

## Business Meeting

Tuesday, December 17, 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, November 26, 2024	<b>Speaker (s)</b> : Ms. Beverly Petrie, School Board Clerk
X.B. School Board Meeting Minutes, December 3, 2024	<b>Speaker (s)</b> : Ms. Beverly Petrie, School Board Clerk
X.C. Payment of Invoices, November 23, 2024-December 13, 2024	<b>Speaker (s)</b> : Ms. Marie Schrul, Chief Financial Officer
X.D. Human Resources Personnel Report	<b>Speaker (s)</b> : Ms. Kristine Carlston, Executive Director of Human Resources
XI. Strategic Direction C: Utilize systems and align resources in an efficient manner to support learning	
XI.A. Action: Certify the 2024 Payable 2025 Property Tax Levy	<b>Speaker (s)</b> : Ms. Marie Schrul, Chief Financial Officer
XII. Strategic Direction A: Ensure the learning process is adaptable to meet individual student needs	
XII.A. Report: Elementary Literacy Curriculum Update	<b>Speaker (s)</b> : Ms. Caitlyn Willis,

Executive Director of  
Elementary Education

XIII. **Strategic Direction B: Foster a safe, welcoming  
and inclusive environment for all staff and students**

XIII.A. Report: Identity Harm Protocol

**Speaker (s) :** Ms.  
Jacqueline Bayless,  
Integration  
Coordinator and Ms.  
Caitlyn Willis,  
Executive Director of  
Elementary Education

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

XIV.A. Action: Oak-Land Middle School - Construction Bids

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

XV. **Adjournment**

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

XVI. **Attachments**

- I. Recognition: Volunteers for Elementary School Literacy (VESL) assists teachers by providing personalized instruction to students that require an additional focus on reading.
- II. Public Comment: No speakers
- III. Call to Order: The meeting was called to order at 6:16 p.m.
- IV. Roll Call: Present: Pete Kelzenberg, Chris Lauer, Beverly Petrie, Alison Sherman, Andrew Thelander; Absent: Katie Hockert
- V. Pledge of Allegiance
- VI. Approval of Agenda: Motion made by Sherman and second by Thelander, Carried 5-0.
- VII. Student Report: Ainsley and Maysen were able to collaborate directly with peers from across the state at the MSBA Student School Board Development Event. Junior students had an occupational test drive day. Many talented students participated in the fall concerts and plays. The winter sports have begun.
- VIII. Superintendent Report: The district has a new Literacy Committee which is reviewing curriculum approved by the Minnesota Department of Education for our elementary literacy program. There will be an open house on January 17 at the Oak Park Learning Center for the public to review the curriculum. beginning mid-December, we are starting a student advisory group of high school students in grades 9-12.
- IX. Chair Report: Our student representatives are doing a good job of being involved in the dialogue and conversation of the board meetings.
- X. Consent Agenda: A. School Board Meeting Minutes, September 24, 2024; B. School Board Meeting Minutes, October 22, 2024; C. School Board Meeting Minutes, November 12, 2024; D. School Board Meeting Minutes, November 18, 2024; E. Payment of Invoices - November 9-22, 2024; F. Proposed Substitute Rates; G. MOA; H. Human Resources Personnel Report. Motion by Petre to approve items A-G and second by Lauer; carried 5-0.
- XI. Strategic Direction C: Utilize Systems and Align Resources in an Efficient Manner to Support Learning.
  - A. Report: Cell Phone Presentation. As the school board prepares to adopt a new student cell phone use policy in March, they took time to learn about the “why” behind such policies. A speaker from the Phone-Free Schools Movement provided statistics and research from schools across the nation that have already implemented policies limiting the use of phones and personal devices in school.
  - B. Report: Second Reading Policy 802-Disposition of Obsolete Equipment and Material. There have been no changes since the first reading on November 12, 2024.
  - C. Action: Approval of Policy 802-Disposition of Obsolete Equipment and Material. Motion by Sherman, second by Lauer, carried 5-0.
  - D. Action: 2025-26 School Board Meeting Dates. The 2025 school board meetings will begin at 5:30 p.m. Motion by Kelzenberg, second by Thelander, carried 5-0.
- XII. 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. Action: Calendar Proposal for the school year 2026-27. Motion by Sherman, second by Kelzenberg, carried 5-0.
  - B. Report: Stillwater Area High School Course Proposals. School board members reviewed proposals for new courses that high school staff would like to offer next year. The board votes on the courses at its next meeting.
  - C. Action: Amendment to the 2023-2026 Achievement Integration Plan. Brookview Elementary was recently identified as a racially isolated school. The amended plan addresses goals and strategies to better support learning for all the students at Brookview. Motion by Sherman, second by Thelander, carried 5-0.
- XIII. Strategic Direction B: Foster a Safe, Welcoming and Inclusive Environment for All Staff and Students. Nothing to report.
- XIV. Strategic Direction D: Develop Strong Partnerships with the Communities We Serve. Nothing to

report.

XV. Adjournment

A. The meeting adjourned at 8:08 p.m.

Respectfully submitted, Beverly Petrie, Board Clerk

- I. Call to Order: The meeting was called to order at 6:03 p.m.
- II. Roll Call: Present: Katie Hockert, Pete Kelzenberg, Chris Lauer, Beverly Petrie, Alison Sherman, Andrew Thelander
- III. Pledge of Allegiance
- IV. Truth in Taxation. The district held its annual Truth in Taxation public hearing. Each December the district is required to present its budget and levy to the community and provide a time for public comment. The presentation included information about the current budget and the proposed tax levy for taxes payable 2025. The school board is required to adopt the final levy by Dec. 31 of each year. The board takes action to certify the levy at the Dec. 17 school board meeting. No speakers.
- V. Approval of Agenda: Motion made by Sherman and second by Thelander; Carried 6-0.
- VI. Consent Agenda: A. Payment of Invoices - November 23-29, 2024; Gifts and Donations: June-September 2024; B. Copier Contract Renewal. Motion by Lauer and second by Kelzenberg, carried 6-0.
- VII. Strategic Direction C: Utilize Systems and Align Resources in an Efficient Manner to Support Learning.
  - A. Audit Presentation and Approval. School board members approved the 2023-24 Comprehensive Annual Financial Report, upon which the annual audit is based. The district is required to have an annual independent financial audit and to submit audited financial data to the commissioner of the Minnesota Department of Education and to the Office of the State Auditor. This year's audit was conducted by Malloy, Montague, Karnowski, Radosevich & Co, P.A (MMKR) and the district received a clean or "unmodified" opinion on its annual audit of basic financial statements. Motion by Thelander and second by Petrie, carried 6-0.
- VIII. 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. Stillwater Area High School New Course Approval. School board members approved 12 new high school courses for the 2025-26 school year. Many of the changes are a result of switching from Advanced Placement (AP) classes to Concurrent Enrollment (CE) and College in the Schools (CIS) classes. This allows students to take rigorous college classes at the high school and earn college credit through regular coursework instead of relying on a high-stakes AP exam at the end of the year. Motion by Hockert and second by Kelzenberg, carried 6-0.
- IX. Strategic Direction B: Foster a Safe, Welcoming and Inclusive Environment for All Staff and Students. Nothing to report.
- X. Strategic Direction D: Develop Strong Partnerships with the Communities We Serve. Nothing to report.
  - A. New Bayport Elementary Construction Bids. School board members approved bids for construction of a new elementary school in Bayport. The project will be funded by the 2024A School Building Bonds, which were approved by voters in the 2023 bond request. Construction begins this spring, with the new school opening in the fall of 2026. Motion by Sherman and second by Thelander, carried 6-0.
- XI. Adjourn
  - A. The meeting adjourned at 7:20 p.m.

