

Business Meeting

Tuesday, August 22, 2023 6:00 PM

Rutherford Elementary, 115 Rutherford Rd, Stillwater, MN 55082

I. Public Comment	Speaker (s) : Ms. Alison, School Board Chair
II. Call to Order	Speaker (s) : Ms. Alison Sherman, School Board Chair
III. Roll Call	Speaker (s) : Ms. Alison Sherman, School Board Chair
IV. Pledge of Allegiance	Speaker (s) : Ms. Alison Sherman, School Board Chair
V. Approval of Agenda	Speaker (s) : Ms. Alison Sherman, School Board Chair
VI. Student Report	Speaker (s) : Ms. Jenna Phelps and Mr. Sam Young, Student Representatives
VII. Superintendent Report	Speaker (s) : Dr. Mike Funk, Superintendent
VIII. Board Chair Report	Speaker (s) : Ms. Alison Sherman, School Board Chair
IX. Consent Agenda	
IX.A. School Board Meeting Minutes, June 22, 2023	Speaker (s) : Ms. Katie Hockert, School Board Clerk
IX.B. School Board Meeting Minutes, July 11, 2023	Speaker (s) : Ms. Katie Hockert, Clerk
IX.C. School Board Meeting Minutes, August 8, 2023	Speaker (s) : Ms. Katie Hockert, School Board Clerk
IX.D. Payment of Invoices - August 5, 2023 - August 18, 2023 & Off Cycle Payments From Previous Register	Speaker (s) : Ms. Marie Schrul, Executive Director of Finance
IX.E. 2023-24 District-wide classroom displays purchase	Speaker (s) : Mr. John Perry, Director of Learning, Technology & Design Systems
IX.F. Human Resources Personnel Report	Speaker (s) : Mr. Bob Graf, Executive Director of Human Resources
X. Strategic Direction: Ensure the Learning Process is Adaptable to Meet Individual Student Needs	
X.A. Report: First Reading of New Policy 621 - Literacy and the Read Act	Speaker (s) : Mr. Bob Graf, Executive Director of Human Resources and Mr.

Caleb Drexler Booth

XI. Strategic Direction: Utilize Systems and Align Resources in an Efficient Manner to Support Learning

XI.A. Report: First Reading New Policy 602 - Organization of School Calendar and School Day

Speaker(s): Mr. Bob Graf, Executive Director of Human Resources and Ms. Dawn Waller Lueck, Director of Schools

XI.B. Action: Amended Policy 534 - School Meal Policy

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

XI.C. Action: Resolution Approving Purchase Agreement

Speaker(s): Dr. Mike Funk, Superintendent

XII. Strategic Direction: Develop Strong Partnerships with the Communities We Serve

XII.A. Report: Referendum Update

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

XIII. Strategic Direction: Foster a Safe, Welcoming and Inclusive Environment for All Staff and Students

XIV. Closed Session

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

XV. Adjournment

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

XVI. Attachments



Independent School District 834 – Stillwater Area Public Schools
Stillwater Middle School, 523 Marsh St W, Stillwater, MN 55082
School Board Special Meeting Minutes
Thursday, June 22, 2023 5:30 PM

- I. Call to Order: The meeting was called to order at 5:41 p.m.
- II. Roll Call: Present: Katie Hockert, Pete Kelzenberg, Chris Lauer, Beverly Petrie, Alison Sherman, Andrew Thelander; Absent: Annie Porbeni
- III. Pledge of Allegiance
- IV. Approval of Agenda: Motion made by Sherman and seconded by Hockert, Carried 6-0
- V. Survey Results: Peter Leatherman from The Morris Leatherman Company shared the results of the telephone survey that was conducted on 625 random district residents between May 31 and June 12, 2023. Question one tested the tolerance of a \$175 million dollar bond to include safety and security updates, additional space at Oak-Land Middle School and replacement of Lake Elmo Elementary and Andersen Elementary. Question two tested the tolerance of an additional \$80 million dollars for an Early Childhood Family Center in the southern portion of the district, additional space at Afton-Lakeland Elementary, a new high school auditorium and a baseball/softball complex. The recommendation for board approval of question one will be requested at the June 27, 2023 business meeting.
- VI. Adjournment
 - A. Adjourn: The meeting adjourned at 6:54 p.m.

Respectfully submitted by Katie Hockert, Clerk

- I. Public Comment: No speakers
- II. Call to Order: The meeting was called to order at 6:02 p.m.
- III. Roll Call: Present: Katie Hockert, Pete Kelzenberg, Chris Lauer, Beverly Petrie, Annie Porbeni, Alison Sherman, Andrew Thelander
- IV. Pledge of Allegiance
- V. Approval of Agenda: Motion made by Sherman and seconded by Petrie, Carried 7-0.
- VI. Superintendent Report: With the upcoming referendum, we are making a strong effort in community engagement. During a recent Bayport City Council meeting, one of the locations discussed for a school was Barker Alps. The City of Bayport is planning to put a survey on their website titled "frequently asked questions" for input from the community. The MSBA summer session is on Aug 7 and 8.
- VII. Board Chair Report: Thank you to the community for your patience with board meetings in various district buildings during the renovation of the Oak Park Building.
- VIII. Consent Agenda:
 - A. School Board Minutes, June 27, 2023
 - B. Payment of Invoices - June 24, 2023 - July 7, 2023
 - C. New Heights School Nutrition Services Agreement
 - D. Marine Village School Nutrition Services Agreement
 - E. Human Resources Personnel ReportMotion made by Sherman to approve consent agenda A-D, second by Lauer, Carried 7-0.
- IX. Strategic Direction - Develop Strong Partnerships with the Communities We Serve - Nothing to report. Community Thread and United Way - Washington County East were recognized for their dedication and service to the district in organizing the annual "Stuff the Bus" donation drive.
- X. Strategic Direction - Utilize Systems and Align Resources in an Efficient Manner to Support Learning
 - A. 2023 Minnesota Legislative Model Policy Revisions. The following policies are being presented for approval; 102 - Equal Educational Opportunity, 418 - Drug-Free Workplace/Drug-Free School, 419 - Tobacco-Free Environment, 506 - Student Discipline, 509 - Enrollment of Nonresident Students, 513 - Student Promotion, Retention, and Program Design, 514 - Bullying Prohibition Policy, 532 - Use of Peace Officers and Crisis Teams, 534 - School Meals Policy, 709 - Student Transportation Safety Policy, 806 - Crisis Management Policy. Motion to approve these policies by Sherman, second by Porbeni, Carried 7-0.
 - B. Resolution Amending Resolution Relating to Determining the Necessity of Issuing General Obligation Bonds and Calling a Special Election. The amendments allow the district to authorize Washington County to establish a ballot board on behalf of the district for the special election on November 7, 2023. Motion to approve by Sherman, second by Porbeni, Carried 7-0.
 - C. Resolution Amending Resolution Calling Special Election to Fill School Board Vacancy. The amendments allow the district to authorize Washington County to establish a ballot board on behalf of the district for the special election on November 7, 2023. Motion to approve by Sherman, second by Hockert, Carried 7-0.
- XI. Strategic Direction - Ensure the Learning Process is Adaptable to Meet Individual Student Needs. Nothing to report.
- XII. Strategic Direction - Foster a Safe, Welcoming and Inclusive Environment for all Staff and Students - Nothing to report.
- XIII. Adjourn
 - A. The meeting adjourned at 6:47 p.m.

