

## Business Meeting

Tuesday, July 16, 2024 6:00 PM

Oak Park Learning Center, 6355 Osman Avenue North, Stillwater, MN 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. Superintendent Report	<b>Speaker (s)</b> : Dr. Mike Funk, Superintendent
VIII. Board Chair Report	<b>Speaker (s)</b> : Ms. Alison Sherman, School Board Chair
IX. Consent Agenda	
IX.A. School Board Meeting Minutes, June 25, 2024	<b>Speaker (s)</b> : Ms. Beverly Petrie, School Board Clerk
IX.B. Payment of Invoices for June 22, 2024–July 12, 2024, Treasurer's Report and Gifts & Donations for May 2024	<b>Speaker (s)</b> : Ms. Marie Schrul, Executive Director of Finance
IX.C. School Nutrition Program Joint Agreement with St. Croix Catholic School, 2024-2025 and 2025-2026	<b>Speaker (s)</b> : Mr. Mark Drommerhausen, Executive Director of Operations
IX.D. Field trip approval form for Stillwater Area High School Spanish Class to Buenos Aires, Argentina from 6/8/25 to 6/19/25.	<b>Speaker (s)</b> : Corrie Crothers- Spanish teacher
IX.E. Human Resources Personnel Report	<b>Speaker (s)</b> : Ms. Kristine Carlston, Executive Director of Human Resources
X. Strategic Direction A: Ensure the learning process is adaptable to meet individual student needs	
XI. Strategic Direction B: Foster a safe, welcoming and inclusive environment for all staff and students	
XII. Strategic Direction C: Utilize systems and align resources in an efficient manner to support learning	
XII.A. 2024-25 School Board Monthly Agenda Items	<b>Speaker (s)</b> : Ms. Alison Sherman, School Board Chair

XIII.B. Report: School Board Three Year Plan

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

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

XIV. **Adjournment**

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

- I. Recognition: Stillwater Area High School principal Rob Bach has been named the 2024 Minnesota High School Principal of the Year. He was chosen by the Minnesota Association of Secondary School Principals out of more than 1,200 high school principals in the state.
- II. Public Comment: No speakers
- III. Call to Order: The meeting was called to order at 6:25 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. Superintendent Report:
- VIII. Chair Report: Nothing to report.
- IX. Consent Agenda: A. School Board Meeting Minutes, April 28, 2024; B. School Board Meeting Minutes, June 11, 2024; C. Payment of Invoices - June 8-21, 2024; D. PowerSchool Suite Renewal; E. Network Security Contract Renewal; F. Fiscal Year 2024-25 Census; G. School Age Care Retention Stipend; H. School Nutrition Program Joint Agreement with Multiple Schools; I. ALPS Insurance Renewal; J. Field Trip Request; K. Human Resources Personnel Report. Motion by Lauer and second by Porbeni, Carried 7-0.
- X. 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: End of Year Recap. Dr. Funk provided a recap of the 2023-2024 school year. Included in the report was information about the bond, an update on elementary curriculum, systems alignment, professional development, special programs and priority-based budgeting. He also shared information about our progress on initiatives within the strategic plan in the areas of literacy, equity and inclusion, and social/emotional learning and mental health.
- XI. Strategic Direction B: Foster a Safe, Welcoming and Inclusive Environment for All Staff and Students. Nothing to report. Nothing to report.
- XII. Strategic Direction C: Utilize Systems and Align Resources in an Efficient Manner to Support Learning.
  - A. Action: Fiscal Year 2024-25 Preliminary Budget. Ms. Marie Schrul, Executive Director of Finance. The school board voted to approve the preliminary budget for fiscal year 2024-25. A preliminary budget must be approved each year by June 30. The budget is based on a set of assumptions including, but not limited to, enrollment projections and current law and regulations.

Fund	2024-25 Projected Revenue	2024-25 Projected Expenditures
General Fund	\$149,339,664	\$150,186,343
Food Service	7,087,758	7,095,588
Community Service	8,750,054	8,917,263
Building Construction	652,000	36,958,781
Debt Service	17,521,879	16,749,471
Custodial	7,000	7,000
Total All Funds	\$183,358,355	\$219,914,446

Motion by Sherman and second by Thelander, carried 7-0.