Respectfully submitted, Beverly Petrie, Board Clerk

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

**RETIREMENT/RESIGNATION/RELEASE**

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Bambery, Elizabeth	Resignation	Paraprofessional, 6.5 hours/day Lake Elmo Elementary	SCPA	November 26, 2024
Baxter, Megan	Resignation	Preschool Assistant, Early Childhood Family Center, 18 hours/week	Community Ed Leads & Assistants	October 24, 2024
Boyd, Denay	Terminated	Paraprofessional, 6.5 hours/day Oak-Land Middle School	SCPA	December 9, 2024
Cosgrove, Daniel	Resignation	Assistant Baseball Coach Stillwater Area High School	Co-Curricular	December 2, 2024
Hendrickson, Junko	Resignation	Nutrition Services, 5.75 hours/day Lake Elmo Elementary	Nutrition Services	October 27, 2024
Kaiser, Gretchen	Retirement (22 Years)	1.0 FTE Special Education Teacher Oak-Land Middle School	SCEA	February 28, 2025 (revised date)
Lauer, Sarah	Resignation	Assistant Speech Advisor Stillwater Area High School	Co-Curricular	September 4, 2024
Lopez, Samantha	Resignation	Nutrition Services, 4.0 hours/day Stillwater Area High School	Nutrition Services	November 14, 2024
Sintek, Natalie	Resignation	Assistant Speech Advisor Stillwater Area High School	Co-Curricular	December 2, 2024
Krueger, Gretchen	Resignation	Custodian VI, 8.0 hours/day District Wide	Custodial	December 27, 2024
Heller, Danielle	Resignation	Administrative Assistant, 8.0 hours/day Stillwater Middle School	Tech Support	December 17, 2024

**HIRES/REHIRES**

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Alaqrabawi, Tala	Community Ed Assistant, 6.75 hours/week Andersen Elementary	\$18.73 / hour	2024-2025 Staffing	Community Ed Leads & Assts	November 26, 2024
Arthur, Angela	Nutrition Services, 4.0 hours/day Stillwater Area High School	\$18.92 / hour	2024-2025 Staffing	Nutrition Services	December 9, 2024
Calverley, Chase	Paraprofessional, 6.5 hours/day Lake Elmo Elementary	\$18.00 / hour	2024-2025 Staffing	SCPA	November 26, 2024
Camacho, Christopher	1.0 FTE Physical Education Teacher Lake Elmo Elementary	\$78,615.00	Replacement	SCEA	November 25, 2024 - June 4, 2025
Clendenen, Delaney	Community Ed Assistant, 7.5 hours/week Rutherford Elementary	\$18.14 / hour	2024-2025 Staffing	Community Ed Leads & Assts	December 2, 2024
Farmer, Michelle	.35 FTE Physical Education Teacher Andersen Elementary	\$74,413.00	2024-2025 Staffing	SCEA	August 13, 2024 - June 4, 2025
Gervais, Taylor	Paraprofessional, 6.0 hours/day Rutherford Elementary	\$18.00 / hour	2024-2025 Staffing	SCPA	December 3, 2024
Haugen Josephine	Community Ed Assistant, 9.5 hours/week Stonebridge Elementary	\$18.73 / hour	2024-2025 Staffing	Community Ed Leads & Assts	December 9, 2024
Howard, Megan	Paraprofessional, 6.5 hours/day Stillwater Area High School	\$18.00 / hour	2024-2025 Staffing	SCPA	January 2, 2025
Lunsman, Michele	Nutrition Services, 4.0 hours/day Lake Elmo Elementary	\$18.58 / hour	2024-2025 Staffing	Nutrition Services	November 21, 2024
McConico, Matthew	Paraprofessional, 6.0 hours/day Oak-Land Middle School	\$18.00 / hour	2024-2025 Staffing	SCPA	December 4, 2024
Petier, Kady	Community Ed Assistant Afton-LakeLand	\$18.14 / hour	2024-2025 Staffing	Community Ed Leads & Assts	December 3, 2024
Thom, Zachary	Assistant Alpine Ski Coach Stillwater Area High School	\$812.00	Replacement	Co-Curricular	November 26, 2024
Pomrening, Ellie	Community Ed Assistant, 5.0 hours/week Afton-Lakeland Elementary	\$18.14 / hour	2024-2025 Staffing	Community Ed Leads & Assts	December 9, 2024
Wandschneider, Coen	Community Ed Assistant, 2.5 hours/day	\$18.14 / hour	2024-2025	Community Ed	November 25, 2024

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

	Rutherford Elementary		Staffing	Leads & Assts	
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**LEAVES OF ABSENCE**

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Anderson, Eric	Approve	1.0 FTE Counselor/TOSA Oak-Land Middle School	SCEA	November 14, 2024 - February 19, 2025
Folden, Sheila	Approve	1.0 FTE Physical Education Teacher Rutherford Elementary	SCEA	January 17, 2025 - April 14, 2025
Loida, Deborah	Approve	Nutrition Services, 4.0 hours/day Wildwood Elementary	Nutrition Services	January 2, 2025 - March 31, 2025

**ASSIGNMENT CHANGES**

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Bakken, Brian	Nutrition Services, 4.0 hours/day Mahtomedi Middle School	Nutrition Services, 4.0 hours/day Stillwater Area High School	2024-2025 Staffing	Nutrition Services	December 2, 2024
Johnson, Jennifer	Nutrition Services Manager, 7.0 hours/day Lake Elmo Elementary	Nutrition Services Manager, 8.0 hours/day Stillwater Area High School	2024-2025 Staffing	Nutrition Services	December 2, 2024
Koller, John	Community Ed Aide, 8.0 hours/week Stonebridge Elementary	Community Ed Assistant, 8.0 hours/week Stonebridge Elementary	2024-2025 Staffing	Community Ed Leads & Assistants	December 5, 2024
Van Alstine, Tanya	Paraprofessional, 7.0 hours/day Transition	Paraprofessional, 6.5 hours/day Transition	2024-2025 Staffing	SCPA	December 2, 2024
VerDuin, Shannon	Paraprofessional, 7.5 hours/day Stillwater Area High School	Paraprofessional, 6.0 hours/day Stillwater Area High School	2024-2025 Staffing	SCPA	November 22, 2024