Respectfully submitted, Katie Hockert, Board Clerk

- I. Call to Order: The meeting was called to order at 6:00 p.m.
- II. Roll Call: Present: Pete Kelzenberg, Chris Lauer, Beverly Petrie, Alison Sherman, Andrew Thelander; Director Hockert joined the meeting at 6:16 p.m.; Absent: Annie Porbeni
- III. Pledge of Allegiance
- IV. Approval of Agenda: Motion made by Sherman and seconded by Petrie, Carried 5-0.
- V. Consent Agenda:
 - A. Payment of Invoices - July 8, 2023 - August 4, 2023 and Off-Cycle Payment from Previous Register
Motion made by Sherman to approve consent agenda A, second by Lauer, Carried 5-0.
- VI. Strategic Direction B: Foster a Safe, Welcoming and Inclusive Environment for All Staff and Students
 - A. Report: 2023-2024 Operation Plan: The district’s new operational plan was developed with input from staff, students and families and includes a purpose statement, beliefs, and strategic directions. It also outlines the district’s key initiatives and provides focus and direction to staff.
 - B. Report: District Handbook Update: The district handbook informs families of district policies and required notices, as well as their rights and responsibilities. The handbook is published electronically and can be found on the district’s website at stillwaterschools.org/handbook.
- VII. Strategic Direction C: Utilize Systems and Align Resources in an Efficient Manner to Support Learning
 - A. Report: Review and Comment: School board members acknowledged receipt of an approval letter from the Minnesota Department of Education for the school construction projects that will be part of this fall’s bond request.
- VIII. Strategic Direction A: Ensure the Learning Process is Adaptable to Meet Individual Student Needs
 - A. Action: 2023 Minnesota Legislative Model Policy Revisions. The following policies are being presented for approval; Policy 603 - Curriculum Development, Policy 604 - Instruction Curriculum, Policy 618 - Assessment of Student Achievement, Policy 620 - Credit for Learning, Policy 624 - Online Learning. Motion to approve by Sherman, second by Kelzenberg, Carried 6-0.
- IX. Strategic Direction D: Develop Strong Partnerships with the Communities We Serve - Nothing to report.
- X. 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 to adjourn to closed session by: Sherman, second by: Thelander, Carried 6-0. Board members adjourned to closed session at 6:37 p.m.
- XI. Per Minnesota Statute 13D.05 Subd. 3, a public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. Motion to adjourn to closed session by: Sherman, second by: Thelander, Carried 6-0. Board members adjourned to closed session at 7:12 p.m.
- XII. Adjourn
 - A. The meeting adjourned at 9:08 p.m.

Respectfully submitted, Katie Hockert, Board Clerk



EXPENDITURE APPROVAL FORM Fiscal Year 2023-2024

Instructions: This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$175,000.00

REQUESTED BY: John Perry **DATE:** August 22, 2023

DESCRIPTION OF REQUEST

School board approval for \$236,022.51 for the purchase of displays allocated to district-wide classrooms for the 23-24 school year from AVI Systems, Inc.

FINANCIAL IMPACT

\$236,022.51

Budget(s) Impacted: 100% Technology- Levy

Is This a One-Time Expenditure?

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

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

- Yes** List Source(s):
- No** Tech Levy

PROGRESS MONITORING

Quote



Proposal Number: 1197580
Prepared For: Stillwater Schools ISD 834
Attn: Shae Green

Proposal Date: July 28, 2023
Stillwater Schools ISD 834 Bridge Transition Oak Park Building -
Stillwater Oak Park Transitions Pro

Prepared By: Andrew Polehna
Phone:
Email: Andrew.Polehna@avisystems.com

AVI Systems Inc.
9675 W 76th St, Eden Prairie, MN 55344
Phone: (952)949-3700
Fax: (952)949-6000

INVOICE TO

Attn: Shae Green
Stillwater Schools ISD 834
1875 Greeley St. S.
Stillwater, MN 55082

Phone: (651) 351-8340
Email: greens@stillwaterschools.org
Customer Number: SSI0013

SITE

Attn: Shae Green
Stillwater Schools ISD 834 Bridge Transition Oak Park
Building
6355 Osman Avenue North
Stillwater, MN 55082

Phone: 65513518614
Email: greens@stillwaterschools.org

PRODUCTS AND SERVICES SUMMARY

Equipment	\$18,634.20
Integration	\$0.00
PRO Support	\$0.00
Shipping & Handling	\$350.00
Tax	\$0.00
Grand Total	\$18,984.20

Unless otherwise specified. The prices quoted reflect a discount for a cash payment (i.e., check, wire transfer) made by Customer in full within the time stated for payment on each invoice. Discount only applies to new items included on the invoice, and only applies if the balance on the invoice is paid in full.

All returned equipment is subject to a restocking charge. The prices are valid for 15 days and may be locked in by signing this Retail Sales Agreement.

Overdue balances are subject to a finance charge of 1.5% per month, or interest at the highest rate permitted by applicable law. In the event AVI must pursue collection of unpaid invoices, Customer agrees to pay all of AVI's costs of collection, including its attorneys' fees.

INVOICING AND PAYMENT TERMS

Customer and AVI have agreed on the payment method of CHECK. Payment must be remitted by stated method. To the extent Customer seeks to use of any payment methods other than stated, and that payment method results in an increased transaction cost to AVI, the new payment must be approved in writing, and the Customer shall be responsible for paying the increased transaction cost to AVI associated with the change in payment method. Payments shall be made 30 days from invoice date. So long as the invoice has been sent and the Customer's payment is made within the terms work will continue.

AVI will invoice upon the Substantial Completion Notice. Unless otherwise specified, all items quoted (goods and services) as well as applicable out of pocket expenses (permits, licenses, etc.) are invoiced in summary (including applicable sales taxes due for each category of invoiced items).

Customer is to make payments to the following "Remit to" address:

AVI Systems
PO Box 842607
Kansas City, MO 64184-2607

Customer must make all payments in the form of bank wire transfers or electronic funds transfers through an automated clearinghouse with electronic remittance detail, in accordance with the payment instructions AVI Systems provides on its invoice to Customer.

A monthly summary of detailed equipment received is available upon request. Equipment received may be different than equipment billed based on agreed billing method.

TAXES AND DELIVERY

Unless stated otherwise in the Products and Services Summary above, AVI will add and include all applicable taxes, permit fees, license fees, and delivery charges to the amount of each invoice. Taxes will be calculated according to the state law(s) in which the product(s) and/or service(s) are provided. Unless Customer provides a valid tax exemption certificate for any tax exemption(s) claimed, AVI shall invoice for and collect all applicable taxes in accordance with state law(s), and Customer will be responsible for seeking a tax credit/refund from the applicable taxing authority.

