

Business Meeting

Tuesday, April 25, 2023 6:00 PM

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

I. Recognition	Speaker (s) : Ms. Alison Sherman, School Board Chair
II. Public Comment	Speaker (s) : Ms. Alison, School Board Chair
III. Call to Order	Speaker (s) : Ms. Alison Sherman, School Board Chair
IV. Roll Call	Speaker (s) : Ms. Alison Sherman, School Board Chair
V. Pledge of Allegiance	Speaker (s) : Ms. Alison Sherman, School Board Chair
VI. Approval of Agenda	Speaker (s) : Ms. Alison Sherman, School Board Chair
VII. Student Report	Speaker (s) : Ms. Iliana Balok and Ms. Keira Jelinek, Student Representatives
VIII. Superintendent Report	Speaker (s) : Dr. Mike Funk, Superintendent
IX. Board Chair Report	Speaker (s) : Ms. Alison Sherman, School Board Chair
X. Consent Agenda	
X.A. School Board Meeting Minutes, March 28, 2023	Speaker (s) : Ms. Katie Hockert, Clerk
X.B. School Board Meeting Minutes, April 11, 2023	Speaker (s) : Ms. Katie Hockert, School Board Clerk
X.C. Payment of Invoices - April 8, 2023 - April 21, 2023	Speaker (s) : Ms. Marie Schrul, Executive Director of Finance
X.D. Gifts and Donations Reports - October, November, December 2022 & January and February 2023	Speaker (s) : Ms. Marie Schrul, Executive Director of Finance
X.E. Treasurer's Report: October, November, December 2022 & January and February 2023	Speaker (s) : Ms. Marie Schrul, Executive Director of Finance
X.F. Lily Lake Fall Zone Surfacing	Speaker (s) : Mr. Mark Drommerhausen, Director of Operations
X.G. Memorandum of Understanding (MOU) - Discretionary Leave	Speaker (s) : Mr. Bob Graf, Executive Director of Human Resources

X.H. Human Resources Personnel Report and Probationary Releases

Speaker (s) : Mr. Bob Graf, Executive Director of Human Resources

XI. Action Item

XI.A. Insurance Renewal Information 2023-2024

Speaker (s) : Mr. Bob Graf, Executive Director of Human Resources

XI.B. Resolution Non-Renewing Probationary Teaching Contracts

Speaker (s) : Mr. Bob Graf, Executive Director of Human Resources

XI.C. NE Metro 916 Long Term Facility Maintenance (LTFM) Budget

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

XI.D. 2023-2024 Preliminary Budget Guidelines & Assumptions

Speaker (s) : Ms. Marie Schrul, Executive Director of Finance

XII. Reports

XII.A. Facility Planning Update

Speaker (s) : Ms. Carissa Keister, Chief of Staff

XII.B. Operational Planning Update

Speaker (s) : Ms. Carissa Keister, Chief of Staff

XII.C. Legislative Update

Speaker (s) : Dr. Mike Funk, Superintendent

XIII. **Adjournment**

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

XIV. Attachments

Independent School District 834 – Stillwater Area Public Schools
 Oak Park Building, 6455 Osman Ave N, Stillwater MN 55082
 Business Meeting Tuesday, March 28, 2023 6:00 PM

- I. Recognition: Stillwater Area High School chess club member Owen Pelletier was awarded 1st place and Jonah Bailey finished 2nd in their category at the Minnesota Scholastic Chess Championship Tournament.
- II. Public Comment: Catherine Hobbs-GLSEN; Mike McCarthy-Parent notification of school activities.
- III. Call to Order: The meeting was called to order at 6:10 p.m.
- IV. Roll Call: Present: Katie Hockert, Pete Kelzenberg, Beverly Petrie, Annie Porbeni, Alison Sherman, Andrew Thelander
- V. Pledge of Allegiance
- VI. Approval of Agenda: Motion made by Sherman to approve the agenda, seconded by Hockert, Carried 6-0.
- VII. Student Report: Keira reported on sports. Iliana shared an update on student academics and activities.
- VIII. Superintendent Report: The board received a legislative update, including unfunded proposed mandates that would significantly increase costs for school districts. Dr. Funk encouraged board members and the community to reach out to legislators regarding the annual shortfall this will cause for our district.
- IX. Board Chair Report: Nothing to report.
- X. Consent Agenda:
 - A. School Board Minutes, February 28, 2023
 - B. School Board Development Workshop Minutes, March 6, 2023
 - C. School Board Workshop Minutes, March 14, 2023
 - D. Payment of Invoices - March 11, 2023 - March 24, 2023
 - E. Stillwater Area High School Business Professionals of America (BPA) to Anaheim, California for the National Leadership Conference
 - F. Approval of Solar Panel Installation of Stillwater Area High School and Brookview Elementary
 - G. Non-Renewal of One Year Only Positions
 - H. Human Resources Personnel Report
 Motion made by Petrie to approve consent agenda A-H, seconded by Hockert, Carried 6-0.

XI. Actions Items

- A. 2022-2023 Revised Budget - Ms. Marie Schrul, Executive Director of Finance: The revised budget includes updated data from enrollment numbers, federal COVID-19 funding and planned spend downs of fund balances for facility projects.

Fund	2022-23 Revised Revenue Budget	2022-23 Revised Expenditure Budget
General	\$128,070,796	\$133,836,805
Food Service	\$5,470,381	\$5,964,918
Community Service	\$8,393,491	\$8,192,821
Building Construction	\$50,000	\$1,770,449
Debt Service	\$9,697,495	\$9,856,070
Custodial	\$10,000	\$10,000
Total Revenue	\$151,692,163	\$159,631,063

Motion by Sherman to approve the 2022-2023 Revised Budget, seconded by

Kelzenberg, carried 6-0.

- B. Stonebridge Elementary Renovations - Mr. Mark Drommerhausen, Director of Operations: Renovations will take place over the summer of 2023. This is part of the Long-Term Facility Maintenance Project for the fiscal year 2023-24. Bids for these projects came in under budget. Motion by Kelzenberg to approve the Stonebridge Elementary Renovations, seconded by Sherman, carried 6-0.
- C. Multi-Site LTFM Improvement Package - Mr. Mark Drommerhausen, Director of Operations: In several of the district's buildings, a variety of facility improvements will take place over the summer of 2023. This is part of the Multi-Site Long-Term Facility Maintenance Project for the fiscal year 2023-24. Bids for these projects came in under budget. Motion by Sherman to approve the Multi-Site LTFM Improvement Package, seconded by Petrie, carried 6-0.
- D. Resolution Non-Renewing Probationary Teaching Contracts - Mr. Bob Graf, Executive Director of Human Resources: This is part of the annual staffing process. Motion to approve the Resolution Non-Renewing Probationary Teaching Contracts with the removal of Pedro Reyes Garcia made by Sherman and seconded by Hockert, Carried. 6-0.
- E. Resolution Establishing Combined Polling Places - Ms. Alison Sherman, Board Chair: In March 2023, Washington County made the district aware of an error in the polling locations that they submitted for board approval in December 2022. Motion to approve the Resolution Establishing Combined Polling Places made by Porbeni and seconded by Kelzenberg, Carried 6-0.

XII. Reports

- A. GATE Program - Mr. Caleb Drexler Booth, Director of Teaching and Learning and Ms. Dawn Waller Lueck, Director of schools: Board members received information on the history, vision and future opportunities for the Gifted and Talented (GATE) program, including student enrollment, cost of the program, cluster sites versus GATE 4-5. Students, staff and families were asked to share their feedback and experience with the program.

