

Business Meeting

Tuesday, March 24, 2026 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 Sherman, 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. Student Report	Speaker (s) : Mr. Zach Cody and Ms. Aurora Swenson, Student Representatives
VIII. Superintendent Report	Speaker (s) : Dr. Mike Funk, Superintendent
IX. Board Chair Report	Speaker (s) : Ms. Alison Sherman, School Board Chair
X. Consent Agenda	
X.A. School Board Meeting Minutes, February 2, 2026	
X.B. School Board Meeting Minutes, February 17, 2026	Speaker (s) : Ms. Katie Hockert, School Board Clerk
X.C. School Board Meeting Minutes, March 3, 2026	
X.D. Payment of Invoices, February 28 - March 20, 2026	
X.E. Interactive\Smart Display Purchase Request	Speaker (s) : Eric Simmons Director of Technology
X.F. Chromebook Refresh Purchase	Speaker (s) : Eric Simmons Director of Technology
X.G. FY25 Single Audit Reports	
X.H. Human Resources Personnel Report	Speaker (s) : Ms. Kristine Carlston, Executive Director of Human Resources
XI. Strategic Direction A: Ensure the learning process is adaptable to meet individual student needs	

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

XIII. Strategic Direction C: Utilize systems and align resources in an efficient manner to support learning

XIII.A. Action: Resolution Non-Renewing Probationary Teaching Contracts **Speaker (s)** : Ms. Kristine Carlston, Executive Director of Human Resources

XIII.B. Action: Resolution Proposing Placement of Teachers on Unrequested Leave of Absence **Speaker (s)** : Ms. Kristine Carlston, Executive Director of Human Resources

XIII.C. Report: Second Reading Policy 213 - School Board Committees **Speaker (s)** : Mr. Paul Lee, Executive Director of Student Support Services

XIII.D. Action: Policy 213 - School Board Committees **Speaker (s)** : Mr. Paul Lee, Executive Director of Student Support Services

XIII.E. Report: Second Reading Policy 423 - Employee-Student Relationships **Speaker (s)** : Mr. Paul Lee, Executive Director of Student Support Services

XIII.F. Action: Approval of Policy 423 - Employee-Student Relationships **Speaker (s)** : Mr. Paul Lee, Executive Director of Student Support Services

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

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

XVI. Action: SCEA Contract Renewal **Speaker (s)** : Ms. Alison Sherman, School Board Chair

XVI.A. Action: SCEA Master Contract - Memorandum of Agreement (MOA) - Discretionary Leave Buy-Back **Speaker (s)** : Ms. Kristine Carlston, Executive Director of Human Resources

XVI.B. Action: SCEA Master Contract - Memorandum of Understanding (MOU) - Discretionary Leave **Speaker (s)** : Ms. Kristine Carlston, Executive Director of Human Resources

XVI.C. Action: SCEA Master Contract - Memorandum of Understanding (MOU) - Elementary Supplemental Substitute Pay **Speaker (s)** : Ms. Kristine Carlston, Executive Director of Human Resources

XVI.D. Action: SCEA Master Contract - Memorandum of Understanding (MOU) - Emergency Sick Leave Pool (ESLP) **Speaker (s)** : Ms. Kristine Carlston, Executive Director of Human Resources

XVI.E. Action: SCEA Master Contract - Memorandum of Agreement (MOA) - Health Insurance Premium Contributions **Speaker (s)** : Ms. Kristine Carlston, Executive Director of Human Resources

- XVI.F. Action: SCEA Master Contract - Memorandum of Agreement (MOA) - Packing and Unpacking Stipend **Speaker (s)** : Ms. Kristine Carlston, Executive Director of Human Resources
- XVI.G. Action: SCEA Master Contract - Memorandum of Agreement (MOA) - Professional Development Time **Speaker (s)** : Ms. Kristine Carlston, Executive Director of Human Resources
- XVI.H. Action: SCEA Master Contract - Memorandum of Agreement (MOA) - Retiree Longevity Pay **Speaker (s)** : Ms. Kristine Carlston, Executive Director of Human Resources
- XVII. **Adjournment** **Speaker (s)** : Ms. Alison Sherman, School Board Chair
- XVIII. **Attachments**

Independent School District 834 – Stillwater Area Public Schools
Oak Park Learning Center, 6355 Osman Avenue North, Stillwater, MN 55082
Study Session, Monday, February 2, 2026 5:30 PM

- 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, Chris Lauer, Alison Sherman, Andrew Thelander. Robert Parker joined the meeting at 5:34 p.m.
- III. Pledge of Allegiance
- IV. Approval of Agenda: Motion made by Sherman and seconded by Thelander, Carried 6-0.
- V. Motion by Hockert to approve consent agenda: A. Payment of Invoices, January 17-30, 2026; B. Policy 731 - Debt Compliance Policy and second by Lauer, Carried 6-0.
- VI. Business Items
 - A. Policy 213 - School Board Committee will come to the board for a second reading and approval at a future meeting.
 - B. Policy 423 Employee-Student Relations will come to the board for a second reading and approval at a future meeting.
 - C. A minor correction was made to Policy 613 - Graduation Requirements following the first reading on January 20. This was reviewed by the policy committee on January 29.
 - D. Motion by Serman to approve Policy 613 - Graduation Requirements and second Lauer, passed 7-0.
- VII. Workshop Topic
 - A. The board received an update on winter FastBridge results, a universal screener used to evaluate Tier 1 instruction and identify students for additional support in reading and math across grades K–12.
 - B. As part of our fiscal year planning, we are facing a required budget reduction of approximately \$5.5 million. This follows the \$5 million in reductions implemented last year. Given the cumulative nature of these cuts, further reductions will have a meaningful and visible impact on our organization and the community we serve. Before moving forward with specific proposals, we are seeking the Board’s guidance on priorities and preferred approaches for identifying additional cost savings.
- VIII. Motion by Sherman at 6:30 p.m. to move to a closed session Pursuant to § Minnesota Statute 13D.03(b). The governing body of a public employer may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25 and second by Thelander, carried 7-0. Present: Hockert, Grcevich, Kelzenberg, Lauer, Parker, Sherman, Thelander, Funk, Carlston, Schrul. Motion by Sherman at 7:13 p.m. to adjourn to open meeting and second by Hockert, carried 7-0.
- IX. Adjourn
 - A. The meeting adjourned at 7:17 p.m.

