

## Business Meeting

Tuesday, April 23, 2024 6:00 PM

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

I. Recognition	<b>Speaker (s)</b> : Ms. Alison Sherman, School Board Chair
II. Public Comment	<b>Speaker (s)</b> : Ms. Alison, School Board Chair
III. Call to Order	<b>Speaker (s)</b> : Ms. Alison Sherman, School Board Chair
IV. Roll Call	<b>Speaker (s)</b> : Ms. Alison Sherman, School Board Chair
V. Pledge of Allegiance	<b>Speaker (s)</b> : Ms. Alison Sherman, School Board Chair
VI. Approval of Agenda	<b>Speaker (s)</b> : Ms. Alison Sherman, School Board Chair
VII. Student Report	<b>Speaker (s)</b> : Ms. Jenna Phelps and Mr. Samuel Young, Student Representatives
VIII. Superintendent Report	<b>Speaker (s)</b> : Dr. Mike Funk, Superintendent
IX. Board Chair Report	<b>Speaker (s)</b> : Ms. Alison Sherman, School Board Chair
X. Consent Agenda	
X.A. School Board Meeting Minutes, March 19, 2024	<b>Speaker (s)</b> : Ms. Beverly Petrie, Clerk
X.B. School Board Meeting Minutes, April 9, 2024	<b>Speaker (s)</b> : Ms. Beverly Petrie, School Board Clerk
X.C. Payment of Invoices for April 6, 2024 - April 19, 2024, Treasurer's Report for March 2024 and Gifts & Donations Report for March 2024	<b>Speaker (s)</b> : Ms. Marie Schrul, Executive Director of Finance
X.D. Policy 401 - Equal Opportunity Employment	<b>Speaker (s)</b> : Mr. Paul Lee, Executive Director of Student Support Services
X.E. Policy 402 - Disability Nondiscrimination	<b>Speaker (s)</b> : Mr. Paul Lee, Executive Director of Student Support Services
X.F. Severance Agreements	<b>Speaker (s)</b> : Ms. Kristine Carlston, Executive Director of Human Resources
X.G. Human Resources Personnel Report	<b>Speaker (s)</b> : Ms. Kristine Carlston, Executive Director of

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. Action: 2023-2025 Custodian Master Contract

**Speaker (s) :** Ms. Kristine Carlston, Executive Director of Human Resources

XIII.B. Preliminary General Budget Update 2024-25

**Speaker (s) :** Ms. Marie Schrul, Executive Director of Finance

XIII.C. Report: First Reading

- Policy 407 - Employee Right to Know - Exposure to Hazardous Substances
- Policy 408 - Subpoena of a School District Employee
- Policy 409 - Employee Publications, Instructional Materials, Inventions, and Creations
- Policy 422 - Policies Incorporated by Reference
- Policy 501 - School Weapons Policy

**Speaker (s) :** Mr. Paul Lee, Executive Director of Student Support Services

XIII.D. Action: Revoke

- Policy 403.1 Policy: Soliciting and Selling
- Policy 403.2 Policy: Non-School Employment
- Policy 403.3 - Evaluation of Personnel
- Policy 403.4 - Identifications Badges
- Policy 404.1 - Health Examination
- Policy 409.1 - Copyrights and Patents; School Weapons Policy

**Speaker (s) :** Mr. Paul Lee, Executive Director of Student Support Services

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

XV. **Adjournment**

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

XVI. **Attachments**

- I. Recognition: Fifteen students from across the district were selected to participate in the Minnesota State Honor Choir. Each year, 7 special honor choirs are organized by the American Choral Directors Association of Minnesota to provide enriched singing opportunities for students in grades 4-10.
- II. Public Comment: Cami Kirksson, Anna Zanko, Katie Gunderson, Evangeline Gunderson, Katerine Majeski, Erica Suski, Tim Doherty - GATE busing.
- III. Call to Order: The meeting was called to order at 6:29 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 Thelander, Carried 7-0.
- VII. Student Report: The Polar Plunge will take place on April 10 at the high school. This event raises money for Special Olympics Minnesota and for the High School's Unified Programs. The United Council is working with students and clubs to create a more welcoming and inviting atmosphere at the high school by displaying flags throughout the school and playing music during passing time. The Student Council continues to have conversations about block scheduling.
- VIII. Superintendent Report: Dr. Funk asked for a moment of silence in memory of Anders Engstrom who worked for Valley Access and recorded our board meetings. The property for the new Lake Elmo Elementary has been purchased.
- IX. Chair Report: Chair Sherman shared some perspectives on priority-based budgeting and budget reductions. She acknowledged the impact of transportation for families and the need to be consistent in all of our specialty programs.
- X. Consent Agenda: A. School Board Meeting Minutes, February 20, 2024; B. School Board Meeting Minutes, March 4, 2024; C. Payment of Invoices - March 2-15, 2024; D. Annual Review Policy 103-Complaints-Students, Employees, Parents, Other Persons; E. Annual Review Policy 104-School District Mission Statement; F. Rutherford Elementary Large and Small Playground Replacement; G. Lily Lake Elementary Small Playground Replacement; H. Human Resources Personnel Report. Motion by Porbeni and second by Petrie, 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. Nothing to report.
- XII. Strategic Direction B: Foster a Safe, Welcoming and Inclusive Environment for All Staff and Students. Nothing to report.
- XIII. Strategic Direction C: Utilize Systems and Align Resources in an Efficient Manner to Support Learning.
  - A. Action: Budget Revision 2023-24. The 2023-2024 revised budget is an update to the preliminary budget approved last summer. Motion by Thelander and second by Lauer, carried 7-0.
  - B. Action: 2023-2025 St. Croix Education Association (SCEA) Master Contract. The new contract covers the period from July 1, 2023, through June 30, 2025, and includes some language adjustments, changes to health insurance and improvements to salary and benefits. Under the terms of the contract, the salary schedule was increased by 4% in year one (effective 2/15/24) and 4.5% in year two. Motion by Hockert and second by Kelzenberg, carried 7-0.
  - C. Action: Staffing Adjustments. Thirty-seven probationary teachers were released as a result of adjusting staff to better align with student enrollment numbers and match programming with district goals. Motion by Sherman and second by Porbeni, carried 7-0.
  - D. Report: First Reading: Policies 203.2-Order of the Regular School Board Meeting; 305-Policy Implementation; 306 - Administrator Code of Ethics; 413-Harassment and Violence; 416-Drug, Alcohol, and Cannabis Testing; 417-Chemical Use and Abuse; 526-Hazing Prohibition; 528-Student Parental, Family, and Marital Status Nondiscrimination. These policies will come to the board for a second reading and approval at a future meeting.
  - E. Action: Revoke Policies 102.1-Opportunities of Choice; 103.1-Education Program Concerns/Resolution/Appeal; 201.6-Community Engagement and Public Participation; 215-Board Resignation/Vacancy; SR 1.10-Racial, Religious, Sexual Harassment, Violence and