AGREEMENT TO QUOTE AND DOCUMENTS CONSTITUTING YOUR CONTRACT WITH AVI

Customer hereby accepts the above quote for goods and/or services from AVI. When duly executed and returned to AVI, AVI's Credit Department will check Customer's credit and approve the terms. After approval by AVI's Credit Department and signature by AVI, this Retail Sales Agreement will, together with the AVI General Terms & Conditions (which can be found at <http://www.avisystems.com/TermsOfSale>) form a binding agreement between Customer and AVI. (This Retail Sales Agreement and the AVI General Terms & Conditions of Sale (the T&Cs) are referred to collectively as the Agreement). If not defined in this Agreement, all capitalized terms shall have the meaning given to them in the T&Cs. Should AVI's Credit Department determine at any point prior to AVI commencing work that Customer's credit is not adequate, or should it otherwise disapprove of the commercial terms, AVI reserves the right to terminate the Agreement without cause and without penalty to AVI.

AGREED AND ACCEPTED BY

Company	AVI Systems, Inc.
Signature	<i>Andrew Polehna</i>
Printed Name	Andrew Polehna
Date	7/28/2023

CONFIDENTIAL INFORMATION

The company listed in the "Prepared For" line has requested this confidential price quotation, and shall be deemed "Confidential Information" as that term is defined in the T&Cs. This information and document is confidential and is intended solely for the private use of the customer identified above. Customer agrees it will not disseminate copies of this quote to any third party without the prior written consent of AVI. Sharing a copy of this quote, or any portion of the Agreement with any competitor of AVI is a violation of this confidentiality provision. If you are not the intended recipient of this quote (i.e., the customer), you are not properly in possession of this document and you should immediately destroy all copies of it.

PRODUCTS AND SERVICES DETAIL

PRODUCTS:

Mfg	Description	Qty	Price	Extended
VIEWSONIC	VIEWBOARD IFP6550-E1 BUNDLE MNTR INCL VB IFP6550 4K INTERACTIVE DISP	3	\$1,850.00	\$5,550.00
VIEWSONIC	VIEWBOARD IFP8650-E2 BUNDLE MNTR INCL VB IFP8650 4K INTERACTIVE DISP	3	\$3,160.00	\$9,480.00
VIEWSONIC	MOBILE TROLLEY CART FOR STND COMMERCIAL DISPLAY W/ TRAY & MOUNT	3	\$395.00	\$1,185.00

LG	50IN LCD TV 3840X2160 UHD TAA MNTR NON-WIFI 3YR WARR TV HDMI SPKR	1	\$715.00	\$715.00
CHIEF	Micro-Adjust Tilt Port Wall Mount, Med	1	\$175.20	\$175.20
NEWLINE	750NT+ 4K LED Commercial Display (No Touch) w/ USB-C	1	\$999.00	\$999.00
NEWLINE	NT-PLUS Wi-Fi 6 Bluetooth Module	1	\$75.00	\$75.00
NEWLINE	650/700/750/800/860/X5/X7 Wall Mount	1	\$0.00	\$0.00
NAVORI	Stix 3700 series ? UDH Media Player. Android 9. Three years warranty	1	\$266.00	\$266.00
NAVORI	QL Express - Cloud - Mutualized desktop and mobile CMS access + one endpoint	1	\$189.00	\$189.00

Sub-Total: **\$18,634.20**

Total: **\$18,634.20**



Proposal Number: 1195706
Prepared For: Stillwater Schools ISD 834
Attn: John Perry

Prepared By: Andrew Polehna
Phone: 651.303.1170
Email: Andrew.Polehna@avisystems.com

Proposal Date: July 10, 2023
Stillwater Schools ISD 834 - Viewsonic IFP Roll-out

AVI Systems Inc.
9675 W 76th St, Eden Prairie, MN 55344
Phone: (952)949-3700
Fax: (952)949-6000

INVOICE TO

Attn: John Perry
Stillwater Schools ISD 834
1875 Greeley St. S.
Stillwater, MN 55082

Phone: (651) 351-8340
Email:
Customer Number: SSI0013

SITE

Attn: Shae Green
Stillwater Schools ISD 834
1875 Greeley St. S.
Stillwater, MN 55082

Phone: 651-351-8614
Email: greens@stillwaterschools.org

PRODUCTS AND SERVICES SUMMARY

Equipment	\$217,038.31
Integration	\$0.00
PRO Support	\$0.00
Shipping & Handling	\$0.00
Tax	\$0.00
Grand Total	\$217,038.31

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All returned equipment is subject to a restocking charge. The prices are valid for 15 days and may be locked in by signing this Quote.

Overdue balances are subject to a finance charge of 1.5% per month, or interest at the highest rate permitted by applicable law. In the event AVI must pursue collection of unpaid invoices, Customer agrees to pay all of AVI's costs of collection, including its attorneys' fees.



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A monthly summary of detailed equipment received is available upon request. Equipment received may be different than equipment billed based on agreed billing method.

TAXES AND DELIVERY

Unless stated otherwise in the "Products and Services Summary" above, AVI will add and include all applicable taxes, permit fees, license fees, and delivery charges to the amount of each invoice. Taxes will be calculated according to the state law(s) in which the product(s) and/or service(s) are provided. Unless Customer provides a valid tax exemption certificate for any tax exemption(s) claimed, AVI shall invoice for and collect all applicable taxes in accordance with state law(s), and Customer will be responsible for seeking a tax credit/refund from the applicable taxing authority.



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Customer hereby accepts the above quote for goods and/or services from AVI. When duly executed and returned to AVI, AVI's Credit Department will check Customer's credit and approve the terms. After approval by AVI's Credit Department and signature by AVI, this Quote will, together with the AVI General Terms & Conditions (which can be found at <http://www.avisystems.com/TermsOfSale>) form a binding agreement between Customer and AVI. (This Quote and the AVI General Terms & Conditions of Sale (the "T&Cs") are referred to collectively as the "Agreement"). If not defined in this Agreement, all capitalized terms shall have the meaning given to them in the T&Cs. Should AVI's Credit Department determine at any point prior to AVI commencing work that Customer's credit is not adequate, or should it otherwise disapprove of the commercial terms, AVI reserves the right to terminate the Agreement without cause and without penalty to AVI.