Respectfully submitted, Sarah Grcevich, Board Clerk

- I. The board recognized Grif Sadow, Theater Coordinator, along with some of his students who created the "I Love You Guys SRP" training video. The video supports the I Love U Guys Foundation and its Standard Response Protocol (SRP), a widely adopted school safety framework used to guide responses to emergencies. The fact that this student-created production will be used in districts and schools worldwide is a tremendous accomplishment.
- II. Public Comment: No speakers.
- III. Call to Order: The meeting was called to order at 5:52 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: Nothing to report.
- VIII. Superintendent Report: The district is facing significant financial challenges, including a \$5 million shortfall. This marks the third consecutive year of budget reductions. The largest cost drivers continue to be staffing, transportation, and employee benefits. Despite these challenges, our priority remains unchanged: supporting our students and maintaining the long-term stability of the district. As decisions are made, we are committed to communicating with clarity, accuracy, and care, recognizing that these reductions will impact members of our community. Addressing this situation will require support beyond our district. State funding levels and requirements play a major role in our financial outlook. We strongly encourage you to reach out to your legislators to advocate for the resources and flexibility our schools need.
- IX. Board Chair Report: Thank you to our staff for the continued dedication and hard work you demonstrate every day. It is evident that there has been thoughtful collaboration across working groups, and we recognize that the decisions being considered are both difficult and important.
- X. Consent Agenda: A. School Board Meeting Minutes, January 20, 2026; B. School Board Meeting Minutes, February 2, 2026, 2026; C. Payment of Invoices, January 31-February 13, 2026; Gifts & Donations and Treasurer's report December 2025; D. Amendment to Terms and Condition-Technical Support Group, Emergency School Closing Language; E. Human Resources Personnel Report. Motion by Hockert, second by Lauer, carried 7-0.
- 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. Motion by Sherman to approve the Resolution Awarding the Sale of General Obligation School Building, Facilities Maintenance and Refunding Bonds, Series 2024A, second by Thelander, carried 7-0.
 - B. The board reviewed and approved the preliminary budget guidelines and assumptions for the 2026–27 school year as part of the district's priority-based budgeting process. Motion by Sherman, second by Hockert, carried 7-0.
 - C. The district will implement a range of efficiency measures aimed at reducing transportation costs while continuing to provide safe and reliable service for students. These changes are planned for the 2026-27 school year.
 - D. The board was provided with an update on negotiations.
 - E. The board received a construction update on bond-funded projects, including the new Lake Elmo Elementary School and Bayport Elementary School, Oak-Land Middle School, and the districtwide multi-site security upgrades.

- F. Motion by Sherman to approve the furniture for the new elementary schools and Oak-Land Middle School, second by Thelander, carried 7-0.
- G. Motion by Hockert to approve the multi-site security upgrades, second by Kelzenberg, carried 7-0.
- H. Motion by Sherman to approve Lily Lake Elementary Renovation 2026 as part of the LTFM plan, second by Lauer, carried 7-0.

XIV. Strategic Direction D: Develop Strong Partnerships with the Communities We Serve. Nothing to report. Nothing to report.

XV. Adjourn

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

Respectfully submitted, Sarah Grcevich, School Board Clerk

Independent School District 834 – Stillwater Area Public Schools
Oak Park Learning Center, 6355 Osman Avenue North, Stillwater, MN 55082
Study Session, Tuesday, March 3, 2026 5:30 PM

- 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, Chris Lauer, Alison Sherman, Andrew Thelander. Robert Parker joined the meeting at 5:34 p.m.
- III. Pledge of Allegiance
- IV. Approval of Agenda: Motion made by Sherman and seconded by Thelander, Carried 7-0.
- V. Motion by Hockert to approve consent agenda: A. Payment of Invoices, February 24-27, 2026; B. Technology Purchase for Phone Handsets and Related Equipment; C. Policy 211 - Criminal or Civil Action Against School District, School Board Members, Employee or Student and second by Lauer, Carried 7-0.
- VI. Business Items
 - A. The board reviewed a list of summer improvements projects, funded through the Long-Term Facilities Maintenance program. The plan includes projects at Afton-Lakeland Elementary, Oak Park Learning Center, Rutherford Elementary, Stillwater Middle School, Stonebridge Elementary and the Transportation Terminal. Motion by Grcevich, second by Thelander, carried 7-0.
 - B. The Bayport Elementary Playground Equipment and Fall Surface project came in under budget. Motion by Sherman, second by Lauer, carried 7-0.
 - C. The Lake Elmo Elementary Playground Equipment and Fall Surface project came in under budget. Motion by Hockert, second by Thelander, carried 7-0
 - D. The board reviewed the Achievement & Integration three-year plan and how the goals align with the Pony Plan. Motion by Sherman, second by Thelander, carried 7-0.
 - E. The board was provided an update on Health Insurance Renewal costs for 2026–27. The insurance committee recommends renewing with Blue Cross Blue Shield at a rate of 13%. Motion by Kelzenberg, second Lauer, passed 7-0.
- VII. Workshop Topic
 - A. District leaders provided an update to the board on priority-based budgeting and reviewed a list of reductions for 2026-27 that address a more than \$5 million budget shortfall.
 - B. The board received an update on transportation planning for next year. More information on a final transportation model will be shared with the board and community this spring.
- VIII. Motion by Sherman at 7:59 p.m. to move to a closed session Pursuant to § Minnesota Statute 13D.03(b). The governing body of a public employer may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25 and second by Thelander, carried 7-0. Present: Hockert, Grcevich, Kelzenberg, Lauer, Parker, Sherman, Thelander, Funk, Carlston, Schrul. Motion by Thelander at 9:02 p.m. to adjourn to open meeting and second by Grcevich, carried 7-0.
- IX. Adjourn
 - A. The meeting adjourned at 9:04 p.m.

Respectfully submitted, Sarah Grcevich, Board Clerk

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:** March 24, 2026

DESCRIPTION OF REQUEST

Requesting board approval to purchase **Smart displays New Bayport, New Lake Elmo and new classrooms in Oak-Land Middle**, in the amount of **\$470,294.80**. This purchase will provide each new classroom with **standardized, high-definition interactive displays, ensuring equitable access to digital learning resources for all students across the district.**

FINANCIAL IMPACT

Budget(s) Impacted: FY26 Bond \$ 470,294.80 Bayport \$154,742.16 Lake Elmo - \$257,903.60 Oakland-\$ 57,649.04

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**

Motion Passed:

A motion and a second to approve will be requested.

Motion for expenditure approval passed on (Date): _____ **Board Signature:** _____

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:** March 24, 2026

DESCRIPTION OF REQUEST

Requesting board approval to purchase **900 Chromebooks for the coming years High School Freshman** in the amount of \$300,000.

FINANCIAL IMPACT

Budget(s) Impacted: 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**

Motion Passed:

A motion and a second to approve will be requested.

