

# Organizational

Thursday, January 5, 2023 6:30 PM

Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082

I. Call to Order	<b>Speaker (s) :</b> Ms. Alison Sherman, School Board Chair
II. Roll Call	<b>Speaker (s) :</b> Ms. Alison Sherman, School Board Chair
III. Pledge of Allegiance	<b>Speaker (s) :</b> Ms. Alison Sherman, School Board Chair
IV. Oath of Office	<b>Speaker (s) :</b> Ms. Alison Sherman, School Board Chair
V. Approval of Agenda	<b>Speaker (s) :</b> Ms. Alison Sherman, School Board Chair
VI. Board Organization	<b>Speaker (s) :</b> Ms. Alison Sherman, School Board Chair
VI.A. Election of Chair	<b>Speaker (s) :</b> Ms. Alison Sherman, Interim School Board Chair
VI.B. Election of Vice Chair	<b>Speaker (s) :</b> School Board Chair
VI.C. Election of Clerk	<b>Speaker (s) :</b> School Board Chair
VI.D. Election of Treasurer	<b>Speaker (s) :</b> School Board Chair
VI.E. School Board Committee Assignments and Working Groups 2023	<b>Speaker (s) :</b> School Board Chair
VII. Consent Agenda	<b>Speaker (s) :</b> School Board Chair
VII.A. Payment of Invoices	<b>Speaker (s) :</b> Ms. Marie Schrul, Executive Director of Finance
VII.B. Designate Depositories of Major Accounts	<b>Speaker (s) :</b> Ms. Marie Schrul, Executive Director of Finance
VII.C. Resolution Authorizing Use of Facsimile Signature	<b>Speaker (s) :</b> Ms. Marie Schrul, Executive Director of Finance
VII.D. Resolution Authorizing Administration to Develop Specifications and Solicit Bids	<b>Speaker (s) :</b> Ms. Marie Schrul, Executive Director of Finance
VII.E. Resolution Authorizing Executive Director of Finance / Supervisor of Financial Services to Make Electronic Fund Transfers	<b>Speaker (s) :</b> Ms. Marie Schrul, Executive Director of Finance
VII.F. Designate Official Publication	<b>Speaker (s) :</b> Ms. Marie Schrul, Executive Director of Finance
VII.G. Accept Board Member Resignation	<b>Speaker (s) :</b> School Board Chair

VII.H.	Resolution Authorizing Administration to Lease, Purchase, and Contract for Goods and Services	<b>Speaker (s)</b> : Ms. Marie Schrul, Executive Director of Finance
VII.I.	Resolution for Application for a 2023 Grant from the Huelsmann Foundation	<b>Speaker (s)</b> : Dr. Caleb Drexler Booth, Director of Teaching and Learning
VII.J.	Revision of Responsibilities of School Board Officers to Accompany Policy 202 - School Board Officers	<b>Speaker (s)</b> : Ms. Marie Schrul, Executive Director of Finance
VII.K.	Designate Deputy Board Treasurer and Deputy Clerk	<b>Speaker (s)</b> : School Board Chair
VII.L.	Designation of an Identified Official with Authority for Education Identity Access Management.	<b>Speaker (s)</b> : School Board Chair
VIII.	<b>Action Item</b>	
VIII.A.	Establish 2023 Board Member Salary	<b>Speaker (s)</b> : School Board Chair
VIII.B.	School Board Meeting Schedule	<b>Speaker (s)</b> : Dr. MIke Funk, Superintendent
IX.	<b>Board Discussion</b>	<b>Speaker (s)</b> : Dr. MIke Funk, Superintendent
IX.A.	Board Member Vacancy Process	<b>Speaker (s)</b> : Dr. MIke Funk, Superintendent
IX.B.	Policy 209 - Code of Conduct Annual Review	<b>Speaker (s)</b> : Dr. Mike Funk, Superintendent
X.	<b>Adjourn</b>	<b>Speaker (s)</b> : Board Chair



Having signed the acceptance of office and oath of office, I hereby publicly affirm my commitment to the oath of office:

I affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 834 to the best of my judgment and ability.