- B. Action: Long Term Facility Maintenance (LTFM) Ten-Year Plan. A comprehensive list of projects that qualify for long-term facility maintenance funding includes routine maintenance and repairs to keep our buildings in good condition. Projects on this list are reviewed annually and are paid in part by the state of Minnesota in combination with a local non-voter approved levy. Motion by Lauer and second by Kelzenberg, carried 7-0.
  - C. Action: Directors Terms and Conditions. The Directors' terms and conditions cover the period of July 1, 2023, through June 30, 2025, and include changes to family medical insurance consistent with other agreements. It also increases the district's 403b contribution from 3.5% to 4% with a cap of \$6,500 and increases the health care savings contribution. In addition, it expands the professional stipend of \$1,000 to include a superintendent's license and other professional certifications. Under the new terms, the salary schedule increases 2% in year 1 and 4.5% in year 2. Motion by Hockert and second by Petrie, carried 7-0.
  - D. Action: 2024-2025 Resolution for Membership in the Minnesota State High School League. Motion by Thelander and second by Porbeni, carried 7-0.
  - E. Action: Resolution Relating to the Election of School Board Members and Calling the School district General Election. Motion by Kelzenberg and second by Sherman, carried 7-0.
  - F. Report: Second Reading Policies; 420 - Blood Borne Pathogens and Infectious Diseases in Staff and Students, 507 - Corporal Punishment and Prone Restraint, 508 - Extended School Year for Certain Students with Individualized Education Programs. There have been no changes to these policies since the first reading on June 11, 2024.
  - G. Action: Approval of Policies; 420 - Blood Borne Pathogens and Infectious Diseases in Staff and Students, 507 - Corporal Punishment and Prone Restraint, 508 - Extended School Year for Certain Students with Individualized Education Programs. Motion by Sherman and second by Kelzenberg, carried 7-0.
- XIII. Strategic Direction D: Develop Strong Partnerships with the Communities We Serve. Nothing to report. Nothing to report.
- XIV. Adjourn
- A. The meeting adjourned at 7:45 p.m.
- Respectfully submitted, Beverly Petrie, Board Clerk



## School Nutrition Program Joint Agreement Contract

A joint agreement is required when a School Food Authority (SFA) will administer School Nutrition Programs (SNP), and any other child nutrition programs listed on page 2 of this agreement, for another school (referred to as "Site" in the joint agreement) that is legally separate from the SFA and is eligible to participate in SNP.

- This template must be used for the joint agreement.
- Meals served at the school qualify to be claimed for program reimbursement if (1) a joint agreement is in effect and (2) the school is an approved site on the SFA's application to the Minnesota Department of Education (MDE) to participate in the applicable child nutrition program(s).
- While this joint agreement is in effect, the school may not participate in or claim reimbursements for the program(s) independently from the SFA.

The SFA is responsible under its program agreement with MDE for ensuring that program requirements are met at the school including accurate meal counts taken at the point of service. The SFA is responsible for fiscal and other corrective actions taken concerning program operations at the school.

*Instructions for completing Section I:* Information in Section I must be complete in order to meet program requirements. Section I provisions may not be changed except for information required to be inserted.

*Instructions for completing Section II:* Information in Section II may be provided as needed to specify operational requirements. The SFA and school may change, add to, or delete Section II provisions as long as Section II does not conflict with Section I.

### Section I

The SFA and Site must provide all requested information in Section I.

#### Identification of Parties, Term and Renewals, Cancellation

- A. Stillwater Area Public Schools #834 Cyber-Linked  
Interactive Child Nutrition System (CLiCS) ID 1000004047 agrees to provide food  
service meeting SNP requirements, and meeting the requirements for any other child nutrition  
programs indicated on page 2 of this agreement to  
St. Croix Catholic School  
CLiCS Site ID Number 1000004295 for the period of 7/1/24  
through 6/30/26 in accordance with this agreement and regulations for the applicable  
program(s). Site agrees to meet program requirements that are applicable to site operations so that SFA  
can meet the costs of providing meals by claiming SNP meal reimbursements.

- B. This agreement may be renewed for additional years, if mutually agreed to by SFA and Site, for up to four (4) program years following the initial agreement period indicated above. SFA must annually provide MDE with a copy of the renewal document for the agreement to document that Site continues to be eligible to be a site on SFA's program application.
- C. Either party may cancel this agreement by notifying the other party with:
- Thirty (30) days written notice
  - Other – specify: \_\_\_\_\_

## Meal Requirements

- D. SFA will provide the following types of SNP meals and/or milk that conform to the meal pattern or milk requirements for the following U.S. Department of Agriculture (USDA) programs:
- School Breakfast (7 CFR 220)
  - School Lunch (7 CFR 210)
  - Afterschool Care Snack (7 CFR 210)
  - Milk Programs (Special Milk Program\* and/or Minnesota Kindergarten Milk Program)

\* School Milk Program (SMP) reimbursement may be claimed only for milk served to groups of children who do not have access to program meals.

- E. Meals will be provided:
- As unitized (individual) meals
  - In bulk quantities, accompanied by written instructions provided by SFA listing the planned portion size to be served of each food component needed to meet meal pattern requirements.

Describe any additional requirements for meals/milk:

Meals will be prepped, cooked and served onsite using offer vs serve.

- F. If applicable, indicate additional USDA child nutrition programs for which meals will be provided and specify which meal/snack services will be provided for each program:
- Child and Adult Care Food Program (7 CFR 226)
  - Summer Food Service Program (7 CFR 225)
- G. SFA will be liable for meals which do not meet meal pattern requirements or are spoiled or unwholesome at time of delivery.