Motion for expenditure approval passed on (Date): _____ **Board Signature:** _____

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Beasley, Marissa	Resignation	Paraprofessional, 6.0 hours/day Stonebridge Elementary	SCPA	March 2, 2026
Colwell, Patricia	Resignation	Paraprofessional, 6.5 hours/day Transition	SCPA	May 22, 2026
Ellison, Julie	Resignation	Paraprofessional, 6.25 hours/day Lily Lake Elementary	SCPA	February 25, 2026
Gorde, Stephen	Retirement 25 Years	Professional Development Lead (POSA) District Wide	Principals	June 30, 2026
Green, Shae	Release	Administrative Assistant, 6.0 hours/day Rutherford Elementary	Tech Support	March 12, 2026
Jacobs, Courtney	Resignation	School Aged Care Program Assistant, 2.45 hours/day Brookview Elementary	Community Education	January 24, 2026
Johnson, Linda	Resignation	Nutrition Services Employee, 5.75 hours/day Brookview Elementary	Nutrition Services	May 22, 2026
Kogl, Wendy	Release	Administrative Assistant, 6.0 hours/day Afton-Lakeland Elementary	Tech Support	May 26, 2026
Kutincic, Franka	Termination	Custodian, 8.0 hours/day Oak Park Learning Center	Custodial	March 9, 2026
Laming, Christine	Release	Administrative Assistant, 6.0 hours/day Lily Lake Elementary	Tech Support	May 26, 2026
Laske, Paiten	Resignation	Nutrition Services Employee, 4.0 hours/day Stillwater Area High	Nutrition Services	February 27, 2025
Lengyel, Jennifer	Resignation	Elementary School Teacher, 1.0 FTE Rutherford Elementary	SCEA	March 2, 2026
Linkert, Brenda	Retirement 35 Years	Elementary School Teacher, 1.0 FTE Lily Lake Elementary	SCEA	May 26, 2026
Lund, Kathy	Retirement	Elementary School Teacher, 1.0 FTE Rutherford Elementary	Tech Support	February 27, 2025
Mercer, Lindsay	Release	Administrative Assistant, 6.0 hours/day Stillwater Middle School	Tech Support	May 26, 2026
Meyer, Kathleen	Retirement 35 Years	Math Teacher, 1.0 FTE Stillwater Area High School	SCEA	May 26, 2026
Miskowiak, Kelly	Release	Administrative Assistant, 3.45 hours/day Oak-Land Middle School	Tech Support	May 26, 2026
Mogren, Colleen	Resignation	Nutrition Services Employee, 5.75 hours/day Mahtomedi Middle School	Nutrition Services	January 22, 2026
Morrison, Pamela	Retirement 13 Years	Supervisor of Student Support Early Childhood Family Center	CSS	July 2, 2026
Moynaugh, Mary	Retirement 18 Years	Elementary School Teacher, 1.0 FTE Brookview Elementary	SCEA	May 26, 2026
Nichols, Shelley	Resignation	Paraprofessional, 4.0 hours/day Lily Lake Elementary	SCPA	March 12, 2026
Olson, Derek	Retirement 26 Years	Social Studies Teacher, 1.0 FTE Oak-Land Middle School	SCEA	May 26, 2026
Parent, Janet	Retirement 16 Years	Elementary School Teacher, 1.0 FTE Andersen Elementary	SCEA	May 26, 2026
Philon, Matthew	Resignation	Nutrition Services Employee, 4.0 hours/day Mahtomedi Middle School	Nutrition Services	February 18, 2026
Raddatz, Joel	Retirement 26 Years	Social Studies Teacher, 1.0 FTE Oak-Land Middle School	SCEA	May 26, 2026
Schreder-Vossen, Nancy	Retirement 9 Years	Science Teacher, 1.0 FTE Stillwater Middle School	SCEA	May 26, 2026
Slayton, Tracey	Release	Administrative Assistant, 6.0 hours/day Andersen Elementary	Tech Support	May 26, 2026
Tibbets, Emily	Termination	Custodian, 8.0 hours/day Rutherford Elementary	Custodial	February 2, 2026
Turro, Claire	Retirement 11 Years	Agriculture Teacher, 1.0 FTE Stillwater Area High School	SCEA	May 26, 2026
Vertin, Mary	Retirement 13 Years	Special Education Teacher, 1.0 FTE Lake Elmo Elementary	SCEA	May 26, 2026
Wade, Marc	Resignation	Paraprofessional, 6.5 hours/day	SCPA	February 19, 2026

Zastrow-Sammon, Donna	Release	Stillwater Area High School Administrative Assistant, 7.0 hours/day Stillwater Area High School, College Career Center	Tech Support	May 26, 2026
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HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Benning, Allison	Assistant Softball Coach Stillwater Area High School	\$3,654.00	2025-2026 Staffing	Co-Curricular	March 9, 2026
Burton, Michael	Assistant Softball Coach Stillwater Area High School	\$1,015.00	2025-2026 Staffing	Co-Curricular	March 9, 2026
Eischens, Rebecca	Asst. Varsity Softball Coach Stillwater Area High School	\$4,669.00	2025-2026 Staffing	Co-Curricular	March 9, 2026
Gormley, Timothy	Asst. Junior Varsity Softball Coach Stillwater Area High School	\$4,466.00	2025-2026 Staffing	Co-Curricular	March 9, 2026
Gough, Rhylie	School Age Care Program Assistant, 3.5 hours/day Afton-Lakeland Elementary	\$20.30 / hour	2025-2026 Staffing	Community Education	March 9, 2026
Guadarrama Blanco, Carla	School Age Care Program Assistant, 36 hours/week Brookview Elementary	\$19.06 / hour	2025-2026 Staffing	Community Education	February 23, 2026
Haglund, Marissa	Elementary Education Spanish Immersion Teacher, 1.0 FTE (LTS) Lake Elmo Elementary	\$20,420.54	2025-2026 Staffing	SCEA	February 17, 2026
Hodgdon, Kya	Asst. Synchro Swimming Coach Stillwater Area High School	\$3,045.00	2025-2026 Staffing	Co-Curricular	March 2, 2026
Kleppe, Abigail	School Age Care Program Assistant, 6 hours/week Rutherford Elementary	\$19.06 /hour	2025-2026 Staffing	Community Education	February 19, 2026
Lickness, Janis	Paraprofessional, 28 hours/week Early Childhood Family Center	\$21.60 / hour	2025-2026 Staffing	SCPA	March 10, 2026
Olsen, Stephen	School Age Care Program Assistant, 3 hours/day Rutherford Elementary	\$20.30 /hour	2025-2026 Staffing	Community Education	March 2, 2026
Petty, Douglas	Occasional Substitute Stillwater Area High School	\$18,455.06	2025-2026 Staffing	Community Education	March 9, 2026
Pratt, Cerina	School Age Care Program Assistant, 3.25/day Lake Elmo Elementary	\$19.06/ hour	2025-2026 Staffing	Community Education	March 9, 2026
Rezkalla Ghabrial, Nourhan	Nutrition Services Employee, 4.0 hours/day Oak-Land Middle School	\$18.92 / hour	2025-2026 Staffing	Nutrition Services	March 2, 2026
Rivera, Faustino	Custodian VI, 8 hours/day Rutherford Elementary	\$25.35 / hour	2025-2026 Staffing	Custodial	March 9, 2026
Vieths, Emma	Nutrition Services Employee, 4.0 hours/day Stillwater Area High School	\$18.92 / hour	2025-2026 Staffing	Nutrition Services	March 23, 2026

