

Study Session

Tuesday, August 5, 2025 5:30 PM

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

I. Call to Order	Speaker (s) : Ms. Alison Sherman, School Board Chair
II. Roll Call	Speaker (s) : Ms. Alison Sherman, School Board Chair
III. Pledge of Allegiance	Speaker (s) : Ms. Alison Sherman, School Board Chair
IV. Approval of Agenda	Speaker (s) : Ms. Alison Sherman, School Board Chair
V. Consent Agenda	
V.A. Payment of Invoices - July 12 - August 1, 2025 & Off Cycle Payments from Previous Register	Speaker (s) : Ms. Marie, Chief Financial Officer
V.B. District Handbook Approval	Speaker (s) : Ms. Carissa Keister, Chief of Staff
VI. Business Items	
VI.A. Action: Language Access Plan	Speaker (s) : Ms. Carissa Keister, Chief of Staff
VI.B. Action: Metropolitan Transportation Network, Inc. (MTN) Agreement	Speaker (s) : Superintendent Mike Funk
VI.C. Report: Adventure Club Update	Speaker (s) : Ms. Annette Sallman, Executive Director of Community Services
VI.D. Report: Transportation Update	Speaker (s) : Ms. Carissa Keister, Chief of Staff and Mr. Tom Risley, Transportation Supervisor
VI.E. Report: Multi-Grade Classrooms	Speaker (s) : Ms. Caitlyn Willis, Executive Director of Elementary Education
VII. Workshop Topic	
VII.A. Understanding Student Enrollment	Speaker (s) : Ms. Marie Schrul, Chief Financial Officer, Mark Drommerhausen, Executive Director of Operations and Ms. Carissa Keister, Chief of Staff

VII.B. Board Discussion: Board's Perspective On Current Enrollment Situation

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

VIII. **Closed Session**

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

IX. **Adjournment**

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



Expect
More.

Language Access Plan

Presented to the School Board

Aug. 5, 2025



Language Access

Providing individuals who communicate in a language other than English with timely and reasonable access to the same information and services as English-speaking individuals



MN Statute 123B.32 Language Access Plan

Subd. 1. Language access plan required. Starting in the 2025-2026 school year, during a regularly scheduled public board hearing, a district must adopt a language access plan that specifies the district's process and procedures to render effective language assistance to students and adults who communicate in a language other than English. The language access plan must be available to the public and included in the school's handbook.

Subd. 2. Plan requirements. The language access plan must include how the district and its schools will use trained or certified spoken language interpreters for communication related to academic outcomes, progress, and determinations, and placement of students in specialized programs and services; and how families and communities will be notified of their rights under this plan.

Subd. 3. Regular review. The board must review the plan every two years and update the plan as appropriate.

Stillwater Area Public Schools' Language Access Plan

SCAN HERE



Stillwater Area Public Schools' Language Access Plan

Ensuring Language Access for All Families

We are committed to ensuring that all families, regardless of their English proficiency, have full access to important information and services. We provide interpretation and translation services to help families communicate with our schools and participate in their child's education.

How to Access Language Services

1. Interpretation Services (Spoken Language Assistance)

If you need spoken language interpretation to communicate with your child's school, you can request:

- **In-Person Interpretation:** Available for meetings, parent-teacher conferences, special education services, and other important discussions.
- **Phone Interpretation:** Access real-time interpretation when calling the school or district office.
- **Video Remote Interpretation:** May be used when in-person interpretation is not available.

How to Request Interpretation Services:

- Let a teacher or school staff member know you need an interpreter
- Contact the main office of your child's school

2. Translation Services (Written Communication)

We ensure that families receive important information in their preferred language through multiple communication channels:

- ***Translated Emails:** Email messages from staff to families are translated into their home language.
- ***Translated Newsletters:** Families receive electronic newsletters via email, which they can choose to have translated into their home language by clicking on the "Translate" button.
- ***Two-Way Text Messaging:** We use a two-way texting platform, so families can communicate with teachers and school staff in their preferred language. Families receive messages as regular text messages or through an app.
- **Website Translation:** Our district and school websites can be translated into the top languages spoken by our families by clicking on the "Translate" button. Additionally, families can use a web browser translation service to view the site in any language.

*Families must indicate their preferred language in PowerSchool as part of the annual back-to-school update to ensure they receive communications in their language.

How to Access Translated Information:

- Request a translated document from your child's school

Multilingual Support for Families

We have bilingual staff at many of our schools and offices who can assist families in their preferred language. If a bilingual staff member is not available, we will connect you with an interpreter.

Community & Family Engagement Specialists

Our engagement specialists serve as a bridge between school, culturally and ethnically diverse students and families to increase awareness and participation for academic and social growth, while keeping their own sense of cultural identity.

For assistance, contact our Office of Integration at 651-351-8674.

Know Your Rights

Under Title VI of the Civil Rights Act of 1964, families have the right to free language assistance services. Schools and districts must provide interpretation and translation services to ensure meaningful communication.

Your child's education should never be limited by language barriers. If you experience any difficulties accessing language services, please contact:

Integration Supervisor
Jacqueline Bayless
baylessj@stillwaterschools.org
651-351-8674

We Are Here to Help!

We value our diverse community and are committed to ensuring every family has the tools they need to support their child's education. Please reach out if you need language support—we are happy to assist you!

