

# Organizational Meeting

Tuesday, January 7, 2025 5:30 PM

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

I. Call to Order	<b>Speaker (s)</b> : Ms. Alison Sherman
II. Roll Call	<b>Speaker (s)</b> : Ms. Alison Sherman
III. Pledge of Allegiance	<b>Speaker (s)</b> : Ms. Alison Sherman
IV. Oath of Office	<b>Speaker (s)</b> : Ms. Alison Sherman
V. Approval of Agenda	<b>Speaker (s)</b> : Ms. Alison Sherman
VI. Board Organization	<b>Speaker (s)</b> : Ms. Alison Sherman
VI.A. Election of Chair	<b>Speaker (s)</b> : Ms. Alison Sherman
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 2025	<b>Speaker (s)</b> : School Board Chair
VI.F. Establish Board Member Salary	<b>Speaker (s)</b> : School Board Chair
VI.G. Review Policy 209 - Code of Ethics	<b>Speaker (s)</b> : School Board Chair
VII. Consent Agenda	
VII.A. Payment of Invoices: December 14, 2024 - January 3, 2025	<b>Speaker (s)</b> : Ms. Marie Schrul, Chief Financial Officer
VII.B. Designate District Depositories of Major Accounts	<b>Speaker (s)</b> : Ms. Marie Schrul, Chief Financial Officer
VII.C. Resolution Authorizing Use of Facsimile Signature	<b>Speaker (s)</b> : Ms. Marie, Chief Financial Officer
VII.D. Resolution Authorizing Administration to Develop Specifications and Solicit Bids	<b>Speaker (s)</b> : Ms. Marie Schrul, Chief Financial Officer
VII.E. Resolution Authorizing Chief Financial Officer / Supervisor of Financial Services / District Accountant to make Electronic Fund Transfers	<b>Speaker (s)</b> : Ms. Marie Schrul, Chief Financial Officer
VII.F. Designate Official Publication	<b>Speaker (s)</b> : Ms. Marie Schrul, Chief Financial Officer
VII.G. Resolution Authorizing Administration to Lease, Purchase, and Contract for Goods and Services	<b>Speaker (s)</b> : Ms. Marie Schrul, Chief Financial Officer
VII.H. Resolution Authorizing Administration to Utilize Joint Purchasing Agreements	<b>Speaker (s)</b> : Ms. Marie, Chief Financial Officer

VII.I.	Designate Deputy Board Treasurer and Deputy Clerk	<b>Speaker (s) :</b> Ms. Marie Schrul, Chief Financial Officer
VII.J.	Designation of an Identified Official with Authority for Education Identity Access Management	<b>Speaker (s) :</b> School Board Chair
VIII.	<b>Strategic Direction A: Ensure the learning process is adaptable to meet individual student needs</b>	
VIII.A.	Lake Elmo Building Update	<b>Speaker (s) :</b> Ms. Katy Pupungatoa, Lake Elmo Elementary rincipal
IX.	<b>Strategic Direction B: Foster a safe, welcoming and inclusive environment for all staff and students</b>	
X.	<b>Strategic Direction C: Utilize systems and align resources in an efficient manner to support learning</b>	
X.A.	Action: New Lake Elmo Elementary Earth Work Bid	<b>Speaker (s) :</b> Mr. Mark Drommerhausen, Executive Director of Operations
XI.	<b>Strategic Direction D: Develop strong partnerships with the communities we serve</b>	
XI.A.	Report: Legislative Platform	<b>Speaker (s) :</b> Ms. Carissa Keister Chief of Staff
XII.	<b>Closed Session</b>	<b>Speaker (s) :</b> School Board Chair
XIII.	<b>Resolution</b>	<b>Speaker (s) :</b> School Board Chair
XIV.	<b>Adjournment</b>	<b>Speaker (s) :</b> School 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.



**School Board Member Assignments 2025**

Meeting Date: January 7, 2025

Contact Person: School Board Chair

*Background:*

The School Board will determine committee assignments and working groups for 2025.

