

Business Meeting

Tuesday, February 20, 2024 6:00 PM

Brookview Elementary, 11099 Brookview Rd, Woodbury, MN 55129

I. Recognition	Speaker (s) : Ms. Alison Sherman, School Board Chair
II. Public Comment	Speaker (s) : Ms. Alison, School Board Chair
III. Call to Order	Speaker (s) : Ms. Alison Sherman, School Board Chair
IV. Roll Call	Speaker (s) : Ms. Alison Sherman, School Board Chair
V. Pledge of Allegiance	Speaker (s) : Ms. Alison Sherman, School Board Chair
VI. Approval of Agenda	Speaker (s) : Ms. Alison Sherman, School Board Chair
VII. Student Report	Speaker (s) : Ms. Jenna Phelps and Mr. Samuel Young, Student Representatives
VIII. Superintendent Report	Speaker (s) : Dr. Mike Funk, Superintendent
IX. Board Chair Report	Speaker (s) : Ms. Alison Sherman, School Board Chair
X. Consent Agenda	
X.A. School Board Meeting Minutes January 23, 2024	Speaker (s) : Ms. Beverly Petrie, School Board Clerk
X.B. School Board Meeting Minutes February 6, 2024	Speaker (s) : Ms. Beverly Petrie, School Board Clerk
X.C. Payment of Invoices - February 3, 2024 - February 16, 2024. The payment register will include payments made during the date range listed and any off-cycle payments not included in the previous register.	Speaker (s) : Ms. Marie Schrul, Executive Director of Finance
X.D. American Indian Education Program Annual Compliance	Speaker (s) : Ms. Dawn Waller Lueck, Director of Schools
X.E. Motion Directing District Administration to make Budget Reductions	Speaker (s) : Ms. Marie Schrul, Executive Director of Finance
X.F. 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	

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. Start Time Discussion **Speaker (s)** : Mr. Mark Drommerhausen, Executive Director of Operations

XIII.B. Action: Start Time for 2025-26 School Year **Speaker (s)** : Mr. Mark Drommerhausen, Executive Director of Operations

XIII.C. Report: Priority Based Budgeting/2024-2025 Investments **Speaker (s)** : Ms. Marie Schrul, Executive Director of Finance

XIII.D. Action: 2024-2025 Preliminary Budget Guidelines & Assumptions **Speaker (s)** : Ms. Marie Schrul, Executive Director of Finance

XIII.E. Action: Lily Lake Elementary Renovations - 2024 **Speaker (s)** : Mr. Mark Drommerhausen, Executive Director of Operations

XIII.F. Action: District Wide Long Term Facility Maintenance (LTFM) Improvements - 2024 **Speaker (s)** : Mr. Mark Drommerhausen, Executive Director of Operations

XIII.G. Report: First Reading Policy 209 - Code of Conduct **Speaker (s)** : Mr. Paul Lee, Executive Director of Student Support Services

XIII.H. Action: Revoke Policy 201.4 - Board Member Code of Conduct; Policy 201.11 - Board Policy Violation and Policy 209.1 - Board Policy Violation **Speaker (s)** : Mr. Paul Lee, Executive Director of Student Support Services

XIII.I. Action: Revoke Policy 301.3 - Superintendent - Board Relationship; Policy 302.1 - Roles of Board and Superintendent and Policy 302.2 - Monitoring Superintendent Performance. **Speaker (s)** : Mr. Paul Lee, Executive Director of Student Support Services

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

XIV.A. Bond 2023 Facilities Update **Speaker (s)** : Mr. Mark Drommerhausen, Executive Director of Operations

XV. Closed Session **Speaker (s)** : Ms. Alison Sherman, School Board Chair

XVI. Closed Session **Speaker (s)** : Ms. Alison Sherman, School Board Chair

XVII. Action: Amendment to Purchase Agreement **Speaker (s)** : Dr. Mike Funk, Superintendent

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

XIX. **Attachments**

- I. Recognition: The school board recognized Paraprofessional and Cheer Squad Advisor Lorrie Shortridge, Erin Mathaus and the Unified Cheer Squad, a group of Trust Club members, for working together to create adapted and inclusive cheers that all students can participate in.
- II. Public Comment: No speakers
- III. Call to Order: The meeting was called to order at 6:09 p.m.
- IV. Roll Call: Present: Katie Hockert, Pete Kelzenberg, Chris Lauer, Beverly Petrie, Annie Porbeni, Alison Sherman, Andrew Thelander
- V. Pledge of Allegiance
- VI. Approval of Agenda: Motion made by Sherman and second by Porbeni, Carried 7-0.
- VII. Student Report: Jenna reported on events taking place during the week of February 12 as part of Student Blast Week.
- VIII. Superintendent Report: Superintendent Funk recognized paraprofessionals. The media specialists thanked the school board for the additional staffing in the media centers and for their support of literacy. Some board members will be attending an upcoming Native American Parent Advisory Committee (NAPAC) meeting to discuss land recognitions.
- IX. Chair Report: Chair Sherman acknowledged the great work on the student letters being sent to the board.
- X. Consent Agenda: A. School Board Meeting Minutes, December 19, 2023; B. School Board Meeting Minutes, January 9, 2024; C. Payment of Invoices - January 6-19, 2024; D. Gifts & Donations and Treasurer's Report-December 2023; E. Treasurer's Report - December 2023; F. Memorandum of Understanding (MOU) with the City of Bayport; G. Policy 203.1-School Board Procedures; H. Policy 304-Superintendent Contract, Duties, and Evaluation; I. Policy 410-Family and Medical Leave; J. Lunchroom Supervision and Teacher Sub Rate; K. Human Resources Personnel Report. Motion by Sherman and second by Kelzenberg, Carried 7-0.
- XI. Strategic Direction A: Ensure the Learning Process is Adaptable to Meet Individual Student Needs, Foster a Safe, Welcoming and Inclusive Environment for All Staff and Students.
 - A. Calendar Discussion: School board members discussed the proposed 2024-25 and 2025-26 academic calendars.
 - B. Action: 2024-24 Calendar. Motion by Sherman and second by Lauer, Carried 7-0.
 - C. Action: 2025-26 Calendar. Motion by Petrie and second by Hockert, Carried 4-3 (Kelzenberg, Lauer, Thelander).
- XII. Strategic Direction B: Foster a Safe, Welcoming and Inclusive Environment for All Staff and Students. Nothing to report. Nothing to report.
- XIII. Strategic Direction C: Utilize Systems and Align Resources in an Efficient Manner to Support Learning.
 - A. Long Term Facility Maintenance for Stonebridge Elementary. The Stonebridge Elementary School summer projects include renovating 8 classrooms; replacing ceilings and lighting in hallways/cafeteria/gym; and renovating the main office/nurses' office to make restrooms ADA compliant. Bids for the projects came in under budget and are part of the fiscal year 2024-2025 Long-Term Facilities Maintenance program. Motion by Sherman and second by Thelander, Carried 7-0.
 - B. Policy 208 - Development, Adoption, and Implementation of Policies. This policy will come to the board for a second reading and approval at a future meeting.
 - C. School Board Meeting Schedule. Due to meeting restrictions related to elections, the first meeting in March will be moved to Monday, March 4 and the first meeting in November will be moved to Thursday, Nov. 7. Motion by Thelander and second by Kelzenberg, Carried 7-0.
- XIV. Strategic Direction D: Develop Strong Partnerships with the Communities We Serve. Nothing to report.
- XV. Closed Session. Pursuant to Minnesota Statute 13D.03(b). The governing body of a public employer may by a majority vote in a public meeting, decide to hold a closed meeting 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 7:50 p.m. and second by Hockert, carried 7-0. Present: Hockert, Kelzenberg, Lauer, Petrie, Porbeni, Sherman, Thelander, Superintendent Funk, Kris Carlston, Marie Schrul. Motion by Petrie to move to the open session at 8:43 p.m. second by Sherman, carried 7-0.

XVI. Adjourn

A. The meeting adjourned at 8:44 p.m.

Respectfully submitted, Beverly Petrie, Board 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, Alison Sherman, Andrew Thelander. Absent: Annie Porbeni
- III. Pledge of Allegiance
- IV. Approval of Agenda: Motion made by Sherman and second by Thelander, Carried 6-0.
- V. Consent Agenda: A. Payment of Invoices - January 20, 2024 - February 2, 2023; B. Pay Equity Compliance Report; C. Stillwater Middle School Serving Line Remodel - 2024; D. Huelsmann Grant; E. MOU - Paraprofessional Seniority Reinstatement; F. Wold Architects and Engineers Proposal for the New Andersen Elementary School; G. Wold Architects and Engineers Proposal for the New Lake Elmo Elementary School; Director Kelzenberg made a motion to pull items E and F due to conflict of interest. Director Sherman made a motion to approve Consent Agenda A,B,C,D and G and second by Petrie; carried 6-0. Director Hockert made a motion to approve items E and F and second by Petrie, carried 5-1-0. Director Kelzenberg abstained from the vote.
- VI. Strategic Direction A: Ensure the Learning Process is Adaptable to Meet Individual Student Needs, Foster a Safe, Welcoming and Inclusive Environment for All Staff and Students.
 - A. Report: Pony Plan Mid-Year Update. School board members received an update on the district's new operational plan and the progress being made toward reaching objectives for the 2023-2024 school year.
- VII. Strategic Direction B: Foster a Safe, Welcoming and Inclusive Environment for All Staff and Students. Nothing to report. Nothing to report.
- VIII. Strategic Direction C: Utilize Systems and Align Resources in an Efficient Manner to Support Learning.
 - A. Report: Second Reading Policy 208 - Development, Adoption, and Implementation of Policies. There were no changes from the first reading on January 23, 2024.
 - B. Public Comment related to Policy 208. No speakers.
 - C. Action: Policy 208 - Development, Adoption, and Implementation of Policies. Motion by Sherman and second by Kelzenberg, Carried 6-0.
- IX. Strategic Direction D: Develop Strong Partnerships with the Communities We Serve. Nothing to report.
- X. Closed Session. Pursuant to 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 6:47 p.m. and second by Thelander, carried 6-0. Present: Hockert, Kelzenberg, Lauer, Petrie, Sherman, Thelander, Superintendent Funk, Kris Carlston, Marie Schrul. Motion by Sherman to move to the open session at 8:25 p.m. and second by Hockert, carried 6-0.
- XI. Adjourn
 - A. The meeting adjourned at 8:26 p.m.

Respectfully submitted, Beverly Petrie, Board Clerk

Annual Compliance Overview

Minnesota Statutes 2023, section 124D.78 requires Minnesota districts, charters, and tribal schools with 10 or more American Indian students to have an American Indian Parent Advisory Committee (AIPAC). Specifically, the statute cites that school boards and American Indian schools must provide for the maximum involvement of parents and children enrolled in education programs, programs for elementary and secondary grades, special education programs, and support services.

To be compliant with this statutory requirement, districts, charters, and tribal schools are required to submit annual compliance documents to the Office of American Indian Education (OAIE) by March 1 of each year. Also known as the vote of concurrence or nonconcurrence, annual compliance is a valuable opportunity for American Indian Parent Advisory Committee members to meet and discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students.

The Vote and Resolution

If the AIPAC finds that the district and/or school board have been meeting the needs of American Indian students, they issue a vote and resolution of concurrence. If they find that the district and/or school board have not been meeting the needs of American Indian students, they issue a vote and resolution of nonconcurrence. This vote is formally reflected on the annual compliance documents. Members of the AIPAC must present the vote and resolution to the school board.

If the vote is one of nonconcurrence, the AIPAC must provide written recommendations for improvement to the school board at the time of the presentation. The school board then has 60 days in which to respond in writing to the AIPAC recommendations. A copy of this written response must be provided to the OAIE.

Completing and Submitting the Documents

The following items are required when submitting annual compliance:

- ✓ The annual compliance/vote of concurrence or nonconcurrence document.
- ✓ The AIPAC resolution document.
- ✓ The AIPAC roster and district employee sign-in sheet (available to download on the OAIE webpage).
- ✓ The American Indian Education Aid Program Plan Review.

All items are fillable PDF forms. When completing, remember to:

- Include the district or school name and identifying number.
- Place a check mark or X next to the applicable vote.
- Include all dates as indicated.
- Add all signatures as required. **Digital signatures are accepted.*
- Use the drop-down menu in the roster to select the appropriate committee member options.

The District or School Does Not Have an AIPAC:

Districts or schools that do not have an AIPAC are still required to complete this paperwork.

- Place a check mark or X next to "Does Not Have an AIPAC".
- Obtain the signature of the superintendent or charter/tribal school director and the school board chair. The resolution page is not required.