District Office Address: 1875 S. Greeley Street, Stillwater MN 55082
Website: stillwaterschools.org | Phone Number: 651-351-8340



Interpretation Services

If a family needs spoken language interpretation to communicate with the child's school, they can request:

- **In-Person Interpretation:** Available for meetings, parent-teacher conferences, special education services, and other important discussions.
- **Phone Interpretation:** Access real-time interpretation when calling or visiting the school or district office.
- **Video Remote Interpretation (VRI):** May be used when in-person interpretation is not available.

¿Necesita un INTÉRPRETE? Hablamos su idioma.

Por favor, avísenos si necesita un intérprete. Podemos llamarlo sin costo alguno.



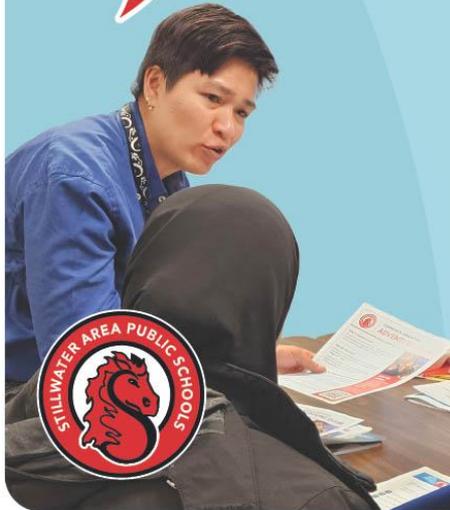
English: Please let us know if you need an interpreter. We can call one at no cost to you.

Somali: fadlan nala soo socodsii haddii aad u baahan tahay turjumaan. Waanu wici karnaa mid bilaash ah.

Hmong: Thov qhia rau peb paub yog tias koj xav tau ib tug neeg txhais lus. Peb tuaj yeem hu rau ib tus tsis tau them nqi rau koj.

Arabic: استدعاء مترجم مجاناً إذا كنت بحاجة إلى مترجم. يمكننا يرجى إبلاغنا.

Más información:



English Translation: Point to your language. An interpreter will be called. The interpreter is provided at no cost to you.

American Sign Language Point to your language. An interpreter will be called. The interpreter is provided at no cost to you.	Korean 한국어 귀하께서 사용하는 언어를 지정하시면 해당 언어 통역 서비스를 무료로 제공해 드립니다.
Arabic العربية انظر الى لظفر ومستم الاصل مترجم تقدم خدمة المترجم مجاناً لك.	Mandarin 普通话 请指认您的语言，以便为您提供免费的口译服务。
Bengali বাংলা আপনার ভাষার দিকে নির্দেশ করুন। একজন (বাচসীক) ভাষা হবে। (হে)ভাষী আপনি নিম্নলিখিত গণন।	Nepali नेपाली आफ्नो भाषातर्फ औंलाउनुहोस्। एक टोभाषेलाई बोलाइनेछ। ताईको कुनै खर्च बिना, एकैजना दोभाषे उपलब्ध गराइनेछ।
Burmese မြန်မာစာအုပ်တိုက် သင့်ဘာသာစကားကို ညွှန်ဆိုပြီး အသံပြောဆိုပေးမည့် အသံပြောဆိုသူကို အခမဲ့ ခေါ်ဆိုပေးပါမည်။	Polish Polski Proszę wskazać swój język i wezwiemy tłumacza. Usługa ta zapewniana jest bezpłatnie.
Cantonese 請指認您的語言，以便為您提供免費的口譯服務。	Portuguese Português Indique o seu idioma. Um intérprete será chamado. A interpretação é fornecida sem qualquer custo para você.
Farsi فارسی زبان مورد نظر خود را مشخص کنید. یک مترجم برای شما درخواست خواهد شد. مترجم بصورت رایگان در اختیار شما قرار می گیرد.	Punjabi ਪੰਜਾਬੀ ਆਪਣੀ ਭਾਸ਼ਾ ਵੱਲ ਇਸ਼ਾਰਾ ਕਰਕੇ ਜਿਸ ਖ਼ਬਰਕਰ ਵਿਚ ਦੁਬਾਰਾ ਸੁਣਾਇਆ ਜਾਵੇਗਾ। ਤੁਹਾਡੇ ਖ਼ਬਰੀ ਦੁਬਾਰਾ ਦਾ ਮੁਫਤ ਇੰਟਰਪਰਟਰ ਬਿਨਾਂ ਹੀ।
French Français Indiquez votre langue et nous appellerons un interprète. Le service est gratuit.	Romanian Română Indicați limba pe care o vorbiți. Vi se va face legătura cu un interpret care vă este adăugat gratuit.
Haitian Creole Kreyòl Lonje chwèl ou sou lang ou pale a epi n ap rele youn antèprèt pou ou. Nou ba ou sèvis antèprèt la gratis.	Russian Русский Укажите язык, на котором вы говорите. Вам вызовет переводчика. Услуги переводчика предоставляются бесплатно.
Hindi हिंदी अपने भाषा की ओर इंगित करें। हमें आपकी भाषा के लिए दुबारा बोलना होगा। आपके लिए दुबारा बोलने के लिए हमें आपकी भाषा बताने दें।	Somali Af-Soomaali Farba ku fiigayadaada... Waxa laguugu yeeri doonaa turjubaan. Turjubaanka wax lagaigi kaaga bixi mayso.
Hmong Hmoob Taw muaj koj hom lus. Yuav hu rau ib tug neeg txhais lus. Yuav muaj neeg txhais lus yam las koj tsis tau them dab tsis.	Spanish Español Señale su idioma y llamaremos a un intérprete. El servicio es gratuito.
Italian Italiano Indicare la propria lingua. Un interprete sarà chiamato. Il servizio è gratuito.	Tagalog Tagalog Ituro po ang inyong wika. Isang tagasaalhin ang ipagkakaalok nang ituro sa inyo.
Japanese 日本語 あなたの話す言語を指してください。無料で通訳サービスを提供します。	Vietnamese Tiếng Việt Hãy chỉ vào ngôn ngữ của quý vị. Một thông dịch viên sẽ được gọi đến, quý vị sẽ không phải trả tiền cho thông dịch viên.