XIII. Adjourn

- A. The meeting adjourned at 8:12 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
Work Session Tuesday, April 11, 2023 6:00 PM

- I. **Call to Order:** The meeting was called to order at 6:01 p.m.
- II. **Roll Call:** Present: Katie Hockert, Pete Kelzenberg, Beverly Petrie, Annie Porbeni, Alison Sherman, Andrew Thelander
- III. **Oath of Office:** Chris Lauer was appointed by resolution at the February 28, 2023 school board meeting to fill one school board vacancy until a successor is elected by special election in November 2023.
- IV. **Pledge of Allegiance**
- V. **Approval of Agenda:** Motion made by Sherman to approve the agenda, seconded by Hockert, Carried 7-0.
- VI. **Consent Agenda:**
 - A. Payment of Invoices - March 25, 2023 to April 7, 2023 & Off-Cycle payments from previous register
Motion made by Petrie to approve consent agenda A, seconded by Porbeni, Carried 7-0.
- VII. **Study Session**
 - A. School Start Times - Mr. Mark Drommerhausen, Director of Operations, The concept to change school hours for the 2024-35 school year was shared with board members. The cost of this adjustment is financially sustainable.
 - B. School Calendar Concept - Mr. Mark Drommerhausen Director of Operations, The board viewed a 2024-25 calendar proposal, which provides extra days of instruction before testing in the spring, gives students and staff a break after each quarter and will provide additional professional development days.
 - C. ALC Design Update - Mr. Mark Drommerhausen Director of Operations, The board received an update on the ALC remodel project.
- VIII. **Closed Session**

Pursuant to Minn. Stat. § 13D.05, subd. 3(c)(3), which allows the Board to go into closed session to develop or consider an offer to purchase or sell real property.
Motion made by Sherman at 6:46 p.m. to adjourn to a closed session, seconded by Porbeni.
- IX. **Adjourn:** The meeting adjourned at 7:35 p.m.

Respectfully submitted, Katie Hockert, Board Clerk



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 **DATE:** 4/25/2023

DESCRIPTION OF REQUEST

St. Croix Recreation Fun Playgrounds INC. has submitted a proposal to provide and install rubberized playground surfacing for play structures at Lily Lake Elementary. This surface will allow easy access to the playground structure and is a key component in facilitating accessible play for all students. The rubberized surfacing will replace the current woodchip fall surface.

The proposal from St. Croix Recreation Fun Playgrounds INC. to install rubberized fall surface on the playground at Lily Lake Elementary totals \$422,931.00. This will include protecting the work area, removing the existing fall surface material, remove adjoining bituminous surfaces, add drain tile under the surface, install a compacted stone base, install curbing to contain the new surfacing and provide/install the rubberized fall zone surfacing. The rubber surface project will be purchased off of the State of Minnesota Contract, Contract No. 218090. Administration recommends the Board approve the proposal from St. Croix Recreation Fun Playgrounds INC.

FINANCIAL IMPACT

Budget(s) Impacted: \$422,931.00 General Obligations School Building Bonds 2015A Fund.

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 2023-?

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

Yes List Source(s): General Obligations School Building Bonds 2015A.

No

PROGRESS MONITORING

The playground will be useable in August 2023.

St. Croix Recreation Fun Playgrounds INC.

1826 Tower Dr W
Stillwater, MN 55082 US
16514301247
hannah@stcroixrec.com



ESTIMATE # 6312
DATE 04/13/2023

Estimate

ADDRESS

I.S.D. #834
Attn: Tony Willger
1875 South Greeley Street
Stillwater, MN 55082

SHIP TO

Lily Lake School
2003 W Willard St
Stillwater, MN 55082

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

ACTIVITY	QTY	RATE	AMOUNT
POUR IN PLACE POUR IN PLACE RUBBER SURFACING SQ FT. AT 8' FALL HEIGHT PROTECTION INCLUDING INSTALL 10,500 sqft Area 1 2,000 sqft Area 2	12,500	21.33	266,625.00T
STATE CONTRACT STATE CONTRACT #218090	0	0.00	0.00T
Aggregate Base Aggregate base 8.5" compacted depth, square foot 10,500 sqft Area 1 2,000 sqft Area 2	12,500	4.24	53,000.00T
Concrete Curb 652 Linear Feet of 6' wide by 12" tall concrete curb rectangular on prepared grade- w/1 # rebar continuous 467 Area 1 185 Area 2	652	50.00	32,600.00T
Fence 6' Temporary Construction Fence 800'	800	9.00	7,200.00T
Drain Tile Drain Tile 12" x 12" width removal of excess soil below grade, install and provide 694 linear feet for drain tile with one daylighted spot in curb, 4" drain tile with fabric & 3/4" river rock, Cost Plus State Contract 572 lf Area 1 122 lf Area 2	694	28.00	19,432.00T
Site Demo Site demo including wood chips, borders and playground equipment.	1	28,619.00	28,619.00T
Site protection Site protection over curbs to transport stone and concrete, We will need a staging area to drop stone in the site where it will not be in the sand. State Contract Cost Plus	1	9,230.00	9,230.00T
BOND BOND FOR CONSTRUCTION	1	6,225.00	6,225.00T
Special Notes By Others- -Restoration -We will need access to the site with heavy equipment	1	0.00	0.00T

By signing estimate or authorizing by email or PO, purchaser is agreeing to billing terms as listed on the estimate. Order to include model number(s), quantity and color(s) above including any supplemental documents provided and/or requested. Please verify all content for accuracy. **Those purchasing off of the MN State Contract are bound only by the terms and conditions listed in said contract**

MATERIAL ITEMS AS QUOTED ARE GOOD FOR 30 DAYS. FREIGHT QUOTES ARE GOOD FOR 15 DUE TO FUEL UNCERTAINTIES. SALES TAX SUBJECT TO CHANGE. ADD IF NOT TAX EXEMPT OR SUPPLY EXEMPTION CERTIFICATE IF NOT ON FILE. PAYMENT TERMS ARE NET 30 DAYS UNLESS OTHERWISE NOTED. FAILURE TO PAY IN A TIMELY MANNER WILL BE SUBJECT TO INTEREST AT A RATE OF 1.5%/MONTH OR 18% ANNUALLY.

SUBTOTAL	422,931.00
TAX (0%)	0.00
TOTAL	\$422,931.00

*LEAD TIMES AND SHIPPING DATES ARE BASED ON CURRENT INVENTORY. PLEASE BE PATIENT AS OUR VENDORS NAVIGATE SUPPLY CHAINS & NATIONAL SHORTAGES.

**FOR BIDDING CONTRACTORS & SUPPLIERS: ST CROIX RECREATION IS NOT LIABLE FOR INTERPRETATION OF PROJECT BIDS, DRAWINGS OR ADDENDA. IT IS THE CUSTOMER'S RESPONSIBILITY TO VERIFY ACCURACY OF MODEL NUMBER(S), DESCRIPTION(S), QUANTITY AND COLOR(S) DIRECTLY WITH END USER

Accepted By

Accepted Date

By signing estimate or authorizing by email or PO, purchaser is agreeing to billing terms as listed on the estimate. Order to include model number(s), quantity and color(s) above including any supplemental documents provided and/or requested. Please verify all content for accuracy. **Those purchasing off of the MN State Contract are bound only by the terms and conditions listed in said contract**



**MEMORANDUM OF UNDERSTANDING
DISCRETIONARY LEAVE**

This Memorandum of Understanding is entered into between Independent School District No. 834, Stillwater, Minnesota (hereinafter referred to as the "School District") and the St. Croix Education Association (hereinafter referred to as the "SCEA").

WHEREAS, significant work has been done to reach tentative agreement on the conditions surrounding a new leave called Discretionary Leave; and

WHEREAS, the District and the SCEA mutually agreed to implement Discretionary Leave beginning with the 2020-2021 school year.

NOW THEREFORE, it is mutually agreed by and between the undersigned parties as follows:

1. Effective with the start of the 2020-2021 school year, Discretionary Leave will be implemented with the key components:
 - a. Teachers will be allocated nine sick leave days (pro-rated as appropriate) on an annual basis in accordance with Article X, Section 1.
 - b. Teachers will be allocated four discretionary days (pro-rated as appropriate) per year.
 - c. Unused discretionary days will be converted to sick leave at the end of each year.
 - d. Discretionary leave must be entered into AESOP a minimum of 48 hours in advance.
 - e. By no later than 24 hours prior to the start of the leave, a sub must be assigned to the absence in AESOP.
 - f. May not be used adjacent to a holiday or scheduled break more than one time per year.
 - g. May not be used during the first ten or last ten student days of the school year. However, upon written request, the Building Principal, after consultation with Human Resources, may approve discretionary leave days, during these restricted days.
 - h. May not be used on parent conference days.
 - i. May not be used on professional development days.

