

Study Session

Tuesday, November 12, 2024 6:00 PM

Oak Park Learning Center, 6355 Osman Avenue North, Stillwater, MN 55082

I. Call to Order	Speaker (s) : Ms. Alison Sherman, School Board Chair
II. Roll Call	Speaker (s) : Ms. Alison Sherman, School Board Chair
III. Pledge of Allegiance	Speaker (s) : Ms. Alison Sherman, School Board Chair
IV. Approval of Agenda	Speaker (s) : Ms. Alison Sherman, School Board Chair
V. Consent Agenda	
V.A. Payment of Invoices - October 19, 2024 - November 8, 2024	Speaker (s) : Ms. Marie Schrul, Chief Financial Officer
V.B. Policies; 701-Establishment and Adoption of School District Budget, 701.1-Modification of School District Budget, 702-Accounting, 703-Annual Audit, 704-Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System, 705-Policy Investments, 706-Acceptance of Gifts, 714-Fund Balances	Speaker (s) : Mr. Paul Lee, Executive Director of Student Support Services
VI. Strategic Direction A: Ensure the learning process is adaptable to meet individual student needs	
VI.A. Report: Andersen Elementary Building Update	Speaker (s) : Ms. Anna Wilcek, Andersen Elementary Principal
VI.B. Progress Report Comprehensive Achievement & Civic Readiness	Speaker (s) : Ms. Caitlyn Willis- Executive Director of Elementary Education
VI.C. Report: Update on Adventure Club Enrollment and Waitlist	Speaker (s) : Ms. Annette Sallman, Executive Director of Community Services
VI.D. Report: Calendar Proposal for the school year 2026-27	Speaker (s) : Mr. Mark Drommerhausen, Executive Director of Operations
VII. Strategic Direction B: Foster a safe, welcoming and inclusive environment for all staff and students	
VIII. Strategic Direction C: Utilize systems and align resources in an efficient manner to support learning	
VIII.A. Report: First Reading Policy 802 - Disposition of Obsolete Equipment and Material	Speaker (s) : Mr. Paul Lee, Executive Director of Student Support Services
VIII.B. Action: Resolution Canvassing Returns of Votes of School District Election; Clerk's Certificate as to Abstract and	Speaker (s) : Ms. Alison Sherman,

return of Votes Cast; Abstract of Votes Cast

School Board Chair

VIII.C. Action: Resolution Authorizing Issuance of
Certificates of General Election and Directing the School District
Clerk to Perform other Election Related Duties

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

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

X. **Adjournment**

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

ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET	701	Adopted: 06-10-2021	Review Cycle: 3 Year
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I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district’s revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

III. REQUIREMENT

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minnesota Statutes section 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board’s expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Minnesota Commissioner of Education within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the

publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minnesota Statutes section 123B.10.

- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but the superintendent maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the Minnesota Commissioner of Education as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirements)

Cross References:
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)

Non-Instructional Operations

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Modification of School District Budget	701.1	Adopted: 06-10-2021	Three Year

I. PURPOSE

The purpose of this policy is to establish procedures for the modification of the school district’s adopted revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to modify its revenue and expenditure budgets in accordance with the applicable provisions of law.

III. REQUIREMENT

- A. The school district’s adopted expenditure budget shall be considered the school board’s expenditure authorization for that school year.
- B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent or designee shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member’s own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.
- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.
- D. The school district’s revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent or designee shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

Legal References: Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)

Cross References: MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)

Non-Instructional Operations

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Accounting	702	Adopted: 06-10-2021	3 Year

I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to Minnesota Statutes section 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minnesota Statutes section 123B.79, as amended, or other applicable statute.

V. REPORTING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minnesota Statutes section 123B.10 in the manner specified therein.

- Legal References:**
- Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
 - Minn. Stat. § 123B.09 (Boards of Independent School Districts)
 - Minn. Stat. § 123B.10 (Publication of Financial Information)
 - Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
 - Minn. Stat. § 123B.75 (Revenue; Reporting)
 - Minn. Stat. § 123B.76 (Expenditures; Reporting)
 - Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
 - Minn. Stat. § 123B.78 (Cash Flow; School District , Revenues, Borrowing for Current Operating Costs; Capital Expenditure, Deficits)
 - Minn. Stat. § 123B.79 (Permanent Fund Transfers)
 - Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Annual Audit	703	Adopted: 06-10-2021	Three Year

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. The school board shall enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Minnesota Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minnesota Statutes section 123B.14, subdivision 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.

- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance Audit Guide for School Districts issued by the Office of the State Auditor.
- F. Each year, the school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minnesota Statutes chapter 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn.Stat. § 123B.77, Subds. 2 and 3 (Accounting, Budgeting, and Reporting Requirement)

Cross References: MSBA/MASA Model Policy 702 (Accounting)

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System	704	Adopted: 06-10-20221	3 Year

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.51 (Uses for School and Nonschool Purposes; Closings)

Cross References: MSBA/MASA Model Policy 702 (Accounting)

Non-Instructional Operations

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
INVESTMENTS	705	Adopted: 08-12-20221	3 Year

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

A. The funds of the school district shall be deposited or invested in accordance with this policy, Minnesota Statutes chapter 118A and any other applicable law or written administrative procedures.

B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows

1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

A. The Chief Financial Officer is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the

school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.

- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minnesota Statutes sections 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other

postemployment benefits (OPEB) trust or trust account established pursuant to Minnesota Statutes sections 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minnesota State Chapter 118A or sections 356A.06, Subd. 7. Investment of funds in an OPEB trust account under Minnesota Statutes sections 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
 - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
 - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
 - 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be

used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker dealer defined in Minnesota Statutes sections 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.
- B. Deposit-type securities shall be collateralized as required by Minnesota Statutes sections 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIV. REPORTING REQUIREMENTS

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minnesota Statutes sections 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minnesota Statutes sections 471.38.

Legal References:

- Minn. Stat. § 118A.01 (Definitions)
- Minn. Stat. § 118A.02 (Depositories; Investing; Sales, Proceeds, Immunity)
- Minn. Stat. § 118A.03 (When and What Collateral Required)
- Minn. Stat. § 118A.04 (Investments)
- Minn. Stat. § 118A.05 (Contracts and Agreements)
- Minn. Stat. § 118A.06 (Delivery and Safekeeping; Acknowledgements)
- Minn. Stat. § 356A.06, Subd. 7 (Investments; Additional Duties)
- Minn. Stat. § 471.38 (Claims)
- Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References:

- MSBA/MASA Model Policy 703 (Annual Audit)
- Minnesota Legal Compliance Audit Guide Prepared by the Office of the State Auditor

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Acceptance of Gifts	706	Approved: 06-10-2021	3 Year

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References:

Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Boards)

Minn. Stat. § 465.03 (Gifts to Municipalities)

Cross References:

None

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Fund Balances	714	Approved: 06-10-2021	3 Year

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. “Assigned” fund balance amounts are comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.
- D. “Fund balance” means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. “Nonspendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets

held for resale, or the permanent principal of endowment funds.

- F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of five (5) percent of the annual general fund budget.

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Superintendent and Chief Financial Officer. Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year’s budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

Legal References:

Statement No. 54 of the Governmental Accounting Standards Board



Andersen Elementary

Presented to the School Board
November 12, 2024



About Our School

	School	District
Free & Reduced Lunch:	17.2% (17.7%)	21.7% (18.7%)
Multilingual Learners:	5.2% (4.2%)	3.9% (4.5%)
Special Education:	18.7% (17.7%)	18.1% (15.9%)
Students of Color:	16.3% (15.4%)	25.1% (26%)

Source: 2024 Report Card, Minnesota Department of Education
Current school year (unofficial) in red

Total Enrollment:
311 students
(K-5)

Capacity:
375 students

Andersen Elementary serves students in Bayport, Baytown Township and Oak Park Heights



Current Reality

Challenges & Opportunities

- Student achievement
- Tier 1 instruction
- Social Emotional Learning
- Time for instruction and collaboration
- Economy of scale

Strengths

- Collaborative leadership
- Educators dedicated to professional learning
- Culture of belonging
- Community and family engagement