Translation Services

We ensure that families receive important information in their **preferred language** through multiple communication channels:

- Website Translation
- Translated Emails
- Translated Newsletters
- Two-Way Text Messaging

Families must indicate their preferred language in PowerSchool as part of the annual back-to-school form sign-off to receive communications in their language.

Accessing Translated Material

- Visit district website:
stillwaterschools.org

OR

- Request a translated document from child's school



ADVENTURE CLUB



IMAANSHAHA



KALANDARKA



BULSHADA ED



CUNTOOYINKA



POWERSCHOOL



SCHOOLGY



HAGAHA
SAHANADA AHA

Soomaaliga >

DHAWAAN & SOO SOCDA

Dhacdooyinka Brookview

Ku-noqoshada-Dugsiga Waxyaabaha la Ogyahay

Taleefnadaada kaga tag Guriga!

Lilisaska Sahayda Dugsiga

Billow Isku Diyaarinta Hadda Isbeddelada Wakhtiga



Ku-noqoshada-Dugsiga Waxyaabaha la Ogyahay

Welcome to the 2025-26 school year. Check out helpful resources to ensure that you and your child are ready for the first day of school.

KA AKHRISO WAX BADAN →

DAAWO DHAMAAN WARARKA

BROOKVIEW

Dhacdooyinka Soo Socda

ISMIINTA

AGOOSTO 11

Dayrta 2025 Kulanka Qaadashada ALC

- 11:00 subaxnimo - 3:00 galabnimo
- Xarunta Waxbarashada Oak Park, 6355 Osman Ave N, Stillwater, MN 55082, USA

KHAMIISTA

AGOOSTO 14

Dayrta 2025 Kulanka Qaadashada ALC

- 11:00 subaxnimo - 3:00 galabnimo
- Xarunta Waxbarashada Oak Park, 6355 Osman Ave N, Stillwater, MN 55082, USA

ISNIIN

18KAAGOOSTO

Maalinta Koowaad ee Dugsiga (Fasalada 6 & 9)

- Maalinta Oo Dhan

ISNIIN

18KAAGOOSTO

Dayrta 2025 Kulanka Qaadashada ALC Gurif- Furan & Qaadashada Kooxda

- 1:00 duhurnimo - 2:00 duhurnimo



Soomaaliga





Multilingual Support For Families



We have bilingual staff at many of our schools and offices who can assist families in their preferred language.

Community & Family Engagement Specialists serve as a bridge between school and culturally and ethnically diverse students and families.



Rights of Families

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Integration Supervisor

Jacqueline Bayless

baylessj@stillwaterschools.org

651-351-8674



Next Steps

- Provide training to district staff
- Share Language Access Plan and resources with families:
 - District Handbook
 - Posters, newsletters, flyers, etc.
 - Community Engagement Nights
- Gather feedback and make adjustments as new tools become available





Questions

SETTLEMENT AGREEMENT AND RELEASE OF ALL CLAIMS

This settlement agreement and release of all claims (“Settlement Agreement”) is hereby entered into by and between Independent School District No. 834, Stillwater Area Public Schools (“District”) and Metropolitan Transportation Network, Inc. (hereinafter “MTN”). The District and MTN are hereinafter collectively referred to as the “Parties,” and each individually as a “Party.”

WHEREAS, the District and MTN entered into a Transportation Services Agreement on June 25, 2020 (“Agreement”);

WHEREAS, the District brought a lawsuit against MTN in Washington County District Court, captioned as Court File No. 82-cv-21-3627, and MTN filed a countersuit against the District in response (said litigation hereinafter referred to as “the Litigation”);

WHEREAS, MTN denies any and all liability, denies any violation of the law, and denies any wrongdoing specifically alleged in the Litigation;

WHEREAS, the District denies any and all liability, denies any violation of the law, and denies any wrongdoing specifically alleged in the Litigation;

WHEREAS, the Parties mediated on July 18, 2025, with Retired Judge Myron Greenberg and, pursuant to the requirements of the Minnesota Civil Mediation Act, the Parties were advised that: (a) the mediator has no duty to protect the parties’ interests or provide them with information about their legal rights; (b) signing a mediated settlement agreement may adversely affect the parties’ legal rights; and (c) the Parties should consult an attorney before signing a mediated settlement agreement if they are uncertain of their rights;

WHEREAS, the Parties, in the interest of resolving all actual or potential claims between themselves on a mutually agreeable basis, and to avoid the expense and risk of a trial in this matter, have agreed to a full and final settlement of any and all pending or potential claims based on the terms outlined below.