- j. Not more than 5% of a building staff, or three teachers, whichever is greater, may use this leave on any given day.
 - k. Unspecified leave is no longer earned.
 - l. Teachers may retain their unspecified leave days until such time as the language in this MOU becomes a part of the contract language, or this MOU is discontinued. At such time as the language becomes a part of the SCEA Master Contract, teachers will be required to use any remaining unspecified leave prior to being approved additional discretionary leave.
 - m. Teachers will have the option to use unspecified leave in conjunction with discretionary days, however, no more than a maximum of eight days may be used in a year when combining unspecified and discretionary days.
 - n. Personal leave is eliminated.
 - o. No change to jury duty or military leave.
 - p. If a Teacher has exhausted all sick leave and has a medical absence, they may request in writing to Human Resources that discretionary leave days (up to three) be transitioned to sick leave. A doctor's note must be provided for each request.
 - q. The following Bereavement leave language will be added:
 - i. Up to five days per occurrence of paid leave shall be granted for death in the immediate family. For purposes of this Section, immediate family is defined as spouse, children, stepchildren, parents, spouse's parents, stepparents, brothers, sisters, brothers-in-law, sisters-in-law, aunts, uncles, grandparents, and grandchildren.
 - ii. In addition, one day of bereavement leave per year shall be available for death of an individual not included in the relationships listed above. If an employee has used the one day per year, and has an additional occurrence, they may submit a request for an additional day to the Executive Director of Admin Services.
 - r. May be used in emergency situations beyond the teacher's control.
2. It is the intent of the parties to incorporate this language into the contract during the negotiation of the 2023-2025 Master Contract. The Discretionary Leave language included in this MOU shall continue in force until such time as the 2023-2025 SCEA Master Contract is ratified.

ST. CROIX EDUCATION ASSOCIATION

INDEP. SCHOOL DIST. 834, STILLWATER

DATE: _____

DATE: _____

BY _____
ITS PRESIDENT

BY _____
FOR THE DISTRICT

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Butteris, Abigail	Resignation	Health Care Specialist, 6.5 hours/day Lake Elmo Elementary	CSS	June 8, 2023
Culbertson, Lisa	Resignation	Preschool Assistant, 4.5 hours/day ECFC	Community Ed Leads & Assistants	March 17, 2023
Gibson, Linda	Resignation	Assistant Girls Swim Coach Stillwater Area High School	Co-Curricular	April 6, 2023
Hart, Phylcia	Resignation	Cafeteria Employee, 4.0 hours/day Oak-Land Middle School	Cafeteria	March 24, 2023
Hirsch, Brittany	Resignation	1.0 FTE Elementary Immersion Teacher Lake Elmo Elementary	SCEA	June 8, 2023
Kalka, Joseph	Resignation	Head Debate Coach Stillwater Area High School	Co-Curricular	April 10, 2023
Laning, Madison	Resignation	Volleyball Coach Oak-Land Middle School	Co-Curricular	April 7, 2023
Metzler, Holly	Resignation	Health Care Specialist, 6.5 hours/day Stillwater Area High School	CSS	April 11, 2023
Schmidt, Heather	Resignation	Paraprofessional, 6.0 hours/day Stillwater Middle School	SCPA	March 2, 2023
Teske, Melissa	Resignation	Paraprofessional, 5.0 hours/day Lily Lake Elementary	SCPA	March 17, 2023

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Donaghy, Patrick	Assistant Girls LaCrosse Coach Stillwater Area High School	\$3,740.00	Replacement	Co-Curricular	April 3, 2023
Giliuson, Sophia	Preschool Assistant, 11.25 hours/week ECFC	\$17.08 / hour	2022-2023 Staffing	Community Ed Leads & Assistant	March 28, 2023
Johnson, Anna	Paraprofessional, 6.0 hours/day Brookview Elementary	\$17.18 / hour	2022-2023 Staffing	SCPA	March 27, 2023
Jonnes, Hiedi	Paraprofessional, 6.5 hours/day Brookview Elementary	\$17.18 / hour	2022-2023 Staffing	SCPA	April 12, 2023
Lam, Sophany	Preschool Assistant, 18 hours/week ECFC	\$16.86 / hour	2022-2023 Staffing	Community Ed Leads & Assistants	April 18, 2023
Kadera, Katherine	Track Coach Stillwater Middle School	\$2,057.00	Replacement	Co-Curricular	April 3, 2023
Kraemer, Lana	Paraprofessional, 4.0 hours/day Lily Lake Elementary	\$17.18 / hour	2022-2023 Staffing	SCPA	March 27, 2023
Olson, Sam	Community Ed Assistant, 8.0 hours/day Stonebridge Elementary	\$16.86 / hour	2022- 2023 Staffing	Community Ed Leads & Assistants	April 17, 2023
Tibbetts, Emily	Custodian VI, 8.0 hours/day Rutherford Elementary	\$18.89 / hour	Replacement	Custodial	March 27, 2023

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Arco, Rebecca	Approve	.60 FTE Elementary Education Teacher Rutherford Elementary	SCEA	2023-2024 school year
Ekholm, Todd	Approve	Custodian V, 8.0 hours/day District Wide	Custodial	June 6, 2023 - August 15, 2023
Prom, Megan	Approve	1.0 FTE School Psychologist Stillwater Middle School	SCEA	April 19, 2023 - June 8, 2023
Wells, Rebecca	Approve	1.0 FTE Special Education Teacher Stillwater Middle School	SCEA	March 27, 2023 - June 8, 2023

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

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Abdillahi, Zak	PreSchool Assistant 3.75 hours/day ECFC	PreSchool Assistant 3.0 hours/day ECFC	2022-2023 Staffing	Community Ed Leads & Assistants	April 17, 2023
Goulet, Katie	1.0 FTE Speech Pathologist Lily Lake Elementary	1.2 FTE Speech Pathologist District Wide	Replacement	SCEA	March 27, 2023 - June 8, 2023
Klayman, Emily	Paraprofessional, 4.0 hours/day Stillwater Middle School	1.0 FTE Technology Teacher Stillwater Middle School	Replacement	SCEA	March 8, 2023 - June 8, 2023
Lee, Jennie	.80 FTE Speech Pathologist Lily Lake Elementary	1.0 FTE Speech Pathologist Lily Lake Elementary	Replacement	SCEA	March 27, 2023 - June 8, 2023
Sirek, Scott	.8 FTE GATE Teacher Stillwater Middle School	1.0 FTE GATE Coordinator Stillwater Middle School	2022-2023 Staffing	SCEA	March 1, 2023
Williams, Ashley	Cafeteria Employee, 4.75 hours/day Oak-Land Middle School	Cafeteria Employee 5.25 hours/day Oak-Land Middle School	2022-2023 Staffing	Cafeteria	March 27, 2023

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Duronio, Jennifer	Track Coach Oak-Land Middle School	Replacement	Co-Curricular	April 3, 2023
Fischer, Melissa	ESY Summer School Nurse Oak-Land Middle School	2022-2023 Staffing	CSS	July 10, 2023 - July 27, 2023
Haumersen, Samantha	Track Coach Oak-Land Middle School	Replacement	Co-Curricular	April 3, 2023
Kapfer, Stephanie	Summer School Nurse Andersen Elementary	2022-2023 Staffing	CSS	July 17, 2023 - August 3, 2023
Kindschy, Tina	Preschool Assistant ECFC	2022-2023 Staffing	Community Ed Leads & Assistants	April 5, 2023
Maxwell, Brandon	Assistant Baseball Coach Stillwater Area High School	Fundraising	Co-Curricular	April 3, 2023

PROBATIONARY PARAPROFESSIONAL RELEASES

Boyd, Denay	Release	Paraprofessional, 6.0 hours/day Brookview Elementary	SCPA	June 7, 2023
Fatema, Jinat	Release	Paraprofessional, 6.0 hours/day Brookview Elementary	SCPA	June 7, 2023
Jonnes, Hiedi	Release	Paraprofessional, 6.5 hours/day Lake Elmo Elementary	SCPA	June 7, 2023
Glover, John	Release	Paraprofessional, 6.0 hours/day Lake Elmo Elementary	SCPA	June 7, 2023
Peroza, Alberto	Release	Paraprofessional, 5.9 hours/day Lake Elmo Elementary	SCPA	June 7, 2023
Pupungatoa, Isapela	Release	Paraprofessional, 24 hours/week Lake Elmo Elementary	SCPA	June 7, 2023
Anderson, Nancy	Release	Paraprofessional, 3.0 hours/day Lily Lake Elementary	SCPA	June 7, 2023
Bloch, Miki	Release	Paraprofessional, 6.0 hours/day Lily Lake Elementary	SCPA	June 7, 2023
Kraemer, Lana	Release	Paraprofessional, 4.0 hours/day Lily Lake Elementary	SCPA	June 7, 2023
Turner, Pamela	Release	Paraprofessional, 6.20 hours/day Oak-Land Middle School	SCPA	June 7, 2023
Hein, Kathryn	Release	Paraprofessional, 6.15 hours/day Rutherford Elementary	SCPA	June 7, 2023
Kooiker, Heather	Release	Paraprofessional, 6.0 hours/day Rutherford Elementary	SCPA	June 7, 2023
Curoe, James	Release	Paraprofessional, 6.0 hours/day Stillwater Middle School	SCPA	June 7, 2023
Hollerbach, Casey	Release	Paraprofessional, 6.5 hours/day Stillwater Middle School	SCPA	June 7, 2023