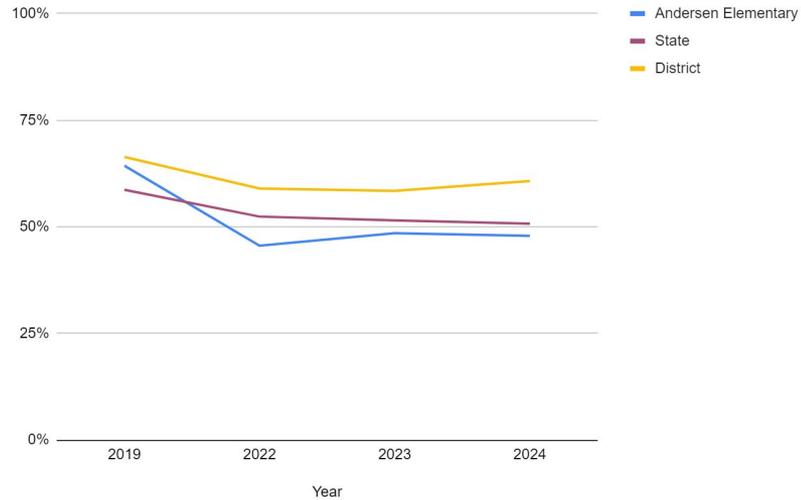
Challenges and Opportunities



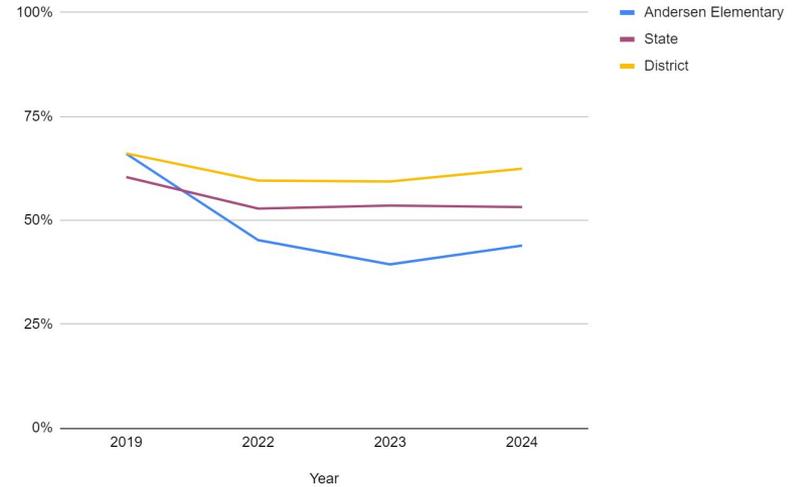


Student Achievement

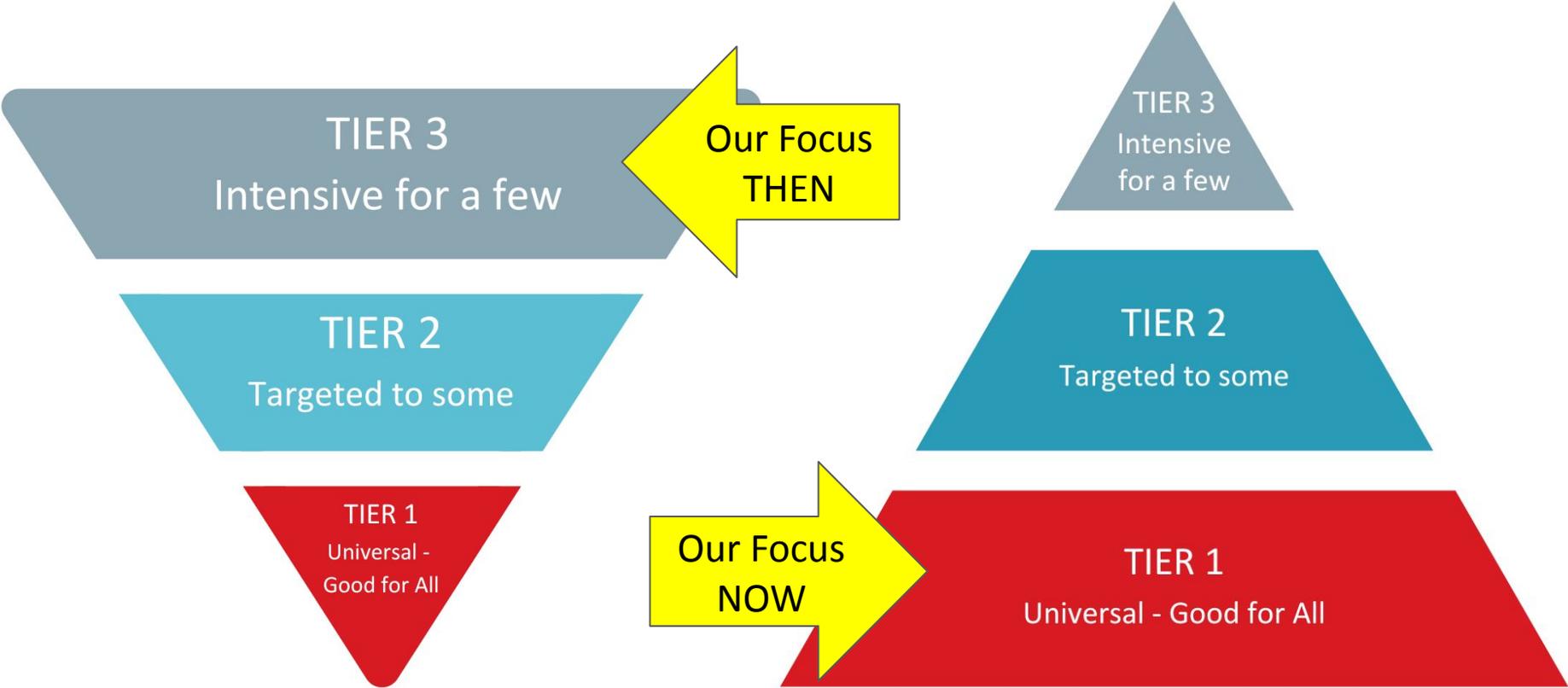
MCA/MTAS Reading Over Time - AN



MCA/MTAS Math Over Time - AN

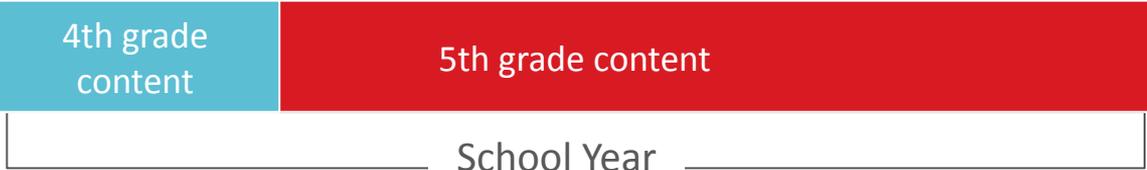


Focus Time and Attention on What Matters



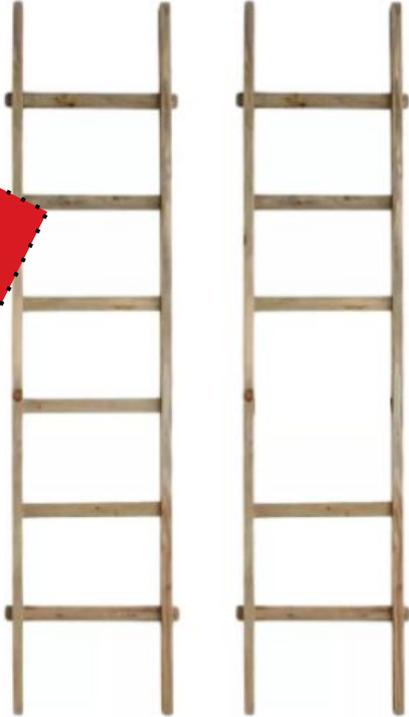
Focus Time and Attention on What Matters

Traditional Remediation Approach



The rest of the 5th grade content

Just In Time Intervention





Tier 1 Instruction for ALL

Actions:

- Prioritize high quality, standards based Tier 1 instruction at each grade level
- Andersen Tier 1 Teacher Survey
- Systems review to prioritize student and staff learning
- Building and district level professional learning
- Continuous improvement support through Brightworks





Social Emotional Learning

Actions:

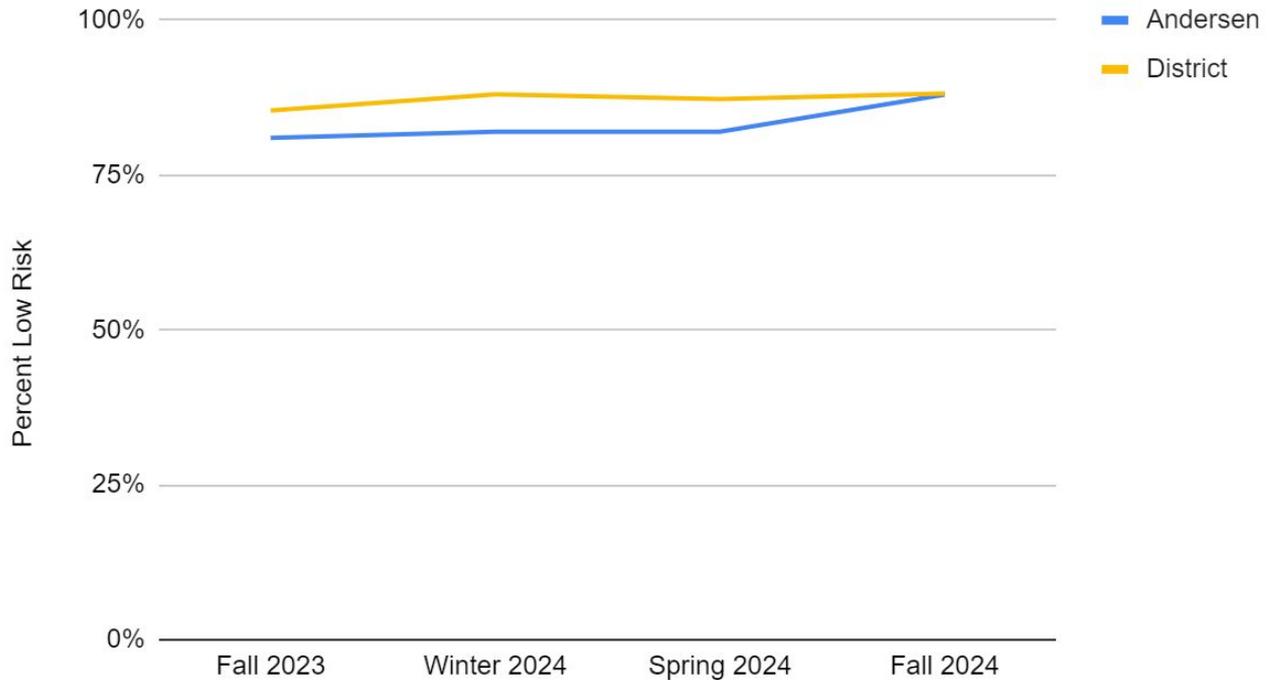
- New Green Room systems
- New “Vertical Team” collaborative problem solving
- Implementation of new building level SEL SWIM days
- “Connections Over Compliance” Professional Learning
- Engaging Academics





