

Business Meeting

Tuesday, October 24, 2023 6:00 PM

Lake Elmo Elementary, 11030 Stillwater Blvd,, Lake Elmo, MN 55042

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. Jenna Phelps and Mr. Samuel Young, 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, September 26, 2023	Speaker (s) : Ms. Katie Hockert, School Board Clerk
X.B. School Board Meeting Minutes, October 10, 2023	Speaker (s) : Ms. Katie Hockert, Clerk
X.C. Payment of Invoices, October 7, 2023 - October 20, 2023 & Off-Cycle Payments from Previous Register	Speaker (s) : Ms. Marie Schrul, Executive Director of Finance
X.D. Field trip request form for SAHS- Baseball Spring Training Trip	Speaker (s) : Michael Parker- Coach
X.E. Amended Policy 602 - Organization of School Calendar and School Day	Speaker (s) : Ms. Dawn Waller Lueck, Director of Schools
X.F. Annual Review of Policy 101 - Legal Status of the School District	Speaker (s) : Dr. Mike Funk, Superintendent
X.G. Annual Review of Policy 101.1 - Name of School district	Speaker (s) : Dr. Mike Funk, Superintendent
X.H. Annual Review of Policy 203 - Operation of the School Board Governing Rules	Speaker (s) : Dr. Mike Funk, Superintendent
X.I. Annual Review of Policy 203.3(6) - Consent Agenda	Speaker (s) : Dr. Mike Funk, Superintendent
X.J. Annual Review of Policy 302 - Superintendent	Speaker (s) : Dr. Mike Funk, Superintendent

X.K. Annual Review of Policy 303 - superintendent Selection	Speaker (s) : Dr. Mike Funk, Superintendent
X.L. Annual Review of Policy 414 - Mandatory Reporting of Child Neglect or Physical or Sexual Abuse	Speaker (s) : Dr. Mike Funk, Superintendent
X.M. Annual Review of Policy 427 - Workload Limits for Certain Special Education Teachers	Speaker (s) : Dr. Mike Funk, Superintendent
X.N. Severance Agreement	Speaker (s) : Dr. Mike Funk, Superintendent
X.O. Human Resources Personnel Report	Speaker (s) : Dr. Mike Funk, Superintendent
XI. Strategic Direction A: Ensure the learning process is adaptable to meet individual student needs	
XII. Strategic Direction B: Foster a safe, welcoming and inclusive environment for all staff and students	
XIII. Strategic Direction C: Utilize systems and align resources in an efficient manner to support learning	
XIV. Strategic Direction D: Develop strong partnerships with the communities we serve	
XIV.A. Referendum Update	Speaker (s) : Ms. Carissa Keister Chief of Staff
XV. Closed Session	Speaker (s) : Ms. Alison Sherman, School Board Chair
XVI. Consider Approval of Resolution	Speaker (s) : Ms. Alison Sherman, School Board Chair
XVII. Amend Agenda to add Memorandum of Understanding (MOU) Longevity Recognition	Speaker (s) : Ms. Alison Sherman, School Board Chair
XVIII. Memorandum of Understanding (MOU) Longevity Recognition	Speaker (s) : Ms. Marie Schrul, Executive Director of Finance
XIX. Adjournment	Speaker (s) : Ms. Alison Sherman, School Board Chair
XX. Attachments	