Insurance Renewal Information 2023-2024

Insurance/Plan Contract	2022-2023 Current Rate/Month	2023-2024 Renewal Rate/Month	Increase/Decrease
<u>Health and Hospitalization Insurance ~ Blue Cross & Blue Shield of Minnesota</u>			
Gold Single Plan*	\$807.24	\$914.07	\$106.83
Gold Family Plan*	\$2,323.59	\$2,627.54	\$303.95
High Deductible / VEBA Single Plan	\$666.20	\$752.81	\$86.61
High Deductible / VEBA Family Plan	\$1,900.91	\$2,148.03	\$247.12
* Need to add VSP vision rates to get total Gold Premium charged			
<u>Vision Insurance ~ Vision Service Plan (VSP) (Note: Vision insurance provided in conjunction with Gold Plan)</u>			
Composite Employee Plan	\$11.82	\$11.47	-\$0.35
Note: This rate is guaranteed through June 30, 2025.			
<u>Dental Insurance ~ Delta Dental Plan of Minnesota</u>			
Self-Funded Composite Single/Family Plan	\$99.78	\$99.78	\$0.00
Note: There is a rate guarantee through June 30, 2024 on the admin fee for the self-funded plan.			
<u>Life and AD&D Insurance ~ The Standard</u>			
Composite Employee Plan	\$.14/\$1,000/month	\$.14/\$1,000/month	\$0.00
Note: This rate is guaranteed through June 30, 2024.			
<u>Supplemental Life Insurance ~ The Standard</u>			
Composite Employee Life and AD&D	Age Rate Table/\$1,000/month		\$0.00
Spouse Life	Age Rate Table/\$1,000/month		\$0.00
Child Life	\$.20/\$1,000/month		\$0.00
Note: This rate is guaranteed through June 30, 2024.			
<u>Long Term Disability Insurance ~ The Standard</u>			
Composite Employee Plan	\$.295/\$100	\$.295/\$100	\$0.00
Note: This rate is guaranteed through June 30, 2024.			
<u>Legal Insurance ~ ARAG</u>			
Composite Employee Plan	\$22.00/month	\$22.00/month	\$0.00
Note: This rate is guaranteed through June 30, 2025.			
<u>Employee Assistance Program (EAP) ~ The Standard</u>			
Provided as a Value Add with Standard LTD/Life Insurance Plans		No Cost	\$0.00

Claims Review: April 26, 2023

Claims Through March 2023

STILLWATER AREA PUBLIC SCHOOLS



Summary

Plan Year July 2022 – June 2023

- Medical

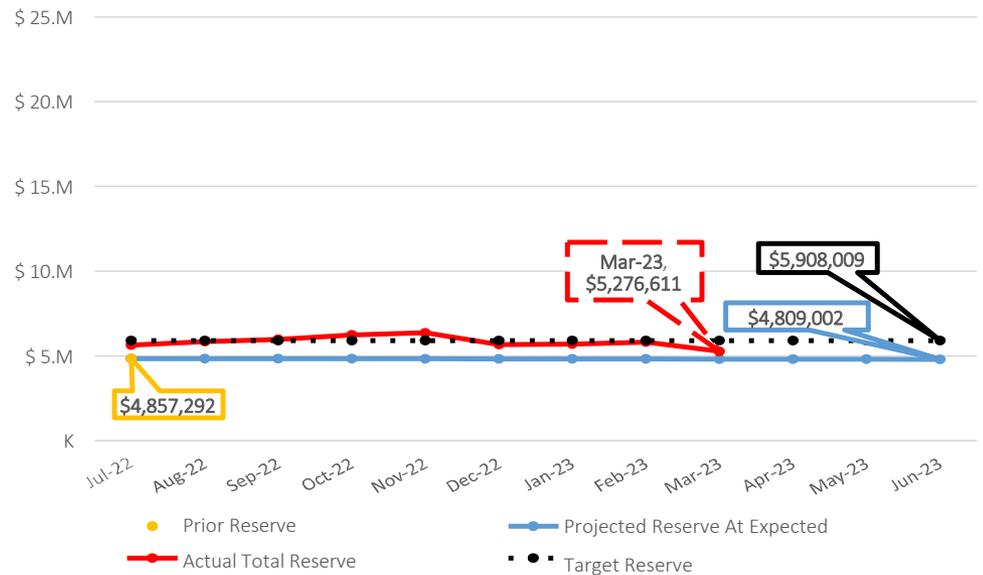
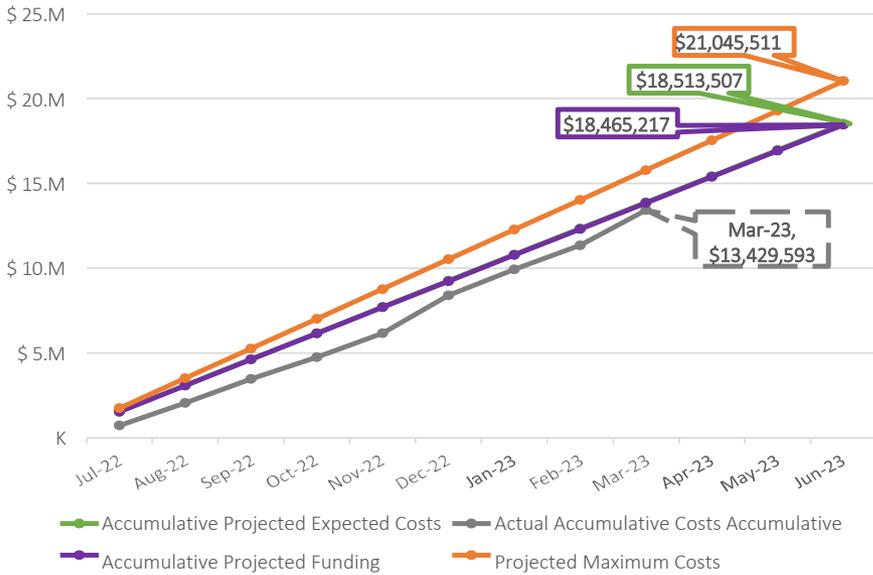
- Plan year to date, claims are running at 101% of expected.
- Claims on a per member basis are up 18% from this time the previous plan year.
- Most significant opportunities encompass education for members on how to be better consumers of this benefit.
- 47% of our members are not compliant with recommended preventative care.
- 8% of members are not compliant with care plans for chronic conditions.

- Dental

- Plan costs are running at 91% of funding for the current plan year to date.
- The district has an estimated \$310k in reserves with an estimated 3.42 months of annualized spend.
- Claims per subscriber are down 6% compared to this time last year.

