraprofessional, 6.5 hours/day Stillwater Middle School	\$17.18 / hour	2022-2023 Staffing	SCPA	January 19, 2023
Kaeppe, Leah	Intervention Teacher, 10 hours/week St. Croix Catholic	\$29.97	Student Need	SCEA	January 25, 2023 - June 7, 2023
Lengyel, Jennifer	Intervention Teacher, 4 hours/week Salem Lutheran	\$29.97	Student Need	SCEA	January 26, 2023 - June 7, 2023

Parias-Torres, Stephanie	Cafeteria Employee, 4 hours/day Stillwater Area High School	\$17.41 / hour	2022-2023 Staffing	Cafeteria	February 8, 2023
Pupungatoa, Isapela	Paraprofessional 24 hours/week Lake Elmo Elementary	\$16.78 / hour	2022-2023 Staffing	SCPA	January 19, 2023
Sintek, Natalie	Assistant Speech Coach Stillwater Area High School	\$3,740	Replacement	Co-Curricular	January 19, 2023
Shortreed, Sarah	Preschool Assistant, 20 hours/week Afton-Lakeland Elementary	\$17.66 / hour	2022-2023 Staffing	Community Ed Leads & Assistants	March 6, 2023
Snelling, Susan	Homebound Teacher, 13 hours/week District Wide	\$34.04	Student Need	SCEA	February 2, 2023
Steil, Madison	Preschool Aide 1 hour/week Lily Lake Elementary	\$13.20 / hour	Replacement	Community Ed Leads & Assistants	February 6, 2023
Swanson, Mary	1.0 FTE Special Education Teacher Anderson Elementary	\$60,529	Replacement	SCEA	January 30, 2023 - June 8, 2023
Traxler, Susan	1.0 FTE LTS Elementary Education Teacher Stonebridge Elementary	\$98,034.00	Replacement	SCEA	February 6, 2023 - June 8, 2023
Vuppu, Swapna	Preschool Assistant, 6 hours/day ECFC	\$17.66 / hour	2022-2023 Staffing	Community Ed Leads & Assistants	February 13, 2023

#### LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Berkhof, Jill	Approve	1.0 FTE Elementary Education Teacher Lily Lake Elementary	SCEA	2023 - 2024 school year
Cote, Laurie	Approve	Paraprofessional, 7.0 hrs/day Stillwater Middle School	SCPA	February 2, 2023 - March 30, 2023
Dewall, Katie	Approve	1.0 FTE Elementary Education Teacher Stonebridge Elementary	SCEA	March 23, 2023 - June 8, 2023
Ellison, Julie	Medical	Paraprofessional, 6.5 hrs/day Lily Lake Elementary	SCPA	April 11, 2023 - May 23, 2023
Foley, Jessica	Approve	1.0 FTE Elementary Education Teacher Stonebridge Elementary	SCEA	March 18, 2023 - June 8, 2023
Foster Borchardt, Shannon	Approve	1.0 FTE Elementary Education Teacher Stonebridge Elementary	SCEA	October 24, 2022 - June 8, 2023 (revised dates)
Goulet, Kaitlyn	Approve	1.0 FTE Speech Pathologist Lily Lake Elementary	SCEA	July 28, 2023 - October 20, 2023
Haugh, Andrew	Approve	1.0 FTE Math Teacher Stillwater Area High School	SCEA	2023 - 2024 school year
Kaiser, Gretchen	Approve	1.0 FTE Special Education Teacher Oak-Land Middle School	SCEA	January 9, 2023 - March 10, 2023
McCann, Hannah	Approve	1.0 FTE Elementary Education Teacher Stonebridge Elementary	SCEA	March 6, 2023 - June 8, 2023
Miller, Michael	Approve	Custodian Lvl 1, 8.0 hrs/day Stillwater Area High School	Custodial	March 6, 2023 - June 1, 2023
Mock, Julie	Approve	1.0 FTE Elementary Education Teacher Lake Elmo Elementary	SCEA	February 6, 2023 - March 30, 2023
Nelson, Kimberley	Approve	1.0 FTE Elementary Education Teacher Andersen Elementary	SCEA	March 27, 2023 - June 8, 2023
Ryan, Kathleen	Approve	Preschool Assistant, 5.0 hrs/day Rutherford Elementary	Community Ed Leads & Assistants	January 23, 2023 - April 15, 2023
Salmi, Darrell	Approve	1.0 FTE PE Teacher Stillwater Area High School	SCEA	January 4, 2023 - February 16, 2023
Shores, Christa	Approve	Paraprofessional, 6.0 hrs/day Oak-Land Middle School	SCPA	February 9, 2023 - March 23, 2023
Terpstra, Sarah	Approve	1.0 FTE Social Worker Andersen Elementary	SCEA	December 9, 2022 - January 26, 2023

Tuchel, Tara	Approve	1.0 FTE Speech Pathologist Early Childhood Special Education	SCEA	2023 - 2024 school year
Waseen, Sarah	Approve	1.0 FTE Speech Language Pathologist Lake Elmo & Rutherford Elementary	SCEA	January 20, 2023 - May 15, 2023

#### ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Bartlett, Stacy	1.0 FTE Science Teacher Stillwater Area High School	1.2 FTE Science Teacher Stillwater Area High School	Replacement	SCEA	January 5, 2023 - April 10, 2023 (revised dates)
Christian, Tammie	Community Ed Assistant, 3.5 hours/week Stonebridge Elementary	Community Ed Assistant, 5.25 hours/week Stonebridge Elementary	2022-2023 Staffing	Community Ed Leads & Assistants	February 13, 2023
Engelstad, Michelle	.4 FTE Math Teacher St. Croix Valley ALC	.6 FTE Math Teacher St. Croix Valley ALC	2022-2023 Staffing	SCEA	January 31, 2023
Fisher, Elizabeth	Community Ed Assistant, 7.75 hours/week Anderson Elementary & Lake Elmo Elementary	Community Ed Assistant, 2.75 hours/week Lake Elmo Elementary	2022-2023 Staffing	Community Ed Leads & Assistants	January 23, 2023
Gauker, Rebecca	1.0 FTE Science Teacher Stillwater Area High School	1.2 FTE Science Teacher Stillwater Area High School	Replacement	SCEA	January 5, 2023 - April 10, 2023 (revised dates)
Handberg, Geri	1.0 FTE Science Teacher Stillwater Area High School	1.2 FTE Science Teacher Stillwater Area High School	Replacement	SCEA	January 5, 2023 - February 10, 2023 (revised dates)
Hansen, Savannah	Community Ed Assistant, 16.25 hours/week Stonebridge Elementary	Community Ed Assistant, 14.5 hours/week Stonebridge Elementary & Andersen Elementary	2022-2023 Staffing	Community Ed Leads & Assistants	January 23, 2023
Hendrickson, Junko	Cafeteria Employee 4 hours/week Lake Elmo Elementary	Cafeteria Employee 4.5 hours/week Lake Elmo Elementary	2022-2023 Staffing	Cafeteria	February 13, 2023
Hollerbach, Casey	Community Ed Assistant, 5.75 hours/week Afton-Lakeland Elementary School	Community Ed Assistant 5 hours/week Afton-Lakeland Elementary School	2022-2023 Staffing	Community Ed Leads & Assistants	January 23, 2023
Kahl, Dave	1.0 FTE Science Teacher Stillwater Area High School	1.2 FTE Science Teacher Stillwater Area High School	2022-2023 Staffing	SCEA	January 31, 2023 - June 8, 2023
Krajewski, Laura	1.0 FTE Science Teacher Stillwater Area High School	1.2 FTE Science Teacher Stillwater Area High School	Replacement	SCEA	January 5, 2023 - April 10, 2023 (revised dates)
Lofquist, Grace	Community Ed Assistant, 10 hours/week Afton-Lakeland Elementary & Andersen Elementary	Community Ed Assistant, 11 hours/week Andersen Elementary	2022-2023 Staffing	Community Ed Leads & Assistants	January 23, 2023
O'Connell, Kaitlyn	Custodian VI, 8.0 hrs/day Stillwater Area High School	Custodian VI, 8.0 hrs/day Brookview Elementary	Replacement	Custodial	February 20, 2023
Ortmeier, Michelle	1.0 FTE Social Studies & Math Teacher St. Croix Valley ALC	1.2 FTE Social Studies & Math Teacher St. Croix Valley ALC	Replacement	SCEA	October 31, 2022 - April 7, 2023 (revised dates)
Pilz, Tyler	1.0 FTE Science & Math Teacher St. Croix Valley ALC	1.2 FTE Science & Math Teacher St. Croix Valley ALC	Replacement	SCEA	October 31, 2022 - April 7, 2023 (revised dates)
Ryan, Angie	1.0 FTE PE & Health Teacher Stillwater Area High School	1.2 FTE PE & Health Teacher Stillwater Area High School	2022-2023 Staffing	SCEA	January 31, 2023 - June 8, 2023
Schofield, Catherine	Cafeteria Employee, 4.0 hours/day Lake Elmo Elementary	Cafeteria Employee, 4.0 hours/day Brookview Elementary	2022-2023 Staffing	Cafeteria	February 13, 2023
Straka, Ben	1.0 FTE Science Teacher Stillwater Area High School	1.2 FTE Science Teacher Stillwater Area High School	Replacement	SCEA	January 5, 2023 - April 10, 2023 (revised dates)
Whitehill, Darby	1.0 FTE Math Teacher Stillwater Area High School	1.2 FTE Math Teacher Stillwater Area High School	2022-2023 Staffing	SCEA	January 31, 2023 - June 8, 2023

#### ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Kearney, Carrie	Adapted Hockey Coach Stillwater Area High School	Replacement	Co-Curricular	February 6, 2023 - March 18, 2023
Thao, Jennie	Community Ed Assistant, 4 hours/week Rutherford Elementary	2022-2023 Staffing	Community Ed Leads & Assistants	January 23, 2023

Warren, Logan	Community Ed Assistant, 5 hours/week Rutherford Elementary	2022-2023 Staffing	Community Ed Leads & Assistants	January 23, 2023
Wodaszewski, Charmaine	Community Ed Assistant, 2 hours/week Andersen Elementary	2022-2023 Staffing	Community Ed Leads & Assistants	February 14, 2023



**On-Site Solar for ISD 834 – Stillwater Public School District  
PV Credit Opportunities**

**2/28/2023**

# About iDEAL Energies

iDEAL Energies is the premier Minneapolis-based commercial solar energy developer with 450+ commercial systems currently in operation and 100+ projects under construction.

Our seamless vertical integration allows us to develop, design, install, finance, and operate turn-key solar energy systems across multiple sectors including commercial for-profit businesses, non-profits, cities, counties, schools, and non-profits.

iDEAL's affiliated companies provide development, financing, project management, construction, operation and maintenance.



- Schneiderman's FURNITURE
- MINNEAPOLIS PUBLIC SCHOOLS
- ST. CLOUD MINNESOTA
- goodwill
- MANN Theatres
- Colonia Heights Public Schools
- MN
- Pan of Gold
- MORRIE'S AUTO GROUP
- EDEN PRAIRIE SCHOOLS
- EP
- onesi
- Budget
- ROYAL VENDING
- OLD NATIONAL
- Cottens' AUTO PARTS
- CARPET KING
- Hirshfield's
- ROSEVILLE
- Northstar Commuter Rail
- arbitration
- Whiteboard Product Solutions
- SEACHANGE
- BEAUTY CRAFT
- RAMSEY COUNTY
- BOROFKA'S
- twincor
- City of Maple Grove
- BRIDGING
- FRANA companies
- think small
- SCHADEGG MECHANICAL
- CEMSTONE
- SIEWERT
- GRAHAM
- Generex
- Generex
- AURORA CHARTER SCHOOL
- GoldCom
- Redfield
- SPC
- ABETECH
- Renovation systems
- ASTONIA
- Seacole
- FLOORSOURCE & DESIGN
- Lux Right
- J.N. Johnson Fire and Safety
- SPECIALTY ENGINEERING
- STORAGE
- Winston
- spiral
- Dragon Star Supermarket
- MTA
- Gopher Resource
- HAF
- ME MINNESOTA
- City of Hopkins
- HBE
- Service
- IDEAS
- PLUMOUTH FOAM
- TECH
- Fresh & Natural FOODS
- UNITY
- ELKO NEW MARKET
- LaCrescent
- CUTTING EDGE
- ME
- NuSource Financial LLC
- City of West St. Paul
- Advantage
- ballpro
- Graphic Systems
- CONDUX
- BRO-TEX
- KARLSBURGER