# Procedures for Election

- The acting chair asks for nominations.
- Any member of the board may nominate any other board member, and nominations do not require a second.
- If no other nominations are immediately received, the acting chair should pause and repeat the call for nominations.
- The acting chair should again pause and repeat the call for nominations a third time to ensure that any board member wishing to make a nomination has ample opportunity to do so.
- After the third call for nominations, if no other nominations are forthcoming, the acting chair should close the nominations for the office.
- A motion to reopen nominations may be adopted on a majority vote.

- We will then conduct polling through paper ballot or roll call.
- You may vote for yourself if you desire.
- The School Board's Administrative Assistant will tabulate the results, and report them to the board.
- If an individual receives four votes, they shall be elected to the position.
- If an individual does not receive four votes, the board may choose to reopen nominations or revote.



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## Fwd: School Board Seat

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**Alison Sherman** <[shermana@stillwaterschools.org](mailto:shermana@stillwaterschools.org)>  
To: Joan Hurley <[hurleyj@stillwaterschools.org](mailto:hurleyj@stillwaterschools.org)>

Thu, Dec 29, 2022 at 11:21 AM

Following is Eva Lee's resignation

----- Forwarded message -----

From: **Eva Lee**  
Date: Wed, Dec 21, 2022 at 8:31 AM  
Subject: School Board Seat  
To: Alison Sherman <[shermana@stillwaterschools.org](mailto:shermana@stillwaterschools.org)>

Director Sherman,

An employment opportunity has presented itself since I won a seat on the Stillwater school board and I will not be able to fulfill my obligation as a member of the board. I am presenting the board with my resignation effective immediately.

Thank you,

Eva Lee

--

*Alison Sherman*

School Board Chair  
Stillwater Area Public Schools  
612-532-6495

***Go Ponies!***

# Huelsmann Foundation

## Funding Request Application for 2023

### GENERAL INFORMATION:

**Today's Date:** 12/20/2022

**Organization:** Stillwater Area Public Schools

**Primary Contact Name:** Caleb Drexler Booth **Title:** Director, Teaching & Learning

**Email:** drexlerboothc@stillwaterschools.org **Phone:** (651) 351-8317

**Address:** 1875 Greeley Street South

**City:** Stillwater **State:** MN **Zip:** 55082

Is your organization tax exempt under IRS 501(c)(3)?  Yes

If no, name of fiscal agent (fiscal sponsor) \_\_\_\_\_

What is your EIN Number? 41-6008519

What was your first year of operation? 1850

### AMOUNT AND TYPE OF SUPPORT REQUESTED:

What is the dollar amount being requested? \$20,000

What will funds be used for?

Project support  Program  Other (Specify) \_\_\_\_\_

The Huelsmann Foundation seeks to fund programs and projects that are begun and completed within the 2023 calendar year. What is your proposed Project/Program timeframe: 01/01/2023 to 12/31/2023

### AGREEMENT TO REPORT PROGRESS/RESULTS:

The Huelsmann Foundation requires that all Grantees submit a quarterly progress report during the grant year, together with 3-5 current high-resolution digital photos of your project to be used by the Huelsmann Foundation for publication. Please email the reports and photos to us at [Information@huelsmannfoundation.org](mailto:Information@huelsmannfoundation.org). Please provide quarterly reports in the following manner:

- Q1-January through March: report by April 15<sup>th</sup>
- Q2: April through June: report by July 15<sup>th</sup>
- Q3: July through September: report by October 15<sup>th</sup>
- Q4: October through December: report by January 15<sup>th</sup>

Please indicated below your willingness to meet these requirements:

Yes  No

**SUMMARY OF REQUEST: (Please attach additional pages if necessary, in order to support your request)**

**Project/Program Name:** Foundational Reading & Dyslexia Support

**Describe the population and people served:**

- Elementary teachers
- Students struggling with foundational reading skills and dyslexia

**Provide a 2-3 sentence summary of the request, including the results or outcomes you plan to achieve:**

We are requesting funding from the Huelsmann Foundation to support continued professional development of Stillwater teachers in the Language Essentials for Teachers of Reading and Spelling (LETRS), an intensive training in the science of reading, dyslexia, and research-based instructional methodology for teaching reading. These efforts will result in increased organizational capacity and institutional knowledge around effective literacy instruction and dyslexia awareness.