NOW, THEREFORE, in consideration of the mutual promises contained herein, including the relinquishment of certain legal rights, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the District and MTN agree as follows:

1. **Recitals are Material Terms.** The above-referenced recitals are material terms to this Agreement and are incorporated herein by reference for all purposes.

2. **Non-Admission.** This Settlement Agreement is a compromise regarding the terms of the Agreements, and no Party's willingness to enter into this Settlement Agreement, nor any terms hereof, shall be regarded or construed to be an admission of liability or of merit to another Party's position regarding any possible claims or defenses. Both Parties expressly deny any claim or allegation raised by the other Party.
3. **Stipulation to Dismiss Litigation.** The Parties agree that the claims raised in the Litigation shall be dismissed with prejudice and without costs, disbursements or attorneys' fees to any of the Parties. The Parties agree to execute a Stipulation for Dismissal within seven (7) calendar days of the full execution of this Settlement Agreement.
4. **Release All Claims by MTN.** In consideration of the District's release described in Paragraph 5 of this Settlement Agreement and the other promises by the District contained in this Settlement Agreement, and to the extent allowable by Minnesota law, effective upon signature by all Parties, MTN releases, waives, acquits, and forever discharges the District, and all current and former employees, elected or appointed officials, board members or agents of the District, and their heirs, successors, executors, administrators and assigns (hereinafter collectively referred to as the "District Released Parties") from any and all manner of action or actions, suits, damages, including attorney's fees, judgments, levies and executions, whether known or unknown, liquidated or unliquidated, fixed or contingent, which MTN has ever had, has or ever can, shall or may have or claim to have against the District and/or the District Released Parties, arising out of or relating to the Agreement. This release specifically includes, but is not limited to, claims of negligence, claims for breach of contract, anticipatory breach of contract, violation of the covenant of good faith and fair dealing, claims that the District violated Minnesota Statutes, chapter 325D or 363A, Section 1981 of the Civil Rights Act, the Equal Protection Clause, or other common law or statutory claims.
5. **Release All Claims by the District.** In consideration of MTN's release described in Paragraph 4 of this Settlement Agreement and the other promises by MTN contained in this Settlement Agreement, and to the extent allowable by Minnesota law, effective upon signature by all Parties, the District releases, waives, acquits, and forever discharges MTN, and all current and former employees, elected or appointed officials, board members or agents of MTN, and their heirs, successors, executors, administrators and assigns (hereinafter collectively referred to as the "MTN Released Parties") from any and all manner of action or actions, suits, damages, including attorney's fees, judgments, levies and executions, whether known or unknown, liquidated or unliquidated, fixed or contingent, which the District has ever had, has or ever can, shall or may have or claim to have against MTN and/or the MTN Released Parties, arising out of or relating to the

Agreement. This release specifically includes, but is not limited to, claims of negligence, claims for breach of contract, and anticipatory breach of contract, or other common law or statutory claims.

6. **Attorney's Fees, Costs, and Expenses.** The Parties agree to bear their own respective costs incurred with this matter, including, without limitation, all attorneys' fees and other expenses related to the resolution hereof.
7. **No Single Drafter.** This Settlement Agreement resulted from negotiations between the Parties who were represented by legal counsel, and all Parties participated in the drafting of this Settlement Agreement. No Party shall be deemed to be the sole drafter of this Settlement Agreement. The language of all parts of this Settlement Agreement shall be construed as a whole, according to its fair meaning, and not strictly for or against any Party.
8. **Choice of Law and Forum.** This Settlement Agreement is governed by the laws of the State of Minnesota, without regard to the State's conflicts of laws provisions. The Parties agree that the state and federal courts having jurisdiction over Washington County Minnesota shall have exclusive jurisdiction over any dispute arising out of this Settlement Agreement, regardless of any change of residence, domicile, principal place of business, or state of incorporation of either party.
9. **Counterparts and Electronic Signatures.** The Parties agree that this instrument may be signed in any number of counterparts, each of which will constitute an original, and that an electronic PDF transmission of any signature of any Party will be deemed as enforceable and effective as an original signature. All such counterparts together will constitute one and the same instrument.
10. **Representation of Authority to Sign.** Each signatory to this Settlement Agreement who signs in a representative capacity warrants and represents that he or she is duly authorized to act for the Party for which such person executes this Settlement Agreement. Execution of this Settlement Agreement binds those represented persons and entities to the terms of this Settlement Agreement.
11. **Merger and Amendments.** This Settlement Agreement contains the entire agreement between the Parties and supersedes any and all prior agreements with respect to the subject matter of this Settlement Agreement. This Settlement Agreement may not be amended or modified except by written amendment executed by all Parties.
12. **Voluntary Agreement.** The parties acknowledge that no person has exerted undue pressure or influence on them to sign this Settlement Agreement. The

parties are voluntarily and freely choosing to enter into this Settlement Agreement because of the benefits provided under this Settlement Agreement. Each Party has had adequate opportunity to review this Settlement Agreement with counsel of their choosing.