## Sample List of Our School Customers

Athlos Leadership Academy

Aurora Charter School

Blake Schools

Bloomington Public Schools

Brooklyn Center Public Schools

Byron Schools

Burnsville Schools

Central Public Schools

Children's Discovery Child Care & Learning Centers

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Columbia Heights Schools

Cristo Rey Jesuit High School

Eden Prairie Schools

Floodwood School District

Fridley School District

Hinckley Finlayson District

Kimball Schools

La Crescent Hokah Schools

Lakeview Public Schools

Lakeville Public Schools

Many Rivers Montessori

Maple Lake Schools

Minneapolis Public Schools

Noble Academy

New Millennium Academy Charter School

Orono Public Schools

Osseo Public Schools

Partnership Academy

Richfield Public Schools

Roseville Public Schools

Seven Hills Preparatory Academy

Summit Academy OIC

Tracy Area Public Schools

Urban Ventures Leadership Academy

White Bear Lake Schools

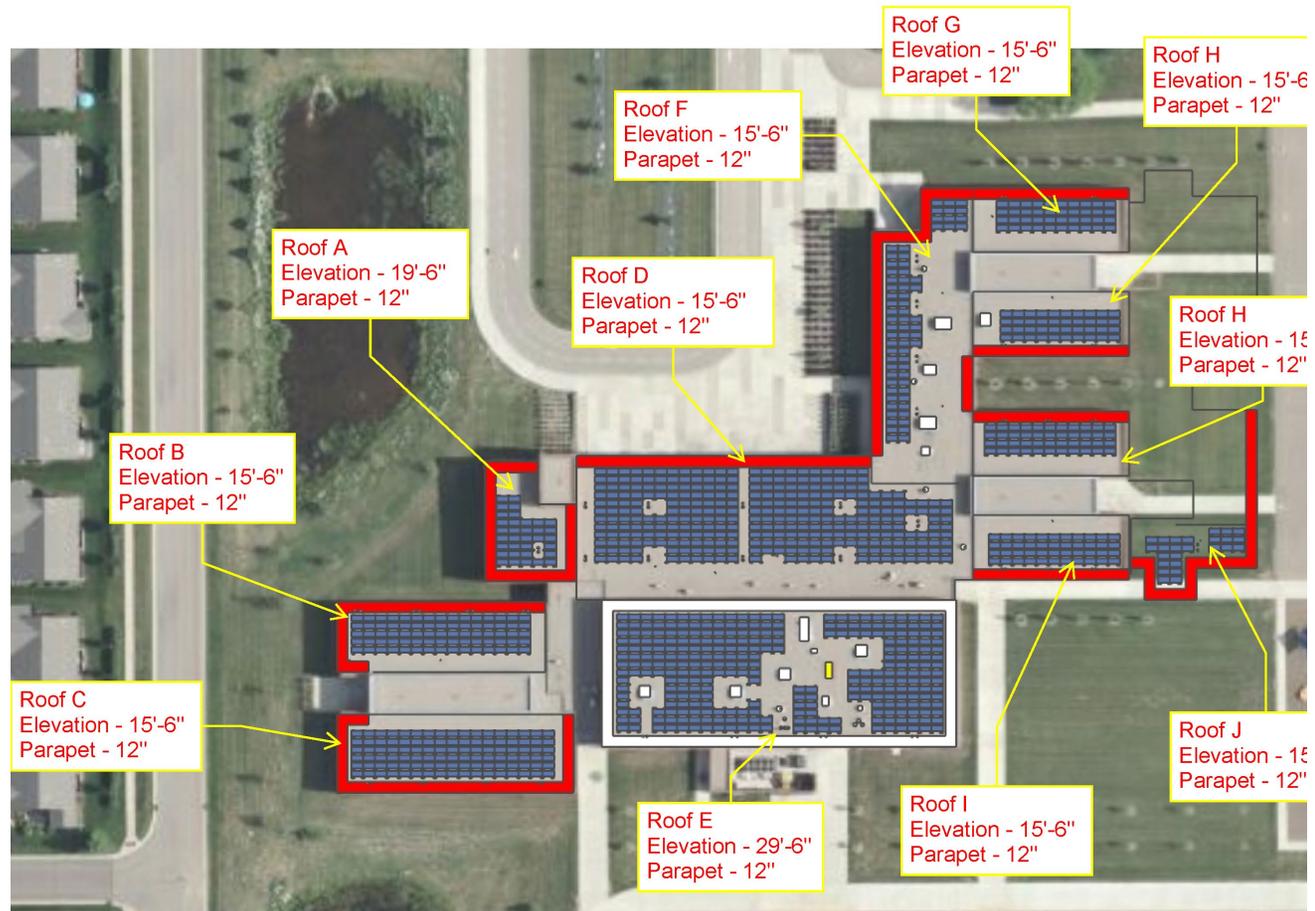
# Stillwater High School

1.44 MW DC



# Brookview Elementary

434 kW DC



# Ideal's Existing Solar Program

1. District owns the arrays day 1
2. No upfront cost
3. The District's only financial obligation is to pay Ideal Energies for the 20 year term during which the Schools will realize a **~29% discount & ~20% discount on its current electrical expense for 20 years for the High School and Brookview respectively**
4. Free energy after year 20
5. iDEAL Energies operates and maintains the solar arrays for the District
6. 25 Year solar panel warranty

# Annual Energy Expense Savings Summary

## PV Demand Credit Rider

Year	Customer's Utility Savings and Rent Income		
	Utility Bill Savings	Rent Revenue	Total Annual Customer Revenue
Year 1	\$ 251,890	\$ 250	\$ 252,140
Year 2	\$ 259,403	\$ 250	\$ 259,653
Year 3	\$ 267,140	\$ 250	\$ 267,390
Year 4	\$ 275,107	\$ 250	\$ 275,357
Year 5	\$ 283,312	\$ 250	\$ 283,562
Year 20	\$ 440,267	\$ 250	\$ 440,517
Year 21	\$ 453,398	\$ -	\$ 453,398
Year 22	\$ 466,921	\$ -	\$ 466,921
Year 23	\$ 480,847	\$ -	\$ 480,847
Year 24	\$ 495,188	\$ -	\$ 495,188
Year 25	\$ 509,957	\$ -	\$ 509,957
Year 38	\$ 747,236	\$ -	\$ 747,236
Year 39	\$ 769,523	\$ -	\$ 769,523
Year 40	\$ 792,474	\$ -	\$ 792,474
<b>TOTAL</b>	<b>\$ 18,917,667</b>	<b>\$ 5,000</b>	<b>\$ 18,922,667</b>

Customer's Expenses		
Payment to Ideal (subject to sales tax)	Insurance, Maintenance Expense & Utility Fees	Total Annual Expenses
\$ (178,842)	\$ (2,300)	\$ (181,142)
\$ (184,176)	\$ (2,346)	\$ (186,522)
\$ (189,669)	\$ (2,393)	\$ (192,062)
\$ (195,326)	\$ (2,441)	\$ (197,767)
\$ (201,152)	\$ (2,490)	\$ (203,641)
\$ (312,590)	\$ (3,351)	\$ (315,940)
\$ -	\$ (26,420)	\$ (26,420)
\$ -	\$ (27,293)	\$ (27,293)
\$ -	\$ (28,196)	\$ (28,196)
\$ -	\$ (29,129)	\$ (29,129)
\$ -	\$ (151,265)	\$ (151,265)
\$ -	\$ (46,066)	\$ (46,066)
\$ -	\$ (47,607)	\$ (47,607)
\$ -	\$ (49,200)	\$ (49,200)
<b>\$ (4,797,012)</b>	<b>\$ (1,172,892)</b>	<b>\$ (5,969,904)</b>

Annual Savings	
Total Annual Energy Expense Savings	Total Cumulative Annual Energy Expense Savings
\$ 70,998	\$ 70,998
\$ 73,131	\$ 144,129
\$ 75,328	\$ 219,456
\$ 77,590	\$ 297,047
\$ 79,921	\$ 376,968
\$ 124,577	\$ 1,826,367
\$ 426,979	\$ 2,253,346
\$ 439,628	\$ 2,692,975
\$ 452,651	\$ 3,145,626
\$ 466,059	\$ 3,611,684
\$ 358,692	\$ 3,970,376
\$ 701,170	\$ 11,487,574
\$ 721,916	\$ 12,209,489
\$ 743,274	\$ 12,952,763
<b>\$ 12,952,763</b>	

# Annual Energy Expense Savings Summary

## PV Demand Credit Rider

Year	Customer's Utility Savings and Rent Income		
	Utility Bill Savings	Rent Revenue	Total Annual Customer Revenue
Year 1	\$ 66,406	\$ 250	\$ 66,656
Year 2	\$ 68,387	\$ 250	\$ 68,637
Year 3	\$ 70,427	\$ 250	\$ 70,677
Year 4	\$ 72,527	\$ 250	\$ 72,777
Year 5	\$ 74,690	\$ 250	\$ 74,940

Customer's Expenses		
Payment to Ideal (subject to sales tax)	Insurance, Maintenance Expense & Utility Fees	Total Annual Expenses
\$ (53,125)	\$ (700)	\$ (53,825)
\$ (54,710)	\$ (714)	\$ (55,424)
\$ (56,341)	\$ (728)	\$ (57,070)
\$ (58,022)	\$ (743)	\$ (58,765)
\$ (59,752)	\$ (758)	\$ (60,510)

Annual Savings	
Total Annual Energy Expense Savings	Total Cumulative Annual Energy Expense Savings
\$ 12,831	\$ 12,831
\$ 13,213	\$ 26,045
\$ 13,607	\$ 39,652
\$ 14,012	\$ 53,664
\$ 14,430	\$ 68,094

Year 20	\$ 116,068	\$ 250	\$ 116,318
Year 21	\$ 119,530	\$ -	\$ 119,530
Year 22	\$ 123,095	\$ -	\$ 123,095
Year 23	\$ 126,766	\$ -	\$ 126,766
Year 24	\$ 130,547	\$ -	\$ 130,547
Year 25	\$ 134,441	\$ -	\$ 134,441

\$ (92,855)	\$ (1,020)	\$ (93,874)
\$ -	\$ (7,945)	\$ (7,945)
\$ -	\$ (8,207)	\$ (8,207)
\$ -	\$ (8,478)	\$ (8,478)
\$ -	\$ (8,759)	\$ (8,759)
\$ -	\$ (47,565)	\$ (47,565)

\$ 22,444	\$ 318,739
\$ 111,585	\$ 430,325
\$ 114,888	\$ 545,213
\$ 118,288	\$ 663,501
\$ 121,788	\$ 785,289
\$ 86,876	\$ 872,165

Year 38	\$ 196,996	\$ -	\$ 196,996
Year 39	\$ 202,871	\$ -	\$ 202,871
Year 40	\$ 208,922	\$ -	\$ 208,922
<b>TOTAL</b>	<b>\$ 4,987,301</b>	<b>\$ 5,000</b>	<b>\$ 4,992,301</b>

\$ -	\$ (13,848)	\$ (13,848)
\$ -	\$ (14,311)	\$ (14,311)
\$ -	\$ (14,789)	\$ (14,789)
<b>\$ (1,424,950)</b>	<b>\$ (359,742)</b>	<b>\$ (1,784,691)</b>

\$ 183,148	\$ 2,824,916
\$ 188,561	\$ 3,013,477
\$ 194,133	\$ 3,207,610
<b>\$ 3,207,610</b>	

Solar Array System Summary			
Site	High School	Brookview Elementary	System Sizing - All Projects
Solar Program	PVCredit	PVCredit	Total kW DC / kW AC
kW DC	1444	434	1878

Net Annual Cashflow			Net Annual Cashflow	
Year	High School	Brookview Elementary	Total	Cumulative
Year 1	\$70,998	\$12,831	\$83,829	\$83,829
Year 2	\$73,131	\$13,213	\$86,344	\$170,173
Year 3	\$75,328	\$13,607	\$88,935	\$259,108
Year 4	\$77,590	\$14,012	\$91,603	\$350,711
Year 5	\$79,921	\$14,430	\$94,351	\$445,062

Year 20	\$124,577	\$22,444	\$147,021	\$2,145,107
Year 21	\$426,979	\$111,585	\$538,564	\$2,683,671
Year 22	\$439,628	\$114,888	\$554,516	\$3,238,187
Year 23	\$452,651	\$118,288	\$570,939	\$3,809,126
Year 24	\$466,059	\$121,788	\$587,847	\$4,396,973
Year 25	\$358,692	\$86,876	\$445,568	\$4,842,541

Year 38	\$701,170	\$183,148	\$884,318	\$14,312,489
Year 39	\$721,916	\$188,561	\$910,476	\$15,222,966
Year 40	\$743,274	\$194,133	\$937,407	\$16,160,372
<b>Total</b>	<b>\$12,952,763</b>	<b>\$3,207,610</b>	<b>\$16,160,372</b>	

# Ideal's Existing Solar Curriculum for Students

We offer our school customers two problem-based learning modules that are designed to help students, teachers and school communities see science in new ways through hands-on, reflective experiences with solar energy and the world around them. Both modules were written through the lens of the 2019 MN Science Standards, the Next Generation Science Standards and the 21<sup>st</sup> Century Learning Framework.

- Our 5<sup>th</sup> Grade “Solar Exploration” Module is science based and engages students in the real work of STEM professionals to develop their understanding of solar energy, careers, teamwork, design, and real-world issues.
- Our High School “Solar Pathway” Module is a series of problem-based mini modules that are designed to engage high-school students and teachers in a research-based learning journey exploring renewable energy. By centering on a standard, students can explore the complexities of science and society through multiple lenses and related academic standards.