## Substitutions and Modifications for Medical or Special Dietary Needs

H. SFA will substitute food or beverage items or modify food items for qualifying students as required by federal and state law and SFA policies. Neither SFA nor Site may charge any additional amounts to students for substitutions or modifications.

1. Substitutions or Modifications for Students with Disability – Federal Requirement

SFA will provide substitutions to, or modifications of, meals as required by federal law for students who are documented by a physician to be unable to consume the regular program meals due to a disability. A physician's statement must identify the student's disability, the major life activities affected by the disability, the food or foods to be omitted from the student's diet, and the food or choice of foods that must be substituted. The statement must be signed and dated by the physician and maintained on file.

2. Lactose-Reduced Milk for Students with Lactose Intolerance – State Requirement

SFA will make available at least one of the following types of lactose-reduced milk specified in Minnesota Statutes section 124D.114 upon the written request of the parent of a lactose-intolerant student: lactose-reduced milk; milk fortified with lactase in liquid, tablet, granular, or other form; or milk to which lactobacillus acidophilus has been added. A portion of a lactose-reduced milk product may be poured or served from a large container. The parent's request must be maintained on file.

3. Meal Substitutions for Students without Disability (Optional)

If this box is checked, SFA has established a policy as allowed by SNP regulations to offer meal substitutions for students who do not have a disability but who are unable to eat the regular meals due to medical or special dietary needs. SFA will provide substitutions for students who do not have a disability upon the written request of a recognized medical authority (physician, physician's assistant, certified nurse practitioner, registered dietitian, licensed nutritionist, or chiropractor). The request must specify the food or foods to be omitted from the student's diet, the food or choice of foods that must be substituted, be signed and dated by the recognized medical authority, and be maintained on file.

4. Non-Dairy Fluid Milk Substitutes (Optional)

If this box is checked, SFA has established a policy as allowed by SNP regulations to offer one or more non-dairy fluid milk substitutes that are nutritionally equivalent to cow's milk to students with a medical or other special dietary need. SFA will provide non-dairy fluid milk substitute(s) in accordance with SFA's policy. A request for a non-dairy fluid milk substitute must be in writing, identify the medical or other special dietary need that restricts the student's diet, be signed and dated by the parent/legal guardian or a medical authority (physician, physician's assistant, certified nurse practitioner, registered dietitian, licensed nutritionist, or chiropractor), and be maintained on file. Product information must be maintained on file to document that the non-dairy product(s) offered to students meet SNP standards for non-dairy fluid milk substitutes.

## Meal Counts

- I.  SFA /  Site will take daily counts at the point of service of the number of reimbursable meals served by category (free, reduced-price and paid) to eligible children, and the number of meals served to adults. If Site takes meal counts, Site will accurately report meal counts to SFA. SFA is responsible for submitting claims for reimbursement to MDE and maintaining documentation to support the claim.

Describe any additional requirements for meal counts:

SFA will install a POS system to track all meals for reimbursement.

## Collection of Meal Payments

- J.  SFA /  Site is responsible for the collection of money and/or the sale of meal pre-payments to students and adults.
- K. Meal payments will be deposited into SFA's nonprofit food service fund. All payments received under this agreement and all expenditures made by SFA in connection with this agreement will be paid from this fund.

Describe any additional requirements for collection of meal payments:

SFA will use online system to collect money through school cafe as well as accept cash/checks at site. SFA will enter money into fund.

## Free and Reduced-Price Meals

- L. SFA and Site will coordinate procedures as necessary to provide free and reduced-price meals to eligible children and ensure that children are not discriminated against because of their inability to pay the full price of the meal. Responsibility for free/reduced-price meal application procedures:

- Distribution of free/reduced-price meal applications  SFA  Site
- Approval and verification of free/reduced-price meal applications  SFA  Site
- Providing administrative review appeal of termination or reduction of benefits  SFA  Site

Describe any additional requirements for free and reduced-price meals procedures:

## Health and Sanitation

- M. SFA and Site agree that federal, state and local health and sanitation requirements will be met at all times. All food will be properly stored, prepared, packaged and transported at appropriate temperatures and free of contamination.

Describe any additional requirements for health and sanitation:

## Record Keeping

- N. SFA agrees to maintain all records applicable to this agreement for a period of three years after the end of the federal fiscal year to which they pertain, including records of meal counts, menus, food purchases, quantities prepared and delivered, and the use of USDA-donated commodities.
- O. SFA and Site agree to make books and records pertaining to SNP operations at Site available to representatives of MDE, the USDA, and the U.S. General Accounting Office at any reasonable time and place.

Describe any additional requirements for record keeping:

## Monitoring

- P. Prior to February 1 of the school year that this agreement is in effect, SFA will perform an on-site review of the lunch counting and claiming system at Site. If the review discloses problems with meal counting or claiming procedures, SFA will ensure that Site implements corrective action and SFA will conduct a follow-up on-site review in accordance with 7 CFR 210.8(a)(1).

