

Business Meeting

Tuesday, January 23, 2024 6:00 PM

Stonebridge Elementary, 900 N Owens, Stillwater, Minnesota 55082

I. Recognition - Unifed Cheer Squad	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, December 19, 2023	Speaker (s) : Ms. Beverly Petrie, School Board Clerk
X.B. School Board Meeting Minutes, January 9, 2024	Speaker (s) : Ms. Beverly Petrie, School Board Clerk
X.C. Payment of Invoices - January 6, 2024 - January 19, 2024	Speaker (s) : Ms. Marie Schrul, Executive Director of Finance
X.D. Gifts and Donations Report - December 1, 2023 - December 31, 2023	Speaker (s) : Ms. Marie Schrul, Executive Director of Finance
X.E. Treasurer's Report - December 2023	Speaker (s) : Ms. Marie Schrul, Executive Director of Finance
X.F. Memorandum of Understanding (MOU) with the City of Bayport, Minnesota	Speaker (s) : Mr. Mark Drommerhausen, Executive Director of Operations
X.G. Policy 203.1 - School Board Procedures; Rules of Order - Annual Review	Speaker (s) : Mr. Paul Lee, Executive Director of Student Support Services

X.H. Policy 304 - Superintendent Contract, Duties, and Evaluation - Annual Review	Speaker (s) : Mr. Paul Lee, Executive Director of Student Support Services
X.I. Policy 410 - Family and Medical Leave - Annual Review	Speaker (s) : Mr. Paul Lee, Executive Director of Student Support Services
X.J. Pay Rate Approval	Speaker (s) : Ms. Kristine Carlston, Executive Director of Human Resources
X.K. Human Resources Personnel Report	Speaker (s) : Ms. Kristine Carlston, Executive Director of Human Resources
XI. Strategic Direction A: Ensure the learning process is adaptable to meet individual student needs	
XI.A. Academic Calendar Discussion	Speaker (s) : Ms. Alison Sherman, School Board Chair
XI.B. Action: 2024-2025 Academic Calendar	Speaker (s) : Mr. Mark Drommerhausen, Executive Director of Operations
XI.C. Action: 2025-26 Academic Calendar	Speaker (s) : Mr. Mark Drommerhausen, Executive Director of Operations
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	
XIII.A. Action: Stonebridge Elementary Renovations - 2024	Speaker (s) : Mr. Mark Drommerhausen, Executive Director of Operations
XIII.B. First Reading: Policy 208 - Development, Adoption, and Implementation of Policies	Speaker (s) : Mr. Paul Lee, Executive Director of Student Support Services
XIII.C. Action: School Board Meeting Schedule	Speaker (s) : Ms. Alison Sherman, School Board Chair
XIV. Strategic Direction D: Develop strong partnerships with the communities we serve	
XV. Closed Session	Speaker (s) : Ms. Alison Sherman, School Board Chair
XVI. Adjournment	Speaker (s) : Ms. Alison Sherman, School Board Chair
XVII. Attachments	

- I. Public Comment: No speakers.
- II. Call to Order: The meeting was called to order at 6:00 p.m.
- III. Roll Call: Present: Katie Hockert, Pete Kelzenberg, Chris Lauer, Beverly Petrie, Alison Sherman, Andrew Thelander, Annie Porbeni
- IV. Pledge of Allegiance
- V. Approval of Agenda: Motion made by Kelzenberg, second by Petrie, Carried 7-0.
- VI. Student Report: Sam shared a report on student academics and activities. He gave an update on student feedback on the proposed school start time and 2024-25 calendar.
- VII. Superintendent Report: Board member Beverly Petrie was awarded a recognition from MSBA. Some board members attended an event at the high school to hear student feedback on the proposed school start time and calendar survey.
- VIII. Board Chair Report: Nothing to report.
- IX. Consent Agenda:
 - A. School Board Meeting Minutes, November 28, 2023
 - B. School Board Meeting Minutes, December 5, 2023
 - C. Field Trip Request Form for SAHS Newspaper to New York City
 - D. Payment of Invoices, December 2, 2023 - December 15, 2023 & Off Cycle Payments from Previous Register
 - E. Treasurer’s Report for June, July, August, September and October, 2023
 - F. Gifts & Donations for June, July, August, September and October, 2023
 - G. Human Resources Personnel Report
 Motion to approve consent agenda A-G by: Sherman, second by Porbeni, carried 7-0.
- X. Strategic Direction C: Utilize Systems and Align Resources in an Efficient Manner to Support Learning.
 - A. Action: The School Board certified the "maximum" proposed 2023 Payable 2024 Property Tax levy at the September 26, 2023 School Board Business meeting held on December 5, 2023, Marie Schrul, Executive Director of Finance, provided information on the Truth in Taxation requirement including the current budget, the proposed levy, along with estimated changes in school property taxes, including the recent voter-approved bond levy. The public had an opportunity to comment. The Board of Education is required to adopt the final levy for Taxes Payable in 2024 and certify to the county auditor on or before December 28, 2023. Administration recommends that the School Board certify the final 2023 Payable 2024 Property Tax Levy as follows:

General Fund	\$44,117,651.29
Community Service Fund	1,264,755.01
Debt Service Fund	17,115,779.43
Total	\$62,498,185.73

- Motion to approve by: Sherman, second by: Thelander; carried 7-0.
- B. Action: Resolution Amending and Restating Prior Resolution Stating the Intention of the School Board to Issue General Obligation School Building, Facilities Maintenance and Refunding Bonds, Series 2024A, in the aggregate principal amount of approximately \$166,550,000. The board approved the resolution to refund a 2015A GO bond for an estimated savings of \$2 million in the debt service levy over the remaining term of the bonds. Motion to approve by: Sherman, second by: Thelander; carried 7-0.

Resolution Amending and Restating Prior Resolution to State the Intention of the School Board to Issue General Obligation School Bonds, Series 224A, In the Aggregate Principal Amount of Approximately \$166,550,000; and Taking Other Actions with Respect Thereto.

EXTRACT OF MINUTES OF A MEETING OF THE SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 834 (STILLWATER AREA PUBLIC SCHOOLS) WASHINGTON COUNTY, MINNESOTA

Pursuant to due call and notice thereof a regular meeting of the School Board of Independent School District No. 834 (Stillwater Area Public Schools), Washington County, Minnesota, was held in the School District on December 19, 2023 at 6:00 o'clock p.m. The following members were present: Hockert, Kelzenberg, Lauer, Petrie, Porbeni, Sherman, Thelander and the following were absent: None.

Member Sherman introduced the following resolution and moved its adoption:

RESOLUTION AMENDING AND RESTATING PRIOR RESOLUTION TO STATE THE INTENTION OF THE SCHOOL BOARD TO ISSUE GENERAL OBLIGATION SCHOOL BUILDING, FACILITIES MAINTENANCE, AND REFUNDING BONDS, SERIES 2024A, IN THE AGGREGATE PRINCIPAL AMOUNT OF APPROXIMATELY \$166,550,000; AND TAKING OTHER ACTIONS WITH RESPECT THERETO

BE IT RESOLVED by the School Board (the "Board") of Independent School District No. 834 (Stillwater Area Public Schools), Washington County, Minnesota (the "District"), as follows:

1. Amendment and Restatement of Prior Resolution. On November 28, 2023, the Board adopted a resolution (the "Prior Resolution") stating its intention to issue General Obligation School Building and Facilities Maintenance Bonds, Series 2024A in the aggregate principal amount not to exceed \$105,715,000. The Board hereby amends and restates the Prior Resolution as follows:

2. Background. The Board is proposing to issue general obligation school building bonds, facilities maintenance bonds, and refunding bonds. In connection therewith, it is hereby determined that:

(a) School Building Bonds.

(i) At a duly called and regularly held special election on November 7, 2023, the voters of the District approved the issuance and sale by the District of general obligation school building bonds for the acquisition and betterment of school sites and facilities in the maximum principal amount of \$174,845,000 pursuant to Minnesota Statutes, Chapter 475, as amended (the "Act").

(ii) The purpose of the bonds as approved by the voters is to provide financing for the acquisition and betterment of school sites and facilities, but not limited to, replacing Lake Elmo Elementary School with a new building, replacing Andersen Elementary School with a new building, construction of additional classroom space and a new gymnasium at Oak-Land Middle School, and safety and security improvements throughout the District, including a secured front entrance addition and remodel at Stillwater Area High School (the "School Building Project").

(iii) It is necessary and expedient to the sound financial management of the affairs of the District to issue its general obligation school building bonds (the "School Building Portion"), in the original aggregate principal amount not to exceed \$100,000,000, pursuant to the Act, to provide financing for the School Building Project

(b) Facilities Maintenance Bonds.

(i) The District is authorized under the provisions of the Act and Minnesota Statutes, Section 123B.595, as amended ("Section 123B.595"), to issue general obligation facilities maintenance bonds for the purpose of financing certain facilities and site maintenance projects approved by the Commissioner of Education (the "Commissioner").

(ii) The Board hereby finds and determines that it is necessary and expedient to the sound financial management of the affairs of the District to issue its general obligation facilities maintenance bonds (the "Facilities Maintenance Portion"), in the aggregate principal amount not to exceed \$5,715,000, pursuant to the Act and Section 123B.595 to finance the costs of certain facilities and site maintenance projects of the District and related financing costs (collectively, the "Facilities Maintenance Project") which are included in the District's ten-year facilities plan for Fiscal 2025 (the "Plan").

(iii)The Plan approved by the Board is incorporated in this Resolution as though fully specified herein. District staff and officials are authorized and directed to submit the Plan, any amendments to the Plan, and the proposed issuance of the Facilities Maintenance Portion to the Commissioner for approval, as required by the Act and Section 123B.595. District staff and officials are further authorized and directed to submit to the Commissioner such additional information as may be necessary to secure such approval.

(c)Refunding Bonds.

(i)On August 17, 2015, the District issued its General Obligation School Building Bonds, Series 2015A (the “Series 2015A Bonds”), in the original aggregate principal amount of \$90,565,000 pursuant to the Act, and a special election held May 12, 2015, to finance the acquisition and betterment of school sites and facilities, including the construction and equipping of a classroom addition and various other improvements to the Stillwater High School site and facility to allow that facility to serve grades 9 to 12 and the construction of an activity center at that site; the acquisition of land for and the construction and equipping of an elementary school facility and a transportation terminal; the construction of upgrades and improvements to the Pony Stadium and various other athletic sites and facilities; and the acquisition and installation of HVAC systems and various other improvements to existing elementary school sites and facilities. The Series 2015A Bonds are currently outstanding in the principal amount of \$67,355,000 of which \$ 60,380,000 is subject to redemption on February 1, 2024.

(ii)The District is authorized by Section 475.67 of the Act to issue and sell its general obligation bonds to refund outstanding bonds when determined by the Board to be necessary and desirable for the reduction of debt service costs of the District.

(iii)The Board hereby finds and determines that it is necessary and desirable for the reduction of debt service costs to the District that District issue its general obligation refunding bonds (the “Refunding Portion”) pursuant to the Act, including Section 475.67, to optionally redeem and prepay all or a portion of the 2025 through 2037 maturities of the Series 2015A Bonds in the aggregate principal amount up to approximately \$60,835,000

(d)The Board further finds and determines that the School Building Portion, the Facilities Maintenance Portion, and Refunding Portion shall be issued together in a single series in the aggregate principal amount of approximately \$166,550,000 (the “Bonds”). The Board hereby designates the Bonds as the “General Obligation School Building, Facilities Maintenance and Refunding Bonds, Series 2024A.”

3.Covenant as to State Credit Enhancement.

(a)The District hereby covenants and obligates itself to notify the Commissioner of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 (the “Credit Enhancement Act”) to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the paying agent for the Bonds (the “Paying Agent”), or any successor paying agent, three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner that it will be unable to make all or a portion of that payment. The Paying Agent is authorized and directed to notify the Commissioner if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds on deposit with the Paying Agent to make that payment. The District understands that as a result of its covenant to be bound by the provisions of the Credit Enhancement Act, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b)The District further covenants to comply with all procedures now and hereafter established by the Minnesota Departments of Management and Budget and Education pursuant to subdivision 2(c) of the Credit Enhancement Act and otherwise to take such actions as necessary to comply with that section. The Board Chair, Clerk, Treasurer, Superintendent, or Executive Director of Finance and Operations of the District are authorized to execute any

applicable Minnesota Department of Education forms.

4. Sale of Bonds. The Board has retained Ehlers and Associates, Inc. (the “Municipal Advisor”), to serve as the District’s independent municipal advisor with respect to the offer and sale of the Bonds and, therefore, is authorized by Section 475.60, subdivision 2(9), of the Act to sell the Bonds other than pursuant to a competitive sale.

5. Acceptance of Proposal. The Board shall meet at the time specified in the Preliminary Official Statement or at such other time designated by the Board to receive and consider proposals for the purchase of the Bonds and take any other appropriate action with respect to the Bonds.

6. Authority of Municipal Advisor. The Municipal Advisor is authorized and directed to assist the District in the preparation and dissemination of a Preliminary Official Statement to be distributed to potential purchasers of the Bonds and to open, read, and tabulate the proposals for the purchase of the Bonds for presentation to the Board. The Municipal Advisor is further authorized and directed to assist the District in the award and sale of the Bonds on behalf of the District after receipt of written proposals and to assist the District in the preparation and dissemination of a final Official Statement with respect to the Bonds.