Current Power <b>85.79 kW</b>	Energy today <b>976.98 kWh</b>	Energy this month <b>37.86 MWh</b>	Lifetime energy <b>155.67 MWh</b>
----------------------------------	-----------------------------------	---------------------------------------	--------------------------------------

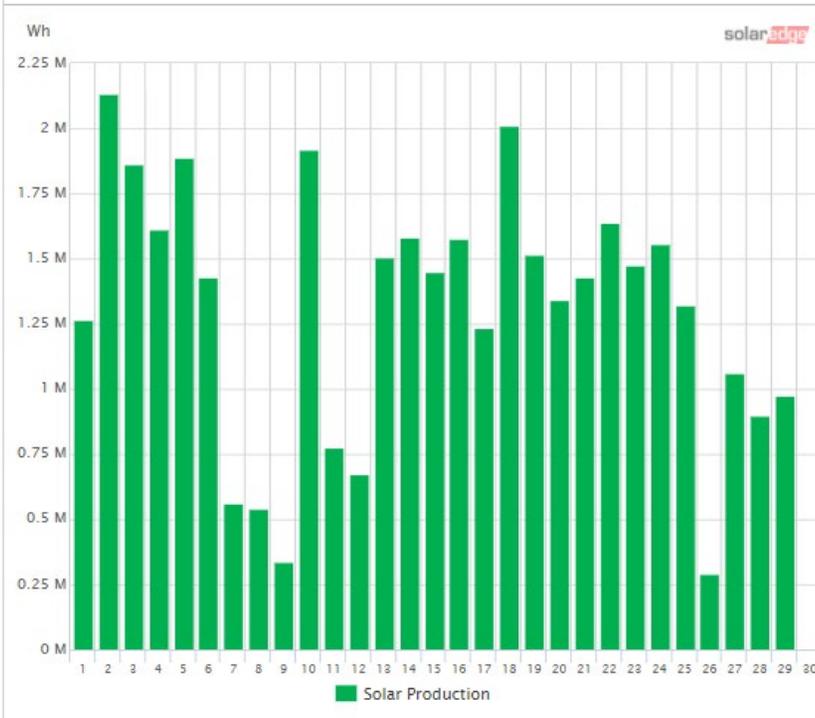


**Power and Energy**

Day Week **Month** Billing Cycle Year

09/01/2020 - 09/30/2020

System Production: **37.86 MWh**



Site Status	
ID	1576743
Name	
Address	
Installed	04/13/2020
Last Updated	09/29/2020 15:54
Peak Power	300 kWp

Cloudy  
60 °F  
Feels like 60 °F  
Wind SSE, 7 MPH  
Humidity 60 %  
Sunrise at 07:10  
Sunset at 18:57

<b>Tuesday</b>  61 - 48 °F Mostly Cloudy	<b>Wednesday</b>  57 - 45 °F 30% Chance of Rain	<b>Thursday</b>  48 - 36 °F Mostly Cloudy
---	---	---

**Environmental Benefits**

 CO2 Emission Saved  
**241,041.77 lb**

 Equivalent Trees Planted  
**1,821.29**

Monitor your solar array's performance and demonstrate your District's sustainability goals with web-based monitoring tools.

Utilize each school's real time web-based monitoring in the classroom as part of its solar curriculum.

# Estimated Project Timeline

<b>2023</b> February	March	April
<ul style="list-style-type: none"><li>• Present to Finance/Operations</li><li>• School Board Approval</li></ul>	<ul style="list-style-type: none"><li>• Finalize Electrical Engineering</li><li>• Finalize Structural Engineering</li></ul>	<ul style="list-style-type: none"><li>• Apply for utility interconnection approval</li></ul>
<b>2023</b> May	Summer 2023	Fall 2023
<ul style="list-style-type: none"><li>• Interconnection approval</li><li>• Equipment procurement</li></ul>	<ul style="list-style-type: none"><li>• Solar array construction</li></ul>	<ul style="list-style-type: none"><li>• Project completion</li></ul>
<b>2024+</b>	• Ongoing system maintenance and operation	

**GET IN  
TOUCH!**

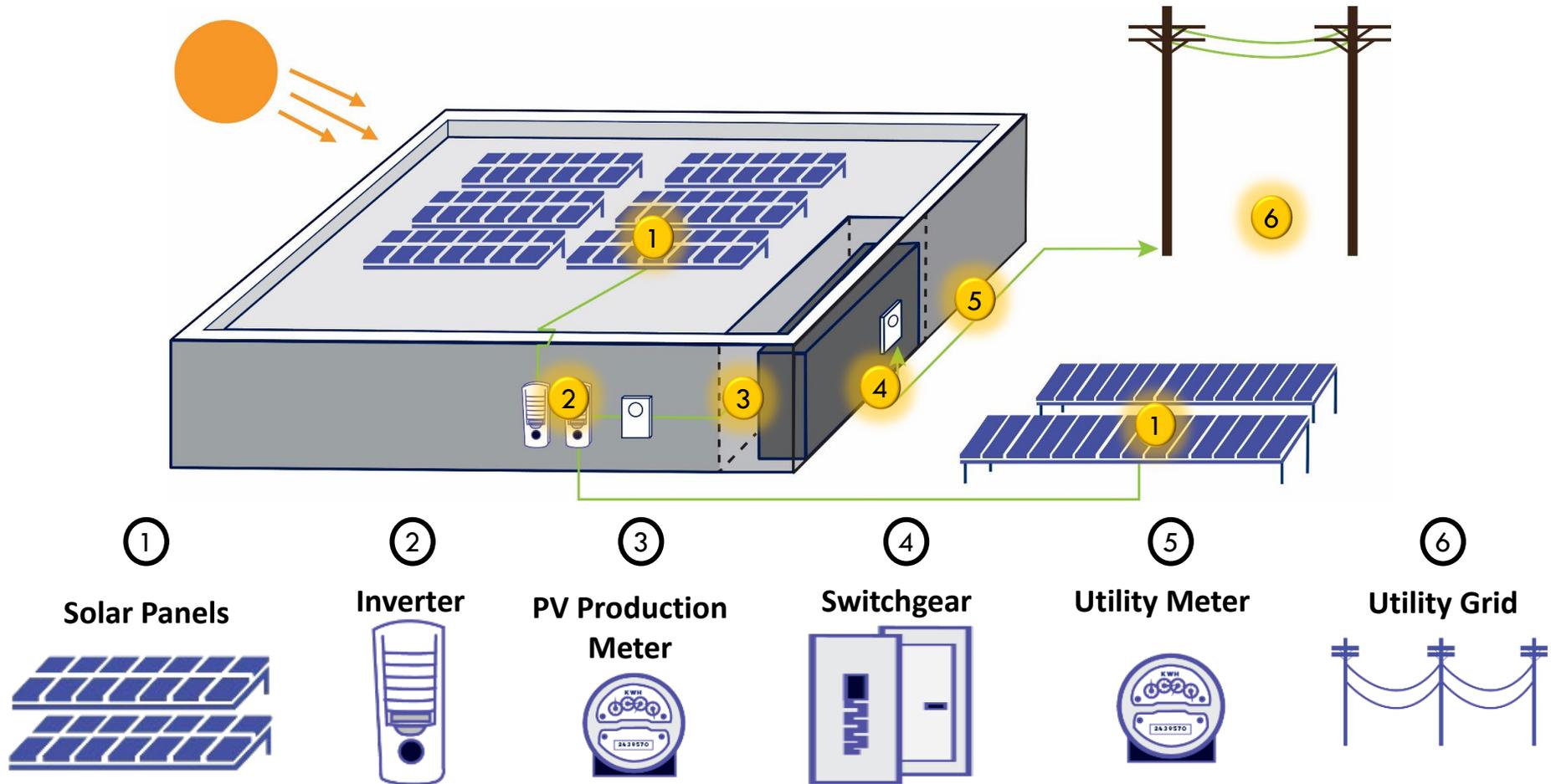
© 2022 iDEAL ENERGIES  
8318 Pillsbury Ave, Bloomington, MN  
P 612.928.5008

**iDEALenergies.COM**



Supplemental information documenting assumptions in this presentation are available upon request

*Make Money. Save the Planet.™*





# **Program Evaluation: Amigos Unidos**

Background | Current Reality | Opportunities



## Amigos Unidos' Vision:

Empower students to become successful bilingual, bicultural and biliterate citizens through a research-based, comprehensive preK-12 Spanish Language Immersion program.

# Amigos Unidos Dual Language Immersion

## Program History:

- First cohort (K) in 2017-2018
- New grade level added every year
- Elementary (K-5) built out in 2022-2023
- Grade 6 at Oak-Land Middle: Coming 2023-2024

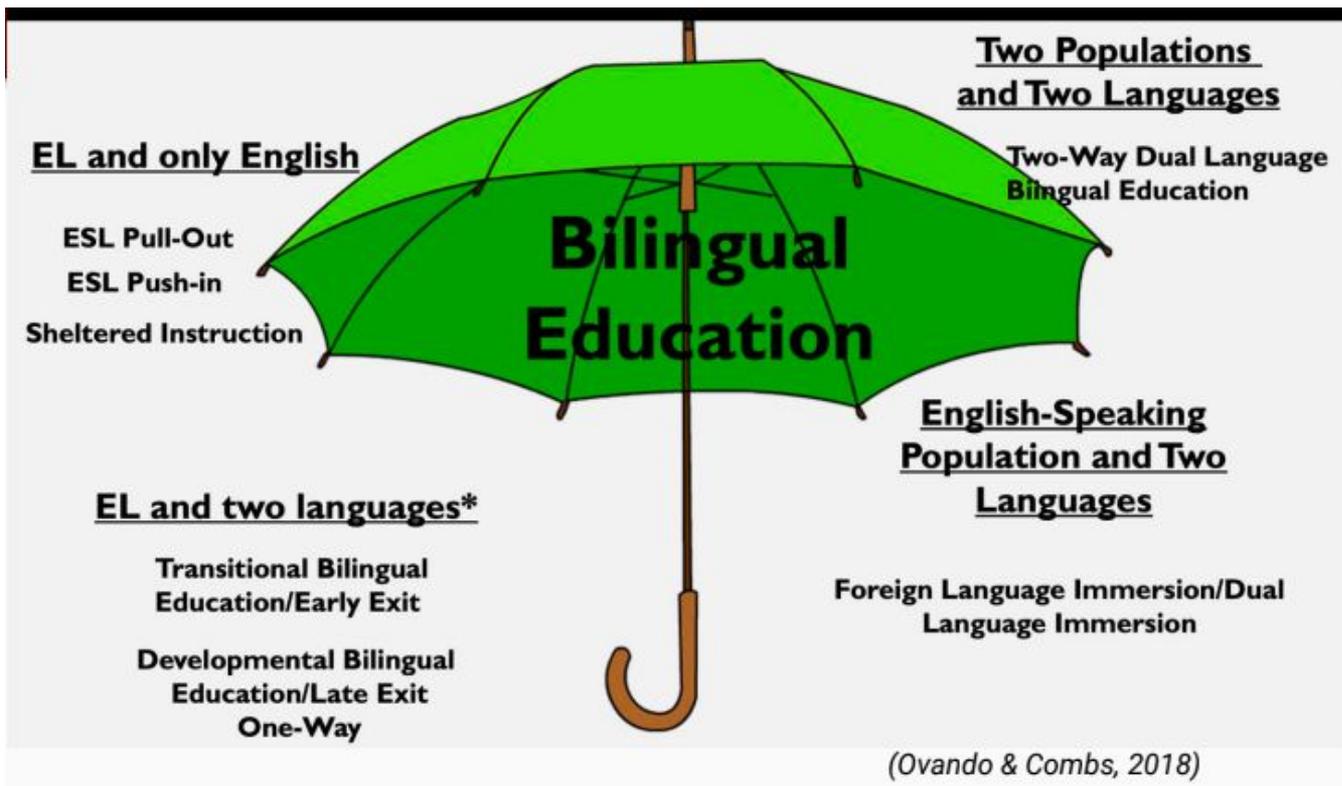
## Target Audience:

- **Heritage speakers:**  
30% to 50% of enrolled students
- **English speakers:**  
50% to 70% of enrolled students

# Amigos Unidos Initial Program Goals (2016)

1. Achieve high levels of academic achievement in all subjects
2. Attain high levels of dual language literacy and proficiency in Spanish and English
3. Cultivate an understanding and appreciation of other cultures, develop positive attitudes toward fellow students, their families and community
4. Develop positive cross-cultural attitudes and behaviors
5. Achieve the Seal of Biliteracy, which encourages students to pursue biliteracy, honors the skills our students attain, and can be evidence of skills that are attractive to future employers and college admissions offices. Students are eligible to test prior to graduation. Seals are for graduating high school students.

