

## Business Meeting

Tuesday, November 26, 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. Student Report	<b>Speaker (s) :</b> Ms. Maysen Puhmann and Ms. Ainsley Smith, Student Representatives
VIII. Superintendent Report	<b>Speaker (s) :</b> Dr. Mike Funk, Superintendent
IX. Board Chair Report	<b>Speaker (s) :</b> Ms. Alison Sherman, School Board Chair
X. Consent Agenda	
X.A. School Board Meeting Minutes Revised, September 24, 2024	
X.B. School Board Meeting Minutes, October 22, 2024	<b>Speaker (s) :</b> Ms. Beverly Petrie, Clerk
X.C. School Board Meeting Minutes, November 12, 2024	<b>Speaker (s) :</b> Ms. Beverly Petrie, School Board Clerk
X.D. School Board Meeting Minutes, November 18, 2024	<b>Speaker (s) :</b> Ms. Beverly Petrie, School Board Clerk
X.E. Payment of Invoices - November 9, 2024 - November 22, 2024	<b>Speaker (s) :</b> Ms. Marie Schrul, Executive Director of Finance
X.F. Proposed Substitute Rates	<b>Speaker (s) :</b> Ms. Kristine Carlston, Executive Director of Human Resources
X.G. Memorandum of Agreement (MOA)	<b>Speaker (s) :</b> Ms. Kristine Carlston, Executive Director of Human Resources
X.H. Human Resources Personnel Report	<b>Speaker (s) :</b> Ms.

Kristine Carlston,  
Executive Director of  
Human Resources

<b>XI. Strategic Direction C: Utilize systems and align resources in an efficient manner to support learning</b>		
XI.A.	Cell Phone Presentation	<b>Speaker (s) :</b> Ms. Carissa Keister Chief of Staff
XI.B.	Report: Second Reading Policy 802 - Disposition of Obsolete Equipment and Material	<b>Speaker (s) :</b> Mr. Paul Lee, Executive Director of Student Support Services
XI.C.	Action: Policy 802 - Disposition of Obsolete Equipment and Material	<b>Speaker (s) :</b> Mr. Paul Lee, Executive Director of Student Support Services
XI.D.	Action: 2025 School Board Meeting Dates	<b>Speaker (s) :</b> Ms. Alison Sherman, School Board Chair
<b>XII. Strategic Direction A: Ensure the learning process is adaptable to meet individual student needs</b>		
XII.A.	Action: Calendar Proposal for the school year 2026-27	<b>Speaker (s) :</b> Mr. Mark Drommerhausen, Executive Director of Operations
XII.B.	Report: Stillwater Area High School Course Proposals	<b>Speaker (s) :</b> Ms. Caitlyn Willis, Executive Director of Elementary Education
XII.C.	Action: Amendment to the 2023-2026 Achievement Integration Plan	<b>Speaker (s) :</b> Ms. Caitlyn Willis, Executive Director of Elementary Education
<b>XIII. Strategic Direction B: Foster a safe, welcoming and inclusive environment for all staff and students</b>		
<b>XIV. Strategic Direction D: Develop strong partnerships with the communities we serve</b>		
XV.	<b>Adjournment</b>	<b>Speaker (s) :</b> Ms. Alison Sherman, School Board Chair
<b>XVI. Attachments</b>		