7. Authority of Bond Counsel. The law firm of Kennedy & Graven, Chartered, is authorized to act as bond counsel for the District (“Bond Counsel”) and to assist in the preparation and review of necessary documents, certificates, and instruments related to the Bonds. The officers, employees, and agents of the District are hereby authorized to assist Bond Counsel in the preparation of such documents, certificates, and instruments.

8. Notice of Issuance of Facilities Maintenance Bonds. In the Prior Resolution, the Board authorized and directed the Clerk to cause a notice (the “Notice”) to be published as a legal notice one (1) time in the official newspaper of the District as soon as reasonably practicable, but in any event, at least twenty (20) days before the earlier of the issuance of the Facilities Maintenance Portion of the Bonds or the final certification of levies. The Board hereby ratifies, confirms, and approves the form of the Notice and its publication in the District’s official newspaper prior to the date of this resolution.

9. Prior Declaration of Intent to Reimburse from Bond Proceeds. In accordance with Section 1.150-2(d)(3) of the Treasury Regulations, the District declared its official intent on November 28, 2023 (the “Prior Declaration”) to issue the School Building and Facilities Maintenance Portions of the Bonds to finance the costs of the School Building Project and Facilities Maintenance Project (collectively, the “Projects”), and to set forth the District’s reasonable expectation to reimburse original expenditures made from certain costs of the Projects from the proceeds of the School Building and Facilities Maintenance Portions of the Bonds. The Prior Declaration is incorporated herein by reference.

The motion for the adoption of the foregoing resolution was duly seconded by Member Thelander, and upon vote being taken thereon, the following members voted in favor of the motion: Hockert, Kelzenberg, Lauer, Petrie, Porbeni, Sherman, Thelander and the following voted against: None. whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA))
COUNTY OF WASHINGTON) s
INDEPENDENT SCHOOL)
DISTRICT NO. 834)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 834 (Stillwater Area Public Schools), Washington County, Minnesota (the “District”), hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the School Board of the District held on the date specified above, with the original minutes on file in my office and the extract is a full, true, and correct copy of the minutes, insofar as they relate to authorizing the issuance of the District’s General Obligation School Building, Facilities Maintenance, and Refunding Bonds, Series 2024A, in the maximum aggregate principal amount of \$166,550,000.

WITNESS My hand as such Clerk this 19th day of December 2023.

Katie Hockert, Clerk of the School Board, Independent School District No. 834 (Stillwater Area Public Schools), Washington County, Minnesota

C. Action: Resolution Establishing Combined Polling Locations for 2024. Motion to

approve by: Sherman, second by: Hockert; carried 7-0.

Documents attached: Extract of Minutes of December 19, 2023 meeting.

RESOLUTION ESTABLISHING COMBINED POLLING PLACES FOR MULTIPLE PRECINCTS AND DESIGNATING HOURS DURING WHICH THE POLLING PLACES WILL REMAIN OPEN FOR VOTING FOR SCHOOL DISTRICT ELECTIONS NOT HELD ON THE DAY OF A STATEWIDE ELECTION.

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to the title of the certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of the meeting of the governing body of said corporation and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law. WITNESS MY HAND officially as such recording officer this 19th day of December 2023. Katie Hockert, School District Clerk.

EXTRACT OF MINUTES OF A MEETING OF THE SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 834 (STILLWATER AREA PUBLIC SCHOOLS) STATE OF MINNESOTA

Pursuant to due call and notice thereof, a meeting of the School Board of Independent School District No. 834 (Stillwater Area Public Schools), State of Minnesota, was duly held in said school district on December 19, 2023 at 6:00 p.m., for the purpose, in part, of establishing combined polling locations for multiple precincts and designating hours during which the polling places will remain open for voting for school district elections not held on the day of a statewide election. Member Sherman moved the adoption of the following Resolution: RESOLUTION ESTABLISHING COMBINED POLLING PLACES FOR MULTIPLE PRECINCTS AND DESIGNATING HOURS DURING WHICH THE POLLING PLACES WILL REMAIN OPEN FOR VOTING FOR SCHOOL DISTRICT ELECTIONS NOT HELD ON THE DAY OF A STATEWIDE ELECTION.

BE IT RESOLVED by the School Board of Independent School District 834, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.
2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. **Each combined polling place must** be a polling place that has been designated by a county or municipality. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

Municipal Precinct	Polling Location	Address
Afton W1-P1, W2-P2, W3-P3 & W4-P4, Denmark TWP2	Shepherd of the Valley Lutheran Church	14107 Hudson Rd S, Afton MN 55001
Bayport	Bayport Fire Department	1012 5th Ave N, Bayport MN 55003
Baytown TWP	Baytown Community Center (Town Hall)	4020 McDonald Dr N, Stillwater MN 55082
Grant P1 & P2	Woodbury Lutheran Church Oak Hill	9050 60th St N, Grant MN 55082
Lake Elmo P1	Lake Elmo City Center	3880 Laverne Ave N, Lake Elmo MN 55042
Lake Elmo P2	Lake Elmo City Hall	3800 Laverne Ave N, Lake Elmo MN 55042
Lakeland, Lake St Croix Beach, Lakeland Shores,	Lakeland City Hall	690 Quinnell Ave N, Lakeland MN 55043

XIII. Strategic Direction D: Develop Strong Partnerships with the Communities We Serve. Nothing to report.

XIV. Adjourn

A. The meeting adjourned at 8:27 p.m.

Respectfully submitted, Katie Hockert, Clerk

- I. Call to Order: The meeting was called to order at 6:00 p.m.
- II. Roll Call: Present: Katie Hockert, Pete Kelzenberg, Chris Lauer, Beverly Petrie, Annie Porbeni, Alison Sherman, Andrew Thelander
- III. Pledge of Allegiance
- IV. Approval of Agenda: Motion made by Sherman and seconded by Kelzenberg, Carried 7-0.
- V. Board of Organization.
 - A. Election of Chair - Thelander nominated Sherman as Board Chair. Sherman received 7 votes: Hockert, Lauer, Kelzenberg, Petrie, Porbeni, Sherman, Thelander. Sherman accepted the nomination.
 - B. Election of Vice Chair - Petrie nominated Thelander as Vice Chair. Thelander received 7 votes: Hockert, Lauer, Kelzenberg, Petrie, Porbeni, Sherman, Thelander. Thelander accepted the nomination.
 - C. Election of Clerk - Hockert nominated Petrie as clerk. Petrie received 7 votes: Hockert, Lauer, Kelzenberg, Petrie, Porbeni, Sherman, Thelander. Petrie accepted the nomination.
 - D. Election of Treasurer - Hockert nominated Kelzenberg as Treasurer. Kelzenberg received 7 votes: Hockert, Lauer, Kelzenberg, Petrie, Porbeni, Sherman, Thelander. Kelzenberg accepted the nomination.
 - E. School Board Committee Assignments and Working Groups 2024. Motion by Sherman and second by Thelander, carried 7-0.
- VI. Consent Agenda: A. Payment of Invoices - December 16, 2023-January 5, 2024; B. Gifts & Donations and Treasurer's Report-November 2023; C. Designate Depositories of Major Accounts; D. Resolution Authorizing Use of Facsimile Signature; E. Resolution Authorizing Administration to Develop Specifications and Solicit Bids; F. Resolution Authorizing Executive Director of Finance/Supervisor of Financial Services/District Accountant to Make Electronic Fund Transfers; G. Designate Official Publication; H. Resolution Authorizing Administration to Lease, Purchase, and Contract for Goods and Services; I. Designate Deputy Board Treasurer and Deputy Clerk; J. Designation of an Identified Official with Authority for Education Identity Access Management; K. Memorandum of Understanding (MOU) Agreement Postings; L. 2023-2024 Resolution for Membership in the Minnesota State High School League. Motion made by Petrie and second by Lauer, Carried 7-0.
- VII. 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. Nothing to report.
- VIII. Strategic Direction B: Foster a Safe, Welcoming and Inclusive Environment for All Staff and Students. Nothing to report.
- IX. Strategic Direction C: Utilize Systems and Align Resources in an Efficient Manner to Support Learning.
 - A. Resolution Awarding the Sale of General Obligation School Building, Facilities Maintenance and Refunding Bonds, Series 2024A. School board members voted to award the sale of general obligation school building, facilities maintenance and refunding bonds to J.P. Morgan Securities, LLC for an expected par value of \$161.8 million. As part of the bond sale, the district maintained its current Aa2 bond rating and received an interest rate of 3.25%. This results in \$3.2 million in savings from what was projected. The overall savings is not funding that can be used for other expenditures, since it is related to the levy specifically for our long-term debt on bonds, but it will save taxpayers money over time. Motion by Hockert and second by Porbeni, Carried 7-0.
 - B. Establish Board Member Salary. School board members voted to approve an increase to their annual salaries. This is the first increase to board member salaries since 2014 and puts their pay rate at the average of comparable school districts. School board members will now receive an annual salary of \$5,339. The elected board chair will receive \$5,972. Motion made by Hockert and second by Petrie, Carried 7-0.
 - C. Policy 209 - Code of Conduct and Policy 201.4 Board Member Code of Conduct. These policies define a code of conduct for board members, as part of the annual review process.
 - D. 2024 School Board Meeting Schedule. The revised 2024 meeting schedule was updated to address conflicts with the primary election in March and the general election in November. Tuesday, March 5 meeting would move to Monday, March 4 or Thursday, March 7 and Tuesday, November 5 meeting

would move to Monday, November 4 or Thursday, November 7. The board is expected to approve the revised schedule at the next board meeting.

- X. Strategic Direction D: Develop Strong Partnerships with the Communities We Serve.
 - A. 2024 Legislative Platform. Each year the board approves a legislative platform, which members share with local legislators to express needs within the school district. The top priorities for this year are to fund new requirements and inflationary costs, and empower local decision-making. The platform will be posted to the [school board website](#) following the meeting. Motion made by Sherman and second by Petrie, Carried 7-0.
- XI. 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 to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. Motion by Sherman to move to a closed session at 6:54 p.m. and second by Hockert, carried 7-0. Present: Board Members Hockert, Kelzenberg, Lauer, Petrie, Porbeni, Sherman, Thelander, Superintendent Funk, Kris Carlston, Marie Schrul. Motion by Petrie to move to the open session at 8:51 p.m. second by Hockert, carried 7-0.
- XII. Adjourn
 - A. The meeting adjourned at 8:52 p.m.

Respectfully submitted, Beverly Petrie, Board Clerk

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is entered into this _____ day of January, 2024 between the City of Bayport, a municipal corporation, (the “City”) and Independent School District No. 834, Stillwater Area Public Schools, (the “District”). The City and the District are collectively known as “the Parties.”

WHEREAS, the City owns and operates a public park known as Barker’s Alps Park, 901 5th Ave N., Bayport, MN 55003. Specifically, this Memorandum of Understanding applies to the north, lower portion of the park known as PID No. 1002920120002, (the “Park”); and

WHEREAS, the Park contains wooded hiking trails, baseball fields, and other recreational facilities; and

WHEREAS, the Park has a public parking lot located on the northwestern portion of the Park parcel (the “Parking Lot”); and

WHEREAS, the District intends to purchase the property adjacent and to the west of the Park and construct a new school facility, located at 1003 5th Ave. N., Bayport, MN 55003, PID No. 1002920210005 (“District Property”), which will require annexation of the parcel from Baytown Township to the City and connection to municipal water and sewer services; and

WHEREAS, the Parties desire to enter into this Memorandum of Understanding to formalize their agreement with respect to the shared use of the Park and Parking Lot; and

WHEREAS, pursuant to Chapter 424 – S.F. No. 650, Laws of Minnesota for 1973, the Park may only be used for recreational or cultural purposes and the District’s intended use is for educationally-related recreational or cultural purposes.

NOW, THEREFORE, in consideration of the foregoing premises, the recitals which are incorporated herein, and the mutual promises and agreements contained herein, the Parties agree as follows:

1. **Construction of Expanded Parking Lot.** The District’s current intent is to expand the Parking Lot. The District shall collaborate with the City to determine the minimum size necessary to meet the Parties needs and to meet construction specifications. The District shall be solely responsible for the cost of construction and maintaining the Parking Lot, including all costs for snow removal, surface maintenance, and reconstruction. If the District must relocate or reconstruct any city infrastructure, utilities, or park features, including but not limited to, the pavilion, paved trails, electrical transformer, drinking fountain, display sign, or trees currently located near the Parking Lot, it shall be responsible for all costs in doing so, and any replacement shall meet or exceed the quality of the current features. If either the City, the District, or another governmental entity determines that lighting for the Parking Lot is necessary for safety and/or security reasons, the District shall be responsible for all lighting installation, maintenance, and replacement costs. To the extent necessary, the City will grant the District access to the Park in order to meet its construction and maintenance requirements under this Memorandum of Understanding. For avoidance of doubt, the District shall, at its sole expense, keep the Parking Lot free from snow, ice, rubbish, and other obstructions. In the event that the District fails to do or perform any act that the District is required to do or perform under this Memorandum of Understanding, then the City may, but shall not be required to do or perform such act and may seek and obtain reimbursement from the District.