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Anderson, Bobbett	Pending	Paraprofessional, 6.5 hours/day Lily Lake Elementary	SCPA	3/11/26 - 4/28/26
Atkinson, Jennifer	Approved	Interventionist, 1.0 FTE Lake Elmo Elementary	SCEA	2/25/26 - 4/7/26
Barber, Mikki	Approved	Interventionist, 1.0 FTE Rutherford Elementary	SCEA	2026-2027 School Year
Berkhof, Jill	Approved	Elementary Education Teacher, 1.0 FTE Lily Lake Elementary	SCEA	2026-2027 School Year
Burgess, Allison	Approved	Special Education Teacher, 1.0 FTE Transition	SCEA	1/9/26 - 5/1/26
Fischer Hansen, Susan	Pending	Community Education Program Assistant, 4.25 hours/day Rutherford Elementary	Community Education	3/25/26 - 5/18/26
Lindeman, Sandy	Pending	Custodian, 8.0 hours/day Lake Elmo Elementary	Custodial	3/9/26 - 5/24/26
Schimke, Erin	Approved	Special Education Teacher, 1.0 FTE Early Childhood Family Center, Rutherford Elementary, Lake Elmo Elementary	SCEA	2026-2027 School Year
Wilson, Megan	Approved	English Teacher, 1.0 FTE Stillwater Middle School	SCEA	2/11/26 - 5/26/26

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Anderson-Simon, Michelle	Administrative Assistant, 7.0 hours/day	Administrative Assistant, 3.0 hours/day	2025-2026	Tech Support	

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

	Brookview Elementary	Brookview Elementary	Staffing		
Christianson, Makenzie	District Accountant, 8.0 hours/day Central Services Building	Supervisor of Finance, 8.0 hours/day Central Services Building	Replacement	CSS	March 16, 2026
Christenson, Nancy	Nutrition Service Employee, 4.0 hours/day Mahtomedi Middle School	Nutrition Services Employee, 5.75 hours/day Mahtomedi Middle School	2025-2026 Staffing	Nutrition Services	February 24, 2026
Garcia Balmaceda, Ana	Special Education Paraprofessional, 6.5 hours/day Lake Elmo Elementary	Kindergarten Spanish Immersion Teacher, 1.0 FTE Lake Elmo Elementary	2025-2026 Staffing	SCEA	February 18, 2026
Jewell, Brenda	Nutrition Service Assistant Mgr, 8.0 hours/day Mahtomedi Middle School	Nutrition Service Assistant Mgr, 7.0 hours/day Stillwater Area High School	2025-2026 Staffing	Nutrition Services	March 4, 2026
Lenzmeir, Karalyn	Community Education Program Assistant, 18.5 hours / week Early Childhood Family Center	Community Education Program Assistant, 19.25 hours / week Early Childhood Family Center	2025-2026 Staffing	Community Education	February 19, 2026
Nelson, Grace	School Aged Care Program Aide, 3.25 hours / day Rutherford Elementary	School Aged Care Program Assistant, 3.25 hours / day Rutherford Elementary	2025-2026 Staffing	Community Education	March 16, 2026
Schraut, Sherry	Community Education Program Assistant, 12.0 hours / week Early Childhood Family Center	Community Education Program Assistant, 13.0 hours / week Early Childhood Family Center	2025-2026 Staffing	Community Education	February 19, 2026
Solovitz, Nerissa	Nutrition Services Employee, 4.0 hours/day Stillwater Middle School	Nutrition Services Employee, 5.5 hours/day Stillwater Middle School	2025-2026 Staffing	Nutrition Services	February 13, 2026
Wester, Melinda	Nutrition Services Employee, 5.75 hours/day Brookview Elementary	Nutrition Services Employee, 4.0 hours/day Stillwater Middle School	2025-2026 Staffing	Nutrition Services	March 2, 2026
Willius, Hailey	School Aged Care Program Assistant, 6.5 hours / day Brookview Elementary	School Aged Care Program Assistant, 6.5 hours / day Rutherford Elementary	2025-2026 Staffing	Community Education	March 2, 2026

ADDITIONAL ASSIGNMENTS

NAME	POSITION	REASON	GROUP	EFFECTIVE DATE
Hernandez, Erick	.20 FTE Science Overage Stillwater Area High School	2025-2026 Staffing	SCEA	2/17/26-3/6/26
Koehn, Jon	Asst. Baseball Coach Stillwater Area High School	2025-2026 Staffing	Co-Curricular	3/9/26
Pohl, Diana	.20 FTE Science Overage Stillwater Area High School	2025-2026 Staffing	SCEA	2/17/26-3/6/26
Saunders, Ben	.20 FTE Science Overage Stillwater Area High School	2025-2026 Staffing	SCEA	2/17/26-3/6/26
Stenross, Peter	.20 FTE Science Overage Stillwater Area High School	2025-2026 Staffing	SCEA	2/17/26-3/6/26
Straka, Ben	.20 FTE Science Overage Stillwater Area High School	2025-2026 Staffing	SCEA	2/17/26-3/6/26
Ziegler, Andrew	Asst. Baseball Coach Stillwater Area High School	2025-2026 Staffing	Co-Curricular	3/9/26

Member _____ introduced the following Resolution and moved its adoption:

RESOLUTION NON-RENEWING PROBATIONARY TEACHING CONTRACTS

WHEREAS, Minnesota Statutes section 122A.40, subdivision 5, states that the first three consecutive years of a teacher's first teaching experience in Minnesota in a single district is deemed to be a probationary period of employment, and that the probationary period in each district in which the teacher is thereafter employed is one year; and

WHEREAS, Minnesota Statutes section 122A.40, subdivision 5, further states that any annual contract with a probationary teacher may or may not be renewed as the school board shall see fit, provided that the board gives the teacher written notice of the nonrenewal before July 1;

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

1. Pursuant to Minnesota Statutes section 122A.40, subdivision 5, the School Board hereby declines to renew the annual teaching contract of the following probationary teacher(s) effective at the end of this school year:

Yazmin Alvarado Soto, Angela Berg, Emily Cramlet, Jamie Durose, Jennifer Dobbie, Katherine Dudley, Elizabeth Dwyer, Mark Estephan, Sarah Fordahl, Gwyneth Gerlach, Marissa Haglund, Ashley Hall, Matthew Hanson, Erick Hernandez, Ashtin Hitlunen, Max Hobrough, Ann-Marie Hyland, Sarah Jacobson, Jason Janke, Margo Johnson, Emily Klayman, Brittney Klish, Jessica Kocon, David Mitsch, Courtney Nygaard, Jacob Olson, Kara Rowan, Martha Ortiz-Robles, Tyler Peterson, Emelia Scamhorn, Theresa Selland, Bridget Smith, Kristin Stange, Britta Stanley, Jeffery Stenrud, Bridget Tiesling, Carly Trzebiatowski, Gabby Walrath, Katherine Winters

2. As a result of this Resolution, the District's employment relationship with the above-named probationary teacher(s) will terminate effective May 26, 2026.