Submission Deadline:

Email all required items **by March 1** to: MDE.AIEA@state.mn.us

Annual Compliance/Vote of Concurrence or Nonconcurrence

District, Charter, or Tribal School Name: Stillwater Area Public Schools

The American Indian Parent Advisory Committee Vote

X *The AIPAC Issued a Vote of Concurrence*

Date of Concurrent Vote: 01/23/2024

Date the AIPAC presented to the school board: 02/20/2024

The AIPAC Issued a Vote of Nonconcurrence

A vote of nonconcurrence requires the AIPAC to provide specific written recommendations for improvement to the school board. The school board is required to respond in writing to each recommendation within 60 days of the recommendations being put forth. The school board must provide this written response to both the AIPAC and to the Office of Indian Education.

Date of Nonconcurrent vote: _____

Date the AIPAC presented to the school board: 02/20/2024

Date the written response from the school board is due: _____

The District/School Does Not Have an AIPAC

The district has not yet formed an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes, section 124D.78. By signing below, the district/school leadership commits to working with the Office of American Indian Education on committee formation.

Required signatures

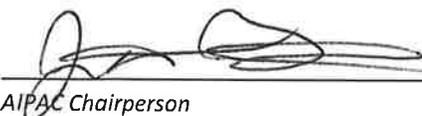
**Digital signatures are accepted*

School Board Chairperson

Date

Superintendent or Charter/Tribal School Director

Date


AIPAC Chairperson

2-13-2024
Date

The American Indian Parent Advisory Committee Resolution

WHEREAS, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community;

WHEREAS, the school board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s); and,

WHEREAS, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning; and,

WHEREAS, the AIPAC develops and submits recommendations to the school board and district staff pertaining to the needs of American Indian students.

THEREFORE BE IT RESOLVED, that the AIPAC concurs that the school board and district are compliant with Minnesota Statutes, section 124D.78, and that the school board and district are meeting the needs of American Indian students.

X We, the American Indian Parent Advisory Committee, issue a **Vote of Concurrence**. We attest that the school board and/or district are compliant with Minnesota Statutes and that the school board and/or district are meeting the needs of American Indian students; **or**,

_____ We, the American Indian Parent Advisory Committee, issue a **Vote of Nonconcurrence**. We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.

James Tom Joe

AIPAC Chairperson Printed Name and Signature

2-13-24

Date

American Indian Education Aid Program Plan Review

This document serves as the foundation for how your district is fulfilling the measurable goals of the program plan, reviewed and approved by the Office of American Indian Education at the Minnesota Department of Education. This document is necessary to submit with your compliance documentation and eligibility for American Indian Education Aid next year.

Minnesota Statutes 2022, section 124D.81, subdivision 3. Additional requirements.

Each district receiving aid under this section must each year conduct a count of American Indian children in the schools of the district; test for achievement; identify the extent of other educational needs of the children to be enrolled in the American Indian education program; and classify the American Indian children by grade, level of educational attainment, age and achievement. Participating schools must maintain records concerning the needs and achievements of American Indian children served.

Directions

This document should be shared with the American Indian Parent Advisory Committee (AIPAC) and district staff that work primarily with American Indian students. Both the AIPAC and district staff will meaningfully and authentically collaborate to complete this document which will be uploaded with your compliance documentation due to the Office of American Indian Education on March 1, 2024. Ultimately, this document is a portion of the Compliance documentation submitted to the Office of American Indian Education as required by [Minnesota Statutes 2022, 124D.78, subdivision 2](#).

Using the approved American Indian Education Aid application that was submitted Fall 2023, communicate how the district has progressed towards all the goals outlined within each narrative that was provided for areas 1-6. Data should be shared with the AIPAC in order for the AIPAC to concur with the district plan. Additionally, the [Self-Assessment Rubric](#) for districts is another useful tool for AIPACs to understand programming and to vote on concurrence.

Measurable Goals

These program details must align to [Minnesota Statutes 124D.81, subdivision 2](#).

Focus Area 1: Support postsecondary preparation for pupils

Focus Area 2: Support the academic achievement of American Indian students

Focus Area 3: Make curriculum relevant to the needs, interests, and cultural heritage of American Indian pupils

Focus Area 4: Provide positive reinforcement of the self-image of American Indian pupils

Focus Area 5: Develop intercultural awareness among pupils, parents, and staff

Focus area 6: Supplement (not supplant) state and federal educational and co-curricular programs

Focus Area	Measurable Goal	Progress towards Goal	Is Progress sufficient for concurrence?
Support postsecondary preparation for pupils	We will increase the percentage of 8th-12th grade American Indian	17-34 50%	Yes given the small cell size but NAPAC believes this is a goal requiring
Support the academic achievement of American Indian students	100% of our 10 American Indian 12th grade students will graduate on	Currently all American Indian seniors are on track for graduation	Yes pending outcome of second semester coursework.

Focus Area	Measurable Goal	Progress towards Goal	Is Progress sufficient for concurrence?
Make curriculum relevant to the needs, interests, and cultural heritage of American Indian pupils	100% of our 15 NASA student leaders will participate in a minimum of 5 of the 11 leadership opportunities listed in our 2023-2024 American	All NASA Student Leaders have met or exceeded this goal.	Yes
Provide positive reinforcement of the self-image of American Indian pupils	As measured by Stillwater Schools Logic Model 75% of participating students will indicate that they Strongly Agree or Agree	The Logic Model questionnaire will be administered the week of May 20th (following our Native American Student	Yes
Develop intercultural awareness among pupils, parents, and staff	80% of our 15 NASA Student Leaders will participate with NAPAC	90% participation by NASA Student Leaders	Yes
Supplement (not supplant) state and federal educational and co-curricular programs	The funding supporting Stillwater Area Public Schools SY 23-24 American Indian Education Plan will be	Funding is used to supplement A/I Plan	Yes

Approval

[Signature]

* 2.13.24

AIPAC Chairperson

Eric C Anderson

Director of Indian Education

Date

02/13/24

Date

Contact us

For more information, please visit our website at <https://education.mn.gov/MDE/dse/indian/parent/>

Please submit this documentation to: MDE.AIEA@state.mn.us

American Indian Parent Advisory Committee Member Roster

Committee Member Name, Email, and Phone	American Indian	Committee Member Role	Primary Area of Representation
James Tom tomjt182@me.com 651-408-4769	Yes	Chair	Parent/Guardian of an American Indian Student
Joanna Tom tomj@stillwaterschools.org 651-408-4768	No	General Member	Parent/Guardian of an American Indian Student
Erich Borchardt erichborchardt@gmail.com 651-402-0057	Yes	General Member	Parent/Guardian of an American Indian Student
Shannon Foster fosters@stillwaterschools.org 651-402-0057	No	General Member	Parent/Guardian of an American Indian Student
Paul Red Elk redelkpa@gmail.com 612-805-2012	Yes	General Member	American Indian Community Member
Janice Lickness licknessj@stillwaterschools.org 651-351-6907	No	General Member	Parent/Guardian of an American Indian Student
Jennifer Kern kemj@stillwaterschools.org 651-303-1517	Yes	General Member	Parent/Guardian of an American Indian Student
Jeremy Josephson jeremyhosephson@gmail.com 651-245-8623	Yes	General Member	Parent/Guardian of an American Indian Student



The American Indian Parent Advisory Committee (AIPAC) Roster

About Membership

Per [Minnesota Statutes, section 124D.78, subdivision 3](#), *The American Indian Parent Advisory Committee must be composed of parents or guardians of American Indian children eligible to be enrolled in American Indian education programs; American Indian secondary students; American Indian family members of students eligible to be enrolled in American Indian education programs; American Indian language and culture education teachers and paraprofessionals; American Indian teachers; American Indian district employees; American Indian counselors; adult American Indian people enrolled in educational programs; and American Indian community members. The majority of each committee must be the parents or guardians of the American Indian children enrolled or eligible to be enrolled in the programs.*

About the Roster and Sign-in Sheet

The AIPAC roster is for committee members only. This form is electronic and fillable. You **must** include the committee member's name, email, and phone in the first column. Subsequent columns contain a drop-down menu option. Select the best option for each particular committee member.

The sign-in sheet for district, charter, or Tribal contract school employees is also fillable. School personnel often participate in committee meetings and serve as a bridge between the committee and the district, charter, or Tribal contract school, helping to navigate school processes while furthering the goals and initiatives of the committee members. Employee participation levels vary depending on the district, charter school, or Tribal contract school. If an employee identifies as American Indian, they are eligible to serve as a voting committee member and may be included on the roster, rather than the district, charter school, or Tribal contract school sign-in sheet.

Submission

Fall: For districts, charter schools, or Tribal contract schools participating in the American Indian Education Aid program: MDE.AIEA@state.mn.us

March 1: As part of the AIPAC and district, charter school, or Tribal contract school Annual Compliance process: MDE.AIEA@state.mn.us

District, Charter, or Tribal Contract School Employee Sign-in Sheet

Employee Name, Email, and Phone	Employee Title
Ben Straka strakab@stillwaterschools.org 651-351-8233	High School Science Teacher (Astronomy)
Derek Olson olsonderek@stillwaterschools.org 651-351-6539	Middle School Social Studies Teacher
Rebecca Biel bielr@stillwaterschools.org 651-351-8340	Teaching and Learning Coordinator

Committee Member Name, Email, and Phone	American Indian	Committee Member Role	Primary Area of Representation
Mike Stephens mcss5082@yahoo.com 651-343-7924	No	General Member	Family Member of an American Indian Student
Denise Stephens dms5082@gmail.com 651-343-7924	No	General Member	Family Member of an American Indian Student
Georgia Lickness ziparella@hotmail.com 651-447-3157	Yes	General Member	Family Member of an American Indian Student
Natane Tom tomn@augsborg.edu	Yes	General Member	American Indian Student
Grace Cichon cichogra000@stillwaterschools.org	Yes	General Member	American Indian Student
Chase Rustin fruitytea3@gmail.com	Yes	General Member	American Indian Student
	No	General Member	Select one...
	Select one...	Select one...	Select one...

**MOTION DIRECTING DISTRICT ADMINISTRATION
TO MAKE BUDGET REDUCTIONS**

WHEREAS, the District's current budget expenditures exceeds the School Board's expectations for spending;

WHEREAS, the School Board believes the District's administrators have the necessary information to coordinate where reductions can be made in the District's budget;

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

1. The School Board hereby directs the District's administrators to identify and effectuate budget reductions.

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Avenriep, Brianna	Resignation	Community Ed Assistant, 6.5 hours/day Brookview Elementary	Community Ed Leads & Assts	December 15, 2023
Bliss, Kalynn	Resignation	Health Care Specialist Brookview Elementary	CSS	February 9, 2024
Dietzman, Haley	Resignation	Cafeteria Employee, 4.0 hours/day Mahtomedi High School	Cafeteria	December 22, 2023
Ehne, Kimberly	Resignation	Assistant Volleyball Coach Stillwater Area High School	Co-Curricular	February 7, 2024
Frion, Alisa	Probationary Release	Cafeteria Employee, 4.0 hours/day Mahtomedi High School	Cafeteria	February 8, 2024
Haugh, Andrew	Resignation	1.0 FTE Math Teacher Stillwater Area High School	SCEA	May 31, 2024
Junko, Amy	Retirement (13 years)	1.0 FTE Special Education Teacher Oak-Land Middle School	SCEA	May 31, 2024
Lee, Taylor	Resignation	Paraprofessional, 6.0 hours/day Stillwater Area High School	SCPA	December 8, 2023
McClosky, Jim	Resignation	Cafeteria Employee, 4.0 hours/day Mahtomedi Middle School	Cafeteria	January 30, 2024
Melchior, Melissa	Resignation	Paraprofessional, 6.25 hours/day Rutherford Elementary	SCPA	February 15, 2024
Moua, Crystal	Resignation	Paraprofessional, 6.5 hours/day Oak-Land Middle School	SCPA	December 8, 2023
Nettleton, Brianna	Resignation	.80 FTE Math Teacher Stillwater Area High School	SCEA	May 31, 2024
Obr, Lori	Retirement (24 years)	1.0 FTE Music Teacher Lake Elmo Elementary School	SCEA	May 31, 2024
O'Donnell, Connie	Retirement (26 years)	.729 FTE Preschool Teacher Brookview Elementary School	SCEA	May 31, 2024
Lundsten, Angelique	Resignation	Cafeteria Employee, 5.0 hours/day OH Anderson Elementary	Cafeteria	December 13, 2023
Stevenson, Lucinda	Resignation	Cafeteria Employee, 5.0 hours/day Stillwater Middle School	Cafeteria	December 22, 2023
Trudeau, Julie	Resignation	Cafeteria Employee, 5.75 hours/day Lake Elmo Elementary School	Cafeteria	January 11, 2024
Jennifer Walls	Resignation	1.0 FTE English Teacher Stillwater Middle School	SCEA	May 31, 2024