Hazing; SR 1.7-Drugs, Tobacco, Alcohol Use/Violations. These policies are redundant to existing policies. Motion by Kelzenberg and second by Petrie, carried 7-0..

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

XV. Adjourn

A. The meeting adjourned at 7:33 p.m.

Respectfully submitted, Beverly Petrie, Board Clerk

**PERSONNEL**

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>Equal Opportunity Employment</b>	<b>401</b>	<b>December 12, 2019</b>	<b>3-Years</b>

**I. PURPOSE**

The purpose of this policy is to provide equal employment opportunity for all applicants for School District employment and for all School District employees.

**II. GENERAL STATEMENT OF POLICY**

- A.** The policy of the School District is to provide equal employment opportunity for all applicants and employees. The School District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, gender identity or expression, age, family care leave status, or veteran status. The School District also makes reasonable accommodations for disabled employees.
- B.** The School District prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the School District’s internal procedures for addressing complaints of harassment, please refer to the School District’s policy on harassment and violence.
- C.** This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D.** Every School District employee shall be responsible for following this policy.
- E.** Any person having a question regarding this policy should discuss it with the Executive Director of Human Resources.

**Equal Opportunity Employment Contact:**

Executive Director of Human Resources  
School District 834, 1875 Greeley St. South  
Stillwater, MN 55082  
651-351-8311

**Legal References:**

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 2615 (Family and Medical Leave Act)  
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)  
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)

42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Add: Cross References:

MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

MSBA/MASA Model Policy 405 (Veteran's Preference)

MSBA/MASA Model Policy 413 (Harassment and Violence)

**PERSONNEL**

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>Disability Nondiscrimination</b>	<b>402</b>	<b>Adopted: 12-12-2019</b>	<b>3-Years</b>

**I. PURPOSE**

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

**II. GENERAL STATEMENT OF POLICY**

- A. The School District shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The School District shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The School District shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The School District shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the School District.
- D. Any job applicant or employee wishing to discuss the need for reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact Kristine Carlston, Executive Director of Human Resources, 1875 Greeley Street South, Stillwater, MN 55082 at 651-351-8311 or [carlstonk@stillwaterschools.org](mailto:carlstonk@stillwaterschools.org). This individual is the school district’s appointed ADA/Section 504 coordinator.

**The School District’s appointed ADA/Section 504 Contact:**

Executive Director of Human Resources  
 School District 834, 1875 Greeley Street South  
 Stillwater, MN 55082  
 615-351-8311  
[carlstonk@stillwaterschools.org](mailto:carlstonk@stillwaterschools.org)

**Legal References:**

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
 29 U.S.C. 794 *et seq.* (Rehabilitation Act of 1973, § 504)

42 U.S.C., Ch. 126 § 12112 (Equal Opportunity for Individuals with Disabilities)

29 C.F.R. Part 32 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

Add: Cross References:

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

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

**RETIREMENT/RESIGNATION/RELEASE**

<b>NAME</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>GROUP</b>	<b>EFFECTIVE DATE</b>
Bergt, Natasha	Probationary Release	Paraprofessional, 3.0 hours/day Brookview Elementary	SCPA	May 30, 2024
Boyd, Denay	Probationary Release	Paraprofessional, 6.5 hours/day Oak-Land Middle School	SCPA	May 30, 2024
Brummel, Laurie	Probationary Release	Paraprofessional, 4.0 hours/day Stonebridge Elementary	SCPA	May 30, 2024
Cashman, Ann	Resignation	Head Girls Hockey Coach Stillwater Area High School	Co-Curricular	March 7, 2024
Durant, Kelly	Probationary Release	Paraprofessional, 6.0 hours/day Stillwater Area High School	SCPA	May 30, 2024
Ellingsworth, Mollie	Resignation	Paraprofessional, 6.0 hours/day Afton-Lakeland Elementary	SCPA	May 30, 2024
Fanous, Soher	Resignation	Paraprofessional, 12.5 hours/week Andersen Elementary	SCPA	February 9, 2024
Golberg, Elizabeth	Probationary release	Cafeteria Employee, 4.0 hours/day Stillwater Area High School	Cafeteria	March 13, 2024
Gingras, LillyAnn	Probationary Release	Paraprofessional, 6.25 hours/day Rutherford Elementary	SCPA	May 30, 2024
Hangol, Faduma	Probationary Release	Paraprofessional, 3.0 hours/day Brookview Elementary	SCPA	May 30, 2024
Hedtke, Jennifer	Probationary Release	Paraprofessional, 6.25 hours/day Andersen Elementary	SCPA	May 30, 2024
Hudson, Thomas	Resignation	Server Administrator & Tech Support Specialist Oak-Land Middle School	CSS	March 29, 2024
Hansen, Rita	Probationary Release	Paraprofessional, 3.0 hours/day Brookview Elementary	SCPA	May 30, 2024
Johnson, Steven	Resignation	Custodian VI, 8.0 hours/day Stillwater Area High School	Custodial	April 3, 2024
Lewis, Becky	Probationary Release	Paraprofessional, 6.5 hours/day Lake Elmo, Elementary	SCPA	May 30, 2024
Overcast, Jessica	Resignation	.8 FTE Art Teacher Afton-Lakeland & Stonebridge Elementary	SCEA	March 31, 2024
Petschke, Margaret	Probationary Release	Paraprofessional, 6.0 hours/day Lily Lake Elementary	SCPA	May 30, 2024
Sainvilus, Nelvsa	Resignation	Custodian VI, 8.0 hours/day Stillwater Area High School	Custodial	March 24, 2024
Schurr, Jeremy	Resignation	Custodian III, 8.0 hours/day Brookview Elementary	Custodial	March 24, 2024
Schmuck, Erin	Resignation	Paraprofessional, 23 hours/week Early Childhood Family Center	SCPA	May 23, 2024
Tipcke, Margo	Retirement	Paraprofessional, 6.5 hours/day Bridge Transition Program	SCPA	May 30, 2024
Viellieuz, Steffan	Probationary Release	Cafeteria Employee, 4.0 hours/day Stillwater Area High School	Cafeteria	April 5, 2024