- I. Recognition: Caden Jurkovski has earned academic honors from the College Board's National Recognition Program.
- II. Public Comment: Heidi Louise - Support the referendum and its impact on the need for a new Andersen Elementary, Curt Campbell - The positives of a community school within Bayport, Shari Hayner - Tax impact on the community, Dave Farr - Andersen Elementary relocations, Mary Hanf - Bond referendum , Ashley Cegielski - Support the bond, Mike McCarthy - Reading books, Pam Carlson - Andersen and Lake Elmo Elementary.
- III. Call to Order: The meeting was called to order at 6:04 p.m.
- IV. Roll Call: Present: Katie Hockert, Pete Kelzenberg, Chris Lauer, Beverly Petrie, Annie Porbeni, Alison Sherman, Andrew Thelander
- V. Pledge of Allegiance
- VI. Approval of Agenda: Motion made by Sherman and seconded by Hockert, Carried 7-0.
- VII. Student Report: Nothing to report.
- VIII. Superintendent Report: Dr. Funk provided information related to the proposed bond, which includes providing the best educational environment that meets the needs of our students and staff; preparing the district for future growth; operating in a fiscally responsible manner and balancing student needs with taxpayer support. He also presented an update on the proposed location for a new Andersen Elementary. The district is working with members of People's Congregational Church in Bayport on a letter of intent to purchase a 10-acre parcel of land adjacent to Barker's Alps Park in Bayport. The district would build the new school on the parcel and partner with the city of Bayport for use of the park's fields and green space.
- IX. Board Chair Report: Nothing to report.
- X. Consent Agenda:
 - A. School Board Minutes, August 22, 2023
 - B. School Board Minutes, September 12, 2023
 - C. Payment of Invoices - August 19, 2023 - September 22, 2023 Off Cycle Payments From Previous Register
 - D. Field Trip Request Form for Stillwater Area High School Belle Choir
 - E. Field Trip Request Form for Stillwater Area High School Wind Ensemble and Wind Symphony
 - F. Field Trip Request Form for Stillwater Area High School Softball Team
 - G. Memorandum of Understanding (MOU) Hiring Bonus
 - H. Human Resources Personnel ReportMotion made by Sherman to approve consent agenda A-H, second by Petrie, Carried 7-0.
- XI. Strategic Direction C: Utilize Systems and Align Resources in an Efficient Manner to Support Learning
 - A. Action: Adopt Preliminary Proposed Property Tax Levy 2023 Payable 2024. School board members adopted a proposed property tax levy of \$55.9 million for taxes payable in 2024. This is the maximum levy allowed under law. It includes both voter-approved levies and non-voter-approved levies. State law requires the board to adopt a proposed levy by September 30 of each year. (Note: The deadline was changed to Oct. 2 this year due to Sept. 30 being a non-business day). The board will have the option to adjust the levy to a lower amount prior to certifying the final levy in December. Motion to adopt a "maximum" proposed 2023 payable 2024 property tax levy at the September 26, 2023 School board meeting and to set the date for the Truth and Taxation meeting for December 5, 2023 at 6:00 p.m. at Stillwater Middle School, 523 Marsh St. W, Stillwater, MN 55082 made by Sherman, second by Thelander, Carried 7-0.
 - B. Action: Resolution Appointing Election Judges. Motion made by Kelzenberg, second by Lauer, Carried 7-0.
 - C. Action: Policy 722 - Public Data Request. Motion made by Hockert, second by Porbeni, Carried 7-0.

- D. Second Reading: Policy 424 - License Status. This policy will come to the board for approval at a future board meeting.
 - E. Second Reading: 708 - Transportation of Nonpublic School Students. This policy will come to the board for approval at a future board meeting.
 - F. Second Reading: Policy 602 - Organization of School Calendar and School Day. This policy will come to the board for approval at a future board meeting.
- XII. Strategic Direction A: Ensure the Learning Process is Adaptable to Meet Individual Student Needs.
- A. Action: Policy 601 - School District Curriculum. Motion made by Porbeni, second by Kelzenberg, Carried 7-0.
 - B. Action: Policy 616 - School District System Accountability. Motion made by Sherman, second by Petrie, Carried 7-0.
 - C. Second Reading: 613 - Graduation Requirements. This policy will come to the board for approval at a future board meeting.
 - D. Second Reading: Policy 621 - Literacy and Read Act. This policy will come to the board for approval at a future board meeting.
- XIII. Strategic Direction B: Foster a Safe, Welcoming and Inclusive Environment for all Staff and Students
- A. Second Reading: 516.5 - Overdose Medication. This policy will come to the board for approval at a future board meeting.
- XIV. Strategic Direction D: Develop Strong Partnerships with the Communities We Serve
- A. Referendum Update. School board members learned more about the bond's proposal to construct a new building to replace Andersen Elementary. A successful bond would provide funds to build a 600 student school featuring modern learning spaces and access to playing fields and green spaces. You can learn more at stillwaterschools.org/bond.
- XV. Closed Session. Pursuant to Minnesota Statute 13D.03(b). The governing body of a public employer may, by a majority vote in a public meeting, decide to hold a closed meeting for a confidential attorney-client discussion regarding pending litigation in the matter *ISD No. 834 v. EN Properties, LLC, et al.* Motion by Sherman, second by Thelander, Carried 7-0.
- XVI. Adjourn
- A. The meeting adjourned at 8:06 p.m.