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Adam, Muna	Community Ed Assistant, 21.25 hours/week Andersen Elementary & Afton-Lakeland Elementary	\$18.14 / hour	2023-2024 Staffing	Community Ed Leads & Assts	February 12, 2024
Bosman, Lisa	Paraprofessional, 6.5 hours/day Oak-Land Middle School	\$18.00 / hour	2023-2024 Staffing	SCPA	January 29, 2024
Curtis, Qunan	Cafeteria Employee, 3.0 hours/day Andersen Elementary	\$17.10 / hour	Replacement	Cafeteria	February 12, 2024
Davis, Philexia	Cafeteria Employee, 4.0 hours/day Lake Elmo Elementary	\$17.10 / hour	Replacement	Cafeteria	February 5, 2024
Delmater, Madison	Custodian VI, 8.0 hours/day Stillwater Area High School	\$18.89 / hour	Replacement	Custodial	January 24, 2024
Farrell, Peter	Head Boys Volleyball Coach Stillwater Area High School	\$5,797	Replacement	Co-Curricular	March 11, 2024
Fedorowski, Carly	Head Girls LaCrosse Coach Stillwater Area High School	\$6,358	Replacement	Co-Curricular	April 1, 2024
Fritsche, Craig	Summer Grounds Crew	\$15.50 / hour	2023-2024	Custodial	April 1, 2024 - September 30, 2024

	District Wide		Staffing		
Gessler, Mia	Community Ed Aide, 6.75 hours/week Stonebridge Elementary	\$15.50 / hour	2023-2024 Staffing	Community Ed Leads & Assts	February 5, 2024
Gray, Charles	Cafeteria Employee, 4.0 hours/day Mahtomedi High School	\$17.41 / hour	2023-2024 Staffing	Cafeteria	February 5, 2024
Guttsen, Paula	Cafeteria Employee, 5.0 hours/day Stillwater Middle School	\$17.41 / hour	2023-2024 Staffing	Cafeteria	January 29, 2024
Hall, Robert	Custodian V, 8.0 hours/day Rutherford Elementary	\$23.03 / hour	Replacement	Custodial	February 5, 2024
Harrison, Paula	1.0 FTE LTS PE/DAPE Teacher Stillwater Area High School	\$98,034	Replacement	SCEA	January 23, 2024 - May 31, 2024
Iverson, Jesse	Assistant Alpine Ski Coach Stillwater Area High School	\$1,309	Replacement	Co-Curricular	January 8, 2024
Jelinek, Ashlyn	Assistant Girls LaCrosse Coach Stillwater Area High School	\$3,740	Replacement	Co-Curricular	April 1, 2024
Katzenmeier, AnnaGrace	1.0 FTE LTS English Teacher Oak-Land Middle School	\$47,520	Replacement	SCEA	January 23, 2024 - May 31, 2024
Kowalski, Autumn	Health Care Specialist, 6.5 hours/day Brookview Elementary	\$40.14 / hour	Replacement	CSS	February 12, 2024
McCuskey, Ashley	Community Ed Assistant, 22.5 hours/week Stonebridge Elementary	\$18.73 / hour	Replacement	Community Ed Leads & Assts	February 14, 2024
Otto, Christine	Substitute Secondary Principal Stillwater Area High School	\$617.11 / day	Replacement	Principal	February 5, 2024 - April 1, 2024
Peskar, Bailey	FT Community Ed Assistant Brookview Elementary	\$18.73 / hour	Replacement	Community Ed Leads & Assts	February 5, 2024
Raleigh, Laurie	Cafeteria Employee, 5.75 hours/day Wildwood Elementary	\$17.10 / hour	Replacement	Cafeteria	January 29, 2024
Raleigh, Laurie	Community Ed Assistant, 11 hours/week Brookview Elementary	\$18.14 / hour	Replacement	Community Ed Leads & Assts	January 29, 2024
Shoen, Sofia	Paraprofessional, 12 hours/week Afton-Lakeland Elementary	\$18.00 / hour	2023-2024 Staffing	SCPA	February 5, 2024
Sirek, Abram	Paraprofessional, 6.0 hours/day Lily Lake Elementary	\$18.00 / hour	2023-2024 Staffing	SCPA	February 15, 2024
Studee, Michelle	Cafeteria Employee, 4.0 hours/day District Wide (floater)	\$17.41 / hour	2023-2024 Staffing	Cafeteria	February 8, 2024
Taschuk, Christina	Cafeteria Employee, 4.0 hours/day Oak-Land Middle School	\$17.41 / hour	2023-2024 Staffing	Cafeteria	February 1, 2024
Tharp, Keely	Assistant Track Coach Stillwater Middle School	\$1,589.50	Replacement	Co-Curricular	April 1, 2024
Wallace, Gemma	Community Ed Aide, 6.5 hours/week Brookview Elementary	\$15.50 / hour	2023-2024 Staffing	Community Ed Leads & Assts	January 23, 2024
Wood, Iracema	Cafeteria Employee, 4.0 hours/day Mahtomedi Middle School	\$17.41 / hour	2023-2024 Staffing	Cafeteria	February 7, 2024
Zajac, Michael	Assistant Alpine Ski Coach Stillwater Area High School	\$2,244	Replacement	Co-Curricular	January 26, 2024

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Bach, Robert	Approve	Senior High Principal Stillwater Area High School	Principals	February 5, 2024 - April 1, 2024
Dinzeo, Nichole	Approve	Coordinator - CED School Age Care & Youth Enrichment District Wide	CSS	June 4, 2024 - August 27, 2024
Fiedler, Cheryl	Approve	1.0 FTE Elementary Education Teacher Afton-Lakeland Elementary	SCEA	January 9, 2024 - March 5, 2024
McLaughlin, Karla	Approve	1.0 FTE Special Education Teacher Stillwater Area High School	SCEA	November 13, 2023 - May 15, 2024

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Berge, Elisabeth	Community Ed Aide, 10 hours/week Lake Elmo Elementary	Community Ed Aide, 6.75 hours/week Lake Elmo Elementary	2023-2024 Staffing	Community Ed Leads & Assist	February 5, 2024
Bernard, Kristin	School Age Care and Enrichment Coord, 7.0 Early Childhood Family Center	Paraprofessional, 7.0 hours/day Lake Elmo Elementary	2023-2024 Staffing	SCPA	January 29, 2024
Drommerhausen, Deb	1.0 FTE Business Teacher Stillwater Area High School	1.1 FTE Business Teacher Stillwater Area High School	2023-2024 Staffing	SCEA	January 22, 2024 - May 31, 2024
Buhr, Dawn	Cafeteria Manager, 6.0 hours/day Pankalo	Cafeteria Manager 6.25 hours/day Pankalo	2023-2024 Staffing	Cafeteria	February 1, 2024
Gosso, Deborah	Cafeteria Employee, 5.0 hours/day Lake Elmo Elementary	Cafeteria Employee 5.75 hours/day Lake Elmo Elementary	2023-2024 Staffing	Cafeteria	January 22, 2024
Gosso, Raina	Community Ed Aide, 2.75 hours/week Lake Elmo Elementary	Community Ed Aide, 9.25 hours/week Rutherford Elementary & Lily Lake Elementary	2023-2024 Staffing	Community Ed Leads & Assist	February 5, 2024
Mogren, Lori	Paraprofessional, 6.0 hours/day Brookview Elementary	Paraprofessional, 6.5 hours/day Brookview Elementary	2023-2024 Staffing	SCPA	February 8, 2024
Nichols, Mary Ann	Cafeteria Employee, 4 hours/day Mahtomedi High School	Cafeteria Employee, 3.0 hours/day Pankalo	2023-2024 Staffing	Cafeteria	January 22, 2024
LaMone, Jen	Preschool Assistant, 10 hours/week Afton-Lakeland Elementary	Preschool Assistant, 15 hours/week Afton-Lakeland Elementary	2023-2024 Staffing	Community Ed Leads & Assist	February 5, 2024
Loida, Deborah	Community Ed Assistant, 7.5 hours/week Lily Lake Elementary	Community Ed Assistant, 9.25 hours/week Lily Lake Elementary	2023-2024 Staffing	Community Ed Leads & Assist	February 5, 2024
Porter, Cheryl	Community Ed Assistant, 29 hours/week Brookview Elementary	Community Ed Assistant, 21.75 hours/week Brookview Elementary	2023-2024 Staffing	Community Ed Leads & Assist	February 5, 2024
Schmuck, Erin	Paraprofessional 12 hours/week Early Childhood Family Center	Paraprofessional 23 hours/week Early Childhood Family Center	2023-2024 Staffing	SCPA	February 5, 2024
Sellie, Theresa	Community Ed Assistant, 5.0 hours/week Stonebridge Elementary	Community Ed Assistant, 3.5 hours/week Stonebridge Elementary	2023-2024 Staffing	Community Ed Leads & Assist	February 5, 2024
Shores, Christa	Due Process Secretary, 7.0 hours/day Andersen, Afton-Lakeland & Brookview Elementary	Paraprofessional, 6.0 hours/day Oak-Land Middle School	2023-2024 Staffing	SCPA	January 30, 2024
Tymesen, Paula	Health Care Specialist, 5 days/week Transition Program	Health Care Specialist, 3 days/week Transition Program	2023-2024 Staffing	CSS	February 1, 2024

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Carter, Kirsten	Assistant Boys & Girls Track Coach Stillwater Middle School	Replacement	Co-Curricular	January 23, 2024
Carter, Kirsten	Assistant Girls Track Coach Stillwater Area High School	Replacement	Co-Curricular	February 12, 2024
Miller, Ryan	Assistant Boys Track Coach Stillwater Area High School	Replacement	Co-Curricular	January 12, 2024

Executive Summary

Community Feedback: Potential Start Time Changes

As the school board considered making a change to school start times, 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 2,629 responses were gathered through an online feedback form, a student survey, 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](#) | [SAHS Student Survey p. 7](#)

Overall Shareholder Feedback

- Respondents mixed on the idea of start time changes
 - Many understood benefits of a later start for high school students
 - Concern about later end time for secondary students
 - Concerns that elementary students would be negatively impacted
- Concerns about how a change would impact individual families, students and the greater community:
 - Availability and/or cost of childcare
 - Family logistics (getting kids to and from school; older siblings caring for younger siblings, etc.)
 - Little kids waiting for buses in the dark during winter months
 - Later release time for high school students and impact on:
 - Work schedules
 - Extracurricular activities
- Belief that students would just go to bed later, negating the “extra hour” of sleep

Overall Suggestions/Considerations

Community members also weighed in with suggestions and/or considerations for the school board, which include:

- Have all schools begin at a later start time.
- Don't change elementary start times. Only change middle and high school.
- Delay implementation for a year to give families time to plan; provide district time to address child care situation

Online Feedback Form

From November 2023 through January 2024 district staff invited staff, students, families and community members to weigh in on possible start time 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 1,332 individuals submitted responses on the form.

Of the respondents:

- 59.8% were families
- 19.8% were district staff
- 16.5% students
- 3.9% other
- The majority of responses (62%) were from an early childhood and elementary perspective.

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. Childcare before and after school

- a. Adventure club waitlist
- b. Not enough staff to adequately care for kids after school
- c. Added financial stress on families - childcare is not cheap
- d. Daycare centers have waitlists that are 9 months to a year out
- e. Older siblings won't be able to watch their younger siblings after school
- f. What is the district going to do to help pay for or support after-school care?

2. Early bus pickup for elementary students

- a. Safety concerns for 5-year-olds getting on the bus so early in the morning when it is dark
- b. Wake up time is too early - younger students will be more tired than normal and may not be able to focus on learning
- c. Too long of a school day/time away from parents or older siblings
- d. More students will be absent - not all students have strong support systems or parents willing to wake up early to get their child on the bus or to school

3. Academics over extracurriculars

- a. Academics are more important than extracurricular activities. If students have to leave classes even earlier than they already do, this will affect their grades and overall academic performance
- b. AP classes are at the end of the day and if students miss more school for their extracurriculars, they will miss their hardest classes. It is likely that these students will have difficulty learning or following along in these AP classes.

4. Staff leaving the district

- a. Staff having their own children in different districts and getting them to school or on the bus will be challenging if start times change for this district.
- b. Childcare - Adventure Club waitlist.
- c. Staff may leave the district if this change happens.

5. Families leaving the district

- a. In order to maintain and comply with their work schedules, parents will be forced to enroll their child(ren) elsewhere
- b. Childcare - Adventure Club waitlist.

6. Parent work schedules

- a. Not all businesses will be flexible in work schedules.
- b. "Work from home" parents now have the ability to get their child onto the bus and finish their work day before their child gets home/off the bus. With earlier end times, these parents will struggle with finishing their work day.
- c. Parents might be forced to look for new employment.