SEL Data Growth Trend

SEL Over Time





Instructional and Collaborative Time

Andersen Tier 1 Instruction Teacher Survey:

- Teachers identified time constraints (57.1%) as the biggest challenge to implementing effective Tier 1 instruction
- 71.4% of teachers reported that time was the main barrier in differentiating their Tier 1 instruction
- 78.6% of teachers reported that collaborative planning time with colleagues is the one resource that would help them the most in improving their Tier 1 instruction

Action:

- Building Instructional Leadership Team is working to generate solutions



Economy of Scale

Andersen Tier 1 Instruction Teacher Survey:

- Due to the size of our school, some positions are as low as .4 FTE
- It has been challenging to find candidates for these positions, especially on the 6-day specialist rotation
- Many specialists have been hired on out of field permission
- Students are missing the opportunity to have multi-year relationships with their specialists

Action:

- Our supportive community is providing us with a new school!

Strengths





Collaborative Leadership

- Building Instructional Leadership Team
- Vertical Teams and Community Connect
- Green Room Team
- Collaborative Action Teams (PLCs)
- Student Support Services Team





We are all learners

- Staff meetings for professional learning
- LETRS learners and leaders
- 1st grade team piloting new literacy curriculum
- Observation cycles and instructional learning conversations
- Individual paraprofessional touchpoints





Culture of Belonging

- Positive relationships
- Shared Expectations
- All School Morning Meetings
- Andersen Live
- **ALL students means ALL students!**



At Andersen Elementary, we are learners and leaders who make our school a safe, kind place for ALL!

Routines and Procedures
Through Interactive Modeling
Andersen Elementary School



Family Engagement

- Andersen Parent Group
- Classroom volunteers
- Academics and Arts Community Night
- Family representatives included in Building Instructional Leadership Team
- Family communication systems





Community Engagement

- Volunteers in Elementary School Literacy - Year 3
- Strong community connections, support and traditions
- Community Night and Discovery Day
- Grant awarded by the Hugh J. Andersen Foundation to provide multi-disciplinary learning as we transition to the **new school!**

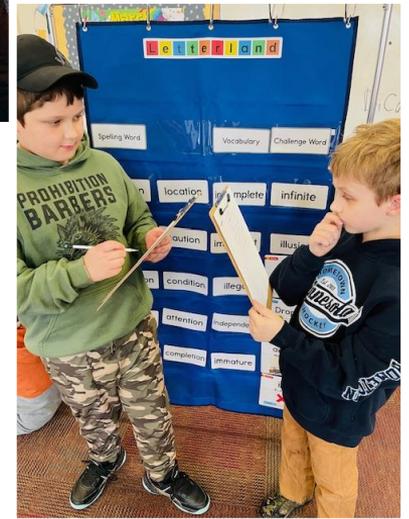




Summary

- **When we know better, we do better.**
- We are taking action now to strengthen our Tier 1 instruction
- We're leveraging our strengths and improving our systems to respond to the needs of our students
- We are here to reach and teach **all** of our students!







Expect
More.

Progress Report:
Comprehensive Achievement
& Civic Readiness
Achievement & Integration

Presented to the School Board
Nov. 12, 2024

Comprehensive Achievement & Civic Readiness

(Formerly the WBWF) Legislation designed to ensure schools enhance student achievement through teaching and learning supports:

- All students are ready for school
- All racial and economic achievement gaps are closed
- All students are ready for career and college
- All students graduate from high school

**Legislative changes made in 2024 will impact next year's plan*



Expect
More.

All Students Ready for School

Results: 85% of 4-year old preschool students demonstrated at least one level growth in phonological awareness on COR Advantage, a decrease from last year (93%).

Goal Status: *Met*



Expect
More.