**HIRES/REHIRES**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>SALARY PLACEMENT/ HOURLY RATE</b>	<b>REASON</b>	<b>GROUP</b>	<b>EFFECTIVE DATE</b>
Akindele, Akeem	Custodian V, 8.0 hours/day Brookview Elementary	\$23.40 hour	Replacement	Custodial	March 25, 2024
Borja, Brook-Lynnee	Cafeteria Manager, 7.5 hours/day Mahtomedi Middle School	\$23.71 / hour	2023-2024 Staffing	Cafeteria	April 22, 2024
Briggs, Magdelyn	Assistant Volleyball Coach Stillwater Area High School	\$3,927	2023-2024 Staffing	Co-Curricular	March 11, 2024
Carroll, Adeline	Cafeteria Employee, 4.0 hours/day Stillwater Area High School	\$17.41 / hour	2023-2024 Staffing	Cafeteria	April 10, 2024

Christensen, Scott	Assistant Girls Track Coach Stillwater Area High School	\$5,610	Replacement	Co-Curricular	February 22, 2024
Draveling, Benjamin	Summer Grounds Crew District Wide	\$15.50 / hour	2023-2024 Staffing	Custodial	May 13, 2024 - September 30, 2024
Ellis, Lynn (rehired)	1.0 FTE Special Education Teacher Stillwater Middle School	\$82,826	2023-2024 Staffing	SCEA	August 19, 2024
Eyberg, Samantha (rehired)	1.0 FTE Speech Pathologist Early Childhood Family Center	\$56,917	2023-2024 Staffing	SCEA	August 19, 2024
Flackey, Nicole	.6 FTE ECSE Teacher Early Childhood Family Center	\$82,826	2023-2024 Staffing	SCEA	April 30, 2024 - June 28, 2024
Griggs-Andress, Jennifer	Coordinator - Enrichment Central Services	\$72,715	Replacement	CSS	April 8, 2024
Hanson, Madalyn	Assistant Girls Golf Coach Stillwater Area High School	\$2,805	Replacement	Co-Curricular	March 11, 2024
Hawke, Ashley Ryan	.8 FTE Art Teacher Stonebridge Elementary	\$72,207	Replacement	SCEA	April 1, 2024 - May 31, 2024
Johnson, Stephanie	Finance Specialist Central Services	\$22.71 / hour	Replacement	Tech Support	April 8, 2024
Jonason, Kristina	1.0 FTE Elementary Education Teacher Afton-Lakeland Elementary	\$60,432	2023-2024 Staffing	SCEA	August 19, 2024
Katzenmeier, AnnaGrace (rehire)	1.0 FTE English Teacher Oak-Land Middle School	\$49,421	2023-2024 Staffing	SCEA	August 19, 2024
Knutson, Anne (rehire)	1.0 FTE PE/DAPE Teacher Oak-Land Middle School	\$82,826	2023-2024 Staffing	SCEA	August 19, 2024
Lopez, Samantha	Cafeteria Employee, 4.0 hours/day Mahtomedi Middle School	\$17.41 / hour	2023-2024 Staffing	Cafeteria	April 22, 2024
Lucas, Yalania	Assistant Track Coach Stillwater Middle School	\$1,512	Replacement	Co-Curricular	April 8, 2024
Overton, Kristin (rehire)	1.0 FTE Counselor Oak-Land Middle School	\$84,512	2023-2024 Staffing	SCEA	August 19, 2024
Rodriguez, Sandy	Cafeteria Employee, 4.0 hours/day Lake Elmo Elementary	\$17.10 / hour	2023-2024 Staffing	Cafeteria	April 15, 2024
Schroeder, Jacob	Summer Grounds Crew District Wide	\$15.50 / hour	2023-2024 Staffing	Custodial	May 15, 2024 - September 30, 2024
Snow, Isabel	Assistant Girls LaCrosse Coach Stillwater Area High School	\$3,024	Replacement	Co-Curricular	April 1, 2024
Swenson, Leah (rehired)	1.0 FTE Special Education Teacher Stillwater Middle School	\$89,705	2023-2024 Staffing	SCEA	August 19, 2024
Tilander, Melissa	Paraprofessional, 6.5 hours/day Stonebridge Elementary	\$18.00 / hour	2023-2024 Staffing	SCPA	April 8, 2024
Viellieux, Steffan	Cafeteria, 4.0 hours/day Stillwater Area High School	\$17.41 / hour	2023-2024 Staffing	Cafeteria	April 1, 2024
Wassberg, Mallory (rehire)	1.0 FTE English Teacher Oak-Land Middle School	\$56,917	2023-2024 Staffing	SCEA	August 19, 2024

#### LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Arco, Rebecca	Approve	.6 FTE Elementary Education Teacher Rutherford Elementary	SCEA	2024-2025 school year
Frederickson, Rachel	Approve	1.0 FTE English Teacher Oak-Land Middle School	SCEA	2024-2025 school year
Lindeman, Sandra	Approve	Custodian VI, 8.0 hours/day Lake Elmo Elementary	Custodial	January 2, 2024 - March 1, 2024
Miller, Jacqueline	Approve	1.0 FTE Intervention Teacher Andersen Elementary	SCEA	April 15, 2024 - May 31, 2024
Pelto, Patricia	Approve	Cafeteria Employee, 6.5 hours/day Lake Elmo Elementary	Cafeteria	April 8, 2024 - May 30, 2024

#### ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Althoff, Daniel	Custodian IV, 8.0 hours/day Early Childhood & Stillwater Middle School	Custodian III, 8.0 hours/day Brookview Elementary	Replacement	Custodial	March 22, 2024
Burgess, Kiersten	1.0 FTE Math Teacher Oak-Land Middle School	1.0 FTE Math Teacher Stillwater Area High School	2023-2024 Staffing	SCEA	August 19, 2024
Fagrelus, Lauren	1.0 FTE Elementary Education Teacher Brookview Elementary	1.0 FTE Elementary Education Teacher Lily Lake Elementary	2023-2024 Staffing	SCEA	August 19, 2024
Flom, Stephanie	.8 FTE Speech Pathologist Rutherford Elementary	1.0 FTE Speech Pathologist Rutherford Elementary	2023-2024 Staffing	SCEA	August 19, 2024
Ford, Cristin	1.0 FTE Special Education Teacher Lake Elmo Elementary	1.0 FTE Special Education Teacher Stillwater Middle School	2023-2024 Staffing	SCEA	August 19, 2024
Fredrickson, Clark	1.0 FTE ESL/ML Teacher Oak-Land Middle & Stillwater Area High School	1.1 FTE ESL/ML Teacher Oak-Land Middle & Stillwater Area High School	2023-2024 Staffing	SCEA	March 18, 2024 - May 31, 2024
Frissora, Danielle	1.0 FTE Elementary Education Teacher Brookview Elementary	1.0 FTE Elementary Education Teacher Stonebridge Elementary	2023-2024 Staffing	SCEA	August 19, 2024
Goulet, Kaitlyn	1.0 FTE Speech Pathologist Lily Lake Elementary	.60 FTE Speech Pathologist Lily Lake Elementary	2023-2024 Staffing	SCEA	August 19, 2024
Gutierrez, Reimundo	Custodian VI, 8.0 hours/day Lake Elmo Elementary	Custodian VI, 8.0 hours/day Stillwater Area High School	Replacement	Custodial	April 10, 2024
Hoffman, Amy	1.0 FTE Special Education Teacher Stillwater Area High School	1.1 FTE Special Education & Math Teacher Stillwater Area High School	2023-2024 Staffing	SCEA	March 11, 2024 - May 31, 2024
Johnson, Danielle	1.0 FTE Instructional Coach Afton-Lakeland Elementary	.5 FTE Intervention & .3 FTE LETRS Trainer Afton-Lakeland Elementary & District Wide	2023-2024 Staffing	SCEA	August 19, 2024
Kern, Jennifer	1.0 FTE School Psychologist Stillwater Area High School	1.1 FTE School Psychologist Stillwater Area High School	2023-2024 Staffing	SCEA	March 14, 2024 - May 31, 2024
Matel, Jon	1.0 FTE Special Education Teacher Stillwater Area High School	1.0 FTE Special Education Teacher Bridge Transition Program	2023-2024 Staffing	SCEA	August 19, 2024
McDonough, Alyssa	1.0 FTE School Psychologist Stillwater Area High School	1.1 FTE School Psychologist Stillwater Area High School	2023-2024 Staffing	SCEA	March 14, 2024 - May 31, 2024
Normington, Angela	.40 FTE Media Generalist Andersen & Lake Elmo Elementary	.50 FTE Media Generalist Andersen & Lake Elmo Elementary	2023-2024 Staffing	SCEA	August 19, 2024
Schmalz, Wendy	.80 FTE Elementary Education Teacher Andersen Elementary	1.0 FTE Elementary Education Teacher Andersen Elementary	2023-2024 Staffing	SCEA	August 19, 2024
Schmitt, Christi	1.0 FTE ELL/ML Teacher Oak-Land Middle School	.40 FTE ELL/ML Teacher Lake Elmo Elementary	2023-2024 Staffing	SCEA	August 19, 2024
Simochkina, Oksana	Cafeteria Employee, 4.0 hours/day Stillwater Area High School	Cafeteria Employee, 5.75 hours/day Rutherford Elementary	2023-2024 Staffing	Cafeteria	April 1, 2024
Singleton, Zachary	1.0 FTE Elementary Education Teacher Lily Lake Elementary	1.0 FTE Elementary Education Teacher Stonebridge Elementary	2023-2024 Staffing	SCEA	August 19, 2024
Smith Cory	IT Support Technician Afton-Lakeland, Andersen & Oak Park	Server Admin & Tech Support Specialist Oak-Land Middle & Oak Park	Replacement	CSS	April 1, 2024
Snedde, Laura	1.0 FTE School Psychologist Brookview & Stillwater Area High School	1.1 FTE School Psychologist Andersen & Brookview Elementary	2023-2024 Staffing	SCEA	March 14, 2024 - May 31, 2024
Waseen, Sarah	1.0 FTE Speech Pathologist Afton-Lakeland & Lake Elmo Elementary	1.0 FTE Speech Pathologist Afton-Lakeland Elementary & District Wide	2023-2024 Staffing	SCEA	August 19, 2024

#### ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Buse, Kyler	Assistant Track Coach Oak-Land Middle School	Replacement	Co-Curricular	March 14, 2024
Fischer, Melissa	ESY Health Care Specialist Oak-Land Middle School	2023-2024 Staffing	CSS	July 15, 2024 - August 1, 2024
Hemmele, Eric	Assistant Track Coach Stillwater Middle School	Replacement	Co-Curricular	March 14, 2024
Kapfer, Stephanie	Summer Success Nurse Oak-Land Middle School	2023-2024 Staffing	SCEA	July 15, 2024 - August 1, 2024
Zapata de VanCura, Gabriela	ESY Health Care Specialist Oak-Land Middle School	2023-2024 Staffing	CSS	July 15, 2024 - August 1, 2024



# Custodial Master Contract

Presented to the School Board

April 23, 2024

Kris Carlston,  
Executive Director of Human Resources

# Tentative Agreement - Highlights

## Summary of Agreement:

- Step movement for each year of the contract and consolidate the step schedule in year 2 from 9 steps to 6 steps.
- Family medical insurance that follows the insurance committee recommendation.
- Increase certification hourly supplemental pay (.75, .55, .45, .25 per hour for Chief through Special Boilers)
- Salary schedule increases of \$.50/hour and 2% in year 1 and \$1.00 per hour year 2.