- I. Recognition: Superintendent Funk recognized the school board for their continued support towards our students, staff and the community. They were presented with a certificate of Appreciation from the Minnesota School Board Association.
- II. Public Comment: Eric Uddin-Speech and beliefs of freedom; Catherine Hobbs - Special Education Funding.
- III. Call to Order: The meeting was called to order at 6:10 p.m.
- IV. Roll Call: Present: Katie Hockert, Pete Kelzenberg, Beverly Petrie, Alison Sherman, Andrew Thelander; Absent: Chris Lauer
- V. Pledge of Allegiance
- VI. Approval of Agenda: Motion made by Sherman and second by Kelzenberg, Carried 5-0.
- VII. Student Report: Thank you to all who were involved in making homecoming week a spirited and united event. Office hours will now be held in the morning beginning on Wednesday, October 2. Student council will be holding the freshman elections next week.
- VIII. Superintendent Report: We continue to have a shortage of paraprofessionals. Our approach to conferences is changing this year. Teachers will work with parents to schedule conference times that meet the needs of students. September 30 is our first Professional Development Day of the year.
- IX. Chair Report: Nothing to report.
- X. Consent Agenda: A. School Board Meeting Minutes, August 27, 2024; B. School Board Meeting Minutes, September 10, 2024; C. Payment of Invoices - September 7-20, 2024; D. Field Trip Request Form for Band and Orchestra trip to Orlando, Florida; E. Human Resources Personnel Report. Thelander made a motion to pull item E-Human Resources Personnel Report and recuse himself from voting as a conflict of interest and second by Sherman. Motion by Thelander to approve items A,B,C,D and second by Sherman; carried 5-0. Motion to approve item E by Sherman and second by Hockert; carried 4-0-1 (abstain-Thelander).
- XI. Strategic Direction A: Ensure the Learning Process is Adaptable to Meet Individual Student Needs, Foster a Safe, Welcoming and Inclusive Environment for All Staff and Students.
  - A. Elementary Data Overview. The school board reviewed the 2024 MCA/MTAS data at the elementary level. A review of secondary MCA/MTAS data will be shared at a future meeting.
- XII. Strategic Direction B: Foster a Safe, Welcoming and Inclusive Environment for All Staff and Students. Nothing to report.
- XIII. Strategic Direction C: Utilize Systems and Align Resources in an Efficient Manner to Support Learning.
  - A. Action: Certify Tax Levy. Motion and a second to adopt Preliminary Proposed Property Tax Levy 2024 Payable 2025 at "maximum" and set the Truth in Taxation meeting for December 3, 2024 at 6 p.m. at Oak Park Learning Center, 6355 Osman Avenue North, Stillwater, MN 55082. Motion, by Sherman and second by Petrie, Carried 5-0.
  - B. Action: Contract Authority for Assistant Finance Director. The revised resolution pertains to the title change of business manager from Executive Director of Finance to Chief Financial Officer and the addition of the Assistant Director of Finance. Motion by Sherman and second by Thelander, Carried 5-0.
  - C. Report: Second Reading Policies 519 - Interviews of Students by Outside Agencies; 527 - Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches; 611 - Home Schooling; 615 - Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students. There have been no changes to the policies since the first reading at the September 10 board meeting.
  - D. Approval of Policies 519 - Interviews of Students by Outside Agencies; 527 - Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches; 611 - Home Schooling; 615 - Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students. Motion to approve by Petrie and second by Thelander, carried 5-0.

- XIV. Strategic Direction D: Develop Strong Partnerships with the Communities We Serve. Nothing to report.
  - A. Report: Strategic Plan. The board received an overview of the district's strategic directions and focus areas.
- XV. Adjournment
  - A. The meeting adjourned at 7:36 p.m.

Respectfully submitted, Beverly Petrie, Board Clerk

- I. Recognition: Athletic trainers Olivia DuBois and Mike Renfro along with coaches Matt Hemenway and Paul Wieland have been credited by EMS, doctors and family members for saving an athlete's life who had a cardiac episode during football practice.
- II. Public Comment: Kristen Hoheisel - Bell Times
- III. Call to Order: The meeting was called to order at 6:14 p.m.
- IV. Roll Call: Present: Katie Hockert, Pete Kelzenberg, Chris Lauer, Beverly Petrie, Alison Sherman, Andrew Thelander
- V. Pledge of Allegiance
- VI. Approval of Agenda: Motion made by Sherman and second by Thelander, Carried 6-0.
- VII. Student Report: The student council welcomes the eight newly elected freshmen students. The council has been working with the ethnic and cultural study course on district level equity and self assessment and addressing the disciplinary matrix. The band's fall concert was well attended. Pathway Days is on October 24 in preparation for the future.
- VIII. Superintendent Report: Staff participated in LETRS training on October 16 as part of its Professional Development Day. The district is working with principals and building staff and will be looking for a student representative from each building to be part of developing identity harm protocols.
- IX. Chair Report: The board will participate in training sessions relating to protocol harm identity and will address the three-year board governance priorities.
- X. Consent Agenda: A. School Board Meeting Minutes, September 24, 2024; B. School Board Meeting Minutes, October 8, 2024; C. Payment of Invoices - October 5-8, 2024; D. 2024-25 Joint Powers Agreement for Century College; E. 2024-25 Northeast Metro 916 Intermediate School District Career & Technical Center Tuition Rates & Fees F. Worker's Compensation Insurance Renewal; G. Human Resources Personnel Report. Motion by Hockert to approve items A-G and second by Lauer; carried 6-0.
- XI. Strategic Direction A: Ensure the Learning Process is Adaptable to Meet Individual Student Needs, Foster a Safe, Welcoming and Inclusive Environment for All Staff and Students.
  - A. High School Schedule Planning Update. The board received an overview of the high school 4x4 block schedule beginning for the 2026-27 school year.
  - B. Secondary Data Overview. The school board reviewed the 2024 MCA/MTAS data at the secondary level. The MCA assessments are designed to measure achievement towards meeting the Minnesota Academic Standards. Stillwater's MCA and MTAS scores exceed the state average across subjects at the secondary level and test scores in both math and science have improved since 2022. School participation has improved post-pandemic. These results are one piece of our district's assessment system.
- XII. Strategic Direction B: Foster a Safe, Welcoming and Inclusive Environment for All Staff and Students. Nothing to report.
- XIII. Strategic Direction C: Utilize Systems and Align Resources in an Efficient Manner to Support Learning.
  - A. Action: Resolution for MSHSL Grant Application. The Minnesota State High School League (MSHSL) is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs. Motion to approve by Sherman and second by Petrie; carried 6-0.
  - B. Report: Second Reading Policies 707 - Transportation of Public School Students; 710 - Extracurricular Transportation; 711 - Video Recording on School Buses. There have been no changes to the policies since the first reading at the October 8 board meeting.
  - C. Approval of Policies 707 - Transportation of Public School Students; 710 - Extracurricular Transportation; 711 - Video Recording on School Buses. Motion to approve by Sherman and second by Lauer; carried 6-0.
- XIV. Strategic Direction D: Develop Strong Partnerships with the Communities We Serve. Nothing to report.