13. **No Assignment of Rights.** Each of the Parties represents and warrants that no part of any alleged rights or claims referenced herein have been assigned to another entity, person, firm or corporation.
14. **Invalid or Unenforceable Terms.** If any term or provision of any part of this Settlement Agreement shall be invalid or unenforceable, the remainder of this Settlement Agreement or the application of such terms or provisions to persons or circumstances (other than those as to which it is held invalid or unenforceable) shall not be affected thereby; and each term and provision of this Settlement Agreement shall be valid and enforceable to the fullest extent permitted by law.

IN WITNESS, WHEREOF, the Parties acknowledge that they have read this Settlement Agreement, have had the opportunity to consult with legal counsel regarding this Settlement Agreement, and, by signing, hereby affirm that they fully understand its terms and applications, and voluntarily intend to be bound by the same.

**INDEPENDENT SCHOOL DISTRICT NO. 834,
STILLWATER AREA PUBLIC SCHOOLS**

Dated: _____

Alison Sherman, Chair

Katie Hockert, Clerk

METROPOLITAN TRANSPORTATION NETWORK, INC.

Dated: 07-18-25



Tashitaa Tufaa
Its: President and CEO



Expect
More.

Adventure Club Update

Presented to the School Board

Aug. 5, 2025



Adventure Club Enrollment

Fall 2024

Fully Enrolled: 665

Partially Served: 92

Waitlist: 364

Percent served: 67%

Fall 2025

Fully Enrolled: 840

Partially Served: 72

Waitlist: 240

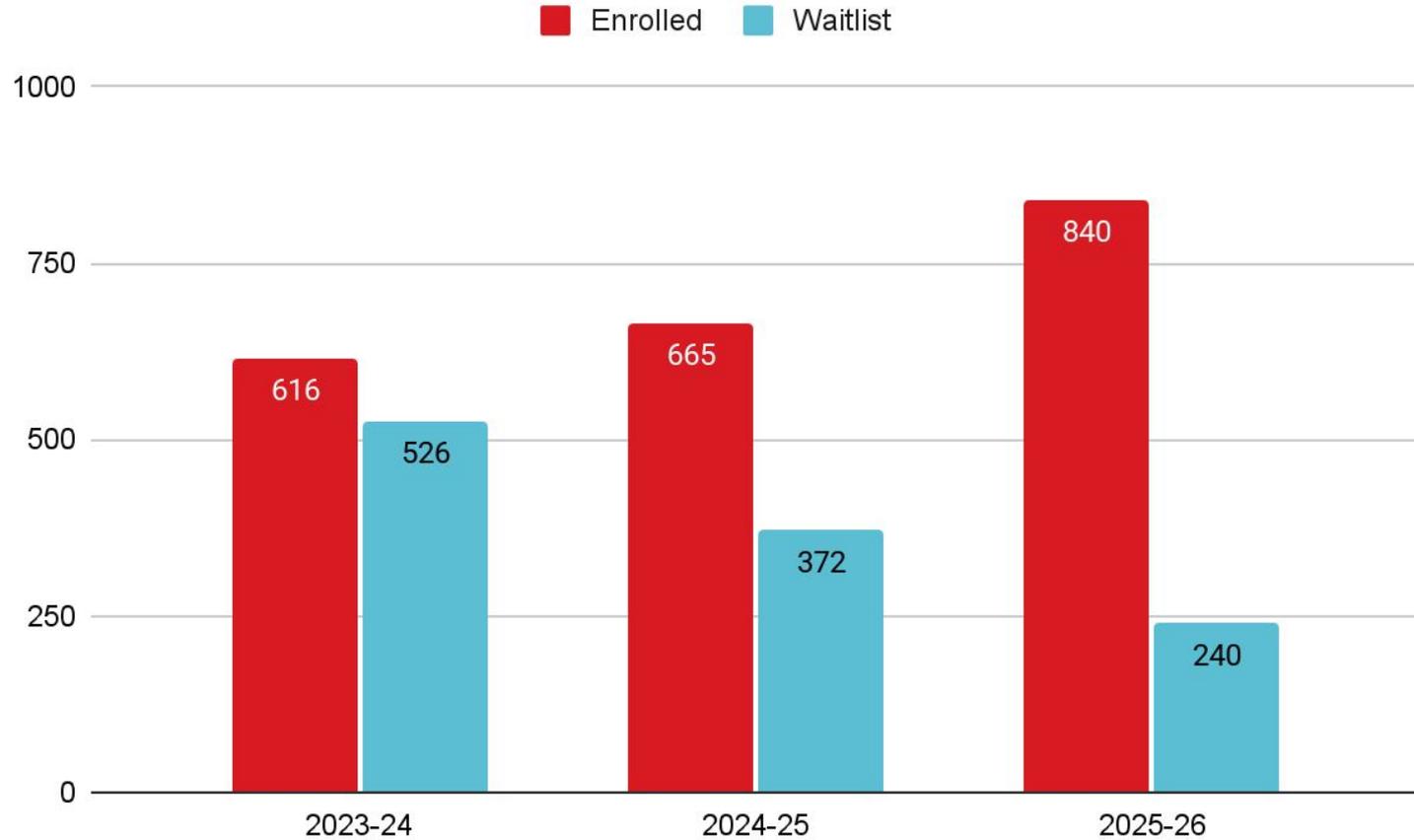
Percent served: 79%

**Estimated
hiring needs**

**20 new staff
needed to serve all
families**



Adventure Club Enrollment Comparison





Rising Demand Isn't New

- Minnesota child care industry remains in “crisis”
- In the last 10 years, we have been unable to fully staff Adventure Club for the start of the school year
- Last year, the Adventure Club wait list was cleared by December



Recruiting Efforts

- Partnering with other departments to offer full-time, benefits eligible, employment
- District website postings
- Newsletters, post card, social media, boosted Indeed posting
- Postings at local colleges (targeting child development and education programs)
- Advertising through high school (early release students)

WE'RE HIRING



New hiring
process is faster
and more
efficient!