7. Student work schedules

- a. Many students work after school. A change in end times might affect their ability to work after school. As well as affect their ability to complete homework if they continue to work after school and get home late from work.
- b. Businesses will suffer as most students start work at 4pm.
- c. Most students have a job after school and extracurriculars; concerns fitting all of this in.

8. Elementary students

- a. Not fair for elementary students to "suffer just so high school students can become more successful in their academics." What about elementary students learning?
- b. Early start times result in children being more tired and this can affect their learning.

9. Sleep quality

- a. Sleep quality will remain the same for all students.
- b. If the time changes, it doesn't mean that students will go to bed earlier - older students might stay up even later.

10. Extracurriculars:

- a. Those involved in extracurricular activities have to leave early for events and miss an hour or two of school with the current times. With later start times, more class time will be missed.
- b. How will this impact game times? Practice times? Will students be pulled from class to get to the games across town?
- c. Events will run later - sleep concerns

11. Contract hours for staff

- a. Staff meetings
- b. Concerns about what the contract day will be for staff - especially staff who have to coordinate childcare.
- c. Concerns of missing out on family time, other commitments, and other after school routines.
- d. How early will contract time start and how late will it end.
- e. IEP meetings - when will they be held?

12. Negatives outweigh the positives: Things affected by this potential change include safety; childcare; extracurriculars; parent/student work schedules; academics.

13. The start times now already work - why change them

Suggestions from respondents:

- Share the data collected from these surveys
- All grades start later, but at the same time.
- Make middle school start the latest - this could help with extracurricular activities.
- Gather more information on the data you have researched.
- Don't change elementary start times. Only change middle and high school.

Community Conversations

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

Key Themes:

- Start time change aligns with research
 - The physiological benefit of later start times for older students seem well studied and clear
 - Added sleep at beneficial times
- Later start time for secondary puts students' education and well being ahead of logistics.
 - The positive aspects will be available to current elementary students when they go to middle and high school.
 - Positive effects on learning for students all all levels (elem, jr high and high)
- Childcare concerns
 - How will the adventure club accommodate the excess students?
 - There is safety concern of unsupervised kids or parents who risk job loss to accommodate new schedules.
- Safety concerns
 - Safety of the elementary school kids out in the dark, home alone if there is no care.
 - Since my kids are in elementary, I'm very concerned about their wellness since they will be getting less sleep and have longer days.
- Socioeconomic issues for families that can't afford care
 - Families that can't afford before, after or both childcare.
 - Parents that don't have flexible work hours - families that rely on teens/HS students/siblings to care for younger children.
- Everything moving later into the evening.
 - Disrupts work schedules
 - Misses 6th period due to leaving school early for sports games
 - Practices go late (dark)
 - Shortened afternoon/evening for MS and HS Still trying to fit in sports, jobs, and homework
 - Pushing everything back for families - not having as much time for family dinner, evening commitments.
 - After school activities that go after 7 or 8pm for elementary students
- Kids will just have to get up early or stay up late to complete homework - they leave school now and get it done.
- The "research" supporting younger kids to earlier start times seems more tenacious and less clear

Suggestions from respondents:

- Delay this for a year or more.
- Pilot at a school.
- Make the Adventure Club staffing fixed contingent first before the time change.
 - Pilot current hourly employees to work more than 8 hours to see if that helps Adventure Club numbers next year before 2025.
 - Apply for the grant (Andersen Corp) to fix Adventure Club for low income families
- Coincide with the new elementary schools being built - 2026-2027 school year?
- Offer Community Ed or clubs in elementary schools to fill 2 hours after school.
- Keep elementary and high school at later start time like the surrounding districts. Make middle school start earlier.
- Have charter schools start early.
- Provide parent education on sleep schedules (including effects of cellphones and social media in evening)
- Build in a plan to revisit/review the changes for the future (3 yrs? 5yrs?)
- Listen to the community - what do people want?
- Provide an activities bus (after school)
- Please get staff input on how these changes will affect their classrooms, particularly at an elementary level

SAHS Student Survey

In December 2023, students at the high school were invited to share their feedback as part of a survey. A total of 1,258 high school students responded to the Start Times Student Survey.

Key Themes:

- Students would just stay up later
- Disruption to current schedules
- Some interest in later start, but not later dismissal
- Concerns with later dismissal time:
 - Activities would go later into the evening
 - Impact on after-school jobs
 - Less time for homework, social activities



Expect
More.

Start Times Discussion Background

*Presented to the School Board
Feb. 20, 2024*

Focusing On What Matters

- Literacy
- School Culture, Equity and Inclusion
- Social Emotional Learning and Mental Health



2023-2024 PONY PLAN

Developed by the students, families and staff of Stillwater Area Public Schools

<p>Our Purpose Why we are here</p>	<p>To inspire curiosity and the love of learning in every child. To provide a wide range of engaging learning opportunities to build the resilience and empathy learners need to successfully navigate their futures.</p>
<p>Our Beliefs What we stand for</p>	<ul style="list-style-type: none"> • Everyone belongs • Everyone has a voice • All students deserve an excellent education • The whole child matters • Curiosity thrives here
<p>Our Personality Who we are</p>	<ul style="list-style-type: none"> • Inclusive and welcoming: Belonging is woven into the fabric of our community. No matter who you are – or where you were born – we welcome you! • Curious: We ask questions. We challenge ourselves and each other to dig deeper and look at things differently. • Resilient: We have grit and determination. We try harder, and never give up. • Empathetic: We care. Feelings matter. And we learn how to look at the world from other peoples' perspectives. • Spirited and enthusiastic: We have contagious enthusiasm that is unparalleled. Together, we are Ponies.
<p>Strategic Directions What we commit to creating</p>	<p>Direction A: Ensure the learning process is adaptable to meet individual student needs Direction B: Foster a safe, welcoming and inclusive environment for all staff and students 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</p>
<p>Pony Community Commitments How we work together</p>	<p>As individuals working, serving and interacting within the Stillwater Area Public Schools, we commit to always:</p> <ul style="list-style-type: none"> • Foster a culture of belonging • Use our voices for good and listen with empathy • Demonstrate respect for all • Have high expectations and seek feedback with openness and curiosity • Embrace new ideas which improve our students' experiences
<p>Key Initiatives Where we will focus our resources</p>	<ul style="list-style-type: none"> • Literacy • School Culture, Equity and Inclusion • Social Emotional Learning and Mental Health

Benefits of Start Time Change

Elementary Students

- More instructional time in “prime” morning block
- Academic achievement is not negatively affected with earlier start times
- Children are biologically capable of falling asleep earlier and can awaken early with no ill effects

Secondary Students

- Aligns with teens’ sleep cycle (biologically wired to stay up later)
- Significantly improves grades
- Reduces tardiness and absenteeism
- Improves graduation rates
- Fewer reports of depression, emotional outbursts and risky behaviors
- Fewer car accidents.



Current School Start Times

Tier 1	Tier 2	Tier 3
<p>High school 7:40 a.m. - 2:10 p.m.</p> <p>Middle schools 7:50 a.m. - 2:20 p.m.</p>	<p>Elementary schools 8:45 a.m. - 3:15 p.m.</p>	<p>Charters/ Non-Publics Varies 9:05-9:30 a.m. - 3:40-4:00 p.m.</p>



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2025-2026

Proposed Start Times

Elementary schools
7:45 a.m. - 2:15 p.m.

Middle schools
8:35 a.m. - 3:05 p.m.

High school
8:45 a.m. - 3:15 p.m.

St. Croix Valley ALC
and Bridge Transition
8:55 a.m. - 3:05 p.m.

Charters and Non-Publics

- **New Heights:**
7:55 a.m. - 2:25 p.m.
- **Salem Lutheran:**
8:05 a.m. - 2:35 p.m.
- **St. Croix Catholic:**
8 a.m. - 2:30 p.m.
- **St. Croix Prep:**
9:30-9:45 a.m. - 4-4:15 p.m.



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Other School Start & End Times



School District	Elementary	Middle Schools	High Schools
Eden Prairie	Varies 7:45 am - 2:15 pm to 8:40 - 3:10 pm	9:25 a.m. - 4:07 p.m.	8:35 a.m. - 3:20 p.m.
Edina	7:50 a.m. - 2:25 p.m.	9:20 a.m. - 4:05 p.m.	8:30 a.m. - 3:15 p.m.
Forest Lake	9:15 a.m. - 3:40 p.m.	7:35 a.m. - 2:13 p.m.	7:55 a.m. - 2:30 p.m.
Mounds View	Varies 8:35 am - 3:15 pm to 9:30 am - 4:00 pm	7:45 a.m. - 2:25 p.m.	8:35 a.m. - 3:15 p.m.
Roseville	Varies 8:55 am - 3:20 pm to 9:35 am - 4:00 pm	8:05 a.m. - 2:40 p.m.	8:10 a.m. - 2:40 p.m.
Robbinsdale	7:45 a.m. - 2:05 p.m.	9:20 a.m. - 4:05 p.m.	8:35 a.m. - 3:25 p.m.
South Washington County	Varies 7:45 am - 2:15 pm to 8:40 - 3:10 pm	7:50 a.m. - 2:26 p.m.	8:30 a.m. - 3:06 p.m.
Stillwater (PROPOSED)	7:45 a.m. - 2:15 p.m.	8:35 a.m. - 3:05 p.m.	8:45 a.m. - 3:15 p.m.
White Bear	7:45 a.m. - 2:15 p.m.	9:15 a.m. - 4:00 p.m.	8:25 a.m. - 3:10 p.m.

Learning from other districts

Family need for childcare:

White Bear Lake:

- Shifted from a nearly even split between a.m. and p.m. care to a 15% a.m. - 85% p.m. split
- In addition, 10% more families needed afternoon care than previously

After school activities/work

Eden Prairie

- No decline in activity/athletic participation
- Students adjusted work hours, but didn't lose out on jobs

Robbinsdale:

- No decline in activity/athletic participation
- Some impact on length of practice, early release for away games, etc.



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Reasons To Delay Until 2025-2026

Provide time for:

- Families to adjust to a new schedule
- Community Education to hire additional staff for Adventure Club
- High school to design a ***Credit for Employment*** program so students can work in childcare
- District to design Youth Enrichment and Targeted Services programming after school



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Measuring Effectiveness of Start Times

- Academic results and graduation results
- Minnesota Student Survey results
- 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
- Discipline data
- Participation rates in activities/athletics



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Discussion



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Priority Based Budgeting

2024-2025 Investments
Presented to the School Board
Feb. 20, 2024

Current Financial Reality

- Alignment of resources not consistent with District priorities
- Expiration of federal COVID funds
- Inflation and rising costs
- Unfunded state mandates
- Instability in district leadership led to unrealized budget assumptions