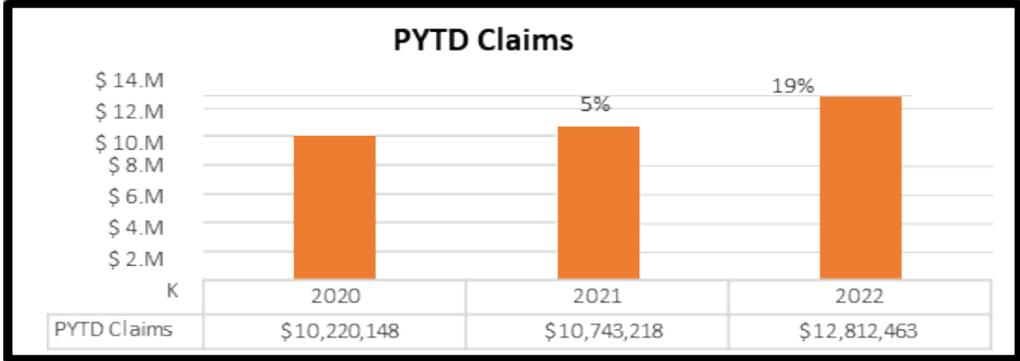
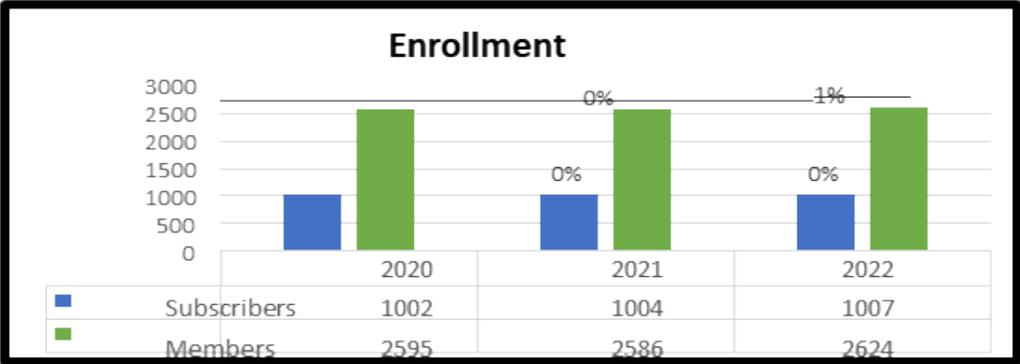
Medical Plan Performance

Plan Year July 2022 – June 2023



Medical Plan Performance

Plan Year to Date After 9th Month





Member Sherman introduced the following Resolution and moved its adoption:

RESOLUTION NON-RENEWING PROBATIONARY TEACHING CONTRACTS

WHEREAS, Minnesota Statutes section 122A.40, subdivision 5, states that the first three consecutive years of a teacher's first teaching experience in Minnesota in a single district is deemed to be a probationary period of employment, and that the probationary period in each district in which the teacher is thereafter employed is one year; and

WHEREAS, Minnesota Statutes section 122A.40, subdivision 5, further states that any annual contract with a probationary teacher may or may not be renewed as the school board shall see fit, provided that the board gives the teacher written notice of the nonrenewal before July 1;

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 834 as follows:

1. Pursuant to Minnesota Statutes section 122A.40, subdivision 5, the School Board hereby declines to renew the annual teaching contract of the following probationary teacher(s) effective at the end of this school year:

Pedro Reyes Garcia and Eva Lee.

2. As a result of this Resolution, the District's employment relationship with the above-named probationary teacher(s) will terminate effective June 8, 2023.

3. The School Board has reviewed and hereby approves the written notice of nonrenewal for each affected teachers. The notice to each affected teachers states the reasons for the non-renewal. The School Board Chair is directed to sign the written notice(s) on behalf of the School Board. The reasons for non-renewal are classified as private personnel data under the Minnesota Government Data Practices Act, unless the non-renewal represents the final disposition of disciplinary action.

4. The Superintendent, or a designee, is directed to serve the affected teacher(s) with a copy of this Resolution and the approved written notice for that teacher before July 1. If possible, the notice(s) should be hand-delivered.

The motion for the adoption of this Resolution was duly seconded by Member Kelzenberg and upon vote being taken, the following voted in favor of this Resolution: Hockett, Kelzenberg, Lauer, Petrie, Porbeni, Thelander, Sherman
And the following voted against this Resolution: 0

Based upon the vote, this Resolution was declared duly passed and adopted.

WHEREUPON said resolution was duly declared passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 834 (Stillwater Area Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to authorizing the issuance of a certificate of election, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 25th day of April 2023.

Signature *Katie Hockert*
Katie Hockert, School Board Clerk

Date: 4/25/23



Stillwater

AREA PUBLIC SCHOOLS

Independent School District 834
1875 South Greeley Street | Stillwater, Minnesota 55082
Tel: 651.351.8340 | fax: 651.351.8380
www.stillwaterschools.org

[DATE]

Hand Delivered

[NAME]

[ADDRESS]

[CITY, STATE, ZIP]

RE: Notice of Nonrenewal

Dear [INSERT NAME]:

At a meeting held on [INSERT DATE], the School Board of Independent School District No. 834 adopted a resolution non-renewing your annual teaching contract and terminating your employment effective at the end of this school year. The School Board took this action pursuant to Minnesota Statutes section 122A.40, subdivision 5. A copy of the School Board's resolution is enclosed for your review.

Teachers in a probationary period of employment may request the reasons for the nonrenewal of their annual teaching contract. For your information, the School Board decided not to renew your annual teaching contract because [INSERT REASONS – SEE EXAMPLES ON NEXT PAGE]. Appropriate supervision was furnished to you during your probationary employment in the form of [GENERALLY DESCRIBE THE DISTRICT'S EVALUATION PROCESS FOR PROBATIONARY TEACHERS; DOES NOT NEED TO BE A DETAILED DESCRIPTION]. This supervision provided the District with a sufficient opportunity to evaluate your performance.

The School Board wishes you well in future endeavors.

Sincerely,

School Board Chair
Independent School District No. 834

Enclosure: Resolution

c: Personnel File (w/ enclosure)



April 26, 2023

Hand Delivered

Eva Lee
St. Croix Valley ALC

RE: Notice of Nonrenewal

Dear Eva:

At a meeting held on April 25, 2023, the School Board of Independent School District No. 834 adopted a resolution non-renewing your annual teaching contract and terminating your employment effective at the end of this school year. The School Board took this action pursuant to Minnesota Statutes section 122A.40, subdivision 5. A copy of the School Board's resolution is enclosed for your review.

Teachers in a probationary period of employment may request the reasons for the nonrenewal of their annual teaching contract. As you know, you were hired into a one year only position which ends on June 8, 2023.

The School Board wishes you well in future endeavors.

Sincerely,

Alison Sherman, School Board Chair
Independent School District No. 834

Enclosure: Resolution

cc: Personnel File (w/ enclosure), Supervisor



April 26, 2023

Hand Delivered

Pedro Reyes Garcia
Lake Elmo Elementary

RE: Notice of Nonrenewal

Dear Pedro:

At a meeting held on April 25, 2023, the School Board of Independent School District No. 834 adopted a resolution non-renewing your annual teaching contract and terminating your employment effective at the end of this school year. The School Board took this action pursuant to Minnesota Statutes section 122A.40, subdivision 5. A copy of the School Board's resolution is enclosed for your review.

Teachers in a probationary period of employment may request the reasons for the nonrenewal of their annual teaching contract. As you know, you were hired into a one year only position which ends on June 8, 2023.

The School Board wishes you well in future endeavors.

Sincerely,

Alison Sherman, School Board Chair
Independent School District No. 834

Enclosure: Resolution

cc: Personnel File (w/ enclosure), Supervisor



EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 834
(Stillwater)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a School Board meeting of School District No. 834, State of Minnesota, was held on _____(date), at _____(time), for the purpose, in part, of approving the FY 2025 Long-Term Facility Maintenance budget and authorizing the inclusion of a proportionate share of Northeast Metro 916 Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance.

Member _____ introduced the following resolution and moved its adoption:

Resolution approving Northeast Metro 916 Intermediate School District's long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of those projects in the district's application for fiscal year (FY) 2025 long-term facility maintenance revenue.

BE IT RESOLVED by the School Board of School District No. 834, State of Minnesota, as follows:

1. The school board of Northeast Metro 916 Intermediate School District has approved a long-term facility maintenance program budget for its facilities for the 2024-2025 school year (Pay 2024 Levy) in the amount of \$431,950.00 of which School District No. 834's proportionate share is \$43,019.00 for pay as you go projects. The various components of this program budget are attached hereto and are incorporated herein by reference. Said budget is hereby approved.
2. Minnesota Statutes, Section 123B.53, subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long-term facility maintenance revenue application.
3. The proportionate share of the costs of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by utilizing a blended rate where 25% of the rate is determined by multiplying the total cost of the intermediate school district long-term facility maintenance times the ratio of the member school district's net tax capacity to the total net tax capacity of the intermediate school district and 75% of the rate is determined by multiplying the total cost of the intermediate school district long-term facility maintenance times the ratio of ADM utilization by district to the total ADM utilization. The inclusion of this proportionate share in the district's long-term facility

maintenance revenue application for fiscal year 2025 is hereby approved, subject to approval by the Commissioner of Education. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

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

And the following voted against:

WHEREUPON said resolution was approved and adopted by the school board of School District No. 834.

