

Business Meeting

Tuesday, June 17, 2025 5:30 PM

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

I. Recognition	Speaker (s) : Ms. Alison Sherman, School Board Chair
II. Public Comment	Speaker (s) : Ms. Alison, School Board Chair
III. Call to Order	Speaker (s) : Ms. Alison Sherman, School Board Chair
IV. Roll Call	Speaker (s) : Ms. Alison Sherman, School Board Chair
V. Pledge of Allegiance	Speaker (s) : Ms. Alison Sherman, School Board Chair
VI. Approval of Agenda	Speaker (s) : Ms. Alison Sherman, School Board Chair
VII. Superintendent Report	Speaker (s) : Dr. Mike Funk, Superintendent
VIII. Board Chair Report	Speaker (s) : Ms. Alison Sherman, School Board Chair
IX. Consent Agenda	
IX.A. School Board Meeting Minutes, May 20, 2025	Speaker (s) : Ms. Katie Hockert, School Board Clerk
IX.B. School Board Meeting Minutes - June 3, 2025	Speaker (s) : Ms. Katie Hockert, School Board Clerk
IX.C. Payment of Invoices, May 31 – June 13, 2025	Speaker (s) : Ms. Marie Schrul, Chief Financial Officer
IX.D. Fiscal Year 2025-26 Census	Speaker (s) : Ms. Annette Sallman, Executive Director of Community Services
IX.E. 2025-26 ALPS Insurance Renewal	Speaker (s) : Ms. Marie Schrul, Chief Financial Officer
IX.F. PowerSchool FY26 Purchase	Speaker (s) : Mr. Eric Simmons Director of Technology
IX.G. Dental Insurance Premium Increase	Speaker (s) : Ms. Kristine Carlston, Executive Director of Human Resources
IX.H. Stillwater Principals' Association Dental Insurance Memorandum of Agreement (MOA)	Speaker (s) : Ms. Kristine Carlston, Executive Director of Human Resources

IX.I.	Nutrition Services Employees' Organization Dental Insurance Memorandum of Agreement (MOA)	Speaker (s) : Ms. Kristine Carlston, Executive Director of Human Resources
IX.J.	Custodial Employees Dental Insurance Memorandum of Agreement (MOA)	Speaker (s) : Ms. Kristine Carlston, Executive Director of Human Resources
IX.K.	St. Croix Education Association (SCEA) Dental Insurance Memorandum of Agreement (MOA)	Speaker (s) : Ms. Kristine Carlston, Executive Director of Human Resources
IX.L.	Human Resources Personnel Report	Speaker (s) : Ms. Kristine Carlston, Executive Director of Human Resources
X.	Strategic Direction A: Ensure the learning process is adaptable to meet individual student needs	
X.A.	Report: Stillwater Area High School Building Update	Speaker (s) : Mr. Rob Bach, Stillwater Area High School Principal
X.B.	Action: Comprehensive Achievement and Civic Readiness	Speaker (s) : Ms. Caitlyn Willis
XI.	Strategic Direction B: Foster a safe, welcoming and inclusive environment for all staff and students	
XII.	Strategic Direction C: Utilize systems and align resources in an efficient manner to support learning	
XII.A.	Action: Fiscal Year 2025-26 Preliminary Budget	Speaker (s) : Ms. Marie Schrul, Chief Financial Officer
XII.B.	Action: Long Term Facility Maintenance (LTFM) 10-Year Plan	Speaker (s) : Mr. Mark Drommerhausen, Executive Director of Operations
XII.C.	Action: 2025-2026 Resolution for Membership in the Minnesota State High School League	Speaker (s) : Ms. Alison Sherman, School Board Chair
XII.D.	First Reading: Policy 612.1 - Development of Parent and Family Engagement Policies for Title I Programs	Speaker (s) : Mr. Paul Lee, Executive Director of Student Support Services
XII.E.	First Reading: Policy 616 - School District System Accountability	Speaker (s) : Mr. Paul Lee, Executive Director of Student Support Services
XII.F.	First Reading: Policy 807 - Health and Safety	Speaker (s) : Mr. Paul Lee, Executive Director of Student Support Services
XII.G.	Second Reading: Policy 524 - Student Technology and Internet Access and Acceptable Use	Speaker (s) : Mr. Paul Lee, Executive Director of Student Support Services
XII.H.	Approval: Policy 524 - Student Technology and Internet Access and Acceptable Use	Speaker (s) : Mr. Paul Lee, Executive Director of Student

XII.I. Revoke: Policy 428 - Employee Technology and Internet Access and Acceptable Use	Support Services Speaker (s) : Mr. Paul Lee, Executive Director of Student Support Services
XII.J. Revoke: Policy 810 - School Attendance Areas	Speaker (s) : Mr. Paul Lee, Executive Director of Student Support Services
XII.K. Revoke: Policy 811 - Facilities Naming	Speaker (s) : Mr. Paul Lee, Executive Director of Student Support Services
XIII. Strategic Direction D: Develop strong partnerships with the communities we serve	
XIV. Closed Session	Speaker (s) : Ms. Alison Sherman, School Board Chair
XV. Adjournment	Speaker (s) : Ms. Alison Sherman, School Board Chair
XVI. Attachments	

- I. Recognition: The Rock and Rollers is a unified percussion band that embraces inclusion and creativity. This dynamic class offers students of all abilities the chance to grow musically while fostering social and emotional development.
- II. Public Comment: Michael McCarthy-Community Engagement; Mary Adamle-Social Workers; Catherine Hobbs - Media policy
- III. Call to Order: The meeting was called to order at 5:48 p.m.
- IV. Roll Call: Present: Sarah Grcevich, Katie Hockert, Pete Kelzenberg, Chris Lauer, Robert Parker, Alison Sherman, Andrew Thelander
- V. Pledge of Allegiance
- VI. Approval of Agenda: Motion by Sherman, second by Thelander, carried 7-0.
- VII. Student Report: Ainsley and Maysen shared an update on academic and extracurricular activities.
- VIII. Superintendent Report: The board received a legislative update.
- IX. Board Chair Report: Nothing to report.
- X. Consent Agenda: A. School Board Meeting Minutes, April 22, 2025; B. School Board Meeting Minutes, May 6, 2025; C. Payment of Invoices, May 3-16, 2025; D. Policy 531 - Pledge of Allegiance; E. New Lake Elmo Elementary Entrance and Intersection Traffic Signals; F. Community Ed Casual Employee Wages; G. Agreement to Extend Probationary Period; H. Memorandum of Agreement (MOA) Custodial Aide - Custodial Contract; I. Separation Agreement and Release of All Claims; J. Human Resources Personnel Report. Motion by Thelander to pull item J and approve items A-I, second by Sherman, carried 7-0. Motion by Sherman to approve item J, second by Hockert, carried 6-0-1 Abstain (Thelander).
- XI. Strategic Direction A: Ensure the Learning Process is Adaptable to Meet Individual Student Needs. Nothing to report.
- XII. Strategic Direction B: Foster a Safe, Welcoming and Inclusive Environment for all Staff and Students. Nothing to report.
- XIII. Strategic Direction C: Utilize Systems and Align Resources in an Efficient Manner to Support Learning.
 - A. Action: 2024-2026 Master Contract - St. Croix Paraprofessional Association. Motion by Sherman, second by Thelander, carried 7-0.
 - B. Report: Phone Policy Implementation Update. The school board received an update on the work underway to implement a new policy prohibiting student use of phones/devices during school hours.
 - C. Report: 2025-26 Budget and Legislative Update. The board received an update on the preliminary 2025-26 budget and legislative update. Final approval is expected in June.
 - D. First Reading: Internet and Technology Acceptable Use and Safety Policy This policy will come to the board for a second reading and approval at a future meeting.
 - E. Second Reading: Policy 516 - Student Medication and Telehealth. There were no changes from the first reading on May 6.
 - F. Approval of Policy 516 - Student Medication and Telehealth. Motion by Hockert, second by Kelzenberg, carried 7-0.
 - G. Third Reading: Policy 606.5 - Library Materials. Section III.D. donations and section IV.E appointment of review committee have been updated since the second reading on May 6.
 - H. Approval of Policy 606.5 - Library Materials. Motion by Lauer, second by Thelander, carried 7-0.
 - I. Revoke: Policy 625 - Media Center/Library. Motion by Sherman, second by Kelzenberg, carried 7-0.
- XIV. Strategic Direction D: Develop Strong Partnerships with the Communities We Serve. Nothing to report.