# Amigos Unidos = Two-Way Dual Language



## Grades K-3:

K/1= 90% of instruction in Spanish and 10% in English;

Grade 2= 80% and 20%;

Grade 3=70% and 30%

## Grades 4-5:

50% of instruction in Spanish and 50% in English

## Grades 6-8:

1 or 2 content classes in Spanish

# State-Wide Immersion Programs

61% = One Way Language Immersion

25% = Dual Language Immersion

9% = Developmental Bilingual

4% = Indigenous (Native American)



**112 =**  
immersion  
programs in  
Minnesota



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# Amigos Unidos: Things To Know

Program is still in a growth phase:

- Achievement data is difficult to compare due to lack of standardization in program models statewide
- Internal data is limited by small cell sizes
- Trend data within the program is limited due to:
  - Current 5th graders were very first cohort in the program
  - Impact of COVID on testing

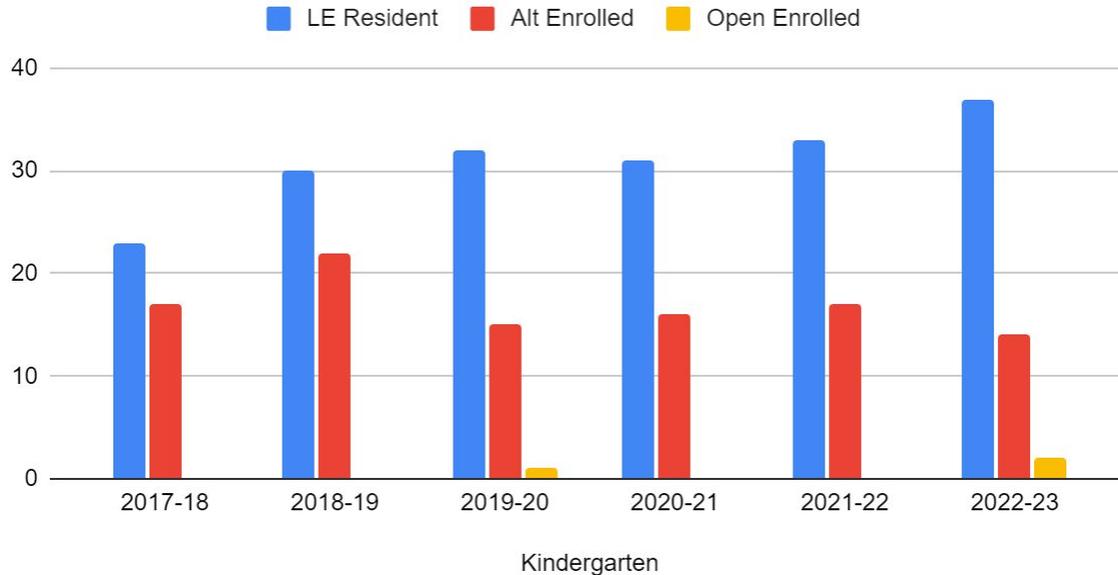
# Outside Influences

- Facility/space limitations
  - Limited potential for the program to grow, wait list annually
- Pandemic and online school
- Program development growing pains
  - Curriculum developed each year, professional development limited



# Potential to Grow

Alt Enrolled in Program, Out of District in Program and Resident in Program



## Wait List Numbers

2021-22 = 23 students  
2022-23 = 38 students  
Next year = 36 students

## Missed Opportunities

Waitlisted students enrolling elsewhere:

2022-23 = 16

2021-22 = 15

# Key Research Questions:

1. To what extent does the program address the identified goals?
2. Did the program produce or contribute to the intended outcomes in the short, medium and long term?
3. For whom, in what ways and in what circumstances? What unintended outcomes (positive and negative) were produced?
4. What was the influence of other factors on program outcomes?
5. Are participants being reached as intended?
  - a. For what individuals or groups is the program most effective?
6. How satisfied are program participants (families, students, staff)?
7. How is the program functioning from organizational perspectives?
8. What is the relationship between the costs and effects of the program?

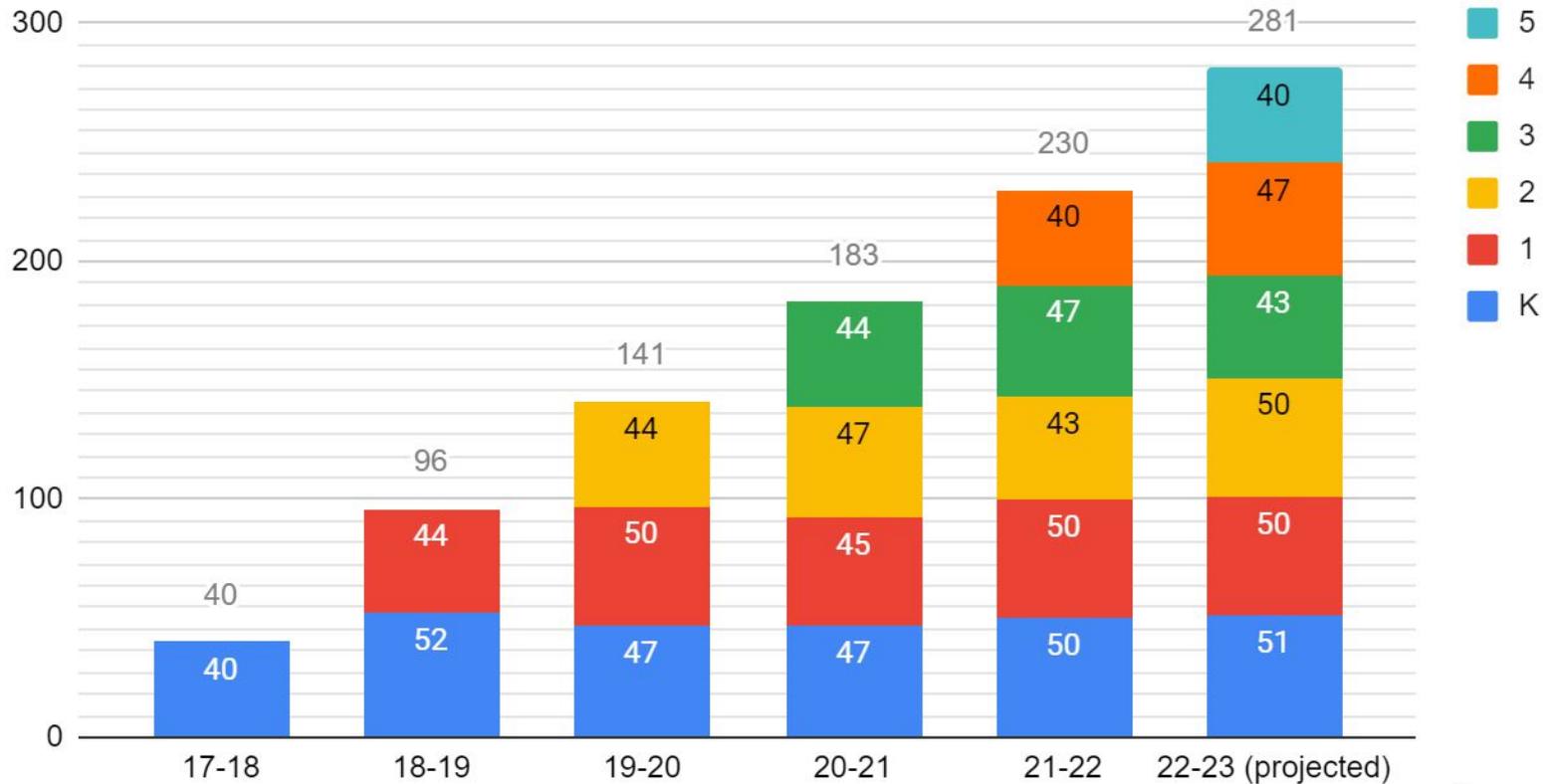
# Evaluation: Key Findings

- Overall, student achievement for Amigos Unidos students surpasses district comparables in MCA math and reading in grades 3-5
  - Based on assessments in English, Hispanic or Latino students in Amigos Unidos are performing similarly or slightly above the achievement levels of their Hispanic or Latino peers not in immersion
- Strong program satisfaction among families and staff
- Since the program began, interest has increased based on annual waiting list numbers



# Current Reality: Enrollment & Demographic Data

# Amigos Unidos Enrollment



# Enrollment by Special Populations

Based on 2022-2023 Enrollment Data



## Special Program Participation

	Amigos Unidos students	All District 834 students
<b>*National School Lunch</b>	20%	23%
<b>Special Education</b>	10%	15%
<b>English Learner</b>	14%	4%

\*NOTE: This is the first year the state is using a Direct Certification process to identify students eligible for free or reduced-price meals because they have already been approved for participation in other nutrition supplement programs.

# Enrollment by Race/Ethnicity

Based on 2022-2023 Enrollment Data

Federal Race/Ethnicity	Amigos Unidos students	All District 834 students
American Indian	1%	1%
Asian	2%	7%
Black	3%	7%
Pacific Islander	0%	0.05%
White	68%	77%
Hispanic or Latino	26%	7%

Grade 2022-2023	Total Amigos Unidos Students	Hispanic or Latino Students	
K	50	14	28%
1	47	11	23%
2	50	14	28%
3	38	5	13%
4	48	14	29%
5	39	12	31%
<b>Total</b>	<b>272</b>	<b>70</b>	<b>26%</b>

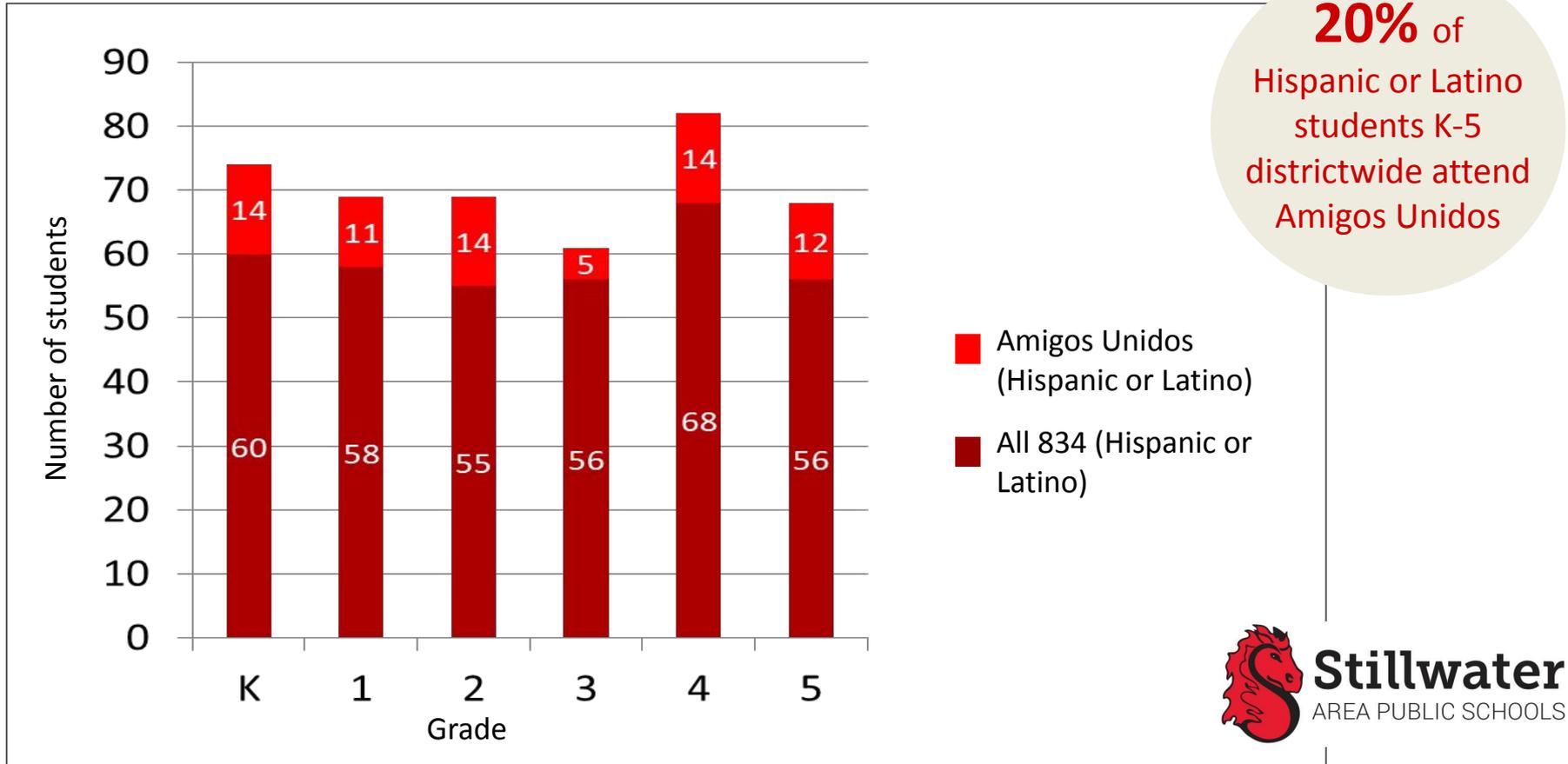
# Amigos Unidos Hispanic or Latino Students