3. The School Board has reviewed and hereby approves the written notice of nonrenewal for each affected teacher. The notice to each affected teacher states the reasons for the non-renewal. The School Board Chair is directed to sign the written notice(s) on behalf of the School Board. The reasons for non-renewal are classified as private personnel data under the Minnesota Government Data Practices Act, unless the non-renewal represents the final disposition of disciplinary action.

4. The Superintendent, or a designee, is directed to serve the affected teacher(s) with a copy of this Resolution and the approved written notice for that teacher before July 1. If possible, the notice(s) should be hand-delivered.

The motion for the adoption of this Resolution was duly seconded by Member _____ and upon vote being taken, the following voted in favor of this Resolution:

And the following voted against this Resolution:

Based upon the vote, this Resolution was declared duly passed and adopted.

WHEREUPON said resolution was duly declared passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

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

WITNESS MY HAND officially as such clerk this 24th day of March 2026.

Signature _____
 Sarah Grcevich, School Board Clerk

Date: _____.



Board member _____ introduced the following resolution and moved its adoption:

**RESOLUTION PROPOSING PLACEMENT OF TEACHERS
ON UNREQUESTED LEAVE OF ABSENCE**

WHEREAS, Minnesota Statutes section 122A.40, subdivision 10, states that the school board and the exclusive bargaining representative of the “teachers” must negotiate a plan providing for unrequested leave of absence (“ULA”) without pay or fringe benefits for as many teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of districts; and

WHEREAS, Article XX of the collective bargaining agreement (“CBA”) between Independent School District No. 834, Stillwater (“District”) and the St. Croix Education Association (“Union”) contains a plan providing for Unrequested Leave (ULA) without pay or fringe benefits for as many teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of districts.

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

1. In accordance with Minnesota Statutes section 122A.40, subdivision 10, and the CBA, the School Board proposes that the following continuing contract teachers be placed on ULA without pay or fringe benefits effective June 30, 2026.

- Debbie Drew, Teacher .53 FTE
- Elizabeth Anderson, Teacher .5 FTE
- Mary Barsness, Teacher 1.0 FTE
- Sarah Domin, Teacher 1.0 FTE
- Angela Hooverson, Teacher 1.0 FTE
- Anne Johnson, Teacher 1.0 FTE
- Danielle Johnson, Teacher .5 FTE
- Kari Phillips, Teacher .5 FTE
- Maren Skyberg, Teacher .8 FTE
- Jason Rohde, Teacher .8 FTE

The grounds for this proposed action are lack of pupils, financial limitations, and discontinuance of teaching positions.

2. The Superintendent or a designee is directed to give the teachers listed above written notice of the proposed placement on ULA along with a copy of this Resolution. Pursuant to the CBA, this notice must include:

- the applicable grounds for the proposed placement;
- notice to the teacher of their right to request a hearing on the proposed placement within 14 days from the receipt of the notice; and
- notice to the teacher that failure to request a hearing will be deemed acquiescence to the school board's proposed placement action.

The motion for the adoption of this Resolution was duly seconded by Member _____

and upon vote being taken, the following Board members voted in favor of this Resolution:

And the following Board members voted against this Resolution:

Based on the vote, this Resolution was declared duly passed and adopted.

WHEREUPON said resolution was duly declared passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

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

WITNESS MY HAND officially as such clerk this 24th day of March 2026.

Signature _____
Sarah Grcevich, School Board Clerk

Date: _____.

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
School Board Committees	213	Adopted: 08-09-2018 Revised: 05-26-2022	Three Year

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the work of the school board and the school district.
- C. A school board committee or subcommittee shall be established by majority agreement of the board, which will also define the scope and duties of the committee's work.
- D. Committees of the school board should focus its efforts on oversight rather than day-to-day management and operations.
- E. A committee is advisory in nature and has only such authority as specified by the school board.
- F. The school board will receive reports or recommendations from a committee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- G. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- H. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- I. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following committees.
 - 1. Policy
 - 2. Legislative
- B. The school board shall establish the charge or mission for each standing and ad hoc committee.

- C. The school board chair shall appoint the members of each standing or ad hoc committee and the school board will approve at a board meeting.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of standing or ad hoc committees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A standing or ad hoc committee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Recommendations of a standing or ad hoc committee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The standing or ad hoc committee shall designate a secretary who will record the minutes of the school board committee.
- E. The power of a standing or ad hoc committee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A standing or ad hoc committee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

Legal References:

Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References:

MSBA/MASA Model Policy 201 (Legal Status of the School Board)

MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

MSBA Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
School Board Committees	213	Adopted: 08-09-2018 Revised: 05-26-2022	Three Year

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- D. Committees of the school board should focus its efforts on oversight rather than day-to-day management and operations.
- E. A committee is advisory in nature and has only such authority as specified by the school board.
- F. The school board will receive reports or recommendations from a committee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- G. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- H. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- I. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

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- A. All meetings of standing or ad hoc committees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A standing or ad hoc committee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Recommendations of a standing or ad hoc committee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The standing or ad hoc committee shall designate a secretary who will record the minutes of the school board committee.
- E. The power of a standing or ad hoc committee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A standing or ad hoc committee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

Legal References:

Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References:

MSBA/MASA Model Policy 201 (Legal Status of the School Board)

MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

MSBA Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

EMPLOYEES / PERSONNEL

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Employee-Student Relationships	423	Approved: 1/17/1972 Renumbered: 03/11/2021	Three Years

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 - 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References:

Minn. Stat. § 13.43, Subd. 16 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Suspension or Revocation of Licenses)
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Employment; Contracts; Termination)
Minn. Stat. §§ 609.341-609.352 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

Cross References:

MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 507 (Corporal Punishment)

EMPLOYEES / PERSONNEL

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Employee-Student Relationships	423	Approved: 1/17/1972 Renumbered: 03/11/2021	Three Years

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 - 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References:

Minn. Stat. § 13.43, Subd. 16 (Personnel Data)
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Minn. Stat. Ch. 260E (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
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Cross References:

MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
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MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 507 (Corporal Punishment)

MEMORANDUMS OF UNDERSTANDING

DISCRETIONARY LEAVE

This Memorandum of Understanding is entered into between Independent School District No. 834, Stillwater, Minnesota (hereinafter referred to as the "School District") and the St. Croix Education Association (hereinafter referred to as the "SCEA").

WHEREAS, significant work has been done to reach tentative agreement on the conditions surrounding a new leave called Discretionary Leave; and

WHEREAS, the District and the SCEA mutually agreed to implement Discretionary Leave beginning with the 2020-2021 school year.