XII. Adjourn

A. The meeting adjourned at 7:40 p.m.

Respectfully submitted, Katie Hockert, School Board Clerk

- I. Call to Order: The meeting was called to order at 5:30 p.m.
- II. Roll Call: Present: Sarah Grcevich, Katie Hockert, Pete Kelzenberg, Alison Sherman, Andrew Thelander; Absent: Robert Parker, Chris Lauer
- III. Pledge of Allegiance
Approval of Agenda: Motion made by Sherman, second by Thelander, Carried 5-0.
- IV. Consent Agenda: A. Payment of Invoices, May 17-30, 2025. Motion by: Sherman, second by: Kelzenberg, carried 5-0.
Director Parker joined the meeting at 5:33 p.m. and Director Lauer joined the meeting at 5:42 p.m.
- V. Strategic Direction A: Ensure the Learning Process is Adaptable to Meet Individual Student Needs.
 - A. Q-Comp Annual Report. The board received an update on the Q-Comp program, as well as a new growth-focused Teacher Evaluation Rubric that will be implemented next year. Q-Comp allows the district to work with its teachers union to provide additional support and opportunities for teachers to grow and develop their skills. Funding for Q-Comp is provided in part by the state, with additional local support from a non-voter approved levy.
 - B. Report: Comprehensive Achievement and Civic Readiness Update. The board received an update on the 2023-2026 Comprehensive Achievement & Civic Readiness plan, (Formerly the World's Best WorkForce). In accordance with Minnesota statutes, the report shares the district's progress toward meeting the state's goal to increase student performance.
- VI. Strategic Direction B: Foster a Safe, Welcoming and Inclusive Environment for all Staff and Students. Nothing to report.
- VII. Strategic Direction C: Utilize Systems and Align Resources in an Efficient Manner to Support Learning.
 - A. Report: 2025-26 Budget Update. The board received an update on the preliminary 2025-26 budget. This will come to the board for approval at the June 17 board meeting.
 - B. Report: LTFM 10 Year Plan. The purpose of this report is to provide a comprehensive list of projects that qualify for LTFM funding. To qualify for a 2026 payable property tax levy, the 2027 Ten-Year Plan must be adopted and submitted to the Department of Education.
 - C. Report: Transportation Update. The board received an overview of our transportation system, including who we serve and how much we spend. It also included an update on work underway to improve our systems, including better data management, improved information verification, a new opt-in process for transportation, and enhanced communication with families.
 - D. Action: Resolution Approving NE Metro 916 LTFM Budget. As a member of Northeast Metro 916, we are responsible for a portion of their facility's maintenance costs. Funding for the projects comes from a local non-voter-approved levy. Our share of the annual costs for NE Metro 916 will be \$60,754.54. Motion by: Sherman, second by: Thelander, carried 6-0-1 Abstain (Kelzenberg).
- XII. Strategic Direction D: Develop Strong Partnerships with the Communities We Serve. Nothing to report.
- XIII. Adjourn
 - A. The meeting adjourned at 7:35 p.m.
Respectfully submitted, Katie Hockert, School Board Clerk



COMMUNITY EDUCATION

651-351-8300



www.stillwaterschools.org



1875 South Greeley Street
Stillwater, MN 55082



Certification of Updated District Population Estimate

The Independent School District #834 has experienced an increase in population from the 2020 census figure of 66,628, to the current census figure of 70,310 as determined by the State Demographer.

Be it resolved by the School Board of Independent School District 834 that the census figure of 70,310 be certified to the State Demographer for approval of use in the 2025 payable 2026 revenue calculations.

Alison Sherman, Board Chair

Katie Hockert, Board Clerk



**ALPS (Alliance for Liability and Property Services)
Stillwater Area Public Schools #834**

Member Cost Comparison

Coverage Description	Additional Description	2024-2025	2025-2026	% Change
Fixed Costs:				
Package (includes Property, General Liability, Auto Liability & Physical Damage, Crime, Excess Liability, EBL, Law, Abuse)	includes actuarial debit/credit in [] (1)	\$145,238.69 [10.0%]	\$174,912.21 [10.0%]	
Excess Property		\$502,306.24	\$544,528.56	
Boiler & Machinery		\$13,194.00	\$14,633.00	
Pollution Liability		\$26,431.82	\$28,636.87	
RPA/Gallagher Risk Management Services Fee		\$28,615.00	\$29,759.60	
Gallagher Bassett Services Claims Administration Fee		\$12,036.00	\$11,878.00	
Gallagher Bassett Services Loss Control Fee		\$1,200.00	\$1,200.00	
Operations Cost		\$11,770.00	\$12,117.00	
Cyber Liability		\$42,668.86	\$40,548.30	
Total Fixed Cost		\$783,460.61	\$858,213.54	9.5%

Variable Costs:				
Loss Fund - Package	includes actuarial debit/credit in [] (1)	\$185,127.00 [10.0%]	\$221,968.00 [10.0%]	
Loss Fund - Corridor		\$10,732.00	\$14,756.55	
Total Variable Cost		\$195,859.00	\$236,724.55	20.9%

Statistical Information				
Total Insurable Values	includes APD	\$770,394,260	\$799,623,458	3.8%
Students		8,266	8,430	2.0%
All Vehicles		16	16	0.0%
P&C Contribution on a Maximum Cost Basis:		\$979,319.61	\$1,094,938.09	11.8%

(1) Please note the actuarial debit/credit system for the 2025/2026 renewal is based upon your districts exposures as well as the previous 5 years of loss history (excluding the current year).

(2) 2025 Member Specific Deductibles:

Cyber Liability: \$25,000

EXPENDITURE APPROVAL FORM Fiscal Year 2025-26

Instructions: This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$175,000.00

REQUESTED BY: Eric Simmons, Director of Technology **DATE:** Jun 17, 2025

DESCRIPTION OF REQUEST

School board approval for the funding of the District's instructional and operational tools owned by PowerSchool for the 2025-26 School Year, totaling \$271,812.24 for the following modules and their purposes:

- Schoology (Inv#Q-50409) – \$36,341.71– Learning Management System Grades 6-12
- Perform (Inv#Q-98782) – \$18,543.84 – Teacher Evaluation
- Analytic Insights (Inv#Q-105899) – \$41,493.53 Data Warehouse
- Curriculum Management (Inv#Q-108448) – \$20,796.36 – Curriculum Mapping Tool
- Professional Learning (Inv#Q-122081) – \$15,898.57 – Staff Compliance Training Online PD
- Enrollment & SIS (Inv#Q-126134) – \$94,258.89 – Student Information System and Online Enrollment
- Predictive Enrollment Analytics (Inv#Q-93531-5) – \$14,604.00 – Boundary Change and Mapping

FINANCIAL IMPACT

Budget(s) Impacted: \$271,812.24 in FY26 Technology Levy .

Is This a One-Time Expenditure?

Yes, once implemented there will be no ongoing costs

No, it will need to be funded indefinitely (annually)

No, it will need to be funded for Fiscal Years

Is there an off-setting revenue source(s)?

Yes List Source(s):

- **No**



HUMAN RESOURCES

651-351-8305



www.stillwaterschools.org



1875 South Greeley Street
Stillwater, MN 55082



Dental Insurance Premium Increase

The Insurance Committee is recommending a 3.5% increase to dental plan premiums effective for the upcoming 2025-26 plan year. This recommendation is based on recent claims experience, cost trends, and the guidance of our insurance consultant, NIS.

The District plans to continue providing 100% premium coverage for employees eligible for this benefit.

Dental Insurance Premiums:

2024-25: \$99.78

2025-26: \$103.27

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Besser, Claire	Resignation	Nutrition Services, 4.25 hours/day Rutherford Elementary	Nutrition Services	June 3, 2025
Booher, Jenna	Resignation	.5 FTE Social Worker ECSE & Transition	SCEA	June 4, 2025
Carrell, Socheat	Resignation	Nutrition Services, 5.75 hours/day Mahtomedi Middle School	Nutrition Services	April 25, 2025
Cortez, Miguelangel	Resignation	Nutrition Services, 4.0 hours/day Stillwater Area High School	Nutrition Services	June 3, 2025
Giedd, Teale	Resignation	1.0 FTE Special Education Teacher Oak-Land Middle School	SCEA	June 4, 2025
Feldkamp, Karen	Resignation	Paraprofessional, 6.5 hours/day Lake Elmo Elementary	SCPA	June 3, 2025
Hall, Kim	Termination	Program Assistant, 28.25 hours/week Lake Elmo Elementary	Community Ed	May 15, 2025
Harris, Kayla	Resignation	Paraprofessional, 6.5 hours/day Brookview Elementary	SCPA	June 3, 2025
Kindschy, Tina	Termination	Community Ed Assistant, 6.0 hours/day Lily Lake Elementary	Community Ed	June 4, 2025
La Grave, Corrine	Retirement 25 years	Paraprofessional, 6.5 hours/day Stillwater Middle School	SCPA	June 3, 2025
Mohs, Gabriel	Resignation	Paraprofessional, 6.5 hours/day Lake Elmo Elementary	SCPA	May 23, 2025
Lombritto, Catherine	Resignation	Paraprofessional, 7.0 hours/day Stillwater Area High School	SCPA	June 3, 2025
Molina, Ahkeen	Resignation	Nutrition Services, 4.0 hours/day Stillwater Middle School	Nutrition Services	June 3, 2025
Petschke, Margaret	Resignation	Paraprofessional, 6.0 hours/day Lily Lake Elementary	SCPA	June 3, 2025
Searle, Kimberly	Resignation	Early Childhood Parent Educator Early Childhood Family Center	SCEA	June 5, 2025
Van Dyke, Jennifer	Resignation	Nutrition Services, 4.0 hours/day Stillwater Area High School	Nutrition Services	May 29, 2025

