

# Organizational Meeting

Tuesday, January 9, 2024 6:00 PM

Stillwater Middle School, 523 Marsh St W, Stillwater, Minnesota 55082

I. <b>Call to Order</b>	<b>Speaker (s) :</b> Ms. Alison Sherman, School Board Chair
II. <b>Roll Call</b>	<b>Speaker (s) :</b> Ms. Alison Sherman, School Board Chair
III. <b>Pledge of Allegiance</b>	<b>Speaker (s) :</b> Ms. Alison Sherman, School Board Chair
IV. <b>Approval of Agenda</b>	<b>Speaker (s) :</b> Ms. Alison Sherman, School Board Chair
V. <b>Board Organization</b>	<b>Speaker (s) :</b> Ms. Alison Sherman, School Board Chair
V.A. Election of Chair	<b>Speaker (s) :</b> Ms. Alison Sherman, School Board Chair
V.B. Election of Vice Chair	<b>Speaker (s) :</b> School Board Chair
V.C. Election of Clerk	<b>Speaker (s) :</b> School Board Chair
V.D. Election of Treasurer	<b>Speaker (s) :</b> School Board Chair
V.E. Action: School Board Committee Assignments and Working Groups 2024	<b>Speaker (s) :</b> School Board Chair
VI. <b>Consent Agenda</b>	
VI.A. Payment of Invoices: December 16, 2023 - January 5, 2024	<b>Speaker (s) :</b> Ms. Marie Schrul, Executive Director of Finance
VI.B. Gifts and Donations Report and Treasurer's Report	<b>Speaker (s) :</b> Ms. Marie Schrul, Executive Director of Finance
VI.C. Designate Depositories of Major Accounts	<b>Speaker (s) :</b> Ms. Marie Schrul, Executive Director of Finance
VI.D. Resolution Authorizing Use of Facsimile Signature	<b>Speaker (s) :</b> Ms. Marie Schrul, Executive Director of Finance
VI.E. Resolution Authorizing Administration to Develop Specifications and Solicit Bids	<b>Speaker (s) :</b> Ms. Marie Schrul, Executive Director of Finance
VI.F. Resolution Authorizing Executive Director of Finance / Supervisor of Financial Services/District Accountant to Make Electronic Fund Transfers	<b>Speaker (s) :</b> Ms. Marie Schrul, Executive Director of Finance
VI.G. Designate Official Publication	<b>Speaker (s) :</b> Ms. Marie Schrul, Executive Director of Finance
VI.H. Resolution Authorizing Administration to Lease, Purchase, and Contract for Goods and Services	<b>Speaker (s) :</b> Ms. Marie Schrul, Executive Director of Finance

VI.I.	Designate Deputy Board Treasurer and Deputy Clerk	<b>Speaker (s) :</b> School Board Chair
VI.J.	Designation of an Identified Official with Authority for Education Identity Access Management	<b>Speaker (s) :</b> School Board Chair
VI.K.	Memorandum of Understanding (MOU) Agreement Postings	<b>Speaker (s) :</b> Ms. Kristine Carlston, Executive Director of Human Resources
<b>VII. Strategic Direction A: Ensure the learning process is adaptable to meet individual student needs</b>		
<b>VIII. Strategic Direction B: Foster a safe, welcoming and inclusive environment for all staff and students</b>		
<b>IX. Strategic Direction C: Utilize systems and align resources in an efficient manner to support learning</b>		
IX.A.	Action: Resolution Awarding the Sale of General Obligation School Building, Facilities Maintenance and Refunding Bonds, Series 2024A	<b>Speaker (s) :</b> Ms. Marie Schrul, Executive Director of Finance
IX.B.	Action: Establish Board Member Salary	<b>Speaker (s) :</b> School Board Chair
IX.C.	Review: Policy 209 - Code of Conduct and Policy 201.4 Board Member Code of Conduct	<b>Speaker (s) :</b> School Board Chair
IX.D.	Report: 2024 School Board Meeting Schedule	<b>Speaker (s) :</b> School Board Chair
<b>X. Strategic Direction D: Develop strong partnerships with the communities we serve</b>		
X.A.	Action: Legislative Platform	<b>Speaker (s) :</b> Dr. Mike Funk, Superintendent
<b>XI. Closed Session</b>		
<b>XII. Adjournment</b>		

## Procedures for Election of Officers 2024

- The acting chair asks for nominations.
- Any member of the board may nominate any other board member, and nominations do not require a second.
- If no other nominations are immediately received, the acting chair should pause and repeat the call for nominations.
- The acting chair should again pause and repeat the call for nominations a third time to ensure that any board member wishing to make a nomination has ample opportunity to do so.
- After the third call for nominations, if no other nominations are forthcoming, the acting chair should close the nominations for the office.
- A motion to reopen nominations may be adopted on a majority vote.
- We will then conduct polling through a roll call vote.
- You may vote for yourself if you desire.
- If an individual receives four votes, they shall be elected to the position.
- If an individual does not receive four votes, the board may choose to reopen nominations or revote.