Close the Achievement Gap(s) Between Student Groups

Reading Gaps to White Cohort

(proficiency increased from 59.8 to 63.3):

- Asian – **increased** from 7.2 to 14.8
- Black – **increased** from 21.7 to 23.5
- Latinx – **increased** from 21.4 to 25.5
- 2/More – **reduced** from 7.6 to 6.6

Math Gaps to White Cohort:

(proficiency increased from 59.8 to 63.4):

- Asian – **increased** from 6.6 to 14.3
- Black – **increased** from 28.7 to 32.9
- Latinx – **reduced** from 26.5 to 24.9
- 2/More – **reduced** from 13.2 to 12.9

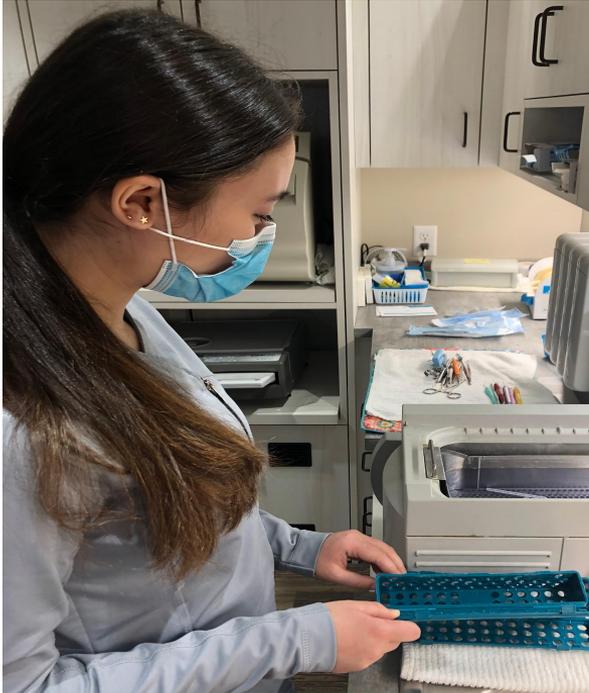
Science Gaps to White Cohort:

(proficiency increased from 53.1 to 58.5):

- Asian – **increased** from 12.5 to 24.8
- Black – **reduced** from 30.3 to 27.2
- Latinx – **increased** from 21.2 to 30.1
- 2/More – **reduced** from 12.1 to 10.3

Goal Status: *Not On Track*

All Students Career and College-Ready by Graduation



Result:

- The average composite superscore of the 497 11th graders (654 tests) who took the ACT in 2022-2023 was 22.6
- The average composite superscore of the 561 11th graders (638 tests) who took the ACT in 2023-2024 was 22.0
- 69% of the 16 11th graders who took the ASVAB in 2023-24 placed within Category III or above

Goal Status: *Not On Track*



Expect
More.

All Students Graduate

Results:

- 92.0% of students from the class of 2023 graduated in four years. This is a decrease from the previous year of 93.1%.
 - 94.6% at Stillwater High School (96.2%)
 - 50.0% at St. Croix Valley ALC (47.7%)

Goal Status: Not On Track



Expect
More.

Comprehensive Achievement & Civic Readiness

During the 2024 session, the Minnesota Legislature renamed WBWF to Comprehensive Achievement and Civic Readiness (CACR)

Legislation designed to ensure schools enhance student achievement through teaching and learning supports:

- All students are ready for school
- All racial and economic achievement gaps are closed
- All students are ready for career and college
- All students graduate from high school
- **Students are prepared to be lifelong learners**
 - New legislatively directed goal area effective 25-26 SY



Expect
More.



2023-2024

Achievement & Integration

Progress Report

November 2024

GOAL 1

ACHIEVEMENT GOAL

We will increase by 2% each year from 2023-2026 the percentage of Hispanic and Black students who demonstrate College and Career Readiness on the ACT, ACCUPLACER or ASVAB college and career readiness tools.

	ACT Reading		ACT Math		All 4 Benchmarks	
	2022-23	2023-24	2022-23	2023-24	2022-23	2023-24
Hispanic	38%	32%	28%	18%	23%	11%
Black	33%	21%	17%	15%	14%	3%

Goal Status:
Not Met



Expect
More.

GOAL 2

ACHIEVEMENT GOAL

We will increase by 2% each year from 2023-2026 the number of Enriched, Advanced Placement, CIS (College in the Schools), and Post-Secondary Enrollment Options courses taken by our Hispanic and Black students enrolled in the AVID (Advancement Via Individual Determination) Elective in grades 9-12.

2022-23: 90 courses taken

2023-24: 86 courses taken

Goal Status: *Not Met*



Expect
More.