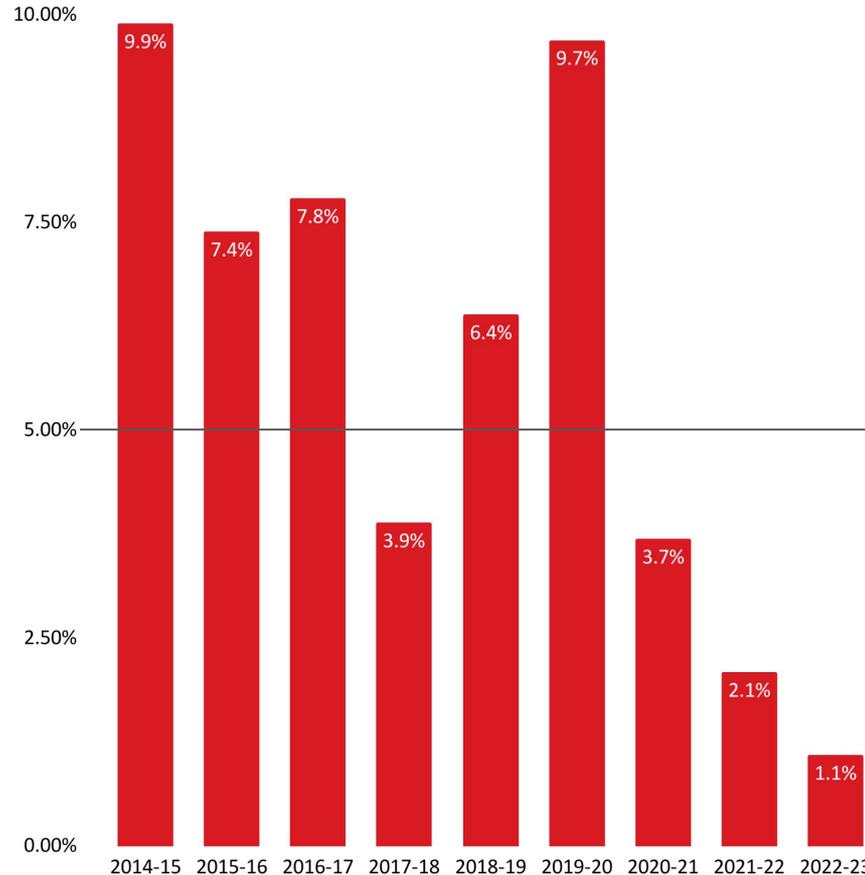


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Current Financial Reality



Unassigned Fund Balance History



Source:
Annual audited
financial
statements

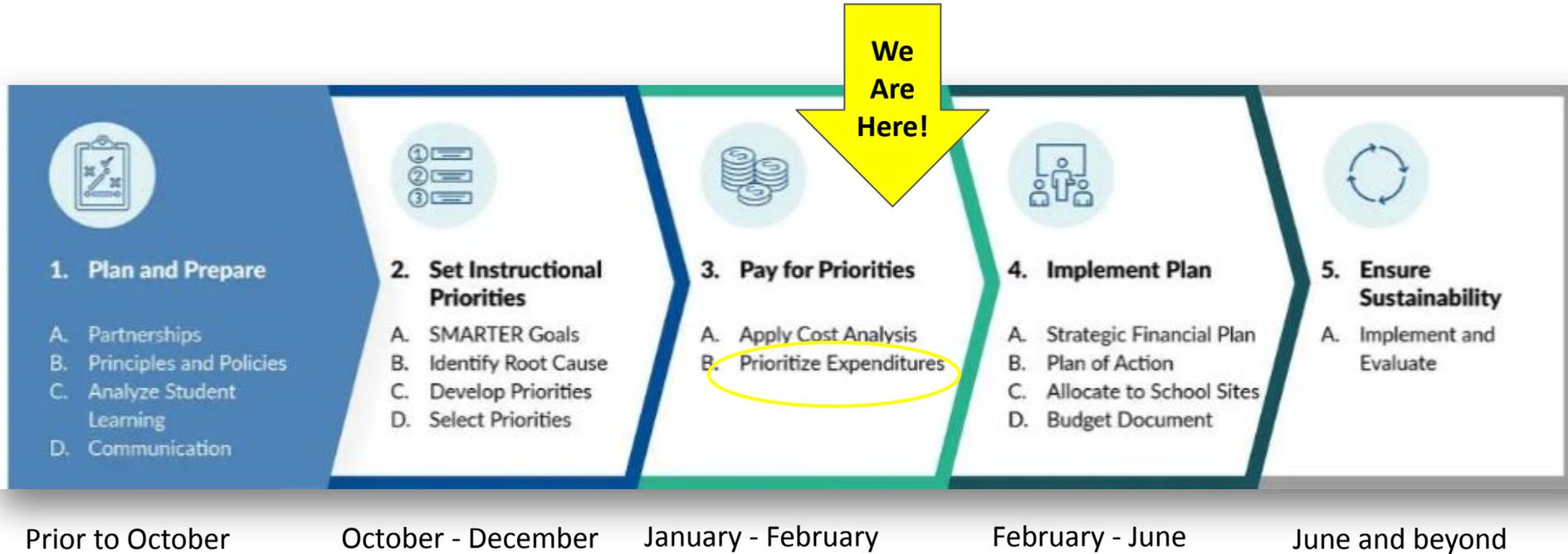
Introduction to Priority-Based Budgeting

- Framework is from the Government Finance Officers Association (GFOA) Smarter School Spending/Best Practices in School Budgeting
- Framework includes 5 steps with items to complete under each step
- PBB is focused on aligning instructional and operational priorities with strategic plan
- It provides a process to ensure sustainability of resources, monitor strategy implementation and evaluate results on an interim and longer-term basis



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Priority-Based Budgeting (PBB) Framework



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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Budget Options in Most Districts

INITIATIVE

Nearly every program is kept as is.

KEEP

Cost-effective and successful programs in their current scope should be kept as is.

ELIMINATE

Programs that no longer meet a strategic priority of the district can be safely eliminated.

Rare, usually due to departure of key advocates of a program.



Budget Options in Districts Utilizing A-ROI

INITIATIVE

EXPAND

Highly cost-effective programs that increase student learning should be expanded.

KEEP

Cost-effective and successful programs in their current scope should be kept as is.

SEGMENT

Programs that are successful only for some segments of the student population.

FIX

Programs with limited success that could increase success if structural or systemic problems were fixed.

REPLACE

Ineffective programs designed to meet an important need could be replaced with more effective initiatives.

ELIMINATE

Programs that no longer meet a strategic priority of the district can be safely eliminated.





Prioritizing Our Investments

Strategic Plan Priorities 2024-2025

Expand	BARR	Amigos Unidos	Literacy
Keep/Segment	Contingency staffing	Social emotional support	Pathways
Fix/Replace	Instructional coaching	Achievement & Integration coordination	Data analysis
Eliminate	ESSER III/ARP positions	Additional staffing	Additional transportation services

Total Reductions/Realignment = **(\$1,965,753)**

Prioritize Investments: Expand

Initiative	BARR	Amigos Unidos (AU)	Literacy
Details	<ul style="list-style-type: none">● Continue toward District-wide implementation of BARR<ul style="list-style-type: none">○ Grant to expand OMS, SMS, BV	<ul style="list-style-type: none">● Expand to grade 7 (1 FTE)	<ul style="list-style-type: none">● Media Technicians to full time
2024-2025 Impact	Grant Funded	\$136,930	\$157,706

Prioritize Investments: Keep/Segment

Initiative	Contingency Staffing	Social Emotional Support	Pathways
Details	<ul style="list-style-type: none">Contingency to align with projected class size ratios (5 FTE)	<ul style="list-style-type: none">Secondary Social Workers (3 FTE)BARR Coordinator (1 FTE)Student Support Services TOSA (1 FTE)	<ul style="list-style-type: none">Coordinator (.8 FTE)
2024-2025 Impact	\$675,000	No additional impact	No additional impact

Prioritize Investments: Fix/Replace

Initiative	Centralized Instructional Coaching Model	Achievement & Integration	Data Analysis
Details	<p>Fully fund Instructional Coaching Model through Q-Comp Levy</p> <ul style="list-style-type: none">● Keep 6.6 FTE and 1 FTE Q-Comp Coordinator● Eliminate 5 FTEs not funded through Q-Comp	<p>Refocus district-level initiatives as part of Central Office reorganization</p>	<p>Invest in a Quantitative Data Analyst</p>
2024-2025 Impact	(\$656,578)	\$72,520	\$24,712

Prioritize Investments: Eliminate

Initiative	ESSER III/ARP positions	Additional Staffing	Transportation
Details	<ul style="list-style-type: none">● Eliminate Student Engagement Specialists (2 FTE) <p>*1 FTE Safe and Supportive Schools Specialist to be funded by grant (<i>see previous slide</i>)</p>	Eliminate additional staffing to align with projected class size: <ul style="list-style-type: none">● Elementary (6 FTE)● Oak-Land (2 FTE)● Stillwater Middle (2 FTE)	<ul style="list-style-type: none">● Hub for GATE and AU special programs● Service reduction at secondary level
2024-2025 Impact	(\$366,743)	(\$1,369,300)	(\$640,000)

Additional Considerations

- We are examining other cost savings at the district level to streamline support of district initiatives



Expect
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Discussion

2024-2025 Preliminary Budget Guidelines & Assumptions

The purpose of Stillwater Area Public Schools is to inspire curiosity and the love of learning in every child. We provide a wide range of engaging learning opportunities to build the resilience and empathy learners need to successfully navigate their futures.

We are committed to creating a culture that supports students and staff so that they can be their best. To that end, district leaders are utilizing a Priority-Based Budgeting (PBB) process to ensure money is being invested in areas that support the district's goals. PBB identifies the programs that offer the highest value and continues to provide funding for them, while fixing, replacing or eliminating programs or services that have shown limited value or success.

Priority-Based Budgeting Framework:



Source: [Government Finance Officers Association](#)

The preliminary budget is being established to mirror the beliefs of the district and align with the strategic plan's directions and objectives.

Beliefs:

- Everyone belongs
- Everyone has a voice
- All students deserve an excellent education
- The whole child matters
- Curiosity thrives here

Strategic Directions:

- 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



Strategic Plan Objectives:

The objectives of our strategic plan are based on the Minnesota Department of Education’s World's Best Workforce goals.* Each year, our school board members and district staff work together to set goals in each of the five focus areas. Goals may range from one to three years in length.

Strategic Plan/World’s Best Workforce Objectives

- All children are ready for school
- All students can read at grade level beginning in Kindergarten
- All racial and economic achievement gaps are closed
- All students are ready for career and college
- All students graduate from high school

*Minnesota Statute 120B.11

Preparing Preliminary Budget Calculations:

Enrollment: Enrollment for school year 2024-2025 will be projected using the information provided by the MARSS/Enrollment Office as of 2/15/24. The Executive Director of Finance will coordinate any final changes to projected enrollment as necessary.

2024-2025 Revenue Projections

- Revenue will be calculated by using the current formula allowances from the State legislature
- Levy revenue will be based on the amount certified by the School Board on December 19, 2023, with adjustments for enrollment, as necessary
- Federal revenue, including entitlements, will be based on preliminary information provided by the Minnesota Department of Education (MDE) & district estimates

2024-2025 Expenditure Projections

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

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

Presenting the 2024-2025 Budget:

Timeline: A 2024-2025 budget timeline will be shared with the School Board and published in the [Business & Finance](#) section of our website.

Presentation Format: Summary information will be presented by fund, in addition to year over year comparisons of revenue, expenditures and changes in fund balance. The preliminary budget document will include an overview of the district and goals of the strategic plan, enrollment projections, staffing allocations, and budget summaries by fund, highlighting key areas that have changed in 2024-2025.

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



Agenda Item: XXXX
Date Prepared: February 14, 2024
ISD 834 Board Meeting

Agenda Item: Lily Lake Elementary Renovations - 2024
 Meeting Date: February 20, 2024
 Contact Person: Mark Drommerhausen, Executive Director of Operations

Background: The Lily Lake Elementary project will renovate the 5th grade wing of classrooms, nurses office and main office area. The renovation will upgrade a majority of the original 1990 furnishings in these areas. The classrooms area will replace operable walls, chalkboards, case work, sinks, ceilings, flooring and lights. The nurses and main office will be reconfigured to provide an ADA restroom.

These projects are part of the FY 2024/25 Long-Term Facilities Maintenance program. Construction costs were estimated to total \$1,875,000. Kraus-Anderson Construction Company worked with Stillwater Area Public Schools to solicit bids for the Lily Lake Elementary Renovation - 2024 project. Bids were opened on January 25, 2024. To obtain the lowest construction cost for the project, Kraus-Anderson Construction Company broke the project down 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	3 bids were received. The lowest responsible bidder is Ramsey Excavating Inc. dba Ramsey Companies of Brooklyn, MN for a bid total of \$63,600.00
Work Scope 03-A: Concrete	5 bids were received. The lowest responsible bidder George Siegfried Construction Company of Bayport, MN for a bid total of \$32,330.00
Work Scope 06-A: Carpentry	5 bids were received. The lowest responsible bidder Meisinger Construction Company, Inc. of St. Paul, MN for a bid total of \$229,900.00
Work Scope 08-A: Doors, Frames-Hardware Material Only	3 bids were received. The lowest responsible bidder is Twin City Hardware Company of Oakdale, MN for a bid total of \$42,700.00
Work Scope 08-F: Glass and Glazing	3 bids were received. The lowest responsible bidder is Capital City Glass of Blaine, MN for a bid total of \$95,340.00
Work Scope 09-A: Drywall	4 bids were received. The lowest responsible bidder is RTL Construction, Inc. of Shakopee, MN for a bid total of 129,345.00
Work Scope 09-B: Tile	5 bids were received. The lowest responsible bidder is WGT Terrazzo & Tile Inc. of Burnsville, MN for a bid total of 9,740.00



Work Scope 09-C: Ceilings and Acoustical Treatment	4 bids were received. The lowest responsible bidder is Architectural Sales of Minnesota, Inc. of Brooklyn Center, MN for a bid total of \$93,400.00
Work Scope 09-D: Flooring-Carpeting/Resilient	4 bids were received. The lowest Responsible bidder is St. Paul Linoleum and Carpet Co. of Eagan, MN for a bid total of \$68,370.00
Work Scope 09-K: Painting and Wall Covering	9 bids were received. The lowest responsible bidder is Prindle Painting of Hanover, MN for a bid total of \$29,975.00
Work Scope 21-A: Fire Suppression	5 bids were received. The lowest responsible bidder is Lifesaver Fire Protection, LLC of Plymouth, MN for a bid total of \$36,832.00
Work Scope 23-B: Combined Mechanical	5 bids were received. The lowest responsible bidder is Pioneer Power Inc. of Woodbury, MN for a bid total of \$835,000.00
Work Scope 26-A: Electrical	4 bids were received. The lowest responsible bidder is Vinco Inc. of Stillwater, MN for a bid total of \$282,500.00

The total amount for the 13 work scopes is \$1,949,032.00. 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 lowest responsible bidder identified above. Administration requests approval to award the bids to the respective bidders.