STATE OF MINNESOTA

COUNTY OF _____

I, the undersigned, being the duly qualified and acting Clerk of School District No. 834, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Independent School District No. 834 held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Northeast Metro 916 Intermediate School District's long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of the School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk on _____(date).

Clerk
Independent School District No. 834

 Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413		Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only										ED - 02478-08	
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2021, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.													
District Info.		Enter Information			District Info.		Enter Information						
District Name:		Northeast Metro 916 Intermediate School District			Date:								
District Number:		916			Email:		mkumlien@916schools.org						
District Contact Name:		Mark Kumlien											
Contact Phone #:		651-415-5650											
Fiscal Year (FY) Ending June 30													
Expenditure Categories		2023 (base year)	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.													
Finance Code		Category (1)											
347	Physical Hazards	\$20,650	\$36,650	\$37,150	\$38,650	\$33,650	\$38,650	\$33,650	\$38,650	\$33,650	\$46,150	\$46,150	
349	Other Hazardous Materials	\$8,500	\$11,500	\$12,000	\$14,500	\$8,500	\$8,500	\$11,500	\$11,500	\$14,500	\$12,500	\$12,500	
352	Environmental Health and Safety Management	\$60,800	\$93,800	\$94,800	\$95,800	\$96,800	\$97,800	\$98,800	\$99,800	\$100,800	\$109,300	\$109,300	
358	Asbestos Removal and Encapsulation	\$0	\$0	\$2,000	\$0	\$0	\$2,000	\$0	\$0	\$2,000	\$2,500	\$2,500	
363	Fire Safety	\$20,250	\$26,900	\$28,400	\$24,100	\$28,600	\$22,000	\$24,400	\$26,600	\$22,000	\$31,300	\$29,600	
366	Indoor Air Quality	\$7,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	
Total Health and Safety Capital Projects		\$117,700	\$181,350	\$186,850	\$185,550	\$180,050	\$181,450	\$180,850	\$189,050	\$185,450	\$214,250	\$212,550	
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year													
Finance Code		Category (2)											
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151													
Finance Code		Category (3)											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Accessibility													
Finance Code		Category (4)											
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Accessibility Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Deferred Capital Expenditures and Maintenance Projects													
Finance Code		Category (5)											
368	Building Envelope	\$10,500	\$21,500	\$24,500	\$21,500	\$196,500	\$196,500	\$21,500	\$21,500	\$21,500	\$28,500	\$28,500	
369	Building Hardware and Equipment	\$0	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
379	Interior Surfaces	\$4,800	\$28,100	\$80,100	\$97,700	\$22,700	\$22,700	\$97,700	\$137,700	\$97,700	\$73,700	\$73,700	
380	Mechanical Systems	\$0	\$15,000	\$107,500	\$0	\$160,000	\$20,000	\$20,000	\$0	\$0	\$0	\$0	
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
383	Roof Systems	\$12,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$614,000	\$14,000	\$14,000	\$17,000	\$17,000	
384	Site Projects	\$6,000	\$15,000	\$15,000	\$15,000	\$15,000	\$65,000	\$50,000	\$15,000	\$15,000	\$15,000	\$15,000	
Total Deferred Capital Expense and Maintenance		\$33,300	\$97,600	\$245,100	\$152,200	\$412,200	\$322,200	\$807,200	\$192,200	\$152,200	\$138,200	\$138,200	
Total Annual 10-Year Plan Expenditures		\$151,000	\$278,950	\$431,950	\$337,750	\$592,250	\$503,650	\$988,050	\$381,250	\$337,650	\$352,450	\$350,750	
Fund Balance Section													
Fund 01													
Beginning Fund Balance 01-467-XX		\$96,963	\$260,999	\$415,651	\$321,451	\$575,951	\$487,351	\$971,751	\$364,951	\$321,351	\$336,151	\$334,451	
LTFM Fiscal Year Revenue - Levy		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Fiscal Year Revenue - AID if Applicable		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Fiscal Year Revenue Other		\$277,298	\$431,950	\$337,750	\$592,250	\$503,650	\$988,050	\$381,250	\$337,650	\$352,450	\$350,750	\$468,750	
LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer OUT if applicable - Special Legislation		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Estimated Fiscal Year Expenditures		\$113,262	\$277,298	\$431,950	\$337,750	\$592,250	\$503,650	\$988,050	\$381,250	\$337,650	\$352,450	\$350,750	
Ending Fiscal Year Fund Balance 01-467-XX		\$260,999	\$415,651	\$321,451	\$575,951	\$487,351	\$971,751	\$364,951	\$321,351	\$336,151	\$334,451	\$452,451	



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: April 25, 2023

DESCRIPTION OF REQUEST

State Statute 123B.595 Subdivision 3. states that upon approval through the adoption of the resolution by each member district or other cooperative units under section 123A.24, Subdivision 2, and the approval of the commissioner of education, a school district may include in its authority under this section a proportionate share of the long term maintenance costs of the intermediate district. The total FY 2025 member school districts cost is \$431,950.00.

FINANCIAL IMPACT

Budget(s) Impacted: \$43,019.00 Long-Term Facilities Maintenance Budget

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

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

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

PROGRESS MONITORING



2023-2024 Preliminary Budget Guidelines & Assumptions

It is the mission of Stillwater Area Public Schools, in partnership with students, families and community, to develop curious individuals who are active and engaged leaders in an ever-changing world by challenging all students as they travel along their personalized learning pathways.

The strategic plan includes goals that are set in the 5 focus areas of the World's Best Workforce in addition to 3 Stillwater-specific goals. The strategic plan establishes the district's instructional initiatives. The Preliminary Budget, guided by the strategic plan, will document how resources are allocated to objectives and initiatives that support student outcomes.

Strategic Plan Objectives:

The objectives of the strategic plan are based on areas identified in the World's Best Workforce. Goals are set in each of the five focus areas, in addition to Stillwater-specific goals.

Strategic Plan Objectives

- All children are ready for school
- All third graders can read at grade level
- All racial and economic achievement gaps are closed
- All students are ready for career and college
- All students graduate from high school
- *All students will be engaged in their learning
- *All students will be supported in their social, emotional and behavior development
- *All students will be seen, served and supported

*Stillwater-specific goals

Preparing Preliminary Budget Calculations:

Enrollment: Enrollment for school year 2023-2024 will be projected using the information provided by the MARSS/Enrollment Office as of 2/20/23. The Executive Director of Finance will coordinate any final changes to projected enrollment as necessary.

2023-2024 Revenue Projections

- Revenue will be calculated using current law except for the following:
 - a 2% increase in the general education per-pupil formula allowance
- Levy revenue will be based on the amount certified by the School Board on December 20, 2022, with adjustments for enrollment, as necessary
- Federal revenue, including entitlements & ARP (ESSER III) will be based on preliminary information provided by the Minnesota Department of Education (MDE) & district estimates

2023-2024 Expenditure Projections

- Expenditure projections are based on actual salaries and benefits, honoring all labor agreements
- Staffing allocations are based on projected enrollment
- Benefit rates will include changes in rates for medical & dental insurance, pension contributions (PERA, TRA), or other changes to benefit plans
- Projections for certain non-salary expenditures will include adjustments for inflation
- Use of restricted fund balance for next fiscal year must follow Policy 714 & statutory guidance

Fund Balance: In accordance with Policy 714 – Fund Balances, the school district will strive to maintain a minimum unassigned general fund balance of five (5) percent of the annual budget.

Presenting the 2023-2024 Budget:

Timeline: A 2023-2024 budget timeline will be shared with the School Board and published on the [Business & Finance website](#).

Presentation Format: Summary information will be presented by fund, in addition to year over year comparisons of revenue, expenditures and changes in fund balance. The preliminary budget document will include an overview of the district and goals of the strategic plan, enrollment projections, staffing allocations, and budget summaries by fund, highlighting key areas that have changed in 2023-2024.

The Preliminary Budget: In accordance with Policy 701 – Establishment and Adoption of School District Budget, the School Board shall approve and adopt its initial revenue and expenditure budgets for the next school year prior to July 1 of each year. Preliminary Budget documents and presentations will be available on the [Business & Finance website](#).