**School Board Representative to:**

Association of Metropolitan School Districts (AMSD)	
Community Education Advisory Council	
MN State High School League (MSHSL)	
Northeast Metro 916	
Partnership Plan	
World’s Best WorkForce (WBWF)/Curriculum Advisory Committee(CAC)	

**School Board Sub-Committees to:**

<i>Finance and Operations</i>	<i>Community Engagement and Legislative Outreach</i>	<i>Policy</i>

*Assignments are made in January of each calendar year*

*Recommendation:*

A motion and a second to approve the committee assignments will be requested at the next meeting.

**SCHOOL BOARD**

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>Code of Ethics</b>	<b>209</b>	<b>Adopted: 11-29-2018 Reviewed: 01-05-2023 Revised: 03-04-2024</b>	<b>Annual</b>

**I. PURPOSE**

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

**II. GENERAL STATEMENT OF POLICY**

Each school board member shall follow the code of ethics stated in this policy.

**A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:**

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

**B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:**

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

**C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:**

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law

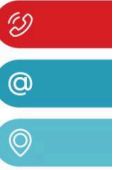
***Legal References:***

Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School Districts)

Minn. Stat. § 123B.09 (Boards of Independent School Districts)

Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

***Cross References:*** None



## Education Identity and Access Management Board Resolution

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.

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: Dr. Mike Funk

Title: Superintendent

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)



# Lake Elmo Elementary

Presented to the School Board  
January 7, 2025





# About Our School

	Lake Elmo Elementary	District
<i>Free &amp; Reduced Lunch:</i>	24.9% (28.0%)	21.7% (18.7%)
<i>Multilingual Learners:</i>	12.3% (12.0%)	3.9% (4.5%)
<i>Special Education:</i>	18.2% (20.2%)	18.1% (15.9%)
<i>Students of Color</i>	38.3% (40.2%)	25.1% (26.0%)

**Total Enrollment:**  
**719 students**  
**(preK-5)**

Capacity:  
675 students

Source: 2024 Report Card, Minnesota Department of Education  
Current School Year in Red, via Powerschool

Lake Elmo Elementary serves students in Lake Elmo, Cimarron and neighboring communities



# About Lake Elmo Elementary

- Largest elementary school in the district
- First elementary BARR school in the nation
- Only district elementary school offering both a Spanish Dual Language program and traditional English-taught classes
- Diverse staff of 120, including 24+ native and heritage Spanish speakers
- Home of the District's medically complex students (Pony Room)
- Interim site for district's Communication Integration Program's (CIP) for K-1 students on the Autism Spectrum
- Anticipating the opening of a new building in fall 2026



# Current Reality

## Strengths

- School community: Students, staff, families, volunteers and others
- Fidelity of systems - BARR and Responsive Classroom
- Intervention - Academic, Behavioral, Social-Emotional
- Programming opportunities

## Challenges & Opportunities

- Staffing shortages
- Limited space
- Curriculum needs in the Spanish Dual Language Program
- Class size
- Student achievement
- New school



# School Community

- **Students:** Diverse and engaged student body with unique talents and potential
- **Staff:** Dedicated team supporting all students.
- **Families:** Strong family partnerships fostering a collaborative and inclusive school community
- **Volunteers:** VESL (Volunteers for Elementary School Literacy) and community and family members