NOW THEREFORE, it is mutually agreed by and between the undersigned parties as follows:

1. Effective with the start of the 2020-2021 school year, Discretionary Leave will be implemented with the key components:
 - a. Teachers will be allocated nine sick leave days (pro-rated as appropriate) on an annual basis in accordance with Article X, Section 1.
 - b. Teachers will be allocated four discretionary days (pro-rated as appropriate) per year. Teachers will receive a fifth day upon earning continuing contract.
 - c. Unused discretionary days will be converted to sick leave at the end of each year.
 - d. Discretionary leave must be entered into AESOP a minimum of 48 hours in advance.
 - e. By no later than 24 hours prior to the start of the leave, a sub must be assigned to the absence in AESOP.
 - f. May not be used adjacent to a holiday or scheduled break more than one time per year. May use up to two discretionary days adjacent to a holiday or break, unless the exception in paragraph "J" applies.
 - g. May not be used during the first ten or last ten student days of the school year. However, upon written request, the Building Principal, after consultation with Human Resources, may approve discretionary leave days, during these restricted days.
 - h. May not be used on parent conference days.
 - i. May use one discretionary day on a professional development day up to one time per year.
 - j. Not more than 5% of a building staff, or three teachers, whichever is greater, may use this leave on any given day. Unspecified leave is no longer earned.

MEMORANDUMS OF UNDERSTANDING

Elementary Supplemental Substitute Pay

This Memorandum of Understanding is entered into between Independent School District No. 834, Stillwater, Minnesota (hereafter referred to as the "District") and the St. Croix Education Association (hereinafter referred to as the "SCEA").

WHEREAS, the District has continued to experience many instances where, as result of a shortage of substitute teachers, no substitute teacher was available to cover in the absence of a classroom teacher; and

WHEREAS, elementary early childhood special education, and preschool early childhood special education, classroom teachers are required to provide instruction for additional students when no substitute is available to cover the absence of their teacher; and

WHEREAS, Appendix B (Supplementary Compensation Rates) does not provide for a rate of pay for teachers required to provide instruction for additional students in such circumstances.

NOW THEREFORE, it is mutually agreed and understood as follows:

1. Assigning additional students to a teacher as a result of a shortage of substitute teachers will be used prior to assigning intervention teachers, instructional coaches, or others assigned to a classroom rather than performing their normal daily duties; and
2. When there is no substitute to cover a classroom, the students will be placed into available classrooms; and
3. Each teacher who is assigned additional students in a classroom will receive supplemental pay for the additional responsibility, which shall be a prorated portion of the daily sub rate. (For example, if a teacher takes half the students in a class for half the day, the teacher would receive .25 of the daily rate.); and
4. The maximum paid per day shall not exceed the basic daily sub rate and will be divided between no more than three teachers; and
5. Supplemental pay will apply only to elementary classroom, early childhood special

education, and preschool classroom teachers and will not apply to instructional coaches, intervention teachers, or others who may be assigned to a classroom rather than performing their normal daily duties; and

6. This MOU shall be in effect for the 2023-2024 and 2024-2025 school years and will continue until such time as the 2027-2029 SCEA Master Contract is ratified.
7. The District and the SCEA will meet prior to the expiration of the 2027-2029 Master Contract to review absence data collected by the District regarding the utilization of the provisions within this MOU, and to determine the necessity of continuing such provisions.

St. Croix Education Association

Union President

Date: _____

Independent School District No. 834

Board Chair

Date: _____

MEMORANDUM OF UNDERSTANDING Emergency Sick Leave Pool (ESLP)

The memorandum of understanding is entered into by and between Independent School District No. 834 (District) and St. Croix Education Association (SCEA).

WHEREAS, the District and SCEA are parties to a collective bargaining agreement (CBA) governing the negotiated terms and conditions of employment for teachers (employees) employed by the District; and

WHEREAS, the parties are entering into this MOU to memorialize the District's procedures related to its emergency sick leave pool (ESLP);

NOW, THEREFORE, the SCEA and the District agree as follows:

- b. Purpose
 1. The purpose of the Emergency Sick Leave Pool is to provide additional sick leave to employees who have exhausted their sick leave and have a catastrophic accident, illness, or serious recurring illness, necessitating extended absence.
- c. Membership
 1. Employees shall be offered the opportunity to join the Emergency Sick Leave Pool during an "enrollment period" on an annual basis.
 2. Employees must contribute a maximum of one day of sick leave during the enrollment period to be eligible for the Emergency Sick Leave Pool during that school year.
 - i. Employees who do not contribute one sick day to the Emergency Sick Leave Pool during the "enrollment period" shall not be eligible to use leave from the bank.
 3. Leave contributed to the Emergency Sick Leave Pool is confidential, non-refundable and contributions are irrevocable. Once a day is donated, an employee may not retract or reclaim the donated sick leave for any reason. If at any point the ESLP is not self-sustaining, the District may give employees the option to donate an additional day or additional days. Employees may not withdraw from the ESLP if the ESLP is empty.
- d. Qualification
 1. A "medical emergency" is defined as a medical condition of the employee that will require a prolonged absence from work and will result in a substantial loss of income to the employee because the employee has exhausted all forms of paid leave. A prolonged absence is seven (7) consecutive workdays or more. The medical condition must be recognized by the mainstream medical community. By way of example, but without limitation, conditions such as multiple chemical sensitivity and idiopathic environmental illness are not recognized as valid diagnoses by the mainstream medical community.
 2. The employee must have exhausted their personal sick leave accrual, and other paid leave available to them (i.e. discretionary leave, vacation, etc.), and
 3. Employees are ineligible to withdraw from the ESLP if they are receiving long term disability benefits, worker's compensation, Minnesota Paid Leave, or other pay in place of any part of their salary.

4. To qualify as a catastrophic accident or illness, for the purpose of this Emergency Sick Leave Pool, the employee must:
 - i. Need leave to meet the waiting period for Long Term Disability when a State approved personal medical leave of more than 60 days is needed and benefits provided by the State’s plan have been exhausted;
 5. Written verification by the attending physician is required.
 6. Eligible employees may apply for leave from the ESLP by submitting a completed Leave Request Form and a medical certification from their treating physician. Employees may not begin to use sick leave from the ESLP until the District has approved the written application. No application will be approved if the ESLP does not contain donated days of leave.
- e. Maximum Eligibility
1. Employees shall be eligible to use up to a maximum of (30)thirty days in a career from the Emergency Sick Leave Pool, for qualifying absences.
- f. Exclusions
1. Employees collecting payment from the State’s Minnesota Paid Family Leave Program will not be eligible to access the Emergency Sick Leave Pool to ‘top off’ or supplement the State’s paid leave payments.
 2. An employee who is collecting benefits from Long Term Disability or Workers Compensation will not be eligible.
 3. An employee who is absent for treatment and/or surgery that is considered elective in nature will not be eligible.
- g. Part-time Employees
1. Employees who are part of the plan and work less than full time shall be eligible for benefits only for the pro-rata portion of the school day for which they are employed.
- h. Administration
1. The Emergency Sick Leave Pool will be administered by the Human Resources Department.
- i. Duration. This MOU will take effect upon ratification of the 2025-2027 CBA. This MOU is separate from, and not part of, the CBA. This MOU will automatically expire on June 30, 2027.