XV. Adjournment

A. The meeting adjourned at 7:43 p.m.

Respectfully submitted, Beverly Petrie, Board Clerk

- I. Call to Order: The meeting was called to order at 6:00 p.m.
- II. Roll Call: Present: Katie Hockert, Pete Kelzenberg, Chris Lauer, Beverly Petrie, Alison Sherman, Andrew Thelander
- III. Pledge of Allegiance
- IV. Approval of Agenda: Motion made by Sherman and second by Hockert; Carried 6-0.
- V. Consent Agenda: A. Payment of Invoices - October 19 - November 8, 2024; B. 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; Motion to approve by Lauer and second by Kelzenberg; carried 6-0.
- VI. Strategic Direction A: Ensure the Learning Process is Adaptable to Meet Individual Student Needs, Foster a Safe, Welcoming and Inclusive Environment for All Staff and Students.
  - A. Andersen Elementary Building Update. Principal Anna Wilcek shared the strengths, opportunities and challenges of Andersen Elementary. Her presentation focused on Tier 1 instruction, social emotional learning and collaborative and instructional time.
  - B. Progress Report Comprehensive Achievement & Civic Readiness. The board reviewed the current goals of the 2023-2026 Comprehensive Achievement & Civic Readiness plan, formerly the World's Best Workforce, and the Achievement and Integration (A&I) plan. Legislative changes made in 2024 will impact next year's plan. The amended plan will come to the board for approval at the November 26 meeting.
  - C. Update on Adventure Club Enrollment and Waitlist. The board received a comparison of the Adventure Club enrollment and waitlist numbers from August 2023 and August 2024. Enrollment has increased by over 200 students, while the waitlist numbers have decreased by 250 students. Currently, there are 853 students enrolled in Adventure Club with 68 students on a waitlist.
  - D. Calendar Proposal for the school year 2026-27. The board reviewed the proposed 2026-2027 calendar. This will come to the board for approval at the November 26 meeting.
- VII. Strategic Direction B: Foster a Safe, Welcoming and Inclusive Environment for All Staff and Students. Nothing to report.
- VIII. Strategic Direction C: Utilize Systems and Align Resources in an Efficient Manner to Support Learning.
  - A. First Reading Policy 802 - Disposition of Obsolete Equipment and Material. This policy will come to the board for a second reading and approval at a future board meeting.
  - B. Member Sherman moved for the adoption of the Resolution Canvassing Returns of Votes of School District Election; Clerk's Certificate as to Abstract and return of Votes Cast; Abstract of Votes Cast. 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) Katie Hockert with 22841, Robert Parker with 21599, Sarah Grcevich with 21030, WRITE-IN with 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 with 22841, Robert Parker with 21599, Sarah Grcevich with 21030. 1. 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. 2. 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. The motion for the adoption of the foregoing resolution was duly seconded by Member Thelander and upon vote being taken thereon, the following voted in favor thereof: Hockert, Kelzenberg, Lauer, Petrie, Sherman, Thelander (6); and the following voted against the same: 0. whereupon said resolution was declared duly passed and adopted.

- C. Member Sherman moved for the adoption of the Resolution Authorizing Issuance of Certificates of General 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.
  3. 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 Lauer and upon vote being taken thereon the following voted in favor thereof: Hockert, Kelzenberg, Lauer, Petrie, Sherman, Thelander (6) and the following voted against the same: 0; whereupon said resolution was declared duly passed and adopted.

- IX. Strategic Direction D: Develop Strong Partnerships with the Communities We Serve. Nothing to report.
- X. Adjourn
- A. The meeting adjourned at 7:49 p.m.