## Community Volunteers



## Community Outreach



## BARR U-Time



## Peaceful Bus



## PTA Culver's Night



## Homecoming



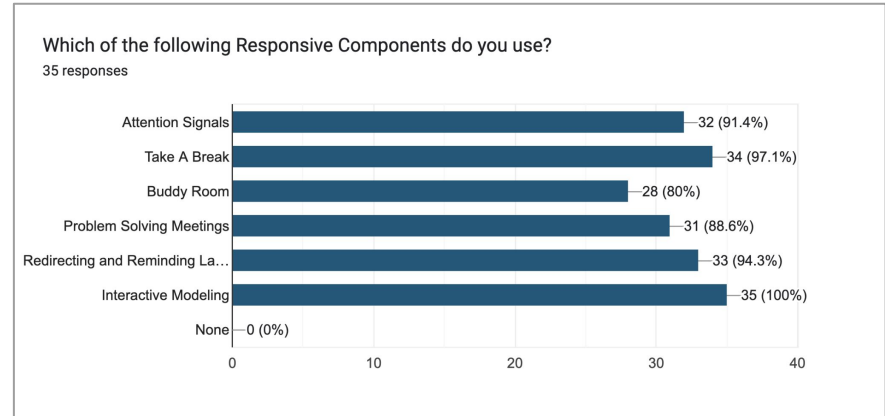


# Systems

- *BARR (Building Assets, Reducing Risks)*: Supporting student success through a data-driven, holistic approach.
- *Responsive Classroom*: Promoting positive learning environments through student-centered practices.



BARR System



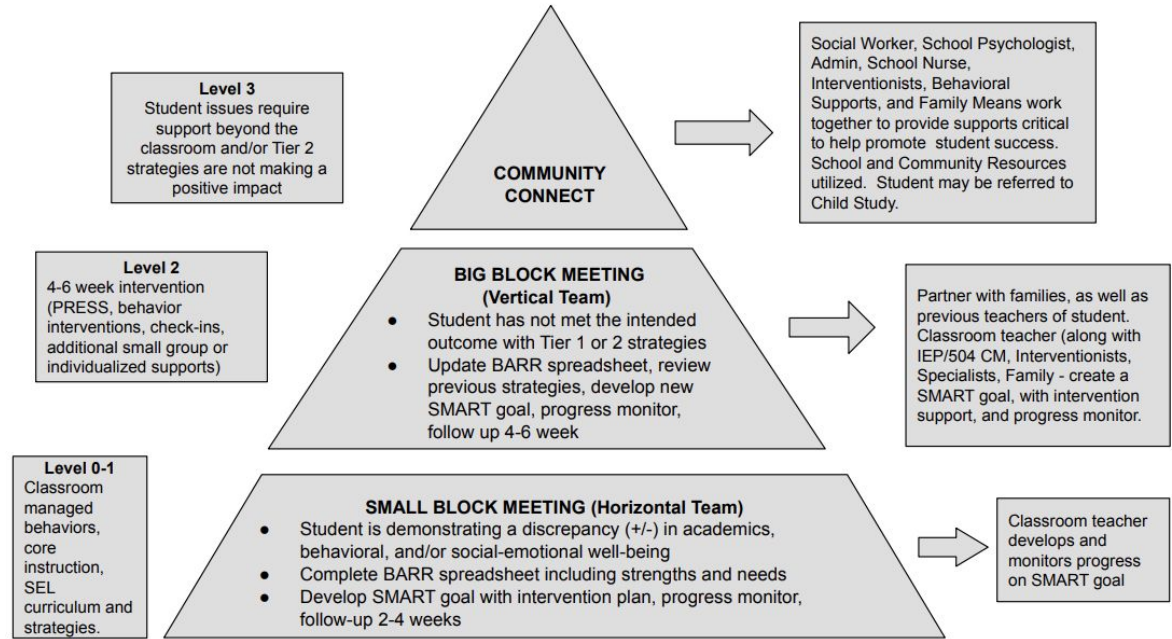
Teacher Survey



# Interventions

Comprehensive academic, behavioral, and social-emotional support systems tailored to student needs

## MTSS / BARR PYRAMID





# Programming Opportunities

## Pony Room

- Specialized classroom designed to support medically complex students by providing individualized instruction and care that addresses their unique physical, medical, and educational needs

## Communication Integration Program (CIP)

- Individualized instruction and a supportive environment for K-1 students who have specific communication needs
- Focuses on addressing the unique challenges faced by students on the autism spectrum, who may require specialized support to succeed academically and socially





# Programming Opportunities

## Spanish Dual Language (DL) Programming (Spanish Immersion)

- Students are taught in both Spanish and English, with the goal of becoming bilingual, and biliterate in a second language.
- Designed for students who speak either language (Spanish or English) as a first language.