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Abdullahi, Sarrah	Community Ed Assistant, 7.0 hours/day Brookview Elementary	\$18.59 / hour	2025- 2026 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Alvarado Soto, Yazmin	.5 FTE School Psychologist ECSE & Transition	\$65,357	2025- 2026 Staffing	SCEA	August 11, 2025
Beasley, Marissa	Paraprofessional, 6.0 hours/day Stonebridge Elementary	\$21.00 / hour	2025-2026 Staffing	SCPA	August 12, 2025
Belde, Kyndall	Community Ed Assistant, 6.5 hours/day Rutherford Elementary	\$18.59 / hour	2025- 2026 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Benson, Anna	Community Ed Assistant, 8.0 hours/day Rutherford Elementary	\$18.59 / hour	2025- 2026 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Berthiaume, Evan	Community Ed Assistant, 8 hours/day Brookview Elementary	\$18.59 / hour	2025- 2026 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Bertz, Alix	Community Ed Assistant, 7.5 hours/day Lake Elmo Elementary	\$18.59 / hour	2025- 2026 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Brainard, Alexis	Community Ed Assistant, 8.0 hours/day Brookview Elementary	\$18.59 / hour	2025- 2026 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Braunlich, Samantha	Community Ed Assistant, 8.0 hours/day Rutherford Elementary	\$18.59 / hour	2025- 2026 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Curoe, James	Community Ed Assistant, 8.0 hours/day Lake Elmo Elementary	\$18.59 / hour	2025- 2026 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Flock, Adelle	Community Ed Assistant, 8.0 hours/day	\$18.59 / hour	2025- 2026	Community Ed	June 4, 2025 - August 8, 2025

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

	Lily Lake Elementary		Staffing	Leads & Assistants	
Fitzgerald, Carah	Community Ed Assistant, 6.5 hours/day Lake Elmo Elementary	\$18.59 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Gorman, Ashley	Community Ed Assistant, 7.5 hours/day Lake Elmo Elementary	\$18.59 / hour	2025- 2026 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Gritters, Annelise	Community Ed Assistant, 6.0 hours/day Lily Lake Elementary	\$18.59 / hour	2025- 2026 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Henjum, Shelby	Community Ed Assistant, 7.5 hours/day Rutherford Elementary	\$18.59 / hour	2025- 2026 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Jerney, Valeria	Community Ed Aide, 7.75 hours/day Lake Elmo Elementary	\$15.89 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Koehn, Jonathan	Community Ed Assistant, 5.0 hours/day Brookview Elementary	\$18.59 / hour	2025- 2026 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Koperski, Danielle	Community Ed Assistant, 8.0 hours/day Brookview Elementary	\$18.59 / hour	2025- 2026 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Larson, Emily Rehired	1.0 FTE English Teacher Stillwater Area High School	\$78,615	2025- 2026 Staffing	SCEA	August 11, 2025
Lubs, Campbell	Community Ed Aide, 5.0 hours/day Lily Lake Elementary	\$15.89 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Magana, Nathalia	Community Ed Aide, 8.0 hours/day Lake Elmo Elementary	\$15.89 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Mankowski, Nicholas	Community Ed Assistant, 8.0 hours/day Rutherford Elementary	\$18.59 / hour	2025- 2026 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
McDonough, Mary	Community Ed Aide, 8 hours/day Lake Elmo Elementary	\$15.89 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	June 6, 2025
Mogren, Lori	Paraprofessional, 6.5 hours/day Brookview Elementary	\$18.00 / hour	2024-2025 Staffing	SCPA	May 12, 2025
Nicol, Caitlin	Community Ed Assistant, 8.0 hours/day Brookview Elementary	\$18.59 / hour	2025- 2026 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Nidersson, Nanda	Community Ed Assistant, 8.0 hours/day Brookview Elementary	\$18.59 / hour	2025- 2026 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Novak, Joseph	Community Ed Assistant, 8.0 hours/day Rutherford Elementary	\$18.59 / hour	2025- 2026 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Olson, Jacob Rehired	.5 FTE Music Teacher Oak-Land & Stillwater Middle School	\$53,710	2025- 2026 Staffing	SCEA	August 11, 2025
Peroza, Alberto	Community Ed Assistant, 8.0 hours/day Brookview Elementary	\$18.59 / hour	2025- 2026 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Ralston, Juliette	Community Ed Aide, 6.25 hours/day Rutherford Elementary	\$15.89 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Skyberg, Maren Rehired	.8 FTE Art Teacher Oak-Land Middle School	\$90,148	2025- 2026 Staffing	SCEA	August 11, 2025
Stahl, Fiona	Community Ed Assistant Brookview Elementary	\$18.59 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Wendorf, Morgan	Community Ed Assistant Brookview Elementary	\$18.59 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Wedford, Madison	Community Ed Assistant Lily Lake Elementary	\$18.59 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Willkom, Olivia	Community Ed Assistant, 6.75 hours/day Lake Elmo Elementary	\$18.59 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Wilkey, Nicholas	Community Ed Aide, 5.75 hours/day Brookview Elementary	\$15.89 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Zanosko, Thomas	Head Custodian, 8 hours/day Stillwater Area High School	\$30.73 / hour	2024-2025 Staffing	Custodial	May 28, 2025

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Hubbard, Summer	Approve	Health Care Specialist, 3.25 hours/day District Wide	Technical Support	April 14, 2025 - June 30, 2025

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

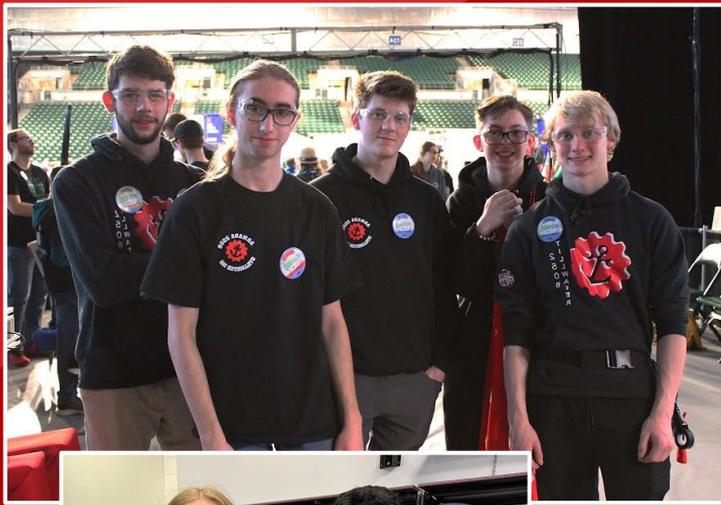
Loida, Donald	Approve	Custodian V, 8.0 hours/day Central Service Building	Custodial	May 5, 2025 - July 21, 2025
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ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Bayless, Jacqueline	Coordinator- Integration Oak Park	Supervisor- Integration Oak Park	2025-2026 Staffing	CSS	July 1, 2025
Bryan, Joel	1.0 FTE Band & General Music Teacher Oak-Land Middle School	1.1 FTE Band Teacher Oak-Land Middle School	2025-2026 Staffing	SCEA	August 11, 2025 - May 26, 2026
Gerber, Anne	.4 FTE Speech Pathologist Lake Elmo Elementary	.4 FTE Speech Pathologist Lily Lake Elementary	2025-2026 Staffing	SCEA	August 11, 2025
Goulet, Katelyn	1.0 FTE Speech Pathologist Lily Lake Elementary	.8 FTE Speech Pathologist Lily Lake Elementary	2025-2026 Staffing	SCEA	August 11, 2025
Lunsman, Michele	Nutrition Service Employee, 4.0 hours/day Lake Elmo Elementary	Nutrition Services Employee, 5.75 hours/day Afton-Lakeland Elementary	2024-2025 Staffing	Nutrition Services	May 28, 2025
McGrath, Sara	1.0 FTE Speech Pathologist Lily Lake Elementary	.8 FTE Speech Pathologist Lily Lake Elementary	2025-2026 Staffing	SCEA	August 11, 2025
Michelson, Lisa	1.0 FTE Special Education Teacher Lily Lake Elementary	1.0 FTE Special Education Teacher Stillwater Area High School	2025-2026 Staffing	SCEA	August 11, 2025
Musser, Kent	1.0 FTE Orchestra Teacher Brookview, Oak-Land & Stillwater Area High School	1.0 FTE Orchestra Teacher Andersen, Brookview & Stillwater Area High School	2025-2026 Staffing	SCEA	August 11, 2025
Rangel, Tony	1.2 FTE Music & GATE Teacher Stillwater Middle School	1.0 FTE Music Teacher Stillwater Middle School	2025-2026 Staffing	SCEA	August 11, 2025
Walk, Mike	1.0 FTE Band & GATE Teacher Stillwater Middle School	1.25 FTE Band Teacher Stillwater Middle School	2025-2026 Staffing	SCEA	August 11, 2025 - May 26, 2026

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Koehn, Myra	Community Ed Assistant, 8.0 hours/day Brookview Elementary	2024-2025 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025
Lam, Sophany	Community Ed Assistant, 8.0 hours/day Brookview Elementary	2024-2025 Staffing	Community Ed Leads & Assistants	June 4, 2025 - August 8, 2025