**PROPOSAL NARRATIVE**

Please provide the following information in narrative form. **Five to seven pages or less** is recommended excluding attachments.

**1. Briefly describe your organization and its activities/services.**

Established in 1850, Stillwater Area Public Schools is Minnesota's first school district. With over 8,000 students, we serve the eastern twin cities communities of Afton, Bayport, Baytown Township, Grant, Hugo, Lake Elmo, Lakeland, Lakeland Shores, Lake St. Croix Beach, Marine on St. Croix, May Township, Oak Park Heights, St. Mary's Point, Stillwater, Stillwater Township, West Lakeland Township, Withrow, and Woodbury.

We provide educational services for students from birth through grade 12 and beyond through transition services and community education programs. Our schools include an early childhood learning center, seven elementary schools, two middle schools, a comprehensive high school, an alternative learning center, a transitions program, a dual immersion Spanish program, and a gifted and talented program.

**2. Briefly outline your accomplishments over the past year.**

During 2022, Stillwater Schools incorporated three additional foundational reading programs to support student learning. We expanded our use of the Letterland Phonics program into second grade and added Heggerty Phonemic Awareness resources for kindergarten and first grade. Lastly, our literacy intervention teachers have access to Wilson Foundations for intensive supports.

Partially supported with 2022 Huelsmann dollars, 40 teachers have completed the LETRS volume 1 training. These staff have begun implementing new instructional strategies with students, engaging in informal leadership conversations with peers, and assisted in facilitating professional development focused on the science of reading.

We have also refocused system energies to schedule What-I-Need (WIN) times for classroom teachers to provide small group reading interventions that support and extend core instruction. This has also increased the participation of classroom teachers in conducting one-on-one reading assessments, selecting students for more intensive instruction, and formally monitoring the reading progress of students at an increased level of precision.

Most of these successes have been realized in the second half of 2022.

**3. What were some discouragements / difficulties that you faced this past year?**

Two factors greatly impacted our ability to sustain a focus on literacy in 2022. First, our literacy coordinator resigned her position in December of 2021, and the position was not able to be filled until July 2022. As such, remaining staff in Teaching and Learning picked up what they could, but we were not able to provide the level of support that staff needed to increase their comfort with the new Letterland materials and best practices in reading instruction. Compounding this was the continued impact of COVID. We canceled most of our professional development plans as we could not meet our regular, daily substitute teacher needs, and we were forced to limit meetings and trainings to digital, online formats.

**4. What are your goals for the coming year?**

As part of the state-required World's Best Workforce plan and in accordance with state statutes, Stillwater Area School District desires that all students achieve grade-level reading proficiency by the end of third grade and that all racial and economic gaps are closed.

To help reach this goal we are implementing the following strategies as part of our *Read Well by Third Grade* literacy plan:

- Provide professional development and implementation of phonemic awareness and phonics instruction in kindergarten through second grade in Tier I and Tier II instruction.
- Provide professional development in the science of reading, four-part processing model for Tier I instruction, and instructional design for English language learners
- Research and internally audit our Tier III Intervention program
- Offer comprehensive reading intervention services for all identified K-2 learners

**5. What are your total funding needs for the next year? What are the primary sources of your funds?**

Funding to support our literacy initiatives come from state-allocated general education dollars and speciality program and grant funds, locally levied property taxes, and federal Title program and Elementary and Secondary School Emergency Relief (COVID) allocations. These funds provide:

- elementary classroom teachers and instructional paraprofessionals
- elementary reading intervention teachers
- elementary instructional coaches
- instructional materials for use in elementary classrooms and intervention settings
- assessments to identify students with reading difficulties
- literacy professional development

Huelsmann Foundation grant funds will specifically address our program plan by providing LETRS professional development.

LETRS training is an intensive professional development program that is equivalent to a four-credit graduate course. Teachers engaged in this training likely will spend over one hundred hours completing the required readings, online videos and assessments and participating in live instructional sessions.

