

Business Meeting

Tuesday, February 18, 2025 5:30 PM

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

I. Public Comment	Speaker (s) : Ms. Alison, School Board Chair
II. Call to Order	Speaker (s) : Ms. Alison Sherman, School Board Chair
III. Roll Call	Speaker (s) : Ms. Alison Sherman, School Board Chair
IV. Pledge of Allegiance	Speaker (s) : Ms. Alison Sherman, School Board Chair
V. Approval of Agenda	Speaker (s) : Ms. Alison Sherman, School Board Chair
VI. Student Report	Speaker (s) : Ms. Maysen Puhmann and Ms. Ainsley Smith, Student Representatives
VII. Superintendent Report	Speaker (s) : Dr. Mike Funk, Superintendent
VIII. Board Chair Report	Speaker (s) : Ms. Alison Sherman, School Board Chair
IX. Consent Agenda	
IX.A. School Board Meeting Minutes, January 21, 2025	Speaker (s) : Ms. Katie Hockert, School Board Clerk
IX.B. School Board Meeting Minutes, February 4, 2025	Speaker (s) : Ms. Katie Hockert, School Board Clerk
IX.C. Payment of Invoices from February 1, 2025 - February 14, 2025	Speaker (s) : Ms. Marie Schrul, Chief Financial Officer
IX.D. Human Resources Personnel Report	Speaker (s) : Ms. Kristine Carlston, Executive Director of Human Resources
X. Strategic Direction D: Develop strong partnerships with the communities we serve	
X.A. Action: Summer 2025 Multi-Site Long Term Facility Maintenance (LTFM) Improvements	Speaker (s) : Mr. Mark Drommerhausen, Executive Director of Operations
XI. Strategic Direction A: Ensure the learning process is adaptable to meet individual student needs	
XI.A. Report: Winter Assessment Update	Speaker (s) : Ms. Elsa Mundt, Education Data Analyst & Assessment Supervisor

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: 2025-26 Preliminary Budget Guidelines & Assumptions

Speaker (s) : Ms. Marie, Chief Financial Officer

XIII.B. Report: Fiscal Forecast

Speaker (s) : Ms. Marie, Chief Financial Officer

XIII.C. Second Reading: Policy 505 - Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees

Speaker (s) : Mr. Paul Lee, Executive Director of Student Support Services

XIII.D. Approval: Policy 505 - Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees

Speaker (s) : Mr. Paul Lee, Executive Director of Student Support Services

XIII.E. Second Reading: Policy 524.5 - Personal Electronic Communication Devices

Speaker (s) : Mr. Paul Lee, Executive Director of Student Support Services

XIV. Closed Session

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

XV. Adjournment

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

XVI. Attachments

- I. Recognition: The board recognized the district's PTA members for their continued dedication towards students, staff, and the community. We are grateful for their time, energy, talents, and hard work.
- II. Public Comment: Mike McCarthy - Use of language in official school business.
- III. Call to Order: The meeting was called to order at 5:47 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 made by Sherman, second by Thelander, Carried 7-0.
- VII. Student Report: The second semester has begun. The DaVinci fest will be on Saturday, January 25, from 12:30-4:30 p.m. and the Pony Possibilities event will be held on January 27 from 6-8 p.m. at Stillwater Area High School.
- VIII. Superintendent Report: A couple of items that will affect school districts as part of the governor's proposed budget is the elimination of funding for Q-Comp. The state picks up about 2/3 of the funding, which funds our non-instructional coaches, PLC time for teachers and performance pay, which is a stipend for teachers. The other item is the reduction of transportation funding for both our special education department and no state aid for non-public schools, which the district takes a significant loss every year.
- IX. Board Chair Report: Board members and the superintendent attended MSBA workshops during the week of January 13. The district's legislative platform will be presented to local legislative representatives.
- X. Consent Agenda: A. School Board Meeting Minutes, December 17, 2024; B. School Board Meeting Minutes, January 7, 2025; C. Payment of Invoices, January 4-17, 2025; D. School Board Member Committee Assignments 2025; E. Stillwater Area High School Baseball Field Trip to West Palm Beach, Florida; F. 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. Resolution Directing District Administration to make Budget Reductions. The board approves this resolution annually as part of the priority-based budgeting process. Motion by: Sherman, second by: Thelander; carried 7-0.
 - B. New Lake Elmo Elementary-Construction Bids. Motion by: Sherman, second by: Kelzenberg; carried 7-0.Items C, D & E are part of the Long Term Maintenance projects.
 - C. 2025 Stillwater Area High School Athletic Track Rehabilitation. Motion by: Kelzenberg, second by: Hockert; carried 7-0.
 - D. 2025 Stillwater Area High School Press Box Replacement. Motion by: Lauer, second by: Grcevich; carried 7-0.
 - E. 2025 Stillwater Area High School Addition and Renovation – Construction Bids. Motion by: Thelander, second by: Kelzenberg; carried 7-0.
- XII. Strategic Direction D: Develop Strong Partnerships with the Communities We Serve.
 - A. Cell Phone Policy Feedback. Board members reviewed feedback from more than 4,000 students, staff, and families. The policy committee will present a draft on cell phone use to the board in February.