**ADDITIONAL ASSIGNMENTS**

NAME	Position	Reason	Group	EFFECTIVE DATE
N/A	N/A	N/A	N/A	N/A

# Total Proposed 2024 Payable 2025 Levy

Fund	Certified 2023 Payable 2024			Proposed 2024 Payable 2025			Proposed Levy Change	Proposed % Change
	RMV Amount	NTC Amount	Total	RMV Amount	NTC Amount	Total		
General	\$ 23,367,462.33	\$ 20,750,188.96	\$ 44,117,651.29	\$ 24,914,775.68	\$ 21,926,424.93	\$ 46,841,200.61	\$ 2,723,549.32	6.17%
Community Service	0.00	1,264,755.01	1,264,755.01	0.00	1,357,913.53	1,357,913.53	93,158.52	7.37%
Debt Service	0.00	17,115,779.43	17,115,779.43	0.00	17,940,334.47	17,940,334.47	824,555.04	4.82%
<b>Total</b>	<b>\$ 23,367,462.33</b>	<b>\$ 39,130,723.40</b>	<b>\$ 62,498,185.73</b>	<b>\$ 24,914,775.68</b>	<b>\$ 41,224,672.93</b>	<b>\$ 66,139,448.61</b>	<b>\$ 3,641,262.88</b>	<b>5.83%</b>

Source: MDE Levy Limitation and Certification Report as of 12/06/24

RMV = Referendum Market Value  
 NTC = Net Tax Capacity



Expect **More.**



Taxes Payable 2025  
0834-01-000-000 Stillwater Area Public Schools

[Validate/Certify Levy](#)

Validate/Certify Levy

You have successfully validated your Levy data! You are ready to submit it.

**Submit Levy**

If you are sure your levy data is correct and ready to certify it, you can do so by clicking Certify Levy button below. Before certifying it, you are strongly recommended to validate it by clicking Validate Levy button.

- By clicking Certify Levy button, you are certifying your levy data and data is being submitted to MDE.
- If you certified your levy previously and are now making any changes, you have to recertify it again.

For further information about Levy Certification. contact the following:

Program Finance at [mde.levy@state.mn.us](mailto:mde.levy@state.mn.us)  
Emails will be redirected to the appropriate staff person within Program Finance.

Validate Levy

Certify Levy

**District Levy Summary**

Subtotals By Levy Category

Title	Limit	Proposed	Certified
GENERAL - RMV VOTER	17,221,638.76	17,221,638.76	17,221,638.76
GENERAL - RMV OTHER	7,693,136.92	7,693,136.92	7,693,136.92
GENERAL - NTC VOTER	7,186,622.56	7,186,622.56	7,186,622.56
GENERAL - NTC OTHER	14,739,802.37	14,739,802.37	14,739,802.37
COMMUNITY SERVICE - NTC OTHER	1,357,913.53	1,357,913.53	1,357,913.53
GENERAL DEBT - NTC VOTER	17,401,136.29	17,401,136.29	17,401,136.29
GENERAL DEBT - NTC OTHER	539,198.18	539,198.18	539,198.18
OPEB DEBT - NTC VOTER	0.00	0.00	0.00
OPEB DEBT - NTC OTHER	0.00	0.00	0.00

Subtotals By Fund

Title	Limit	Proposed	Certified
GENERAL FUND	46,841,200.61	46,841,200.61	46,841,200.61
COMMUNITY SERVICES FUND	1,357,913.53	1,357,913.53	1,357,913.53
GENERAL DEBT SERVICE FUND	17,940,334.47	17,940,334.47	17,940,334.47
OPEB/PENSION DEBT SERVICE FUND	0.00	0.00	0.00

Subtotals By Tax Base

Title	Limit	Proposed	Certified
REFERENDUM MARKET VALUE	24,914,775.68	24,914,775.68	24,914,775.68
NET TAX CAPACITY	41,224,672.93	41,224,672.93	41,224,672.93

Subtotals By Truth In Taxation Category

Title	Limit	Proposed	Certified
VOTER APPROVED	41,809,397.61	41,809,397.61	41,809,397.61
OTHER	24,330,051.00	24,330,051.00	24,330,051.00

Total Levy

Title	Limit	Proposed	Certified
TOTAL LEVY	66,139,448.61	66,139,448.61	66,139,448.61



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**More.**

# Update on Literacy Curriculum Review

*Presented to the School Board  
Dec. 17, 2024*

# Why We Need New Literacy Curricula

“A district or charter school must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension.”

*Minnesota Statutes 2023, section 120B.1118; subdivision 4.*

- Evidence-based literacy instruction is “explicit, systematic, and culturally responsive. It includes phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the **three-cueing system.**”



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# Current Reality

Our current curricula is not approved by Minnesota Department of Education (MDE):

- K-3 Letterland (Foundational Skills)
- K-2 Heggerty (Foundational Skills)
- Grades K-5 Lucy Calkins Units of Study (Knowledge Building)

## New

### Requirements:

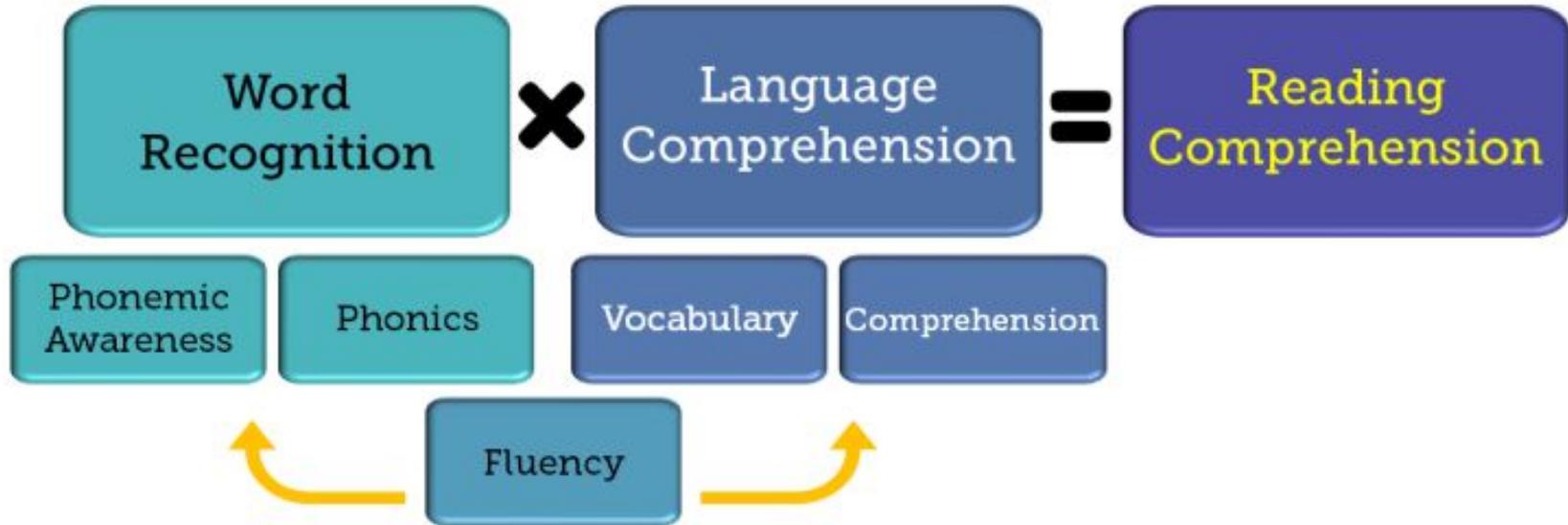
- K-2 Foundational Skills Curriculum
- Grades 3-5 Morphology Skills Curriculum
- K-5 Knowledge Building Curriculum