Respectfully submitted, Katie Hockert, Board Clerk

- I. Call to Order: The meeting was called to order at 6:03 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 Petrie and seconded by Hockert, Carried 6-0.
- V. Consent Agenda: A.Payment of Invoices - September 23, 2023 - October 6, 2023 and Off-Cycle Payment from Previous Register; B.School Age Care Employee Wage Adjustment; C. 2023-2024 Workers Compensation Renewal. Motion made by Petrie to approve consent agenda A-C, second by Sherman, Carried 6-0.
- VI. Strategic Direction A: Ensure the Learning Process is Adaptable to Meet Individual Student Needs Foster a Safe, Welcoming and Inclusive Environment for All Staff and Students
 - A. Report:2023 Secondary MCA Data Report. School board members reviewed proficiency data from the 2023 Minnesota Comprehensive Assessments (MCA) for middle and high school students, ACT scores for the 2023 school year, which have also been on a downward trend since 2018-2019, systemic issues that have had a negative impact on our results and future opportunities for improvement.
 - B. Action: Policy 613 - Graduation Requirements. Motion to approve by Sherman and second by Thelander, Carried 6-0.
 - C. Action: Policy 621 - Literacy and the Read Act. Motion to approve by Hockert and second by Petrie, Carried 6-0.
- VII. Strategic Direction B: Foster a Safe, Welcoming and Inclusive Environment for All Staff and Students
 - A. Action: Policy 516.5 - Overdose Medication. Motion to approve by Kelzenberg and second by Lauer, Carried 6-0.
- VIII. Strategic Direction C: Utilize Systems and Align Resources in an Efficient Manner to Support Learning
 - A. Report: Teacher Evaluation. School board members learned about the process used to evaluate teachers, which is designed to promote professional growth and development.
 - B. Action: Policy 424 - License Status. Motion to approve by Sherman and second by Kelzenberg, Carried 6-0.
 - C. Action: Policy 602 - Organization of School Calendar and School Day. Motion to approve by Petrie and second by Lauer, Carried 6-0.
 - D. Action: Policy 708 - Transportation of Nonpublic School Students. Motion to approve by Sherman and second by Hockert, Carried 6-0.
- IX. Strategic Direction D: Develop Strong Partnerships with the Communities We Serve - Nothing to report.
 - A. Report: Referendum Update. School board members learned more about the proposal to expand and remodel Oak-Land Middle School, which will allow funding to construct 10 new classrooms, a new gymnasium and remodel the existing gym to become a media center and commons area. You can learn more at stillwaterschools.org/bond.
- X. Adjourn
 - A. The meeting adjourned at 7:49 p.m.

Respectfully submitted, Katie Hockert, Board Clerk



Field Trip / Overnight Athletic Team Trip Pre-Approval Form

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

Teacher/Coach/Advisor: Michael Parker Cell Phone #: 651-271-4880

In conjunction with (team/class/organization): Baseball

Educational/Trip Purpose: Outdoor Spring training trip
 Itinerary details must be attached

Destination: Fort Pierce Florida

Destination Address/Phone: 10978 S. Ocean Drive Jensen Beach FL 34957
(Address, City, State) (Phone number)

Departure from school Date: ~~3/23~~ 3/24/24 Return to school Date: 3/29/24

Depart from school Time: 7:25 AM Arrival to destination Time: 12:05 AM

Departure from destination Time: 9:35 PM Return to school Time: 12:18 AM

Number of: Students/Team Members: (Attach List) 41
Directors/Coaches: 6 Names: Mike Parker, Brent Killen, Mike Weiss
Chaperones*: _____ Names: Derrick Schmidt, John Hodge, Ryan Bontasiewicz

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

Mode of Travel (see back for more info): Sun Country Air Lines

Lodging Information (if overnight): The Lucie Hotel Same as Destination
(Hotel Name, Address, City, State) (Phone number)

Safety/Security Plans Reviewed Parent meeting 10/3/23
(Date and manner in which information provided)

Discipline & Chemical Policy & Rules Reviewed 10/3/23 Parent meeting
(Date and manner in which information provided)

Estimated Cost \$ 1454
Transportation \$ 761
Housing \$ 693
Fees \$ _____
Supplies \$ _____
(other) _____