Respectfully submitted, Beverly Petrie, Board Clerk

Independent School District 834 – Stillwater Area Public Schools  
Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082,  
Special Meeting, Monday, November 18, 2024 7:00 AM

- I. Call to Order: The meeting was called to order at 7:03 a.m.
- II. Roll Call: Present: Pete Kelzenberg, Beverly Petrie, Alison Sherman, Andrew Thelander; Absent: Katie Hockert, Chris Lauer.
- III. Approval of Agenda: Motion by Sherman and second by Kelzenberg, carried 4-0.
- IV. Closed Session. Pursuant to Minnesota Statutes section 13D.05, subdivision 2(a)(3) and Minnesota Statutes section 121A.47, subdivision 5. Motion by Sherman to move to a closed session, second by Petrie at 7:04 a.m., carried 4-0. Motion to move to open session by Thelander and second by Kelzenberg at 7:29 a.m., carried 4.0.
- V. Resolution expelling a student. Motion by Sherman and second by Kelzenberg, Carried 4-0.
- VI. Adjourn
  - A. The meeting adjourned at 7:30 a.m.

Respectfully submitted, Beverly Petrie, Board Clerk



# HUMAN RESOURCES

651-351-8305

[www.stillwaterschools.org](http://www.stillwaterschools.org)

1875 South Greeley Street  
Stillwater, MN 55082



## Substitute Pay Rates

### District Sub Rates

(updated 11/2024)

CE SAC/Pre-School Asst	\$17.00/hour
Custodial	\$17.00/hour
Health Care Specialist - RN	\$31.50/hour
Health Paraprofessional	\$19.00/hour
Nutrition Services	\$17.00/hour
Miscellaneous Casual Sub	\$16.00/hour
Other licensed staff subbing for Teacher	\$31.33/hour
Para subbing for Para	Step 1 of Para Contract

### Teachers On Call Sub Rates

Clerical	\$17.00/hour
Paraprofessional	\$17.00/hour
Building Paraprofessional	\$17.00/hour
Teacher	\$185.00/day \$92.50/half day
Building Teacher	\$200.00/day

### Teacher Sub 30-95 Days In Same Assignment

Base Rate	\$300.00/day
Stillwater Retirees	\$400.00/day

**MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement (“MOA”) is entered into by and between Lisa Sigfrids (“Employee”) and Independent School District No. 834, Stillwater (“District”).

WHEREAS, the Association and the District are parties to terms and conditions governing the employment of Lisa Sigfrids an employee of the District; and

WHEREAS, the District would like to offer a stipend for the project work of setting up and transitioning the District’s transportation systems and routes.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises and agreements contained in this MOA, including the relinquishment of certain legal rights, the parties hereby agree as follows:

1. **Stipend.** The parties agree that a one-time stipend of \$5,000 will be paid to Employee for the project work that occurred between August 1, 2024 through September 15, 2024. This shall be the only compensation above and beyond that outlined in the terms and conditions for this position.
2. **No Precedent or Past Practice.** Nothing in this MOA shall be deemed to establish a precedent or practice or to alter any established precedent or practice arising out of or relating to the terms and conditions between the District and the Employee. No party may submit this MOA in any proceeding as evidence of a precedent or practice.
3. **Equal Drafting.** This MOA must be construed to have been drafted equally by the parties.
4. **Entire Agreement.** This MOA constitutes the entire agreement between the parties relating to the subject matter described in this document. No party has relied upon any statements or promises that are not set forth in this document. This MOA controls to the extent that it conflicts with the terms of the Master Agreement. No changes to this MOA are valid unless they are in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have entered into this MOA on the dates shown below. By signing below, each party acknowledges that it has reviewed this MOA with a representative or legal counsel and that it understands and voluntarily agrees to be legally bound by all terms of the MOA.

**EMPLOYEE: Lisa Sigfrids**

Date: 11-5-2024

  
Employee Signature

**INDEPENDENT SCHOOL DISTRICT NO. 834**

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

\_\_\_\_\_  
School Board Chair

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

\_\_\_\_\_  
School Board Clerk

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

**RETIREMENT/RESIGNATION/RELEASE**

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Dyvig, Deborah	Resignation	Paraprofessional, 6.0 hours/day Lake Elmo Elementary	SCPA	November 7, 2024
Kaiser, Gretchen	Retirement (22 years)	1.0 FTE Special Education Teacher Oak-Land Middle School	SCEA	June 4, 2025
Nusbaum, Pete	Resignation	Paraprofessional, 6.0 hours/day Stillwater Area High School	2024-2025	October 31, 2024
Peterson, Sophie	Resignation	Assistant Softball Coach Stillwater Area High School	Co-Curricular	November 4, 2024
Taylor, Debra	Retirement (26 years)	Senior Human Resources Generalist Central Services	CSS	April 1, 2025
Weiss, Michael	Resignation	Weight Room Assistant Stillwater Area High School	Co-Curricular	October 28, 2024