- B. Legislative Platform. District leaders will share the 2025 legislative platform with local legislators to express needs within the school district. The top priorities for this year include education funding; student behavior and support; and assessment. Motion by: Thelander, second by: Lauer; carried 7-0.

XIII. Adjourn

- A. The meeting adjourned at 7:17 p.m.
Respectfully submitted, Katie Hockert, School Board Clerk

- I. Call to Order: The meeting was called to order at 5:30 p.m.
- II. Roll Call: Present: Sarah Grcevich, Katie Hockert, Pete Kelzenberg, Chris Lauer, Robert Parker, Alison Sherman, Andrew Thelander
- III. Pledge of Allegiance
- IV. Approval of Agenda: Motion made by Hockert, second by Kelzenberg, Carried 7-0.
- V. Consent Agenda: A. Payment of Invoices, January 17-31, 2025; B. Policy 519 - Interviews of Students by Outside Agencies; C. Policy 701 - Establishment and Adoption of School District Budget. Motion by: Thelander, second by Lauer, carried 7-0.
- VI. Strategic Direction A: Ensure the Learning Process is Adaptable to Meet Individual Student Needs.
 - A. Lily Lake Elementary Building Update. Principal Bill Gronseth, shared that there is a positive climate, focused on academic excellence, with experienced staff, engaging students and supportive families at Lily Lake Elementary School. Building updates are projected to be completed in the near future.
- VII. Strategic Direction B: Foster a Safe, Welcoming and Inclusive Environment for all Staff and Students. Nothing to report.
- VIII. Strategic Direction C: Utilize Systems and Align Resources in an Efficient Manner to Support Learning.
 - A. First Reading: Policy 505 - Distribution of Non School-Sponsored Materials on School Premises by Students and Employees. This policy will come to the board for a second reading and approval at a future meeting.
 - B. First Reading: Policy 524.5 Personal Electronic Communication Devices. This policy will come to the board for a second reading at a future meeting.
- XII. Strategic Direction D: Develop Strong Partnerships with the Communities We Serve
 - A. Federal Program Update. Superintendent Funk provided statements related to recent federal policy changes and how they are impacting our schools - specifically related to immigration policies and the status of the department of education.
 - B. Legislative Update. Superintendent Funk provided information regarding three bills that are currently being considered in the state senate regarding updates to the READ Act, Parental Curriculum Review & Consent, and Minnesota's open meeting law.
- XIII. Adjourn
 - A. The meeting adjourned at 7:26 p.m.
Respectfully submitted, Katie Hockert, School Board Clerk