**School Board Member Assignments 2024**

Meeting Date: December 19, 2024

Contact Person: School Board Chair

*Background:*

The School Board will determine committee assignments and working groups for 2024.

**School Board Representative to:**

Association of Metropolitan School Districts (AMSD)	Beverly Petrie
Community Education Advisory Council	Alison Sherman
MN State High School League (MSHSL)	Pete Kelzenberg
Northeast Metro 916	Katie Hockert
Partnership Plan	Andrew Thelander
World’s Best WorkForce (WBWF)/Curriculum Advisory Committee(CAC)	Chris Lauer

**School Board Sub-Committees to:**

<b><i>Finance and Operations</i></b>	<b><i>Community Engagement and Legislative Outreach</i></b>	<b><i>Policy</i></b>
Pete Kelzenberg	Annie Porbeni	Alison Sherman
Alison Sherman	Beverly Petrie	Beverly Petrie
Andrew Thelander	Chris Lauer	Katie Hockert

*Assignments are made in January of each calendar year*

*Recommendation:*

A motion and a second to approve the committee assignments will be requested.



## Education Identity and Access Management Board Resolution

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The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user’s assigned job duties, and will revoke that user’s access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

### Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: Stillwater Area Schools Public District 0834-01

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 0834-01

Superintendent or Exec. Director Name: Superintendent Dr. Mike Funk

Will act as the IOwA?  Yes  No

If no, identify below the individual who will act as the IOwA for your organization.

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The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Board Member Signature:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Once the EDIAM Board Resolution is completed, scan and email it to: [useraccess.mde@state.mn.us](mailto:useraccess.mde@state.mn.us)



**Memorandum of Agreement  
Postings**

This Memorandum of Understanding is entered into between Independent School District No. 834, Stillwater, Minnesota (hereafter referred to as the “District”) and the Cafeteria Employees’ Organization.

WHEREAS, the District has continued to experience a shortage in cafeteria employees;  
and

WHEREAS, the District recognizes the interest of the Cafeteria Employee’s Organization in temporarily reducing the required 5 day posting period;

NOW THEREFORE, it is mutually agreed and understood as follows:

1. Job openings shall be posted for two days and shall not be filled during such time, and
2. This MOU shall be in effect starting on January 1, 2024 for the remainder of the 2023-2024 school year and will continue until such time as the 2023-2025 Cafeteria Master Contract is ratified.

Cafeteria Employees Organization

Independent School District 834

\_\_\_\_\_  
Susan Seggelke,  
Cafeteria Employee Organization President

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Board Member Salary History

Calendar Year	Director Salary	Board Chair Salary
2023	\$4750 Plus mileage reimbursement for meetings other than school board meeting	\$5250 (\$4750 plus \$500)
2022	\$4750 Plus mileage reimbursement for meetings other than school board meeting	\$5250 (\$4750 plus \$500)
2021	\$4750 Plus mileage reimbursement for meetings other than school board meeting	\$5250 (\$4750 plus \$500)
2020	\$4750 Plus mileage reimbursement for meetings other than school board meetings	\$5250 (\$4750 plus \$500)
2019	\$4750 Plus mileage reimbursement for meetings other than school board meetings	\$5250 (\$4750 plus \$500)
2018	\$4750 Plus mileage reimbursement for meetings other than school board meetings	\$5250 (\$4750 plus \$500)
2017	\$4750	\$5250 (\$4750 plus \$500)
2016	\$4750	\$5250 (\$4750 plus \$500)
2015	\$4750	\$5250 (\$4750 plus \$500)
2014	\$4750 (increase of \$350)	\$5250 (\$4750 plus \$500)
2013	\$4400	\$5000 (\$4400 plus \$600)
2012	\$4400	\$5000 (\$4400 plus \$600)
2011	\$4400	\$5000 (\$4400 plus \$600)
2010	\$4400	\$5000 (\$4400 plus \$600)
2009	\$4400	\$4400
2008	\$4400	\$4400

2007	\$4400	\$4400
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POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>Code of Conduct</b>	<b>209</b>	<b>Adopted: 11-29-2018 Reviewed: 12-05-2023</b>	<b>2-Year</b>

**I. PURPOSE**

The purpose of this policy is to assist each school board member in understanding his or her role in contributing to an effective and responsible school board.

**II. GENERAL STATEMENT OF POLICY**

Because we desire to maintain an effective and responsible school board, each school board member agrees to abide by this code of conduct.