2. **Access and Use Easement.** Subject to approval by the City Council and prepared by the District, the Parties intend to execute and record an easement conveying to the District the necessary property interests in the Park parcel so that the District may access and maintain all portions of the Parking Lot located on the Park parcel. Said easement will be prepared and signed by the Parties once the final location of the Parking Lot is determined. The District may not use the Park to construct its new school or related facilities, but may use the expanded Parking Lot for construction access and use subject to reasonable restrictions imposed by the City. The terms and conditions of the easement shall be substantially the same as this Memorandum of Understanding.

3. **Use of Parking Lot by Members of the Public.** Parking stalls shall be available for public use during park hours. The City may designate up to 10 parking stalls, as deemed necessary, and the District shall provide signage to designate such stalls, to be available for the public using the Park during school hours.
4. **Use of the Park by the District.** In the same manner as any resident and public member, the District's staff and students shall be allowed to use the Park during school hours. The District shall coordinate with the City to schedule specific locations within the Park for exclusive use, such as the pavilion, fields, or open play areas. Otherwise, at all times, it is assumed by the District and the City that these facilities are open and accessible to the public. The terms and conditions of a Shared Use Agreement, substantially the same as this Memorandum of Understanding where applicable, primarily Section 4 hereto, will be executed between the Parties contemporaneously with the Access and Use Easement referenced in Section 2 above.
5. **Term.** Subject to Section 8 below, this Memorandum of Understanding shall remain in effect while the District owns and operates a public education facility adjacent to the Park, and shall automatically terminate either when the Shared Use Agreement is executed by the Parties and the easement identified above is recorded or when the District no longer owns and operates a public education facility adjacent to the Park, whichever is earlier.
6. **Indemnification.** To the extent permitted by law, each party shall protect, hold harmless, defend and indemnify the other party for claims, actions, and expenses (including, without limitation, reasonable attorney fees and expenses) imposed on or incurred by or asserted against the other party for: (i) any negligence or tortious act on the part of the indemnifying party or any of its agents, contractors, sub-lessees, licensees, or invitees including those arising from any accidents or injury to or death of persons or loss of or damage to property, occurring on, about, or in any part of the Parking Lot, or (ii) failure on the part of the indemnifying party to perform or comply with any of the terms of this Memorandum of Understanding. In case any action, suit, or proceeding is brought against any of such indemnified parties by reason of any such occurrence, the other party (indemnifying party) shall defend the action, suit, or proceeding with counsel designated by the indemnified party. The foregoing indemnification shall not apply to loss, injury, death, or damage arising by reason of the gross negligence or intentional misconduct of any of such indemnified Parties, and except as may otherwise be expressly provided in this Memorandum of Understanding. Notwithstanding anything to the contract in this Memorandum of Understanding, to the fullest extent permitted by law, both Parties retain and may assert any and all defenses and immunities in any claim against the party.
7. **Insurance.** Each party shall, at its own expense, maintain and keep in force general liability insurance covering use of the District Property and Park. The insurance policy shall have limits for bodily injury and property damage of not less than \$1,500,000 for each occurrence or the tort cap liability limits in effect under Minnesota Statute Chapter 466, as amended, whichever is greater. Proof and verification of this insurance coverage shall be made available to the Parties upon request. With respect to the District's indemnity to the City arising out of the District's use of the Parking Lot per Sections 1-3 above, the District's insurance shall name the City as an additional insured.
8. **Contingency.** This Memorandum of Understanding is contingent upon the District purchasing the District Property. This Memorandum of Understanding shall have no effect unless and until the District completes the purchase of the District Property.
9. **Ownership.** The City is and shall continue to be the sole and exclusive owner of the Park. The District shall be the sole and exclusive owner of the District Property. This Memorandum of Understanding does not transfer any ownership interests in either parcel to the Parties, but rather documents the Parties shared use of certain facilities located on the two properties. The District may not be assigned or sublease this Memorandum of Understanding or the Parking Lot in whole or in part and may not encumber the Parking Lot.
10. **Governing Law.** This Memorandum of Understanding shall be deemed to have been made and accepted in Washington County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Memorandum of Understanding without regard to its choice of law or conflict of laws principles.

11. **Entire Agreement.** The Parties expressly understand and agree that the terms of this Memorandum of Understanding are contractual and, as set forth herein, constitute the entire agreement of the Parties. Except as stated in this Memorandum of Understanding, neither party has relied on any statement, promise, inducement, or representation of the other. This Memorandum of Understanding supersedes any and all other statements and agreements between the Parties relating to the subject matter contained herein.

By signing below, each party specifically acknowledges that it has reviewed this Memorandum of Understanding, that it fully understands and agrees to all the terms set forth in this Memorandum of Understanding, and that it is authorized to enter into this Memorandum of Understanding.

CITY OF BAYPORT

By: _____
Its Mayor

By: _____
Its City Administrator

INDEPENDENT SCHOOL DISTRICT NO. 834, STILLWATER AREA PUBLIC SCHOOLS

By: _____
Its Board Chair

By: _____
Its Board Clerk

SCHOOL BOARD

School Board Procedures; Rules of Order	203.1	Adopted: 07/12/2018 Annual Review: 12/9/2021	Annual Review

I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

II. GENERAL STATEMENT OF POLICY

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order that will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A. School board members should raise their hand to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert’s Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.
- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate

to the discussion. A member shall only speak to an issue after the member is recognized by the chair.

- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.
- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The ~~chair~~ school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board alphabetically by last name and the chair will vote last.
- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

Legal References: Minn. Stat. § 13D.01 (Open Meeting Law)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 123B.09, Subds. 6 and 7 (Boards of Independent School Districts)
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)
Minn. Stat. § 471.88 (Exceptions)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)

SCHOOL DISTRICT ADMINISTRATION

Superintendent Contract, Duties, and Evaluation	304	Adopted: 09-13-2018	Annual Review

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

- A. The superintendent’s contract shall be used to formalize the employment relationship and to specifically identify and clarify all terms and conditions of employment with the superintendent
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.
- C. Add: The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.

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

Family and Medical Leave	410	Adopted: 11-14-19	Annually

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. “Covered service member” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Military caregiver leave” means leave taken to care for a covered service member with a serious injury or illness.
- E. “Next of kin of a covered service member” means the nearest blood relative other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member’s next of kin, and the employee may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member’s only next of kin.
- F. “Outpatient status” means, with respect to a covered service member who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 2. to attend military events and related activities of a covered military member;

3. to address issues related to childcare and school activities of a covered military member's child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member;
 8. to address parental care needs; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;

- c. to care for the employee’s spouse, son, daughter, or parent with a serious health condition;
 - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or
 - e. any qualifying exigency arising from the employee’s spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.
3. An employee’s entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A “serious health condition” typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A “serious injury or illness,” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
- a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
 - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member’s office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related

Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

- (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered service member being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the

employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.

11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related

health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. ~~The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full-time equivalent during the 12-month period immediately preceding the leave.~~ This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Service Member Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a service member includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered service member and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered service member with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered service member and other information in

support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.

7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 2. If the Instructional employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 3. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.

Add: 4. If the school district requires an instructional employee to extend leave through the end of a semester as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the school district to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the instructional employee has accrued paid leave available and the school district shall maintain the employee's group health insurance

and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

- D. ~~The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.~~

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave and Accommodations)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Alexander-Whalen, Sandi	Resignation	Preschool Assistant Afton-Lakeland Elementary	Community Ed Leads & Assts	December 22, 2023
Blake, Lisa	Retirement (9 years)	1.0 FTE Instructional Coach Lake Elmo Elementary	SCEA	May 31, 2024
Cebula, Joseph	Resignation	Track Coach Stillwater Area High School	Co-Curricular	December 4, 2023
Crandall, Michael	Resignation	Custodian VI, 8.0 hours/day Rutherford Elementary	Custodian	January 26, 2023
Duronio, Jennifer	Resignation	Track Coach Oak-Land Middle School	Co-Curricular	December 1, 2023
Graham, Reid	Probationary Release	Assistant Cafeteria Mananger Mahtomedi High School	Cafeteria	December 20, 2023
Hartung, Timothy	Resignation	1.0 FTE PE / DAPE Teacher Stillwater Area High School	SCEA	January 19, 2024
Heller, Danielle	Resignation	Boys Basketball Coach Stillwater Middle School	Co-Curricular	December 4, 2023
Holmes-Shrestha, Doreen	Release	Girls Swimming Coach Stillwater Middle School	Co-Curricular	January 5, 2024
Isaac, Dominic	Resignation	Boys Basketball Coach Stillwater Middle School	Co-Curricular	December 8, 2023
Johnson, Jessica	Resignation	1.0 FTE Elementary Teacher Andersen Elementary	SCEA	January 19, 2024
Kadera, Katie	Resignation	Track Coach Stillwater Middle School	Co-Curricular	December 1, 2023
Kellen, Timothy	Retirement 30 years	1.0 FTE Special Education Teacher Stillwater Middle School	SCEA	May 31, 2024
Larson, Sharon	Release	Girls Swimming Coach Stillwater Middle School	Co-Curricular	January 5, 2024
Lindgren, Rachel	Resignation	Cafeteria Employee Pankalo	Cafeteria	December 21, 2023
Kadera, Katie	Resignation	Track Coach Stillwater Middle School	Co-Curricular	December 1, 2023
Michel, Ricky	Retirement 33 years	Supervisor of Activites Stillwater Area High School	CSS	August 15, 2024
Parsons, Mary	Retirement 8 years	1.0 FTE Science Teacher Oak-Land Middle School	SCEA	May 31, 2024
Payne, Beth	Retirement (27 years)	1.0 FTE Elementary Education Teacher Lake Elmo Elementary	SCEA	May 31, 2024
Scott, Bryson	Resignation	Custodian VI, 8.0 hours/day Stillwater Area High School	Custodian	January 6, 2023

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Barsness, Mary	1.0 FTE LTS Elementary & Special Education Teacher Andersen Elementary	\$81,262	Replacement	SCEA	January 22, 2024 - May 31, 2024
Bauer, Mallory	.8 FTE LTS Speech Pathologist Afton-Lakeland & Brookview Elementary	\$79,640	2023-2024 Staffing	SCEA	January 16, 2024 - May 31, 2024
Broecker, Elijah	Community Ed Assistant, 12.25 hours/week Afton-Lakeland Elementary	\$18.14	2023-2024 Staffing	Community Ed Leads & Assts	January 8, 2024
Colby, Jennifer	Cafeteria Employee, 5.75 hours/day Rutherford Elementary	\$17.10 / hour	2023-2024 Staffing	Cafeteria	January 2, 2024
Collier, Trenise	Preschool Assistant, 10 hours/week Floater	\$19.32 / hour	2023-2024 Staffing	Community Ed Leads & Assts	January 16, 2024
Connolly, Danielle	Cafeteria Employee, 4.0 hours/day Oak-Land Middle School	\$17.41 / hour	2023-2024 Staffing	Cafeteria	January 2, 2024
Damirgi, Dunia	Paraprofessional, 4 hours/week	\$18.00 / hour	2023-2024	SCPA	January 17, 2024

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

	Early Childhood Family Center		Staffing		
Edwards, Julie	1.0 FTE LTS Intervention Teacher Andersen Elementary	\$94,687	Replacement	SCEA	January 18, 2024 - May 31, 2024
Frion, Alisa	Cafeteria Employee, 4.0 hours/day Mahtomedi High School	\$17.41	2023-2024 Staffing	Cafeteria	January 22, 2024
Gosso, Raina	Community Ed Aide, 4.0 hours/week Lake Elmo Elementary	\$15.50 / hour	2023-2024 Staffing	Community Ed Leads & Assts	January 3, 2024
Gonzalez, Ingrid	Cafeteria Employee, 4.0 hours/day Stillwater Area High School	\$17.41 / hour	2023-2024 Staffing	Cafeteria	January 29, 2024
Johnson, Mary B.	Secretary - Elementary Principal Rutherford Elementary	\$25.57 / hour	Replacement	Tech Support	January 22, 2024
Killian, Carrie	Track Coach Stillwater Middle School	\$1,496	Replacement	Co-Curricular	March 1, 2024
Krueger, Gretchen	Custodian VI, 8.0 hours/day Early Childhood Family Center	\$19.74 / hour	Replacement	Custodial	December 26, 2023
Koetz, Allyson	Community Ed Aide, 6.75 hours/week Stonebridge Elementary	\$15.50 / hour	2023-2024 Staffing	Community Ed Leads & Assts	January 10, 2024
Larsen, Laura	Cafeteria Employee, 5.0 hours/day OH Anderson Elementary	\$17.10 / hour	2023-2024 Staffing	Cafeteria	January 2, 2024
Loida, Debbie	Community Ed Assistant, 7.5 hours/week Lily Lake Elementary	\$18.73 / hour	2023-2024 Staffing	Community Ed Leads & Assts	January 23, 2024
Lynch, Naomi	Preschool Assistant, 10 hours/week Early Childhood Family Center	\$18.14 / hour	2023-2024 Staffing	Community Ed Leads & Assts	January 8, 2024
Newman, Jane	Cafeteria Employee, 4.0 hours/day Mahtomedi High School	\$17.41 / hour	2023-2024 Staffing	Cafeteria	January 23, 2024
Olichwier, Katherine	1.0 FTE LTS Social Worker Rutherford Elementary	\$60,128	Replacement	SCEA	January 10, 2024 - May 31, 2024
Peterson, Sophia	Assistant Softball Coach Stillwater Area High School	\$3,553	Replacement	Co-Curricular	March 1, 2024
Petrich, William	Assistant Alpine Ski Coach Stillwater Area High School	\$1,309	Replacement	Co-Curricular	January 9, 2024
Porter, Cheryl	Community Ed Assstant, 5.8 hours/day Brookview Elementary	18.14 / hour	2023-2024 Staffing	Community Ed Leads & Assts	January 8, 2024
Sanchez, Octavio	Custodian VI, 8.0 hours/day Stillwater Area High School	\$18.89 / hour	Replacement	Custodial	December 26, 2023
Simohkina, Oksana	Cafeteria Employee Stillwater Area High School	\$17.41 / hour	2023-2024 Staffing	Cafeteria	January 2, 2024
Sonnek, Amy	Paraprofessional, 6.0 hours/day Stonebridge Elementary	\$18.00 / hour	2023-2024 Staffing	SCPA	January 23, 2024
Squires, Brittany	Cafeteria Employee, 4.0 hours/day Oak-Land Middle School	\$17.41 / hour	2023-2024 Staffing	Cafeteria	January 2, 2024
Stempinski, Courtney	1.0 FTE LTS Art Teacher Lake Elmo & Rutherford Elementary	\$72,507.00	Replacement	SCEA	January 22, 2024 - May 31, 2024
Wassberg, Mallory	1.0 FTE LTS English Teacher Oak-Land Middle School	\$52,879.00	Replacement	SCEA	January 2, 2024 - May 31, 2024