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Anderson, Susan	Resignation	Paraprofessional, 6.0 hours/day Stillwater Area High School	SCPA	December 2, 2024
Bailey, Ann	Probationary Release	Nutrition Services Assistant Manager, 7.0 hours/day Mahtomedi High School	Nutrition Services	January 29, 2025
Bakken, Brian	Resignation	Nutrition Services, 4.0 hours/day Stillwater Area High School	Nutrition Services	January 16, 2025
Berge, Elisabeth	Resignation	Community Ed Assistant, 6.75 hours/week Rutherford Elementary	Community Ed Leads & Assistants	December 18, 2024
Bonhus, Lisa	Retirement (24 years)	1.0 FTE Elementary Education Afton-Lakeland Elementary	SCEA	June 4, 2025
Burbul, Eden	Resignation	Paraprofessional, 6.5 hours/day Stonebridge Elementary	SCPA	January 31, 2025
Donaghy, Patrick	Resignation	Assistant Girls LaCrosse Coach Stillwater Area High School	Co-Curricular	February 12, 2025
Fiedler, Cheryl	Retirement (26 years)	1.0 FTE Elementary Education Teacher Afton-Lakeland Elementary	SCEA	June 4, 2025
Hall, Robert	Resignation	Custodian V, 8.0 hours/day Rutherford Elementary	Custodial	February 14, 2025
Hanson, Madalyn	Resignation	Assistant Girls Golf Coach Stillwater Area High School	Co-Curricular	January 16, 2025
Kaeck, Matthew	Resignation	Custodian IVA, 8.0 hours/day Stillwater Area High School	Custodial	February 7, 2025
Linner, Scott	Retirement (19 years)	.5 FTE School Psychologist New Heights Charter School	SCEA	June 4, 2025
Nelson, Elizabeth	Retirement (32 years)	1.0 FTE Counselor Stillwater Area High School	SCEA	June 4, 2025
Petty, Doug	Retirement (12 years)	1.0 FTE Science Teacher Stillwater Area High School	SCEA	June 4, 2025
Sandoval Reyna, Luis	Resignation	Nutrition Services, 4.0 hours/day Mahtomedi Middle School	Nutrition Services	December 2, 2024
Sigfrids, Lisa	Resignation	Supervisor of Transportation Central Services	Transportation	February 2, 2025
Sirek, Abram	Resignation	Paraprofessional, 6.0 hours/day Lily Lake Elementary	SCPA	February 18, 2025

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Besser, Claire	Nutrition Services Employee, 4.25 hours/day Rutherford Elementary	\$18.58 / hour	2024-2025 Staffing	Nutrition Services	February 11, 2025
Brown, David	Custodian VI, 8.0 hours/day District Wide	\$20.77 / hour	Replacement	Custodial	January 14, 2025
Butelyn, Robert	Assistant Baseball Coach Stillwater Area High School	\$3,248	Replacement	Co-Curricular	March 5, 2025
Cano, Johanna	1.0 FTE LTS Occupational Therapist District Wide	\$62,336	Replacement	SCEA	January 13, 2025 - March 19, 2025
Craker, Mary	Nutrition Services, 3.0 hours/day Afton-Lakeland Elementary	\$18.58 / hour	2024-2025 Staffing	Nutrition Services	January 27, 2025
Herman, Tyrone	Assistant Baseball Coach Stillwater Area High School	\$3,248	Replacement	Co-Curricular	March 5, 2025
Barrios, Avery	Paraprofessional, 3.0 hours/day Lake Elmo Elementary	\$18.00 / hour	2024-2025 Staffing	SCPA	February 24, 2025
Mason, Emma	Community Ed Aide, 2.25 hours/week Lily Lake Elementary	\$15.50 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	February 6, 2025
Mohs, Gabriel	Paraprofessional, 6.5 hours/day	\$18.00 / hour	2024-2025	SCPA	February 24, 2025

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

	Lake Elmo Elementary		Staffing		
Olson, Amanda	Nutrition Services, 5.5 hours/day Lake Elmo Elementary	\$18.58 / hour	2024 - 2025 Staffing	Nutrition Services	February 3, 2025
Olson, Jacob	.2 FTE Music Teacher Stillwater Middle School	\$53,710	Replacement	SCEA	February 10, 2025 - June 4, 2025
Possert, Therese	Nutrition Services, 4.0 hours/day Mahtomedi Middle School	\$18.92/ hour	2024-2025 Staffing	Nutrition Services	January 22, 2025
Ries, Jessica	Paraprofessional, 6.0 hours/day Oak-Land Middle School	\$18.00 / hour	2024-2025 Staffing	SCPA	January 27, 2025
Romig, Shannon	Nutrition Services, 4.0 hours/day Stillwater Area High School	\$18.92 / hour	2024-2025 Staffing	Nutrition Services	February 12, 2025
Sandifer, Malani	Assistant Boys Basketball Coach Stillwater Middle School	\$2,030	Replacement	Co-Curricular	January 15, 2025
Walrath, Gabriela	1.0 FTE LTS 2nd Grade Teacher Rutherford Elementary	\$53,710	Replacement	SCEA	January 27, 2025