Project Name: Lily Lake Elementary Renovations - 2024

Location(s): Lily Lake Elementary

Funding: Long-Term Facilities Maintenance, \$1,949,032.00

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

Amount: Total project cost \$1,949,032.00

Recommendation:

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

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



EXPENDITURE APPROVAL FORM
Fiscal Year 2024-2025

Instructions: This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$175,000.

REQUESTED BY: Mark Drommerhausen, Executive Director of Operations

DATE: February 20, 2024

DESCRIPTION OF REQUEST FINANCIAL IMPACT

Lily Lake Elementary Renovation-2024

Background: The Lily Lake Elementary project will renovate the 5th grade wing of classrooms, nurses office and main office area. The renovation will upgrade a majority of the original 1990 furnishings in these areas. The classrooms area will replace operable walls, chalkboards, case work, sinks, ceilings, flooring and lights. The nurses and main office will be reconfigured to provide an ADA restroom.

These projects are part of the FY 2024/25 Long-Term Facilities Maintenance program. Construction costs were estimated to total \$1,875,000. Kraus-Anderson Construction Company worked with Stillwater Area Public Schools to solicit bids for the Lily Lake Elementary Renovation - 2024 project. Bids were opened on January 25, 2024. To obtain the lowest construction cost for the project, Kraus-Anderson Construction Company broke the project down 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	3 bids were received. The lowest responsible bidder is Ramsey Excavating Inc. dba Ramsey Companies of Brooklyn, MN for a bid total of \$63,600.00
Work Scope 03-A: Concrete	5 bids were received. The lowest responsible bidder George Siegfried Construction Company of Bayport, MN for a bid total of \$32,330.00
Work Scope 06-A: Carpentry	5 bids were received. The lowest responsible bidder Meisinger Construction Company, Inc. of St. Paul, MN for a bid total of \$229,900.00
Work Scope 08-A: Doors, Frames-Hardware Material Only	3 bids were received. The lowest responsible bidder is Twin City Hardware Company of Oakdale, MN for a bid total of \$42,700.00
Work Scope 08-F: Glass and Glazing	3 bids were received. The lowest responsible bidder is Capital City Glass of Blaine, MN for a bid total of \$95,340.00
Work Scope 09-A: Drywall	4 bids were received. The lowest responsible bidder is RTL Construction, Inc. of Shakopee, MN for a bid total of 129,345.00
Work Scope 09-B: Tile	5 bids were received. The lowest responsible bidder is WGT Terrazzo & Tile Inc. of Burnsville, MN for a bid total of 9,740.00
Work Scope 09-C: Ceilings and Acoustical Treatment	4 bids were received. The lowest responsible bidder is Architectural Sales of Minnesota, Inc. of Brooklyn Center, MN for a bid total of \$93,400.00
Work Scope 09-D: Flooring-Carpenting/Resilient	4 bids were received. The lowest Responsible bidder is St. Paul Linoleum and Carpet Co. of Eagan, MN for a bid total of \$68,370.00
Work Scope 09-K: Painting and Wall Covering	9 bids were received. The lowest responsible bidder is Prindle Painting of Hanover, MN for a bid total of \$29,975.00

Work Scope 21-A: Fire Suppression	5 bids were received. The lowest responsible bidder is Lifesaver Fire Protection, LLC of Plymouth, MN for a bid total of \$36,832.00
Work Scope 23-B: Combined Mechanical	5 bids were received. The lowest responsible bidder is Pioneer Power Inc. of Woodbury, MN for a bid total of \$835,000.00
Work Scope 26-A: Electrical	4 bids were received. The lowest responsible bidder is Vinco Inc. of Stillwater, MN for a bid total of \$282,500.00

Budget(s) Impacted: \$1,949,032.00 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
- No**

PROGRESS MONITORING:

Work to be completed summer of 2024

February 6th, 2024

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

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

Dear Mr. Willger

This letter is concerning our recommendations for contract awards for the Lily Lake Elementary School – 2024 LTFM Improvements project that was bid on January 25th, 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:	\$63,600.00
WS 03-A	Concrete	George Siegfried Construction Company Bayport, MN	Base Bid:	\$32,330.00
WS 06-A	Carpentry	Meisinger Construction Company St. Paul, MN	Base Bid:	\$229,900.00
WS 08-A	Doors, Frames, & Hardware – Material Only	Twin City Hardware Company Oakdale, MN	Base Bid:	\$42,700.00
WS 08-F	Glass and Glazing	Capital City Glass Blaine, MN	Base Bid:	\$95,340.00
WS 09-A	Drywall	RTL Construction, Inc. Shakopee, MN	Base Bid:	\$129,345.00

WS 09-B	Tile	WTG Terrazzo & Tile, Inc. Burnsville, MN	Base Bid:	\$9,740.00
WS 09-C	Ceilings and Acoustical	Architectural Sales of Minnesota, Inc. Brooklyn Center, MN	Base Bid:	\$93,400.00
WS 09-D	Flooring- Carpet/Resilient	St. Paul Linoleum and Carpet Co. Eagan, MN	Base Bid:	\$68,370.00
WS 09-K	Painting	Prindle Painting, Inc. Hanover, MN	Base Bid:	\$29,975.00
WS 21-A	Fire Suppression	Lifesaver Fire Protection, LLC Plymouth, MN	Base Bid:	\$36,832.00
WS 23-B	Combined Mechanical	Pioneer Power Twin Cities, MN	Base Bid:	\$835,000.00
WS 26-A	Electrical	Vinco, Inc. Forest Lake, MN	Base Bid:	\$282,500.00
			Total Base Bid	\$1,949,032.00

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



Agenda Item: XIII.F.
Date Prepared: February 16, 2024
ISD 834 Board Meeting

Agenda Item: District Wide Long Term Facility Maintenance(LTFM) Improvements - 2024
 Meeting Date: February 20, 2024
 Contact Person: Mark Drommerhausen, Executive Director of Operations

Background: The District Wide LTFM 2024 Improvements project will include work at the following locations:
Afton-Lakeland Elementary– Replace casework, water lines and sink in the nurse's and main office. Replace sealant and paint steel columns on the exterior of the building
Rutherford Elementary- Replace classroom lighting in two houses.
Stillwater Middle School– Replace Media Center ceilings, floor and lights; gym lights; kitchen floor tile, ceiling, lights and walk in cooler and freezer.

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 worked with Stillwater Area Public Schools to solicit bids for the District Wide LTFM Improvements - 2024 project. Bids were opened on February 16, 2024. To obtain the lowest construction cost for the project, Kraus-Anderson Construction Company broke the project down into 14 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	2 bids were received. The lowest responsible bidder is Ramsey Excavating Inc. dba Ramsey Companies of Brooklyn Park, MN for a bid total of \$40,000.00
Work Scope 03-A: Concrete	3 bids were received. The lowest responsible bidder George Siegfried Construction Company of Bayport, MN for a bid total of \$17,499.00
Work Scope 06-A: Carpentry	2 bids were received. The lowest responsible bidder Maertens-Brenny Construction Company of Minneapolis, MN for a bid total of \$79,600.00
Work Scope 08-A: Doors, Frames-Hardware Material Only	3 bids were received. The lowest responsible bidder is Kendell Doors and Hardware, LLC of Mendota Heights, MN for a bid total of \$6,538.00
Work Scope 08-D: Specialty Doors	1 bid was received. The lowest responsible bidder is Crawford Door Sales Company Twin Cities, Inc. of West Saint Paul, MN for a bid total of \$68,772.00
Work Scope 09-A: Drywall	4 bids were received. The lowest responsible bidder is Custom Drywall, Inc. of St. Paul, MN for a bid total of 39,895.00
Work Scope 09-B: Tile	3 bids were received. The lowest responsible bidder is Commercial Flooring Services LLC. of Eagan, MN for a bid total of 118,814.00



Work Scope 09-C: Ceilings and Acoustical Treatment	3 bids were received. The lowest responsible bidder is Acoustics Associates Inc. of Brooklyn Park, MN for a bid total of \$45,000.00
Work Scope 09-D: Flooring-Carpeting/Resilient	4 bids were received. The lowest Responsible bidder is St. Paul Linoleum and Carpet Co. of Eagan, MN for a bid total of \$90,423.00
Work Scope 09-K: Painting and Wall Covering	6 bids were received. The lowest responsible bidder is Painting by Nakasone of St. Paul, MN for a bid total of \$34,442.00
Work Scope 11-F: Food Service Package	3 bids were received. The lowest responsible bidder is Horizon Equipment LLC of Eagan, MN for a bid total of \$169,250.00
Work Scope 21-A: Fire Suppression	1 bid was received. The lowest responsible bidder is Summit Fire Protection Co. of St. Paul, MN for a bid total of \$77,000.00
Work Scope 23-B: Combined Mechanical	3 bids were received. The lowest responsible bidder is Spriggs Mechanical Inc. of Vadnais Heights, MN for a bid total of \$61,725.00
Work Scope 26-A: Electrical	3 bids were received. The lowest responsible bidder is Hunt Electric Corporation of Bloomington, MN for a bid total of \$376,000.00

The total amount for the 14 work scopes is \$1,224,958.00. 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 lowest responsible bidder identified above. Administration requests approval to award the bids to the respective bidders.

Project Name: District Wide Renovations - 2024

Location(s): Afton Lakeland Elementary, Rutherford Elementary and Stillwater Middle School

Funding: Long-Term Facilities Maintenance, \$1,224,958.00

Item: Work Scopes: 02-A, Demolition; 03-A, Concrete; 06-A, Carpentry; 08-A Doors, Frames & Hardware -Materials Only; 08-D, Specialty Doors; 09-A, Drywall; 09-B, Tile; 09-C, Ceiling & Acoustical Treatment; 09-D, Flooring-Carpeting/Resilient; 09-K, Wallcovering and Painting; 11-F, Food Service Equipment; 21-A, Fire Suppression; 23-B Combined Mechanical; 26-A Electrical
 Amount: Total project cost \$1,224,958.00

Recommendation:

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

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



EXPENDITURE APPROVAL FORM
Fiscal Year 2024-2025

Instructions: This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$175,000.

REQUESTED BY: Mark Drommerhausen, Executive Director of Operations

DATE: February 20, 2024

DESCRIPTION OF REQUEST FINANCIAL IMPACT

District Wide Long Term Facilities Maintenance Improvements

Background: The District Wide LTFM 2024 Improvements project will include work at the following locations:

Afton-Lakeland Elementary– Replace casework, water lines and sink in the nurse's and main office. Replace sealant and paint steel columns on the exterior of the building

Rutherford Elementary- Replace classroom lighting in two houses.

Stillwater Middle School– Replace Media Center ceilings, floor and lights; gym lights; kitchen floor tile, ceiling, lights and walk in cooler and freezer.

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 worked with Stillwater Area Public Schools to solicit bids for the District Wide LTFM Improvements - 2024 project. Bids were opened on February 16, 2024. To obtain the lowest construction cost for the project, Kraus-Anderson Construction Company broke the project down into 14 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.