NOTE: 2023-2024 will be the first year that Heritage families are given priority

***Approximately 40% Heritage Speakers*** (self-identified) for incoming kindergarten class

# Districtwide Hispanic or Latino Student Population Grades K-5

Based on 2022-2023 Enrollment Data



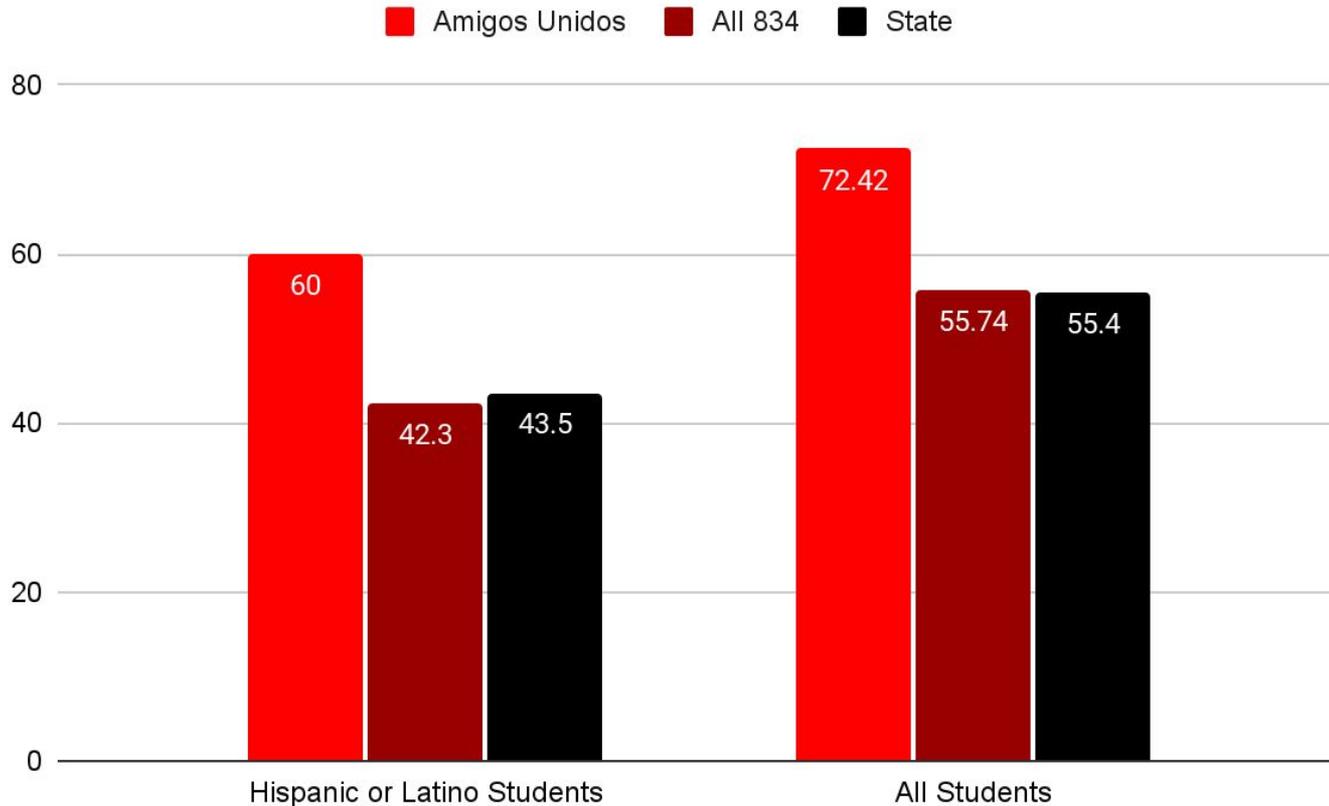


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**Current Reality:  
Achievement**

# MCA Reading 2022



**Note:**

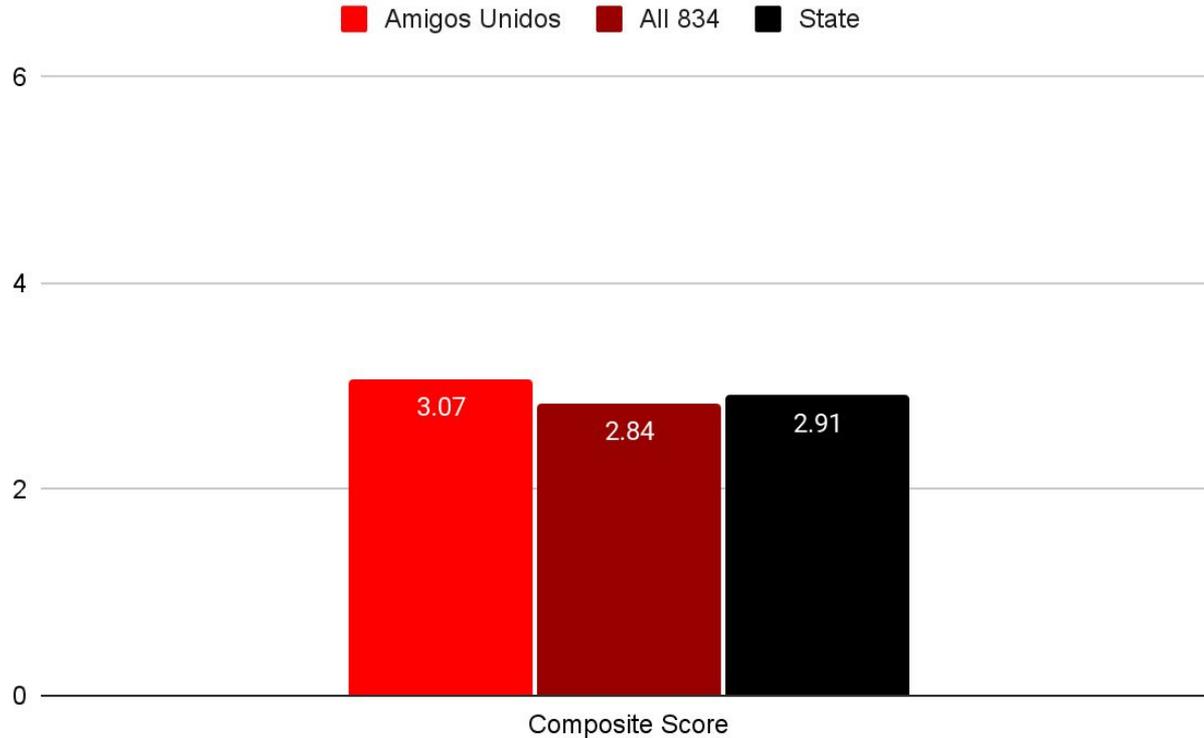
State includes data from students in grades 3-5.

Amigos Unidos and All 834 includes data from grades 3 and 4 only. *(Amigos Unidos did not have grade 5 in 2022)*

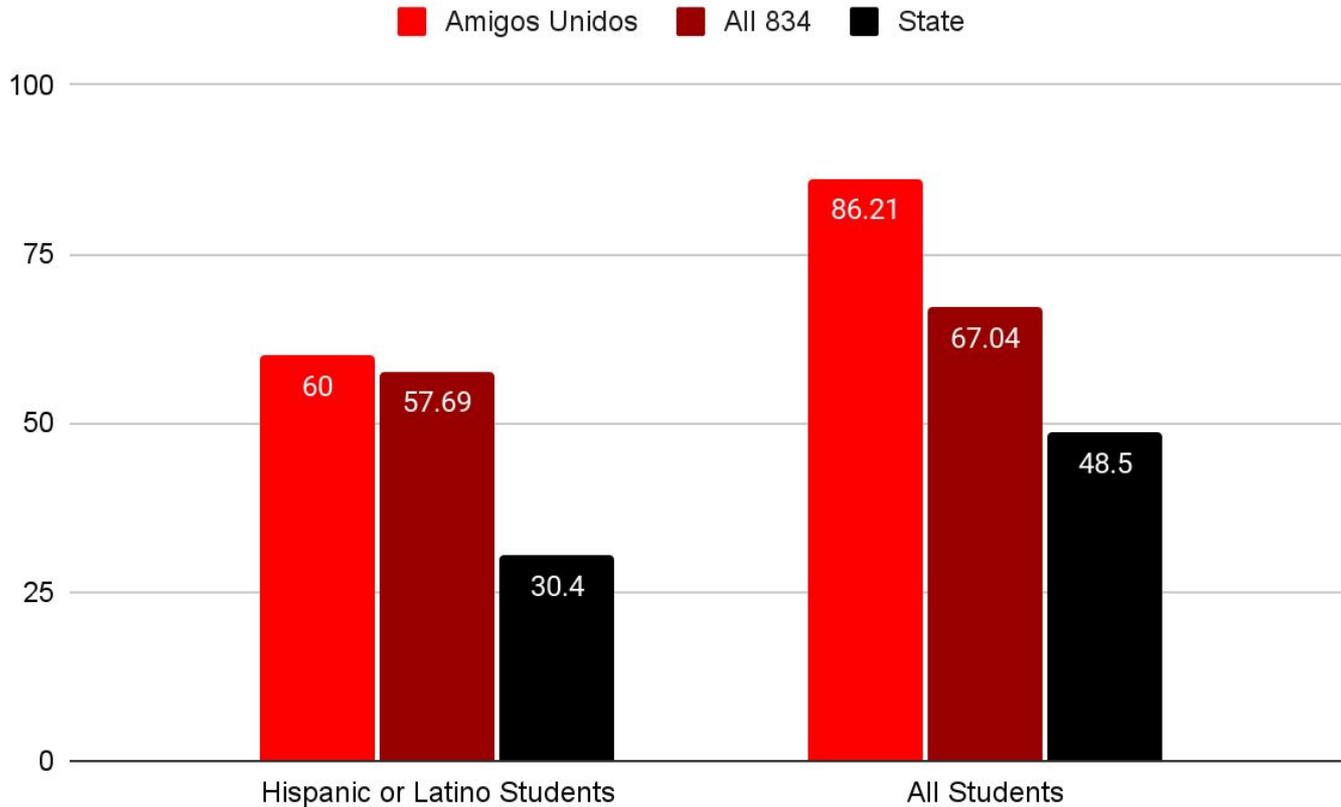
# aReading: % of students meeting base grade level expectation

	All Students				Hispanic or Latino (Not EL)			
	Spring 2021	Fall 2021	Spring 2022	Fall 2022	Spring 2021	Fall 2021	Spring 2022	Fall 2022
Amigos Unidos	72.22	75.44	76.67	83.51	60.0	60.0	66.67	66.66
All 834	70.27	70.33	72.92	70.94	61.7	68.0	63.75	63.89

# ACCESS Spring 2022 (Identified EL students)



# MCA Math 2022



**Note:**

State includes data from students in grades 3-5.

Amigos Unidos and All 834 includes data from grades 3 and 4 only. *(Amigos Unidos did not have grade 5 in 2022)*

# aMath: % of students meeting base grade level expectation

	All Students		Hispanic or Latino Students	
	Amigos Unidos	All 834	Amigos Unidos	All 834
Fall 2022	91.40	74.55	73.92	66.35
Fall 2021	91.95	75.77	61.11	61.84



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**Current Reality:**

Satisfaction

# Survey Says ...

Families identified most important outcomes of immersion (rank ordered):

1. Proficiency in English
2. High levels of academic achievement in all subject areas
3. Understanding and appreciation of other cultures
4. Proficiency in Spanish
5. Positive cross-cultural attitudes and behaviors

**93.3% Strongly Agree or Agree:**

My child is learning about cultures and traditions different from their own

**94.4% Strongly Agree or Agree:**

My child is connecting and making friendships with students from different backgrounds and experiences

**AU Families  
Overall  
Satisfaction**

**4.7** ★  
average rating



How well do you feel your child is performing in the following core academic areas:

	Below Average	Average	Above Average	Unsure
Math	2.25%	35.96%	59.55%	2.25%
Science	1.12%	56.18%	33.71%	8.99%
Social Studies	2.25%	52.81%	34.83%	10.11%
English language proficiency	4.49%	37.08%	53.93%	4.49%
Spanish language proficiency	3.37%	47.19%	47.19%	2.25%
Reading in English	16.85%	37.08%	40.45%	5.62%
Reading in Spanish	11.24%	44.94%	40.45%	3.37%

# Feedback from Families

## What they like best:

- Students learning another language
- Staff in Amigos Unidos program
- Community within program
- Cultural diversity

**99% are Very Likely or Likely**  
to recommend AU to a friend or family member

## Concerns/Opportunities

- Transportation for all
- Uncertainty of program future
- Increased support for program
  - District-level administrator, cultural liaisons, special educators, interventionists, specialists, etc.
  - Resources for program

# Feedback from Staff

## What they like best:

- Family support/ community within Amigos Unidos program
- Staff experience and passion
- Program/curriculum

## Concerns/Opportunities

- Transportation for all K-8
- Program development
  - Vertical alignment, biliteracy mapping, scope and sequence
- Increased support for program/funding
  - District-level administrator, cultural liaisons, special educators, interventionists
  - Curriculum resources, professional development
  - Equitable hiring practices, contract



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# Current Reality: Program Costs

# K-5 Amigos Unidos Program Costs

## \*Annual Expenditures

- 2 teacher FTE = \$260,000
- 1 immersion para = \$22,000
- Amity Intern = \$0 - \$5,000
- Curriculum and materials = \$10,000

## One-Time Costs:

- Approximately \$35,000 in each year of the program for curriculum, materials and program development

\*Costs based on expenditures beyond typical classroom allocation



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Opportunities

# Opportunities to Enhance Program

## A. Clarify language and content allocation K-8:

- Increase English literacy development in grades K-1 - moving from 90:10 to 80:20 model
- Articulate grade level literacy outcomes in English and Spanish
- Incorporate an EL co-teaching model starting at grades K-1
- Hire bilingual specialists in media, physical education and music

## B. Provide additional program support:

- Bilingual program administrator (principal/AP) = *\$150,000*
- Professional development, curriculum materials and immersion advocacy

## C. Increase capacity within Human Resources to recruit and retain bicultural/bilingual licensed educators

# Opportunities to Grow Program

- A. Expand immersion program through middle school = *\$335,000*
- B. Provide transportation for all students at both Lake Elmo and Oak-Land = *\$380,000 - \$533,000*
- C. Expand K-5 program to at least 3 sections at each grade level = *\$170,000 (1.3 fte)*
- D. Offer a preschool immersion cohort = *\$65,000*
- E. Provide early intervention with family support:
  - ECFC classes provided in Spanish
  - Bring back [Parent Institute for Quality Education \(PIQE\)](#)
- F. Improve communication:
  - Bilingual staff to support families at secondary schools = *Engagement Specialists (included in A&I budget)*
  - Professionally translated correspondence
  - Culturally responsive messages



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Questions?