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Ball, Marin	Approve	1.0 FTE Elementary Education Teacher Afton-Lakeland Elementary	SCEA	February 26, 2025 - June 4, 2025
Berge, Amy	Approve	Assistant Director - ECFC Early Childhood Family Center	Directors	December 10, 2024 - January 24, 2025
Hei, Sarah	Approve	.80 FTE Occupational Therapist Afton-Lakeland, Oak-Land & Stillwater Middle School	SCEA	January 3, 2025 - March 19, 2025
Hill, Josiah	Approve	1.0 FTE English Teacher Stillwater Area High School	SCEA	January 14, 2025 - May 20, 2025
Kaiser, Gretchen	Approve	1.0 FTE Special Education Teacher Oak-Land Middle School	SCEA	January 20, 2025 - February 28, 2025
Lauer, Sarah	Approve	1.0 FTE English Teacher Stillwater Area High School	SCEA	December 16, 2025 - February 3, 2025
Schneider, Kimberly	Approve	1.0 FTE Elementary Education Teacher Afton-Lakeland Elementary	SCEA	February 26, 2025 - March 24, 2025
Spain, Henry Stan	Approve	1.0 FTE Elementary Education Teacher Rutherford Elementary	SCEA	October 16, 2024 - June 4, 2025 revised dates
Wohlens, Alicia	Approve	1.0 FTE Counselor Stillwater Middle School	SCEA	May 5, 2025 - October 8, 2025
Young, Emily	Approve	1.0 FTE Social Worker Rutherford Elementary	SCEA	December 16, 2024 - April 8, 2025

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Adamson, Kelly	Nutrition Services Employee 4.25 hours/day Rutherford Elementary	Nutrition Services Employee, 5.75 hours/day Rutherford Elementary	2024-2025 Staffing	Nutrition Services	January 21, 2025
Brennan, Helen	1.0 FTE Special Education Teacher Stillwater Area High School	1.2 FTE Special Education Teacher Stillwater Area High School	2024-2025 Staffing	SCEA	February 10, 2025 - June 4, 2025
Durston, Robert	Nutrition Services Employee, 5.75 hours/day Lake Elmo Elementary	Nutrition Services Employee, 5.75 hours/day OH Anderson Elementary	2024-2025 Staffing	Nutrition Services	January 27, 2025
Gerber, Anne	.4 FTE Speech Pathologist Lake Elmo Elementary	.6 FTE Speech Pathologist Lake Elmo Elementary	2024-2025 Staffing	SCEA	January 20, 2025
Goulet, Katie	.60 FTE Speech Pathologist Lily Lake Elementary	.80 FTE Speech Pathologist Lily Lake Elementary	2024-2025 Staffing	SCEA	February 3, 2025
Hyde, Amanda	1.0 FTE LTS Special Education Teacher Stillwater Middle School	1.0 FTE LTS Special Education Teacher Lake Elmo & Stillwater Middle School	Replacement	SCEA	August 19, 2024 - June 4, 2025
Kuehnl-Sheldon, Megan	Community Ed Assistant, 9.0 hours/week Afton-Lakeland Elementary	Community Ed Assistant, 4.5 hours/week Afton-Lakeland Elementary	2024-2025 Staffing	Community Ed Leads & Assistants	January 27, 2025
McGrath, Sara	1.0 FTE Speech Pathologist	1.0 FTE Speech Pathologist	2024-2025	SCEA	February 3, 2025