Total Cost \$ 1454
Student Cost \$ 1454 District Cost \$ _____
Funding Source (i.e. grant, prof. dev., etc.): play Fundraiser

Teacher/Coach Signature: Mike Parker 9/29/23
(Date)

Department Chair/Athletic Director Approval: Rickie D. Meeker 9/29/23
(Date)

Building Administration Approval: Robert C. ... 10/3/23
(Date)

FOR OVERNIGHT FIELD TRIPS AND ATHLETIC TEAM TRIPS ONLY
District Administrative Approval: _____
(Date)

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 **per Minnesota Statute 120A.40.**
 - 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 **per Minnesota Statute 120A.40.**
 - 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 **per Minnesota Statute 120A.40.**

- 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 DISTRICT

Legal Status of School District	101	Adopted: 11-16-2017	Annual

I. PURPOSE

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

- A. Funds

1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools and authority to manage and expend such funds, subject to applicable law.
2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.

2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. § 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.
4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued, subject to statutory limitations.

Legal References: Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B (School Districts, Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. § 465.035 (Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties of Political Subdivisions)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d 374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)



SCHOOL DISTRICT

Name of the School District	101.1	Adopted: 11-16-2017	Annual

I. PURPOSE

The purpose of this policy is to clarify the name of the school district.

II. GENERAL STATEMENT OF POLICY

Pursuant to statute, the official name of the school district is Independent School District No. 834. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

III. UNIFORM NAME

- A. The name of the school district shall be Stillwater Area Public Schools.
- B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.
- C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No. 834 – Stillwater Area Public Schools, but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

Legal References: Minn. Stat. § 123A.55 (Classes, Number)

Operation of School Board Governing Rules	203	Adopted: 07-18-2018	2-Year

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. *Robert's Rules of Order, Revised* 11th edition where not inconsistent with A. and B., above.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 123B.09 (School Board Matters)
Minn. Stat. § 123B.14 (Officers)

Consent Agendas	203.36	Adopted: 7.12.18	2 Year Review Cycle

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

SCHOOL DISTRICT ADMINISTRATION

Superintendent	302	Adopted: 09-13-2018	3-Year

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, non voting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district, consistent with statutory requirements.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

SCHOOL DISTRICT ADMINISTRATION

Superintendent Selection	303	Adopted: 09-13-2018	3-Year

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

III. QUALIFICATIONS

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the employment contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Rules, Chapter 3512

EMPLOYEES / PERSONNEL

Mandated Reporting of Child Neglect or Physical or Sexual Abuse	414	08-23-2001 Renumbered: 03-11-2021 Amended: 03-17-2022	Annual

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. Ch. 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Juvenile Safety and Placement) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.

- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being maltreated or has been maltreated within the preceding three years.
- E. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- F. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child’s physical or mental health when reasonably able to do so;
 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child’s own basic needs or safety, or the basic needs or safety of another child in his or her carer;
 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 5. prenatal exposure to a controlled substance as defined in state law used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
 6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 6, Clause (5);
 7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
 8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child, which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.

Neglect does not occur solely because the child’s parent, guardian, or other person responsible for the child’s care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu, of medical care.

- G. “Nonmaltreatment mistake” occurs when: (1) at the time of the incident, the individual was performing duties identified in the center’s child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- H. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. “Physical abuse” means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child’s care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child’s history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child’s breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child’s behavior, motor coordination, or judgment, or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379, including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a

person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm; (2) been found to be palpably unfit; (3) committed an act that resulted in an involuntary termination of parental rights; (4) , or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative.

IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report.
- B. An oral report shall be made immediately by telephone or otherwise, The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person

believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, and the name and address of the reporter.

- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care. School officials may

not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable, and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged offender is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent

to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Workload Limits for Certain Special Education Teachers	427	Adopted: 07-27-2017 Reviewed: 09-26-2019	Annually