School Board members will:

1. Attend all board meetings prepared for discussion of agenda items.
2. Realize it is the primary responsibility of the school board to represent the best interest of all students in the district.
3. Participate in school board member trainings and orientation to learn about the duties and functions of the school board and the responsibilities of a board member.
4. Recognize that school board authority rests with the school board in legal session, and not with any individual school board member except as may be authorized by law.
5. Recognize that board decisions may only be legally transacted in an open meeting of the school board.
6. Make no personal promises or undertake any independent action that might compromise the Board as a whole.
7. Actively engage stakeholders, including community members, parents, staff, students, administration and other school board members to gain a wide range of perspectives to inform responsible decision making.
8. Understand that board members have wide latitude to speak out on controversial matters toward the goal of district improvement, while maintaining confidentiality of privileged information
9. Guard the confidentiality of information that is protected under applicable law.
10. Listen with an open mind to the ideas and views of others and votes one's conscience after sufficient discussion has taken place.
11. Strive to support the decisions of the school board, even if one's position concerning an issue is different.
12. Understand that any action, private or otherwise is a reflection on the school district as a whole.
13. Recognize that disparaging remarks about fellow board members or administration undermine the board's ability to govern.
14. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.
15. Attempt to appraise and plan for both the present and future educational needs of our students, the school district, and community.

**Legal References:** Minn. Stat. § 123B.02 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.143(Superintendent

<b>Board Member Code of Conduct</b>	<b>201.4</b>	<b>Adopted: 08-26-2010 Revised: 08-11-2016 Renumbered: 3-11-2021</b>	<b>Annually</b>
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1. As a member of my local board of education, I shall:
  - 1.1. Make decisions based upon the best interests of students.
  - 1.2. Represent all school district constituents’ interests honestly and equally and fulfill my Board responsibilities without preference to special interest or partisan political groups.
  - 1.3. Not use Board public office for personal gain or publicity and shall avoid any conflict of interest or the appearance of impropriety.
  - 1.4. Have no legal authority as an individual to speak or act in the name of the Board and understand that decisions can be made only by a majority vote at a Board meeting, unless otherwise authorized by policy.
  - 1.5. Be personally liable for expenses incurred without prior Board approval, especially as they relate to consultant, vendor and/or legal expenses.
  - 1.6. Recognize the responsibility of the Board to work with the Superintendent and fellow Board members to see that the schools are well-run through effective policies.
  - 1.7. Have no direct authority over staff or operations, and understand that the Superintendent and staff are not required to act on any individual Board member’s opinions or instructions.
  - 1.8. Not individually render judgments on the performance of the Superintendent or staff apart from Board policies regarding staff evaluation.
  - 1.9. Take no private action that might compromise the Board or the administration and shall respect the privacy of information that is protected under applicable laws.
  - 1.10. Avoid involvement in staff disputes or negotiations except as authorized.
  - 1.11. Refer questions or concerns from community members to the appropriate administrator or the Superintendent to facilitate constructive resolution and follow-up of problems.
  - 1.12. Operate with unity of voice after Board action, while retaining the right to seek changes to such action through processes defined in Board Governance policies and Robert’s Rules of Order.

- 1.13. Encourage and respect the free expression of opinion by fellow Board members and others who address the Board.
  - 1.14. Be involved in, and knowledgeable about, not only local educational concerns, but also state and national issues.
2. In order to build efficient and effective relationships, Board members commit to communications that build mutual expectations and trust. Accordingly, the Board shall:
- 2.1. Focus on issues, not personalities.
  - 2.2. Build and practice trust.
  - 2.3. Maintain focus on shared goals.
  - 2.4. Communicate in a timely manner to avoid surprises.
  - 2.5. Withhold judgment on issues until fully informed and discussed.
  - 2.6. Criticize privately, praise publicly.
  - 2.7. Share information and knowledge which constructively contributes to the work of the Board.
  - 2.8. Protect the integrity and promote the positive image of the district and one another.