After School Classes

- Community Education has expanded after school classes at all elementary schools
- Variety of enrichment classes offered Mondays through Thursdays
- Run for 60 or 90 minutes right after the school day ends
- Scholarships available through Youth Advantage

AFTERSCHOOL ELEMENTARY OPPORTUNITIES

Grandmasters of Chess 1.1

New and returning students are invited. Learn, Practice, and Play chess in each class. Our Teach It! Practice It! Play It!® method keeps students on track with new chess lessons and puzzles each week as well as guided games and in-class tournaments. Class fee includes membership for the session. Sign up today!

Grades K-5 • 4 sessions • \$77/person
Instructor: Youth Enrichment League

228-AL1 Afton Lakeland Elementary
 Wed Sep 10-Oct 1 2:20-3:20 PM

228-AL2 Afton Lakeland Elementary
 Mon Nov 3-24 2:20-3:20 PM

228-AN1 Andersen Elementary
 Tue Sep 9-30 2:20-3:20 PM

228-BV1 Brookview Elementary
 Tue Sep 9-30 2:20-3:20 PM

228-BV2 Brookview Elementary
 Tue Nov 4-25 2:20-3:20 PM

228-LE1 Lake Elmo Elementary
 Tue Oct 7-28 2:20-3:20 PM

228-LE2 Lake Elmo Elementary
 Tue Nov 4-25 2:20-3:20 PM

228-LL1 Lily Lake Elementary
 Thu Sep 4-25 2:20-3:20 PM

228-LL2 Lily Lake Elementary
 Tue Dec 2-23 2:20-3:20 PM

228-RU1 Rutherford Elementary
 Wed Sep 10-Oct 1 2:20-3:20 PM

228-RU2 Rutherford Elementary
 Mon Nov 3-24 2:20-3:20 PM

229-SB1 Stonebridge Elementary
 Tue Oct 7-28 2:20-3:20 PM

229-SB2 Stonebridge Elementary
 Mon Dec 1-22 2:20-3:20 PM

Grades K-5 • 6 sessions • \$99/person
228-AN2 Andersen Elementary
 Wed Nov 5-Dec 17 2:20-3:20 PM
 No session Nov 26

Amusement Machines

Empower your child's STEAM learning. In this dynamic session, they'll build six motorized models using unique, patented kits, mastering concepts like centrifugal force, vibration, and angular momentum.

Grades 2-5 • 4 sessions • \$86/person
Instructor: Young Engineers

264-AL Afton-Lakeland Elementary
 Thu Oct 2-30 2:20-3:50 PM
 No session Oct 16

264-AN Andersen Elementary
 Wed Sep 10-Oct 1 2:20-3:50 PM

264-LE Lake Elmo Elementary
 Wed Oct 8-29 2:20-3:50 PM

264-LL Lily Lake Elementary
 Tue Sep 9-30 2:20-3:50 PM

264-RU Rutherford Elementary
 Tue Oct 7-28 2:20-3:50 PM

264-SB Stonebridge Elementary
 Thu Sep 4-25 2:20-3:50 PM

Grades 2-5 • 6 sessions • \$119/person
264-BV Brookview Elementary
 Mon Sep 8-Oct 27 2:20-3:50 PM
 No sessions Sep 22, Oct 20

Construction Machines

Challenge your child's engineering skills with this STEAM program. Using patented building kits, they'll construct six motorized models, including semi-trucks and cranes, while mastering concepts like elastic and centrifugal forces, transmissions, and differentials. This session fosters problem-solving and a deeper understanding of engineering principles.

Grades 2-5 • 4 sessions • \$86/person
Instructor: Young Engineers

265-BV Brookview Elementary
 Mon Nov 3-24 2:20-3:50 PM

265-LE Lake Elmo Elementary
 Mon Dec 1-22 2:20-3:50 PM

265-LL Lily Lake Elementary
 Tue Nov 4-25 2:20-3:50 PM
 No session Nov 27

265-RU Rutherford Elementary
 Tue Dec 2-23 2:20-3:50 PM

Grades 2-5 • 6 sessions • \$119/person
265-AN Andersen Elementary
 Wed Nov 5-Dec 17 2:20-3:50 PM
 No session Nov 26

265-SB Stonebridge Elementary
 Thu Nov 6-Dec 18 2:20-3:50 PM





Questions



Expect
More.