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Work Scope 06-A: Carpentry	2 bids were received. The lowest responsible bidder Maertens-Brenny Construction Company of Minneapolis, MN for a bid total of \$79,600.00
Work Scope 08-A: Doors, Frames-Hardware Material Only	3 bids were received. The lowest responsible bidder is Kendell Doors and Hardware, LLC of Mendota Heights, MN for a bid total of \$6,538.00
Work Scope 08-D: Specialty Doors	1 bid was received. The lowest responsible bidder is Crawford Door Sales Company Twin Cities, Inc. of West Saint Paul, MN for a bid total of \$68,772.00
Work Scope 09-A: Drywall	4 bids were received. The lowest responsible bidder is Custom Drywall, Inc. of St. Paul, MN for a bid total of 39,895.00
Work Scope 09-B: Tile	3 bids were received. The lowest responsible bidder is Commercial Flooring Services LLC. of Eagan, MN for a bid total of 118,814.00
Work Scope 09-C: Ceilings and Acoustical Treatment	3 bids were received. The lowest responsible bidder is Acoustics Associates Inc. of Brooklyn Park, MN for a bid total of \$45,000.00
Work Scope 09-D: Flooring-Carpenting/Resilient	4 bids were received. The lowest Responsible bidder is St. Paul Linoleum and Carpet Co. of Eagan, MN for a bid total of \$90,423.00

Work Scope 09-K: Painting and Wall Covering	6 bids were received. The lowest responsible bidder is Painting by Nakasone of St. Paul, MN for a bid total of \$34,442.00
Work Scope 11-F: Food Service Package	3 bids were received. The lowest responsible bidder is Horizon Equipment LLC of Eagan, MN for a bid total of \$169,250.00
Work Scope 21-A: Fire Suppression	1 bid was received. The lowest responsible bidder is Summit Fire Protection Co. of St. Paul, MN for a bid total of \$77,000.00
Work Scope 23-B: Combined Mechanical	3 bids were received. The lowest responsible bidder is Spriggs Mechanical Inc. of Vadnais Heights, MN for a bid total of \$61,725.00
Work Scope 26-A: Electrical	3 bids were received. The lowest responsible bidder is Hunt Electric Corporation of Bloomington, MN for a bid total of \$376,000.00

Budget(s) Impacted: \$1,224,958.00 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

No

PROGRESS MONITORING:

Work to be completed summer of 2024

February 19th, 2024

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

**RE: Summer 2024 Multi-Site LTFM Improvements
 Contract Award Recommendation**

Dear Mr. Willger

This letter is concerning our recommendations for contract awards for the Summer 2024 Multi-Site LTFM Improvements project that was bid on February 15th, 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. dba Ramsey Companies Brooklyn Park, MN	Base Bid:	\$40,000.00
WS 03-A	Concrete	George Siegfried Construction Company Bayport, MN	Base Bid:	\$17,499.00
WS 06-A	Carpentry	Maertens-Brenny Construction Company Minneapolis, MN	Base Bid:	\$79,600.00
WS 08-A	Doors, Frames, & Hardware – Material Only	Kendell Doors & Hardware, LLC. Mendota Heights, MN	Base Bid:	\$6,538.00
WS 08-D	Specialty Doors	Crawford Door Sales Company Twin Cities, Inc. West St. Paul, MN	Base Bid:	\$68,772.00
WS 09-A	Drywall	Custom Drywall, Inc. Saint Paul, MN	Base Bid:	\$39,895.00
WS 09-B	Tile	Commercial Flooring Services LLC Eagan, MN	Base Bid:	\$118,814.00

WS 09-C	Ceilings and Acoustical	Acoustics Associates, Inc. Brooklyn Park, MN	Base Bid:	\$45,000.00
WS 09-D	Flooring-Carpet/Resilient	St. Paul Linoleum & Carpet Company Eagan, MN	Base Bid:	\$90,423.00
WS 09-K	Painting	Painting by Nakasone Saint Paul, MN	Base Bid:	\$34,442.00
WS 11-F	Food Service Equipment	Horizon Equipment, LLC Eagan, MN	Base Bid:	\$169,250.00
WS 21-A	Fire Suppression	Summit Fire Protection Co. Saint Paul, MN	Base Bid:	\$77,000.00
WS 23-B	Combined Mechanical	Spriggs Mechanical Inc. Saint Paul, MN	Base Bid:	\$61,725.00
WS 26-A	Electrical	Hunt Electric Corporation Bloomington, MN	Base Bid:	\$376,000.00
			Total Base Bid	\$1,224,958.00

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



SCHOOL BOARD

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Code of Conduct	209	Adopted: 11-29-2018 Reviewed: 1-05-2023	2-Year

I. PURPOSE

The purpose of this policy is to assist each school board member in understanding his or her role ~~in contributing to an effective and responsible~~ as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

~~Because we desire to maintain an effective and responsible school board, Each school board member agrees to abide by this shall follow the code of ethics stated in this policy conduct.~~

School Board members will:

- Attend all board meetings prepared for discussion of agenda items.
- Realize it is the primary responsibility of the school board to represent the best interest of all students in the district. ~~Same as MSBA language A.7 Be primarily motivated by a desire to provide the best possible education for the students of my school district.~~
- Participate in school board member trainings and orientation to learn about the duties and functions of the school board and the responsibilities of a board member. ~~Same as MSBA language A.8. Inform myself about the proper duties and functions of a school board member.~~
- Recognize that school board authority rests with the school board in legal session, and not with any individual school board member except as may be authorized by law. ~~Same as MSBA language C.2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.~~
- Recognize that board decisions may only be legally transacted in an open meeting of the school board. ~~Same as MSBA language F.4. Recognize that school district business may be legally transacted only in an open meeting of the school board.~~
- Make no personal promises or undertake any independent action that might compromise the Board as a whole. ~~Same as MSBA language F.6. Take no private action that will compromise the school board or administration.~~
- Actively engage stakeholders, including community members, parents, staff, students, administration and other school board members to gain a wide range of perspectives to inform responsible decision making. ~~Same as MSBA language C.3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.~~
- Understand that board members have wide latitude to speak out on controversial matters toward the goal of district improvement, while maintaining confidentiality of privileged information ~~Same as MSBA language F.7. Guard the confidentiality of information that is protected under applicable law.~~
- Guard the confidentiality of information that is protected under applicable law.
- Listen with an open mind to the ideas and views of others and votes one’s conscience after sufficient discussion has taken place. ~~Same as MSBA language A.4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.~~
- Strive to support the decisions of the school board, even if one’s position concerning an issue is different. ~~Same as MSBA language A.5. Support the decision of the school board, even if my position~~

- concerning the issue was different.
12. Understand that any action, private or otherwise is a reflection on the school district as a whole. Same as MSBA language A.5. Support the decision of the school board, even if my position concerning the issue was different.
 13. Recognize that disparaging remarks about fellow board members or administration undermine the board's ability to govern. Same as MSBA language as C.3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
 14. Strive to uphold my responsibilities and accountability to the taxpayers in my school district. Same as MSBA language as D.4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.
 15. Attempt to appraise and plan for both the present and future educational needs of our students, the school district, and community. Same as MSBA language as D.1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.↵

Legal References: Minn. Stat. § 123B.02 (School District Powers)

Minn. Stat. § 123B.09 (School Board Powers)

Minn. Stat. § 123B.143(Superintendent)

Adopted: _____

MSBA/MASA Model Policy 209

Orig. 1995

Revised: _____

Rev. 2022

209 CODE OF ETHICS

[NOTE: A code of ethics establishes standards of conduct that members of a school board create and agree to follow. The principles and values embodied in this code of ethics prioritize board members' obligations to students, the district, and the community. As a written set of expectations, a code of ethics guides board members' decision making and behavior. This model policy offers a starting point for school boards as they create a code that establishes parameters for board member conduct that best serve their district. Minnesota law and rules of parliamentary procedure establish sanctions that a school board may choose to pursue.]

I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.

3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
 4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
 5. Work through the superintendent – not over or around the superintendent.
 6. Delegate the implementation of school board decisions to the superintendent.
- C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:
1. Respect the rights of others to have and express opinions.
 2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
 3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
 4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
 5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
 6. Insist that committees be appointed to serve only in an advisory capacity to the school board.
- D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:
1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
 2. Attempt to obtain adequate financial support for the school district's programs.
 3. Insist that business transactions of the school district be ethical and open.
 4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.
- E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:
1. Hold the superintendent responsible for the administration of the school district.
 2. Give the superintendent authority commensurate with his or her responsibilities.
 3. Assure that the school district will be administered by the best professional personnel available.
 4. Consider the recommendation of the superintendent in hiring all employees.
 5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
 6. Insist the superintendent keep the school board adequately informed at all

times.

7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: None

BOARD GOVERNANCE PROCESS

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

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

BOARD GOVERNANCE PROCESS

Board Policy Violation	201.11	Adopted: 08-26-2010 Revised: 08-11-2016 Renumbered: 03-11-2021	Annually
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1. The Board and each of its members are committed to faithful compliance with the provisions of the Board’s policies. The Board recognizes that its failure to deal with deliberate or continuing violations of its policies risks the loss of public confidence in the Board’s ability to govern effectively. Therefore, in the event of a member’s willful and/or continuing violation of policy, the Board shall address the issue by using the following steps:
 - 1.1. Conversation in a private setting between the offending member and the Board Chair or Vice Chair, in lieu of the Board Chair;
 - 1.2. Public censure, by a majority vote, of the offending member of the Board;
 - 1.3. Removal by the Board, by a majority vote, from any leadership or positions to which the offending member has been appointed or elected;
 - 1.3.1. Before removal from an officer or leadership position, the possible removal shall be added as a Board agenda item, and the Board member who will be under consideration for removal shall be notified by the Board Chair of the reasons for possible removal. If the Chairperson is the subject of the possible removal from a leadership position, another Board member shall provide him/her notice.
 - 1.3.2. Before action by the Board to remove a Board member from an officer or leadership position, the Board member shall have an opportunity to rebut the reasons for the removal..
 - 1.4. Removal of the member from the Board by a vote of at least five members of the Board for proper cause.
 - 1.4.1 The Board may remove, for proper cause, any member of the Board and fill the vacancy after notice to the Board member of his/her proposed removal and the reasons for proposed removal, and after opportunity to be heard in defense against the removal.

1.4.2 The Board member being proposed for removal shall be duly notified of the time and place of the Board meeting(s) related to his/her removal.

SCHOOL BOARD

Board Policy Violation	209.1	Adopted: 8-26-2010 Revised: 8-11-2016 Revised: 11-29-2018	Annually
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I. GENERAL STATEMENT OF POLICY

The Board and each of its members are committed to faithful compliance with the provisions of the Board's policies. The Board recognizes that its failure to deal with violations of its policies and Board member misconduct risks the loss of public confidence in the Board's ability to govern effectively.

II. DETERMINING A POLICY VIOLATION

If there is a question about a possible violation of policy, or other forms of misconduct, the Board shall proceed in the following manner:

- A. A private conversation between the board member accused of misconduct or violation of policy and the Board Chair or Vice Chair, in lieu of the Board Chair.
- B. The Board chair will respond in a timely manner whether the allegation should end after the initial conversation or be submitted to the entire Board for further review and possible action.

III. ADDRESSING A POLICY VIOLATION

Therefore, in the event of a member's violation of policy, or other forms of misconduct, the Board shall proceed in the following manner:

- A. Conversation in a private setting between the offending member and the Board Chair or Vice Chair, in lieu of the Board Chair;
- B. Public censure, by a majority vote, of the offending member of the Board;
- C. Removal by the Board, by a majority vote, from any officer or leadership positions to which the offending member has been appointed or elected;
- D. Before removal from an officer or leadership position, the possible removal shall be added as a Board agenda item, and the Board member who will be under consideration for removal shall be notified by the Board Chair of the reasons for possible removal. If the Chairperson is the subject of the possible removal from a leadership position, another Board member shall provide him/her notice.

E. Before action by the Board to remove a Board member from an officer or leadership position, the Board member shall have an opportunity to rebut the reasons for the removal.

F. Removal of the member from the Board by a vote of at least five members of the Board for proper cause.

G. The Board may remove, for proper cause, any member of the Board and fill the vacancy after notice to the Board member of his/her proposed removal and the reasons for proposed removal, and after opportunity to be heard in defense against the removal.

H. The Board member being proposed for removal shall be duly notified of the time and place of the Board meeting(s) related to his/her removal.

Legal References: Minn. Stat. §123B.09

SUPERINTENDENT BOARD RELATIONSHIP

Superintendent - Board Relationship			
Superintendent - Board Relationship	301.3	Adopted: 08-11-2016 Renumbered: 03-11-2021	Three Year Cycle

1. The relationship between the Board and the Superintendent is critical to the overall success of the District.
2. The Board of Education and the Superintendent shall engage in a relationship grounded in trust and partnership that allows for sanctioned risk, and results in the implementation of the District's strategic plan.

SUPERINTENDENT BOARD RELATIONSHIP

Roles of Board and Superintendent	302.1	Adopted: 08-11-2016 Renumbered: 03-11-2021	Three Year Cycle

1. Role clarification is critical to the functioning of the District. Both the governance and management roles are essential and must work together in order to attain the highest level of student achievement.
2. The Board, with sole governance authority, will define the key results of the District through:
 - 2.1 District policy
 - 2.2 Long range planning and operational oversight
 - 2.3 Board-superintendent relationships
 - 2.4 Board Self-governance
 - 2.5 Public engagement
3. The Superintendent is delegated the operational and management authority, to direct all district resources in order to attain Board defined results through:
 - 3.1 Resource management
 - 3.2 Instructional leadership
 - 3.3 Performance management linked to Board directives and goals
 - 3.4 Long range planning and continuous improvement
 - 3.5 Procedures and practices
 - 3.6 Staff, parent and community engagement
4. The Board and the Superintendent will represent to the external and internal communities of the District, these distinct roles.