**HIRES/REHIRE**

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Bakalov, Seth	Nutrition Services, 4.0 hours/day Mahtomedi High School	\$18.92 / hour	2024-2025 Staffing	Nutrition Services	December 2, 2024
Ballard, Brendan	Assistant Alpine Ski Coach Stillwater Area High School	\$1,015.00	Replacement	Co-Curricular	November 18, 2024
Berge, Elisabeth	Community Ed Aide, 6.75 hours/week Rutherford Elementary	\$15.50 / hour	2024-2025 Staffing	Community Ed Leads & Assts	October 29, 2024
Birkhofer, Jennifer	1.0 FTE LTS School Psychologist Afton-Lakeland & Brookview Elementary	\$101,338.00	Replacement	SCEA	November 13, 2024 - March 17, 2025
Brunberg, Florensa	Nutrition Services Employee, 4.0 hours/day Mahtomedi High School	\$18.92 / hour	2024-2025 Staffing	Nutrition Services	November 18, 2024
Chika, Adaobi	Paraprofessional, 6.0 hours/day Andersen Elementary	\$18.00 / hour	2024-2025 Staffing	SCPA	October 29, 2024
Christenson, Nancy	Nutrition Services Employee, 4.0 hours/day Mahtomedi Middle School	\$18.92 / hour	2024-2025 Staffing	Nutrition Services	November 18, 2024
Davis, Lynsey	Assistant Winter Dance Coach Stillwater Area High School	\$609.00	Replacement	Co-Curricular	October 22, 2024
Delahunt, Hannah	1.0 FTE LTS Occupational Therapist Lake Elmo & Stillwater Area High School	\$71,751.00	Replacement	SCEA	November 25, 2024 - June 4, 2025
Durston, Robert	Nutrition Services Employee, 5.75 hours/day Lake Elmo Elementary	\$18.58 / hour	2024-2025 Staffing	Nutrition Services	November 21, 2024
Estephan, Mark	1.0 FTE Visual Arts / Technology Teacher Oak-Land Middle School	\$53,710.00	Replacement	SCEA	October 28, 2024 - June 4, 2025
Ester, Olivia	Head Girls Nordic Ski Coach Stillwater Area High School	\$4,060.00	Replacement	Co-Curricular	December 1, 2024
Hubbard, Summer	Health Care Specialist Float, 3.25 hours/day District Wide	\$40.37 / hour	2024-2025 Staffing	Tech Support	November 18, 2024
Johnson, Steven	Custodian V, 8.0 hours/day Brookview Elementary	\$25.99 / hour	Replacement	Custodial	November 1, 2024
Lindstrom, Kimberly	Nutrition Services Manager, 7.5 hours/day Lake Elmo Elementary	\$25.26 / hour	2024-2025 Staffing	Nutrition Services	November 18, 2024
Lokkesmoe, Thomas	Assistant Girls Track Coach Stillwater Area High School	\$5,075.00	Replacement	Co-Curricular	October 24, 2024
Peterson, Katie	Community Ed Aide, 9.0 hours/week Lake Elmo Elementary	\$15.50 / hour	2024-2025 Staffing	Community Ed Leads & Assts	November 14, 2024
Porter, Brandon	Nutrition Services District Chef Central Services	\$68,218.00	2024-2025 Staffing	CSS	November 18, 2024
Sherry, Robert	Assistant Girls Hockey Coach Stillwater Area High School	\$7,917.00	Replacement	Co-Curricular	October 28, 2024

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

Sekar, Monisha	Preschool Assistant, 27.25 hours/week Brookview Elementary	\$18.14 / hour	2024-2025 Staffing	Community Ed Leads & Assts	November 4, 2024
Swanson, Makayla	Paraprofessional, 6.2 hours/day Brookview Elementary	18.00 / hour	2024-2025 Staffing	SCPA	October 28, 2024
Vasquez, Eliset	Paraprofessional, 6.0 hours/day Stillwater Area High School	\$18.00 / hour	2024-2025 Staffing	SCPA	November 11, 2024
Zaccagnini, Scott	Paraprofessional, 6.5 hours/day Lake Elmo Elementary	\$18.00 / hour	2024-2025 Staffing	SCPA	November 18, 2024
Xiong, Yuzohn	Paraprofessional, 6.25 hours/day Stillwater Area High School	\$18.00 / hour	2024-2025 Staffing	SCPA	November 4, 2024