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Allen, Ashley	Approve Medical	1.0 FTE English Teacher Oak-Land Middle School	SCEA	December 12, 2023 - May 31, 2024
Maria Velasco Ranz	Approve Parental	1.0 FTE Elementary Education Teacher Lake Elmo Elementary School	SCEA	December 24, 2023 - March 11, 2024 (revised dates)

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Davis, Wynn	1.0 FTE Art Teacher Lake Elmo & Rutherford Elementary	1.0 FTE Art Teacher Oak-Land Middle School	Replacement	SCEA	January 22, 2024 - May 31, 2024
Feldman, Colleen	.6 FTE School Psychologist	.6 FTE School Psychologist	Replacement	SCEA	August 22, 2023 - May 31, 2024

PERSONNEL CHANGES:

BOARD MEETING 1/23/2024

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

	Lake Elmo Elementary	Lake Elmo Elementary			(adjusted dates)
Graslewicz, Paula	Health Care Specialist, 6.0 hours/day District Wide	Health Care Specialist, 6.5 hours/day Stillwater Middle School	Replacement	CSS	January 2, 2024
Johnson, Anna	Paraprofessional, 6.0 hours/day Brookview Elementary	Paraprofessional, 18 hours/week Brookview Elementary	2023-2024 Staffing	SCPA	January 2, 2024
Gray, Caysi	Paraprofessional, 6.3 hours/day Oak-Land Middle School	Assistant Cafeteria Manager, 7.0 hours/day Mahtomedi High School	2023-2024 Staffing	Cafeteria	January 16, 2024
Ibrahim, Mushtaq	Community Ed Assistant, 16.25 hours/week Brookview Elementary	Community Ed Assistant, 8.75 hours/week Brookview Elementary	2023-2024 Staffing	Community Ed Leads & Assts	January 2, 2024
Klein, Stacey	Paraprofessional, 6.0 hours/day Andersen Elementary	Paraprofessional, 6.33 hours/day Andersen Elementary	2023-2024 Staffing	SCPA	January 2, 2024
Koller, Joseph	Custodian V, 8.0 hours/day Brookview Elementary	Custodian V, 8.0 hours/day Brookview Elementary	Replacement	Custodial	January 16, 2024
Mogren, Lori	Due Process Secretary, 7.0 hours/day Brookview Elementary	Paraprofessional, 6.0 hours/day Brookview Elementary	2023-2024 Staffing	SCPA	January 2, 2024
Nelson, Kristine	Paraprofessional, 6.5 hours/day Oak-Land Middle School	Due Process Secretary, 7.5 hours/day Stillwater Area High School	Replacement	Tech Support	January 16, 2024
Shores, Christa	Paraprofessional, 6.0 hours/day Oak-Land Middle School	Due Process Secretary, 7.0 hours/day Afton-Lakeland, Andersen & Brookview Elementary	Replacement	Tech Support	January 16, 2024
Willius, Matthew	Custodian V, 8.0 hours/day Lily Lake Elementary	Custodian III, 8.0 hours/day Rutherford Elementary	Replacement	Custodial	December 10, 2023

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Loida, Debbie	Community Ed Assistant, 7.5 hours/week Lily Lake Elementary	2023-2024 Staffing	Community Ed Leads & Assts	January 23, 2024
Laiti, Scott	Assistant 7th Grade Boys Basketball Coach Stillwater Middle School	Replacement	Co-Curricular	January 2, 2024
Weege, Mitchell	Assistant Track Coach Oak-Land Middle School	Replacement	Co-Curricular	December 18, 2023



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Calendar Background Discussion

Strategic Directions and Initiatives

Strategic Direction A: Ensure the learning process is adaptable to meet individual student needs

Strategic Direction B: Foster a safe, welcoming and inclusive environment for all staff and students

Strategic Direction C: Utilize systems and align resources in an efficient manner to support learning

Strategic Direction D: Develop strong partnerships with the communities we serve

2024-2025 Focus:

- Literacy
- School Culture/Equity & Inclusion
- Social Emotional Learning & Mental Health