AGREED AND ACCEPTED BY

Company	AVI Systems, Inc.
Signature	Company <i>Cully J. Przymus</i> Signature
Printed Name	Cully Przymus
Date	Printed Name 7/19/2023 Date

CONFIDENTIAL INFORMATION

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PRODUCTS AND SERVICES DETAIL

PRODUCTS:

<u>Model #</u>	<u>Mfg</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Extended</u>
IFP7550-E2	VIEWSONIC	VIEWBOARD IFP7550-E2 BUNDLE MNTR INCL VB IFP7550 4K INTERACTIVE DISP	21	\$2,498.69	\$52,472.49
IFP-EW-70-02	VIEWSONIC	4-5 Year Extended Warranty, Onsite SVCS Repair	21	\$0.02	\$0.42
IFP8650-E2	VIEWSONIC	VIEWBOARD IFP8650-E2 BUNDLE MNTR INCL VB IFP8650 4K INTERACTIVE DISP	44	\$3,156.58	\$138,889.52
IFP-EW-80-02	VIEWSONIC	2 Year Extended Warranty - Warranty - On-site - Maintenance - Labor - Physical Service REPAIR	44	\$0.02	\$0.88
VB-STND-001	VIEWSONIC	MOBILE TROLLEY CART FOR STND COMMERCIAL DISPLAY W/ TRAY & MOUNT	65	\$395.00	\$25,675.00

Sub-Total: \$217,038.31

Total: \$217,038.31

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Bloch, Cristy	Resignation	1.0 FTE Elementary Education Teacher Andersen Elementary	SCEA	August 10, 2023
Byrd, Sierra	Resignation	Paraprofessional, 6.5 hours/day Stonebridge Elementary	SCPA	June 8, 2023
Eiffler, Julia	Resignation	Paraprofessional, 6.0 hours/day Lily Lake Elementary	SCPA	June 8, 2023
Gonzalez, Ingrid	Resignation	Cafeteria Employee, 4.0 hours/day Stillwater Area High School	Cafeteria	June 8, 2023
Kraftson, Torry	Resignation	1.0 FTE Math Teacher Stillwater Area High School	SCEA	June 8, 2023
Lane, Marissa	Resignation	1.0 FTE LTS Elementary Education Teacher Stonebridge Elementary	SCEA	August 11, 2023
Nelson, Kimberly	Resignation	1.0 FTE Licensed School Nurse District Wide	SCEA	July 11, 2023
Parias-Torres, Stephanie	Resignation	Cafeteria Employee, 4.0 hours/day Stillwater Area High School	Cafeteria	June 8, 2023
Perron Pantano, Katherine	Resignation	1.0 FTE Elementary Education Teacher Lake Elmo Elementary	SCEA	August 7, 2023
Rosewicz, Angie	Resignation	Paraprofessional, 6.5 hours/day Lily Lake Elementary	SCPA	June 8, 2023
Rotramel, Kara	Resignation	ABE Teacher Early Childhood Family Center	SCEA	June 30, 2023
Schut, Phillip	Resignation	1.0 FTE Business Teacher Stillwater Area High School	SCEA	June 8, 2023
Schyma, Alysha	Resignation	Due Process Secretary, 6.5 hours/day ECFC & Oak-Land Middle School	Tech Support	July 17, 2023
Vincent, Dustin	Resignation	Coordinator Middle School Athletics & District Crisis Response Oak-Land & Stillwater Middle School	CSS	July 28, 2023

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Ballweg, Anne	.8 FTE Physical Education Teacher Oak-Land Middle & Stillwater Area High School	\$86,255.00	Replacement	SCEA	August 15, 2023
Bristol, Samantha	Cafeteria Manager, 6.5 hours/day Marine Village	\$23.24 / hour	2023-2024 Staffing	Cafeteria	August 3, 2023
Carlson, Heather	.4 FTE Elementary Education Teacher Andersen Elementary	\$57,357.00	Replacement	SCEA	August 15, 2023
Carlson-Lombardi, Angela	1.0 FTE LTS Spanish Teacher Stillwater Area High School	\$87,933.00	Replacement	SCEA	August 15, 2023 - May 31, 2024
Chapek, Renee	Media Center Technician Afton-Lakeland Elementary	\$23.89 / hour	Student Need	Tech Support	August 23, 2023
Cortez, Miguelangel	Cafeteria Employee, 4.0 hours/day Stillwater Area High School	\$17.41 / hour	2023-2024 Staffing	Cafeteria	August 21, 2023
Cramlet, Emily	1.0 FTE LTS Elementary Education Teacher Stonebridge Elementary	\$51,397.00	Replacement	SCEA	August 15, 2023 - May 31, 2024
Dietzmann, Haley	Cafeteria Employee, 4.0 hours/day Mahtomedi High School	\$17.41 / hour	2023-2024 Staffing	Cafeteria	August 21, 2023
Eis, Stephanie	Paraprofessional, 6.0 hours/day Lily Lake Elementary	\$16.78 / hour	2023-2024 Staffing	SCPA	August 28, 2023
Eyberg, Samantha	1.0 FTE LTS Speech Pathologist Early Childhood Family Center	\$54,728.00	Replacement	SCEA	August 15, 2023 - May 31, 2024
Fagrelius, Lauren	1.0 FTE Elementary Education Teacher Brookview Elementary	\$60,128.00	2023-2024 Staffing	SCEA	August 15, 2023