## Section II

Section II provisions may not conflict with Section I provisions.

## Ordering and Delivery

- Q. Describe how Site will notify SFA in advance for number of meals needed (include minimum timeline for notification; whether notified by phone or other method; minimum timeline for increase or decrease to order): SFA will have onsite cook manager batch cooking so will not need to provide number in advance

- R. By \_\_\_\_\_ each day food is prepared, meals will be:

- Delivered by SFA to Site.
- Ready for pickup at SFA's site.
- Other – describe: cooked and served onsite to meet the school's schedule

Site will provide a calendar of the days that meals are required.

Describe any additional procedures for ordering and delivery:

## Labor

- S. SFA or Site is responsible for providing labor, as indicated:

SFA	Site	Labor
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Employee(s) for meal service—number of employees: 3
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Additional servers if necessary to accommodate meal schedules
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cashier
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supervision
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clean-up of kitchen
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other—describe: cafeteria/table clean up, kitchen floors sweep/mop, garbage removal

The party providing each type of labor is responsible for the expense of the labor, unless otherwise indicated.

### Equipment and Supplies

T. Responsibility for equipment and supplies:

SFA	Site	Equipment and Supplies
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Trays
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Serving spoons and tongs
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Eating utensils
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Condiments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disposable supplies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Safe transportation containers*
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Equipment**

\*Specify SFA and/or Site responsibilities for cleaning and transportation of containers;

Site will be billed for any smallwares/equipment that will be the property of site.

\*\*Specify equipment – oven, refrigerator, cooler, serving counter, etc. – and describe responsibilities for equipment:

Refrigerator, freezer, oven, dishwasher, steamer. SFA will keep equipment clean and call for service. Site will be responsible for financial repairs/replacement.

## Student and Adult Meal Prices

U. The following meal prices will be in effect during the term of this agreement:

Meal	Children Elementary/Secondary	Adult
Breakfast (paid)	0 / 0	2.75
Lunch (paid)	0 / 0	5.50
Lunch (reduced-price)	0 / 0	5.50
Milk	.55 / .55	5.50
Other (describe)	/	

Meal charges may be updated as needed during the agreement.

V. Additional provisions at option of SFA and Site:

SFA and Site have caused this agreement to be executed by their duly authorized representatives:

**SFA:** Stillwater Area Public Schools ISD 834

Marie Schrul \_\_\_\_\_ Exec Director of Finance

Authorized Representative \_\_\_\_\_ Title of Authorized Representative

Telephone: (651) 351-8321 \_\_\_\_\_

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

site: St. Croix Catholic School \_\_\_\_\_

Sister Maria Ivana, O.P. \_\_\_\_\_ Principal

Authorized Representative \_\_\_\_\_ Title of Authorized Representative

Telephone: (651) 439-5581 \_\_\_\_\_

Signature: *Sister Maria Ivana O.P.* \_\_\_\_\_ Date: 7.3.24 \_\_\_\_\_

## **Stillwater Area School District ISD #834 and St. Croix Catholic School 2024-25 & 2025-26**

This Agreement dated July 1, 2024 between St. Croix Catholic School, (hereinafter called SCCS) and Stillwater Area Public Schools ISD 834 (hereinafter called ISD 834) authorizes that the ISD 834 shall be retained by SCCS to provide meals for the period of July 1, 2024 through June 30, 2026, in accordance with the following conditions:

### **Meal Requirements and Meal Service**

1. ISD 834 will provide breakfast, lunch and extra milk. Meals will be available as offer vs serve as agreed upon.
2. All meals provided and claimed for reimbursement by the ISD 834 shall conform to the minimum meal pattern requirements of the U.S. Department of Agriculture (USDA) and rules for selling extra milk.
3. ISD 834 shall be liable for meals which do not meet meal pattern requirements or are spoiled or unwholesome at time of service.
4. Federally mandated on-site reviews will be conducted by ISD 834's Nutrition Services Admin Staff by February of each year. SCCS and ISD 834 are required to follow the established Hazard Analysis Critical Control Point (HACCP) Plan to maintain the highest degree of food safety and sanitation.

### **Delivery and Ordering**

1. SCCS shall provide a calendar of the days meals are required to ISD 834.

### **Health and Sanitation**

1. ISD 834 and SCCS agree that the state and local health and sanitation requirements will be met at all times.
2. All food will be properly stored, prepared and served at appropriate temperatures and free of contamination in accordance with the Hazard Analysis Critical Control Point (HACCP) Plan.
3. SCCS will apply for and pay for the MN Food & Beverage License yearly.

### **Equipment and Smallwares**

1. ISD 834 will order all necessary smallwares and bill to SCCS.
2. SCCS is responsible for the purchasing, upkeep and repairs of all kitchen equipment.