SUPERINTENDENT BOARD RELATIONSHIP

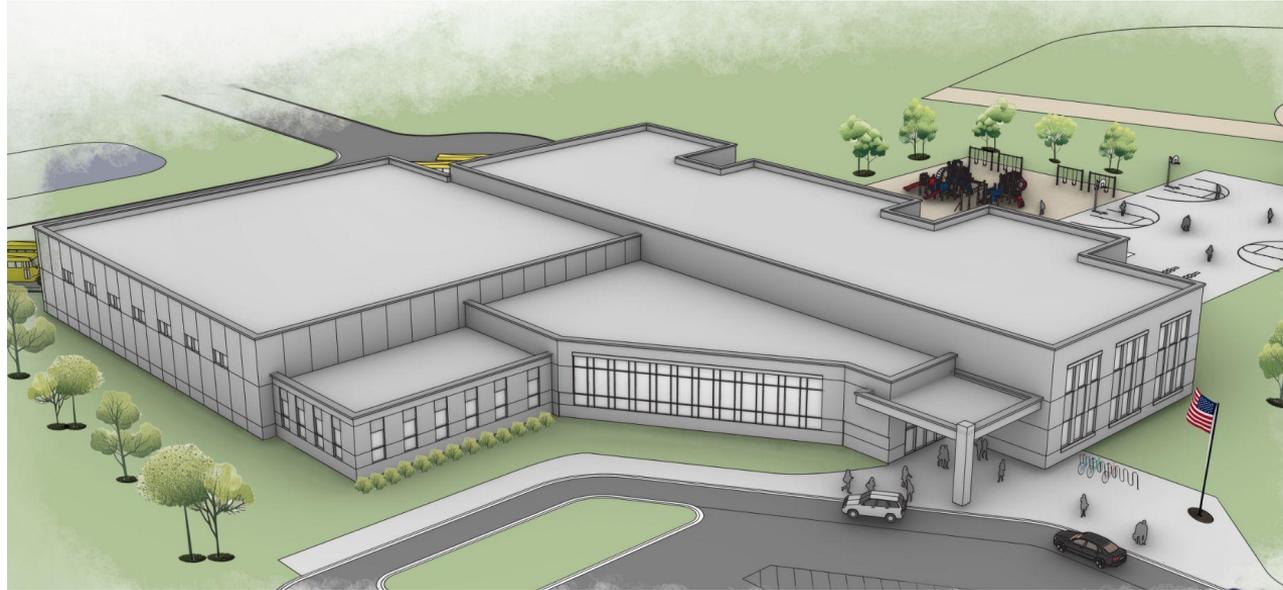
Monitoring Superintendent Performance	302.2	Adopted: 08-11-2016	Three Year Cycle

1. Clear expectations and criteria support the fair evaluation of the Superintendent.
2. The Superintendent shall be formally evaluated annually. Performance shall be monitored and measured against the Superintendent’s position description, District *Results* policies, *Superintendent Limitations* policies, and other goals and expectations as established by the Board. The Board will view Superintendent performance as being consistent with organizational performance. Accordingly:
 - 2.1. Evaluation of the Superintendent’s performance shall include the degree to which Board policies, goals, and expectations are interpreted and met.
 - 2.2. The Board will acquire data on compliance with *Results* and *Superintendent Limitations* policies and establish goals and expectations by one or more of three methods:
 - 2.2.1. By annual ***internal report***, in which the Superintendent discloses and certifies compliance information to the Board, as well as other information relevant to established goals and expectations; or
 - 2.2.2. *A report by an external third party* mutually selected by the Superintendent and Board which assesses compliance with Board policies and achievement of goals and/or expectations; or
 - 2.2.3. By ***direct Board assessment***, by which the Board assesses compliance with appropriate policy criteria and/or other information relevant to the District’s goals and Board expectations.
 - 2.3. In the event there are differences between the Superintendent’s and Board’s interpretation of Board policy applicable to the evaluation of the Superintendent, the Board shall make the final determination as to the reasonable interpretation of the policy.
 - 2.4. The Board will conduct an annual formal summative evaluation of the Superintendent following the conclusion of each school year and completed prior to the start of the next.
 - 2.4.1. The formal summative evaluation is classified as private personnel data under Minnesota Government Data Practices Act, Minn. Stat. 13.43.

- 2.4.2. Pursuant to the Minnesota Open Meeting Law, the Board shall review the formal summative evaluation of the Superintendent at a closed meeting, unless the meeting is open at the request of the Superintendent pursuant to Minnesota Statute 13D.05, Subd. 3. At the Board's next open meeting, it shall summarize its conclusions regarding the Superintendent's evaluation, as required by the Open Meeting Law.
- 2.5. The formal summative evaluation will be based upon data derived during the year from related to compliance with Board policies on *Results* and *Superintendent Limitations* and other information relevant to District goals and expectations.
- 2.6. Nothing in this policy is intended to imply the establishment or modification of any personal or employment rights consistent with state law, the Superintendent's employment contract, or Board policy. All decisions related to the Superintendent's employment remain within the sole discretion of the Board, subject to the terms of the Superintendent's employment contract and applicable law.

Bond 2023 Facilities Update

- Project update:
 - Andersen
 - Lake Elmo
 - Oak-Land
 - High school
- Design process



Expect
More.

SECOND AMENDMENT TO PURCHASE AGREEMENT

This Second Amendment to Purchase Agreement (“Second Amendment”) is made and entered into by and between Thomas M. Kindler (“Seller”), and Independent School District No. 834 (“Buyer”).

WHEREAS, Seller and Buyer each executed a purchase agreement for the sale of certain real property consisting of approximately 47.6 acres located in Lake Elmo, Minnesota, and identified as PID No. 26.029.21.44.0001 (“Purchase Agreement”);

WHEREAS, Seller and Buyer executed the First Amendment to Purchase Agreement, which was approved and signed by Buyer on November 20, 2023, and signed by Seller on November 17, 2023 (“First Amendment”), which extended the closing date and due diligence periods specified in the Purchase Agreement;

WHEREAS, the closing date and due diligence period specified in the Purchase Agreement and First Amendment must be extended again;

WHEREAS, the parties agree to extend the closing date and due diligence period as set forth below.

NOW, THEREFORE, Seller and Buyer agree to amend the Purchase Agreement as follows:

1. The First Amendment, approved and signed by Buyer on November 20, 2023, and signed by Seller on November 17, 2023, is hereby rescinded in its entirety and replaced with this Second Amendment.
2. Line 32 of the Purchase Agreement is hereby amended to delete the on or before December 15, 2023 closing deadline. Line 32 is revised to state that the closing will occur on or before ~~April 12, 2024~~, at a time and ^{PS}location agreed to by the parties.

March 29, 2024 
3. The Addendum to the Commercial Purchase Agreement, incorporated into the Purchase Agreement via Lines 74, 257, and 348, is amended as follows:

Due Diligence: Expiration of due diligence period to be March 22, 2024 at 5PM CST. Buyer reserves the right to cancel this agreement for any reason or no reason at its sole and absolute discretion. If Buyer provides written cancellation of purchase agreement prior to March 8, 2024, all earnest money (\$20,000.00) shall be returned immediately. After March 8, 2024, the earnest

money (\$20,000,00) shall be deemed non refundable but will be applied to the purchase price at Closing.

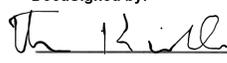
Additional Earnest Money:

Buyer shall deposit \$200,000.00 USD of non refundable earnest money with the designated Title Company no later than Monday, March 25, 2024. All earnest money in its totality to be applied to the purchase price.

- 4. Except as modified in this Second Amendment to Purchase Agreement, all other provisions of the Purchase Agreement will remain in full force and effect.

IN WITNESS WHEREOF, Buyer and Seller have caused this Second Amendment to be executed on the dates set forth below.

SELLER: THOMAS M. KINDLER TRS

DocuSigned by:

47E10E839916421
Thomas M. Kindler

Date: 2/20/2024

**BUYER: INDEPENDENT SCHOOL DISTRICT
NO. 834**

Alison Sherman, Board Chair

Date: _____

Beverly Petrie, Board Clerk

Date: _____



Stillwater School Board
Policy Meeting Notes
February 7, 2024

Present: Katie Hockert, Beverly Petrie, Alison Sherman, Paul Lee, Caleb Drexler Booth, Joan Hurley

Agenda

- Reviewed the following policies for the February 20, 2024 board meeting
 - Policy 209 -
 - - First Reading
 - Policy 201.4 - Board Member Code of Conduct - Revoke, redundant with Policy 201 and 209
 - 201.11 - Board Policy Violation - Revoke, redundant with Policy 201 and 209
 - 209.1 - Board Policy Violation - Revoke, redundant with Policy 209
 - 301.3 - Superintendent - Board Relationship - Revoke, redundant with Policy 301
 - 302.1 - Roles of Board and Superintendent - Revoke, redundant with Policy 302
 - 302.2 - Monitoring Superintendent Performance - Revoke, redundant with Policy 304

- Reviewed the following MSBA policies not adapted by the district.
 - MSBA Policy 425 - Staff Development
 - MSBA Policy 504 - Student Appearance.

What's next:

- Next meeting is scheduled for Wednesday, March 6, 2024 at 1:45 p.m.
 - Review Policy 428 - Employee Technology & Internet Access and Acceptable Use
 - Review Policy 524 - Student Technology & Internet Access and Acceptable Use



TO: Northeast Metro 916 Board of Education
FROM: Dr. Val Rae Boe
DATE: February 13, 2024
RE: February 7 Board of Education Meeting Talking Points

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

Calendar Dates: 916 will be providing program/site visits to Member District Leaders over the next few months. A link to sign up was sent to Superintendents, Board Members and Special Education Directors.

- Wednesday, February 14, 2024 - Building Tours: 8:00 a.m. at Quora Education Center, 10:00 a.m. at South Campus, and 11:30 a.m. at WELS North. School Board Orientation at 1:00 p.m. in the Bellaire Board Room
- Wednesday, March 20, 2024 - Building Tours: Metro Heights Academy at 8:00 a.m. and Karner Blue Education Center at 9:30 a.m.
- Wednesday, April 24, 2024 - Building Tours: Pankalo Education Center at 8:30a.m. and Auditory Oral Program at 10:00 a.m.
- Wednesday, May 1, 2024 - Building Tours: Bellaire Education Center at 8:30 a.m. and Mahtomedi Academy at 9:30 a.m.

Staff/Program Recognition:

- **Retirement:** Lynn Nolan, Education Assistant, was recognized for her dedication and long-standing commitment of 20 years in working with students with special needs at 916. Lynn thanked the Board and shared that it has been an honor to be part of 916 and she feels truly blessed.
- **Special Projects:** Theresa Wallace, manager of Special Projects shared information from her department. As a highlight, she spoke of the EA/EAS coaches which are new positions this school year supporting skill development and staff retention. Each coach provides coaching across two programs focusing on skill growth and individualized support for new EAS staff. Data and feedback since the first coaching cycle has been extremely positive.

Presentation: Career and Technical Education: Jill Stewart-Kellar, assistant director of 916 Career & Tech, shared the benefits of 916's career and technical programs for both students and member districts. There are currently over 1000 students enrolled in the 20 programs offered. Jill was joined by two students, a North St Paul Maplewood Oakdale student enrolled in the Entrepreneurship, Travel and Social Media Marketing Program, and a Mounds View student enrolled in the Emergency Medical Technician Program. Both students shared how their day is

structured as a high school student attending Career and Tech. They also spoke of the opportunities they have had to earn college credit, certifications and professional skills while in high school.

Legislative Update: Valerie Dosland, lobbyist, shared an update on the state budget outlook, session issues, and intermediate priorities prior to the February 12 start of the 2024 legislative session. This session is six weeks shorter than 2023, so activity is expected to be fast and furious with most of the focus on passing a bonding bill to fund capital infrastructure. One of the main education issues will be possible clarifications to the language in the SRO statute. Lastly, the 2024 intermediate priorities were shared. The four priorities are: Changes to special education excess aid for special education setting IV programs, support intermediate teacher apprenticeship initiatives, allow districts to hold in reserve student support aid and eliminate district fiscal responsibilities for students in care and treatment facilities who are wards of the state.

The School Board approved these priorities to be used as a resource during the 2024 legislative season.

Calendars:

- The School Board approved the 2024 Summer Programming calendars for the ALC programs and ESY for the Sped Programs.
- A first reading of the 2024-25 School Calendar was presented and it is very similar to the calendar this year. This calendar will be brought to the March 6 meeting for approval.

Contracts: The School Board ratified the United Educators Local 3748 and the Behavior Analysts Local 3748 Contracts for the period of July 1, 2023 through June 30, 2025.

Thank You: In honor of School Board Recognition month, Superintendent Boe thanked the School Board for their service to 916 and their dedication to the students and staff.