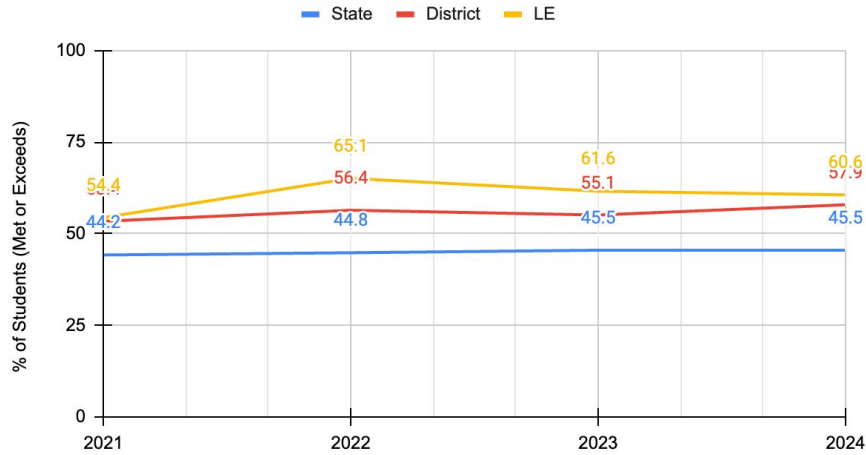
2023 MCA Reading		
% of student who met or exceeded	Literature	Informational Text
5th	80%	82%
5th - Spanish DL	81%	89%

2023 MCA Math				
% of student who met or exceeded	Number and Operations	Algebra	Geometry and Measures	Data Analysis
5th	52%	65%	50%	65%
5th - Spanish DL	70%	78%	73%	60.0%

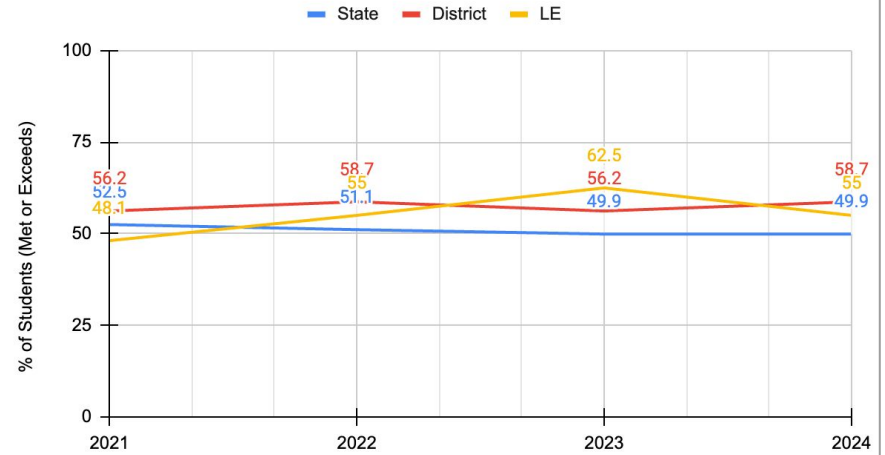


# Student Achievement

### MCA/MTAS Math Proficiency Over Time



### MCA/MTAS Reading Proficiency Over Time





# Staffing and Space Needs

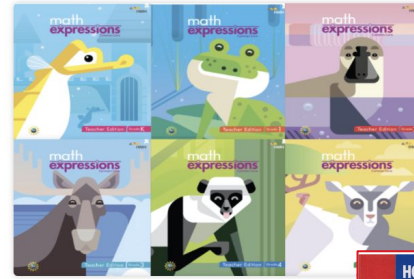
- **Staffing shortages:** Addressing gaps to ensure optimal support for all programs
  - 23 new staff at the start of the year
  - Shortage of related service providers education related service providers: Occupational therapists, physical therapists and speech
  - Shortages of hourly workers: Paras, custodians and nutrition services
- **Shared specialists:** Scheduling common prep times for grade level teachers is impacted by shared specialist times
- **Limited space:** Managing the challenges of overcrowding until the new building opens in 2026