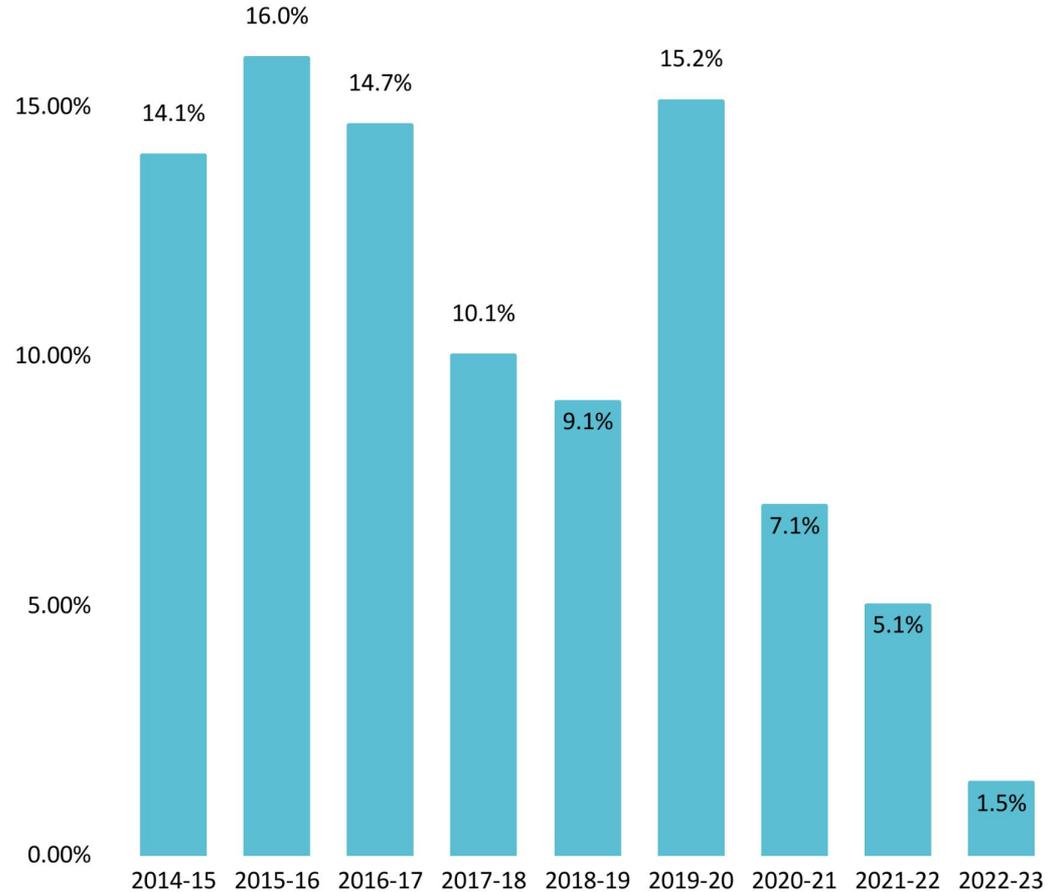


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Current
Reality:
Financial



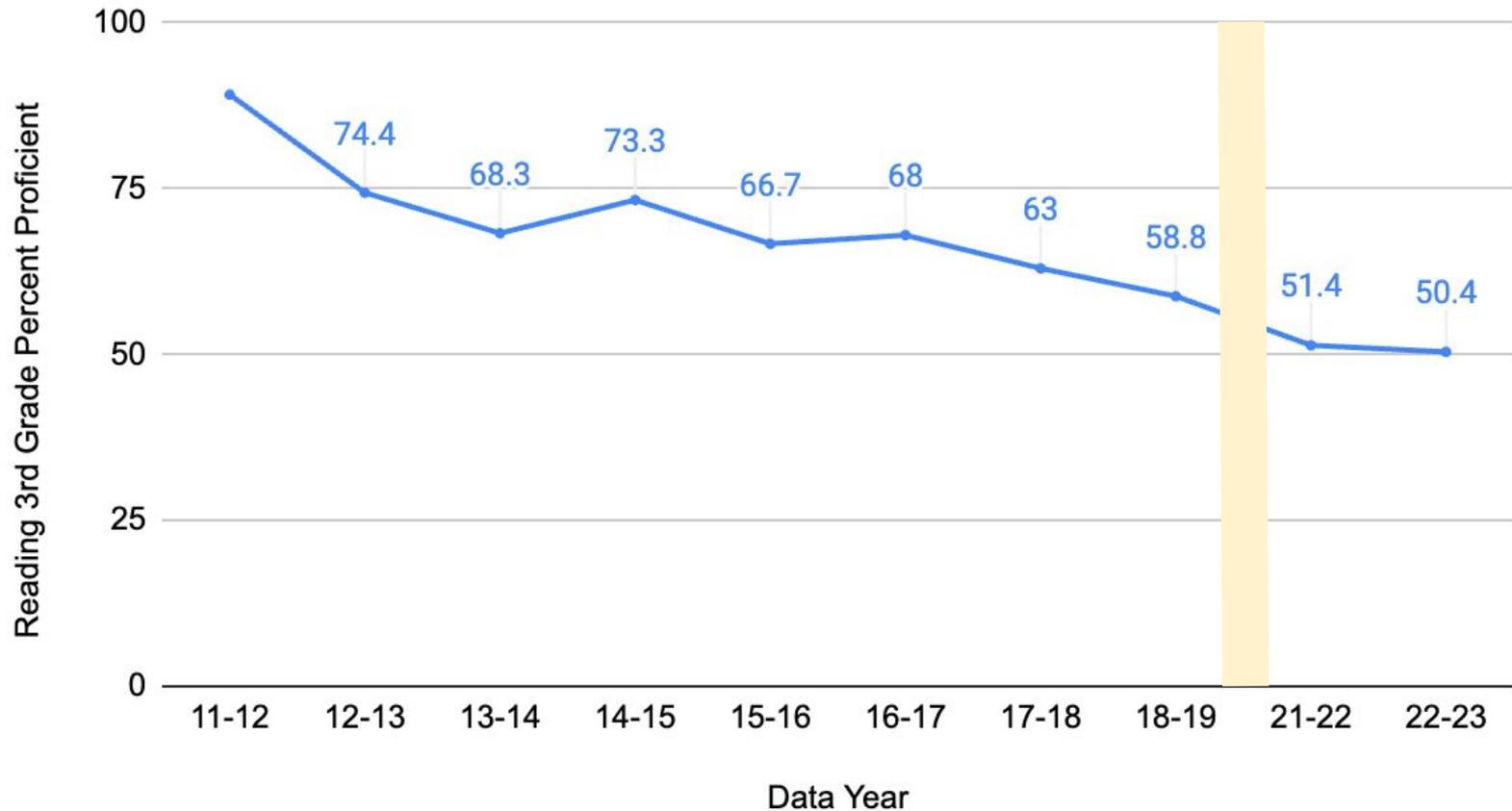
Fund Balance History



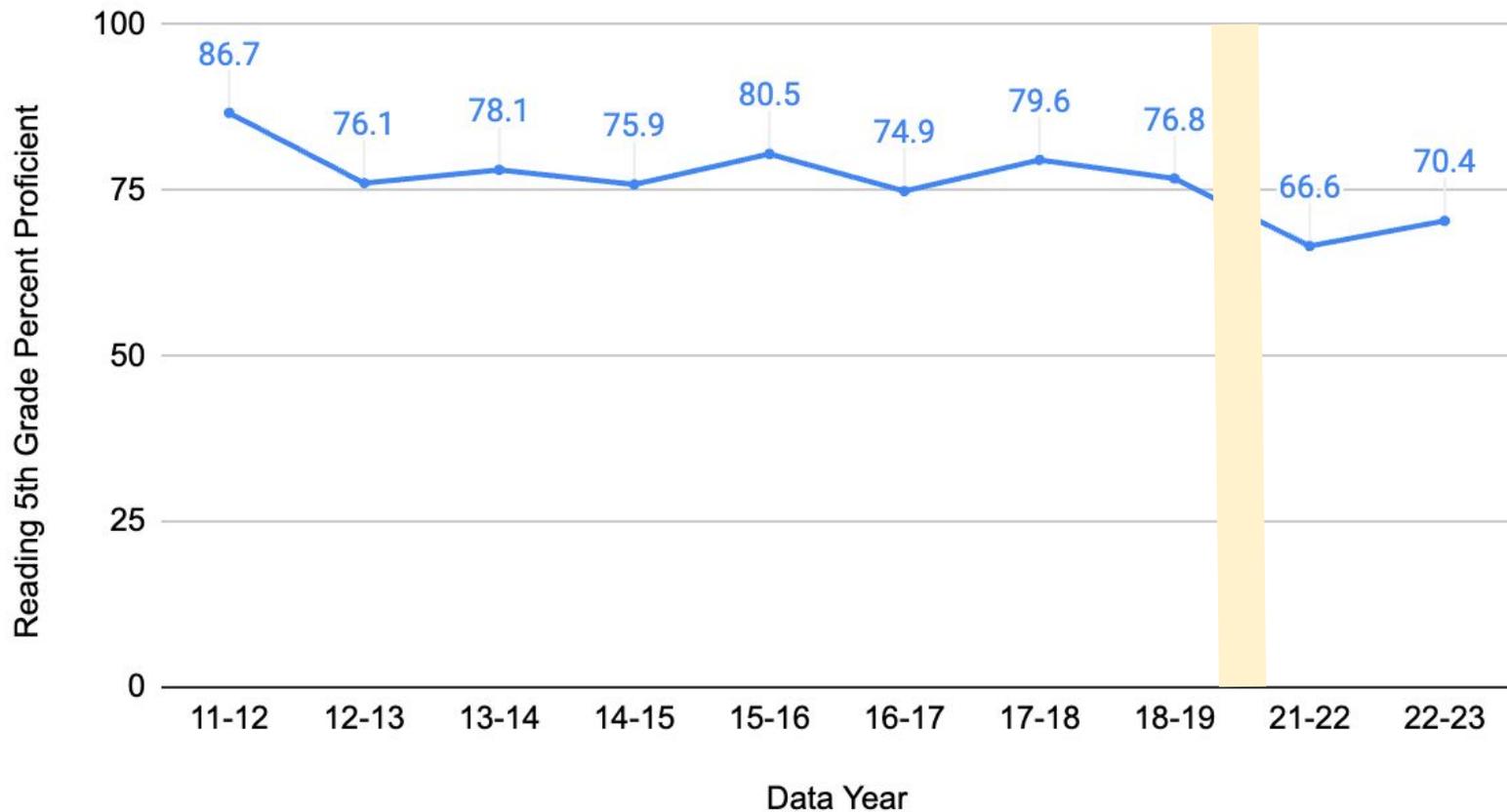


Current Reality: Literacy

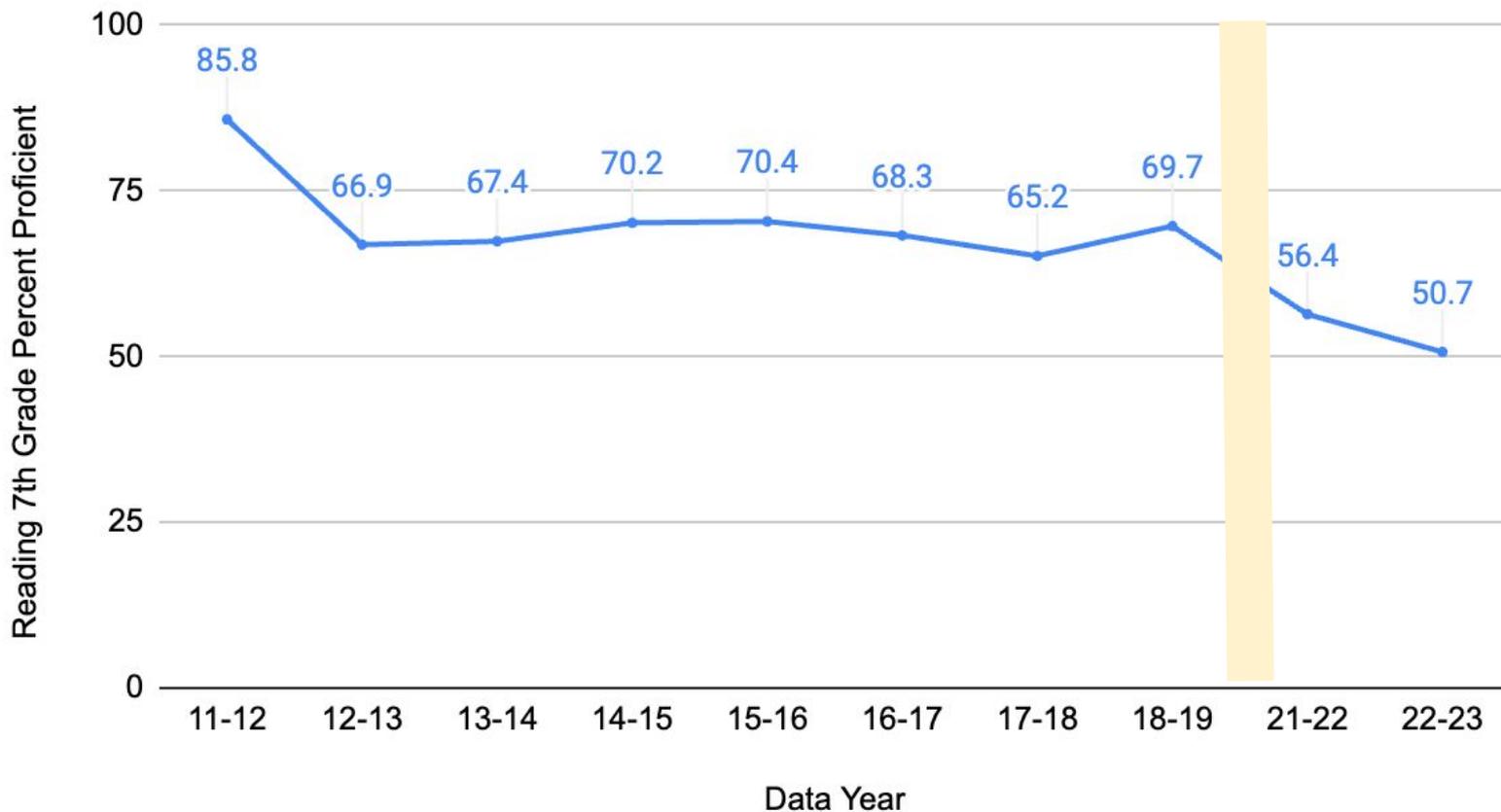
Reading 3rd Grade Percent Proficient vs. Data Year



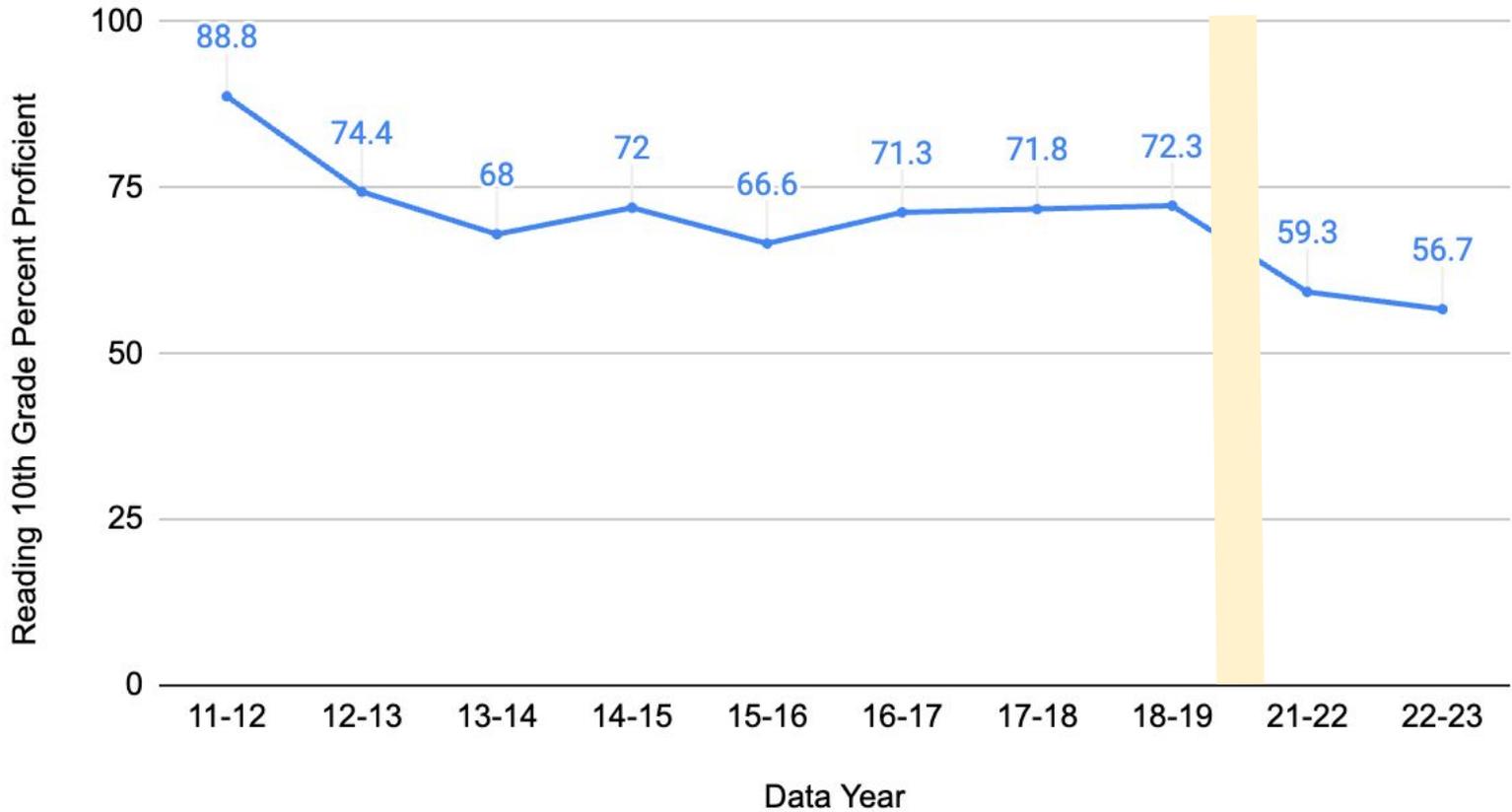
Reading 5th Grade Percent Proficient vs. Data Year



Reading 7th Grade Percent Proficient vs. Data Year



Reading 10th Grade Percent Proficient vs. Data Year



Current Reality: Social Emotional Health

Since the start of the COVID-19 pandemic, public schools have seen an increase in mental health concerns among their students:

- 69% of reported an increase in the percentage of their students seeking mental health services at school
- 76% reported an increase in staff voicing concerns about their students exhibiting symptoms of depression, anxiety, and trauma.
- In response, 67% of public schools reported having increased the amount or types of mental health services they provide.*

**National Center for Educational Statistics*



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Minnesota Student Survey 2013 to 2022

The % of Stillwater students responding **YES** to: “Do you have any long-term mental health, behavioral or emotional problems?” (Long-term means lasting 6 months or more)

Male	2013	2022
8th Grade	8%	15%
9th Grade	13%	14%
11th Grade	8%	21%
Male Combined	10%	17%
Female	2013	2022
8th Grade	12%	35%
9th Grade	15%	40%
11th Grade	16%	40%
Female Combined	14%	38%



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Student Mental Health & Well Being

Students who report ...	Grade 8	Grade 9	Grade 11
Feeling down, depressed or hopeless	43%	41%	54%
Increase since 2019 survey	+8%	+5%	+5%
Feeling nervous, anxious, or on edge	59%	63%	69%
Increase since 2019 survey	+8.3%	+12%	+4%
Not able to stop or control worrying	43%	48%	52%
Increase since 2019 survey	+6%	+12%	+4.7%

Nearly **30%** of our middle and high school students indicated they have **long-term mental health, behavioral or emotional problems**

Source: 2022 Minnesota Student Survey (Stillwater specific results)



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Reality of the Teaching Profession 2022

U.S. Workers' Burnout Rates by Industry, 2022

Please indicate how often the following is true of your job: You feel burned out at work.