In recognition of their dedication to our students in this endeavor, we have arranged to compensate teachers with forty hours of voucher pay. Additional costs for the program include substitutes for classroom teachers and contracted services with Lexia Learning to provide certified trainers. Costs for the LETRS program are approximately \$2,500 per teacher. Funding for LETRS training is additionally supported with federal Title II and professional development allocations from the district's general budget.

Funds from the Huelsmann Foundation will provide LETRS training for an additional 8-10 teachers.

**6. What percentage of your operating budget is program-related (versus administrative/ overhead expense)?**

With total expenditures for Stillwater Area Public Schools just under \$120 million for the 2021-2022 school year, \$89,698,828 or 75.4%, is expended on staff salaries and benefits.

Costs attributed to the Huelsmann Foundation grant will cover voucher pay for teachers, substitutes for in-service release time, LETRS manuals, and access to the Lexia Learning online learning management system. District budgeted funds will cover any administrative, indirect costs, and other overhead expenditures.

**7. Include financials for the previous two years and projected for 2023. (If your organization has a fiscal year other than the calendar year, please include the period from January 1 through December 31, for 2021 and 2022, and projected financials for 2023.**

In alignment with school year budgeting, fiscal years for Stillwater Area Public Schools run July 1 through June 30. The General Fund is comprised of revenues from federal, state, and local sources. This does not include funds specifically generated for food service, community education, capital projects, or debt service.

**GENERAL FUND REVENUES**

- 2019-2020: \$114,809,400
- 2020-2021: \$113,213,336
- 2021-2022: \$119,751,137

- 2022-2023: \$125,950,000 (projected)