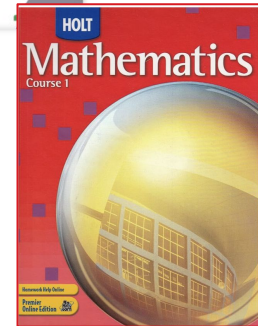
# Spanish Dual Language Program

## Curriculum Needs:

- Access to consistent curriculum in the K-5 program, that aligns vertically and with the English classes
- Professional Development for the teachers in this program are unique



Math Expressions K-5  
Spanish DL and K-4  
English



Holt Math  
Grade 5  
English



# Class Sizes

Balancing teacher-to-student ratios K-5 between the Spanish Dual Language and traditional English classes

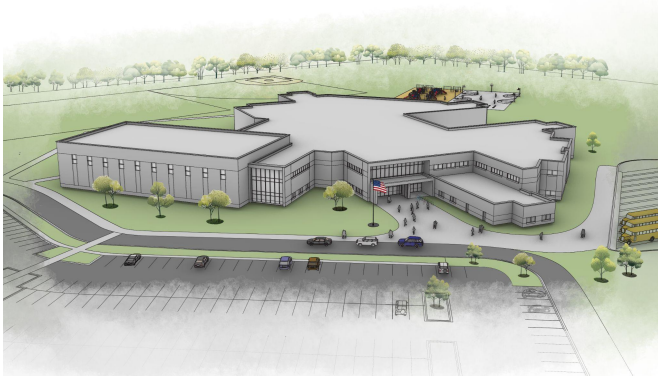
- In K-3 we are experiencing higher student-teacher ratios in the Spanish Dual Language classes
- In 4-5 we experience higher student-teacher ratios in the English classes





# New School

- Preparing for a seamless transition to the new building
- Professional development to support continued collaboration between grade level teachers to best support the pedagogical needs of our students





# Summary

Opportunities to create equitable outcomes for all Lake Elmo students center around our need for:

- Consistent staffing
- Curricular support
- Vertical alignment
- Student-teacher ratios
- Professional development





**Agenda Item: X.A.**  
**Date Prepared: January 3, 2025**  
**ISD 834 Board Meeting**

Agenda Item: New Lake Elmo Elementary – Work Scope 31-A  
Meeting Date: January 7, 2025  
Contact Person: Mark Drommerhausen, Executive Director of Operations and Transportation

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*Background:* Wold Architects have been working with Stillwater Area Public Schools staff over the past year to design a New Lake Elmo Elementary School. The project is scheduled to break ground in the spring of 2025 and be completed by the start of the 2026-2027 school year. Kraus-Anderson Construction Company worked with Stillwater Area Public Schools and Wold Architects to solicit bids for the New Lake Elmo Elementary School. The bids were opened on December 19, 2024.

To obtain the lowest construction cost for the project, Kraus-Anderson Construction Company broke the project down into 39 separate work scopes. Their role will be coordinating the schedule of each work scope during the construction project. Stillwater Area Public Schools will enter into a separate contract with the lowest responsible bidder for each work scope.

To keep the project on the current timeline, administration was asked to approve Work Scope 31-A, Site Clearing and Earthwork, for the New Lake Elmo Elementary School project prior to the other work scopes. 9 bids were received for Work Scope 31-A. The lowest responsible bidder after being interviewed through the best value process is Park Construction Company of Minneapolis, MN for a bid total of \$2,922,700.