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

Frederick, Alex	Cafeteria Employee, 4.0 hours/day Stillwater Area High School	\$17.41 / hour	2023-2024 Staffing	Cafeteria	August 21, 2023
Gahlon, Amanda	Paraprofessional, 6.0 hours/day Stillwater Area High School	16.98 / hour	2023-2024 Staffing	SCPA	August 28, 2023
Gerlach, Morgan	Paraprofessional, 4.0 hours/day Stillwater Middle School	\$17.18 / hour	2023-2024 Staffing	SCPA	August 28, 2023
Gilsdorf, Sue	.2 FTE Music Teacher Oak-Land Middle School	\$94,687.00	2023-2024 Staffing	SCEA	August 21, 2023 - May 31, 2024
Graham, Amy	1.0 FTE School Nurse Afton-Lakeland, Brookview, & Lake Elmo Elementary	\$60,128.00	Replacement	SCEA	August 21, 2023
Hall, Jody	Cafeteria Employee, 4.0 hours/day Wildwood Elementary	\$17.10 / hour	2023-2024 Staffing	Cafeteria	August 21, 2023
Hobrough, Maxwell	1.0 FTE Elementary Education Teacher Brookview Elementary	\$51,061.00	2023-2024 Staffing	SCEA	August 15, 2023
Huth, Amy	Paraprofessional, 6.0 hours/day Stillwater Area High School	\$17.18 / hour	2023-2024 Staffing	SCPA	August 28, 2023
Hydukovich, Dawn Marie	1.0 FTE Secondary Media Specialist Oak-Land & Stillwater Middle, Stillwater Area High	\$82,907.00	2023-2024 Staffing	SCEA	August 15, 2023
Jackson, Jeniah	1.0 FTE Special Education Teacher Stillwater Area High School	\$86,255.00	Replacement	SCEA	August 15, 2023
Janssen, Jonathan	1.0 FTE Math Teacher Stillwater Area High School	\$79,640.00	Replacement	SCEA	August 15, 2023
Jantosik, Cassandra	SLP Assistant, ESY Summer School Oak-Land Middle School	\$18.88 / hour	2022-2023 Staffing	Casual	July 10, 2023 - July 27, 2023
Johnson, Robyn	Paraprofessional, 6.0 hours/day Lake Elmo Elementary	\$16.78 / hour	2023-2024 Staffing	SCPA	August 28, 2023
Jorgensen, Jennifer	Coordinator - Communications & Public Relations Central Service	\$71,230.00	2023-2024 Staffing	CSS	September 5, 2023
Joy, Laura	1.0 FTE Science Teacher Oak-Land Middle School	\$84,578.00	2023-2024 Staffing	SCEA	August 15, 2023
Judge, Susan	1.0 FTE Elementary Education Teacher Rutherford Elementary	\$79,640.00	2023-2024 Staffing	SCEA	August 15, 2023
Laszczkowski, Stephanie	1.0 FTE Speech Pathologist Early Childhood Family Center	\$62,997.00	Replacement	SCEA	August 15, 2023
Linnell, Ashley	Paraprofessional, 27 hours/week Lily Lake Elementary & ECFC	\$16.95 / hour	2023-2024 Staffing	SCPA	August 28, 2023
McAlpine, Stefanie	1.0 FTE Elementary Education Teacher Lake Elmo Elementary	\$79,640.00	Replacement	SCEA	August 15, 2023
McGrath, Sara	1.0 FTE Speech Pathologist Lily Lake Elementary & ECFC	\$82,948.00	Replacement	SCEA	August 15, 2023
Millar, Sandra	Paraprofessional, 12 hours/week Early Childhood Family Center	\$17.18 / hour	2023-2024 Staffing	SCPA	September 5, 2023
Morin, Linda	Paraprofessional, 6.0 hours/day Stonebridge Elementary	\$17.18 / hour	2023-2024 Staffing	SCPA	August 28, 2023
Ness, Gary	Cafeteria Assistant Manager, 7.5 hours / day Stillwater Area High School	\$23.24 / hour	2023-2024 Staffing	Cafeteria	August 28, 2023
Normington, Angela	.4 FTE Media Specialist Andersen & Lake Elmo Elementary	\$60,112.00	Replacement	SCEA	August 15, 2023
Obikwelu, Emmanuel	Paraprofessional, 6.5 hours/day Oak-land Middle School	\$17.18 / hour	2023-2024 Staffing	SCPA	August 28, 2023
Popkin, Holly	1.0 FTE Special Education Teacher Lake Elmo Elementary	\$81,262.00	Replacement	SCEA	August 15, 2023
Saunders, Benjamin	.8 FTE Science Teacher Stillwater Area High School	\$72,443.00	Replacement	SCEA	August 15, 2023

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

Schaak, Adam	.8 FTE Middle School Athletic Coordinator Oak-Land & Stillwater Middle School	\$60,369.00	Replacement	CSS	August 8, 2023
Schmelzer, Megan	1.0 FTE Special Education Teacher Afton-Lakeland Elementary	\$79,640.00	Replacement	SCEA	August 15, 2023
Schmitt, Christi	1.0 FTE ELL Teacher Oak-Land Middle School	\$87,755.00	Replacement	SCEA	August 15, 2023
Svoboda, Emily	Preschool Assistant, 8 hours/week Early Childhood Family Center	\$17.33 / hour	2023-2024 Staffing	SCPA	September 5, 2023
VanHouten, Kristan	Head Debate Coach Stillwater Area High School	\$5,610.00	Replacement	Co-Curricular	July 17, 2023
Weiler, Annie	Paraprofessional, 6.5 hour/day Stonebridge Elementary	\$17.18 / hour	2023-2024 Staffing	SCPA	August 28, 2023
Weyer, Katie	1.0 FTE Elementary Education Teacher Rutherford Elementary	\$79,640.00	2023-2024 Staffing	SCEA	August 15, 2023
Weyer, Steven	1.0 FTE Health Teacher Oak-Land Middle School	\$79,640.00	Replacement	SCEA	August 15, 2023
Zapata de VanCura, Gabriela	Health Care Specialist, 3.0 hours/day St. Croix Catholic	\$40.14 / hour	Replacement	CSS	August 21, 2023

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Campbell, Kristi	Approve	1.0 FTE Intervention Teacher Andersen Elementary	SCEA	August 21, 2023 - November 10, 2023
Golden, Julie	Approve	Cafeteria Employee, 5.5 hours/day OH Anderson Elementary	Cafeteria	August 7, 2023 - November 4, 2023

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Anderson, Bobbie	Paraprofessional, 6.5 hours/day Lily Lake Elementary	Paraprofessional, 6.25 hours/day Lily Lake Elementary	2023-2024 Staffing	SCPA	August 28, 2023
Anderson, Cassie	Paraprofessional, 6.5 hours/day Lily Lake Elementary	Paraprofessional, 6.25 hours/day Lily Lake Elementary	2023-2024 Staffing	SCPA	August 28, 2023
Anderson, Nancy	Paraprofessional, 3.0 hours Lily Lake Elementary	Media Center Technician, 5.0 hours Lily Lake Elementary	2023-2024 Staffing	Tech Support	August 23, 2023
Arnt, Kristin	1.0 FTE School Psychologist Lake Elmo Elementary	Assistant Principal - Middle School Stillwater Middle School	Replacement	Principals	August 14, 2023
Bloch, Miki	Paraprofessional, 6.0 hours/day Lily Lake Elementary	Paraprofessional, 6.25 hours/day Lily Lake Elementary	2023-2024 Staffing	SCPA	August 28, 2023
Brenholt, Nancy	Payroll Technician, 8.0 hours Central Services	Coordinator - Transportation Central Services	2023-2024 Staffing	CSS	August 14, 2023
Dufresne, Amie	.8 FTE LTS Math Teacher Stillwater Area High School	1.0 FTE LTS Math Teacher Stillwater Area High School	2023-2024 Staffing	SCEA	August 15, 2023 - May 31, 2024
Echeverria, Dana	Cafeteria Employee, 3.0 hours/day Lake Elmo Elementary	Cafeteria Manager, 6.75 hours/day Andersen Elementary	2023-2024 Staffing	Cafeteria	August 21, 2023
Froehlich, Kelly	Health Care Specialist, 6.5 hours Afton-Lakeland & Brookview Elementary	Health Care Specialist, 6.5 hours Stillwater Area High School	Replacement	CSS	August 21, 2023
Giardino, Ann	Assistant Principal - Middle School Stillwater Middle School	Assistant Principal - High School Stillwater Area High School	Replacement	Principals	July 24, 2023
Henderson, Kelsie	Paraprofessional, 6.5 hours/day Lily Lake Elementary	Paraprofessional, 6.25 hours/day Lily Lake Elementary	2023-2024 Staffing	SCPA	August 28, 2024
Hernandez, Claudia	Office Clerk & Counselor Secretary, 6.25 hours Oak-Land Middle School	Hispanic Stud. Fam. & Comm. Engage. Specialist 7.0 hours Oak-Land Middle School	2023-2024 Staffing	Tech Support	August 28, 2023
Nettleton, Brianna	.6 FTE Math Teacher Stillwater Area High School	.8 FTE Math Teacher Stillwater Area High School	Replacement	SCEA	August 21, 2023