**LEAVES OF ABSENCE**

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Bohrman, Anjela	Approve	Due Process Secretary, 6.0 hours/day Early Childhood Family Center	Tech Support	November 18, 2024 - January 13, 2025
Hei, Sarah	Approve	.8 FTE Occupational Therapist Afton-Lakeland Elem., Oak-Land & Stillwater Middle School	SCEA	2025-2026 school year
Hendrickson, Andrea	Approve	1.0 FTE Math Teacher Stillwater Middle School	SCEA	April 21, 2025 - June 4, 2025
Nelson, Linda	Approve	1.0 FTE Licensed School Nurse Afton-Lakeland, Brookview & Lake Elmo Elementary	SCEA	September 1, 2024 - September 1, 2025
Obikwelu, Emmanuel	Approve	Paraprofessional, 6.5 hours/day Oak-Land Middle School	SCPA	October 29, 2024 - January 13, 2025
Spain, Henry S.	Approve	1.0 FTE Elementary Education Teacher Rutherford Elementary	SCEA	October 16, 2024 - February 14 ,2025
Steen, Sydney	Approve	1.0 FTE Special Education Teacher Lake Elmo Elementary	SCEA	January 29, 2025 - May 21, 2025

**ASSIGNMENT CHANGES**

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Brown, Kevin	Nutrition Services, 5.75 hours/day Rutherford Elementary	Nutrition Services, 4.0 hours/day Stillwater Area High School	2024-2025 Staffing	Nutrition Services	November 14, 2024
Carroll, Adeline	Nutrition Services, 4.0 hours/day Stillwater Area High School	Nutrition Services, 6.75 hours/day Lake Elmo Elementary	2024-2025 Staffing	Nutrition Services	November 11, 2024
Chika, Adaobi	Paraprofessional, 6.0 hours/day Andersen Elementary	Paraprofessional, 18 hours/week Andersen Elementary	2024-2025 Staffing	SCPA	November 14, 2024
Gutierrez Mancia, Reimundo	Custodian VI, 8.0 hours/day Lily Lake Elementary	Custodian VI, 8.0 hours.day Oak-Land Middle	Replacement	Custodial	October 22, 2024
Hopper, Rebecca	1.0 FTE Counselor Stillwater Area High School	1.2 FTE Counselor Stillwater Area High School	Replacement	SCEA	October 29, 2024 - March 20, 2025
Houde, Kassidy	Paraprofessional, 10 hours/week Early Childhood Family Center	Paraprofessional, 11 hours/week Early Childhood Family Center	2024-2025 Staffing	SCPA	October 21, 2024
King, Kristina	1.0 FTE Counselor Stillwater Area High School	1.2 FTE Counselor Stillwater Area High School	Replacement	SCEA	October 29, 2024 - March 20, 2025
Lander-Perkins, Heather	Paraprofessional, 6.0 hours/day Stillwater Area High School	Paraprofessional, 6.25 hours/day Stillwater Area High School	2024-2025 Staffing	SCPA	October 17, 2024
Ledson, Joan	Paraprofessional, 7.0 hours/day Stillwater Area High School	Paraprofessional, 7.25 hours/day Stillwater Area High School	2024-2025 Staffing	SCPA	October 23, 2024
Nelson, Elizabeth	1.0 FTE Counselor Stillwater Area High School	1.2 FTE Counselor Stillwater Area High School	Replacement	SCEA	October 29, 2024 - March 20, 2025
Ralston, Dan	1.0 FTE Counselor Stillwater Area High School	1.2 FTE Counselor Stillwater Area High School	Replacement	SCEA	October 29, 2024 - March 20, 2025
Shern, Alec	1.0 FTE Counselor Stillwater Area High School	1.2 FTE Counselor Stillwater Area High School	Replacement	SCEA	October 29, 2024 - March 20, 2025
Tocko, Joseph	Custodian IV, 8.0 hours/day	Custodian V, 8.0 hours/day	Replacement	Custodial	October 21, 2024

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

	Oak-Land Middle School	Afton-Lakeland Elementary			
Zuniga, Laura	Nutrition Services, 4.0 hours/day District Wide Float	Nutrition Services, 5.75 hours/day Rutherford Elementary	2024-2025 Staffing	Nutrition Services	November 11, 2024

**ADDITIONAL ASSIGNMENTS**

<b>NAME</b>	<b>Position</b>	<b>Reason</b>	<b>Group</b>	<b>EFFECTIVE DATE</b>
Caballero, Jason	Winter Weight Room Advisor Stillwater Area High School	Replacement	Co-Curricular	November 19, 2024
DiMartino, Emily	School Patrol Supervisor Andersen Elementary	Replacement	Co-Curricular	September 3, 2024
Duden, Morgan	Preschool Assistant, 7.5 hours/week Lake Elmo Elementary	2024-2025 Staffing	Community Ed Leads & Assts	November 15, 2024
Fosse, Matt	Newspaper Advisor Stillwater Middle School	2024-2025 Staffing	Co-Curricular	October 1, 2024
Weiss, Michael	9th Grade Boys Basketball Coach Stillwater Area High School	Replacement	Co-Curricular	October 21, 2024

**Buildings and Sites**

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

**[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)

**Buildings and Sites**

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Minn. Stat. § 645.11 (Published Notice)