## 2024 School Board Meeting Schedule Draft

School Board Meeting dates - Total of 23

No School/PD Day (Meeting Date with Restrictions has Strikethrough)

Potential Date Change per MSBA Restricted Dates

### JANUARY

S	M	T	W	T	F	S
	4	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

### MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

31

### APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### JUNE

S	M	T	W	T	F	S
				1	2	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



## SCHOOL BOARD MEETING DATES 2024 DRAFT

Week	Date	Time	Location	Type of Meeting
2	January 9	6:30 p.m.	Stillwater Middle School, 523 Marsh St W, Stillwater, MN 55082	Organizational
4	January 23	6:00 p.m.	Stonebridge Elementary, 900 Owend St N,, Stillwater, MN 55082	Business
2	February 6	6:00 p.m.	Stillwater Middle School, 523 Marsh St W, Stillwater, MN 55082	Study Session
4	February 20	6:00 p.m.	Brookview Elementary School, 11099 Brookview Rd, Woodbury, MN 55129	Business
1	TBD	6:00 p.m.	Stillwater Middle School, 523 Marsh St W, Stillwater, MN 55082	Study Session
3	March 19	6:00 p.m.	Stillwater Middle School, 523 Marsh St W, Stillwater, MN 55082	Business
2	April 9	6:00 p.m.	Stillwater Middle School, 523 Marsh St W, Stillwater, MN 55082	Study Session
4	April 23	6:00 p.m.	Stillwater Middle School, 523 Marsh St W, Stillwater, MN 55082	Business
2	May 14	6:00 p.m.	Stillwater Middle School, 523 Marsh St W, Stillwater, MN 55082	Study Session
4	May 28	6:00 p.m.	Stillwater Middle School, 523 Marsh St W, Stillwater, MN 55082	Business
2	June 11	6:00 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Study Session
4	June 25	6:00 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Business
3	July 16	6:00 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Business
1	August 6	6:00 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Study Session
4	August 27	6:00 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Business
2	September 10	6:00 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Study Session
4	September 24	6:00 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Business
2	October 8	6:00 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Study Session
4	October 22	6:00 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Business
1	TBD	6:00 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Study Session
3	November 19	6:00 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Business
1	December 3	6:00 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Study Session
3	December 17 (Winter Break)	6:00 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Business

Notice is hereby given that on occasion some members of the board may attend a meeting remotely. 13D.015 Subd 5. Notice. If telephone or other electronic means is used to conduct a regular, special, or emergency meeting, the entity shall provide notice of the regular meeting location, of the fact that some members may participate by electronic means, and of the provisions of subdivision 4. The timing and method of providing notice is governed by section 13D.04. In addition, the entity must post the notice on its Website at least ten days before any regular meeting as defined in section 13D.04, subdivision 1.



## Stillwater Area Public Schools (ISD 834)

# LEGISLATIVE PLATFORM 2024

Thank you for the significant investments you made in education during the 2023 legislative session. Linking the basic education formula to inflation and reducing the shortfalls in the special education and English learner programs are helping to stabilize our funding stream.

At the same time, historic inflation, staffing shortages, and well-intentioned programs and requirements adopted in the 2023 session have created a new set of budget challenges for our district.

We urge you to refrain from enacting any new unfunded mandates and financially support mandates from last year as part of the 2024 session.

### FUND NEW REQUIREMENTS AND INFLATIONARY COSTS

- Increase the basic formula allowance by an additional 2 percent for FY 25 to address rising labor costs due to worker shortages.
- Fully fund implementation of the READ Act.
  - We anticipate the new training and curriculum requirements of the READ Act will cost the district approximately \$3 million.
- Establish an ongoing funding stream for unemployment insurance, Earned Sick and Safe Time and Paid Family Medical Leave costs.
- Provide funding to support non-exclusionary discipline and restorative practices.

### EMPOWER LOCAL DECISION-MAKING

- Repeal the requirement that school boards negotiate e-learning days and student-to-staff ratios.
- Remove the per pupil limit in the Long-Term Facilities Maintenance Revenue program.
- Increase the safe schools levy from \$36 to \$108 per pupil and expand usage of it to include things like social workers.
- Clarify language related to the use of physical restraints to ensure the safety of students and staff.
- Discontinue the current practice of including scores of students whose parents choose to opt out of Minnesota Comprehensive Assessments.
- Enhance support for programs like Grow Your Own and apprenticeships.

### Who We Are:

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

### 2023-2024 School Board

**Katie Hockert**

[hockertk@stillwaterschools.org](mailto:hockertk@stillwaterschools.org)

**Pete Kelzenberg**

[kelzenbergp@stillwaterschools.org](mailto:kelzenbergp@stillwaterschools.org)

**Chris Lauer**

[lauer@stillwaterschools.org](mailto:lauer@stillwaterschools.org)

**Beverly Petrie**

[petrieb@stillwaterschools.org](mailto:petrieb@stillwaterschools.org)

**Annie Porbeni**

[porbenia@stillwaterschools.org](mailto:porbenia@stillwaterschools.org)

**Alison Sherman**

[shermana@stillwaterschools.org](mailto:shermana@stillwaterschools.org)

**Andrew Thelander**

[thelander@stillwaterschools.org](mailto:thelander@stillwaterschools.org)

**Superintendent Michael Funk**

[funkm@stillwaterschools.org](mailto:funkm@stillwaterschools.org)