*Curriculum must be on the approved MDE list*



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# Science of Reading



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# Purpose of Literacy Curriculum Committee

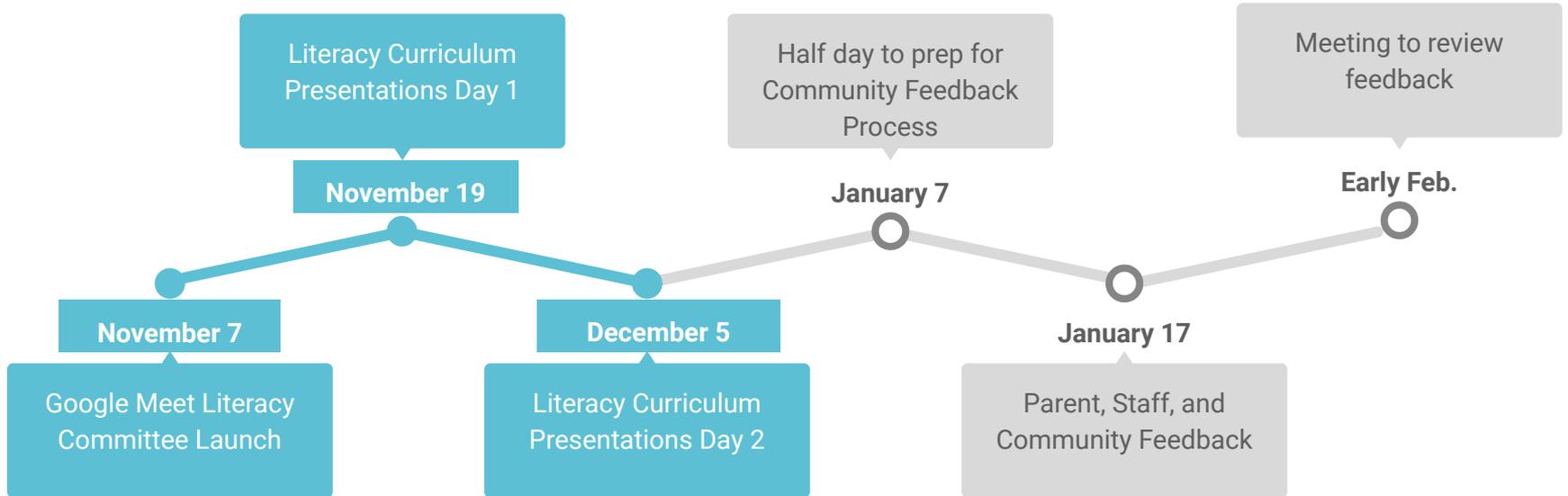
Guide the selection of literacy curricula for elementary schools within the district:

1. Evaluating curriculum options
2. Ensuring research-based and effective instruction
3. Gathering stakeholder input
4. Alignment with district goals



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# Initial Committee Timeline



# Curriculum Evaluation Process

Foundational Skills K-2	Knowledge Building k-2
UFLI	Wit and Wisdom
Benchmark Advanced Phonics	Benchmark Advanced
<del>Open Up EL Phonics</del>	<del>Open Up EL</del>
<del>Magnetic Reading</del>	
<del>Functional Phonics</del>	
Foundational Skills 3-5	Knowledge Building 3-5
Functional Morphology	Wit and Wisdom
<del>Benchmark Advanced on it's own</del>	Benchmark Advanced
	<del>Open Up EL</del>



# Implementation Considerations

- Curricula (*what we teach*) is one tool for improving students' literacy skills
- Professional development (*how we teach*), specifically in the science of reading, has a significant impact on student outcomes
- Considerations for adoption and implementation of curricula and professional development are both fiscal and philosophical



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# Funding Sources

Read Act Literacy Incentive Aid	Read Act Literacy Aid	Teacher Compensation Aid
<p>Approved uses:</p> <ul style="list-style-type: none"><li>● Literacy leads/staffing</li><li>● Approved literacy materials</li><li>● Intervention materials</li><li>● Non-Read Act PD/trainings</li><li>● Subs for literacy committee</li><li>● Subs for LETRS training</li></ul>	<p>Approved uses:</p> <ul style="list-style-type: none"><li>● Approved curriculum</li><li>● Literacy staffing<ul style="list-style-type: none"><li>○ <i>Caution: 1 time funding</i></li></ul></li></ul>	<p>Approved uses:</p> <ul style="list-style-type: none"><li>● Stipends for training to become Read Act certified</li><li>● Must be negotiated</li></ul>

Additional expenditures will be allocated as part of our capital outlay plan. Implementation may be staggered by grade-band over multiple years.



# Elementary Curriculum Implementation Timeline

**2024-25** ● Pilot literacy curricula

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**2025-26** ● Implement adopted K-2 literacy curricula

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**2026-27** ● Implement adopted grades 3-5 literacy curricula  
● Pilot math curricula

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**2027-28** ● Implement new K-5 math curricula



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# Next Steps

- Bring recommendations to the school board with expenditures and revenue sources:
  - Curricula recommendations
  - Implementation plan
    - Professional development
- Begin implementation in fall 2025 to align with the MDE ELA standards implementation timeline





# Staff & Community Open House: Curriculum Viewing & Feedback

Jan. 17, 2025 from 8 a.m. - 6 p.m.

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

Feedback given on this day will be taken to the next meeting with the literacy committee and will be considered in our final decision on board recommendations



Expect  
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# Identity Harm Protocol