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# Achievement & Integration Plan

July 1, 2023 to June 30, 2026



# Achievement and Integration for Minnesota

The purpose of A&I programming is to:

- pursue racial and economic integration
- increase student achievement
- create equitable educational opportunities
- reduce academic disparities based on students' diverse racial, ethnic, and economic backgrounds in Minnesota public schools.

## Required Plan Components

- ❑ School board approval
- ❑ Plan input
- ❑ Goals to:
  1. increase racial and economic integration;
  2. reduce achievement disparities;
  3. increase access to effective and diverse teachers.

# Previous A&I Goals: 2021-2023

## Goal 1

**GOAL MET**

Increase by 2% each year the number of Hispanic or Latino and Black students who demonstrate college readiness through the College Readiness Indicator composite score and who are enrolled in the AVID Elective.

## Goal 2

**IN PROCESS**

We will reduce the number of course failures for Hispanic or Latino and Black students by 2% annually at Stillwater Area High School.

## Goal 3

**GOAL MET**

As measured by the Evaluative Dashboard, we will increase by 5% each year the number of participating students who will indicate that they strongly agree or agree that the experiences with interactive cross-district programming increased their awareness and knowledge of cultures.

## Goal 4

**GOAL MET**

To create and retain a racially diverse teacher workforce so that students and their communities are reflected in their classrooms, we will increase the district's Teachers of Color & American Indian Teachers from 3.2% to 4% by 2023.

# New A&I Goals: 2023-2026

## Goal 1

We will increase by 2% each year the percentage of Hispanic or Latino and Black students who demonstrate College and Career Readiness on the ACT, ACCUPLACER or ASVAB college and career readiness tools.

## Goal 2

We will increase by 2% each year the number of Enriched, Advanced Placement, CIS (College in the Schools), and Post Secondary Enrollment Options courses taken by our Hispanic or Latino and Black students enrolled in the AVID (Advancement Via Individual Determination Elective) in grades 9-12.

## Goal 3

We will increase by 5% each year the number of students who indicate that they Strongly Agree or Agree that their experiences with cross-district student programming align with the outcomes measured by the Logic Model [Stillwater Schools Evaluative Dashboard](#) or through the [Ripple Effect Mapping](#) process.

## Goal 4

We will increase students' access to Teachers of Color and American Indian Teachers from: 3.7% in 2023 to 6.0% in 2026.

# 3 Year Achievement and Integration Plan

## 5 components of Stillwater's plan:

1. Student programming
2. Family and community engagement
3. College and Career Readiness
4. Professional development
5. Pathway to diversifying the teaching profession



# COMPONENT #1

## Student Programming

# Student Programming

- Classroom supports:
  - English/Social Studies/ Science/ Sociology/etc.
  - AVID
  - Ethnic and Cultural Studies
- **Student Impact Specialist**  
*(formerly Cultural Liaison)*
  - Student Leadership Council
  - Student Affinity Groups
  - The Power of You & Kindness Retreats
  - Voices of Change conference
  - Guest Artist/Speaker



# Student Programming

- Youth Executive Board
- Summer Virtual Storytelling
- Culturally Responsive Student Leadership
- My Story, Your Story, Our Story (AVID Push-In)
- Boomsite staff
- Middle School Summer Innovation and Exploration
- AVID Summer Art
- AVID Health and Physical Education





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## COMPONENT #2

### Family Engagement

#### **Mission:**

To connect schools,  
parents, and  
community  
together as equal  
partners in the  
education of every  
child.

# Community Outreach

- Community Engagement Groups:
  - East African Community Engagement Group
  - Native American Parent Advisory Council (NAPAC)
  - Caminos
- Parenting for Racial Justice classes



**Stillwater**  
AREA PUBLIC SCHOOLS

# Supporting Families

## Student, Family & Community Engagement Specialists

### Role of the specialists:

- Serve as advocates for equity and inclusion
- Empower and support families to promote student academic success
- Provide a more intensive support structure to the current family and community engagement efforts

### Responsibilities:

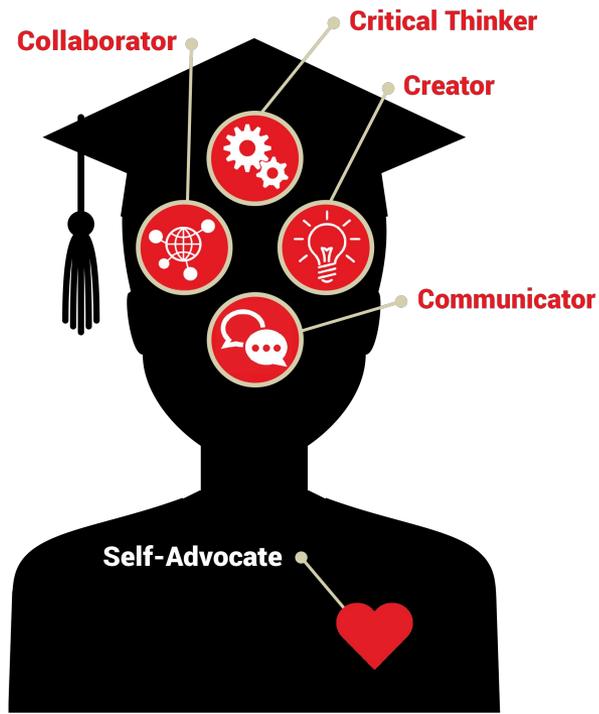
- Promote academic growth and success
- Nurture relationships between families and school staff
- Serve as a cultural resource for staff
- Help families navigate our school systems
- Support home learning environments
- Help families access post-secondary opportunities





**Stillwater**  
AREA PUBLIC SCHOOLS

**COMPONENTS #3**  
**College & Career Readiness**



AVID reinforces and supports rigorous academic standards, student leadership opportunities, and ongoing social and emotional growth and development



Closing the Opportunity Gap in Education.



Providing the best of AVID classroom activities, teaching practices, and academic behaviors to support

**ALL district students**

on their path to success.



## AVID Schoolwide Initiative

- Aligns with BARR and Pathways
- Partnership with teachers, counseling staff and Instructional Coaches
- Utilizes data to create goals to support student engagement
- Provides AVID push-in lessons, and offers modeling for teachers
  - Forward Thinking Thursdays (support ALL post-secondary pathways)
  - Oak-Land WICOR Wednesdays in Advisory and Staff Meetings

# Middle School Success

- ALL students in grades 6-7 take the Middle School Success course
- Class uses AVID Methodologies (WICOR) to build a foundation for engagement and success
- In the past 7 years, 4,400 students have taken this course



## Skills to help you be college & career ready



### Writing

A tool for communication, reflection and learning. Visible organization of thought.

Academic Language | Focused notes | Quickwrites | Interactive notebooks



### Inquiry

Critical thinking, problem solving and questioning. Uncovering one's thinking.

Costa's Levels | Design thinking | Philosophical chairs | CSG's



### Collaboration

Teamwork with shared roles. Sharing of ideas, information and opinions.

Jigsaw | World Cafe | Carousel brainstorm | 4 Corners | Socratic seminars



### Organization

Managing materials, time and self. Being responsible for one's own learning.

Class supplies | Planners | Graphic organizers | Planning & goal setting



### Reading

Making connections between texts, self and the world. Activate, engage and extend with the text.

Critical reading | Vocabulary/background knowledge building | Summarize



## AVID Elective

Students:

- focus on organizational and study skills,
- develop critical thinking by asking probing questions,
- get academic help from peers and tutors
- participate in enrichment and motivational activities that make college and career success attainable



**Stillwater**  
AREA PUBLIC SCHOOLS

# AVID & Pathways (College & Career Readiness Program)

- College prep
  - Visits to college campuses
  - Huntington Learning Center Reading Comprehension Skills & ACT Prep to increase reading comprehension skills which will support growth in all areas
- You Science Aptitude Test through Pathways Program
  - Guides students to career and college options tailored to them personally
- Career exposure
  - Minnesota Career Information System (MCIS)
  - Office of Higher Education Guest Speakers
  - Best Prep: Financial Matters (11th & 12th), Ementors (10th grade), Mock Interviews (11th grade), Speakers (all grades)
  - STRIVE Rotary Mentors (11th & 12th grade)
  - Summer Success Diversifying the Teaching Field



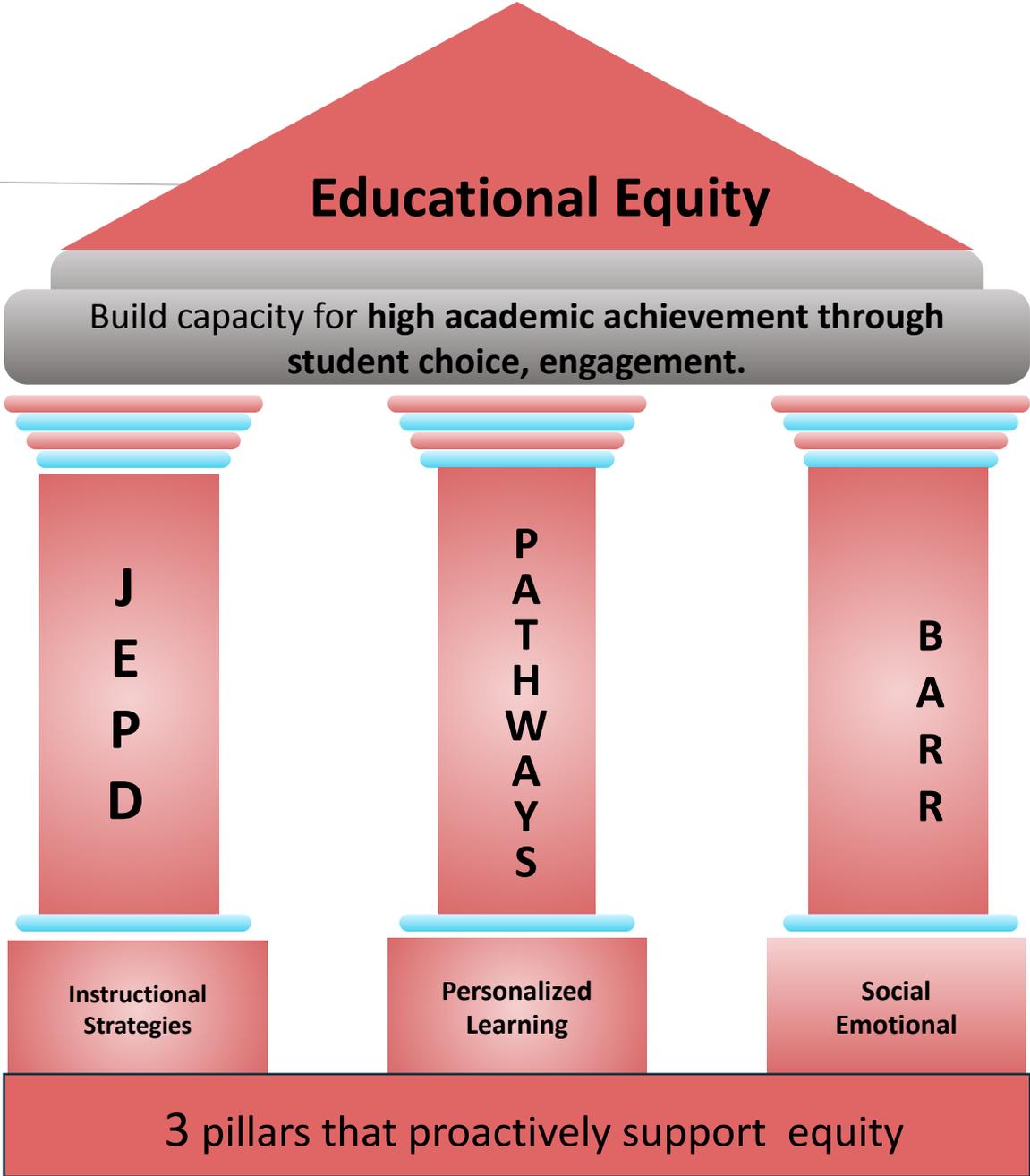


**Stillwater**  
AREA PUBLIC SCHOOLS

# COMPONENTS #4

## Professional Development

**Vision:**  
To see all, serve  
all and support  
all students.



# Job-Embedded Professional Development

## Instructional Coaches

- Facilitate sessions focused on targeted student-learning goals, effective pedagogical practices and content training