The New Lake Elmo Elementary School will be funded by the 2024A School Building Bonds. Kraus-Anderson, Wold Architects and Stillwater Area Public Schools will be working throughout the project to minimize expenses. Additional costs may be incurred during the project to resolve issues not identified in the construction documents. Administration is requesting a contract be awarded to Park Construction Company for Work Scope 31-A of the New Lake Elmo 2024 Elementary School project.

Location(s): New Lake Elmo Elementary

Project Name: New Lake Elmo Elementary

Fund: 2024A School Building Bonds

Description: Site Clearing and Earthwork

Item: Work Scope 31-A

Amount: \$2,922,700.00

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*Recommendation:*

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

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

January 3<sup>rd</sup>, 2025

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

RE: **New Lake Elmo Elementary School**

Dear Mr. Willger

This letter is concerning our recommendations for contract awards for the New Lake Elmo Elementary School project that was bid on December 19th, 2024. Kraus-Anderson has verified bidders and we submit the following lowest responsible bidders and their bid amount.

<b>Work Scope</b>	<b>Contractor, City, State</b>		<b>Base Bid:</b>	<b>Bid Amount</b>
WS 31-A	Site Clearing and Earthwork	Park Construction Company Minneapolis, MN		\$2,922,700.00
			<b>Total Base Bid:</b>	<b>\$2,922,700.00</b>

If you have any questions regarding this information, please do not hesitate to contact me at 952-250-6668

Very truly yours,

KRAUS-ANDERSON® CONSTRUCTION COMPANY



Michael Stenbeck  
Project Manager





Expect  
**More.**

# Legislative Priorities 2025

Presented to the school board  
Jan. 7, 2025

# Priority #1: Education Funding

- Increase the basic formula allowance by 3% over current law for FY26 and FY27
- Reduce the cross-subsidies in the Special Education and English learner programs:
  - Stillwater's English learner cross subsidy in FY24 = \$940,000
  - Stillwater's Special Education cross subsidy in FY24 = \$3.5 million



# Priority #1: Education Funding

- Fully fund the cost of implementing the READ Act
  - We received \$334,146 in READ Act Literacy Aid, and \$301,534 in READ Act Teachers Comp Aid
  - Anticipated curriculum costs = \$1.3 million



Expect  
**More.**

# Priority #1: Education Funding

- Provide funding to cover the state mandated costs of the Minnesota Unemployment Insurance (UI) and Paid Leave programs
  - The cost of UI for the between terms (summer) UI claims for Q3 2024 was \$390,000
- Modify Paid Family Medical Leave to require a 50/50 split for premiums paid by both employers and employees
- Refine earned safe and sick time (ESST):
  - Increase the minimum number of hours worked in a year to qualify for ESST



Expect  
**More.**

# Priority #1: Education Funding

- Ensure school districts are held harmless in compensatory funding allocations by expanding the criteria beyond direct certification to include free and reduced-price lunch forms
  - If not held harmless, Stillwater will experience a \$300,000 loss with direct certification only
- Increase Local Optional Revenue to \$974 per pupil



Expect  
**More.**

# Priority #2: Student Behavior & Support

- Provide funding to cover the costs of state mandated non-exclusionary discipline requirements
- Expand the allowable uses of long term facilities maintenance (LTFM) to include security modifications and additions for instructional spaces
- Increase the safe schools levy and allow districts flexibility in how dollars are spent
  - Stillwater currently spends \$757,000 in this area, but only receives \$446,000 (maximum allowed levy).



Expect  
**More.**

# Priority #3: Assessments

- Discontinue the current practice of including scores of students whose parents choose to opt out of the Minnesota Comprehensive Assessments (MCA)
- Replace the high school MCA with the ACT college entrance exam



Expect  
**More.**

# Other Priorities

- Require any individual submitting a data request to identify themselves and the organization they represent and allow districts to recover the rapidly escalating costs, including legal costs, associated with these requests
- Allow school boards to establish the school calendar that best meets the needs of their students, staff, and community



Expect  
**More.**



Discussion