	% Always/Very often
K-12 education	44
College or university	35
Professional services	33
Government or public policy	33
Retail	32
Healthcare	31
Law	31
Entertainment	29
Manufacturing	28
Technology	25
Utilities	25
Construction	22
Community/Social services	22
Finance	21

Minnesota Teacher Retention

*Report on Supply and
Demand of Teachers
in MN 2023*

Teacher Retention

Table 30: Teacher Attrition by Cohort

Cohort Year	First-Year Teachers	Return to Teaching				
		17-18	18-19	19-20	20-21	21-22
17-18	2135		1847 (-13.49%)	1702 (-20.28%)	1604 (-24.87%)	1491 (-30.16%)
18-19	2190			1891 (-13.65%)	1595 (-27.17%)	1503 (-31.37%)
19-20	1980				1766 (-10.81%)	1636 (-17.37%)
20-21	1696					1464 (-13.68%)
21-22	1838					

Table 30 shows the retention rate of teachers in the first five years of teaching. Nearly a third of new teachers leave teaching within the first five years in the profession, the 18-19 cohort reaching that percentage by the third year. Retention of these teachers could fill all positions currently filled by individuals holding a Tier 1 or a Tier 2 license.

The table also shows a concerning downward trend in first year teachers in Minnesota (column 2). A decrease in new teachers combined with the attrition rate exacerbates demand for teachers.



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Recommendations on Retention- ED MN

Specific school characteristics are highly predictive of teacher attrition rates. There are strategies to address those specific characteristics and stem the tide of teachers leaving the profession. Minnesota should:

- provide the resources to allow educators and administrators to build collaborative working environments.
- increase support for teacher agency, which means granting autonomy to teachers as they respond to student needs and involving teachers in the school-wide decision-making process.
- provide a stronger menu of financial benefits for all educators.
- invest in quality professional development for all educators.
- invest boldly in new strategies that help retain teachers of color, including creating avenues for teacher autonomy, diversifying curriculum, reducing financial barriers, and providing meaningful, ongoing professional development and induction.
- decrease the professional demands and work stressors placed on special educators.
- give more attention to the mental health and well-being of all educators. Minnesota must especially support the well-being of educators working in high-needs schools.

Smart Solutions to Minnesota's Teacher Shortage: Developing and Sustaining a Diverse and Valued Educator Workforce-EDMN



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Why Start One Week Sooner?

- It reduces stress on students and staff, which benefits the mental health of all those in the system as it provides breaks throughout the year for staff and students to recover.
- It provides more days of instruction for MCA's, AP Exams, and the ACT prior to the test. More critical instruction is provided before the tests, rather than the five or six weeks after.
- It aligns with the rhythm of student learning. Students are ready to come back to school the third week in August, and be done with school in May.



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Measuring effectiveness of early calendar

- Local survey of students to gauge impact on the shift- measure stress, and impact on overall school experience. (Develop baseline in 2024-25)
- # of students receiving mental health supports year to year.
- Survey of district staff related to job satisfaction and stress. (Develop baseline in 2024-25)
- Academic results year to year.
- Minnesota Student Survey results.



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Is the status quo acceptable
for Stillwater Area Public Schools?



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Executive Summary

Community Feedback: Calendar Change

As the school board considered making a change to an “early start/early end” calendar, district staff invited shareholders to weigh in with feedback through a variety of methods. Feedback was gathered from November 2023 through January 2024. A total of 708 responses were gathered through an online feedback form and in-person Community Conversations.

The following pages summarize the results of the various engagement activities:

[Online Feedback Form p. 2-4](#) | [Community Conversations p. 5-6](#) | [SCEA Feedback p. 7](#)

Overall Shareholder Feedback

What they like:

- Ending the school year in May
- Aligning with natural breaks
- Professional development and collaboration time
- More time before end-of-year assessments
- Longer breaks during the year
- Earlier spring break

What they're concerned about:

- Many families vacation in August (after summer sports, before college kids leave)
- Doesn't align with other school districts
- Limits summer employment for teens (seasonal/tourist based)
- Doesn't align with summer activities
 - Summer camps run mid-June through end of August
 - Childcare may not be available that early in June
- Shortens summer for families
 - August is “prime” summer time

Online Feedback Form

From November 2023 through January 2024 district staff invited staff, students, families and community members to weigh in on possible calendar changes through an online feedback form. The feedback form was promoted through school and district newsletters, and during public board meetings and staff meetings. A total of 669 individuals submitted responses on the form.

Of the respondents:

- 56% were families
- 34% were district staff
- 5% students
- 5% other

Key Themes

The most frequently mentioned themes identified in the online feedback results include the following: *(NOTE: Themes are organized by frequency. Comments below each theme are in no particular order.)*

1. Family time, vacations and traditions

- a. Early start this year will mean many families and staff missing the start of the year with already planned activities (increased absences)
- b. Cuts into family time (ie. cabin, State Fair)
- c. Having this time in August is important to staff and families
- d. Vacationing in August is the only time that works for most families
 - i. Many kids are in summer athletics/club sports that run to the end of July.
- e. Mid-August is too early to start school

2. Shortening summer

- a. MN weather hit or miss. Weather in August is nicer than in June
- b. Interfering with club sports; camping; vacations; traveling; State Fair
- c. Taking away kids' summer
- d. Cutting into family time
- e. Stillwater already starts too early, why make it even earlier?
- f. Too early for staff to be back
- g. What about fall athletics?

3. Childcare

- a. Clubs and camps won't be open until two-three weeks after school is out
- b. Staff or parents will struggle finding childcare two-three weeks after school gets out and before it starts back up again
- c. Adventure Club has limited openings
- d. Limited options for temporary childcare

4. Professional development

- a. Staff would rather get out earlier than have more PD days
- b. PD days during the year are hard on students who have to miss school
- c. Too many PD days
- d. Subtracting conferences for more PD sends the wrong message to the community at large
- e. PD days right before/after breaks. Staff can't take a discretionary day on these days, but many staff travel and need those days

5. Summer activities and camps

- a. Clubs and camps won't be open until two-three weeks after school is out
- b. Some staff have kids in club sports - this won't allow staff to return early to mid-August

6. Staff may leave the district

- a. Staff being unable to find childcare for their kids, especially if their kids attend a different school district
- b. Vacations planned
- c. Some staff work summer jobs - this cuts into their part-time, summer positions
- d. Some staff work two weeks in summer already - starting earlier will make their summer feel shorter. With that, it is likely they'll leave the district

7. Families may leave the district

- a. Most families are unable to accommodate this calendar change due to their own work schedules
- b. Childcare concerns

8. Student work schedules

- a. Summer jobs/State fair jobs
- b. Cuts into hours they can work over the summer
- c. Affects businesses in community due to losing staff

9. Semester ending and breaks

- a. Not having additional days off for President's Day and day before Thanksgiving
- b. The semesters are not evenly split. A student has 2 weeks less in fall semester. If they make a mistake in semester 1 this gives them less time to fix or make up the grade - which could impact their GPA
- c. Multitude of breaks throughout the year - concern how breaks from school will affect the students and families who need school as a support for them
- d. Two week winter break is too long

10. Minnesota statutes

- a. How is this legal? [State law](#) says that you can't start before Labor Day, so how are you circumventing that?

11. Student absences

- a. Higher number in student absences if this changes occurs

12. No consistent with surrounding schools

13. Negatives outweigh the positives - Things affected by this potential change include:
Family time/traditions; childcare; club sports; parent/student work schedules; outside business that are the busiest in summer

Suggestions from respondents:

- Share the data collected from these surveys
- PD days - because there would be so many, could we reconsider rules about not using discretionary time on these days? Maybe there could be some sort of limit or guidelines, but there are some very real reasons staff need to take these days and it seems appropriate to allow for some professional decision making.
- Do more research: How does starting early help the mental health of students and staff? What are the academic benefits? Would Kindergarten age cutoff be earlier too?
- Why was this draft not advertised as openly as other calendar drafts in the past have been?

Community Conversations

On January 4 and 11 district staff held Community Conversations to share information and gather feedback from shareholders on the impact of the proposed “early start/early end” calendar. A total of 39 parents/guardians/community members and staff participated in the sessions.

Key Themes:

- Concerns with early start in August:
 - Starting in August interferes with summer, sports will still go later into June and summer vacation will actually be shorter
 - Early in August return for teachers and super early return for new staff
 - Cuts into summer - state fair/vacations
 - Cutting into family time, prime vacation time
 - August is nicer than May. So it feels like we are losing some of the “scarce resources” of good weather in MN.
 - August heat. Will kids be able to learn too hot inside and outside the building?
 - Those kids participate in the state fair, miss school or miss opportunities to participate in the fair
- Start and end time dates interfering with athletics
- Calendar makes sense, aligns with natural breaks
- Opportunity of professional days
- Like that it continues the staggered starts for elementary and transition grades
- Stressing the teachers more
 - No in person conferences for elementary kids
 - Not getting to enjoy a true MN summer - in May the weather is still not good
 - Workshop over start of fall sports
 - Teachers working a second job will have loss of revenue with the traditional summer being the bulk of that job
- Camps/childcare availability
 - Childcare for additional no school days
 - Does this mesh with the rest of the area/conference?
- Impact on local businesses
 - Weather-related activities; river town - May is not always warm - impacts businesses that rely on tourism and outdoor parties.
 - Impacts to local businesses that rely on our kids for work.
 - Our local communities who have camps, events, childcare setup around a school calendar, communities around us share
- No research basis for this shift, why create the upheaval
- Mental health challenges increase between Thanksgiving and winter break.
 - Having the end of semester fall at the same time would not be mental health friendly.
 - Grading and schedules are not complete exactly on the last day of term.

Suggestions from respondents:

- More times and solutions for start time to change with calendar - at the same time
- Consider changing the start date to be dependent on when Labor Day is (If Labor Day is late then start before, if it's early, start after)
- Could there be a “mini term” between 1st and 2nd quarter and then 3rd and 4th quarter for junior high and high school. Intensive elective course, test prep (eg ACT), service learning, study abroad for language (spanish, french, etc). Perhaps a May term after the school year ends, before summer programs.
- Adjust the second quarter to be a week shorter
- Adding minutes to the school day
- Start after Labor Day and end a few days into June w/ less time off throughout the school year
 - Shorter winter break and other breaks and start after Labor Day and end before Memorial Day
 - Less staff development days - seems excessive (1 per month)
- Adding 15-20 minutes to each day so they either don't have to go to school till June
- Less 4 day weeks
- Consider your staff. Changing too much too dramatically affects staff
- Keep calendar as is
- Return to post-Labor Day start

St. Croix Education Association (SCEA) Feedback for the 2025-2026 Proposed Calendar Changes

The Context:

A new calendar has been proposed for the 2025-2026 school year. This calendar was proposed with the notion that the calendar would achieve several desired outcomes including: shifting the start of the school year by one week to allow an extra week of preparation for testing (MCA, ACT, and AP tests), to provide an opportunity for increased Professional Development days for teachers and staff, and align our quarter/ semesters with natural breaks to help ease stress and learning loss.

The SCEA Proposed Solution:

The SCEA is grateful that the district is concerned about stress amongst its staff as well as looking for avenues to provide Professional Development that is both comprehensive and beneficial to educators and the students of the district. However, many members of the SCEA have shared that there is more interest in finding PD opportunities and creative solutions to workload and stress inside our current calendar structure and timelines.

Reasoning:

The SCEA values opportunities to solve problems within the district because any issue impacting the district is a shared issue that can impact staff, students, and the community as a whole. With that in mind, many teachers have evaluated the proposed calendar changes and have expressed the following concerns and questions:

- The SCEA sees no need for a calendar shift when there has been a seeming lack of evidence that this will have a measurable impact on student learning.
- Some members have expressed concern about the lack of evidence brought forward that justifies a dramatic change to the academic calendar.
- Teachers are concerned about the community impact of shifting a calendar that will not be aligned with summer programming and childcare, creating a burden for many families within the district.
- Teacher stress is not likely to be reduced as grading will need to take place during our breaks.
- Shifting a week earlier may make it more difficult for our students to have summer employment.
- Professional Development days are able to be increased using our current format. This is buttressed by the 2024-2025 calendar which increases PD days while maintaining a pre-Labor Day start.
- There are concerns around the 8 less instructional days first semester than second semester and how that may impact curricular demands.

Conclusions:

Based on survey data and listening session feedback it is clear that a majority of teachers are not in favor of the proposed calendar change. The SCEA is thankful that the administration and

School Board surveyed staff, conducted listening sessions in all schools, and reviewed feedback from the SCEA's own listening sessions. However, it is our hope that the current calendar could be structured more creatively to achieve many of the desired outcomes brought forward by this plan.