This agreement matches the parameters set by the school board.



Expect  
**More.**



# Questions



Expect  
**More.**

# **Fiscal Year 2024-25 Preliminary Budget Update**

Presented to the School Board  
Marie Schrul  
Executive Director of Finance  
April 23, 2024

# 2024-25 Preliminary Budget Influencing Factors

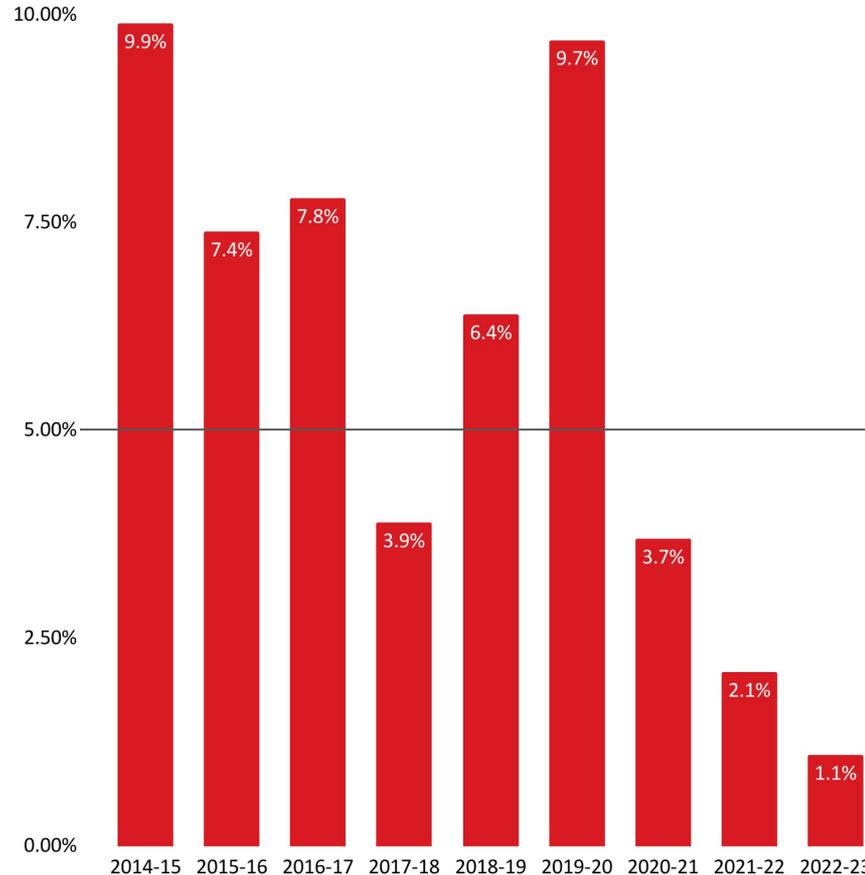
- **Priority-Based Budgeting** framework – aligning resources to strategic plan priorities
- Fiscal year-end **projected vs. actual** revenue & expenditures **impact fund balance**
- **Enrollment** fluctuations impact revenue, class size and building capacity
- Contractual settlements
- **Legislative adjustments** (impacting revenue or expenditure formulas)
- Bond ratings
- **Funding that is one-time only**, or expires after a given time period



# Current Financial Reality



## Unassigned Fund Balance History



Source:  
Annual audited  
financial  
statements

# 2023-24 Revenue & Expenditure Summary

Fund	7/1/23 Audited Fund Balance	2023-24 Projected Revenue	2023-24 Projected Expenditures	Net Change In Fund Balance	6/30/24 Projected Fund Balance
General Fund	\$11,126,192	\$142,763,552	\$144,264,075	(\$1,500,523)	\$9,625,669

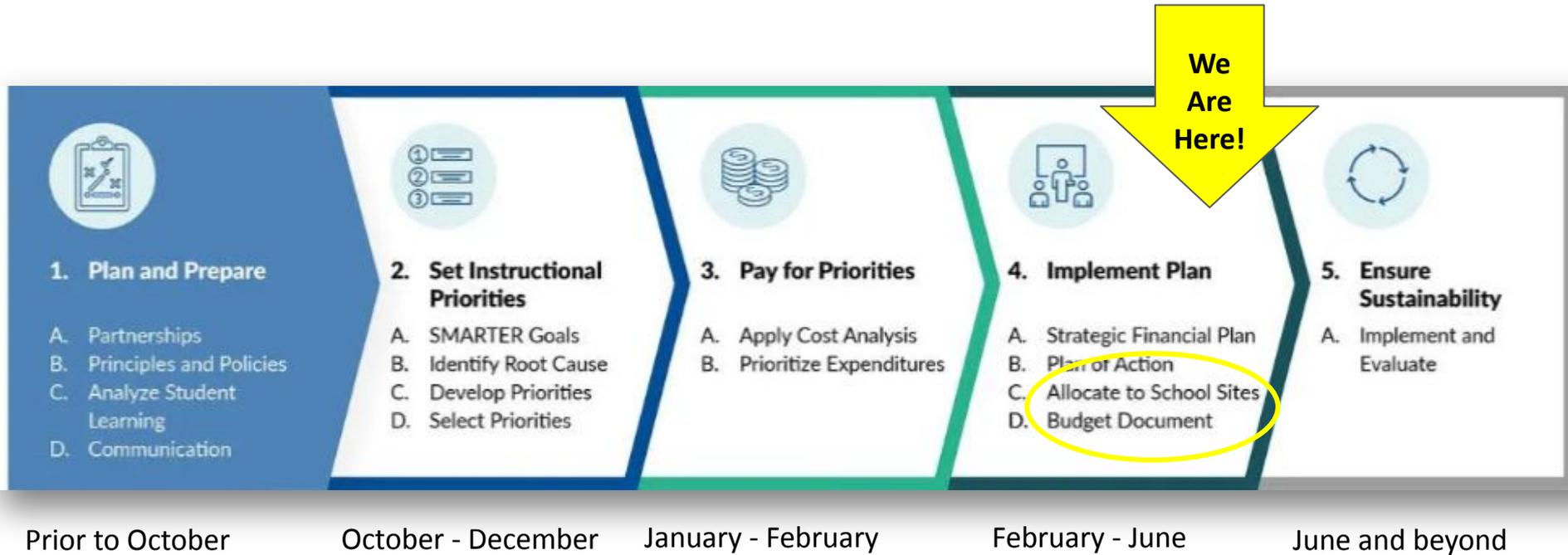
Estimated General Fund Balance (as of 6/30/24):	
Non-spendable, Restricted, Committed, & Assigned	\$7.9 million
Unassigned	<u>\$1.7 million</u> or 1.1%
<b>Total (in millions)</b>	<b>\$9.6 m</b>