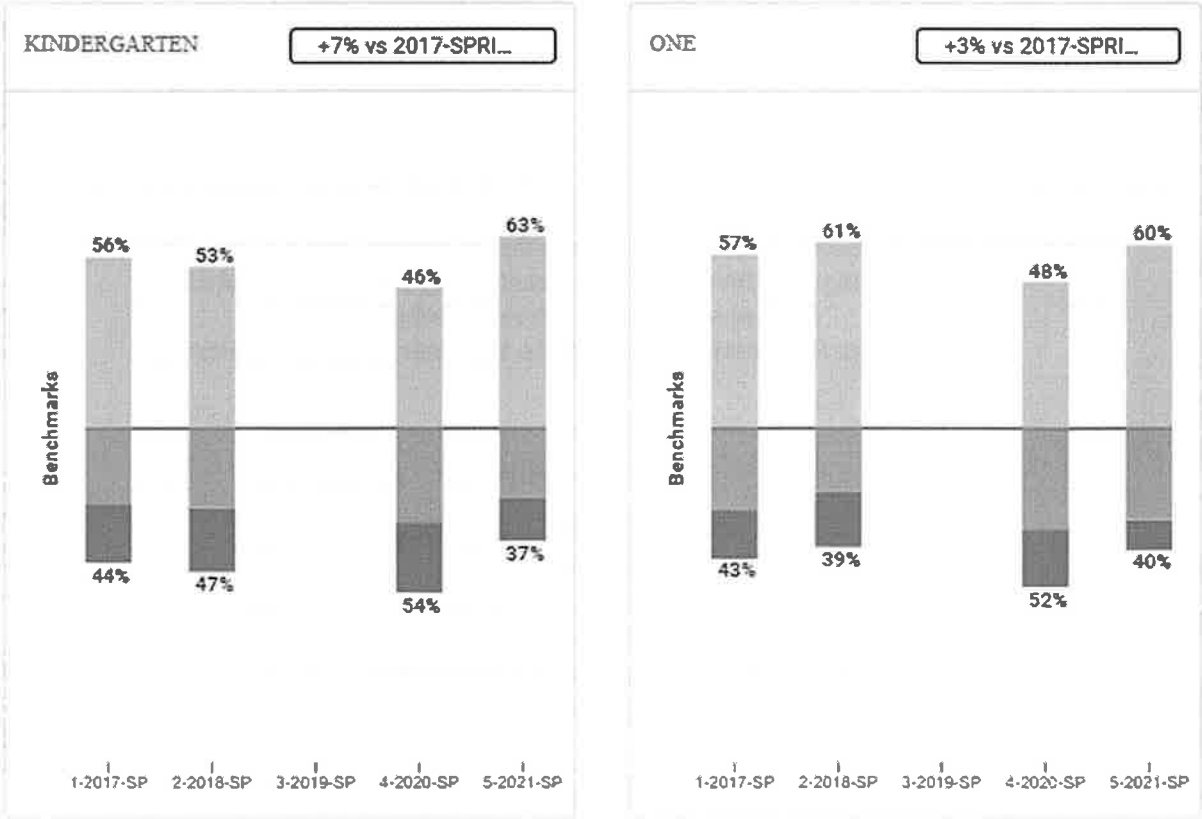
**GENERAL FUND EXPENDITURES**

- 2019-2020: \$107,091,813
- 2020-2021: \$120,366,394
- 2021-2022: \$118,954,505
- 2022-2023: \$123,528,417 (budgeted)

**8. Provide a brief (2 pages or less) illustration of a significant impact your programs and services have had on an individual or within the community you serve.**

In the 2021-2022 school year, reading interventionists worked with 517 students who were performing significantly below grade level expectations. Aggregate time in reading interventions exceeded 13,500 service hours. As a result of these efforts, 17% of students in reading intervention programs realized average growth for their grade level, 20% showed greater than average growth, and most impressively, 21% met end of year grade level expectations.

In addition to growth and performance data in our intervention programs, we saw some notable growth in our districtwide reading achievement data for first and second grade as measured by the Spring FastBridge earlyReading assessment.



**AUTHORIZATION:**

I, Michael Funk, Superintendent of Schools have sought and obtained a Board of Directors Resolution to apply for a 2023 Grant from the Huelsmann Foundation for the purpose indicated in this application. Furthermore, if the Huelsmann Foundation awards this organization a 2023 grant, this organization will use the grant for the specific Project/Program requested in this application.

**Executive Director (or Board Chair):** Michael Funk    **Date:** 12/21/22

**Email:** funk@stillwaterschools.org    **Phone:** 651-351-8301

**Signature** 

**Note: Please include a copy of the Board of Directors Resolution that is referenced above.**

**Name of person completing this Request:** Caleb Drexler Booth

**Email:** drexlerboothc@stillwaterschools.org    **Phone:** 651-351-8317

To ensure consideration for financial support, the completed and signed application and supporting documents must be received by **January 15, 2023.**

**Please address all correspondence to  
Jennifer Huelsmann and Kristin Rossiter, Co-Presidents:**

**Send the original to:**

Jennifer Huelsmann & Kristin Rossiter  
Huelsmann Foundation  
c/o Guardian Counsel Law Office  
Attn.: Elizabeth E. Michaelis, J.D., MBA  
3800 American Blvd. West - Suite 1500  
Bloomington, Minnesota 55431-4429



**Extract of Minutes of Meeting  
Of School Board of  
INDEPENDENT SCHOOL DISTRICT #834  
(Stillwater)  
STATE OF MINNESOTA**

Pursuant to due call and notice thereof, a School Board meeting of School District No. 834, State of Minnesota, was held on 1/5/2023 (date), at 6:30pm (time), for the purpose, in part, of approving the application for a 2023 Grant from the Huelsmann Foundation.

Member Porbeni introduced the following resolution and moved its adoption:

**Resolution for Application for a 2023 Grant from the Huelsmann Foundation**

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

1. The Board of Education for the Stillwater Area Public School District #834 authorizes Dr. Mike Funk, Superintendent of Schools, to apply for a \$20,000 grant from the Huelsmann Foundation to support the district's early literacy program and staff training in Language Essentials for Teachers of Reading and Spelling (LETRS).

The motion for the adoption of the foregoing resolution was duly seconded by Member Kelzenberg and, upon vote being taken thereon, the following voted in favor thereof: Hockert, Kelzenberg, Petrie, Porbeni, Sherman, Thelander

And the following voted against: 0

WHEREUPON said resolution was approved and adopted by the school board of School District No. 834.

STATE OF MINNESOTA

COUNTY OF WASHINGTON

I, the undersigned, being the duly qualified and acting Clerk of School District No 834, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Independent School District No. 834 held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of the Application for a 2023 Grant from the Huelsmann Foundation.