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

B. Direct Services

“Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

C. Indirect Services

“Indirect services” means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of "Direct Services," "Indirect Services," "Teacher," and "Workload")
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Collier, Trenise	Resignation	Preschool Assistant, 26 hours/week Rutherford Elementary	Community Ed Leads & Assistants	May 25, 2023
Dodds, Chelsea	Resignation	1.0 FTE Counselor Oak-Land Middle School	SCEA	October 3, 2023
Durham, Lisa	Resignation	Paraprofessional, 24 hours/week Lake Elmo Elementary	SCPA	August 25, 2023
Edgell, Nichole	Resignation	Paraprofessional, 3.25 hours/day Afton-Lakeland Elementary	SCPA	August 3, 2023
Gilmore, Erin	Resignation	Paraprofessional, 6.25 hours/day Andersen Elementary	SCPA	August 28, 2023
Haynes, Shelly	Released	Paraprofessional, 3.0 hours/day Afton-Lakeland Elementary	SCPA	September 13, 2023
Hill, Kathleen	Resigned	Cafeteria Employee, 4.0 hours/day Mahtomedi Middle School	Cafeteria	August 21, 2023
Hooge-Chacka, Kristen	Resignation	Paraprofessional, 24 hours/week Early Childhood Family Center	SCPA	September 28, 2023
Hoy, Paulette	Resignation	Cafeteria Manager, 6.75 hours/day Andersen Elementary	Cafeteria	August 16, 2023
Jarpe, Amy	Resignation	Paraprofessional, 6.0 hours/day Stillwater Area High School	SCPA	October 17, 2023
Labarre, Love	Resignation	Community Ed Assistant, 8.25 hours/week Brookview Elementary	Community Ed Leads & Assistants	October 2, 2023
Lindsay, Dennis	Resignation	Jazz Band, Wind Band, & Pony Pep Band Advisor Stillwater Area High School	Co-Curricular	August 21, 2023
Lockard, Leasa	Resignation	Paraprofessional, 7.0 hours/day Oak-Land Middle School	SCPA	August 21, 2023
Lumby, Lancer	Resignation	Track Coach Stillwater Middle School	Co-Curricular	September 13, 2023
Mlinar, Jordan	Resignation	Paraprofessional, 6.0 hours/day Lake Elmo Elementary	SCPA	August 15, 2023
Molano, Amalia	Resignation	Paraprofessional, 6.5 hours /day Oak-Land Middle School	SCPA	September 8, 2023
Nolen, Chandler	Released	Cafeteria Employee, 4.0 hours/day Mahtomedi Middle School	Cafeteria	September 25, 2023
Pantila, Logan	Resignation	Paraprofessional, 6.5 hours/day Oak-Land Middle School	SCPA	August 4, 2023
Poppovich, Jasmine	Resignation	Assistant Lacrosse Coach Stillwater Area High School	Co-Curricular	October 9, 2023
Rysavy, Hailey	Resignation	Community Ed Assistant, 23.5 hours/week Brookview Elementary	Community Ed Leads & Assistants	October 9, 2023
Thiesen, Ryan	Resignation	Cafeteria Employee, 4.0 hours/day Floater	Cafeteria	June 7, 2023
Thao, Jennie	Resignation	Paraprofessional, 6.0 hours/day Rutherford Elementary	SCPA	August 15, 2023
Ziemer, Diane	Resignation	Cafeteria Employee, 4.0 hours/day Stillwater Area High School	Cafeteria	June 7, 2023

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Bagal, Zoe	.5 FTE Music Teacher Andersen Elementary	\$51,397	Replacement	SCEA	September 14, 2023 - May 31, 2024
Berge, Elisabeth	Community Ed Aide, 2.0 hours/week Lake Elmo Elementary	\$13.36 / hour	2023-2024 Staffing	Community Ed Leads & Assistants	October 2, 2023
Brummel, Laurie	Paraprofessional, 4.0 hours/day	\$18.00 / hour	2023-2024	SCPA	October 17, 2023