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

	Lily Lake Elementary	Lily Lake Elementary	Staffing		
Nielsen, Carissa	1.0 FTE Special Education Teacher Stillwater Area High School	1.2 FTE Special Education Teacher Stillwater Area High School	2024-2025 Staffing	SCEA	February 3, 2025 - June 4, 2025
Pomrening, Ellie	Community Ed Assistant, 5.0 hours/week Afton-Lakeland Elementary	Community Ed Assistant, 8.25 hours/week Afton-Lakeland Elementary	2024-2025 Staffing	Community Ed Leads & Assistants	January 27, 2025
Stringer, Brett	Assistant Principal Brookview & Lake Elmo Elementary	Interim Principal Brookview Elementary	Replacement	Principals	January 21, 2025
Van Ranst, Claire	Community Ed Assistant, 7.25 hours/week Stonebridge Elementary	Community Ed Assistant, 3.5 hours/week Stonebridge Elementary	2024-2025 Staffing	Community Ed Leads & Assistants	January 27, 2025
Vomastek, Joe	1.0 FTE Special Education Teacher Stillwater Area High School	1.2 FTE Special Education Teacher Stillwater Area High School	2024-2025 Staffing	SCEA	February 10, 2025 - June 4, 2025
Zemlicka, Maddison	Counselor Secretary & Paraprofessional, 8.0 hours/day Stillwater Middle School	Admin. Asst - Second Asst. Principal, 7.5 hours/day Stillwater Middle School	Replacement	Tech Support	January 14, 2025
Zheng, Tiffhanie	Nutrition Services Employee, 5.0 hours/day Stillwater Middle School	Nutrition Services Employee, 4.25 hours/day District Wide Float	2024-2025 Staffing	Nutrition Services	January 16, 2025
Zuniga, Laura	Nutrition Services Employee, 5.75 hours/day Rutherford Elementary	Nutrition Services Employee, 5.0 hours/day Stillwater Middle School	2024-2025 Staffing	Nutrition Services	January 13, 2025

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Boyd, Samantha	National Honor Society Advisor Stillwater Middle School	Replacement	Co-Curricular	January 27, 2025
Carlson, Luke	Community Ed Assistant, 2.5 hours/week Lily Lake Elementary	2024-2025 Staffing	Community Ed Leads & Assistants	February 10, 2025
Engelstad, Michelle	Credit Recovery Teacher St. Croix Valley ALC	2024-2025 Staffing	SCEA	Summer 2025
Schumacher, Noah	Assistant Boys 7th Grade Baseball Coach Stillwater Middle School	Replacement	Co-Curricular	January 15, 2025
Teply, Addison	Community Ed Assistant, 2.5 hours/week Brookview Elementary	2024-2025 Staffing	Community Ed Leads & Assistants	February 13, 2025



Agenda Item: X.A.
Date Prepared: February 12, 2025
ISD 834 Board Meeting

Agenda Item: Summer 2025 Multi-Site Long Term Facility Maintenance (LTFM) Improvements
 Meeting Date: February 18, 2025
 Contact Person: Mark Drommerhausen, Executive Director of Operations

Background: The Summer 2025 Multi-Site LTFM Improvements will include work at the following locations:

- Afton-Lakeland Elementary** - Replace exterior kitchen doorway.
- Oak Park Learning Center** - Replace four exterior doorways.
- Rutherford Elementary** - Replace classroom lighting in two houses.
- Stillwater Middle School** - Replace wrestling gym windows.
- Stonebridge Elementary** - Replace light fixtures in the kitchen, upper hallway and three classrooms. ADA restroom upgrades.
- Transportation Terminal** - Replace window sealant and light fixtures.

These projects are part of the FY 2025/26 Long-Term Facilities Maintenance program. Kraus-Anderson Construction Company worked with Stillwater Area Public Schools to solicit bids for the Summer 2025 Multi-Site LTFM Improvements project. Bids were opened on February 6, 2025. To obtain the lowest construction cost for the project, Kraus-Anderson Construction Company broke the project down into 10 separate work scopes. Their role during the renovation will be coordinating 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.

These bids came in within budget and will be completed before the start of the 25/26 school year. The project will be funded by the Long-Term Facility Maintenance Fund. Kraus-Anderson, Wold Architects and Stillwater Area Public Schools will be working throughout the project to minimize expenses.