WITNESS MY HAND officially as such Clerk on 1/5/22 (date).

Kate Hockert  
Clerk  
Independent School District No. 834

<b>School Board Officers</b>	<b>202</b>	<b>Adopted: 07-12-2018</b> <b>Revised: 5-12-2022</b>	<b>2-Year</b>

**I. PURPOSE**

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

**II. GENERAL STATEMENT OF POLICY**

- A. The school board shall meet annually and organize by selecting a chair, a vice chair, a clerk, and a treasurer.
- B. The superintendent shall serve as an ex officio, nonvoting member of the school board.

**III. ORGANIZATION**

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a vice chair, a clerk, and a treasurer, These officers shall hold office for one year and until their successors are elected and qualify.

- A. The responsibilities of clerk and treasurer may be delegated to District staff.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person.

**IV. OFFICER'S RESPONSIBILITIES**

**A. Chair**

The Chair has the following duties and responsibilities:

- 1. Presides at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.

2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the order.

B. Vice-Chair

1. Serves, with all the power and duties, in the absence of the Chair.

C. Treasurer

The Treasurer has the following duties:

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.

D. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
  - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
  - b. make and transmit to the commissioner certified reports, showing:
    1. revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
    2. length of school term and enrollment and attendance by grades; and
    3. other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.

6. The clerk shall 1. draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform the duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

#### E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
  - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
  - b. recommend to the school board employment and dismissal of teachers;
  - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
  - d. superintend school grading practices and examinations for promotions;
  - e. make reports required by the commissioner; and
  - f. perform other duties prescribed by the school board.

#### [Responsibilities of School Board Officers](#)

Legal References: Minn. Stat. § 123B.12 (Finance)

Minn. Stat. § 123B.14 (Officers)

Minn. Stat. § 123B.143 (Superintendent)

Minn. Stat. § 126C.17 (Referendum Revenue)

Minn. Stat. Ch. 205A (School District Elections)



## **Responsibilities of School Board Officers to Accompany Policy 202 – School Board Officers**

**Review Cycle:** To be reviewed in accordance with Policy 202.

**Adopted:**

### **School Board Duties (see policy 201)**

- Hires and conducts evaluations of the superintendent
- Executes oversight of human, financial, and facility resources
- Sets policy
- Set School Board Operating Procedures
- Sets parameters for collective bargaining
- Serves as a bridge to the community and advocates for the district's public schools

### **Chair Duties**

*Minnesota statute 123b.14 Sub 2 & 4 describes some duties for the school board chair. In addition, chair duties include the following:*

- Monitors Board actions to ensure that they are consistent with the Board's own rules and policies and with other obligations imposed by agencies whose authority supersedes the board's own authority (see policy 201)
- Conducts Board meetings using the authority normally vested in the Chair as described in Minnesota Statute and Robert's Rules of Order (see policy 203 & 203.1)
- Ensures that deliberations are fair, open, productive, efficient, and orderly, and that only Board matters are discussed (see policy 203 & 203.1)
- Leads periodic Board self-assessments to ensure continuous process improvement (see policy 212)
- Compiles and facilitates the Board's annual evaluation of the Superintendent (see policy 302.2 & 304)
- Executes all documents authorized by the Board, except as otherwise provided by law or board action (see policy 202)
- Appoints Board members, annually, to Board committees and liaison assignments (see policy 213)
- Taking into consideration agenda items proposed by Board members, works with the Superintendent to develop proposed Board meeting agendas consistent with the Board's annual calendar (see policy 203.5)
- Works with the entire board to supervise or direct the Superintendent and refrains from acting independently. (see policy 201)

### **Vice Chair Duties**

*The position of vice chair does not appear in statute. The Stillwater School Board has traditionally functioned with a vice chair. The duties include the following:*

- Performs chair duties during absence of the chair
- May perform additional duties as assigned by the chair or board

### **Treasurer Duties**

*Minnesota statute 123B.14, 123B.12, 123B.26, 271.425 describes duties for the treasurer.*

- *The board delegates all duties a treasurer normally performs to the **Executive** Director of Finance.*
- *Serves on the Finance and Operations Committee (policy 213).*

### **Clerk Duties**

*Minnesota statute 123B.14 Sub 7 describes duties for the clerk..*

- Working in conjunction with the assistant board clerk, the clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings, open and closed, and other required records of the school board. (see policy 204)

“The persons who perform the duties of the clerk and treasurer need not be members of the board and the board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the Office of Business Affairs.” (Minn. Stat. 123B.14, sub. 1) In practice, when a single person performs the duties of clerk and treasurer, that person often delegates at least some of the duties to others.