SCEA Leadership



July 2024

Su	M	T	W	Th	F	Sa
	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 2024

Su	M	T	W	Th	F	Sa
				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* Grade 6 & 9	27* Grade 7-8 10-12	28	29	30	31

* First Day of School

September 2024

Su	M	T	W	Th	F	Sa
1	2	3* Grade K-5	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					

* First Day of School

October 2024

Su	M	T	W	Th	F	Sa
		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*		

* End of Quarter 1

November 2024

Su	M	T	W	Th	F	Sa
					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 2024

Su	M	T	W	Th	F	Sa
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				

Winter Break Dec. 23-31

January 2025

Su	M	T	W	Th	F	Sa
			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	

* End of Quarter 2/Semester 1

February 2025

Su	M	T	W	Th	F	Sa
						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 2025

Su	M	T	W	Th	F	Sa
						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					

* End of Quarter 3

April 2025

Su	M	T	W	Th	F	Sa
		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 2025

Su	M	T	W	Th	F	Sa
				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 2025

Su	M	T	W	Th	F	Sa
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					

* Last Day of School

Starting a new year off right

No school

Monday, August 26	Orientation day and first day of school for grades 6 and 9 only.
Tuesday, August 27	First day of school for grades 7-8 and grades 10-12.
Monday, Aug. 26 - Thursday, Aug. 29	Ready, Set, Go Conferences for grades K-5. <i>Watch for more information this summer.</i>
Tuesday, September 3	First day of school for elementary students (K-5).



- Aug 13-15 New Teachers Workshop
- Aug 19 Teacher Workshop/Grading
- Aug 20-21 Professional Development Day
- Aug 22 Teacher Workshop/Grading
- Aug 26 First day of school Gr 6 & 9**
- Aug 26-29 Ready Set Go conferences K-5
- Aug 27 First day of school Gr 7-8 & 10-12**
- Aug 30 Teacher Non-Duty Day
- Sept 2 Holiday (no school)
- Sept 3 First day of school Gr K-5**
- Sept 30 Professional Development Day (no school)
- Oct 16 Professional Development Day (no school)
- Oct 17-18 MEA - Teacher Non-Duty Day (no school)
- Oct 31 End of quarter 1
- Nov 1 Teacher Workshop/Grading
- Nov 27 Professional Development Day (no school)
- Nov 28 Holiday (no school)
- Nov 29 Teacher Non-Duty Day (no school)
- Dec 23-24 Teacher Non-Duty Day (no school)
- Dec 25 Holiday (no school)
- Dec 26-31 Teacher Non-Duty Day (no school)
- Jan 1 Holiday (no school)
- Jan 16 End of quarter 2/semester 1
- Jan 17 Teacher Workshop/Grading (no school)
- Jan 20 Professional Development Day (no school)
- Feb 17 Professional Development Day (no school)
- Mar 20 End of quarter 3
- Mar 21 Teacher Workshop/Grading (no school)
- Mar 24-28 Teacher Non-Duty Day (no school)
- Mar 31 Professional Development Day (no school)
- April 18 Professional Development Day (no school)
- May 26 Holiday (no school)
- June 3 Last day of school/End of semester 2
- June 4 Teacher Workshop/Grading (no school)
- June 7 Graduation

August 2024

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 2024

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2024

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31*	

November 2024

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2024

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January 2025

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16*	17
20	21	22	23	24
27	28	29	30	31

February 2025

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2025

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20*	21
24	25	26	27	28
31				

April 2025

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May 2025

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

June 2025

M	T	W	Th	F
2	3*	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

- New Teachers Workshop (3)
- Professional Development Day (9)
- Holiday Days (5)
- Teacher Workshop/Grading (6)
- No School/Teacher Non-Duty day
- End of Quarter/Semester

Quarter 1 = 43	Quarter 2 = 43	Semester 1 = 86	Quarter 3 = 42	Quarter 4 = 44	Semester 2 = 86
Student Contact Days = 172		Teacher Contract Days = 192		New Teacher Contract Days = 195	



July 2025

Su	M	T	W	Th	F	Sa
		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 2025

Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18* Grade 6 & 9	19* Grade 7-8 10-12	20	21* Grade K-5	22	23
24	25	26	27	28	29	30
31	* First Day of School					

September 2025

Su	M	T	W	Th	F	Sa
	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 2025

Su	M	T	W	Th	F	Sa
			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	
* End of Quarter 1						

November 2025

Su	M	T	W	Th	F	Sa
						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 2025

Su	M	T	W	Th	F	Sa
	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			
* End of Quarter 2/Semester 1						

January 2026

Su	M	T	W	Th	F	Sa
				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

February 2026

Su	M	T	W	Th	F	Sa
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 2026

Su	M	T	W	Th	F	Sa
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				
* End of Quarter 3						

April 2026

Su	M	T	W	Th	F	Sa
			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 2026

Su	M	T	W	Th	F	Sa
					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	* Last Day of School					

June 2026

Su	M	T	W	Th	F	Sa
	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				

Starting a new year off right

No school

Monday, August 18	Orientation day and first day of school for grades 6 and 9 only.
Tuesday, August 19	First day of school for grades 7-8 and grades 10-12.
Monday, Aug. 18 - Wednesday, Aug. 20	Ready, Set, Go Conferences for grades K-5. <i>Watch for more information this summer.</i>
Thursday, Aug. 21	First day of school for elementary students (K-5).



- Aug 5-7 New Teachers Workshop
- Aug 11 Teacher Workshop/Grading
- Aug 12-13 Professional Development Day
- Aug 14 Teacher Workshop/Grading
- Aug 18 First day of school Gr 6 & 9**
- Aug 18-20 Ready Set Go conferences K-5
- Aug 19 First day of school Gr 7-8 & 10-12**
- Aug 21 First day of school Gr K-5**
- Sept 1 Holiday (no school)
- Sept 22 Professional Development Day (no school)
- Oct 15 End of quarter 1
- Oct 16-17 MEA - Teacher Non-Duty Day (no school)
- Oct 21 Teacher Workshop/Grading (no school)
- Nov 26 Professional Development Day (no school)
- Nov 27 Holiday (no school)
- Nov 28 Teacher Non-Duty Day (no school)
- Dec 23 End of quarter 2/semester 1
- Dec 24 Teacher Non-Duty Day (no school)
- Dec 25 Holiday (no school)
- Dec 26-31 Teacher Non-Duty Day (no school)
- Jan 1 Holiday (no school)
- Jan 2 Teacher Workshop/Grading (no school)
- Jan 5 Professional Development Day (no school)
- Jan 19 Professional Development Day (no school)
- Feb 16 Professional Development Day (no school)
- Mar 12 End of quarter 3
- Mar 13 Teacher Workshop/Grading (no school)
- Mar 16-20 Teacher Non-Duty Day (no school)
- April 3 Professional Development Day (no school)
- May 22 Last day of school/End of semester 2
- May 25 Holiday (no school)
- May 26 Teacher Workshop/Grading (no school)
- May 30 Graduation

August 2025

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September 2025

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October 2025

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15*	16	17
20	21	22	23	24
27	28	29	30	31

November 2025

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December 2025

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23*	24	25	26
29	30	31		

January 2026

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February 2026

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March 2026

M	T	W	Th	F
2	3	4	5	6
9	10	11	12*	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2026

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2026

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22*
25	26	27	28	29

June 2026

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

- New Teachers Workshop (3)
- Professional Development Day (9)
- Holiday Days (5)
- Teacher Workshop/Grading (6)
- No School/Teacher Non-Duty day
- End of Quarter/Semester

Quarter 1 = 40	Quarter 2 = 42	Semester 1 = 82	Quarter 3 = 46	Quarter 4 = 44	Semester 2 = 90
Student Contact Days = 172		Teacher Contract Days = 192		New Teacher Contract Days = 195	



July 2025

Su	M	T	W	Th	F	Sa
		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 2025

Su	M	T	W	Th	F	Sa
					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 2025

Su	M	T	W	Th	F	Sa
	1	2* Grade 6 & 9	3* Grade 7-8 10-12	4	5	6
7	8* Grade K-5	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

* First Day of School

October 2025

Su	M	T	W	Th	F	Sa
			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*	

* End of Quarter 1

November 2025

Su	M	T	W	Th	F	Sa
						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 2025

Su	M	T	W	Th	F	Sa
	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			

* End of Quarter 2/Semester 1

January 2026

Su	M	T	W	Th	F	Sa
				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

February 2026

Su	M	T	W	Th	F	Sa
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 2026

Su	M	T	W	Th	F	Sa
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				

* End of Quarter 3

April 2026

Su	M	T	W	Th	F	Sa
			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 2026

Su	M	T	W	Th	F	Sa
					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 2026

Su	M	T	W	Th	F	Sa
	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				

* Last Day of School

Starting a new year off right

Tuesday, September 2	Orientation day and first day of school for grades 6 and 9 only.
Wednesday, September 3	First day of school for grades 7-8 and grades 10-12.
Tuesday, Sept. 2 - Friday, Sept. 5	Ready, Set, Go Conferences for grades K-5. <i>Watch for more information this summer.</i>
Monday, September 8	First day of school for elementary students (K-5).



- Aug 19-21 New Teachers Workshop
- Aug 25 Teacher Workshop/Grading
- Aug 26-27 Professional Development Day
- Aug 28 Teacher Workshop/Grading
- Sept 1 Holiday (no school)
- Sept 2 First day of school Gr 6 & 9**
- Sept 2-5 Ready Set Go conferences K-5
- Sept 3 First day of school Gr 7-8 & 10-12**
- Sept 8 First day of school Gr K-5**
- Oct 6 Professional Development Day (no school)
- Oct 16-17 MEA - Teacher Non-Duty Day (no school)
- Oct 31 End of quarter 1
- Nov 3 Teacher Workshop/Grading (no school)
- Nov 26 Professional Development Day (no school)
- Nov 27 Holiday (no school)
- Nov 28 Teacher Non-Duty Day (no school)
- Dec 24 Teacher Non-Duty Day (no school)
- Dec 25 Holiday (no school)
- Dec 26-31 Teacher Non-Duty Day (no school)
- Jan 1 Holiday (no school)
- Jan 2 Professional Development Day (no school)
- Jan 16 End of quarter 2/semester 1
- Jan 19 Professional Development Day (no school)
- Jan 20 Teacher Workshop/Grading (no school)
- Feb 16 Professional Development Day (no school)
- Mar 19 End of quarter 3
- Mar 20 Teacher Workshop/Grading (no school)
- Mar 23-27 Teacher Non-Duty Day (no school)
- April 3 Professional Development Day (no school)
- May 15 Professional Development Day (no school)
- May 25 Holiday (no school)
- June 5 Last day of school/End of semester 2
- June 8 Teacher Workshop/Grading (no school)
- June 6 Graduation

August 2025

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September 2025

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October 2025

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31*

November 2025

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December 2025

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January 2026

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16*
19	20	21	22	23
26	27	28	29	30

February 2026

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March 2026

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19*	20
23	24	25	26	27
30	31			

April 2026

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2026

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2026

M	T	W	Th	F
1	2	3	4	5*
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

- New Teachers Workshop (3)
- Professional Development Day (9)
- Holiday Days (5)
- Teacher Workshop/Grading (6)
- No School/Teacher Non-Duty day
- End of Quarter/Semester

Quarter 1 = 41	Quarter 2 = 43	Semester 1 = 84	Quarter 3 = 41	Quarter 4 = 47	Semester 2 = 88
Student Contact Days = 172		Teacher Contract Days = 192		New Teacher Contract Days = 195	



Agenda Item: XII.A.
Date Prepared: January 17, 2024
ISD 834 Board Meeting

Agenda Item: Stonebridge Elementary Renovations - 2024
Meeting Date: January 23, 2024
Contact Person: Mark Drommerhausen, Executive Director of Operations

Background: The Stonebridge Elementary project will renovate eight classrooms on the south side of the building, replace ceiling and lighting in the hallways, cafeteria and gymnasium. In addition, the main office and nurse's office area will be renovated. The renovation will upgrade a majority of the original 1971 furnishings.

The classroom area will replace operable walls, chalkboards, case work, sinks, ceilings, flooring and lighting. It will also provide domestic hot water to eight classrooms. The nurse's office will be reconfigured to provide an ADA compliant restroom. This reconfiguration will replace toilets, hand washing sinks, ceramic flooring, plumbing lines and ceramic wall tile.

These projects are part of the FY 2024/25 Long-Term Facilities Maintenance program. Construction costs were estimated to total \$1,250,000. Kraus-Anderson Construction Company collaborated with Stillwater Area Public Schools to solicit bids for the Stonebridge Elementary Renovation – 2024 project. Bids were opened on January 11, 2024. To obtain the lowest construction cost for the project, Kraus-Anderson Construction Company broke down the project into 13 separate work scopes. Their role during the renovation will be coordinating each work scope during the construction project. Stillwater Area Public Schools will enter into a separate contract with the lowest responsible bidder for each work scope.