Presented to the School Board  
Dec. 17, 2024

# Focusing On What Matters

## Our Shared Beliefs

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

## Key Initiatives 2024-25

- Literacy
- School culture, equity and inclusion
- Social emotional learning



# Our Responsibility: Keep Kids Safe

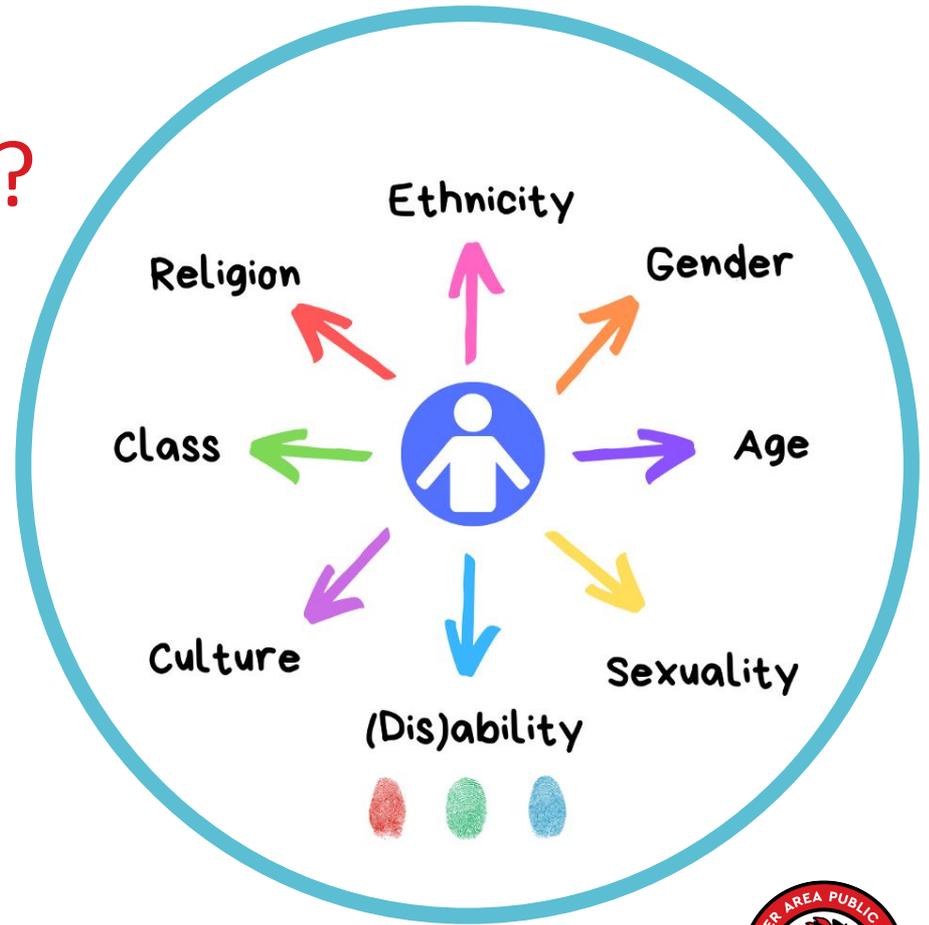
- [Policy 102](#): Equal Educational Opportunity
- [Policy 413](#): Harassment and Violence
- [Policy 514](#): Bullying Prohibition Policy
- [Policy 506](#): Student Discipline
- [Policy 522](#): Title IX - Sex Non-Discrimination



# What Is Identity Harm?

## Identity-Based Harm

happens whenever a person targets another person or group of people based on any aspect of their identity





## What Identity Harm May Look Like

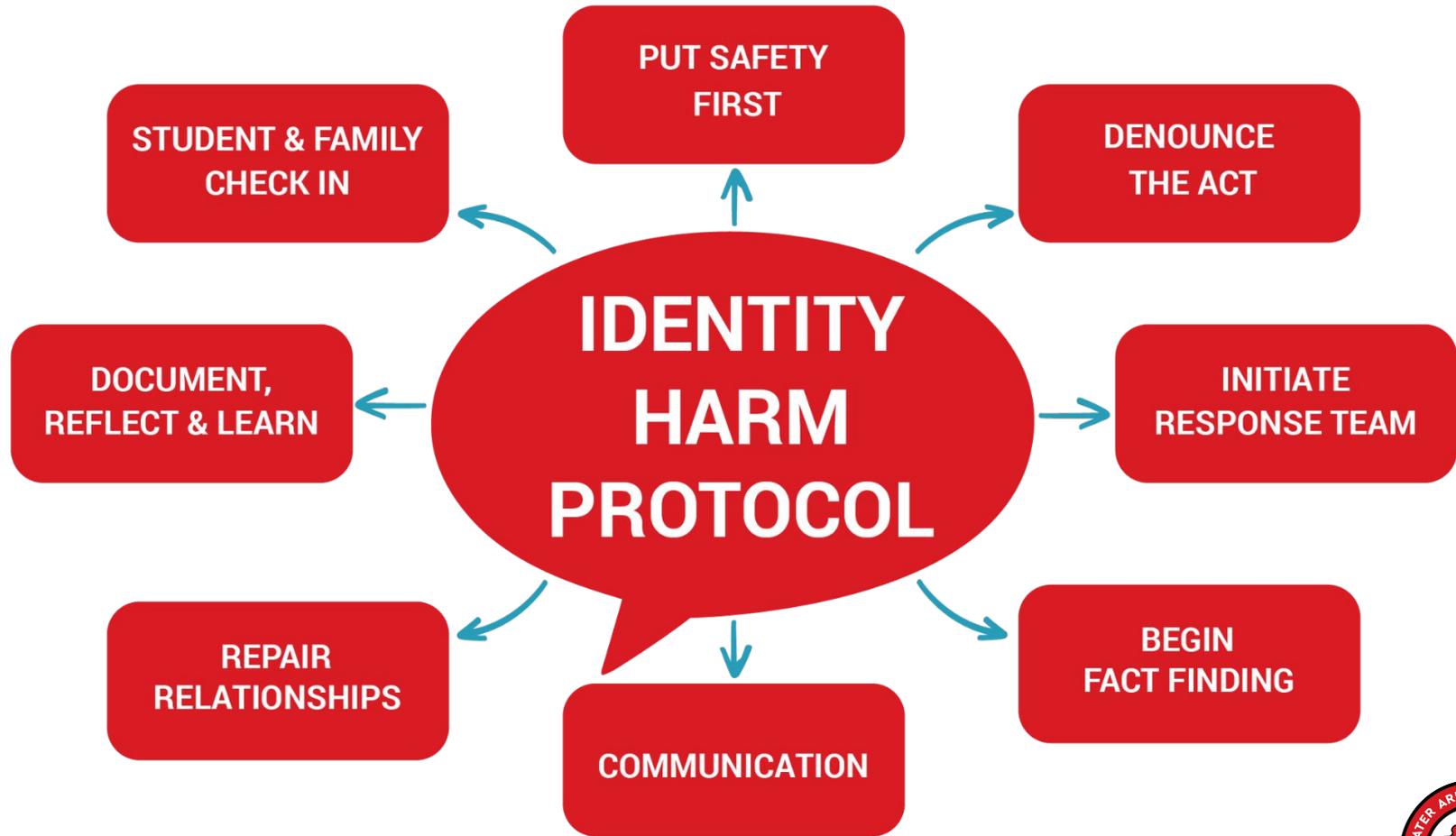
Teasing | Bullying | Exclusion | Discrimination  
| Name calling | Derogatory comments |  
Rumors | Threats | Pushing, shoving | Fighting



# Real Life Examples From Our Schools:

- Stereotypes or racial slurs
- Hurtful comments or assumptions about weight, hair color, or other physical features
- Teasing or being called derogatory names because of hobbies, interests, or clothing
- Homophobic slurs, exclusion, or bullying
- Faith mocked or dismissed
- Insensitive comments, exclusion from activities, or frustration from peers who don't understand a students' unique needs or abilities/disabilities
- Islamophobic comments or assumptions
- Antisemitic remarks, stereotypes or vandalism of religious symbols





# It's Not All New

## The Identity Harm Protocol:

- Builds off of the work we already do to address incidents of bullying, harassment, and discrimination
- Adds an extra level of transparency and accountability
- Helps us respond to incidents in a consistent and predictable way
- Focuses on repairing relationships and repairing harm

## What We Already Do:

- Ensure student safety
- Investigate allegations
- Repair relationships
- Communicate

## What's New or Enhanced:

- Denouncing the act
- Communication expectations for increased transparency
- Collaboration with families
- Consistent expectations and response