Historical Chart of Stillwater Officers



## Education Identity and Access Management Board Resolution

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The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOWA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOWA will authorize user access to State of Minnesota Education secure systems in accordance with the user’s assigned job duties, and will revoke that user’s access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOWA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOWA. The IOWA will grant the IOWA Proxy role(s).

### Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: Stillwater Area Schools Public District 0834-01

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 0834-01

Superintendent or Exec. Director Name: Superintendent Dr. Mike Funk

Will act as the IOWA?  Yes  No

If no, identify below the individual who will act as the IOWA for your organization.

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The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOWA) for this organization:

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Board Member Signature:

Name: \_\_\_\_\_

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

Once the EDIAM Board Resolution is completed, scan and email it to: [useraccess.mde@state.mn.us](mailto:useraccess.mde@state.mn.us)



## Board Member Salary History

Calendar Year	Director Salary	Board Chair Salary
2022	\$4750 Plus mileage reimbursement for meetings other than school board meeting	\$5250 (\$4750 plus \$500)
2021	\$4750 Plus mileage reimbursement for meetings other than school board meeting	\$5250 (\$4750 plus \$500)
2020	\$4750 Plus mileage reimbursement for meetings other than school board meetings	\$5250 (\$4750 plus \$500)
2019	\$4750  Plus mileage reimbursement for meetings other than school board meetings	\$5250 (\$4750 plus \$500)
2018	\$4750  Plus mileage reimbursement for meetings other than school board meetings	\$5250 (\$4750 plus \$500)
2017	\$4750	\$5250 (\$4750 plus \$500)
2016	\$4750	\$5250 (\$4750 plus \$500)
2015	\$4750	\$5250 (\$4750 plus \$500)
2014	\$4750 (increase of \$350)	\$5250 (\$4750 plus \$500)
2013	\$4400	\$5000 (\$4400 plus \$600)
2012	\$4400	\$5000 (\$4400 plus \$600)
2011	\$4400	\$5000 (\$4400 plus \$600)
2010	\$4400	\$5000 (\$4400 plus \$600)
2009	\$4400	\$4400
2008	\$4400	\$4400
2007	\$4400	\$4400