## JEPD Learning Cohorts

- Learning opportunities to identify and address student needs through a continuous cycle of adapting pedagogy and instruction

## Individualized Coaching Cycles

- Coaches work 1:1 with teachers utilizing the 3 Components from Jim Knight's, "The Impact Cycle"

## Collaborative Action Teams

- Teachers work together to learn from each other and actively sharpen knowledge and skills



# Culturally Responsive Professional Learning Opportunities

## Increasing Our Self-Awareness, Cultural Consciousness, and Intercultural Knowledge and Skills

- Provides culture general frameworks for Instructional Coaches

## No More Next Time

- Provides tools to support staff in speaking up immediately and effectively when hate, bias or injustice is present in our buildings

## Humanize My Hoodie

- Incorporates the diverse perspectives of youth in the world of education

## LGBTQ+ For Educators

- Provides educators tools to create school environments that are safe and caring for all of our learners

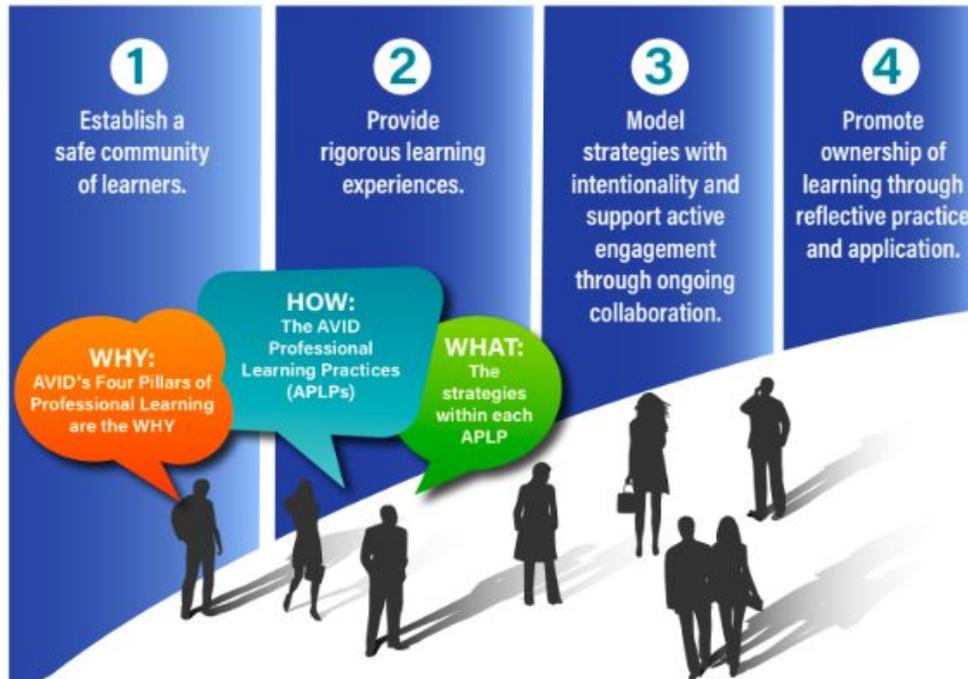
## Islamic Resource Group

- Provides an introduction to Islam and Muslims, women in Islam and Minnesota Muslims to better understand and support our students

# AVID Professional Learning

## Four Pillars of AVID Professional Learning

The AVID Professional Learning Pillars represent what we hold to be true. All AVID professional learning experiences are built on these Pillars.



## AVID Trained Staff Districtwide:

- 2 AVID National Staff Developers
- 10 AVID elective teachers
- 4 building administrators
- 9 district-level leaders
- 100 teachers
  - SAHS: 61 trained
  - SMS: 20 trained
  - OMS: 20 trained

# WICOR Strategies

(Writing, Inquiry, Collaboration, Organization, Reading)

Part of the district's Job-Embedded Professional Development the entire instructional staff utilizes AVID strategies, other best instructional practices, and 21st century tools to ensure college and career readiness for all students

## Stillwater Area Schools Instructional Playbook | High Impact Teaching Practices

Table of Contents	Strategy One Page Description → Checklist → Activities with Plans
<b>Content Planning</b> <hr/> 5D   Purpose <hr/> PLC Question 1: What do we want students to know/be able to do?	<ul style="list-style-type: none"> <li>• <a href="#">Guiding/Essential Questions</a> need 1 page</li> <li>• <a href="#">Learning Maps</a></li> <li>• <a href="#">Success Criteria</a></li> <li>• <a href="#">Learning Targets</a> -need one page</li> </ul>
<b>Instruction</b> <hr/> 5D   Student Engagement 5D   Curriculum and Pedagogy <hr/> PLC Question 2: How will we know if they have learned it?	<ul style="list-style-type: none"> <li>• <a href="#">Writing to Learn</a> - need checklist</li> <li>• <a href="#">Universal Design</a> - need checklist</li> <li>• <input type="checkbox"/> Quality Questioning</li> <li>• <input type="checkbox"/> Collaborative Processing</li> <li>• <a href="#">Organization of Thought Structures</a> - need 1 pg &amp; checklist</li> <li>• <input type="checkbox"/> Critical Reading Process</li> </ul>
<b>Formative Assessment</b> <hr/> 5D   Assessment for Student Learning <hr/> PLC Questions 3/4: How will we respond when they don't learn? How will we respond when they already know it?	<ul style="list-style-type: none"> <li>• <a href="#">Formative assessments</a></li> <li>• <a href="#">Formative feedback to inform teaching/Differentiation</a> need 1 page</li> <li>• <a href="#">Collecting evidence of student progress</a> - need 1 page</li> <li>• <a href="#">Student self-assessment</a> need 1 page</li> </ul>
<b>Community Building</b> <hr/> 5D   Classroom Environment and Culture	<ul style="list-style-type: none"> <li>• <a href="#">Culturally Responsive Classroom Environment</a> need 1 page</li> <li>• <a href="#">Classroom Management</a></li> <li>• <a href="#">Relationship Building</a></li> <li>• <a href="#">Attention Signal</a> LISA will do need 1 page &amp; checklist</li> </ul>



## COMPONENT #5

# Pathway to Diversifying the Teaching Profession

*Stillwater Schools' AVID Student Leaders and Century College Partnership*

# Grow Your Own 'GYO'

“Teacher preparation strategy focused on developing and retaining teachers from the local community. GYO is often used to address teacher shortages and increase the diversity of the teacher workforce.”

*-New America*



# Stillwater's Grow Your Own

Provides opportunity for high school students to experience teaching and work with young students during the district's Summer Success program

Offers high school students:

- First-hand experience in lesson planning, teaching, etc.
- Opportunity to express themselves and offer their ideas
- Application of Future Ready skills learned in AVID



# Learning Lab: Implement, Reflect, Adapt, Repeat

- **Review** and use data to select inquiry-based activity
- **Implement**, video record, and reflect with coaching team.
- **Refine** or select another strategy, video record, reflection with coaching team

*Teachers and student leaders walk alongside each other*



# Introduction to the Teaching Profession

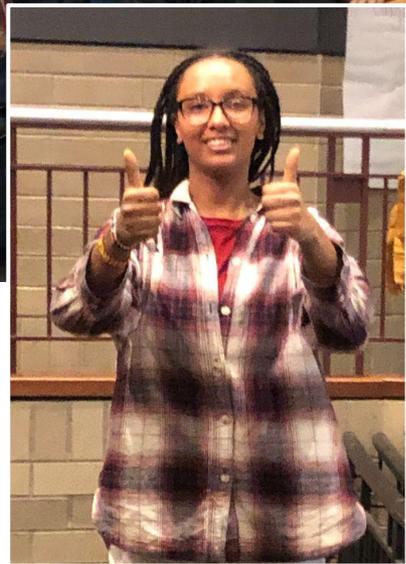
- First course required at Century College to complete Education **Associate in Science Degree** Programs
- Partnership with Century College allows SAHS to offer this **Concurrent Course Fall Semester 2022**
- Century College and Stillwater Area Schools demonstrate a strong commitment in this next step to further **Diversify the Teaching Pathway**



**Save thousands! Earn an associate degree and transfer.**

Century College offers transferable general education options along with affordable tuition rates, which will save you thousands on your bachelor's degree.

**2 YEARS AT CENTURY COLLEGE** + **2 YEARS AT A COLLEGE/UNIVERSITY** = **BACHELOR'S DEGREE**



**Building a culture of belonging!**

# Questions?



## EXPENDITURE APPROVAL FORM

### Fiscal Year 2022-2023

**Instructions:** This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$100,000.

**REQUESTED BY:** Mark Drommerhausen, Director of Operations

**DATE:** February 28, 2023

#### DESCRIPTION OF REQUEST

##### Oak Park Building and Site Renovations

As part of the Oak Park Building's continuing upgrades and onset of moving the ALC Program, Stillwater Area Public Schools requested bids to replace the boiler plant, domestic water piping, sidewalks, and provide additional parking. The additional parking will accommodate the ALC students and staff. These projects are part of the FY23 Long-Term Facilities Maintenance program and Capital Facility budget. Construction costs are estimated to total \$2,408,000 for the early bid package. Kraus-Anderson Construction Company worked with Stillwater Area Public Schools to solicit bids for the project. Bids were opened on February 23, 2023. To obtain the lowest construction cost for the project, Kraus-Anderson Construction Company broke the project down into 5 work scopes. Their role during the renovation will be coordinating each work scope. Stillwater Area Public Schools will enter into a separate contract with the lowest responsible bidder for each work scope.

The following is a description of the work scope and amount for each lowest responsible bidder:

<b>Work Scope 23-B: Combined Mechanical</b>	2 bids were received. The lowest responsible bidder is R.J. Mechanical, Inc. of Mora, MN for a bid total of \$1,337,000.00
<b>Work Scope 26-A: Electrical</b>	5 bids were received. The lowest responsible bidder is O'Neill Electric, Inc. LLC of Stillwater, MN for a bid total of \$78,000.00
<b>Work Scope 31-A: Site Clearing and Earthwork</b>	7 bids were received; The lowest responsible bidder is Miller Excavating, Inc. LLC of Stillwater, MN for a bid total of \$420,563.81
<b>Work Scope 32-A: Asphalt Paving</b>	6 bids were received; The lowest responsible bidder is Park Construction Company, of Minneapolis, MN for a bid total of \$148,079.00
<b>Work Scope 32-B: Concrete Paving</b>	7 bids were received; The lowest responsible bidder is Staph Concrete Construction, Inc. of Burnsville, MN for a bid total of \$263,800.00

The total amount for the 5 work scopes is \$2,247,442.81. Additional costs may be incurred during the project to resolve issues not identified in the construction documents. Kraus-Anderson Construction Company recommends entering into a contract with each lowest responsible bidder identified above. Administration requests approval to award the bids to the respective bidders.

#### FINANCIAL IMPACT

**Budget(s) Impacted: \$1,726,080.50 Long-Term Facility Maintenance Fund and \$521,362.31 Capital Facility Fund.**  
Additional costs may be incurred to remedy issues not identified in the construction bidding documents.

**Is This a One-Time Expenditure?**

- Yes, once implemented there will be no ongoing costs  
 No, it will need to be funded indefinitely  
 No, it will need to be funded for Fiscal Years 2020-?

**Is there an off-setting revenue source(s)?**

- Yes List Source(s): Long-Term Facilities Maintenance and Capital Facility  
 No

#### PROGRESS MONITORING:

Work to be completed in the summer of 2023



February 23, 2023

Mr. Tony Willger  
Stillwater Area Public Schools, ISD#834  
1875 Greeley Street South  
Stillwater, MN 55082

**RE: 2023 Oak Park – Parking Lot & Mechanical Improvements  
Contract Award Recommendation**

Dear Mr. Willger

This letter is concerning our recommendations for contract awards for the Stillwater 2023 Oak Park – parking lot & mechanical improvements project that was bid on February 23, 2023. Kraus-Anderson has verified bidders and we submit the following lowest responsible bidders and their bid amount.

<b>Work Scope</b>	<b>Contractor, City, State</b>	<b>Bid Amount</b>
WS 23-B Combined Mechanical	R.J. Mechanical, Inc. Mora, MN	Base Bid \$1,337,000.00
WS 26-A Electrical	Oneill Electric, Inc. Stillwater, MN	Base Bid \$78,000.00
WS 31-A Site Clearing & Earthwork	Miller Excavating, Inc. Stillwater, MN	Base Bid \$420,563.81
WS 32-A Asphalt paving	Park Construction Company Minneapolis, MN	Base Bid \$148,079.00
WS 32-B Concrete Paving	Stapf Concrete Construction, Inc. Burnsville, MN	Base Bid \$263,800.00
	<b>Total Base Bid</b>	<b>\$2,247,442.81</b>

If you have any questions regarding this information, please do not hesitate to contact me at 612-817-4518

Very truly yours,

KRAUS-ANDERSON® CONSTRUCTION COMPANY

Gary Zifko  
Project Manager





















## Stillwater Area Public Schools (ISD834)

# LEGISLATIVE PLATFORM 2023

### Priority #1: Stabilize education funding

- A. Increase the basic education formula by 4% each year; indexed to inflation.
  - We have a \$1,263 per student gap this year because the state's general education funding formula has not kept pace with inflation since 1992 - that equates to **\$11.2 million in lost revenue** this year alone for our district.
- B. Fully fund the Special Education and English learner (EL) cross subsidy.
  - The special education shortfall resulted in a **\$12 million adjusted net cross subsidy** for fiscal year 2022.
  - The English Learner shortfall resulted in a **\$650,000 funding gap** in 2022.
- C. Increase Transportation Sparsity revenue to eliminate the funding gap for pupil transportation costs.
  - For fiscal year 2023, the district's transportation revenue will cover just **\$2.4 million (or 23%) of the total transportation costs** of \$10.5 million.
- D. Lift the Safe Schools levy cap and/or provide additional funding to allow districts to hire additional support staff to address the safety and mental health needs of students.
  - Federal Covid support ends in 2024. **The district is losing \$1.7 million** for social/emotional and mental health supports that has been used to pay for social workers, school psychologists and behavior support staff.