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

	Stonebridge Elementary		Staffing		
Eisenmann, Julia	Paraprofessional, 7.0 hours/day Lake Elmo Elementary	\$18.00 / hour	2023-2024 Staffing	SCPA	October 16, 2023
Frederick, June	Community Ed Aide, 3.5 hours/week Early Childhood Family Center	\$13.36 / hour	2023-2024 Staffing	Community Ed Leads & Assistants	September 25, 2023
Geary, Scott	Interim Assistant Senior High Principal Stillwater Area High School	\$130,620.00	Replacement	Principals	September 21, 2023 - June 30, 2024
Hess, Rachel	.4 FTE Art Teacher Andersen & Lake ELmo Elementary	\$54,728	Replacement	SCEA	November 6, 2023 - May 31, 2023
Hubbard, David	Paraprofessional, 11 hours/week Brookview Elementary	\$18.00 / hour	2023-2024 Staffing	SCPA	October 17, 2023
Johnson, Jennifer	Cafeteria Manager, 7.5 hours/day Lake Elmo Elementary	\$23.24 / hour	2023-2024 Staffing	Cafeteria	October 9, 2023
Klinkhamer, Tammy	Cafeteria Employee, 4.0 hours/day Mahtomedi Middle School	\$17.41 / hour	2023-2024 Staffing	Cafeteria	October 17, 2023
Martens, Andrew	Assistant Girls Hockey Coach Stillwater Area High School	\$6,919	Replacement	Co-Curricular	November 1, 2023
Overcast, Jessica	.8 FTE Art Teacher Afton-Lakeland & Stonebridge Elementary	\$57,812	Replacement	SCEA	September 7, 2023 - May 31, 2024
Sainvilus, Nelva	Custodian VI, 8.0 hours/day Stillwater Area High School	\$18.89 / hour	Replacement	Custodial	October 2, 2023
Sigrids, Lisa	Supervisor of Transportation Central Services	\$95,580.00	2023-2024 Staffing	CSS	October 23, 2023
Spates, Jesse	Wrestling Coach Oak-Land Middle School	\$1,870	Replacement	Co-Curricular	October 23, 2023
Stelmack, Rebecca	Paraprofessional, 6.5 hours/day Stillwater Middle School	\$16.78 / hour	2023-2024 Staffing	SCPA	October 2, 2023
Swenson, Leah	1.0 FTE Special Education Teacher Stillwater Middle School	\$86,255	Replacement	SCEA	September 18, 2023 - May 31, 2024

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Coleman, Julie	Approve	1.0 FTE Instructional Coach Andersen Elementary	SCEA	October 5, 2023 - November 30, 2023
Deleo, Shelbee	Approve	Paraprofessional, 6.25 hours/day Andersen Elementary	SCPA	October 5, 2023
Mazzara, Adam	Approve	Transportation Coordinator Central Services	CSS	September 6, 2023 - November 6, 2023
Velasco-Ranz, Maria	Approve	1.0 FTE Elementary Education Teacher Lake Elmo Elementary	SCEA	January 22, 2024 - March 11, 2024
Wurm, Lloyd	Approve	1.0 FTE Physical Education Teacher Lily Lake Elementary	SCEA	August 21, 2023 - September 28, 2023

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Abdillahi, Zak	Preschool Assistant, 15 hours/week Early Childhood Family Center	Preschool Assistant, 18 hours/week Early Childhood Family Center	2023-2024 Staffing	Community Ed Leads & Assistants	September 27, 2023
Bartosiewski, Jennifer	1.0 FTE Special Education Teacher Stillwater Area High School	1.2 FTE Special Education Teacher Stillwater Area High School	Replacement	SCEA	August 28, 2023 - November 3, 2023
Belonio, Kassie	Community Ed Site Lead, 8 hours/day Afton-Lakeland Elementary	FT Community Ed Assistant, 6.5 hours/day Stonebridge Elementary	2023-2024 Staffing	Community Ed Leads & Assistants	October 9, 2023
Booth, Kathleen	Paraprofessional, 7.0 hours/day Oak-Land Middle School	Paraprofessional, 6.0 hours/day Afton-Lakeland Elementary	2023-2024 Replacement	SCPA	October 2, 2023
Echeverria, Dana	Community Ed Assistant, 7.5 hours/week Lake Elmo Elementary	Community Ed Assistant, 2.5 hours/week Andersen Elementary	2023-2024 Staffing	Community Ed Leads & Assistants	September 28, 2023
Eder, Janet	Cafeteria Employee, 4.0 hours/day	Cafeteria Employee, 5.0 hours/day	2023-2024	Cafeteria	September 18, 2023