Enrollment 101

Work Session Discussion

Aug. 5, 2025



Overview

- Understand context and impact of enrollment on district
 - Funding
 - Planning
- Preview district's enrollment growth strategies
- Consider school board's role

Future Board Conversations:

- **Fall:** Enrollment Update - *including Oct. 1 student count and analysis*
- **Fall:** Fiscal Forecast



Understanding
District
Enrollment
Numbers

FUNDING

To calculate how
much money a
district gets

PLANNING

To decide how to
organize schools and
resources



FUNDING

Context and Impact

<p>Average Daily Membership (ADM)</p>	<p>The portion of the school year during which a student is enrolled in the school district over a specific time period.</p>	<p>Total Days Enrolled \div Total Instructional Days = ADM</p>
<p>Adjusted Pupils Units (APU)</p>	<p>Primary pupil count used in school-funding formulas.</p> <p>Count weighted by grade level and “adjusted” to reflect students served.</p>	<p>Weighted:</p> <p>1.0 = Grades K-5 1.2 = Grades 6-12</p>
<p>Resident ADM</p>	<p>Public school students who live within the boundaries of the district.</p>	<p>Oct. 1 Enrollment Count</p>
<p>Resident Pupil Units (RPU)</p>	<p>RPUs are the weighted Resident ADM used in calculations for transportation sparsity and to calculate a school district’s aid/levy split for local optional and referendum revenue.</p>	



Funding: Key Components

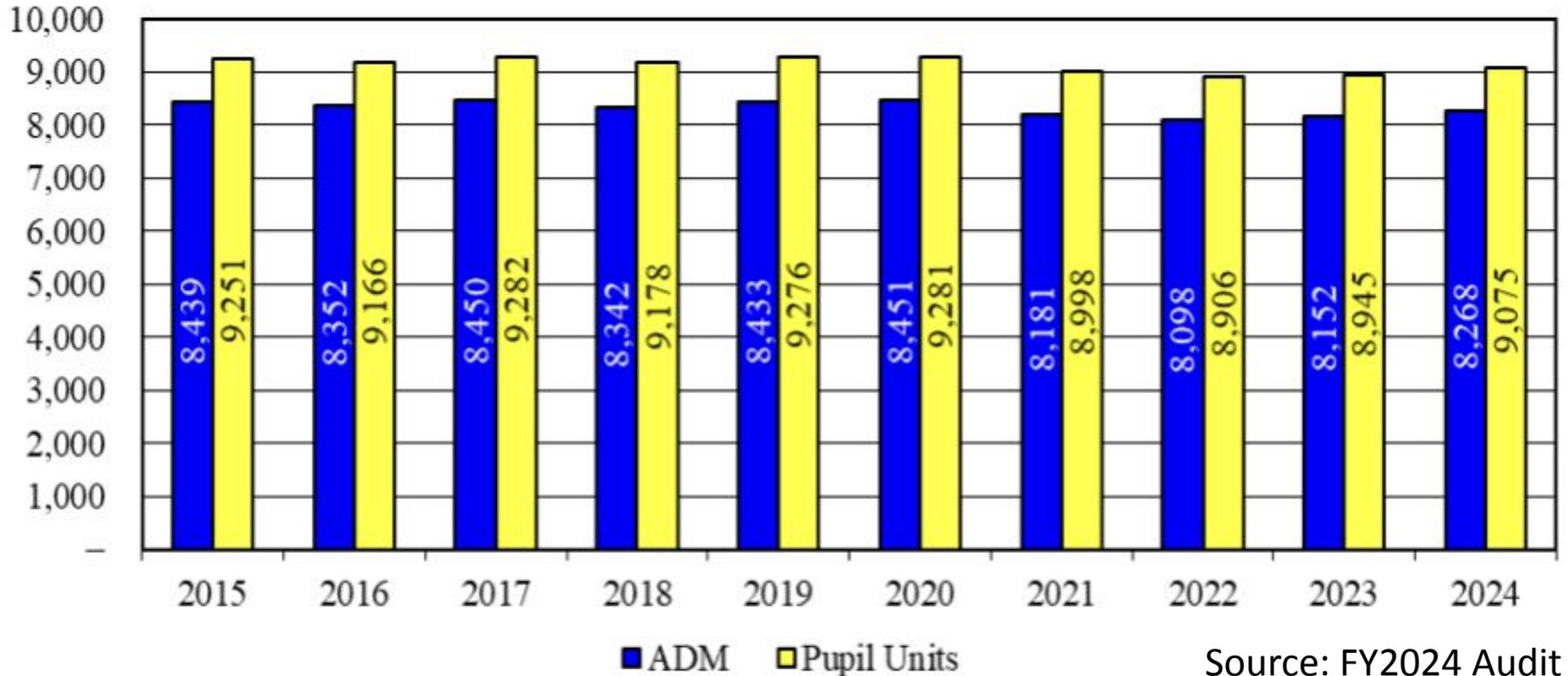
Students Matter!

The “pupil count” is the main component of most state education funding calculations.

- Not all calculations use the same pupil count
- Attendance is different than enrollment
- The enrollment of the student is the pupil count that drives revenue = ADM
- For basic revenue and other funding components, certain grade bands will be weighted = Pupil Unit (PU) and Adjusted Pupil Unit (APU)
- October child count is used to calculate compensatory revenue



Stillwater's Total ADM and Adjusted Pupil Units Served



Source: FY2024 Audit



1 ADM = \$7,481

**general education formula
allowance**

The characteristics of each student drives the amount of additional categorical funding for the district or program. An “average per pupil funding amount” may not be representative of all district students.