<b>2022 SCHOOL BOARD COMPENSATION</b>								
<b>DISTRICT</b>	Chairperson	V-Chairperson	Clerk	Treasurer	Directors	Prescheduled Meetings Per Year	Additional Meetings	
Centennial	\$5,700	\$5,500	\$5,500	\$5,100	\$4,900	24	As needed	(12 work sessions, 12 business meetings)
Columbia Hts	\$7,200	\$6,000	\$6,000	\$6,000	\$6,000	21	10	
Fridley	\$5,372	\$5,137	\$5,137	\$5,137	\$5,137	12	8	(12 work session/business meetings, 8 additional work sessions)
Spring Lk Pk	\$5,950	\$5,450	\$5,450	\$5,450	\$5,350	21	As needed	(11 regular mtgs, 8 work sessions, 2 retreats, no mtgs in July)
SA-NB	\$6,437	\$5,900	\$5,364	\$5,900	\$5,364	22	4+ others as needed	4 Board professional development meetings
Mounds View	\$7,000	\$6,800	\$6,500	\$6,500	\$6,500	14	11	(14 regular meetings, 11 work sessions - other associations are on top of this)
NSP-M-Oakd	\$6,404	\$5,904	\$5,904	\$5,904	\$5,904	21	As needed	
Roseville	\$6,240	\$4,960	\$4,960	\$4,960	\$4,960	20	As needed	
White Bear Lk	\$5,450	\$5,250	\$5,450	\$5,250	\$5,050	21	As needed	
Forest Lake	\$5,519	\$5,519	\$5,519	\$5,519	\$5,319	24	As needed	* rates approved Jan 2022 / may change at the Jan' 23 Organizational mtg
Mahtomedi	\$5,986	\$5,513	\$5,513	\$5,458	\$5,356	21	As needed	
So Wash Cty	\$5,700	\$5,700	\$5,700	\$5,700	\$5,700	22	As needed	
Stillwater	\$5,250	\$4,750	\$4,750	\$4,750	\$4,750	24	As needed	In Sept our 1st mtg was a study session and 2nd mtg was a business mtg
NE Metro 916	\$5,700	\$5,100	\$5,200	\$5,100	\$5,000	12	As needed	
<b>Average</b>	<b>\$5,993</b>	<b>\$5,535</b>	<b>\$5,496</b>	<b>\$5,481</b>	<b>\$5,378</b>			
<b>Average w/o highest and lowest</b>	<b>\$5,955</b>	<b>\$5,494</b>	<b>\$5,475</b>	<b>\$5,457</b>	<b>\$5,337</b>			
Int Dist 287	\$5,000	\$4,000	\$4,000	\$4,000	\$4,000	18	As needed	
Int Dist 288	\$900	\$900	\$900	\$900	\$900	9	2	
Int Dist 917	\$4,675	\$4,400	\$4,400	\$4,400	\$4,400	12	Work sessions are held immediatley before the regular meetings	\$30 stipend for Insurance and Personnel Committee and an additional \$30 if the meeting goes over two hours.

# 2023 School Board Calendar Draft - 2nd and 4th Tuesday Option C

School Board Meeting dates

No School/PD Day

## JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

## MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## JUNE

S	M	T	W	T	F	S
1	2	3		1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## JULY

S	M	T	W	T	F	S
		1	2	3		1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## SEPTEMBER

S	M	T	W	T	F	S
	1	2	3		1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## DECEMBER

S	M	T	W	T	F	S
	1	2	3	4	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# 2023 School Board Calendar Draft - Thursday

School Board Meeting dates

No School/PD Day

## JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

## MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## JUNE

S	M	T	W	T	F	S
1	2	3		1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## JULY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## SEPTEMBER

S	M	T	W	T	F	S
	1	2	3		1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

## OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## DECEMBER

S	M	T	W	T	F	S
	1	2	3	4	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Code of Conduct	209	Adopted: 11-29-2018	2-Year

**I. PURPOSE**

The purpose of this policy is to assist each school board member in understanding his or her role in contributing to an effective and responsible school board.

**II. GENERAL STATEMENT OF POLICY**

Because we desire to maintain an effective and responsible school board, each school board member agrees to abide by this code of conduct.

School Board members will:

1. Attend all board meetings prepared for discussion of agenda items.
2. Realize it is the primary responsibility of the school board to represent the best interest of all students in the district.
3. Participate in school board member trainings and orientation to learn about the duties and functions of the school board and the responsibilities of a board member.
4. Recognize that school board authority rests with the school board in legal session, and not with any individual school board member except as may be authorized by law.
5. Recognize that board decisions may only be legally transacted in an open meeting of the school board.
6. Make no personal promises or undertake any independent action that might compromise the Board as a whole.
7. Actively engage stakeholders, including community members, parents, staff, students, administration and other school board members to gain a wide range of perspectives to inform responsible decision making.
8. Understand that board members have wide latitude to speak out on controversial matters toward the goal of district improvement, while maintaining confidentiality of privileged information
9. Guard the confidentiality of information that is protected under applicable law.
10. Listen with an open mind to the ideas and views of others and votes one's conscience after sufficient discussion has taken place.
11. Strive to support the decisions of the school board, even if one's position concerning an issue is different.
12. Understand that any action, private or otherwise is a reflection on the school district as a whole.
13. Recognize that disparaging remarks about fellow board members or administration undermine the board's ability to govern.
14. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.
15. Attempt to appraise and plan for both the present and future educational needs of our students, the school district, and community.

**Legal References:** Minn. Stat. § 123B.02 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.143(Superintendent)