***Cross References:***

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



# SCHOOL BOARD MEETING DATES 2025

**Draft 11/26/2024**

Week	Date	Location	Type of Meeting
1	January 7	Oak Park Learning Center, 6355 Osman Ave N, Stillwater, MN 55082	Organizational
3	January 21	Oak Park Learning Center, 6355 Osman Ave N, Stillwater, MN 55082	Business
1	February 4	Oak Park Learning Center, 6355 Osman Ave N, Stillwater, MN 55082	Study Session
3	February 18	Oak Park Learning Center, 6355 Osman Ave N, Stillwater, MN 55082	Business
1	March 4	Oak Park Learning Center, 6355 Osman Ave N, Stillwater, MN 55082	Study Session
3	March 18	Oak Park Learning Center, 6355 Osman Ave N, Stillwater, MN 55082	Business
2	April 8	Oak Park Learning Center, 6355 Osman Ave N, Stillwater, MN 55082	Study Session
4	April 22	Oak Park Learning Center, 6355 Osman Ave N, Stillwater, MN 55082	Business
1	May 6	Oak Park Learning Center, 6355 Osman Ave N, Stillwater, MN 55082	Study Session
3	May 20	Oak Park Learning Center, 6355 Osman Ave N, Stillwater, MN 55082	Business
1	June 3	Oak Park Learning Center, 6355 Osman Ave N, Stillwater, MN 55082	Study Session
3	June 17	Oak Park Learning Center, 6355 Osman Ave N, Stillwater, MN 55082	Business
3	July 15	Oak Park Learning Center, 6355 Osman Ave N, Stillwater, MN 55082	Business
1	August 5	Oak Park Learning Center, 6355 Osman Ave N, Stillwater, MN 55082	Study Session
3	August 19	Oak Park Learning Center, 6355 Osman Ave N, Stillwater, MN 55082	Business
2	September 9	Oak Park Learning Center, 6355 Osman Ave N, Stillwater, MN 55082	Study Session
4	September 23	Oak Park Learning Center, 6355 Osman Ave N, Stillwater, MN 55082	Business
1	October 7	Oak Park Learning Center, 6355 Osman Ave N, Stillwater, MN 55082	Study Session
3	October 21	Oak Park Learning Center, 6355 Osman Ave N, Stillwater, MN 55082	Business
1	November 6	Oak Park Learning Center, 6355 Osman Ave N, Stillwater, MN 55082	Study Session
3	November 18	Oak Park Learning Center, 6355 Osman Ave N, Stillwater, MN 55082	Business
1	December 2	Oak Park Learning Center, 6355 Osman Ave N, Stillwater, MN 55082	Study Session
3	December 16	Oak Park Learning Center, 6355 Osman Ave N, Stillwater, MN 55082	Business

Notice is hereby given that on occasion some members of the board may attend a meeting remotely. 13D.015 Subd 5. Notice. If telephone or other electronic means is used to conduct a regular, special, or emergency meeting, the entity shall provide notice of the regular meeting location, of the fact that some members may participate by electronic means, and of the provisions of subdivision 4. The timing and method of providing notice is governed by section 13D.04. In addition, the entity must post the notice on its Website at least ten days before any regular meeting as defined in section 13D.04, subdivision 1.



- 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	



# Course Proposals

Stillwater Area High School

# English Course Proposals

Current 2024-25	Proposed for 2025-26
<ul style="list-style-type: none"><li>• English 9</li><li>• Enriched English 9</li></ul>	<ul style="list-style-type: none"><li>• English 9</li><li>• Enriched English</li><li>• (NEW) Introduction to Multimedia Communications 9</li></ul>
<ul style="list-style-type: none"><li>• English 10</li><li>• Enriched English 10</li></ul>	<ul style="list-style-type: none"><li>• English 10</li><li>• Enriched English 10</li><li>• (NEW) Introduction to Multimedia Reporting 10</li></ul>
<ul style="list-style-type: none"><li>• English 11</li><li>• English 11 Newspaper</li><li>• AP Language</li></ul>	<ul style="list-style-type: none"><li>• English 11</li><li>• (NEW) CIS Advanced Multimedia Communications &amp; Pop Culture 11</li><li>• (NEW) American Studies 11</li><li>• (NEW) CE Composition 1</li></ul>
<ul style="list-style-type: none"><li>• English 12</li><li>• English Journalism/Yearbook 12</li><li>• AP Literature</li></ul>	<ul style="list-style-type: none"><li>• English 12</li><li>• English Journalism/Yearbook 12</li><li>• (NEW) CAPS Modern Literature and Film Studies</li><li>• (NEW) CE Literature</li></ul>