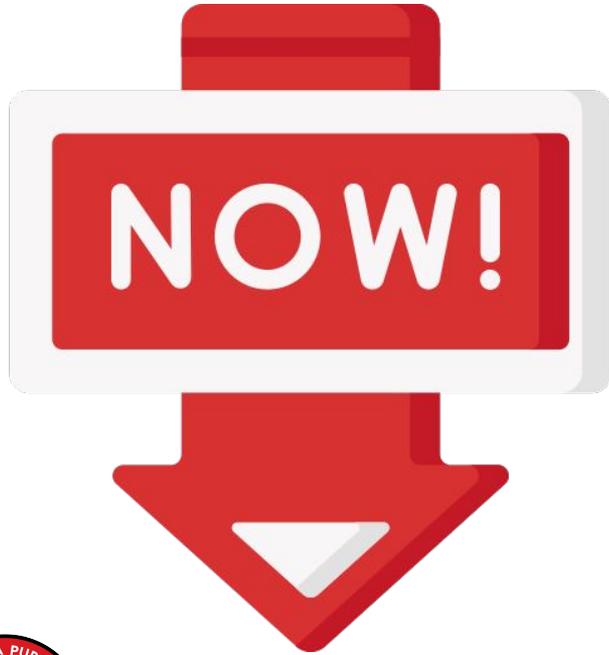
# Exploring The Protocol

# Put Safety First

- Prioritize the safety and security of students and staff
- Mitigate further physical and emotional harm
- Secure the area, if needed, and provide affected individuals with access to a safe location and an ally



# Denounce the Act



Publicly affirm the behavior is unacceptable and misaligned with district values

## What This Looks Like:

- Expressing disapproval
- Acknowledging impact
- Offering support
- Demonstrating accountability
- Emphasizing values



# Initiate Response

## Team

- Involve appropriate leaders and stakeholders to ensure a coordinated response
  - Bring together different perspectives (administrators, counselors, etc.) to help create a well-rounded plan to support all involved
- Prevent further harm through early and consistent communication



# Fact Finding

- Gain a clear understanding of the harm and its scope
- Gather facts and evidence to better understand the situation
- Consider needs of all individuals involved
- For more serious incidents, launch a formal investigation



# Communicate



- Teacher or staff member to call and/or email guardians of students directly involved, as soon as possible
- School staff communicates with larger community as needed

## Why This Matters

- Helps to ensure safety of students and prevent further harm
- Builds trust and credibility
- Provides support for those who are affected
- Engages families in the process
- Ensures accurate sharing of information



# Repair Relationships

- Use restorative practices to address harm and encourage behavioral change
- Facilitate check-ins and access to restorative supports like counseling or social work
- For more serious incidents, develop re-entry plan to ensure safety and accountability for offending students

## Restorative Practices Goals

- Rebuild trust between those affected
- Help those who caused harm understand the impact of their actions and take responsibility
- Make sure those who were hurt feel seen, heard, and supported
- Create a safe space where everyone feels like they belong



# Document, Reflect and Learn

- Record incidents
- Debrief with the response team to identify improvements
- Formalize the process to ensure learning and accountability for future incidents



## What the Protocol *Is*:

- **A Tool for Safety:** Focused on creating a safe, supportive environment for all students
- **A Restorative Approach:** Designed to repair harm, rebuild trust, and foster growth
- **A Clear Process:** Provides consistent, predictable steps to address incidents fairly and effectively
- **A Learning Opportunity:** Helps educate students and staff about the impact of their actions and promotes kindness and respect
- **A Partnership with Families:** Engages families in open communication to support students and build trust

## What the Protocol *Is Not*:

- **It Is Not A Political Agenda:** This is about protecting and caring for kids, not advancing political views or ideologies
- **It Is Not About Punishment Alone:** Focuses on accountability and growth rather than punitive measures
- **It Is Not Biased:** Applies to all students and staff, regardless of background or beliefs
- **It Is Not Reactive:** A proactive and thoughtful approach that prioritizes healing and prevention

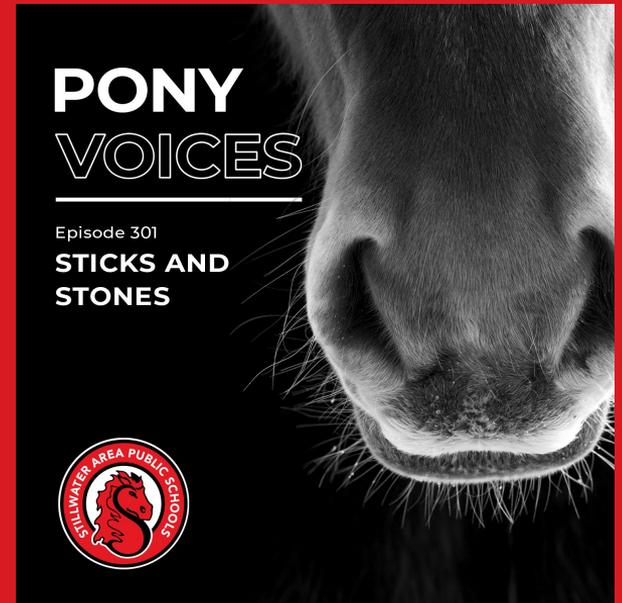


# Learn more about our Identity Harm Protocol



[stillwaterschools.org/identityharm](https://stillwaterschools.org/identityharm)

While you're there, listen to  
our latest podcast:  
"Sticks & Stones"





# Questions



**Agenda Item: XXXX**  
**Date Prepared: December 12, 2024**  
**ISD 834 Board Meeting**

Agenda Item: Oak-Land Middle School Addition and Renovation – Construction Bids  
 Meeting Date: December 17, 2024  
 Contact Person: Mark Drommerhausen, Executive Director of Operations and Transportation

*Background:* Wold Architects have been working with Stillwater Area Public Schools staff over the past year to design an addition/building renovation for Oak-Land Middle School. The project is scheduled to break ground in the spring of 2025 and be completed for the start of the 2026-2027 school year. Kraus-Anderson Construction Company worked with Stillwater Area Public Schools and Wold Architects to solicit bids for the Oak-Land Middle School Addition. The bids were opened on December 9, 2024.

To obtain the lowest construction cost for the project, Kraus-Anderson Construction Company broke the project down into 34 separate work scopes. Their role will be coordinating the schedule and monitoring the performance of each work scope during the construction project. Stillwater Area Public Schools will enter into a separate contract with the lowest responsible bidder for each work scope.

These bids came in within budget and will keep us on our construction timeline. The Oak-Land Middle School will be funded by the 2024A School Building Bonds and LTFM Fund. Kraus-Anderson, Wold Architects and Stillwater Area Public Schools will be working throughout the project to minimize expenses.