### **Record Keeping**

1. ISD 834 agrees to maintain all records applicable to this agreement for a period of three years after the end of the Federal fiscal year to which they pertain. This includes records of meal counts, menus, food purchases, quantities prepared and the use of USDA donated commodities.
2. SCCS agrees that the books and records pertaining to the School Nutrition Program(s) will be made available to representatives of the Minnesota Department of Education - Food and Nutrition Service and the USDA, and the US General Accounting Office at any reasonable time and place.
3. ISD 834 will be responsible for processing the SCCS's free and reduced price meal applications.
4. ISD 834 will be responsible for the mailing and notification letters to each household submitting an application. Procedures will be set up so that children approved for free and reduced price meals will not be discriminated against because of their inability to pay full student price of the meal.
5. ISD 834 staff will take daily counts using Primera Edge at the point of service of the number of

reimbursable free, reduced price, and paid meals served to eligible children, the number of adult meals served, the number of a la carte items sold and the extra one-half pints of milk used.

6. ISD 834 will be responsible for submitting claims to the Food and Nutrition Service, Minnesota Department of Education for meal reimbursements via CLiCS and for maintaining all required records needed to meet its responsibilities under its School Nutrition Programs Agreement.

**Receipts and Billing**

1. Children and adult meal charges will follow that of ISD 834 meal charges.
2. The collection of money and/or the sale of meal/a la carte pre-payments to students and adults shall be the responsibility of ISD 834.
3. The money collected shall be deposited into ISD 834 revenue. All payments received under this Agreement and all expenditures made by ISD 834 in connection with this Agreement shall be paid from such fund.
4. Negative student balances will be reimbursed by SCCS annually.
5. In the event the Nutrition Services program experiences an annual loss, SCCS will reimburse ISD 834 the annual loss.

**Building Support and Supervision**

1. Student conduct and supervision will be the responsibility of SCCS.
2. SCCS is responsible for custodial support as it relates to sweeping and mopping floors, cleaning café floors and tables as well as garbage removal in the kitchen and cafe.

**Expense reimbursement**

1. ISD 834 shall be reimbursed by SCCS for all small wares that are purchased.
2. ISD 834 shall be reimbursed for indirect support in the form of a supervisor, dietitian, clerical support, human resources, payroll and accounts payable staff in the amount of \$10,000.00 for 2024-2025 & \$10,300.00 for 2025-2026.

**Non-Performance Cancellation Rights/Renewal**

1. Either party may cancel this Agreement with thirty days written notice.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duty authorized representatives as of the day and year written above.

Stillwater Area Public Schools ISD 834	St. Croix Catholic School
Name: Ms. Marie Schrul	Name: <i>Sister Maria Wana OP.</i>
Signature:	Signature: <i>Sister Maria Wana OP.</i>
Date:	Date: <i>7-3-24</i>
Telephone: 651-351-8321	Telephone: <i>651-437-5581</i>

## Field Trip / Overnight Athletic Team Trip Pre-Approval Form



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

Teacher/Coach/Advisor: Corrie Crothers Cell Phone #: (651) 335-3934

In conjunction with (team/class/organization): Spanish students

Educational/Trip Purpose: Language & cultural immersion

Itinerary details must be attached

Destination: Argentina

Destination Address/Phone: Buenos Aires, Córdoba (Argentina)  
(Address, City, State) (Phone number)

Departure from school Date: 6/8/25 Return to school Date: 6/19/25  
(est.) (est.)

Depart from school Time: \_\_\_\_\_ Arrival to destination Time: \_\_\_\_\_

Departure from destination Time: \_\_\_\_\_ Return to school Time: \_\_\_\_\_

Number of: Students/Team Members: (Attach List) ? 12-24  
 Directors/Coaches: 2 Names: Corrie Crothers & Becky Skogen  
 Chaperones\*: \_\_\_\_\_ Names: \_\_\_\_\_

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

Mode of Travel (see back for more info): airplane, bus

Lodging Information (if overnight): TBD  
(Hotel Name, Address, City, State) (Phone number)

Safety/Security Plans Reviewed during monthly meetings  
(Date and manner in which information provided)

Discipline & Chemical Policy & Rules Reviewed during monthly meetings  
(Date and manner in which information provided)

Estimated Cost \$ \_\_\_\_\_  
 Transportation \$ \_\_\_\_\_  
 Housing \$ \_\_\_\_\_  
 Fees \$ \_\_\_\_\_  
 Supplies \$ \_\_\_\_\_  
 (other) \$ \_\_\_\_\_

Total Cost \$ <u>~ 5000.00</u>	
Student Cost \$ <u>5000.00</u>	District Cost \$ _____
Funding Source (i.e. grant, prof. dev., etc.): _____	

Teacher/Coach Signature: Corrie Crothers 5/30/24  
(Date)

Department Chair/Athletic Director Approval: [Signature] (Date)

Building Administration Approval: [Signature] 5/30/24  
(Date)