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

Rojas, Mirna	Paraprofessional, 6.0 hours Lake Elmo Elementary	Hispanic Stud. Fam. & Comm. Engage.Specialist 7.0 hours Lake Elmo Elementary	2023-2024 Staffing	Tech Support	August 28, 2023
Schultz, Kayla	Paraprofessional, 6.25 hours/day Lily Lake Elementary	Paraprofessional, 6.0 hours/day Lily Lake Elementary	2023-2024 Staffing	SCPA	August 28, 2023
Spain, Maggie	Community Ed Assistant, 26 hours/week Afton-Lakeland Elementary	Paraprofessional, 6.0 hours/day Lily Lake Elementary	2023-2024 Staffing	SCPA	August 28, 2023
Stokes, Claire	.8 FTE English Teacher Stillwater Area High School	1.0 FTE English Teacher Stillwater Area High School	2023-2024 Staffing	SCEA	August 15, 2023
Whitehill, Darby	1.0 FTE Math Teacher Stillwater Area High School	1.0 FTE Math Teacher Stillwater Area High School	Requested Decrease	SCEA	August 21, 2023

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Bonin Laura	Teacher, ESY Summer School Oak-Land Middle School	2023-2024 Staffing	CSS	July 10, 2023 - July 27, 2023
Fischer, Melissa	Health Care Specialist, ESY Summer School Oak-Land Middle School	2023-2024 Staffing	CSS	July 10, 2023 - July 27, 2023
Harvieux, Maren	Cafeteria Employee, 30 min/day Lily Lake Elementary	2023-2024 Staffing	Cafeteria	September 5, 2023
Toft, Jacob	Teacher, ESY Summer School Oak-Land Middle School	2023-2024 Staffing	CSS	July 10, 2023 - July 27, 2023
Turnquist, Leah	Cafeteria Employee, 30 min/day Rutherford Elementary	2023-2024 Staffing	Cafeteria	September 5, 2023



Stillwater
AREA PUBLIC SCHOOLS



Impact of the READ Act on Stillwater Schools

Presented to the School Board
August 22, 2023



Replaces *Read Well by 3rd Grade* Legislation

Reading Goal:

Every child reading at or above grade level every year (not just 3rd grade)

Instruction & Materials:

Implementation of evidence-based instructional materials by 2026-2027 (explicit and systematic; reliable, trustworthy, and valid)

Professional Development: Provide approved training (TBD) by:

- **July 1, 2025:** K-12 intervention teachers, pK-3 classroom teachers, special education teachers and instructional support staff who provide reading instruction, curriculum directors and employees who select literacy instructional materials
- **July 1, 2027:** other specified teachers in the district, prioritizing teachers who work with students with disabilities, English learners, and students who qualify for the graduation incentives program

What's Already in Place?

Approved Screening Tool and Screening Process: K-5 FastBridge and MTSS
Schoolwide Intervention Meetings

Literacy Lead: Skye Hoekstra

Internal LETRS Trainers:
Skye Hoekstra & Dani Johnson

K-5 Reading Interventions:

- Tier 2–WIN Time (PRESS)
- Tier 3–Read With Me (Foundations)



Next Steps

Convene Literacy Committee:

- Review current instructional practices and materials against READ Act requirements
- Revise District Literacy Plan
- Monitor professional development and progress towards training deadline
- Identify new core literacy materials (MDE list available on Jan. 1, 2024)

Science of Reading Training:

- LETRS Volume 1 (2023-2024): All remaining K-1 teachers and K-5 interventionists
- Determine best training options for remaining staff

Strengthen Programming:

MTSS (beyond elementary) and Collaborative Action Team Processes

Budget:

Literacy Incentive Aid and READ Act Appropriations

Recommend Program Changes:

District Advisory Committee and School Board



Questions

Educational Programs

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Literacy and the Read Act	621		Annual

I. PURPOSE

This policy aligns with Minnesota law established in the Read Act and on other topics related to reading.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes the centrality of reading in a student’s educational experience.

III. DEFINITIONS

- A. "Evidence-based" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.
- B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.
- C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.
- D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board as a teacher of reading, a special education teacher, or a kindergarten through grade 6 teacher, who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy. A literacy specialist employed by the department under Minnesota Statutes, section 120B.123, subdivision 7, or by a district as a literacy lead, is not required to complete the approved training before August 30, 2025.
- E. "Literacy lead" means a literacy specialist with expertise in working with educators as adult learners. A district literacy lead must support the district's implementation of the Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other

- support staff to support classroom literacy instruction. A literacy lead may be employed by one district, jointly by two or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.
- F. "Multitiered system of support" or "MTSS" means a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through a MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.
 - G. "Oral language," also called "spoken language," includes speaking and listening, and consists of five components: phonology, morphology, syntax, semantics, and pragmatics.
 - H. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.
 - I. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.
 - J. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.
 - K. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.
 - L. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension.
 - M. "Three-cueing system," also known as "meaning structure visual (MSV)," means a method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.
 - N. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading, and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT

- A. The school district must administer an approved evidence-based reading screener to students in kindergarten through grade 3 within the first six weeks of the school year, and again within the last six weeks of the school year. The screener must be one of the screening tools approved by the Minnesota Department of Education (MDE).
- B. The school district must identify any screener it uses in the district's annual literacy plan, and submit screening data with the annual literacy plan by June 15.
- C. Schools, at least biannually after administering each screener, must give the parent of each student who is not reading at or above grade level timely information about:
 - 1. the student's reading proficiency as measured by a screener approved by MDE;
 - 2. reading-related services currently being provided to the student and the student's progress; and
 - 3. strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.
- D. The school district may not use this section to deny a student's right to a special education evaluation.

V. IDENTIFICATION AND REPORT

- A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The screening for characteristics of dyslexia may be integrated with universal screening for mastery of foundational skills and oral language.
- B. The school district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.
- C. Students in grades 4 and above, including multilingual learners and students receiving special education services, who do not demonstrate mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language, must be screened using a screening tool approved by MDE for characteristics of dyslexia and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.
- D. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner by June 15 in the form and manner determined by the MDE Commissioner.

- E. The school district must include in its literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under paragraph (a), the report must include:
1. a summary of the school district's efforts to screen for dyslexia;
 2. the number of students universally screened for that reporting year;
 3. the number of students demonstrating characteristics of dyslexia for that year; and
 4. an explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

VI. INTERVENTION

- A. For each student identified under the screening identification process, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.
- B. The school district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.1118, for a student not reading at grade level.
- C. The school district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Starting July 1, 2023, if the school district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.1118.
- D. If a student does not read at or above grade level by the end of the current school year, the school district must continue to provide reading intervention until the student reads at grade level. School district intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.
- E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-based reading instruction approved by MDE. Intervention may include but is not limited to requiring student attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.
- F. The school district must determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and

outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an individualized education program.