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

	Stillwater Area High School	Stillwater Area High School	Staffing		
Heller, Danielle	Secretary - Secondary Assistant Principal, 7.5 hours/day Stillwater Middle School	Secretary - Secondary Principal, 8.0 hours/day Stillwater Middle School	Replacement	Tech Support	November 6, 2023
Kutincic, Franka	Custodian VI, 8.0 hours/day Early Childhood Family Center	Custodian VI, 8.0 hours/day Oak Park	Replacement	Custodial	October 2, 2023
Lickness, Janice	Paraprofessional, 7.0 hours/day Lake Elmo Elementary	Paraprofessional, 7.0 hours/day Stillwater Middle School	2023-2024 Staffing	SCPA	October 2, 2023
Matel, Jon	1.0 FTE Special Education Teacher Stillwater Area High School	1.2 FTE Special Education Teacher Stillwater Area High School	Replacement	SCEA	August 28, 2023 - November 3, 2023
Patton, Elena	Cafeteria Employee, 4.0 hours/day Rutherford Elementary	Cafeteria Employee, 5.5 hours/day Rutherford Elementary	2023-2024 Staffing	Cafeteria	October 9, 2023
Reeves, Victoria	Paraprofessional, 6.0 hours/day Stillwater Middle School	Paraprofessional, 6.25 hours/day Stillwater Middle School	2023-2024 Staffing	SCPA	October 2, 2023
Schmuck, Erin	Paraprofessional, 15 hours/week Early Childhood Family Center	Paraprofessional, 12 hours/week Early Childhood Family Center	2023-2024 Staffing	Community Ed Leads & Assistants	October 9, 2023
Stahl, Lisa	Due Process Secretary, 7.0 hours/day Oak-Land & Stillwater Middle School	Secretary - Secondary Assistant Principal, 7.5 hours/day Stillwater Middle School	Replacement	Tech Support	November 6, 2023
Turner, Pamela	Community Ed Assistant, 6.5 hours/week Lake Elmo Elementary	Community Ed Assistant, 6.75 hours/week Lake Elmo Elementary	2023-2024 Staffing	Community Ed Leads & Assistants	October 2, 2023

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Cheban, Zinaida	Community Ed Assistant, 12.5 hours/week Brookview Elementary	2023-2024 Staffing	Community Ed Leads & Assistants	October 4, 2023
DeRuyck, Mike	School Patrol Supervisor Afton-Lakeland Elementary	Replacement	Co-Curricular	August 21, 2023
Katzenmeyer, Tark	Jazz Band, Wind Band & Pony Prep Band Advisor Stillwater Area High School	Replacement	Co-Curricular	August 21, 2023
Sellie, Theresa	Community Ed Assistant, 4.5 hours/week Rutherford Elementary & Stonebridge Elementary	2023-2024 Staffing	Community Ed Leads & Assistants	September 5, 2023
Zemlicka, Maddison	Girls Soccer Coach Stillwater Middle School	Student Need	Co-Curricular	September 6, 2023



TO: Northeast Metro 916 Board of Education
FROM: Val Rae Boe
DATE: October 10, 2023
RE: October 4 Board of Education Meeting Talking Points

Members present: Knisely-12, Palmer-13, Starck-14, Forsberg-16, Oksnevad-282, Westerman-621, Clark-623, Daniels-624, Theisen-831, Payne-832, Dols-833 and Hockert-834.

Members absent: Yener-622.

- **School Board Policies:** The School Board was presented with a first reading of several policies and approved several policies that were presented in August.
 - First Reading: Policies 427, 507, 532, 613, 620 and 709.
 - Approved: Policies 425, 514, 526, 602, and 806.

- **Recognitions:** Principals presented information to the School Board recognizing their programs and staff.
 - **916 Mahtomedi Academy:** Michelle Baland, principal, shared information regarding 916 Mahtomedi Academy, one of the three ALC's within 916. She spoke about the importance of creating the right environment for students and the success of the flexible learning schedules and individualized attendance plans. Michelle also spoke about their partnership with Century College and Career and Tech.

 - **Retirement:** Kristin Salava, principal of WELS North, recognized and shared her appreciation for Therese Hubbard, Education Assistant Specialist, who will be retiring in October after providing 916 with 28 years of service. Therese shared that seeing the students she has worked with over the years thriving as adults has been rewarding.

- **Presentation: Mult-Tiered Systems of Support Review for Northeast Metro ISD 916:** Last year, 916 entered into a two-year agreement with the Center for Applied Research and Educational Improvement (CAREI) to review the Multi-Tiered Systems of Support. Dan Naidicz, assistant superintendent, shared some of the key findings from the extensive study and the seven recommendations that were given. Dan shared that the next steps include establishing and communicating district-wide MTSS expectations/non-negotiables and connecting them to the district vision, focusing on consistency of Tier 1 practices across the district and reviewing the MTSS structure with respect to academic achievement of the MTSS.