Stillwater Area High School

Presented to the School Board
June 17, 2025





About Our School

	SAHS	District
Free & Reduced Lunch:	19.6%	20.3%
Multilingual Learners:	3.7%	4.7%
Special Education:	12.6%	19.4%
Students of Color:	25.9%	26.3%

Total Enrollment:
2,658 students
(Grades 9-12)

Capacity:
2,958 students

Source: 2025 Report Card, Minnesota Department of Education



Current Reality

Strengths

- Student-centered culture = RULE #1
- BARR and Social Emotional Learning (SEL) data
- College/Career Readiness
- Tier 1 MnMTSS structure
- Graduation rate

Challenges & Opportunities

- Limiting schedule
- PSEO and Concurrent Enrollment
- Online challenges
- Intervention tiers 2 & 3
- Attendance



RULE #1 – Go For Every Student



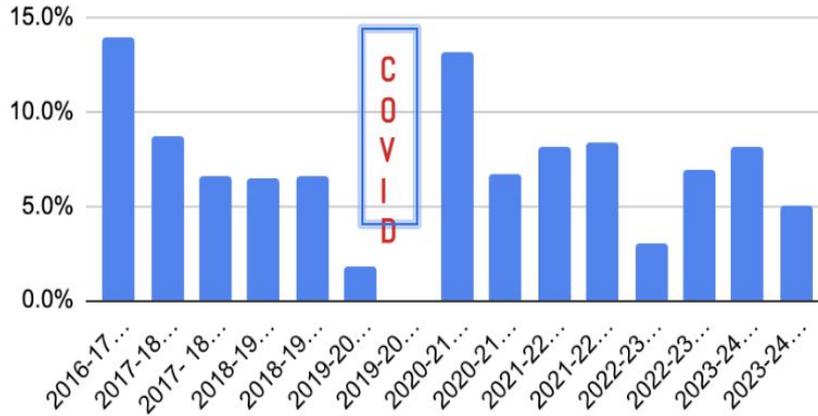
Strengths



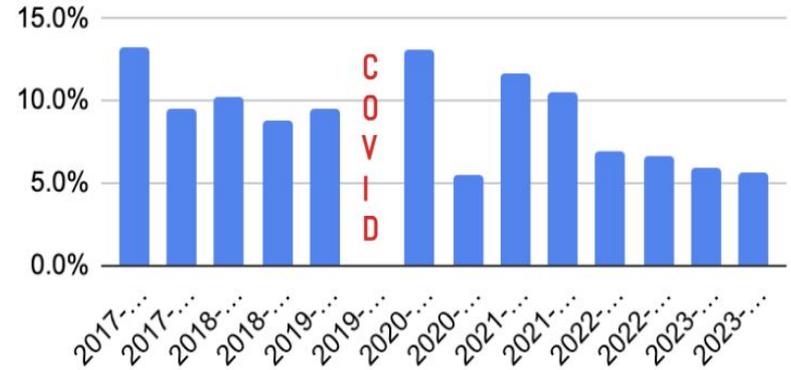
BARR Data – SAHS Failure Rate

Strengths

9th Grade



10th Grade





BARR and SEL Data

100% of Students Discussed

- Level 0 or 1: 91%
- Level 2: 7%
- Level 3: 2%



Stillwater Area High School	Student Achievement	Fall	Winter	Spring
	Tier 3 (high risk) GOAL: <5% of students	1%	1%	1%
	Tier 2 (some risk) GOAL: 10-15% of students	10%	10%	10%
	Tier 1 (low risk) GOAL: 80+% of students	89%	89%	89%



BARR[®]

Same Students. Same Teachers.
Better Results.

Strengths



College & Career Readiness

Grade 9: Intro to personalized learning plans; community service

Grade 10: Pre-ACT; PSAT

Grade 11: PSAT; ACT; Test Drive (Financial Literacy)

Grade 12: Career Fair

Other Opportunities:

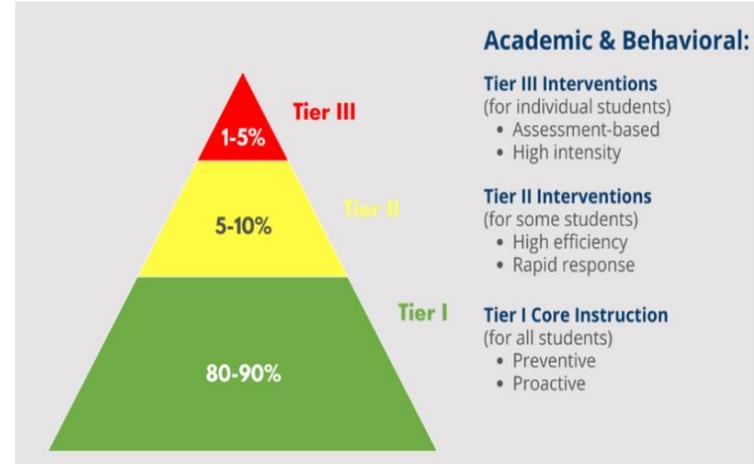
- 40 teachers in Externship program
- On To College ACT Prep
- 571 college tour visits in Fall 2024
- 70% report very confident/confident in next steps on senior survey





Tier 1 MnMTSS

- PD on Tier 1 structures
 - Essential Components of a Lesson
 - Brain-Based Learning
 - High Impact Instructional Strategies
- FastBridge Data
 - Reading
 - Math
 - 67%/20%/13%
- Piloting Just-In-Time Supports
 - Reading and ELA – Semester 1
 - Math – Semester 2?





Limiting Schedule

	6 x 2 (current)	4 x 4
Class Periods	6	4
Grading Periods	2 semesters	4 quarters
Total Credits Available	48	64
Graduation Requirements*	43	58/60*
Required Credits	32	37*
Electives	11	23*





PSEO and Concurrent Enrollment

Social Studies, French & Math Classes	2024-2025	2025-2026
AP US History/CE US History	124	262
AP Government & Politics/CE US Government	49	194
AP Psychology/CE Psychology	118	133
CIS French V	23	23
CIS College Algebra Through Modeling	N/A	64

English Classes	2024-2025	2025-2026
English 11 Newspaper/CIS Adv Communication in Pop Culture	42	90
AP Language/CE Foundations of Writing & Rhetoric	100	137
AP Literature/CE Literature and Composition	63	124



Online Challenges

Second semester online course registration more than **doubled** this year.

Fall semester 2024

- 80 students, grades 9-12
- 63 total course registrations

Spring semester 2025

- 217 students, grades 9-12
 - 340 course registrations
- *3/7/25*



Intervention Tier 2 & 3

- No additional staffing for intervention (this impacts class size)
- Pilot new model in English Language Arts (ELA) moving away from Intermediary Reading
- Small team meeting with Minnesota Department of Education specialists to learn and design a new model based on Just-In-Time supports
- Acceleration vs. Remediation



Attendance

- Higher numbers of habitual truants and less county intervention/involvement
- Learning Management System (Schoology) has made it easier to not attend in person
- Test avoidance
- Resource allocation creates equity issues



Congratulations
Class of 2025



Expect
More.

Action:

Comprehensive Achievement & Civic Readiness

Goals presented to the School Board on
June 3, 2025

Seeking Board Action: 6/17/25



Comprehensive Achievement & Civic Readiness

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

- All students are ready for school
- All racial and economic achievement gaps are closed
- All students are ready for career and college
- All students graduate from high school
- All students are prepared to be lifelong learners



All Students Are Prepared To Be Lifelong Learners

Proposed Target:

NEW GOAL AREA 2025-26

By the end of each academic year through August 2030, Stillwater Area Public Schools will demonstrate measurable progress toward cultivating lifelong learners by:

- 1. Early Learning Readiness:** Increasing kindergarten readiness by improving fall FastBridge screening results annually—to 80% in reading and 85% in math.
- 2. Equity in Achievement:** Closing the reading and math achievement gaps between non-white and white students, and between FRL and non-FRL students, to 10 percentage point gap, based on winter-to-winter FastBridge assessments.
- 3. Expanded Learning Opportunities:** Increasing the number of credits earned in advanced coursework, concurrent enrollment, and work-based learning by 15%, measured via transcript audits.
- 4. On-Time Graduation & Persistence:**
 - Maintain a four-year graduation rate of $\geq 95\%$ at Stillwater Area High School.
 - Increase the five-year graduation rate at St. Croix Valley ALC toward 73%.
 - Increase the seven-year graduation rate at St. Croix Valley ALC toward 82%.

Progress in these four goal areas will be used as indicators of students' preparedness to be lifelong learners - academically capable, socially engaged, and future-ready.



Expect
More.

2025-26 Preliminary Budget

Presented to the School Board
Marie Schrul
Chief Financial Officer
June 17, 2025

2025-26 Preliminary Budget – All Funds

Fund	7/1/25 Projected Fund Balance	2025-26 Projected Revenue	2025-26 Projected Expenditures	Net Change in Fund Balance	6/30/26 Projected Fund Balance
General Fund	\$8,873,520	\$153,373,977	*\$153,373,977	\$0	\$8,873,520
Food Service	3,674,655	7,887,103	7,859,232	27,871	3,702,526
Community Service	499,494	9,595,953	9,284,092	311,861	811,355
Building Construction	76,058,219	80,545,000	125,140,042	-44,595,042	31,463,177
Debt Service	3,385,748	18,551,334	17,509,221	1,042,113	4,427,861
Custodial	51,426	7,000	7,000	0	51,426
Total All Funds	\$92,543,062	\$269,960,367	\$313,173,564	-\$43,213,197	\$49,329,865

*Expenditures relating to the planned use of General Fund Restricted Operating Capital fund balance (curriculum & music equipment) in the amount of \$1,070,369 are not reflected in the Preliminary Budget



Expect
More.