### Priority #2: Empower local decision-making

- A. Allow local school boards to renew an existing operating referendum.
  - Our existing operating levy equates to **14.5% of our total operating budget**.
- B. Resist new, statewide unfunded mandates.
  - Universal school meals could impact our compensatory funding, which equates to **\$271,000 annually**.
  - Legislation like Parental Leave, Sick Time, Unemployment and TRA Rule of 90 would increase the district's budget and compete with general fund dollars needed to support our students.
- C. Provide sustainable funding for Multi-Tiered Systems of Support and programs like BARR, Responsive Classroom, etc.
  - **We're losing \$1.3 million in federal COVID funds** for academic support (ie. intervention teachers, student engagement specialists, BARR coordination, tutoring, etc.).
- D. Provide districts the flexibility to adapt learning environments for positive student outcomes and the ability to make decisions based on local needs.
- E. Remove barriers and provide incentives to address staffing shortages.
  - Example: Our child care waitlist has been as high as 400 students.

### Who We Are:

The Stillwater Area Public School District serves about 8,200 students from 18 unique communities along the St. Croix River – from Marine to Afton and a portion of Woodbury. Our boundaries stretch 30 miles and cover approximately 150 square miles.

### 2022-2023 School Board

**Katie Hockert**

*hockertk@stillwaterschools.org*

**Pete Kelzenberg**

*kelzenbergp@stillwaterschools.org*

**Beverly Petrie**

*petrieb@stillwaterschools.org*

**Annie Porbeni**

*porbenia@stillwaterschools.org*

**Alison Sherman**

*shermana@stillwaterschools.org*

**Andrew Thelander**

*thelander@stillwaterschools.org*

**Superintendent Michael Funk**

Office: 651-351-8301

*funkm@stillwaterschools.org*





POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>DRUG AND ALCOHOL TESTING</b> <del>Transportation Operators-</del> <b>Drug and Alcohol Abuse Policy</b>	<del>SR 1.5</del> <b>416</b>	<b>Adopted: 12-15-94</b> <b>Revised:</b>	<b>Three Years</b>

~~It is the policy of I.S.D. 834 to provide a safe and efficient transportation system for its students and staff. The Superintendent/designee is directed to develop, implement and enforce procedures that prohibit illegal drug and alcohol use by operators/contractors of vehicles used in I.S.D. 834-sponsored transportation.~~

**I. PURPOSE**

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug and alcohol use will be not only safer, healthier, and more productive but also more conducive to effective learning. To provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in state and federal law.

**II. GENERAL STATEMENT OF POLICY**

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee,

is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs that are not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs that are not medically prescribed are prohibited from entering or remaining on school district property.

- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline that includes, but is not limited to, immediate suspension without pay and immediate discharge.

### **III. DEFINITIONS**

- A. “Drug” means a controlled substance as defined in Minnesota Statutes, including medical cannabis, regardless of enrollment in the state registry program.
- B. “Drug and Alcohol Testing,” “Drug or Alcohol Testing,” and “Drug or Alcohol Test” mean analysis of a body component sample by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
- C. “Other Employees” means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver’s license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver’s license are primarily governed by the provisions of the school district’s drug and alcohol testing policy relating to school bus drivers (Section IV). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver’s license is not mandated by federal law and regulations, such testing shall be governed by Section V of this policy and the drivers shall fall within this definition of “other employees.”
- D. “Job Applicant” means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver’s license, and includes a person who has received a job offer made contingent on the person’s passing drug or alcohol testing.
- E. “Positive Test Result” means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
- F. “Random Selection Basis” means a mechanism for selection of employees that:
  - 1. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and

2. does not give the school district discretion to waive the selection of any employee selected under the mechanism.

G. “Reasonable Suspicion” means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

H. “Safety-Sensitive Position” means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

#### IV. **FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS**

All persons subject to commercial driver’s license requirements shall be tested for alcohol, marijuana (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

##### A. Specific Prohibitions for Drivers

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver’s expense.

2. Alcohol Possession. No driver shall be on duty or operate a commercial motor vehicle (CMV) while the driver possesses alcohol.

3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.

4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.

5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.

6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.

7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance,

except when the use is pursuant to instructions (which have been presented to the school district) from a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substances include medical cannabis, regardless of whether the driver is enrolled in the state registry program.

8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district that prohibit possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

#### **B. Other Alcohol-Related Conduct**

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and the policies of the school district.

#### **C. Prescription Drugs/Cannabinoid Products**

A driver shall inform the driver's supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry. Use of non-intoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for marijuana

### **V. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES**

The school district may request or require drug and alcohol testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of commercial motor vehicles (CMVs) who are subject to federally mandated testing.

#### **A. General Limitations**

1. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1.
2. The school district will not request or require an employee or job applicant whose position

does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.

B. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

C. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

1. Job Applicant

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer that is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

2. Random Selection

The school district may request or require employees to undergo drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

3. Reasonable Suspicion

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a) is under the influence of drugs or alcohol;
- b) has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c) has sustained a personal injury, as that term is defined in Minnesota Statutes, section 176.011, subdivision 16, or has caused another employee to sustain a personal injury; or
- d) has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

4. Treatment Program

The school district may request or require any employee to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

5. Routine Physical Examination

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of Section IV.C.
2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.
3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice  
Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing policy.
2. Notice of Test Results  
Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.
3. Notice of and Right to Explain Positive Test Result
  - a) If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.
  - b) The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.
  - c) The employee may present verification of enrollment in the medical cannabis patient registry as part of the employee's explanation.

- d) Use of non-intoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for marijuana. MROs will verify a drug test confirmed as positive, even if an employee claims to have only used non- intoxicating cannabinoids or edible cannabinoid products.
  - e) Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.
4. Notice of and Right to Request Confirmatory Retests
- a) If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.
  - b) An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minnesota Statutes, section 181.953, subdivision 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to

the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

5. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform the individual of other rights provided under Sections F. or H., below, whichever is applicable.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
  - a) The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
  - b) The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.

5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.
6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.
7. An employee must be given access to information in the individual's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minnesota Statutes Chapter 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be:

- a) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minnesota Statutes, Chapter 43A or other applicable state

- or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding;
- b) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and
  - c) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

#### I. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing.

Affected employees and applicants will acknowledge receipt of this written notice.

## VI. **POSTING**

The school district shall post notice on the school district website that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection by its employees or job applicants in the school district Central Services Building.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 43A (State Personnel Management)  
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 152.22 (Definitions; Medical Cannabis)  
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)  
Minn. Stat. § 152.32 (Protections for Registry Program Participation)  
Minn. Stat. § 176.011, subd. 16 (Definitions; Personal Injury)  
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)  
Minn. Stat. § 221.031 (Motor Carrier Rules)  
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)  
49 U.S.C. 31306a (National Clearinghouse for Controlled Substance and Alcohol Test Results of Commercial Motor Vehicle Operators)  
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)  
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Drug-Free Workplace / Drug-Free School	4189	Adopted: 09-13-1990 Renumbered: 3-11-21 REVISED:	Three Years

~~It is the policy of I.S.D. 834 that no employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C 812) and as further defined by regulation at 13 21 CFR 1300.11 through 1300.15, or in violation of any statute of the State of Minnesota. Adherence to all Administrative Regulations and Procedures shall be considered a condition of employment in I.S.D. 834.~~

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ADMINISTRATIVE PROCEDURES AND REGULATIONS

Definitions:

~~"Work place" is defined to mean the site for the performance of work done in connection with employment. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.~~

Condition of Employment:

~~Each employee shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than five (5) days after such conviction.~~

~~Each employee shall abide by all the terms of this policy creating a drug-free workplace.~~

~~Any employee who violates the terms of this policy shall satisfactorily participate in a drug abuse assistance or rehabilitation program in a treatment facility licensed by the State of Minnesota or Wisconsin. If the employee fails to satisfactorily participate in such program, the employee shall be non-renewed or his or her employment may be suspended or terminated, at the discretion of the Board.~~

~~All disciplinary action taken against employees for violation of this policy, including nonrenewal, suspension or termination, shall be imposed in accordance with procedures prescribed by State law, bargaining unit contracts, including those laws and rules affording due process to all employees.~~

## **I. PURPOSE**

The purpose of this policy is to maintain a safe and healthy environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, non-intoxicating cannabinoids (including edible cannabinoid products), and controlled substances without a physician's prescription.

## **II. GENERAL STATEMENT OF POLICY**

- A. Use or possession of alcohol, toxic substances, medical cannabis, non-intoxicating cannabinoids (including edible cannabinoid products), and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, non-intoxicating cannabinoids (including edible cannabinoid products), or controlled substances in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

## **III. DEFINITIONS**

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Non-intoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by any route of administration.
- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the commissioner.

- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- H. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the commissioner of health.
- I. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol, toxic substances, medical cannabis, non-intoxicating cannabinoids (including edible cannabinoid products), and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

#### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

#### **V. PROCEDURES**

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must

inform his or her supervisor. The employee may be required to provide a copy of the prescription.

- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

## **VI. ENFORCEMENT**

### **A. Students**

- 1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and non-intoxicating cannabinoids (including edible cannabinoid products).
- 2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services; individual or group counseling services; and/or referral to law enforcement officials, when appropriate.
- 3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

### **B. Employees**

- 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any

- criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
  3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
  4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

**Legal References:** Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)  
Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)  
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)  
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)  
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)  
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)  
Minn. Stat. § 609.684 (Abuse of Toxic Substances)  
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)  
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)  
21 U.S.C. § 812 (Schedules of Controlled Substances)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)  
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
TOBACCO-FREE ENVIRONMENT <del>Drugs, Tobacco, Alcohol Use/Violations</del>	419 <del>SR-1.7</del>	Adopted: 6-28-71 Amended: 6-08-85 Revised:	Three Years

~~It is the policy of I.S.D. 834:~~

~~The use of drugs for non-medical purposes, alcohol and tobacco are prohibited on school grounds or at activities sponsored by I.S.D. 834.~~

~~Employees and students shall not be under the influence of drugs or alcohol when performing any tasks related to roles as staff or student.~~

~~Employees or students found to have violated this policy shall be subject to discipline afforded within guidelines of contract, related policy and due process.~~

**I. PURPOSE**

The purpose of this policy is to maintain learning and working environment that is tobacco free.

**II. GENERAL STATEMENT OF POLICY**

- A. violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

### III. **DEFINITIONS**

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.

- F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

#### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

#### **V. VAPING PREVENTION INSTRUCTION**

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

#### **VI. ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

**VII. DISSEMINATION OF POLICY**

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

***Legal References:*** Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)  
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)  
Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)  
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)



Stillwater School Board  
Community Engagement and Legislative Outreach Meeting Notes  
February 7, 2023

Attendees: Katie Hockert, Beverly Petrie, Alison Sherman,  
Mike Funk, Carissa Keister, Joan Hurley,

1. 2023 Legislative Platforms  
The committee is working on creating the 2023 platform. They reviewed AMSD, MASA, MSBA and MASBO Legislative platforms along with the Stillwater Area Public Schools 2022 platform.
2. The committee reviewed some of the Governor's Proposals and how they may impact Stillwater Schools.
3. Legislative Engagement  
The committee discussed some upcoming events and opportunities for community engagement.

*Respectfully submitted by Joan Hurley*



Stillwater School Board  
Finance & Operations Meeting Notes  
February 8, 2023

Attendees: Pete Kelzenberg, Alison Sherman, Andrew Thelander,  
Mark Drommerhausen, Chris Psihos, Rich Ragatz, Joan Hurley,

**1. Solar Panels**

Chris Psihos and Rich Ragatz from Ideal Energies shared a presentation on how on-site solar works.

- Next Step - Present to the school board at the February 28, 2023 meeting.

*Respectfully submitted by Joan Hurley*



Stillwater School Board  
Community Engagement and Legislative Outreach Meeting Notes  
February 21, 2023

Attendees: Katie Hockert, Beverly Petrie, Alison Sherman,  
Mike Funk, Carissa Keister, Joan Hurley,

1. 2023 Legislative Platforms  
The committee will take action on the 2023 Legislative Platform at the February 28 board meeting.
2. The board will have an opportunity to attend the AMSD Day at the Capitol on March 8.
3. Legislative Engagement  
The committee created a Community Engagement calendar that will be shared with board members.

*Respectfully submitted by Joan Hurley*