GOAL 3

INTEGRATION GOAL

As measured by StoryArk's Evaluative Dashboard, we will increase by 5% each year from 2022-2026 the number of participating students who will indicate that they strongly agree or agree that the experiences with interactive cross-district programming increased their awareness and knowledge of cultures.

	Built an Impactful Relationship	Created an Accepting Space for Self-Expression	Cultivated the Elevation of Student Voices	Generated Feeling of Identity, Pride, & Empowerment	Employed a Student Initiated Process to Unleash Creativity
2022-23	72%	66%	80%	62%	63%
2023-24	82%	89%	75%	52%	71%

Goal Status:
Partially Met



Expect **More.**

GOAL 4

EQUITY GOAL

To create and retain a racially diverse teacher workforce so that students and their communities are reflected in their classrooms, we will increase the districts TOCAIT (Teachers of Color & American Indian Teachers) from 3.2% to 4.0% by 2023

Result:

2022-23 = 3.7% of our teaching staff meet this criteria

2023-24 = 3.8% of our teaching staff meet this criteria

Goal Status: Not Met



Expect
More.

Racially Identifiable

- Stillwater was notified last year that Brookview was racially identifiable
 - Brookview has more students of color than other schools in the district
- Action: We must amend our A&I plan for Brookview
 - Amendment for board approval on Nov. 26



Brookview Goals

Academic: Of the students on/above grade level (40th %ile+), 85% or more will score at the 60th %ile or higher on their spring 2025 Fastbridge assessment.

Equity: 100% of Brookview teachers will receive PD in culturally relevant teaching pedagogy so that students have greater access to culturally responsive teachers.

Integration: To improve students sense of belonging, we will increase interdistrict partnerships that promote student leadership, collaboration, and academic and social interaction opportunities.



Expect
More.

Next Steps

Nov. 26: Board to vote on amended A&I plan



Expect
More.



Questions

Adventure Club Enrollment

August 2023 August 2024 November 2024

Enrolled: 616

Enrolled: 835

Enrolled: 853

Waitlist: 444

Waitlist: 195

Waitlist: 68

Enrollment 2019-2020

- First day of school: 856
- Waitlist: 142



Expect
More.



- Aug 4-6 New Teachers Workshop
- Aug 10 Teacher Workshop/Grading
- Aug 11-13 Professional Development Day
- Aug 14 Teacher Workshop/Grading
- Aug 17 First day of school Gr 6 & 9**
- Aug 17-19 Ready Set Go conferences K-5
- Aug 18 First day of school Gr 7-8 & 10-12**
- Aug 20 First day of school Gr K-5**
- Sept 4 Teacher Non-Duty Day (no school)
- Sept 7 Holiday (no school)
- Sept 28 Professional Development Day (no school)
- Oct 14 End of quarter 1
- Oct 15-16 MEA - Teacher Non-Duty Day (no school)
- Oct 19 Teacher Workshop/Grading (no school)
- Oct 20 Professional Development Day (no school)
- Nov 25 Professional Development Day (no school)
- Nov 26 Holiday (no school)
- Nov 27 Teacher Non-Duty Day (no school)
- Dec 22 End of quarter 2/semester 1
- Dec 23 Teacher Workshop/Grading (no school)
- Dec 24 Teacher Non-Duty Day (no school)
- Dec 25 Holiday (no school)
- Dec 28-31 Teacher Non-Duty Day (no school)
- Jan 1 Holiday (no school)
- Jan 18 Holiday (no school)
- Feb 15 Professional Development Day (no school)
- Mar 4 End of quarter 3
- Mar 5 Teacher Workshop/Grading (no school)
- Mar 8-12 Teacher Non-Duty Day (no school)
- Mar 26 Professional Development Day (no school)
- April 9 Professional Development Day (no school)
- May 21 Last day of school/End of semester 2
- May 24 Teacher Workshop/Grading (no school)
- ? Graduation

August 2026

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

September 2026

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

October 2026

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

November 2026

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

December 2026

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

January 2027

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

February 2027

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

March 2027

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

April 2027

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

May 2027

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

June 2027

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

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

Quarter 1 = 40	Quarter 2 = 42	Semester 1 = 82	Quarter 3 = 42	Quarter 4 = 48	Semester 2 = 90
Student Contact Days = 172		Teacher Contract Days = 192		New Teacher Contract Days = 195	



Expect
More.

2026-27 Proposed Academic Calendar

Presented to the School Board
Nov. 12, 2024

Calendar Development Overview

Process:

Committee met two times:

- Review calendar requirements
- Analyzed input information
- Review calendar options

Inputs:

Student contact day requirements

Employee contract requirements

Holidays and elections

Academic, athletic, assessment and activity needs.

Committee:

- Parents
- Teachers
- Principals
- Students
- District Administrators



Expect
More.