Recommendation

To approve the 2025-26 Preliminary Budget
as presented



Expect
More.

EXTRACT OF MINUTES OF MEETING OF
SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT #834
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of School Board of Independent School District No. 834 State of Minnesota, was held on _____ 2025, at _____ clock p.m., for the purpose, in part, of approving the Stillwater Area Public School District No. 834 long term facility maintenance revenue ten-year plan.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING STILLWATER AREA PUBLIC SCHOOL
DISTRICT NO. 834'S LONG TERM FACILITY MAINTENANCE REVENUE
TEN YEAR PLAN**

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

The school board of Stillwater Area Public School District No. 834 has approved a long- term facility maintenance revenue ten-year plan for its facilities for the 2026-2027 school year in the amount of \$ 10,086,435. The various components of this program budget are attached as EXHIBIT A hereto and are incorporated herein by reference. Said budget is hereby approved.

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 834, State of Minnesota, hereby attest that the preceding information is accurate.

WITNESS MY HAND officially as such Clerk this _____ day of _____, 2025.

Katie Hockert, School Board Clerk

 DEPARTMENT OF EDUCATION	Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413	<h3 style="margin:0;">Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only</h3>	ED - 02478-11
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Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2024, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	(REQUIRED) Enter Information	District Info.	(REQUIRED) Enter Information
District Name:	Stillwater Area Public Schools	Date:	6/12/2025
District Number:	ISD #834	Email:	schrulm@stillwaterschools.org
District Contact Name:	Marie Schrul		
Contact Phone #	(651) 351-8321		

Expenditure Categories		Fiscal Year (FY) Ending June 30										
		2025 (base year)	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Finance Code	Category (1)											
347	Physical Hazards	\$240,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
349	Other Hazardous Materials	\$40,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
352	Environmental Health and Safety Management	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
358	Asbestos Removal and Encapsulation	\$60,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
363	Fire Safety	\$245,000	\$245,000	\$245,000	\$245,000	\$245,000	\$245,000	\$245,000	\$245,000	\$245,000	\$245,000	\$245,000
366	Indoor Air Quality	\$6,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Total Health and Safety Capital Projects - Category (1)		\$791,000	\$720,000	\$720,000	\$720,000	\$720,000	\$720,000	\$720,000	\$720,000	\$720,000	\$720,000	\$720,000
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year - Additional Revenue												
Finance Code	Category (2)											
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More - Category (2)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151												
Finance Code	Category 3 (a)											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Remodeling for Approved Voluntary Pre-K Projects - Category 3(a)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Gender-Neutral Single-User Restrooms												
Finance/Course Codes	Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025											
Finance Code 384 and Course Code 684 MUST USE BOTH	Remodeling for gender-neutral single user restroom per site.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Remodeling for Gender-Neutral Single User Projects - Category 3(b)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility												
Finance Code	Category (4)											
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Accessibility Projects - Category (4)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	Category (5)											
368	Building Envelope	\$187,000	\$2,083,600	\$176,500	\$330,000	\$130,000	\$975,320	\$420,500	\$348,260	\$234,000	\$325,000	\$458,700
369	Building Hardware and Equipment	\$538,000	\$749,245	\$278,950	\$1,340,370	\$1,343,565	\$230,000	\$379,400	\$1,245,100	\$894,750	\$478,100	\$490,520
370	Electrical	\$463,000	\$764,975	\$311,650	\$754,500	\$1,350,000	\$1,643,900	\$720,150	\$937,550	\$791,650	\$685,390	\$974,500
379	Interior Surfaces	\$1,995,423	\$1,381,100	\$406,070	\$1,843,900	\$1,230,340	\$1,317,235	\$675,200	\$2,957,000	\$790,300	\$514,500	\$1,541,500
380	Mechanical Systems	\$921,948	\$2,128,500	\$4,053,775	\$7,129,700	\$7,266,814	\$2,790,000	\$7,238,596	\$1,536,400	\$1,087,350	\$1,937,608	\$1,727,880
381	Plumbing	\$1,348,000	\$888,100	\$1,549,800	\$1,537,500	\$995,290	\$1,951,750	\$912,500	\$1,746,098	\$825,580	\$1,150,710	\$1,125,350
382	Professional Services and Salary	\$613,975	\$975,000	\$975,000	\$975,000	\$975,000	\$975,000	\$975,000	\$975,000	\$975,000	\$975,000	\$975,000
383	Roof Systems (normally below \$100,000 unless the school chooses not to	\$40,000	\$50,000	\$35,000	\$50,000	\$3,201,900	\$2,075,500	\$50,000	\$1,281,150	\$4,195,800	\$1,842,750	\$750,000
384	Site Projects	\$755,000	\$1,043,850	\$1,579,690	\$813,000	\$520,450	\$439,700	\$1,585,000	\$4,702,500	\$1,572,900	\$1,419,500	\$885,000
Total Deferred Capital Expenditures and Maintenance Projects - Category (5)		\$6,862,346	\$10,064,370	\$9,366,435	\$14,773,970	\$17,013,359	\$12,398,405	\$12,956,346	\$15,729,058	\$11,367,330	\$9,328,558	\$8,928,450

 DEPARTMENT OF EDUCATION	Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413	<h3 style="margin:0;">Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only</h3>	ED - 02478-11
---	--	---	---------------

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2024, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	(REQUIRED) Enter Information	District Info.	(REQUIRED) Enter Information
District Name:	Stillwater Area Public Schools	Date:	6/12/2025
District Number:	ISD #834	Email:	schrulum@stillwaterschools.org
District Contact Name:	Marie Schrul		
Contact Phone #	(651) 351-8321		

Expenditure Categories		Fiscal Year (FY) Ending June 30										
		2025 (base year)	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Deferred Capital Expenditures for Roofing Projects - Additional Revenue for \$100,000 or more project/site/year												
Finance Code	Category (6)											
383	Roofing Systems -pending 2025 Legislation and if passed effective FY 2027											
Total Deferred Capital Expense and Maintenance - Category (6)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Annual 10-Year Plan Expenditures		\$7,653,346	\$10,784,370	\$10,086,435	\$15,493,970	\$17,733,359	\$13,118,405	\$13,676,346	\$16,449,058	\$12,087,330	\$10,048,558	\$9,648,450

Fund Balance Section												
		FY 25 and 26 Revenue Projection Model Revenue			FY 27 Revenue Projection Model Ten-Year Spreadsheet							
Fund 01												
	Beginning Fund Balance 01-467-XX	\$205,709	\$151,819	\$2,074,609	\$1,181,657	-\$643,152	-\$643,152	-\$643,152	-\$643,152	-\$643,152	-\$643,152	-\$643,152
	LTFM Fiscal Year Revenue - Levy	\$9,521,174	\$5,060,914	\$6,353,774	\$5,409,725	\$5,794,114	\$7,029,160	\$7,557,101	\$8,009,813	\$6,648,085	\$6,009,313	\$5,609,205
	LTFM Fiscal Year Revenue - AID if Applicable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Revenue Other	-\$1,878,699	\$1,741,246	-\$892,951	-\$1,824,809	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LEVY Page 10, Line 421	LTFM Deduction for applicable Cooperative/Intermediate Member District Levy	\$43,019	\$46,544	\$60,755	\$60,755	\$60,755	\$60,755	\$60,755	\$60,755	\$60,755	\$60,755	\$60,755
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT if applicable - Special Legislation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$7,653,346	\$4,832,826	\$6,293,019	\$5,348,970	\$5,733,359	\$6,968,405	\$7,496,346	\$7,949,058	\$6,587,330	\$5,948,558	\$5,548,450
Ending Fiscal Year Fund Balance 01-467-XX		\$151,819	\$2,074,609	\$1,181,657	-\$643,152	-\$643,152	-\$643,152	-\$643,152	-\$643,152	-\$643,152	-\$643,152	-\$643,152
Fund 06												
	Beginning Fund Balance 06-467-XX	\$5,393,943	\$5,393,943	\$14,167,399	\$10,373,983	\$18,378,983	\$6,378,983	\$14,908,983	\$8,728,983	\$9,828,983	\$4,328,983	\$7,428,983
	LTFM Fiscal Year Bonded Revenue	\$0	\$14,725,000	\$0	\$18,150,000	\$0	\$14,680,000	\$0	\$9,600,000	\$0	\$7,200,000	\$0
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Other Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$0	\$5,951,544	\$3,793,416	\$10,145,000	\$12,000,000	\$6,150,000	\$6,180,000	\$8,500,000	\$5,500,000	\$4,100,000	\$4,100,000
Ending Fiscal Year Fund Balance 06-467-XX		\$5,393,943	\$14,167,399	\$10,373,983	\$18,378,983	\$6,378,983	\$14,908,983	\$8,728,983	\$9,828,983	\$4,328,983	\$7,428,983	\$3,328,983

End of worksheet



**2025-2026 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form**

This form must be completed once for each school in the district.