VII. LOCAL LITERACY PLAN

A. The school district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. The school district must update and submit the plan to the Commissioner of MDE by June 15 each year. The plan must be consistent with the Read Act, and include the following:

1. a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;
2. a process to notify and involve parents;
3. a description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;
4. evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;
5. identification of staff development needs, including a plan to meet those needs;
6. the curricula used by school site and grade level;
7. a statement of whether the school district has adopted a MTSS framework;
8. student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:
 - a) students in kindergarten through grade 3;
 - b) students who demonstrate characteristics of dyslexia; and
 - c) students in grades 4 to 12 who are identified as not reading at grade level; and

B. the number of teachers and other staff that have completed training approved by the department.

VIII. STAFF TRAINING

A. Beginning July 1, 2024, a school district must provide access to the training required under Minnesota Statutes, section 120B.123, subdivision 5, to:

1. intervention teachers working with students in kindergarten through grade 12;
2. all classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs;
3. special education teachers;

4. curriculum directors;
 5. instructional support staff who provide reading instruction; and
 6. employees who select literacy instructional materials for a district.
- B. The school district must provide training from a menu of approved evidence-based training programs to all reading intervention teachers, literacy specialists, and other teachers and staff identified in Minnesota Statutes, section 120B.12, subdivision 1, paragraph (b), by July 1, 2025; and by July 1, 2027, to other teachers in the school district, prioritizing teachers who work with students with disabilities, English learners, and students who qualify for the graduation incentives program under Minnesota Statutes, section 124D.68. The Commissioner of MDE may grant a school district an extension to these deadlines.
- C. By August 30, 2025, the school district must employ or contract with a literacy lead, or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The school board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under Minnesota Statutes, section 123A.24 for the services of a literacy lead by August 30, 2025. The school district literacy lead must collaborate with school district administrators and staff to support the school district's implementation of requirements under the Read Act.

IX. STAFF DEVELOPMENT

- A. The school district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with subdivision 1, paragraph (b). The training must include teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.
- B. The school district shall use the data under Article V. above to identify the staff development needs so that:
1. elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.1118 and other literacy-related areas including writing until the student achieves grade-level reading and writing proficiency;
 2. elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the school district for the identified students;
 3. licensed teachers employed by the school district have regular opportunities to improve reading and writing instruction;
 4. licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including oral academic language development, and build academic literacy; and

5. licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.

- C. The school district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

X. LITERACY INCENTIVE AID USES

The school district must use its literacy incentive aid to support implementation of evidence-based reading instruction. The following are eligible uses of literacy incentive aid:

1. training for kindergarten through grade 3 teachers, early childhood educators, special education teachers, reading intervention teachers working with students in kindergarten through grade 12, curriculum directors, and instructional support staff that provide reading instruction, on using evidence-based screening and progress monitoring tools;
2. evidence-based training using a training program approved by MDE;
3. employing or contracting with a literacy lead, as defined in Minnesota Statutes, section 120B.1118;
4. materials, training, and ongoing coaching to ensure reading interventions under Minnesota Statutes, section 125A.56, subdivision 1, are evidence-based; and costs of substitute teachers to allow teachers to complete required training during the teachers' contract day.

References: Minn. Stat. § 120B.1118 (Read Act Definitions)

Minn. Stat. § 120B.12 (Read Act Goal and Interventions)

Minn. Stat. § 120B.123 (Read Act Implementation)

Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)

Minn. Stat. § 124D.68 (Graduation Incentives Program)

Minn. Stat. § 124D.98 (Literacy Incentive Aid)

Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)

Cross References: None

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Organization of School Calendar and School Day	602		Annual

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

III. CALENDAR RESPONSIBILITY

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff, and parents.
- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher’s workshops may be held before Labor Day.
 - 1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
 - 2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minnesota Statutes section 123A.30, 123A.32, or 123A.35 with a school district that qualifies under Section III.B.1.
 - 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.

- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the school board.

V. E-LEARNING DAYS

- A. An “e-learning day” is a school day where a school offers full access to online instruction provided by students’ individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On an e-learning day, each student’s teacher must be accessible both online and by telephone during normal school hours to assist students and parents.
- H. When the school district declares an e-learning day, it must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

Legal References:

Minn Stat. 10.55 (Juneteenth)

Minn. Stat. § 120A.40 (School Calendar)

Minn. Stat. § 120A.41 (Length of School Year; Hours of Instruction)

Minn. Stat. § 120A.414 (E-Learning Days)

Minn. Stat. § 120A.415 (Extended School Calendar)

Minn. Stat. § 120A.42 (Conduct of School on Certain Holidays)

Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)

Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)

Minn. Stat. § 123A.30 (Agreements for Secondary Education)

Minn. Stat. § 123A.32 (Interdistrict Cooperation)

Minn. Stat. § 123A.35 (Cooperation and Combination)

Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)

Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)

Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)

Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

Minn. Stat. § 645.44 (Words and Phrases Defined)

Cross References: MSBA/MASA Model Policy 425 (Staff Development)

School Meals Policy	534	Adopted: 06-8-17 Revised: 11-21-19 Revised: 07-11-2023	Annual
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I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district’s nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte items or second meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. All a la carte or second meal purchases are to be prepaid before meal service begins. Funds may be deposited into student meal accounts via schoolcafé, cash or check. A student who does not have sufficient funds will not be allowed to charge a la carte items or a second meal.
- B. All of our schools participate in the MN Free School Meals Program.
- C. Each school that participates in the free school meals program must:
 - 1. participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and
 - 2. provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.
- D. Once a meal has been placed on a student’s tray or otherwise served to a student, the meal will not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance. **A la carte items may be removed from a student’s tray if the student does not have sufficient funds in the meal account.**
- E. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- F. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to

the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families of a low account balance **\$5.00 by automated phone call, email and/or text message**
- B. Families will be notified of an outstanding negative balance once balance goes negative. **Families will be notified by automated phone call, email, text messages and/or via Friday folders**
- C. **When the account balance reaches negative \$15, the Nutrition Services manager will contact the guardian via phone or email.**
- D. **When the account balance reaches negative \$25, the Nutrition Services Department Manager or designee will contact the family via letter. Such letter shall notify the family of the expectation that the account be brought to a positive balance within 10 days.**
- E. **When an account balance reaches negative \$50, the account shall be considered a delinquent debt and the District shall notify the family via a second letter. Such letter shall notify the family of the expectation to bring the account to a positive balance immediately or the account could be sent to collections.**
- F. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing non-reimbursable meals; or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than **\$50**, not paid prior to **10 days of the second letter**, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing in the school handbook to:
 - 1. all households at or before the start of each school year;
 - a. students and families who transfer into the school district, at the time of enrollment; and
 - 2. all school district personnel who are responsible for enforcing this policy.
- B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.
- C. The school district will post the policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.