2026-27 Calendar Considerations

- Align calendar with natural breaks, providing time for staff and students to refocus and recharge
- Align with students' natural rhythm (ready to start in August, ready to be done in May)
- Provides more instructional time prior to spring testing
- Align structure to support students and staff
- Provide more professional development and staff collaboration time



Expect
More.

Proposed Family Calendar 2026-2027

- First Days (staggered start):
 - Grades 6 & 9: Aug.17
 - Grades 7-8 & 10-12: Aug. 18
 - Grades K-5: Aug. 20
- Winter Break: Dec. 23 - Jan. 1
- Spring Break: March 5-12
- School year ends: May 21



Quarter 1 = 40	Quarter 2 = 42	Semester 1 = 82	Quarter 3 = 42	Quarter 4 = 48	Semester 2 = 90
Student Contact Days = 172		Teacher Contract Days = 192		New Teacher Contract Days = 195	



Questions

Buildings and Sites

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Disposition of Obsolete Equipment and Material	802	Adopted:	Three Year

[NOTE: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. “Contract” means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. “Official newspaper” is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over \$175,000:

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing,

and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above, by auction, or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process (auction) in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:
 - a) another school district;
 - b) the state department of corrections;
 - c) the board of trustees of Minnesota State Colleges and Universities;
 - d) the family of a student residing in the district whose total family income meets the federal definition of poverty; or
 - e) a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

Legal References:

Minn. Stat. § 13.591 (Business Data)

Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)

Minn. Stat. § 123B.29 (Sale of School Building at Auction)

Minn. Stat. § 123B.52 (Contracts)

Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)

Minn. Stat. § 471.85 (Property Transfer; Public Corporations)

Minn. Stat. § 645.11 (Published Notice)

Cross References:

MSBA School Law Bulletin “F” (School District Contract and Bidding Procedures)

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

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 834 (Stillwater Area Public Schools), State of Minnesota, was duly held in said school district on November 12, 2024, at 6:00 o'clock p.m. for the purpose, in part, of canvassing a general election.

Member ___ moved the adoption of the following resolution:

RESOLUTION CANVASSING RETURNS
OF VOTES OF SCHOOL DISTRICT GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 834, as follows:

1. It is hereby found, determined and declared that the general election of the voters of the district held on November 5, 2024, was in all respects duly and legally called and held.

2. As specified in the attached Abstract and Return of Votes Cast,

Abstract print version 46729, generated 11/11/2024 _11:31:28 AM

Summary of Totals
Independent School District No. 834 (STILLWATER)
Tuesday, November 5, 2024 State General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

School Board Member at Large (ISD #834) (Elect 3)

NP	NP	NP	WI
Sarah Grcevich	Katie Hockert	Robert Parker	WRITE-IN
21030	22841	21599	1017

Voters of the district voted at said general election for the purpose of electing three (3) school board members for terms of four (4) years as follows:

Katie Hockert	22841
Robert Parker	21599
Sarah Grcevich	21030
Write-in	1017

3. Candidates Katie Hockert, Robert Parker, and Sarah Grcevich having received the highest numbers of votes are elected to four year terms beginning the first Monday in January, 2025.
4. The school district clerk is hereby authorized to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

Attachment: Abstract and Return of Votes Cast

The motion for the adoption of the foregoing resolution was duly seconded by Member ____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same: 0

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 834 (Stillwater Area Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to canvassing the results of a general election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 12th day of November, 2024

Beverly Petrie, School Board Clerk

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

Pursuant to due call and notice thereof, a business meeting of the School Board of Independent School District No. 834 (Stillwater Area Public Schools), State of Minnesota, was held in said school district on the 12th day of November 2024, at 6 o'clock p.m.

The following members were present:

and the following were absent: None

Member ___ introduced the following resolution and moved its adoption:

RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES OF ELECTION AND DIRECTING THE SCHOOL DISTRICT CLERK TO PERFORM OTHER ELECTION RELATED DUTIES

WHEREAS, the board has canvassed the general election held on November 5, 2024.

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 834, State of Minnesota, as follows:

1. The board chair and clerk are hereby authorized to execute the certificate of election on behalf of the School Board of Independent School District No. 834 to Candidates Katie Hockert, Robert Parker, and Sarah Grevich, who have received a sufficiently large number of votes to fill the vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.
2. The certificate of election shall be in substantially the form attached hereto.
3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver a certificate to each person entitled thereto personally or by certified mail.
4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

The motion for the adoption of the foregoing resolution was duly seconded by Member ___ and upon vote being taken thereon the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 834 (Stillwater Area Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to authorizing the issuance of a certificate of election, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 12th day of November, 2024.

Beverly Petrie, School Board Clerk

Attachments:
Sample for of Certificate of Election
Sample form of Oath of Office