Facilities Planning Update

Presented to School Board

April 25, 2023

Facilities Planning: *Key Dates*

January: Demographic study released

March: Community survey #1 results

March-April: Community Conversations at Andersen and Lake Elmo elementary schools

April-May: Facilities Planning Team meets

Facilities Planning Team

- Made up of parents, community members, city officials and district staff
- Represents all geographic area of the district
- Will consider past facility recommendations, new demographic data and community feedback



Stillwater
AREA PUBLIC SCHOOLS

Superintendent's Facilities Planning Priorities

1. Provide the **best educational environment** that meets the needs of our students and staff.
2. Prepare the district for **future growth**.
3. Operate in a **fiscally responsible manner**, balancing student need with taxpayer support.



Stillwater
AREA PUBLIC SCHOOLS

District's Facility Priorities

- Replace Lake Elmo Elementary within the city of Lake Elmo
- Replace Andersen Elementary, preferably in Bayport
- Remodel Oak-Land Middle School to accommodate additional students
- Improve safety and security district wide; Stillwater Area High School
- Construct an Early Childhood Center in Lake Elmo/Woodbury



Stillwater
AREA PUBLIC SCHOOLS

Facilities Planning Team

- Facilities Planning Team charge
- Background and context of Facility Planning
- What's changed since 2019-2020
 - Enrollment Projections
 - Community survey results
- Updated facility priorities
- Trends in school design
- Tour of schools
 - North Star Elementary - Hugo
 - Prairie View Elementary (virtual) - Otsego
- Considerations for Andersen, Lake Elmo, Oak-Land, Stillwater Area High School and district-wide security
- Long-range planning: Future projects



Challenges of current facility:

- Unable to accommodate anticipated growth
- Location is landlocked, no room for expansion
- Small size creates staffing inefficiencies; shared staff
 - Only 15 K-5 classrooms, 1 preK classroom
- Limited specialist spaces (ie. art room)
- No flexible learning spaces, limited Special Education and student services spaces
- No green space for outdoor learning, recreation, etc.
- Limited parking, before and after school traffic (pick-up/drop-off)





Challenges of current facility:

Minnesota Department of Education (MDE) guidelines identify an elementary school site is to be 10-15 usable acres, plus 1 acre for each 100 students of enrollment.

Andersen currently has 375 student capacity:

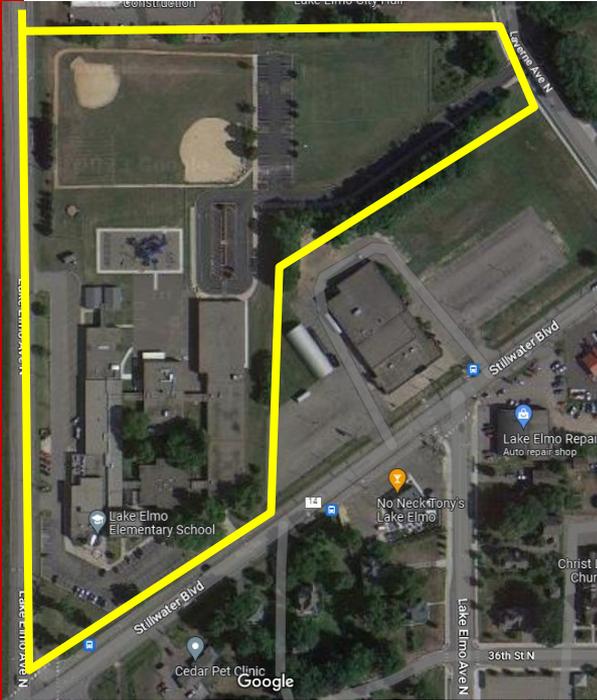
- 14-19 acres would align with MDE guidelines
- Existing Andersen Elementary School Site is:
 - 1.4 acres
 - Playground is on 0.7 acres of land owned by city

16-20 acres would be advisable for a school of 600 students

Opportunities with a new facility:

- Increased capacity to address growth at Andersen, as well as relieve pressure at Afton-Lakeland
- Lower annual operating costs
- Staffing efficiencies and elimination of shared staff
- Designated specialist spaces
- Flexible learning spaces and modern learning environments
- Green space, recreation/field spaces for community use
- Dedicated parking and improved/safer traffic flow

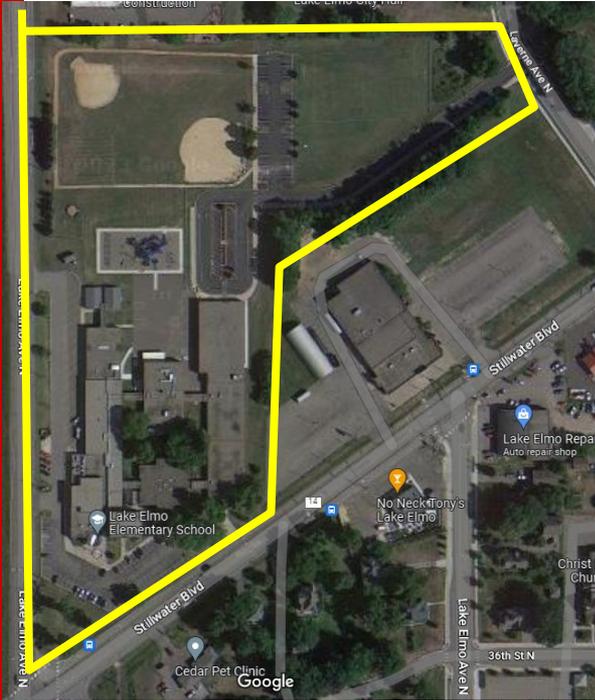




Stillwater
AREA PUBLIC SCHOOLS

Challenges of current facility:

- Student enrollment at 95% capacity; unable to accommodate anticipated growth
- Building located within Rutherford attendance boundary
- Limited specialist spaces
- Gymnasium and cafeteria are undersized for current population
- 2 “temporary” portable classrooms
- No flexible learning spaces
- Limited parking, before and after school traffic
- Significant deferred maintenance needs



Challenges of current facility:

Minnesota Department of Education (MDE) guidelines identify an elementary school site is to be 10-15 usable acres, plus 1 acre for each 100 students of enrollment.

Lake Elmo currently has 675 student capacity:

- 17-22 acres would align with MDE guidelines
- Existing Lake Elmo Elementary School Site is:
 - 12.8 acres

20-25 acres would be advisable for a school of 1,000+ students



Stillwater
AREA PUBLIC SCHOOLS

Opportunities with a new facility:

- Increased capacity (up to 1,100 students) to address future growth within the community
- Room to expand Amigos Unidos Dual Language Spanish Immersion
- Located further south; closer to population center
- Designated specialist spaces
- Larger gymnasium, cafeteria and other community/gathering spaces
- Flexible learning spaces and modern learning environments
- Improved/safer traffic flow

Benefits of 1 larger school

Lower construction costs:

- 1 larger school is approx. 20% less than two smaller schools (+/- \$18M)

(project cost incl. land)

Lower annual operating costs

- Not duplicating admin, support, custodial, etc.

Staffing efficiencies

Andersen Elementary: Community Conversation Feedback

Classroom Learning Spaces	Desire to stay in current location; Natural light; flexible learning spaces; Mix of small and large group spaces; Accessible and adaptable; Safe; “Small town feel”
Outdoor Spaces	Green, open spaces with fields, gardens, trails, trees and opportunity for outdoor sports/activities; Dedicated playground with age-appropriate and adaptable equipment, Parking lot and safe traffic flow; Connected to community and nature
Community/ Speciality Spaces	Designated spaces for music and art; Natural light; Safe and adaptable for special needs; Space for movement; Large community gathering/performance spaces; Media center/tech space; Larger cafeteria; Flexible multi-use space; Stay in the community



Lake Elmo Elementary: Community Conversation Feedback

Classroom Learning Spaces	Flexible learning spaces; Natural light; Bathrooms for younger students; Designated, private spaces for intervention; Collaboration spaces; Safe/secure classrooms; Flexible furniture; Ample room for storage
Outdoor Spaces	Green spaces, community garden, nature trails; Outdoor classroom space with covered canopy; Accessible, inclusive playgrounds; Ample parking/safe traffic flow; Athletic fields; Outdoor obstacle course
Community/ Speciality Spaces	Larger gym and indoor play/large motor activities; Auditorium/performing arts space; Green rooms; Dedicated space for essential specialists; Makers Space or STEM lab; Large media center; Larger cafeteria



Opportunities with addition:

- Right size the building capacity to handle the increase in enrollment (up to 300 students)
- Look for opportunities to improve the building's core functionality
 - Improve circulation
 - Improve proximity of programs in areas of the building
- Potentially add gym space to provide more options and space for physical education, extracurricular activities, and community use.