**District A
Student A**

- Has an IEP
- Eligible for Free Lunch
- District has a \$500 APU referendum



**District B
Student B**

- Eligible for Multilingual Learner Services
- Is in an elementary sparsity district
- District has a \$1,000 APU referendum



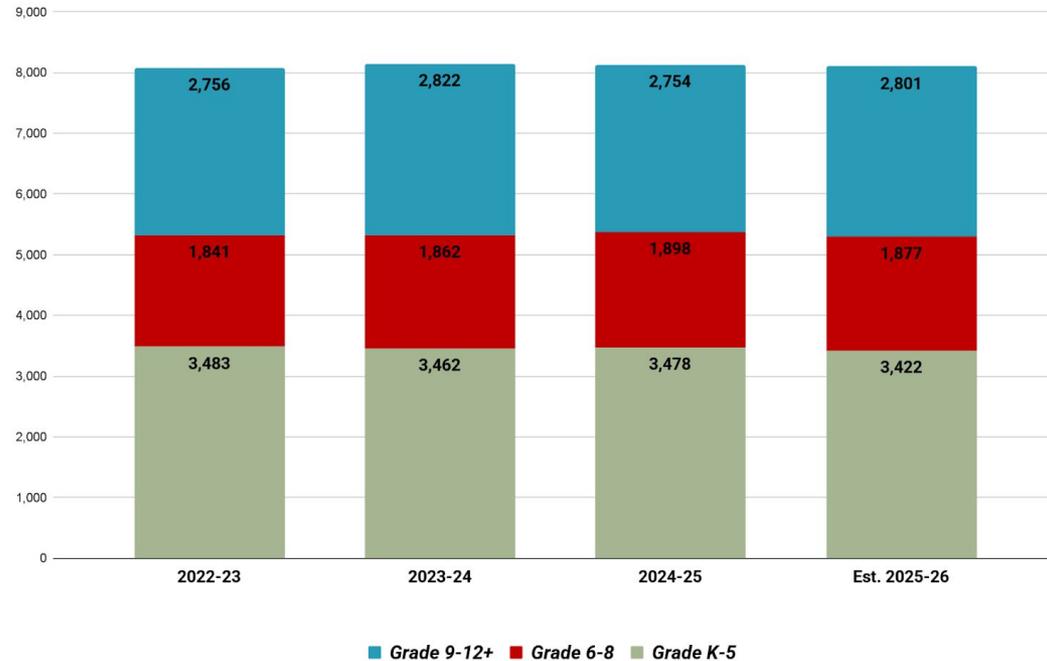
2025-26 Preliminary Budget Guidelines & Assumptions

Enrollment: Enrollment for the 2025-2026 school year will be projected using the information provided by the MARSS/ Enrollment Office as of 2/17/25. The Chief Financial Officer will coordinate any final changes to projected enrollment as necessary.

2025-26 Enrollment Projections			
Grade	2025-26 Preliminary Budget		General Ed Revenue
K-5	3,422		
6-8	1,877		
9-12+	2,801		
Total ADM	8,100		
Total APU	8,660	* \$7,481 =	\$64,786,956
Res APU	10,782		

*K-12 only (ECSE & Voluntary Pre-K are not reflected in totals)

Student Enrollment Trends - October 1





What Is MARSS

MARSS is a system by which districts/charter schools report student data to the Minnesota Department of Education (MDE).

The Minnesota Automated Reporting Student System (MARSS) collects data required by multiple areas of MDE with one system:

- State aid
- Levy calculations
- Federal grant allocations
- Federal and state reports



Uses of MARSS

Fall MARSS data calculates:

- Compensatory revenue
- Q-Comp
- Title I
- Child count for federal special education funding
- Pre-code state assessment documents

Year-end financial aid calculates:

- General education revenue
- Shared time aid
- Contract alternative school aid
- Extended time revenue
- English learner (EL) aid
- Charter school lease aid



PLANNING

Context and Impact



How Enrollment Impacts Planning

For planning purposes, enrollment information is used for:

- Understanding competition/market share
- Facility planning decisions (ie. capacity, boundaries, etc.)
- Staffing decisions

Timelines:

- **Enrollment marketing:**
Nov-Summer
- **Boundaries:**
Nov-Dec
- **Staffing:**
Feb-April



Types of Enrollment

- Resident vs. non-resident
 - Open enrollment
 - Alternate enrollment
- Preschool registration
- Kindergarten enrollment

Key Dates:

- **Kindergarten enrollment:**
Mid-November through January
- **Open/Alternate enrollment:** January 15
- **Preschool registration:**
Mid-January



District-Wide Housing Trends

- Continued growth in Lake Elmo and Woodbury
- Impact of prison closing on Bayport development
- Minimal new development in Stillwater and surrounding areas



Vision

Growing Our District



District's Enrollment Growth Strategies

Customer Experience

- Family onboarding and support
- Reducing barriers to access

Marketing and Communications

- Outreach to prospective families

Program Development

- Special programs
- Expanded opportunities

Retention and Re-engagement

- Preventing attrition
- Targeting families who left

Partnerships

- Community agencies, childcare providers, housing developers



Governance Role: Supporting Growth

Key Questions for Board Discussion

- How can we align resource decisions to support growth?
- What barriers to enrollment should we address?
- How might the board help increase visibility and trust in the district?

Board Levers of Influence

- Budget alignment to support enrollment efforts
- Advocacy with legislators or community stakeholders
- Accountability and monitoring of strategic plan metrics



Questions