**FOR OVERNIGHT FIELD TRIPS AND ATHLETIC TEAM TRIPS ONLY**  
 District Administrative Approval: \_\_\_\_\_ (Date)

See highlighted procedures on page 2 that must be followed

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

**RETIREMENT/RESIGNATION/RELEASE**

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Aamodt, Georgia	Resigned	Preschool Assistant, 25 hours/week Lake Elmo Elementary	Community Ed Leads & Assistants	May 30, 2024
Anderson, Nisha	Resigned	Preschool Assistant, 10 hours/week Andersen Elementary	Community Ed Leads & Assistants	May 30, 2024
Mettling Hemminger, Lyndsay	Resigned	Preschool Assistant, 10 hours/week Early Childhood Family Center	Community Ed Leads & Assistants	May 30, 2024
Miggler, Nancy	Resigned	Community Ed Assistant, 27.75 hours/week Early Childhood Family Center	Community Ed Leads & Assistants	May 30, 2024
Miller, Jacqueline	Retirement (20 years)	1.0 FTE Intervention Teacher Andersen Elementary	SCEA	August 30, 2024
Petschke, Margaret	Released	Paraprofessional, 6.0 hours/day Lily Lake Elementary	SCPA	July 1, 2024
Price, Heather	Released	Paraprofessional, 7.0 hours/day Oak-Land Middle School	SCPA	July 1, 2024
Samelian, Matt	Resignation	1.0 FTE School Psychologist Stonebridge & Stillwater Area High School	SCEA	May 31, 2024
Spaulding, Melissa	Released	Paraprofessional, 6.5 hours/day Lake Elmo Elementary	SCPA	July 1, 2024
Weiler, Annie	Resignation	Paraprofessional, 6.5 hours/day Stonebridge Elementary	SCPA	May 30, 2024

**HIRES/REHIRES**

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Ball, Marin Rehire	1.0 FTE Elementary Teacher Afton-Lakeland Elementary	\$68,541	2024-2025 Staffing	SCEA	August 19, 2024
Hall, Kim	Preschool Assistant, 28 hours/week Lake Elmo Elementary	\$18.14/hour	2024-2025 Staffing	Community Ed Leads & Assistants	September 3, 2024
Larson, Emily	1.0 FTE English Teacher Stillwater Area High School	\$72,139	Replacement	SCEA	August 13, 2024
McEvoy, Carson	1.0 FTE School Psychologist Stonebridge Elementary & Non Publics	\$101,338	Replacement	SCEA	August 13, 2024
Morgan, Georgia	Preschool Assistant, 28 hours/week Lake Elmo Elementary	\$18.14/hour	2024-2025 Staffing	Community Ed Leads & Assistants	September 3, 2024
Quinn, Allison	1.0 FTE Special Education Teacher Oak-Land Middle School	\$80,977	Replacement	SCEA	August 13, 2024
Mundt, Elsa	Education Data Analyst & Assessment Supervisor Central Services	\$96,830	New position	CSS	July 1, 2024
Raymond, Lena	Preschool Assistant, 28 hours/week Andersen Elementary	\$18.14/hour	2024-2025 Staffing	Community Ed Leads & Assistants	September 3, 2024
Satterlie, Andrew	1.0 FTE Music Teacher Lake Elmo Elementary	\$68,944	Replacement	SCEA	August 13, 2024

**LEAVES OF ABSENCE**

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Zabadal, Rochelle	Approve	1.0 FTE School Psychologist Afton-Lakeland Elementary	SCEA	November 26, 2024 - March 17, 2025

**ASSIGNMENT CHANGES**

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Anderson, Nancy	Media Technician, 5.0 hours/day Lily Lake Elementary	Media Technician, 6.5 hours/day Lily Lake Elementary	2024-2025 Staffing	Tech Support	August 19, 2024
Bethke, Shane	Nutrition Services Employee, 5.75 hours/day Mahtomedi Middle School	Nutrition Services Employee, 5.0 hours/day Oak Park	2024-2025 Staffing	Nutrition Services	August 26, 2024
Chapek, Nancy	Media Technician, 5.0 hours/day	Media Technician, 7.5 hours/day	2024-2025	Tech Support	August 19, 2024