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

Work Scope	Lowest Responsible Bidder and Amount
Work Scope 02-A: Demolition	5 bids were received. The lowest responsible bidder is Ramsey Excavating Company, Inc of Brooklyn Park, MN for a bid total of \$63,000.00
Work Scope 03-A: Concrete	4 bids were received. The lowest responsible bidder is George Siegfried Construction Company of Bayport, MN for a bid total of \$14,498.00
Work Scope 06-A and 09-A: Carpentry & Drywall	10 bids were received. The lowest responsible bidder Benson-Claughtery Contracting, Inc. of Maplewood, MN for a bid total of \$274,506.00
Work Scope 08-A: Doors, Frames and Hardware	1 bid was received. The lowest responsible bidder is Twin City Hardware Company of Oakdale, MN for a bid total of \$11,730.00
Work Scope 08-F: Glass and Glazing	2 bids were received. The lowest responsible bidder is Envision Glass Inc. of Roseville, MN for a bid total of \$46,437.00



Work Scope 09-B and 09-D: Tile & Flooring	13 bids were received. The lowest responsible bidder is Superset Tile & Stone, LLC of Plymouth, MN for a bid total of \$71,000.00
Work Scope 09-C: Ceilings and Acoustical Treatment	5 bids were received. The lowest responsible bidder is Acoustics Associates, Inc. of Brooklyn Park, MN for a bid total of \$65,900.00.
Work Scope 09-K: Painting and Wall Covering	9 bids were received. The lowest responsible bidder is Painting by Nakasone Inc. of St. Paul, MN for a bid total of \$28,990.00
Work Scope 21-A: Fire Suppression	4 bids were received. The lowest responsible bidder is Lifesaver Fire Protection, LLC of New Hope, MN for a bid total of \$54,766.00
Work Scope 23-B: Combined Mechanical	4 bids were received. The lowest responsible bidder is Davis Mechanical Systems, Inc. of Lakeville, MN for a bid total of \$234,800.00
Work Scope 26-A: Electrical	6 bids were received. The lowest responsible bidder is O'Neill Electric Inc. of Stillwater, MN for a bid total of \$364,275.00

The total amount for the 13 work scopes is \$1,229,902.00. Each lowest responsible bidder has been identified per work scope. Additional costs may be incurred during the project to resolve issues not identified in the construction documents. Kraus-Anderson Construction Company recommends entering into a contract with each of the lowest responsible bidder identified above. Administration requests approval to award the bids to the respective bidders.

Project Name: Stonebridge Elementary Renovations - 2024

Location(s): Stonebridge Elementary

Funding: Long-Term Facilities Maintenance, \$1,229,902.00

Item: Work Scopes: 02-A Demolition; 03-A Concrete; 06-A Carpentry; 08-A Doors, Frames and Hardware; 08-F Glass and Glazing; 09-B Tile; 09-C Ceilings and Acoustical Treatment; 09-D Tile and Flooring; 09-K Painting and Wall Covering; 21-A Fire Suppression; 23-B Combined Mechanical; 26-A Electrical

Amount: Total project cost \$1,229,902.00

Recommendation:

A motion and a second to approve the consent agenda will be requested.

Motion by: _____ **Seconded by:** _____ **Vote:** _____



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 \$100,000.

REQUESTED BY: Mark Drommerhausen, Executive Director of Operations

DATE: January 23, 2024

DESCRIPTION OF REQUEST

Stonebridge Elementary Renovation-2024

The Stonebridge Elementary project will renovate eight classrooms on the south side of the building, replace ceiling and lighting in the hallways, cafeteria and gymnasium. In addition, the main office and nurse’s office area will be renovated. The renovation will upgrade a majority of the original 1971 furnishings.

The classroom area will replace operable walls, chalkboards, case work, sinks, ceilings, flooring and lighting. It will also provide domestic hot water to eight classrooms. The nurse’s office will be reconfigured to provide an ADA compliant restroom. This reconfiguration will replace toilets, hand washing sinks, ceramic flooring, plumbing lines and ceramic wall tile.

These projects are part of the FY 2024/25 Long-Term Facilities Maintenance program. Construction costs were estimated to total \$1,250,000. Kraus-Anderson Construction Company collaborated with Stillwater Area Public Schools to solicit bids for the Stonebridge Elementary Renovation – 2024 project. Bids were opened on January 11, 2024. To obtain the lowest construction cost for the project, Kraus-Anderson Construction Company broke down the project into 13 separate work scopes. Their role during the renovation will be coordinating each work scope during the construction project. Stillwater Area Public Schools will enter into a separate contract with the lowest responsible bidder for each work scope.

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

Work Scope	Lowest Responsible Bidder and Amount
Work Scope 02-A: Demolition	5 bids were received. The lowest responsible bidder is Ramsey Excavating Company, Inc of Brooklyn Park, MN for a bid total of \$63,000.00
Work Scope 03-A: Concrete	4 bids were received. The lowest responsible bidder is George Siegfried Construction Company of Bayport, MN for a bid total of \$14,498.00
Work Scope 06-A and 09-A: Carpentry & Drywall	10 bids were received. The lowest responsible bidder Benson-Claughtery Contracting, Inc. of Maplewood, MN for a bid total of \$274,506.00
Work Scope 08-A: Doors, Frames and Hardware	1 bid was received. The lowest responsible bidder is Twin City Hardware Company of Oakdale, MN for a bid total of \$11,730.00
Work Scope 08-F: Glass and Glazing	2 bids were received. The lowest responsible bidder is Envision Glass Inc. of Roseville, MN for a bid total of \$46,437.00
Work Scope 09-B and 09-D: Tile & Flooring	13 bids were received. The lowest responsible bidder is Superset Tile & Stone, LLC of Plymouth, MN for a bid total of \$71,000.00
Work Scope 09-C: Ceilings and Acoustical Treatment	5 bids were received. The lowest responsible bidder is Acoustics Associates, Inc. of Brooklyn Park, MN for a bid total of \$65,900.00.
Work Scope 09-K: Painting and Wall Covering	9 bids were received. The lowest responsible bidder is Painting by Nakasone Inc. of St. Paul, MN for a bid total of \$28,990.00
Work Scope 21-A: Fire Suppression	4 bids were received. The lowest responsible bidder is Lifesaver Fire Protection, LLC of New Hope, MN for a bid total of \$54,766.00

Work Scope 23-B: Combined Mechanical	4 bids were received. The lowest responsible bidder is Davis Mechanical Systems, Inc. of Lakeville, MN for a bid total of \$234,800.00
Work Scope 26-A: Electrical	6 bids were received. The lowest responsible bidder is O'Neill Electric Inc. of Stillwater, MN for a bid total of \$364,275.00

FINANCIAL IMPACT

Budget(s) Impacted: \$1,229,902.00 Long-Term Facility Maintenance Budget. Additional costs may be incurred to remedy issues not identified in the construction bidding documents.

Is This a One-Time Expenditure?

Yes, once implemented there will be no ongoing costs

No, it will need to be funded indefinitely

No, it will need to be funded for Fiscal Years 2022-?

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

Yes List Source(s): Long-Term Facilities Maintenance and Operating Capital Facility

No

PROGRESS MONITORING:

Work to be completed summer of 2024



January 15, 2024

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

**RE: Stonebridge Elementary School - 2024 LTFM Improvements
Contract Award Recommendation**

Dear Mr. Willger

This letter is concerning our recommendations for contract awards for the Stonebridge Elementary School – 2024 LTFM Improvements project that was bid on January 11th, 2024. Kraus-Anderson has verified bidders and we submit the following lowest responsible bidders and their bid amount.

Work Scope	Contractor, City, State	Bid Amount
WS 02-A Demolition	Ramsey Excavating Company, Inc. Brooklyn Park, MN	Base Bid: \$63,000.00
WS 03-A Concrete	George Siegfried Construction Company Bayport, MN	Base Bid: \$14,498.00
WS 06-A & WS 09-A Carpentry & Drywall	Benson-Claughtery Contracting, Inc. Maplewood, MN	Combined Base Bid: \$274,506.00
WS 08-A Doors, Frames, & Hardware – Material Only	Twin City Hardware Company Oakdale, MN	Base Bid: \$11,730.00
WS 08-F Glass and Glazing	Envision Glass, Inc. Roseville, MN	Base Bid: \$46,437.00
WS 09-B & WS 09-D Tile & Flooring – Carpet/Resilient	Superset Tile & Stone, LLC Plymouth, MN	Combined Base Bid: \$71,000.00

WS 09-C	Ceilings and Acoustical	Acoustics Associates, Inc. Brooklyn Park, MN	Base Bid:	\$65,900.00
WS 09-K	Painting	Painting by Nakasone, Inc. St. Paul, MN	Base Bid:	\$28,990.00
WS 21-A	Fire Suppression	Lifesaver Fire Protection, LLC Plymouth, MN	Base Bid:	\$54,766.00
WS 23-B	Combined Mechanical	Davis Mechanical Systems, Inc. Lakeville, MN	Base Bid:	\$234,800.00
WS 26-A	Electrical	O'Neill Electric, Inc. Stillwater, MN	Base Bid:	\$364,275
			Total Base Bid	\$1,229,902.00

If you have any questions regarding this information, please do not hesitate to contact me at 612-394-7629.

Very truly yours,

KRAUS-ANDERSON® CONSTRUCTION COMPANY



Esteban Perez
Project Manager

Development, Adoption, and Implementation of Policies	208	Adopted: 07-12-2018 Reviewed: 11-18-2021	Annual Review

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an equitable, effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy for the school district. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.
- B. The school board’s written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent and board chair for review prior to possible placement on the school board agenda.

IV. ADOPTION OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board ~~at a subsequent meeting after the meetings at which public input was received.~~ The policy will be effective on the later of the date of passage or the date stated in the motion.

- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Policies will be available on the school district website at www.stillwaterschools.org. Anyone requesting a paper copy of a policy may do so by contacting the district office.
- C. The superintendent or employees designated by the superintendent shall be responsible for maintaining policies on the district's website.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: ~~District administration shall review, and seek legal review as appropriate, on policies and recommend changes to the board policy working group. The board policy working group shall review and determine if changes should be recommended to the full board. Recommended policy changes shall be presented to the full school board in two readings with action requested at subsequent meeting.~~
- E. ~~The school board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; 722 Public Data Requests; and 806 Crisis Management Policy.~~
- F. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. The superintendent shall advise the school board when he/she believes it is necessary to adopt a policy on a particular matter and present recommendations to the school board for approval.

Legal References: Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)



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	March 4	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	November 7	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 School Board
Policy Meeting Notes
January 17, 2024

Present: Katie Hockert, Beverly Petrie, Alison Sherman, Mike Funk, Paul Lee, Carissa Keister, Joan Hurley

Agenda

- Discussed policy meetings for 2024. The committee will focus on reviewing one series at a time.
- Policies with changes made per legislation will be reviewed as needed.
- The policy committee will schedule monthly meetings and any additional meetings required will be on an adhoc basis.
- Reviewed the following policies for the January 23 board meeting
 - Policy 203.1 - School Board Procedures, Rules of Order
 - Policy 304 - Superintendent Contract, Duties, and Evaluation
 - Policy 410 - Family and Medical Leave
 - Policy 208: Development, Adoption, and Implementation of Policies

What's next

- Next meeting is scheduled for Wednesday, February 7, 2024 at 1:30 p.m.
- Review, Policy 209 - Code of Conduct; Policy 201.11 - Board Policy Violation; Policy 209.1 - Board Policy Violation

Respectfully submitted by: Joan Hurley

Submission date: 1/17/2024



TO: Northeast Metro 916 Board of Education
FROM: Val Rae Boe
DATE: January 22, 2024
RE: January 17 Board of Education Meeting Talking Points

Members present: Palmer-13, Jones-14, Forsberg-16, Oksnevad-282, Bock- 621, Nitardy-622, Clark-623, Daniels-624, Payne-832, and Hockert-834. Members absent: Knisely-12, Theisen-831, and Dols- 833.

Board Members: The School Board welcomed new members, Shauna Bock from Mounds View and Charlotte Nitardy from North St Paul/Maplewood/Oakdale, to the 916 School Board.

Election of officers and board compensation: The School Board elected Marilyn Forsberg as chair, Laura Palmer as vice chair, Lucy Payne as clerk, and Kathleen Daniels as treasurer. The school board also voted to keep the current compensation for board members, ranging from \$5,100 and \$5,800 per year depending on the individual's role on the board.

Audit report: The School Board received a financial report for the 2022-23 school year, prepared by the auditor (MMKR) for Northeast Metro 916. There were no instances of noncompliance with laws and regulations and there were also no material weaknesses or instances of noncompliance reported in the current year.

916 Education Foundation: Erick Lehet, Foundation President, shared information on how the Foundation augments the resources of 916 through their membership drive, gala, and golf tournament. Last year, the Foundation gave \$57,550 back to students and staff through student scholarships and recognitions, staff professional development and recognitions, programs grants and development, and specialized equipment. Lastly, Erick encouraged Board Members to join the Foundation and encourage other members in their home districts to join as well.

916 Safety Update: Jamin Wood, Facilities and Operations Manager, and Dustin Vincent, Safety Coordinator, provided a safety update to the School Board. Jamin spoke about a group that has formed and been working together to standardize emergency procedures to ensure a shared lexicon and the ability to support each other in a time of need. This group

consists of several school districts within Ramsey County, Sheriff's Office, Fire Department, Emergency Management, Public Works, National Guard and Metro Transit. This group has also identified a central reunification location for all schools in the county at the Arden Hills Army Training Site. The group is planning for some large scale drills and exercises in the future. Dustin shared some of the main things his new role has focused on in 916. He spoke about the trainings, presentations, drills and updates he has been working on throughout the district, and has been a resource to all sites/staff within 916. Dustin highlighted that he has been a liaison to a few member districts as they have begun rolling out SRP, and is available to assist member districts as needed with safety and SRP in their districts.

School Board Policies: The School Board was presented with a first reading of several policies and approved several policies that were presented in December.

- First Reading: Policies 401, 402, 404, 409, 519 and 520.
- Approved: Policies 207, 214, 406, 423, 424, 505, 701.1, and 702.