Legal References: Minn. Stat. § 124D.111, Subd. 4 Lunch Aid; Food Service Accounting; No fees
 42 U.S.C. § 1751 et seq. (Healthy and Hunger-Free Kids Act)
 7 C.F.R. § 210 et seq. (National School Lunch Program Regulations)
 7 C.F.R. § 220.8 (Meal Requirements for Breakfast Regulations)
 Minn. Op. Atty. Gen. 169j (May 14, 2019) (Letter to Ricker)

Minn. Stat. § 123B.37 (Prohibited Fees)
 Minn. Stat. § 124D.111 (School Meals Policies; Lunch Aid; Food Service Accounting)
 42 U.S.C. § 1751 et seq. (Healthy and Hunger-Free Kids Act)
 7 C.F.R. § 210 et seq. (School Lunch Program Regulations)
 7 C.F.R. § 220.8 (School Breakfast Program Regulations)
 USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
 USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
 USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Cross References: None



Stillwater School Board
Policy Meeting Notes
August 1, 2023

Attendees: Beverly Petrie, Mike Funk, Bob Graf,
Carissa Keister, Dawn Waller Lueck, Joan Hurley,

Reviewed Minnesota Model Policy Revision as part of the 2023 Minnesota Legislative Changes. These policies are updated to reflect Minnesota laws enacted in 2023. ●

Next Step

- Action for Policies 603-Curriculum Development; 604 - Instruction Curriculum, 618 - Assessment of Student Achievement, 620 Credit for Learning, 624 - Online Learning will be requested at the August 8, 2023 board meeting.
- Action for amended Policy 534 - School Meal Policy will be requested at the August 22, 2023 board meeting.
- First Reading for New Policies 602 - Organization of School Calendar and School and 621 - Literacy and the Read Act at the August 22, 2023 board meeting.

Respectfully submitted by Joan Hurley

ISD 916 Open (Student Built) House ~ August 2, 2023 Katie Hockert Director Report for August 8, 2023

Students in the Construction Occupations Program at 916 Career and Tech hosted an open house this week. The house was gorgeous and the neighbors just loved it. This single-family home (number 29 for this program) was built in partnership with the city of North St. Paul (who owns/provides resources for the home build), 916 Career and Tech (whose students work in collaboration with the instructor, Tom Spehn, and alongside subcontractors to construct most aspects of the home), St. Paul College (whose cabinetmaking students build and install the cabinets), and Century College (whose interior design students are responsible for many aspects of the cabinet design, color palette, flooring, hardware, etc).



Six students from Stillwater Area High School contributed to all aspects of building this home during the 22-23 school year. The home was open to the public for viewing last week Tuesday, August 8 and students, families, legislators, neighbors, and community leaders came to celebrate this amazing accomplishment alongside our students Travis Avery, Alec Elwell, Michael Miller, Decker Nadolski, Riley Skuza, Donovan Straka and their families. I was able to visit with Donovan at the open house. He said his favorite memory was the day last winter when they put up the rafters. There was a picture in the slideshow of that day and it immediately caught my attention because students were cautiously walking along the beams. I can see why that was a fun day. The home will be sold by the city and profits are reinvested in future projects to continue this program. This year's home will be built right next door to last year's, again investing in this neighborhood.

ISD 916 continues to partner with Stillwater Area Schools in ways that compliment and capstone our Career Pathways as well as diversify options for students. The early college credits earned at 916 Career and Tech are unique in that they are in a highly supported (low-risk) environment and allow our students to remain fully rostered in our district. These programs produce students with professional skills, industry certifications and early college credits that lead to post-secondary success. This gives our students a real advantage that will last a lifetime. (Photo features 2023 graduate of ISD 834, Donovan Straka with 916 Superintendent Val Rae Boe and 834 Board Member Katie Hockert.)





NORTHEAST METRO | 916
Intermediate School District

partners in education

TO: Northeast Metro 916 Board of Education
FROM: Val Rae Boe
DATE: August 14, 2023
RE: August 2 Board of Education Meeting Talking Points

Members present: Palmer-13, Oksnevad-282, Westerman-621, Yener-622, Clark-623, Daniels-624, Theisen-831, Donovan-832, Dols-833, and Hockert-834.

Members absent: Knisely-12, Starck-14, and Forsberg-16.

- **Legislative Update:** Valerie Dosland, lobbyist, gave the school board an update on the 2023 legislative session. She shared that with the budget surplus and support from the Governor and the Legislature, this session provided opportunities to advance several long-standing legislative priorities related to education. Some of the bigger priorities that advanced were: increase to the gen ed formula and indexing to inflation, additional funding for the sped and EL cross-subsidies, incentives and expansion of programs to attract, develop, and retain teachers of color, and remove barriers to address the shortage of teachers and other staff. Valerie also specifically mentioned the changes to ALC transportation, Career and Technical Education and Special Instruction and Services extending to age 22. Lastly, she mentioned that the details for the Innovation Grant are still being worked out.
- **QComp:** Scott Thomas, director of educational services, reviewed the QComp results for 2023. He highlighted that 99% of eligible employees received either their full or a reduced amount of their incentive pay and 54% met their individual goal.
- **2022-23 Strategic Actions Impact Report:** Shannon Hunter, communications coordinator, presented information from the Impact Report. She gave examples from each area including: Happy and Proud, the 916 Experience, Vision for Student Learning, Equity, and Professional Support and Development and showed how each area linked to the 22-23 Strategic Action Benchmarks. Shannon shared that the 23-24 Strategic Actions benchmarks are being developed and will be proposed at the beginning of the school year.
- **Approval of E-Learning Plan:** Using guidance from MDE, 916 has developed an e-learning plan, which can be adapted to meet individual program priorities and student needs. The School Board adopted the proposed plan but the plan will continue to be

subject to collective bargaining between the District and the teacher's union and is subject to change.

- **Approval of Contracts:** The School Board approved contracts including:
 - 916 and Canvas Health to provide TAP services at Sped programs, the ALC's, and Career and Tech, as well, as EMCH classrooms at Karner Blue.
 - 916 and Playworks: Playworks will provide on-site staffing, consultative support, professional development, and free resources in order to make the most of recess or student's play time.

- **Substitute Teacher, Educational Assistant Specialist and Education Assistant Pay Rates for FY24:** The School Board approved increasing the rates for substitute teachers by \$10/day. Teachers will move to \$185/day and education assistants and educational assistant specialists will be at the first step on the salary scale for the 23-24 school year. These services are provided to 916 through Teachers on Call with an administrative fee of 28%.

- **Approval of Purchase of Emergency Push to Talk Radios and Services from FirstNet and AT&T Mobility:** The School Board approved replacing the existing Motorola radios with Emergency Push to Talk radios from FirstNet and AT&T Mobility National Accounts. The new radios are more technologically capable including features such as: unlimited range push to talk, 911 calling from each radio, building to building communication groups, hands off programming changes, and building wide broadcasting during emergencies. This service also bolsters the cellular signals at challenging sites and expands capacity to serve the number of devices programs are requesting.