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2025. Retain one copy for the school files.

RESOLVED, that the Governing Board or Entity of Stillwater Area High School (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Stillwater Area High School

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Pete Kelzenberg

(Designated School Board Member – please print)

Matt Kraft

(Designated School Representative – please print)

Kelzenbergp@stillwaterschools.org

Email Address

Kraftm@stillwaterschools.org

Email Address

208.02 ACTIVITY REPRESENTATIVES

Beau LaBore

(Boys Sports – please print)

Sara Baumgard

(Girls Sports – please print)

Kristan Van Houten

(Speech – please print)

Angela Mitchell

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Pete Kelzenberg

(Board Member – please print)

Aurora Swenson

(Student – please print)

Laura Peters

(Parent – please print)

Angie Ryan

(Faculty Member – please print)

Nate Cox

(Mailing Representative – please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Print Name: _____
(Clerk/Secretary - Local Governing Board)

Print Name: _____
(Superintendent or Head of School)

Signed: **Signature required**

(Clerk/Secretary - Local Governing Board)

electronically through DocuSign

Date: _____

Signed: **Signature required**

(Superintendent or Head of School)

electronically through DocuSign

Date: _____

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Development of Parent and Family Engagement Policies for Title I Programs	612.1	Adopted:	Three Year

I. PURPOSE

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed, and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public and private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to plan and implement, with meaningful consultation with parents of participating children, programs, activities, and procedures for the engagement of parents and families in its Title I programs.
- B. The policy of the school district is to fully comply with 20 United States Code section 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parent and family engagement policies.

III. DEVELOPMENT OF DISTRICT LEVEL POLICY

The school board will direct the administration to develop jointly with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that will be incorporated into the school district's Title I plan. The policy will establish the expectations for meaningful parent and family involvement and describe how the school district will:

- A. Involve parents and family members in the joint development of the school district's Title I plan and the development of support and improvement plans;
- B. Provide the coordination, technical assistance, and other support necessary to assist and

- build the capacity of all participating schools within the school district in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. Coordinate and integrate parent and family engagement strategies with similar strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs;
 - D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;
 - E. Use the findings of such evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level parent and family engagement policies; and
 - F. Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the school district for the purposes of developing, revising, and reviewing the parent and family engagement policy.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents and families, that shall describe the means for carrying out the federal requirements of parent and family engagement. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- A. The policy will describe the means by which each school with a Title I program will:
 - 1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
 - 2. Offer a flexible number of meetings, such as meetings in the morning or evening,

and may provide with Title I funds transportation, child care, or home visits, as such services relate to parental involvement;

3. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the parental involvement programs, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan, except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;
 4. Provide parents of participating children with: timely information about Title I programs; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and
 5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.
- B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:
1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
 2. Describe the ways each parent will be responsible for supporting his or her child's learning by volunteering in his or her child's classroom and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
 3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
 - a) Annual parent-teacher conferences to discuss the compact and the child's achievement;
 - b) Frequent progress reports to the parents; and
 - c) Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
 - d) Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.
- C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy

will describe how each school and the school district will:

1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
 2. Provide materials and training to assist parents in working with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
 3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;
 4. Coordinate and integrate parental involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;
 5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; and
 6. Provide such other reasonable support for parental involvement activities as requested by parents.
- D. The policy will also describe the process to be taken if the school district and school choose to:
1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
 2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
 3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
 4. Train parents to enhance the involvement of other parents;
 5. Arrange meetings at a variety of times or conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental involvement and participation in school-related activities;
 6. Adopt and implement model approaches to improving parental involvement;
 7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
 8. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.

- E. To carry out the requirements of parent and family engagement, the school district and schools, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports in a format and, to the extent practicable, in a language that is understandable by the parents.
- F. The school district and each school shall inform parents and parent organizations of the existence of family engagement in education programs.

The policies will be updated periodically to meet the changing needs of parents and the school.

Legal References:

20 U.S.C. § 6318 (Parent and Family Engagement)

Cross References:

None

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
School District System Accountability	616	Adopted: 7-17-2014 Renumbered: 3-11-2021 Revised: 9-26-2023	Three Year

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process that promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding implementation of the Minnesota K-12 Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota K-12 Academic Standards and federal law requires accountability for the school district. The school district established a system to transition to the graduation requirements of the Minnesota K-12 Academic Standards. The school district also established a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. Comprehensive achievement and civic readiness-means striving to: meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school; and prepare students to be lifelong learners.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

1. The school board has established school district-wide goals that provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota K-12 Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals that take into account the recommendations of the school district’s Curriculum Advisory Committee.
2. The District Curriculum Advisory Committee created under Policy 603 (Curriculum

Development) is established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.

3. The school district-wide improvement goals should address recommendations identified through the District Curriculum Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

B. System for Reviewing All Instruction and Curriculum.

Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes section 123B.147, and teacher evaluations under Minnesota Statutes section 122A.40 or 122A.41.

C. Implementation of Graduation Requirements

1. The District Curriculum Advisory Committee shall advise the district leadership on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues.
2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the District Curriculum Advisory Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The District Curriculum Advisory Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of current achievement that show growth relative to an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Comprehensive Continuous Improvement of Student Achievement

1. By October 30 of each year, the District Curriculum Advisory Committee will meet to review the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The District Curriculum Advisory Committee will provide active community participation in:

- a) Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota K-12 Academic Standards;
 - b) Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c) Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals; and,
 - d) Advising the school board about development of the annual budget
3. The District Curriculum Advisory Committee shall meet the following criteria:
- a) The District Curriculum Advisory Committee shall ensure active community participation in all phases of planning and improving the for instruction and curriculum affecting state and district academic standards.
 - b) The District Curriculum Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
 - c) Building teams shall develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d) A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the District Curriculum Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. Translation services should be provided to the extent appropriate and practicable.
5. The District Curriculum Advisory Committee shall meet the following timeline each year:
- Fall: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board. Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.
- Winter: Review evaluation results and prepare recommendations.
- Spring: Present recommendations to the school board for its input and approval.

E. Evaluation of Student Progress Committee.

Professional staff shall develop a plan for assessment of student progress toward the state and district academic standards as well as program evaluation data for use by the District Curriculum Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.

F. Reporting

1. Consistent with Minnesota Statutes, section 120B.36, subdivision 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to comprehensive achievement and civic readiness. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.
2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.
3. The school district must annually report the district's class size ratios by each grade to the Commissioner of Education in the form and manner specified by the Commissioner.
4. The school district must report whether programs funded with compensatory revenue are consistent with best practices demonstrated to improve student achievement.

Legal References:

Minn. Stat. § 120B.018 (Definitions)

Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)

Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness the World's Best Workforce)

Minn. Stat. § 120B.35 (Student Academic Achievement and Growth)

Minn. Stat. § 120B.36 (School Accountability)

Minn. Stat. § 122A.40 (Employment; Contracts; Termination)

Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class; Definitions)

Minn. Stat. § 123B.04 (Site Decision Making; Individualized Learning Agreement; Other Agreements)

Minn. Stat. § 123B.147 (Principals)

Minn. Stat. § 126C.12 (Learning and Development Revenue Amount and Use)

Minn. Rules Parts 3501.066040-3501.0655 (Academic Standards for Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 104 (School District Mission Statement)

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)

MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 617 (School District Assurance of Preparatory and High School Standards)

MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

MSBA/MASA Model Policy 619 (Staff Development for Standards)

MSBA/MASA Model Policy 620 (Credit for Learning)

Buildings and Sites

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Health and Safety	807	Approved: 09-10-1998 Renumbered: 3-11-2021	

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minnesota Statutes section 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minnesota Statutes section 182.676.

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and

management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.

- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally **accept** best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
 - 1. Asbestos
 - 2. Fire and Life Safety
 - 3. Employee Right to Know
 - 4. Emergency Action Planning
 - 5. Combustible and Hazardous Materials Storage
 - 6. Indoor Air Quality
 - 7. Mechanical Ventilation
 - 8. Mold Cleanup and Abatement
 - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
 - 10. Infectious Waste/Bloodborne Pathogens
 - 11. Community Right to Know
 - 12. Compressed Gas Safety
 - 13. Confined Space Standard
 - 14. Electrical Safety
 - 15. First Aid/CPR/AED
 - 16. Food Safety Inspection
 - 17. Forklift Safety
 - 18. Hazardous Waste
 - 19. Hearing Conservation
 - 20. Hoist/Lift/Elevator Safety
 - 21. Integrated Pest Management
 - 22. Laboratory Safety Standard/Chemical Hygiene Plan
 - 23. Lead
 - 24. Control of Hazardous Energy Sources (Lockout/Tagout)
 - 25. Machine Guarding
 - 26. Safety Committee
 - 27. Personal Protection Equipment (PPE)
 - 28. Playground Safety

29. Radon
30. Respiratory Protection
31. Underground and AboveGround Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
35. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action will be taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References:

Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)

Minn. Stat. § 123B.57 (Health and Safety Projects)

Minn. Stat. § 182.676 (Safety Committees)

Minn. Rules Part 5208.0010 (Accident and Injury Reduction Program; Applicability)

Minn. Rules Part 5208.0070 (Accident and Injury Reduction Program; Alternative Forms of Committee)

Cross References:

MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)

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

MSBA/MASA Model Policy 806 (Crisis Management Policy)

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Internet and Technology Acceptable Use and Safety Policy	524	Adopted: 12-18-2014 Reviewed: 04-25-2019 Revised: 06-11-2020 Reviewed: 11-04-2021 Revised: 12-20-2022	Three Years

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:
 - 1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:

- a) pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b) obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c) materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d) information or materials that could cause damage or danger of disruption to the educational process;
 - e) materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a) This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b) Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such

information is not to be designated as directory information in accordance with Policy 515; or

- (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c) These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” “TikTok,” “Reddit,” and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school

security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. All school district computers with Internet access and available for student use will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.
- B. All school district computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and

Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.

- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement for students must be read and acknowledged by the user, the parent or guardian.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a) Information stored on school district diskettes, hard drives, or servers.
 - b) Information retrieved through school district computers, networks, or online resources.
 - c) Personal property used to access school district computers, networks, or online resources.
 - d) Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.

3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Internet Use Agreement must be reviewed and acknowledged by the user, the parent or guardian, prior to use by the student.
 5. A statement that the school district's acceptable use policy is available for parental review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. "Technology provider" means a person who:
 1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and

2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. “Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student’s educational data. The notice must:
1. identify each curriculum, testing, or assessment technology provider with access to educational data;
 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student’s educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
1. the technology provider’s employees or contractors have access to educational data only if authorized; and
 2. the technology provider’s employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider’s property.

XIV. SCHOOL-ISSUED DEVICES

- A. “School-issued device” means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student’s dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
1. any location-tracking feature of a school-issued device;
 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.

- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 2. the activity is permitted under a judicial warrant;
 3. the school district is notified or becomes aware that the device is missing or stolen;
 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
 6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVI. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
15 U.S.C. § 6501 et seq. (Children’s Online Privacy Protection Act)
17 U.S.C. § 101 et seq. (Copyrights)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. 180, 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. Amer. Library Assoc., 539 U.S. 1942003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff’d on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Employee Technology and Internet Access and Acceptable Use	428	Adopted: 6/11/2020 Revised: 12.20.22	Annually

I. PURPOSE

The School Board recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting district and school operations, and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the district's technological resources primarily for purposes related to their employment. Employees may have limited personal use of technology that is confined to break-times and does not negatively impact the technology, the employee's job performance, or their work environment, as long as all other policies and regulations are being adhered to.

II. NOTICE TO EMPLOYEES

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all employees who use the district's technological resources. Employees shall be required to acknowledge that they have read and understood the district's policies related to technology.

III. CONTENT FILTERING FOR EMPLOYEES

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose.

IV. PRIVACY STATEMENT

To ensure proper use, the Superintendent or designee may monitor employee usage of technological resources, including all network traffic, email, and stored files. Monitoring may occur at any time without advance notice or consent.

Employees shall be notified that computer files and electronic communications, including

email and voicemail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or district operations without authority. When authorized, any electronic transmission of confidential information must be clearly noted as such in the header, subject line, or footer.

V. PUBLISHING STUDENT WORK

The board recognizes that staff want to celebrate student achievement and work by publishing their accomplishments online. The Board expects staff to acquire prior approval from a student's parent/guardian prior to publishing any student images or work as needed. (public publishing)

VI. ELECTRONIC COMMUNICATION WITH STUDENTS

Employees shall communicate electronically (2-Way communication) only with students through their District approved technology resources. Violation of this article will result in disciplinary action, and/or legal action in accordance with law, Board policy, and administrative procedures.

A. Texting Exception

1. Staff may use text-based messaging with any student with whom they share a familial relationship without conditions.
2. Staff may use text-based messaging with students under the following conditions:
 - a. Proper notice has been provided to parents regarding the use of text-based messaging, including the person(s), purpose(s), and time frame(s) during which such communications will take place.
 - b. The content and context of the text-based messages directly relate to the academic, athletic, or club to which the staff and student need text-based communication to support.
 - c. Parents and students are provided an opportunity to opt-out of text-based communications between a staff and student.

VII. USE OF INTERNET-BASED RESOURCES

The Board recognizes that employees require the use of Internet-based resources beyond the scope of what has been officially adopted by the District. Employees must notify their site Principal or Superintendent of any Internet-based resources which they control that directly relate to their employment with the District. Employees must also remove any content immediately upon the request of their site Principal, Superintendent or direct supervisor. Employees must take offline and stop using any Internet-based services upon the request of their site Principal, Superintendent or direct supervisor.

Any district staff member who uses an Internet based resource with students is responsible for ensuring that parents/guardians are informed of the tool being used and the student data being shared with or created on the tool. This information must be present in the syllabus and must be proactively sent to parents/guardians at the beginning of the term, before the

tool is used.

Employees using Internet-based resources to publish information to web sites, blogs, forums, or other online communications representing the school or district shall do so unidirectionally; whereby information is only provided via One-way Communication*. These resources must be set up in such a way that they cannot be used as two-way communication platforms. Such resources shall be subject to rules and guidelines established for district online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. The District retains the right to delete material on any such online resource and employees must comply with the District request to do so.

VIII. EMPLOYEE USE OF TECHNOLOGY RULES AND RESPONSIBILITIES

- A. Employees are authorized to use district equipment to access the Internet or other online services in accordance with Board policy, including the user obligations and responsibilities specified below.
1. The employee in whose name an online services account is issued is responsible for its proper use at all times. Employees shall keep account information private. Each employee shall only use the account(s) to which they have been assigned. Under no circumstance shall employees reveal their passwords to anyone.
 2. Employees shall use computer systems and the Internet safely, responsibly, and primarily for work-related purposes.
 3. Employees shall not access, post, submit, publish, or display harmful or inappropriate manner that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, gender identity, sexual orientation, age, disability, religion, or political beliefs.
 4. Employees shall not use the district computer systems or the Internet to promote unethical practices or any activity prohibited by law, Board policy, or administrative procedure.
 5. Employees shall not use district computer systems or the Internet to engage in commercial or other for-profit activities without permission of the Superintendent or designee.
 6. Copyrighted material shall be posted online only in accordance with applicable copyright laws.
 7. Employees shall not engage in computer **hacking**; broadly **defined** as intentionally accessing a computer, computer system, network, network system, or user account without authorization or exceeding one's authorized access.
 8. Users shall report any security problem or misuse of the services to the Superintendent or designee.

9. When using email to discuss issues and data surrounding individual students, staff is required to indicate that the email contains confidential information by including the word “confidential” in either the email’s subject or main message area.
10. When using email to transfer one or more sets of student data (i.e. an excel document of student names and addresses), staff are required to secure the email’s attachment(s) using encryption.
11. Unless authorized by an employee’s supervisor, staff are only to use District email groups to which they are a member or are inclusive of the building that they work in. Wider message distribution must occur in cooperation with Building or District leadership.

IX. DEFINITIONS

“One-way Communication” is defined as any Internet, app, or cellular based communication where a message is sent or posted with no continuing dialogue. An example would be a staff member using an internet based texting service to notify the class of an upcoming test, where that service is one-way and doesn’t facilitate the recipient’s action to reply.

“Two-way Communication” is defined as any Internet, app, or cellular based conversation where there is a message, a response, and a response to the response. For instance, a staff member could post a notice on Facebook (message), and people could comment on that post (a response) without this being considered two-way communication. When the teacher responds with a comment (a response to a response), there is now a two-way communication and therefore a conversation is taking place.

“Text Messaging” is defined as any communication platform that is enabled from a cellular phone, tablet device, or messaging application that facilitates private communication between two parties via text, videos, or images being sent and received. This includes standard cellular text messaging, sms and mms protocols, and any apps that perform similar functions such as, but not limited to, WhatsApp, Snapchat, Signal, Facebook Messenger, etc.

“District authorized Internet-based resources” are any communication platform adopted and/or paid for by the school district including but not limited to district email, gradebook software, student information system(s), learning management systems, etc.

Legal References:

17 U.S.C. § 101 et seq. (Copyrights)

47 C.F.R. § 54.520 (FCC rules implementing CIPA)

Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)

Buildings and Sites

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<p align="center">School Attendance Areas</p>	<p align="center">810</p>	<p>Adopted: 07-24-1975 Amended: 05-08-1985 Renumbered: 3-11-2021</p>	<p align="center">3 Year</p>

I. PURPOSE

Each school in I.S.D. 834 is of high quality. Attendance from a prescribed boundary balances the number of students attending each school and provides increased opportunity for quality educational planning.

II. GENERAL STATEMENT OF POLICY

It is the policy of I.S.D. 834 that a student shall attend the elementary and secondary school in the attendance area in which he or she resides unless an alternate request is made by parents and otherwise assigned by the administration.

Whenever a change in attendance boundaries is proposed, parents in the affected area(s) will be notified of the possible change no later than April 1, except as justified by unusual circumstances, prior to the date of the actual change. The matter will be a discussion item on the board agenda at least one meeting prior to formally adopting any change in attendance boundaries.