- Projection information as of 4/19/24
- Use of fund balance is from Restricted fund balance source: Operating Capital



Expect **More.**

# 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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# 2024-25 Preliminary General Fund Budget

	Revised Budget 2023-24	Preliminary Budget 2024-25
Revenue	\$142,701,205	\$149,168,629
Less: Expenditures	<u>144,364,075</u>	<u>149,168,629</u>
Balance	(1,662,870)	0
Add: Use of Restricted fund balance for planned capital projects	<u>1,662,870</u>	<u>0</u>
<b>BALANCED BUDGET</b>	<b>\$0</b>	<b>\$0</b>

- 2023-24: use of Restricted fund balance from the following sources: Operating Capital (for planned capital projects)
- 2024-25: no planned use of Restricted fund balance



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# FY25 Preliminary Budget: General Fund Revenue

Revenue Source	Revised Budget 2023-24	Preliminary Budget 2024-25	Difference
Property Taxes/Levy	\$39,226,259	\$44,014,183	\$4,787,924
State Aids & Credits	95,781,994	97,286,626	1,504,632
Federal – Grants & Title Programs	2,482,357	3,796,450	1,314,093
Federal – ESSER/ARP	727,810	0	(727,810)
Other	4,482,785	4,071,370	(411,415)
<b>Total General Fund Revenue</b>	<b>\$142,701,205</b>	<b>\$149,168,629</b>	<b>\$6,467,424</b>



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# 2024-25 Preliminary Budget: General Fund Expenditures

Expenditure Category	Revised Budget 2023-24	Inflation & Other Adj 2024-25	Priority-Based Budgeting Adj 2024-25	Preliminary Budget 2024-25	Difference (FY24 vs. FY25)
Salaries	\$69,406,474	4,412,617	(\$685,185)	\$73,133,906	\$3,727,432
Benefits	34,892,974	1,024,961	(366,310)	35,551,625	658,651
Purchased Services	24,561,431	946,868	(576,629)	24,931,670	370,239
Supplies, Materials & Other	15,503,196	54,732	(6,500)	15,551,428	48,232
<b>Total Expenditures</b>	<b>\$144,364,075</b>	<b>\$6,439,178</b>	<b>(\$1,634,624)</b>	<b>\$149,168,629</b>	<b>\$4,804,554</b>



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# Prioritizing Our Investments

## Strategic Plan Priorities 2024-2025

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

Total Reductions/Realignment = **(\$1,634,624)**

# 2024-25 Budget Timeline

<b>Dec 19</b>	<b>School Board Meeting:</b> School board certifies 2023 Levy Payable 2024
<b>Feb 15</b>	Initial date for 2024-25 enrollment projections
<b>Feb 20</b>	<b>School Board Meeting:</b> Priority-Based Budgeting Update: 2024-25 Investments
<b>Feb 20</b>	<b>School Board Meeting:</b> 2024-25 Preliminary Budget Guidelines and Assumptions
<b>Mar 15</b>	Schools receive 2024-25 staffing allocations
<b>April 23</b>	<b>School Board Meeting:</b> 2024-25 Preliminary Budget Update
<b>April 30</b>	Schools and programs receive 2024-25 budget allocations
<b>June 11</b>	<b>School Board Study Session:</b> 2024-25 Preliminary Budget Update
<b>June 25</b>	<b>School Board Meeting:</b> 2024-25 Preliminary Budget presented to the school board for approval



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# Questions

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES</b>	407	<b>Adopted:</b>	<b>Annual</b>

**I. PURPOSE**

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm.

**II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

**III. DEFINITIONS**

- A. “Commissioner” means the Minnesota Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
  - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
  - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
  - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure,

or contamination.

- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes, but is not limited to, radiation, whether ionizing or nonionizing.
- E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which, according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. “Blood borne pathogen” means a pathogenic microorganism that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

#### **IV. TARGET JOB CATEGORIES**

Annual training will be provided to all full- and part-time employees who are “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

#### **V. TRAINING SCHEDULE**

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be “routinely exposed” under the above guidelines.

#### ***Legal References:***

Minn. Stat. Ch. 182 (Occupational Safety and Health)

Minn. Rules Ch. 5205 (Occupational Safety and Health Standards)

Minn. Rules Ch. 5206 (Hazardous Substances; Employee Right to Know Standards)

29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

#### ***Cross References:***

*MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)*

*MSBA/MASA Model Policy 807 (Health and Safety Policy)*

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE</b>	<b>408</b>	<b>Adopted:</b>	<b>Annual</b>

**I. PURPOSE**

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

**II. GENERAL STATEMENT OF POLICY**

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

**III. DATA CLASSIFICATION**

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes chapter 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 United States Code section 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

#### IV. APPLICATION AND PROCEDURES

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.
- B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

##### ***Legal References:***

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Rules 1205.0100, Subp. 5 (How These Rules Apply)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

##### ***Cross References:***

MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA Law Bulletin "I" (School Records – Privacy – Access to Data)

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS</b>	<b>409</b>	<b>Adopted:</b>	<b>Annual</b>

**I. PURPOSE**

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

**II. GENERAL STATEMENT OF POLICY**

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee’s own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee’s employment and for six months thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