Independent School District No. 834

_____ Date _____
 School Board Chair

St. Croix Education Association

_____ Date _____
 Union President

**MEMORANDUM OF AGREEMENT (“MOA”):
HEALTH INSURANCE PREMIUM CONTRIBUTIONS**

This Memorandum of Agreement (“MOA”) is entered into by and between Independent School District No. 834 (“District”) and St. Croix Education Association (“Union”).

WHEREAS, the District and Union are parties to a collective bargaining agreement (“CBA”) governing the negotiated terms and conditions of employment for teachers who are employed by the District;

WHEREAS, Article IX, Section 3, Subdivisions 1, 2, and 3 of the CBA state:

Subd. 1 – The district shall provide a monthly contribution toward the premium for single or family insurance for full time employees who qualify for, and are enrolled in, the District’s group health and hospitalization plan. The amount provided by the District shall be as follows, however, the amount shall not exceed the actual cost of the insurance premium:

High deductible/HRA/VEBA plan:

Effective July 1, 2023: Up to \$1,825.83 per month

Effective July 1, 2024: Up to \$1,971.89 per month

Subd. 2 – The cost of any premium that exceeds the District’s monthly contribution shall be borne by the employee and paid by pre-tax payroll deduction.

Subd. 3 – For full-time employees and eligible retirees, as defined in Article IX, Section 9, participating in the single high deductible/HRA/VEBA insurance plan, the monthly district contribution to a VEBA shall be as follows:

Effective July 1, 2023: \$125.00 per month

Effective July 1, 2024: \$167.00 per month

For full-time employees and eligible retirees, as defined in Article IX, Section 9, participating in the family high deductible/HRA/VEBA insurance plan, the monthly district contribution to a VEBA shall be as follows:

Effective July 1, 2023: \$250.00 per month

Effective July 1, 2024: \$292.00 per month

For employees provided a VEBA contribution due to coverage under another Stillwater School District employee’s insurance policy, the monthly District contribution to a VEBA shall be as follows:

Effective July 1, 2023: \$189.58 per month

WHEREAS, health insurance premiums will increase for employees on July 1, 2026;

WHEREAS, the District and the union have negotiated the 2025-2027 CBA; and

WHEREAS, the District and the Union are entering into this MOA to increase the amount of the District's health insurance premium contribution for eligible employees;

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this MOA, the parties agree as follows:

- 1. Amendment of CBA.** Effective July 1, 2026, Article IX Section 3, Subdivision 1, 2, and 3 of the CBA are amended to state:

WHEREAS, Article IX, Section 3, Subdivisions 1, 2, and 3 of the CBA state:

Subd. 1 – The district shall provide a monthly contribution toward the premium for single or family insurance for full time employees who qualify for, and are enrolled in, the District's group health and hospitalization plan. The amount contributed by the District shall be calculated as follows: the District will pay up to the first 6.5% of future increases that occur during the annual renewal of the medical insurance plan. Employees will pay the next 6.5% of any increase. The cost of any renewal increases above 13% will be shared equally between the employer and employee.

Single Coverage

High deductible/HRA/VEBA plan:

Effective July 1, 2026: Up to \$979 per month

Family Coverage

High deductible/HRA/VEBA plan:

Effective July 1, 2026: Up to \$2,294 per month

Subd. 2 – The cost of any premium that exceeds the District's monthly contribution shall be borne by the employee and paid by pre-tax payroll deduction.

Subd. 3 – For full-time employees and eligible retirees, as defined in Article IX, Section 10, participating in the single high deductible/HRA/VEBA insurance plan, the monthly district contribution to a VEBA shall be as follows:

Effective July 1, 2026: \$167.00 per month

For full-time employees and eligible retirees, as defined in Article IX, Section 10, participating in the family high deductible/HRA/VEBA insurance plan, the monthly district contribution to a VEBA shall be as follows:

Effective July 1, 2026: \$292.00 per month

For employees provided a VEBA contribution due to coverage under another Stillwater School District employee's insurance policy, the monthly District contribution to a VEBA shall be as follows:

Effective July 1, 2026: \$189.58 per month

- 2. No Wage Re-Opener.** The parties agree that this MOA is not a wage re-opener and, instead, addresses terms and conditions of employment for the 2025-2027 CBA.
- 3. Costed Against Settlement.** The parties agree that the increase in the amount of the District's health insurance premium contribution will be costed against the total package settlement as part of the negotiations over the 2025-2027 CBA.
- 4. Grievance.** This MOA is not grievable. No party to this MOA has an objection to the MOA and each party hereby waives any right they may have to file a grievance or pursue any other action and/or remedy against the District regarding any matter that arises out of or relates to the parties entering into this MOA, or any of the items stated above.
- 5. No Precedent or Practice.** Nothing in this MOA may be deemed to establish an interpretation of the CBAs, a precedent, or a practice or to alter any established interpretation, precedent, or practice arising out of or relating to the CBAs between the Unions and the District. No party may submit this MOA in any proceeding as evidence of a contract interpretation, a precedent, or a practice.
- 6. Entire Agreement.** This MOA reflects the entire understanding and agreement between the parties regarding the increase to the amount of the District's health insurance premium contribution for the 2026-2027 school year. This MOA controls over any inconsistent provisions in the CBA.

ST. CROIX EDUCATION ASSOCIATION

Date: 3/24/26



Union President

INDEPENDENT SCHOOL DISTRICT NO. 834

Date: _____

School Board Chair

MEMORANDUM OF AGREEMENT
Packing and Unpacking Stipend

This Memorandum of Agreement is entered into between Independent School District No. 834, Stillwater, Minnesota (hereinafter referred to as the "School District") and the St. Croix Education Association (hereinafter referred to as the "SCEA"). It is hereby agreed as follows:

WHEREAS, the District and Union are parties to a collective bargaining agreement ("CBA") governing the negotiated terms and conditions of employment for teachers who are employed by the District;

WHEREAS, the District and the Union are entering into this MOA to allow eligible teachers who are directed by an administrator to move classrooms/buildings may be compensated;

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this MOA, the parties agree as follows:

1. Addendum to the CBA.

Effective the 2023-2024 school year, teachers who must relocate to a different classroom or building at the direction of Administration, will be paid a one-time stipend of \$250 for time spent packing and unpacking classroom materials. Vouchers for payment must be signed by the administrator and submitted by September 15th for moves occurring at the end of the previous school year or beginning of the following school year.