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

	Afton-Lakeland Elementary	Afton-Lakeland Elementary	Staffing		
Chung, Sarah	Media Technician, 5.0 hours/day Brookview Elementary	Media Technician, 7.0 hours/day Brookview Elementary	2024-2025 Staffing	Tech Support	August 19, 2024
Cote, Denise	Supervisor - SSS Oak Park	Assistant Director - SSS Oak Park	Replacement	Directors	July 1, 2024
Curtis, Qunan	Nutrition Services Employee, 3.0 hours/day Andersen Elementary	Nutrition Services Employee, 4.0 hours/day Stillwater Middle School	2024-2025 Staffing	Nutrition Services	August 26, 2024
Eichten, Jana	Nutrition Services Assistant Mgr, 6.0 hours/day Stillwater Middle School	Nutrition Services Employee, 6.5 hours/day Stillwater Area High School	2024-2025 Staffing	Nutrition Services	August 26, 2024
Gosso, Deb	Nutrition Services Employee, 5.75 hours/day Lake Elmo Elementary	Nutrition Services Employee, 4.0 hours/day Lake Elmo Elementary	2024-2025 Staffing	Nutrition Services	August 26, 2024
Guttsen, Paula	Nutrition Services Employee, 5.0 hours/day Stillwater Middle School	Nutrition Services Employee, 5.25 hours/day Oak-Land Middle School	2024-2025 Staffing	Nutrition Services	August 26, 2024
Hermanson, Gretchen	Media Technician, 5.0 hours/day Stonebridge Elementary	Media Technician, 7.5 hours/day Stonebridge Elementary	2024-2025 Staffing	Tech Support	August 19, 2024
Jax, Shannon	Supervisor - SSS Oak Park	Assistant Director - SSS Oak Park	Replacement	Directors	July 1, 2024
Kang, Socheat	Nutrition Services Employee, 4.0 hours/day Mahtomedi Middle School	Nutrition Services Employee, 5.75 hours/day Mahtomedi Middle School	2024-2025 Staffing	Nutrition Services	August 26, 2024
Mulvihill, Michelle	Nutrition Services Employee, 5.25 hours/day Oak-Land Middle School	Nutrition Services Employee, 5.75 hours/day Oak-Land Middle School	2024-2025 Staffing	Nutrition Services	August 26, 2024
Pupangatoa, Catherine	Assistant Principal Brookview & Lake Elmo Elementary	Principal Lake Elmo Elementary	Replacement	Principles	July 1, 2024
Rodriguez, Sandy	Nutrition Services Employee, 4.0 hours/day Lake Elmo Elementary	Nutrition Services Employee, 5.75 hours/day Lake Elmo Elementary	2024-2025 Staffing	Nutrition Services	August 26, 2024
Stokes, William	Coordinator - SSS Stillwater Area High School	Supervisor - SSS Stillwater Area High School	Replacement	CSS	July 1, 2024
Vitale Kapping, Antonella	Media Technician, 6.0 hours/day Lake Elmo Elementary	Media Technician, 7.5 hours/day Lake Elmo Elementary	2024-2025 Staffing	Tech Support	August 19, 2024
Studee, Michelle	Nutrition Services Floater, 4.0 hours/day District Wide	Nutrition Services Employee, 4.0 hours/day Stillwater Area High School	2024-2025 Staffing	Nutrition Services	August 26, 2024
Weis, Kristin	Media Technician, 5.0 hours/day Rutherford Elementary	Media Technician, 7.5 hours/day Rutherford Elementary	2024-2025 Staffing	Tech Support	August 19, 2024

**ADDITIONAL ASSIGNMENTS**

<b>NAME</b>	<b>Position</b>	<b>Reason</b>	<b>Group</b>	<b>EFFECTIVE DATE</b>
Toft, Jacob	ESY Teacher Oak-Land Middle School	2023-2024 Staffing	SCEA	July 15, 2024 - August 1, 2024

# 2024-2025 School Board Monthly Agenda Items

## AUGUST

- Appoint student representative to the board
- Bond Update: Elementary school projects
- Update on Adventure Club Staffing
- Complete superintendent evaluation
- Set superintendent goals for upcoming year

## SEPTEMBER

- Report on district assessment results
- Certify proposed property tax levy (by September 30)
- Bond Update: Oak-Land Middle School

## OCTOBER

- Review the district's WBWF plan
- Report on high school schedule planning
- Review high school course changes
- Report on cell phone policy community feedback

## NOVEMBER

- Review audit report
- Assign board mentor to newly elected board members, and begin mentoring new board members
- Adventure Club Staffing Update
- Review and approve curriculum modifications for subsequent school years
- First reading of draft cell phone policy
- Approve High School Course Recommendations

## DECEMBER

- Hold Truth in Taxation hearing
- Certify final Property Tax Levy to the home county auditor(s)
- Accept final budget audit
- Approve revised current year annual budget
- Approve 2026-27 calendar
- Approve cell phone policy

## JANUARY

- Hold organizational meeting
- Adopt a legislative platform and develop a plan to monitor legislative activity

## FEBRUARY

- Revise budget (Tentative)

## MARCH

- Approve Staffing Adjustments for 25-26

## APRIL

- Update on 2025-26 changes:
  - calendar
  - school start/end time changes
  - high school schedule

## MAY

- Consider Preliminary Budget for 25-26

## JUNE

- Approve and adopt initial revenue and expenditure budget for coming year
- Approve 10 year Long Term Facilities Plan

## JULY

- Review of strategic plan goals
- Complete superintendent evaluation
- Set superintendent goals for upcoming year