Legal References

123B.02 General powers of independent school districts (Subd. 2)

Buildings and Sites

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Facilities Naming	811	Adopted: 09-09-2010 Renumbered: 3-11-2021	24 Months

1. The naming and renaming of any school building, facility, or piece of property, in whole or part, is the sole responsibility of the Board.
2. The following guiding principles will be applied when considering the naming of any school property:
 - 2.1. In general, the name shall:
 - 2.1.1. Encourage unification among community stakeholders.
 - 2.1.2. Include definition of function such as Elementary, High School, District Office, etc.
 - 2.1.3. Be clearly identifying, widely known and recognized for an extended period of time.
 - 2.1.4. Support the Mission of the school district.
 - 2.1.5. Not be limited to educators and/or individuals formerly employed by the school district.
 - 2.2. When naming school property after any individual, that person must:
 - 2.2.1. Character
 - 2.2.1.1. Be a positive role model for students.
 - 2.2.1.2. Exhibit behavior worthy of student emulation and imitation.
 - 2.2.1.3. Demonstrate character which exemplifies and is consistent with the Mission of the District.
 - 2.2.2. Contributions
 - 2.2.2.1. Have made significant contribution, above and beyond, which supports the education of students through the District's Mission, and impacts numerous youth, the school district, the greater St. Croix Valley community, the state of Minnesota, and/or nation;

and/or

2.2.2.2. Have brought significant acclaim and positive recognition to numerous youth, the school district, the greater St. Croix Valley community, the state of Minnesota, and/or nation.

2.2.3. Achievements

2.2.3.1. Have made significant achievements, above and beyond, which support the education of students through the District's Mission, and impacts numerous youth, the school district, the greater St. Croix Valley community, the state of Minnesota, and/or nation.

2.2.4. Employment Status (if applicable)

2.2.4.1. Not be a current Stillwater Area Public Schools employee

3. The process to be used when naming a school property shall be as follows:

3.1. The Board shall formally identify the need for a naming process for the identified district property.

3.2. The Superintendent will establish and convene a committee to bring forth name recommendations for consideration by the Board.

3.2.1. The committee will be comprised of:

3.2.1.1. Four community members determined by the Board

3.2.1.2. One Board member selected by the Board Chair (ex officio role)

3.2.1.3. Up to two staff members (one from the site)

3.2.1.4. Assistant Superintendent for Business and Administrative Services

3.2.1.5. The principal or superintendent designee, acting as committee chair

3.2.2. The role of the committee shall be to:

3.2.2.1. Solicit suggestions from the community for the name of the facility.

3.2.2.1.1. When considering the naming of school property, community input and preference will be considered. Notification of opportunities for community input shall include advertisement in the official District newspaper and publication on the District's website.

3.2.2.2. Consider all suggestions in light of the guiding principles defined in sections 2.1 and 2.2 above.

3.2.2.3. Propose a list of no more than three names to the Board for consideration.

4. The process to be used when the Board receives a request to consider renaming district property shall be as follows:

4.1. The requestor(s) must complete a Request for Renaming of Facilities form and submit it to the Superintendent.

4.2. The Superintendent, after notifying the Board of the request, shall establish and convene a committee to consider the request.

4.2.1. The committee will be comprised as defined in 3.2.1 above.

4.2.2. The role of the committee shall be

4.2.2.1. To consider the request in light of the guiding principles defined in sections 2.1 and 2.2 above.

4.2.2.2. Make a recommendation to the Board regarding whether or not to rename the district property as requested.

4.3. The Board will take formal action on the request no later than six months from the date the request is received.

4.4. Applications for renaming of school district property may be withdrawn at any time by the individual/organization making the request or, if the proposed name is that of an individual, s/he may withdraw the application.

5. Naming of any district property as a condition of acceptance of a financial contribution will be made in accordance with this policy, as well as the District's gifting and advertising policies.

6. Collections of works or other major gifts to the District, which do not include the renaming of facilities, may be recognized by individual schools, subject to the District's gifting policy.

REQUEST TO RENAME FACILITIES FORM



Stillwater School Board
Policy Meeting Notes
June 5, 2025

Present: Katie Hockert, Alison Sherman, Paul Lee, Carissa Keister,
Eric Simmons, Mark Drommerhausen, Caitlyn Willis, Mike Funk, Joan Hurley

Agenda

- Reviewed the following policies for the June 17, 2025 board meeting
 - First Reading
 - 612.1 - Development of Parent and Family Engagement Policies for Title I Programs
 - 616 - School District System Accountability
 - 807 - Health and Safety
 - Second Reading and Approval
 - 524 - Internet and Technology Acceptable Use and Safety Policy
 - Revoke
 - Policy 428 - Employee Technology and Internet Access and Acceptable Use
 - Policy 810 - School Attendance Areas
 - Policy 811 - Facilities Naming

What's next:

- Review Policy 213 - School Board Committees; 706 - Acceptance of Gifts; 722 - Public Data and Subject Requests; 721 - Uniform Grant Guidance Policy Regarding Federal Revenue Sources; 731 - Post-Issuance Debt Compliance Policy; 904 - Distribution of Materials on SD Property by Non-School Persons



TO: Northeast Metro 916 Board of Education
FROM: Dr. Val Rae Boe
DATE: June 10, 2025
RE: June 4 Board of Education Meeting Talking Points

Members present: Knisely-12, Palmer-13, Jones-14, Forsberg-16, Bock-621, Clark-623, Daniels-624, Rebelein-831, Stout-832, Dols-833 and Thelander-834.

Members absent: Oksnevad-282 and Nitardy-622.

Calendar Dates:

- Monday, June 9, 2025 - 916 Foundation Golf Tournament at Oak Marsh at 11:30 a.m.
- Wednesday, August 6, 2025 - School Board Meeting at 6:00 p.m.

Presentation: Literacy and Math Update

The School Board was presented with a literacy and math update for the 2024/25 School Year. An overview of FastBridge was given. This marks the first year of district-wide implementation of a Universal Screener for both reading and math across K-12. Overall, 71% of students demonstrated growth from Fall to Spring which will serve as a baseline moving forward. Updates from both the Literacy and Math Committees were presented, as well as looking at next steps. Lastly, District-Wide Professional Development updates were given, highlighting a 100% passing rate for 154 staff who completed OL&LA Literacy Training and the completion of the Paraprofessional Literacy Training Pilot for 18 EAS's across the district.

Presentation: Staff Recognitions

- Dan Naidicz, assistant superintendent, is retiring on June 13 after 15 years of service to Northeast Metro 916. Dan was celebrated for his steady presence, collaborative leadership, and his lasting impact on the district with a video from staff. He was recognized by family and friends for his unwavering support of special education at both Stillwater and 916, as well as at the local and state levels. Superintendent Boe thanked him for being an innovative leader and for his years of creativity, wisdom, humor, integrity, and unwavering belief in 916 which has created his legacy at this district.
- Megan McAllister, director of human resources, is celebrating her last day at Northeast Metro 916 on June 11 after 16 years of service. Superintendent Boe recognized Megan for the clarity, consistency, and accountability that she has brought to 916 processes and procedures and her strong, systems-focused approach which has strengthened

support for employees across the district. She thanked Megan for her exceptional leadership and the impact she has had on District 916.

School Board Policies:

- Approval of School Board Policies: 304, 408, 531, and 721.

Approval of Contracts:

- **Food Service Agreements:** Approved the food service agreements for the 2025-26 school year with Centennial (Karner Blue), White Bear Lake (Bellaire, Mahtomedi Academy, and South Campus), Roseville (Quora Education Center), Stillwater (Pankalo) and Columbia Heights (Metro Heights).
- **Math Curriculum:** Approved the purchase of math curriculum from the Math Learning Center in the amount of \$52,725.60
- **Avanti Center:** Approved a one-year agreement with the Avanti Center to provide educational services for children and adolescent residents with emotional and/or behavioral disorders who are admitted to the Avanti Center.
- **ISD 14:** Approved the agreement between ISD 14 and 916 to have Metro Heights Academy serve as the Alternative Learning Center and provide credit recovery starting August 1, 2025.
- **Canvas Health:** Approved a one-year agreement with Canvas Health to facilitate the delivery of mental health and related services to students in 916 programs through TAP therapists.
- **Bamboo Professionals:** Approved a one-year contract with Bamboo Professionals to provide prevention, intervention, postvention, and resiliency services to staff at 916.
- **CDW Quote:** Approved the CDW quote totaling \$233,726.54 to replace all of the orders for staff windows laptops, and student Chromebooks, as well as some ancillary accessories and devices, for all 916 programs.
- **Apple Quote:** Approved the Apple quote totaling \$115,008.00 to replace all of the orders for staff and student Apple devices, as well as some ancillary accessories and devices, for all 916 programs.
- **Arrow Contracting:** Approved the Tenant Improvement Cost Confirmation agreement for \$277,844.21. This covers overages related to general construction, low-voltage electrical work, and flooring enhancements at the new Metro Heights Academy ALC space.

FY26 Budget: The School Board approved the 2025-26 budget of \$90,819,000.

FY25 Intermediate District Tuition, Membership, and Access Fees: The School Board voted to approve increases in access fees, membership fees, and tuition rates for the FY26 school year.