The following is a description and amount of each work scope:

<b>Work Scope</b>	<b>Lowest Responsible Bidder and Amount</b>
<b>Work Scope 01-J: Construction Final Cleaning</b>	One bid was received for this work scope. The lowest responsible bidder is Prime Solutions, LLC dba Prime Construction Solutions of Bloomington, MN for a bid total of \$65,000.
<b>Combined Work Scope 02-A: Demolition</b>	Five bids were received. The lowest responsible bidder is Ebert, Inc. dba Ebert Companies Construction of Corcoran, MN for a bid total of \$393,300.00
<b>Combined Work Scope 03-A: Concrete and 04-A Masonry</b>	Eighteen bids were received for both work scopes. The lowest responsible bidder is George Siegfried Construction Company of Stillwater, MN for a combined bid total of \$1,422,172.00.
<b>Work Scope 03-B:Structural Precast</b>	Three bids were received. The lowest responsible bidder is Collins Precast, LLC of Iroquois, SD for a bid total of \$1,566,151.00.
<b>Work Scope 05-A:Structural Steel – Material Only</b>	Five bids were received. The lowest responsible bidder is MadenWorks, Inc. dba Am-Tec Designs of Scandia, MN for a bid total of \$315,156.00.
<b>Work Scope 05-B:Structural Steel Erection</b>	Four bids were received. The lowest responsible bidder is Top Line Steel Corporation, Inc., of Minnetrista, MN for a bid total of \$172,500.00.



<b>Work Scope 06-A: Carpentry</b>	Seven bids were received. The lowest responsible bidder is Parkos Construction Company of West St. Paul, MN for a bid total of \$452,800.00.
<b>Work Scope 07-D: Exterior Weather Barrier</b>	Six bids were received. The lowest responsible bidder is Northstar Weatherproofing and Waterproofing LLC of St. Cloud, MN for a bid total of \$34,600.00.
<b>Work Scope 07-F: Metal Panels</b>	Six bids were received. The lowest responsible bidder is Nordstrom Architectural Sheet Metal and Roofing of Rockford, MN for a bid total of \$189,450.00.
<b>Work Scope 07-H: Roofing</b>	Two bids were received. The lowest responsible bidder is Berwald Roofing Company, Inc. North St. Paul, MN for a bid total of 2,481,307.00.
<b>Work Scope 07-L: Sealants</b>	One bid was received. The lowest responsible bidder is Carciofini Company of Burnsville, MN for a bid total of \$61,190.00.
<b>Work Scope 08-A: Doors, Frames and Hardware – Material Only</b>	One bid was received. The lowest responsible bidder is Twin City Hardware Company of Oakdale, MN for a bid total of \$358,780.00.
<b>Work Scope 08-D: Specialty Doors</b>	Two bids were received. The lowest responsible bidder is Won-Door Corporation of Salt Lake City, UT for a bid total of \$52,547.00.
<b>Work Scope 08-F: Aluminum Storefronts, Entrances and Curtain Wall</b>	Four bids were received. The lowest responsible bidder is FMI - Ford Metro Inc. of Rochester, MN for a bid total of \$626,300.00.
<b>Work Scope 09-A: Drywall</b>	Five bids were received. The lowest responsible is Commercial Drywall, Inc. of St. Anthony, MN for a bid total of \$845,130.00.
<b>Work Scope 09-B: Tile</b>	Seven bids were received. The lowest responsible bidder is M.C.I. Inc. dba Multiple Concepts Interiors of Waite Park, MN for a bid total of \$192,790.00.
<b>Work Scope 09-C: Ceiling and Acoustical Treatment</b>	Three bids were received. The lowest responsible bidder is Sonus Interiors, Inc. of Golden Valley, MN for a bid total of \$673,840.00.
<b>Work Scope 09-D: Flooring</b>	Six bids were received. The lowest responsible bidder is M.C.I. Inc. dba Multiple Concepts Interiors of Waite Park, MN for a bid total of \$334,952.00.
<b>Work Scope 09-F: Wood Flooring</b>	Three bids were received. The lowest responsible bidder is JWood Sports Flooring of Hudson, WI for a bid total of \$221,500.00.
<b>Work Scope 09-G: Terrazzo</b>	Four bids were received. The lowest responsible bidder is Concrete Arts, Inc. of Hudson, WI for a bid total of \$126,750.00.
<b>Work Scope 09-H: Fluid Applied Flooring</b>	Four bids were received. The lowest responsible bidder is Starting Line Floor Coatings, Inc. of Apple Valley, MN for a bid total of \$23,750.00.
<b>Work Scope 09-K: Wall Covering and Painting</b>	Six bids were received. The lowest responsible bidder is Fransen Decorating, Inc. of Milaca, MN for a bid total of \$115,164.00.
<b>Work Scope 10-A: General Specialties</b>	Three bids were received. The lowest responsible bidder is Construction Supply, Inc. of Fargo, ND for a bid total of \$44,429.00.
<b>Work Scope 11-F: Food Service Equipment</b>	One bid was received. The lowest responsible bidder is South Town, Inc. of Brooklyn Park, MN for a bid total of \$132,956.29.



<b>Work Scope 11-K: Gymnasium Equipment</b>	Three bids were received. The lowest responsible bidder is H&B Specialized Products, Inc. of Eden Prairie, MN for a bid total of \$437,650.00.
<b>Work Scope 12-C: Manufactured Casework</b>	Four bids were received. The lowest responsible bidder is Woodside Industries, Inc. of Cavalier, ND for a bid total of \$495,160.00.
<b>Work Scope 21-A: Fire Suppression</b>	Six bids were received. The lowest responsible bidder is Dynamic Fire Protection of White Bear Lake, MN for a bid total of \$270,179.00.
<b>Work Scope 23-A: HVAC / Combined Mechanical</b>	Eleven bids were received. The lowest responsible bidder is Kraft Contracting dba Kraft Mechanical, LLC of Woodbury, MN for a bid total of \$7,205,000.00.
<b>Work Scope 26-A: Electrical</b>	Four bids were received. The lowest responsible bidder is Daley Electric, LLC of Newport, MN for a bid total of \$2,130,000.00.
<b>Work Scope 31-A: Earthwork and Site Utilities</b>	Twelve bids were received. The lowest responsible bidder is Frattalone Companies, Inc. of Little Canada, MN for a bid total of \$2,252,349.00.
<b>Work Scope 32-A: Asphalt Paving</b>	Eight bids were received. The lowest responsible bidder is Minnesota Roadways Co. of Shakopee, MN for a bid total of \$159,086.00.
<b>Work Scope 32-B: Concrete Paving</b>	Six bids were received. The lowest responsible bidder is Curb Masters Inc. of South St. Paul, MN for a bid total of \$96,500.00.
<b>Work Scope 32-F: Landscape and Irrigation</b>	Three bids were received. The lowest responsible bidder is Peterson Companies Inc. of Chisago City, MN for a bid total of \$165,495.00.

The total amount for 34 work scopes is \$24,113,933.29. Each lowest responsible bidder has been identified per work scope. Additional costs may be incurred during the project to resolve issues not identified in the construction documents. Kraus-Anderson Construction Company recommends entering into a contract with each lowest responsible bidder identified above. Administration requests approval to award the bids to the respective bidders.

Location(s): Oak-Land Middle School

Project Name: Oak-Land Middle School Addition

Fund: 2024A School Building Bonds and LTFM Fund

Description: Construction of new gymnasium/storm shelter and eight additional classrooms, connect to municipal water and sewer, boiler replacement, renovate current media center and gymnasium spaces, provide additional parking and emergency access and other miscellaneous improvements.

Item: All work scopes identified above

Amount: \$24,113,933.29

*Recommendation:*

A motion and a second to approve the work scope contracts will be requested.

**Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

















































































December 12<sup>th</sup>, 2024

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

**RE: Oak-Land Middle school Addition and Renovation**

Dear Mr. Willger

This letter is concerning our recommendations for contract awards for the Oak-Land Middle School Addition and Renovation project that was bid on December 9th, 2024. Kraus-Anderson has verified bidders and we submit the following lowest responsible bidders and their bid amount.

<b>Work Scope</b>	<b>Contractor, City, State</b>	<b>Bid Amount</b>
WS 01-J Construction Final Cleaning	Prime Solutions, LLC dba Prime Construction Solutions Bloomington, MN	Base Bid: \$65,000.00
WS 02-A Demolition	Ebert, Inc. dba Ebert Companies Corcoran, MN	Base Bid: \$393,300.00
WS 03-A & WS 04-A Concrete & Masonry	George Siegfried Construction Company Stillwater, MN	Combined Base Bid: \$1,422,172.00
WS 03-B Structural Precast	Collins Precast, LLC Iroquois, SD	Base Bid: \$1,566,151.00
WS 05-A Structural Steel – Material Only	Madenworks, Inc. dba Am-Tec Designs Scandia, MN	Base Bid: \$315,156.00
WS 05-B Structural Steel – Erection	Top Line Steel Corporation Minnetrista, MN	Base Bid: \$172,500.00
WS 06-A Carpentry	Parkos Construction Company West St. Paul, MN	Base Bid: \$452,800.00

WS 07-D	Exterior Weather Barrier	Northstar Weatherproofing & Waterproofing LLC St. Cloud, MN	Base Bid:	\$34,600.00
WS 07-F	Metal Panel/Roof	Nordstrom Architectural Sheet Metal & Roofing Rockford, MN	Base Bid:	\$189,450.00
WS 07-H	Roofing	Berwald Roofing Company, Inc. North St. Paul	Base Bid:	\$2,481,307.00
WS 07-L	Sealants	Carciofini Company Burnsville, MN	Base Bid:	\$61,190.00
WS 08-A	Door, Frame, and Hardware – Material Only	Twin City Hardware Co. Oakdale, MN	Base Bid:	\$358,780.00
WS 08-D	Specialty Doors	Won-Door Corporation Salt Lake City, UT	Base Bid:	\$52,547.00
WS 08-F	Entrances / Aluminum Storefront / Curtainwall	FMI – Ford Metro Inc. Rochester, MN	Base Bid:	\$626,300.00
WS 09-A	Drywall	Commercial Drywall, Inc. St. Anthony, MN	Base Bid:	\$845,130.00
WS 09-B	Tile	M.C.I Inc. DBA Multiple Concepts Interiors Waite Park, MN	Base Bid:	\$192,790.00
WS 09-C	Ceiling and Acoustical Treatment	Sonus Interiors, Inc. Golden Valley, MN	Base Bid:	\$673,840.00
WS 09-D	Flooring: Resilient and Carpet	M.C.I Inc. DBA Multiple Concepts Interiors Waite Park, MN	Base Bid:	\$334,952.00
WS 09-F	Wood Flooring	Jwood Sports Flooring LLC Hudson, WI	Base Bid:	\$221,500.00

WS 09-G	Terrazzo	Concrete Arts, Inc. Hudson, WI	Base Bid:	\$126,750.00
WS 09-H	Fluid Applied Flooring	Starting Line Floor Coatings, Inc. Apple Valley, MN	Base Bid:	\$23,750.00
WS 09-K	Painting and Wall Covering	Fransen Decorating, Inc. Milaca, MN	Base Bid:	\$115,164.00
WS 10	General Specialties	Construction Supply, Inc. Fargo, ND	Base Bid:	\$44,429.00
WS 11-F	Food Service	South Town, Inc. Brooklyn Park, MN	Base Bid:	\$132,956.29
WS 11-K	Gymnasium Equipment	H&B Specialized Products, Inc. Eden Prairie, MN	Base Bid:	\$437,650.00
WS 12-C	Manufactured Casework	Woodside Industries, Inc. Cavalier, ND	Base Bid:	\$495,160.00
WS 21-A	Fire Suppression	Dynamic Fire Protection, Inc. St. Paul, MN	Base Bid:	\$270,179.00
WS 23-B	Combined Mechanical	Kraft Contracting, LLC dba Kraft Mechanical, LLC Woodbury, MN	Base Bid: Alternate #3: Total Bid:	\$7,134,000.00 \$71,000.00 \$7,205,000.00
WS 26-A	Electrical	Daley Electric, LLC Newport, MN	Base Bid: Alternate #1: Total:	\$2,120,000.00 \$10,000.00 \$2,130,000.00
WS 31-A	Site Clearing and Earthwork	Frattalone Companies, Inc. Little Canada, MN	Base Bid:	\$2,252,349.00
WS 32-A	Asphalt Paving	Minnesota Roadways Co. Shakopee, MN	Base Bid:	\$159,086.00

WS 32-B	Concrete Paving	Curb Masters, Inc. South St. Paul, MN	Base Bid:	\$96,500.00
WS 32-F	Landscape and Irrigation	Peterson Companies Inc. Chisago City, MN	Base Bid:	\$165,495.00
			<b>Total Base Bid:</b>	<b>\$24,113,933.29</b>

If you have any questions regarding this information, please do not hesitate to contact me at 612-394-7629.

Very truly yours,

KRAUS-ANDERSON® CONSTRUCTION COMPANY



Esteban Perez  
Project Manager



**TO:** Northeast Metro 916 Board of Education  
**FROM:** Val Rae Boe  
**DATE:** December 12, 2024  
**RE:** December 11 Board of Education Meeting Talking Points

Members present: Knisely-12, Palmer-13, Jones-14, Forsberg-16, Oksnevad-282, Nitardy-622, Clark-623, Dols-833 and Hockert-834.

Members absent: Bock-621, Daniels-624, Theisen-831, Payne-832,

- **Recognition of Retirement:** Jasmine Smith, principal of Karner Blue Education Center, recognized Chris Lyden, DAPE Teacher, who is retiring on December 20 after providing District 916 with 35 years of service. Chris reflected on his time at 916 by saying “our very unique learners first teach us, and from what they teach us, we are able to teach them”.
- **AI 916 Policy Assistant:** Elam Noor, director of technology, demonstrated an AI tool created to answer questions staff may have about district policies in an easier way. The tool is designed to only use district policies and information found within the district handbook. This was demonstrated to member district superintendents a few weeks ago and a few districts have reached out for more information. Elam shared that a guide sheet has been created listing the codes and tools used to develop this tool. He also shared that 916 could have a member of their data team come out and do a demonstration and answer any questions related to how a district could develop their own policy assistant.
- **School Board Policies:** The School Board was presented with a first reading of several policies and approved policies that were presented in November.
  - First Reading: Policies 506, 515, 515 Form, 516, and 524.
  - Approved: Policies 606 and 615.
- **LaserFiche Annual Subscription:** The school board approved renewing its subscription to LaserFiche through OPG-3, Inc. This platform provides form submission, document processing, approvals management and long-term secure storage of critical business and educational documentation. Nine member districts participate in this platform along with Northeast Metro 916.