## Board of Education 3 Year Agenda

<b>Key Roles of the Board</b>	<b>2022-2023 SY Proposed</b>	<b>2023-2024 SY Proposed</b>	<b>2024-2025 Proposed</b>
<b>District Policy</b>	<ul style="list-style-type: none"> <li>• 1/3 policy manual review</li> <li>• Discipline Policy Review</li> <li>• Technology fee policy</li> </ul>	<ul style="list-style-type: none"> <li>• 1/3 policy manual review</li> <li>• Discipline Policy Review</li> </ul>	<ul style="list-style-type: none"> <li>• 1/3 policy manual review</li> <li>• Discipline Policy Review</li> </ul>
<b>Operational Oversight</b>	<ul style="list-style-type: none"> <li>• Annual budget</li> <li>• Review Strategic Roadmap</li> <li>• State required decisions</li> <li>• Contract negotiations (except teachers)</li> <li>• Long term facility maintenance plans</li> <li>• 5-year financial projection model</li> <li>• Board finance committee</li> <li>• World’s Best Workforce report</li> </ul>	<ul style="list-style-type: none"> <li>• Annual budget</li> <li>• Review and adjust Strategic Roadmap</li> <li>• State required decisions</li> <li>• Contract negotiations (Teachers)</li> <li>• Long term facility maintenance plan</li> <li>• 5-year financial projection model</li> <li>• Board finance committee</li> <li>• World’s Best Workforce report</li> </ul>	<ul style="list-style-type: none"> <li>• Annual budget</li> <li>• Review and adjust Strategic Roadmap</li> <li>• State required decisions</li> <li>• Contract negotiations</li> <li>• Long term facility maintenance plan</li> <li>• 5-year financial projection model</li> <li>• Board finance committee</li> <li>• World’s Best Workforce report</li> </ul>
<b>Self-Governance</b>	<ul style="list-style-type: none"> <li>• New member orientation</li> <li>• MSBA phase training</li> <li>• MSBA Leadership Conference</li> <li>• 3 Open Seats</li> <li>• New member orientation and TeamWorks review</li> <li>• Consider board structures, processes and workflow review</li> <li>• Board worksession (spring 2023)</li> <li>• Board evaluation tool development</li> </ul>	<ul style="list-style-type: none"> <li>• MSBA phase training</li> <li>• MSBA Leadership Conference</li> <li>• BoE Annual Evaluation</li> <li>• TeamWorks Annual training</li> <li>• Board candidate training</li> </ul>	<ul style="list-style-type: none"> <li>• BoE Annual Evaluation</li> <li>• MSBA Leadership Conference</li> <li>• Annual Work plan across all meetings</li> <li>• MSBA phase training</li> <li>• Four open seats</li> <li>• TeamWorks Annual training</li> </ul>
<b>Superintendent Relations</b>	<ul style="list-style-type: none"> <li>• Annual evaluation</li> <li>• Marzano superintendent evaluation model training</li> <li>• Monthly board member and superintendent meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Annual evaluation</li> <li>• Superintendent Contract Negotiations</li> <li>• Monthly board member and superintendent meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Evaluation</li> <li>• Monthly board member and superintendent meetings</li> <li>• New contract for superintendent</li> </ul>
<b>Public Engagement</b>	<ul style="list-style-type: none"> <li>• Visibility, board members’ access to community and at school and community events</li> <li>• Open mic - engage administration and board</li> <li>• Strategic public engagement forums with large district initiatives (boundaries, etc.)</li> <li>• Board visits to schools</li> </ul>	<ul style="list-style-type: none"> <li>• Visibility, board members’ access to community and at school and community events</li> <li>• Open mic - engage administration and board</li> <li>• Strategic public engagement forums with large district initiatives (boundaries, etc.)</li> <li>• Board visits to schools</li> <li>• Public awareness of board work</li> </ul>	<ul style="list-style-type: none"> <li>• Visibility, board members’ access to community and at school and community events</li> <li>• Open mic - engage administration and board</li> <li>• Strategic public engagement forums with large district initiatives (boundaries, etc.)</li> <li>• Board visits to schools</li> <li>• Public awareness of board work</li> </ul>

## Board of Education 3 Year Agenda

Key Roles of the Board	2024-2025 Proposed	2025-2026 SY Proposed	2026-2027 SY Proposed
<b>District Policy</b>	<ul style="list-style-type: none"> <li>• 1/3 policy manual review</li> <li>• Discipline Policy Review</li> </ul>		
<b>Operational Oversight</b>	<ul style="list-style-type: none"> <li>• Annual budget</li> <li>• Review and adjust Strategic Roadmap</li> <li>• State required decisions</li> <li>• Contract negotiations</li> <li>• Long term facility maintenance plan</li> <li>• 5-year financial projection model</li> <li>• Board finance committee</li> <li>• World's Best Workforce report</li> </ul>		
<b>Self Governance</b>	<ul style="list-style-type: none"> <li>• BoE Annual Evaluation</li> <li>• MSBA Leadership Conference</li> <li>• Annual Work plan across all meetings</li> <li>• MSBA phase training</li> <li>• Four open seats</li> <li>• TeamWorks Annual training</li> </ul>		
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