# Social Studies Course Proposals

Current 2024-25	Proposed 2025-26
<ul style="list-style-type: none"><li>● U.S. History</li><li>● AP U.S. History</li></ul>	<ul style="list-style-type: none"><li>● U.S. History</li><li>● (NEW) CE U.S. History</li></ul>
<ul style="list-style-type: none"><li>● Government and Politics</li><li>● Microeconomics with Government</li><li>● AP Microeconomics with Government</li><li>● AP Government and Politics</li></ul>	<ul style="list-style-type: none"><li>● Government and Politics</li><li>● Microeconomics with Government</li><li>● AP Microeconomics with Government</li><li>● (NEW) CE Government and Politics</li></ul>
<ul style="list-style-type: none"><li>● AP Psychology</li></ul>	<ul style="list-style-type: none"><li>● (NEW) CE Psychology</li></ul>



# Other Course Proposals

## Proposed 2025-26

- (NEW) CIS College Algebra through Modeling
- (NEW) Personal Finance



Expect  
**More.**



# Questions



Stillwater School Board  
Policy Meeting Notes  
November 6, 2024

Present: Katie Hockert, Beverly Petrie, Alison Sherman, Carissa Keister, Marie Schrul, Mike Funk, Joan Hurley

**Agenda**

- Reviewed the following policies for the November 12, 2024 board meeting
  - Consent Agenda
    - Policy 701 - Establishment and Adoption of School District Budget
    - Policy 701.1 - Modification of School District Budget
    - Policy 702 - Accounting
    - Policy 703 - Annual Audit
    - Policy 704 - Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System
    - Policy 705 - Policy Investments
    - Policy 706 - Acceptance of Gifts
    - 714 - Fund Balances
  - First Reading
    - 802 - MSBA - Disposition of Obsolete Equipment and Material
  - Review further
    - Policy 505 - Distribution of Non School-Sponsored Materials on School Premises by Students and Employees
    - Policy 511 - Student Fundraising
    - Policy 522 - Title IX Sex Nondiscrimination Policy
    - Policy 612.1 - Development of Parent and Family Engagement Policies for Title I Programs
    - Policy 616 - School District System Accountability
    - Policy 623 - Mandatory Summer School Instruction
    - Policy 709 - Transportation
    - Policy 712 - Video Surveillance Other Than on Buses
    - Policy 713 - Student Activity Accounting
    - Policy 720 - Vending Machines
    - Policy 721 - Uniform Grant Guidance Policy Regarding Federal Revenue Sources
    - Policy 731 - Post-Issuance Debt Compliance
    - Policy 801 - Equal Access to School Facilities
    - Policy 805 - Waste Reduction and Recycling

**What's next:**

- Next meeting is scheduled for Wednesday, December 4, 2024



**TO:** Northeast Metro 916 Board of Education  
**FROM:** Val Rae Boe  
**DATE:** November 11, 2024  
**RE:** November 6 Board of Education Meeting Talking Points

Members present: Knisely-12, Palmer-13, Forsberg-16, Bock-621, Nitardy-622, Clark-623, Daniels-624, Payne-832, Dols-833, and Hockert-834.

Members absent: Jones-14, Oksnevad-282, and Theisen-831.

**Recognitions:**

- **Retirement:** Kristin Salava, principal of Quora Secondary School, recognized Jay Urmann, Education Assistant Specialist, who retired on September 30 after providing District 916 with 40 years of service. Jay shared that he started with the district when he was 17 years old and always remembered the advice he was given by the principal who hired him: don't take the job home with you, objects can be replaced but people cannot, and always keep your sense of humor. He looks forward to coming back to sub at 916 in the future.

**World's Best Workforce:** Scott Thomas, director of educational services, presented on World's Best Workforce. He shared an overview of how it aligns with 916 strategic actions and benchmarks and the process 916 uses, which includes data collection and analysis, sharing, listening and sharing again. Lastly, Scott shared that the kindergarten readiness goal was met while the other three goals, closing achievement gaps, college readiness, and high school graduation goals are all in process and making progress.

**School Board Policies:** The School Board approved two policies that were presented in October and several that had minor language changes.

- Approved: Policies 419 and 606
- Adopted Proposed Policy Modifications: Policies 503, 521, and 615.

**2025 Meeting Dates:** The school board voted to approve proposed board meeting dates for the 2025 calendar year. All meeting dates are the first Wednesday of the month, with the exception of the January meeting, which occurs on the third Wednesday, and the December meeting, which occurs on the second Wednesday and no July meeting. A Board Retreat is scheduled for September 17<sup>th</sup>.

**Approval of NAC Security Camera Proposal:** The School Board approved a contract to provide exterior camera systems in an effort to improve safety and security at Karner Blue, Pankalo, Quora and Bellaire Education Centers.

**Approval of Read Act Memorandum of Understanding:** The School Board approved the Read Act Memorandum of Understanding between the district and United Educators Local 3748 compensating teachers required to complete the READ Act training.