Opportunities with remodeled entry:

- Create a larger space to meet the volume of students, staff, community that enter the building
 - Improve traffic flow into the building
 - More space for waiting/supervision of visitors checking in
 - Incorporate conference room/meeting space as part of the office area
- Improve security by providing for:
 - Additional supervision and backup staff



Possible Districtwide Security Improvements

- Additional and updated cameras for each school
- Security strobes for high noise areas (music, cafeteria, gym, playground, etc.)
- Security glazing at additional points of entry and building separation
- Perimeter door monitoring during school hours



Stillwater
AREA PUBLIC SCHOOLS

Long-Range Planning: Future Projects

- Early Childhood Family Center (southern campus) and District Welcome Center
- High school auditorium
- Afton-Lakeland gymnasium
- District-wide: Flexible learning spaces; daylight/natural light upgrades



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Next Steps:

- **May 9:** Final Facilities Planning Team Meeting
- **June 13:** Recommendation presented to the school board
- **June:** Community survey #2
- **Summer:** School board to consider bond referendum
- **November:** Potential bond referendum



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Questions



Operational Planning Update

Presented to School Board

April 25, 2023

Desired Daily Experiences

Students:

- I feel safe, seen, heard, and accepted at my school and my individuality and diversity is valued.
- I am supported by people that care about my academic success and my mental and physical well-being.
- My teachers are great and help me learn through a variety of real-life courses, experiences and opportunities that engage me and prepare me for my life.
- I understand the rules and expectations and I see staff applying them consistently.
- I like being at school, have time to connect with my friends and get my work done, and I have access to the things I need.

Desired Daily Experiences

Families:

- My child is seen and valued for who they are and is part of a safe community that is kind, loving and respectful of each other.
- My child loves learning and has the opportunity to be challenged while exploring a variety of experiences and activities.
- My child's learning is individualized and sensitive to the cultural needs of all.
- My child's teachers partner with me so I know what is happening in the classroom and can support their academic and behavior needs at home.
- My family receives consistent communication from school and is connected with the school community as a whole.

Desired Daily Experiences

Staff:

- I am a valued and respected member of our school's learning community which is an inclusive and welcoming environment for all.
- I am part of an environment focused on academic rigor and excellence for each of our students.
- I feel safe and secure, and I know how to respond when disruptions occur.
- I have access to resources, time and professional development reflective of my needs and the needs of our students.
- There are consistent district and school structures and processes that ensure my voice is heard and my needs are considered.

Classroom Theory of Action

IF

- We demonstrate our belief that all students can and will learn at high levels within a safe, brave, caring, and inclusive environment, **AND**
- We create an environment where students are highly engaged, heard, and active in their learning with choice and flexibility and in collaboration with each other, **AND**
- We collaborate with families as valued and important partners in student learning, **AND**
- We provide flexible and multiple modes of instruction, assessment, feedback, and learning for each and every student, **AND**
- We utilize researched-based, standards-aligned, and high-quality core instructional and engagement practices, **AND**
- We provide diverse, meaningful, and culturally inclusive instruction, assessment, and learning that involves the whole child, **AND**
- We engage in a data-driven and collegial professional learning process that improves learning experiences, academic outcomes and social emotional growth.

THEN

Our district vision and mission will be realized for ALL students; classroom by classroom

Stillwater Area Public Schools' Operational Plan:

- *Strategic Direction A:* Ensure the **learning** process is adaptable to meet individual student needs
- *Strategic Direction B:* Foster a **safe, welcoming and inclusive** environment for all staff and students
- *Strategic Direction C:* Utilize systems and align resources in an **efficient** manner to support learning
- *Strategic Direction D:* Develop strong **partnerships** with the communities we serve



Next Steps:

- Define School Board Governance Work Plan
 - Setting board goals, defining vision, creating Guiding Change
- Finalize Operational Plan for 2023-2024
 - Outlining district priorities and initiatives
- Create District and School Vision Card
 - Identifying objectives and measuring progress



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Questions



TO: Northeast Metro 916 Board of Education
FROM: Dr. Val Rae Boe
DATE: April 11, 2023
RE: April 5 Board of Education Meeting Talking Points

Members present: Knisely-12, Forsberg-16, Oksnevad-282, Westerman-621, Yener- 622, Clark-623, Daniels-624, Theisen-831, Payne-832, Dols-833 and Hockert-834.

Members absent: Palmer-13 and Starck-14

Calendar Dates:

- Wednesday, April 12, 2023 - Building Tours: 8:00 a.m. at WELS North, 9:00 a.m. at South Campus, and 10:30 a.m. at Quora Education Center
- Wednesday, May 3, 2023- School Board Meeting at 6:00 p.m.
- Wednesday, May 31, 2023- WELS North Graduation at Quora Education Center at 5:00 p.m.
- Thursday, June 1, 2023- Quora Graduation at Quora Education Center. Learning Community 7 at 4:30 p.m. and Learning Communities 3,4,5, and 6 at 6:00 p.m.
- Friday, June 2, 2023- Area Learning Centers Graduation at Quora Education Center at 6:00 p.m.
- Tuesday, June 6, 2023- South Campus Graduation at South Campus Education Center at 12:00 p.m.
- Wednesday, June 7, 2023- School Board Meeting at 6:00 p.m.

National School Board Conferences: Member Kathleen Daniels from White Bear Lake and Member Laura Oksnevad from St Anthony/New Brighton attended National School Board conferences and shared their experiences and takeaways. Kathleen attended the NSBA Equity Symposium and Advocacy Institute in Washington D.C. in January. She shared that she attended some informative sessions and was able to meet with staffers from Senator Klobuchar and Senator Smith's offices. Kathleen shared she was very encouraged to be surrounded by people who are all doing wonderful things to support education and she would recommend this experience to anyone. Laura attended the COSSBA Inaugural National Conference in Tampa in April. She shared that she attended many interesting sessions but noted there were no sessions specific to special education. Laura shared one of her big takeaways was that student outcomes don't change until adult behaviors change- what is done in the board room sets the tone of the entire district. She said the keynote, Generation Strategy- Because K-12 is Entirely About People, was interesting especially if your district has an election coming up. Laura ended by saying she was appreciative of the opportunity to deepen her learning and strengthen her leadership on both of her School Boards.

916 School Board Goals: Member Mannix Clark from Roseville and Member Melinda Dols from South Washington County shared the goals that they were proposing and the process they used to develop them. Their committee reviewed the 916 School Board Self Evaluation results and reviewed the notes from the discussion held at a previous Board meeting. They looked for themes and chose ones that could be accomplished both individually and as a group. They focused on goals that would be manageable and helpful for this year. Feedback was encouraged and these will be voted to adopt at the May meeting.

- Have Board Members be involved in the strategic planning process in some capacity
- New Board Members should attend the 916 Board Member Onboarding session and school tours and become familiar with the School Board Resource website.
- Each Board Member should regularly report back to their home district information regarding District 916.
- (optional) Have a Board Member on the Policy Committee

Approval of Calendars: The School Board approved an amended 2022-23 calendar to include June 9 and June 12 as student contact days due to the number of snow days called this winter. The Board also approved the FY24 school calendar which is outlined very similarly to past school years.

Resolution Recognizing Years of Service: 916 will be recognizing 10 staff who have completed ten, fifteen, twenty, twenty-five or thirty years of service.

Resolution Discontinuing and Reducing Educational Programs: Due to decreased enrollment and changes in Member District requests for itinerant services, the School Board approved several position reductions at Career and Tech, as well as, the reduction of three DHH teacher positions.

Long Term Facility Maintenance: The school board voted to approve a resolution that allows member districts to contribute levy dollars to Northeast Metro ISD 916's long-term facilities maintenance (LTFM). LTFM pays for expenditures such as fire safety, asbestos removal, roof systems, indoor air quality, and other projects that benefit students from all member districts. This was approved for the 2024-25 School Year in the amount of \$431,950.

Renewal of Insurance Policies: The School Board approved the renewal of the Workers' Compensation Insurance with United Heartland, Property, Casualty, Liability Insurance with Hanover, and Cyber Liability Insurance with Crum and Forster.