- 1. No Wage Re-Opener.** The parties agree that this MOA is not a wage re-opener and, instead, addresses terms and conditions of employment for the 2025-2027 CBA.
- 2. Grievance.** This MOA is not grievable. No party to this MOA has an objection to the MOA and each party hereby waives any right they may have to file a grievance or pursue any other action and/or remedy against the District regarding any matter that arises out of or relates to the parties entering into this MOA, or any of the items stated above.
- 3. No Precedent or Practice.** Nothing in this MOA may be deemed to establish an interpretation of the CBAs, a precedent, or a practice or to alter any established interpretation, precedent, or practice arising out of or relating to the CBAs between the Unions and the District. No party may submit this MOA in any proceeding as evidence of a contract interpretation, a precedent, or a practice.

- 4. **Entire Agreement.** This MOA reflects the entire understanding and agreement between the parties regarding the payment of a stipend to teachers for moving classrooms. This MOA controls over any inconsistent provisions in the CBA.
- 5. **Duration.** This MOA will automatically expire on June 30, 2027.

ST. CROIX EDUCATION ASSOCIATION



Union President

Date: 3/24/20

INDEPENDENT SCHOOL DISTRICT NO. 834

School Board Chair

Date: _____

MEMORANDUM OF AGREEMENT PROFESSIONAL DEVELOPMENT TIME

This Memorandum of Agreement is entered into between Independent School District No. 834, Stillwater, Minnesota (hereinafter referred to as the "School District") and the St. Croix Education Association (hereinafter referred to as the "SCEA"). It is hereby agreed as follows:

WHEREAS, the District and Union are parties to a collective bargaining agreement ("CBA") governing the negotiated terms and conditions of employment for teachers who are employed by the District;

WHEREAS, the District and the Union are entering into this MOA to allow eligible teachers autonomy in the use of a limited amount of professional development time in order to pursue professional development of their choice;

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this MOA, the parties agree as follows:

1. Addendum to the CBA.

Effective with the start of the 2024-2025 school year, Professional Development Days (PD) are district or school planned time. These days may include training, meetings, or district-wide events.

At the beginning of the school year, a total of 16 hours of teacher directed professional development time will be allocated for use on professional development days throughout the school year.

The first day and the last day of workshop week are teacher directed days (exclusive of the sixteen described above).

- 1. No Wage Re-Opener.** The parties agree that this MOA is not a wage re-opener and, instead, addresses terms and conditions of employment for the 2025-2027 CBA.
- 2. Grievance.** This MOA is not grievable. No party to this MOA has an objection to the MOA and each party hereby waives any right they may have to file a grievance or pursue any other action and/or remedy against the District regarding any matter that arises out of or relates to the parties entering into this MOA, or any of the items stated above.
- 3. No Precedent or Practice.** Nothing in this MOA may be deemed to establish an interpretation of the CBAs, a precedent, or a practice or to alter any established interpretation, precedent, or practice arising out of or relating to the CBAs between the

Unions and the District. No party may submit this MOA in any proceeding as evidence of a contract interpretation, a precedent, or a practice.

- 4. **Entire Agreement.** This MOA reflects the entire understanding and agreement between the parties regarding professional time. This MOA controls over any inconsistent provisions in the CBA.
- 5. **Duration.** This MOA will automatically expire on June 30, 2027.

ST. CROIX EDUCATION ASSOCIATION

Union President

Date _____

Independent School District No. 834

Board Chair

Date _____

**Memorandum of Agreement
Retiree Longevity Pay**

This Memorandum of Agreement is entered into between Independent School District No. 834, Stillwater, Minnesota (hereinafter referred to as the “School District”) and the St. Croix Education Association (hereinafter referred to as the “SCEA”).

WHEREAS, the District and Union are parties to a collective bargaining agreement (“CBA”) governing the negotiated terms and conditions of employment for teachers who are employed by the District;

WHEREAS, Appendix A, Salary Schedule - Longevity Pay of the CBA states:

Longevity Pay: Effective with the 2024-2025 school year, eligible members will receive \$65 for every year of service in District 834. The number of years will be calculated based on the member’s hire date less any breaks in service. Additionally, the member must have reached the top step plus one (1) of the salary schedule as of July 1. The calculated amount will be paid in a lump sum on the last regular paycheck and will be prorated for members who do not finish the school year.

WHEREAS, the longevity compensation will increase for eligible members for the 2026-2027 school year;

WHEREAS, the District and the union have settled the 2025-2027 CBA; and

WHEREAS, the District and the Union are entering into this MOA to allow eligible teachers who provide notice of their intent to retire at the end of the 2025-2026 school year to receive the benefit of the increase in longevity compensation;

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this MOA, the parties agree as follows:

1. Addendum to the CBA.

Teachers who provide written notice of their intent by April 1, 2026, to retire at the end of the 2025-2026 school year shall be eligible to receive longevity pay of \$100 for every year of consecutive teaching in District 834. The number of years will be calculated based on the member’s hire date less any breaks in service. Additionally, the member must have reached the top step plus one (1) of the salary schedule as of July 1, 2025. This one time payment

will be prorated based on their retirement date if the retirement is to be effective before June 30, 2026, and will be paid on the last regular paycheck in May 2026.

- 2. No Wage Re-Opener.** The parties agree that this MOA is not a wage re-opener and, instead, addresses terms and conditions of employment for the 2025-2027 CBA.
- 3. Costed Against Settlement.** The parties agree that the increase in the amount of the longevity pay will be costed against the total package settlement as part of the negotiations over the 2025-2027 CBA.
- 4. Grievance.** This MOA is not grievable. No party to this MOA has an objection to the MOA and each party hereby waives any right they may have to file a grievance or pursue any other action and/or remedy against the District regarding any matter that arises out of or relates to the parties entering into this MOA, or any of the items stated above.
- 5. No Precedent or Practice.** Nothing in this MOA may be deemed to establish an interpretation of the CBAs, a precedent, or a practice or to alter any established interpretation, precedent, or practice arising out of or relating to the CBAs between the Unions and the District. No party may submit this MOA in any proceeding as evidence of a contract interpretation, a precedent, or a practice.
- 6. Entire Agreement.** This MOA reflects the entire understanding and agreement between the parties regarding the increase in longevity pay for teachers who retire at the end of the 2025-2026 school year. This MOA controls over any inconsistent provisions in the CBA.
- 7. Duration.** This MOA will automatically expire on June 30, 2026.

ST. CROIX EDUCATION ASSOCIATION

Date: _____
President

INDEPENDENT SCHOOL DISTRICT NO. 834

Date: _____
School Board Chair



Stillwater School Board
Policy Meeting Notes
March 12, 2026

Present: Sarah Grcevich, Pete Kelzenberg,
Paul Lee, Carissa Keister, Eric Simmons, Joan Hurley

Agenda

- Reviewed the following policies for the March 24, 2026 board meeting
 - Second Reading and Approval
 - Policy 423 - Employee-Student Relationships
 - 213 - School Board Committees

Further Review

- Policy 506 Student Discipline
- Policy 610 - Activities and Programs Away from the School Campus
- Policy 625 - Responsible Use of Artificial Intelligence

Next Meeting: Thursday, April 9