**III. NOTICE OF POLICY**

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

***Legal References:***

Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)  
17 U.S.C. § 101 *et seq.* (Copyrights)

***Cross References:***

*None*

**EMPLOYEES / PERSONNEL**

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>POLICIES INCORPORATED BY REFERENCE</b>	422		3-Years

**PURPOSE**

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. To avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies that also apply to employees:

- Model Policy 505 - Distribution of Non School-Sponsored Materials on School Premises by Students and Employees
- Model Policy 507 - Corporal Punishment
- Model Policy 511 - Student Fundraising
- Model Policy 517 - Student Recruiting
- Model Policy 518 - DNR-DNI Orders
- Model Policy 519 - Interviews of Students by Outside Agencies
- Model Policy 522 - Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
- Model Policy 524 - Internet Acceptable Use and Safety Policy
- Model Policy 525 - Violence Prevention
- Model Policy 535 - Service Animals in Schools

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

***Legal References:***

None

***Cross References:***

None

**STUDENTS**

<b>School weapons Policy</b>	<b>501</b>	<b>Adopted: 05-27-2004 Renumbered: 03-11-2021</b>	

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. Definitions

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; incapacitation and audio alert devices; and objects that have been modified to serve as a weapon.
2. No person shall possess, use, or distribute any object, Devices or instruments having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., Lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

D. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable

liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

#### IV. Exceptions

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a non-student falls within one of the following categories:
  1. **active** licensed peace officers;
  2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  3. persons authorized to carry a pistol under Minn. Stat., Section 624.714, while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat., Sections 624.714 or 624.715, or other firearms in accordance with Section 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
  5. firearm safety or marksmanship courses or activities conducted on school property;
  6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
  7. a gun or knife show held on school property;
  8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center;
  9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

[Note: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than the exceptions to the general prohibition of having a weapon on school grounds set forth in Minnesota Statutes section 609.66, Subdivision 1d (f) listed in Section IV.B. above. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Minnesota Statutes section 609.66, Subdivision 1d.]

#### C. Policy Application to Instructional Equipment/Tools

While the school district takes a firm position on the possession, use or distribution of weapons by students, and a similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

#### D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non-student permit-holders authorized under Minn. Stat., Section 624.714, to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

#### V. Consequences for Student Weapon Possession/Use/Distribution

A. The school district takes a firm position in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequences for students willfully possessing, using, or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.
- D. Administrative Discretion

While the school district does not allow the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

#### VI. Consequences for Weapon Possession/Use/Distribution by Non-Students

##### A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including non-renewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the Weapons Policy, law enforcement may be notified, as appropriate.  
[Note: An employer may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment. Employment-related sanctions may be invoked for a violation. Thus, for example, reasonable limitations may be imposed on the method of storing firearms by permit-holding employees while at work or performing employment-related duties. Reasonable limitations may include requiring firearms to have trigger locks and to be stored in a locked container or locked compartment of the vehicle.]

##### B. Other Non-students

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

#### VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES

VIII. The school district must electronically report to the Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes section 121A.06.

#### *Legal References:*

*Minn. Stat. § 97B.045 (Transporting Firearms)*

*Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)*

Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)  
Minn. Stat. § 609.66 (Dangerous Weapons)  
Minn. Stat. § 609.605 (Trespass)  
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon) 501-6  
Minn. Stat. § 97B.045 (Transportation of Firearms)  
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)  
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)  
18 U.S.C. § 921 (Definition of Firearm)  
In re C.R.M., 611 N.W.2d 802 (Minn. 2000)  
In re A.D., 883 N.W.2d 251 (Minn. 2016)

***Cross References:***

*MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)*  
*MSBA/MASA Model Policy 506 (Student Discipline)*  
*MSBA/MASA Model Policy 525 (Violence Prevention)*  
*MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)*

**PERSONNEL**

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>Soliciting and Selling</b>	403.1	<b>Adopted: 01-17-1972</b> <b>Reviewed: 05-08-1985</b> <b>Renumbered: 03-11-2021</b>	

It is the policy of I.S.D. 834 that teachers shall not use school time or school facilities in connection with any activity for financial profit outside the school program. Violations of this provision will be held to be willful insubordination.

Except as may be expressly authorized by the board of education or the superintendent, no teachers shall:

Permit any commercial advertising to be announced, distributed or otherwise promoted in or through the schools.

Permit the solicitation or collection of subscriptions or contributions from pupils or their parents in or through the schools.

Legal References: Minnesota Rule 8700/7500 Code of Ethics for Minnesota teachers  
[www.revisor.leg.state.mn.us/arule/8700/7500.html](http://www.revisor.leg.state.mn.us/arule/8700/7500.html)

Rationale: School time should be used for instruction of students.

**PERSONNEL**

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>Non-School Employment</b>	403.2	<b>Adopted: 01-17-1972</b> <b>Reviewed: 05-08-1985</b> <b>Renumbered: 03-11-2021</b>	

It is the policy of I.S.D. 834 that personnel of the schools may receive compensation for outside activities as long as these activities do not interfere with the proper discharge of their assigned duties or do not cause poor public relations within the community. It is expected that any outside activity should be carried on in a business-like and ethical manner.

Rationale: To provide guidelines for outside employment opportunities.

**PERSONNEL**

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>Evaluation of Personnel</b>	403.3	<b>Adopted: 01-17-1972</b> <b>Reviewed: 05-08-1985</b> <b>Renumbered: 03-11-2021</b>	

It is the policy of I.S.D. 834 that principals and other administrators have an ongoing responsibility for evaluating both curricular offerings and teachers.

Legal References:

122A.40 Employment contracts, termination (Subd. 3)

123B.147 Officers of independent school districts (Subd.10) Principals

Rationale: Regular evaluation and feedback to employees clarifies expectation and improves performance.

**PERSONNEL**

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>Identification Badges</b>	403.4	<b>Adopted: 11-26-1996</b> <b>Reviewed: 11-06-2003</b> <b>Renumbered: 03-11-2021</b>	

It is the policy of I.S.D. 834 that all full and part-time employees, all volunteers and all visitors of I.S.D. 834 will wear identification badges.

Rationale: The badges are provided by I.S.D. 834 for the purpose of promoting and enhancing the safety and security of students and staff.

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>Health Examination</b>	<b>404.1</b>	<b>Adopted: 01-26-1972</b> <b>Amended: 05-08-1985</b> <b>Renumbered: 03-11-2021</b>	

It is the policy of the I.S.D. 834 Board of Education to require of each new employee a health examination at his or her expense and administered by a physician authorized to practice medicine under the laws of the state.

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ADMINISTRATIVE PROCEDURES AND REGULATIONS

The examination form will be furnished by the school district.

After an absence of two weeks or more due to illness or injury, an employee must present to his or her supervisor a certificate from the physician stating that the employee is able to perform his or her duties.

The superintendent/designee can require that an employee have a physical or mental examination whenever it seems apparent that the employee's health may be interfering with his or her ability to carry on his or her assignments. Such examination will be paid for by the district and performed by physicians designated by the superintendent/designee.

**SCHOOL DISTRICT ADMINISTRATION**

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>Copyrights and Patents</b>	<b>409.1</b>	<b>Approved: 01-17-1972 Renumbered: 03-11-2021</b>	

It is the policy of I.S.D. 834 that the I.S.D. 834 Board of Education encourages the professional staff to develop new and creative educational materials, ideas, and activities. Should an employee of I.S.D. 834 produce instructional materials of a publishable quality and should the employee initiate the publication of said materials, all royalties accrued from such are the property of the employee. I.S.D. 834 will retain the right of usage of said materials without cost to I.S.D. 834.



**TO:** Northeast Metro 916 Board of Education  
**FROM:** Dr. Val Rae Boe  
**DATE:** April 10, 2024  
**RE:** April 3 Board of Education Meeting Talking Points

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

**Calendar Dates:**

- Wednesday, April 24, 2024 - Building Tours: Pankalo Education Center at 8:30 a.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.
- Wednesday, May 1, 2024- Strategic Action Input Activity from 3:00-5:00 p.m. Dinner from 5:00-6:00 p.m., School Board Meeting at 6:00 p.m. at Bellaire District Office
- Wednesday, May 29, 2024- WELS North Graduation at Quora Education Center at 5:00 p.m.
- Thursday, May 30, 2024- Quora Graduation at Quora Education Center. Learning Community 7 at 1:00 p.m. and Learning Communities 3,4,5, and 6 at 4:30 p.m.
- Friday, May 31, 2024- Area Learning Centers Graduation at Quora Education Center at 6:00 p.m.
- Monday, June 3, 2024- South Campus Graduation at South Campus Education Center at 12:30 p.m.

**Staff/Program Recognition:**

- **Retirements:**
  - Kim Volkmann, Education Assistant Specialist, has provided the school district with 29 years of service. Her retirement date is June 6, 2024.
- **East View Academy:** Doug Surgenor, principal, shared an overview of East View Academy including their student demographics, their mission and vision statements and some program highlights including, What I need (WIN) Wednesdays and R.I.S.E. expectations and recognition programs.

**Presentation: Grant Updates 2023-24**

Dan Naidicz, assistant superintendent, and Theresa Wallace, manager of special projects, shared information on the grants District 916 has received including Project Aware, Innovation,

Teacher Mentorship and Retention of Effective Teachers (PELSB), Non-Exclusionary Discipline (NED), and SPED Pipeline totaling around \$7 million. They provided information on the community partners and positions that are being funded through these grants.

**Presentation: 916 Mahtomedi Academy Calendar**

Scott Thomas, director of educational services, presented a first reading of a modified calendar for 916 Mahtomedi Academy. This calendar will support the partnership that Mahtomedi Academy will have with Century College.

**Resolution Recognizing Years of Service:** 916 will be recognizing 48 staff who have completed ten, fifteen, twenty, twenty-five or thirty, forty or forty-five years of continuous service to the district.

**Long Term Facility Maintenance:** The school board voted to approve a resolution that allows member districts to contribute levy dollars to Northeast Metro ISD 916's long-term facilities maintenance (LTFM). LTFM pays for expenditures such as fire safety, asbestos removal, roof systems, indoor air quality, and other projects that benefit students from all member districts. This was approved for the 2025-26 School Year in the amount of \$467,100.

**Approval of School Board Policies:** The School Board approved Policies 201, 902, and 903.

**Approval of Contracts:**

- **Bamboo Professionals:** This contract provides prevention, intervention, post-vention and resiliency services to staff at District 916 and is being funded by the Innovation Grant.
- **TeamWorks:** This contract provide facilitation, leadership support and executive coaching. The Future Solutions Work Group and Safety Committee are two groups that have used TeamWorks to facilitate. A large portion of this contract is being funded by the Innovation Grant.



Stillwater School Board  
Policy Meeting Notes  
March 6, 2024

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

**Agenda**

- Reviewed the following policies for the April 23, 2024 board meeting
  - Annual Review
    - Policy 401 - Equal Opportunity Employment
    - Policy 402- Disability Nondiscrimination
  - First Reading
    - *Policies* 407 - Employee Right to Know - Exposure to Hazardous Substances
    - Policy 408 - Subpoena of a School District Employee (Legal Requirements)
    - Policy 409 - Employee Publications, Instructional Materials, Inventions, and Creations
    - 409 - Employee Publications, Instructional Materials, Inventions, and Creations
    - 422 - Policies Incorporated by Reference
    - 501 - School Weapons Policy
  - Revoke as redundant
    - Policy 403.1 Policy: Soliciting and Selling
    - Policy 403.2 Policy: Non-School Employment
    - Policy 403.3 - Evaluation of Personnel
    - Policy 403.4 - Identifications Badges
    - Policy 404.1 - Health Examination
    - Policy 409.1 - Copyrights and Patents
  - Review further
    - Policy 403 - Discipline, Suspension, and Dismissal of School District Employees
    - Policy 405 - Veteran's Preference
  - Reviewed and not adopting
    - Policy 421 - Gifts to Employees and School Board Members

**What's next:**

- Next meeting is scheduled for Wednesday, May 1, 2024 at 1:45 p.m.