The following is a description of the work scope and amount for each lowest responsible bidder:

Work Scope	Lowest Responsible Bidder and Amount
Work Scope 03-A and 06-A: Concrete and Carpentry	8 bids were received for both worksopes. The lowest responsible bidder is Maertens-Brenny Construction Company of Minneapolis, MN for a combined bid total of \$91,400.00
Work Scope 08-A: Doors, Frames-Hardware Material Only	3 bids were received. The lowest responsible bidder is Twin City Hardware Company of Oakdale, MN for a bid total of \$37,675.00
Work Scope 08-F: Entrances/Aluminum Storefront/Curtain Wall	1 bid was received. The lowest responsible bidder is United Glass, Inc. of Brooklyn Park, MN for a bid total of \$87,967.00
Work Scope 09-A: Drywall	7 bids were received. The lowest responsible bidder is AE Conrad Company of Minneapolis, MN for a bid total of 26,245.00
Work Scope 09-B: Tile	6 bids were received. The lowest responsible bidder is Commercial Flooring Services LLC. of Eagan, MN for a bid total of 27,461.00
Work Scope 09-C: Ceilings and Acoustical Treatment	2 bids were received. The lowest responsible bidder is Acoustics Associates Inc. of Brooklyn Park, MN for a bid total of \$31,848.00

Work Scope 09-K: Painting and Wall Covering	5 bids were received. The lowest responsible bidder is Painting by Nakasone of St. Paul, MN for a bid total of \$6,800.00
Work Scope 23-B: Combined Mechanical	4 bids were received. The lowest responsible bidder is Spriggs Mechanical Inc. of Vadnais Heights, MN for a bid total of \$122,480.00
Work Scope 26-A: Electrical	3 bids were received. The lowest responsible bidder is B&B Electric, Inc. of Eau Claire, WI for a bid total of \$241,500.00

The total amount for the 10 work scopes is \$673,376.00. Each lowest responsible bidder has been identified per work scope. Additional costs may be incurred during the project to resolve issues not identified in the construction documents. Kraus-Anderson Construction Company recommends entering into a contract with each lowest responsible bidder identified above. Administration requests approval to award the bids to the respective bidders.

Project Name: Summer 2025 Multi-Site LTFM Improvements

Location(s): Afton Lakeland Elementary, Oak Park Learning Center, Rutherford Elementary, Stillwater Middle School, Stonebridge Elementary and Transportation Terminal

Funding: Long-Term Facilities Maintenance

Item: All work scopes identified above

Amount: Total project cost \$673,376.00

Recommendation:

A motion and a second to approve the consent agenda will be requested.

Motion by: _____ **Seconded by:** _____ **Vote:** _____



February 6th, 2025

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

RE: Summer 2025 Multi-Site LTFM Improvements

Dear Mr. Willger

This letter is concerning our recommendations for contract awards for the Summer 2025 Multi-Site LTFM Improvements project that was bid on February 6th, 2025. Kraus-Anderson has verified bidders and we submit the following lowest responsible bidders and their bid amount.

Work Scope	Contractor, City, State	Bid Amount
WS 03-A & WS 06-A	Concrete and Carpentry Maertens-Brenny Construction Company Minneapolis, MN	Combined Base Bid: \$91,400.00
WS 08-A	Door, Frame, and Hardware – Material Only Twin City Hardware Company Oakdale, MN	Base Bid: \$37,675.00
WS 08-F	Entrances / Aluminum Storefront / Curtainwall United Glass, Inc. Brooklyn Park, MN	Base Bid: \$87,967.00
WS 09-A	Drywall AE Conrad Company Minneapolis, MN	Base Bid: \$26,245.00
WS 09-B	Tile Commercial Flooring Services, LLC Eagan, MN	Base Bid: \$27,461.00
WS 09-C	Ceiling and Acoustical Treatment Acoustics Associates, Inc. Brooklyn Park, MN	Base Bid: \$31,848.00
WS 09-K	Painting and Wall Covering Renfrow, Inc. Houlton, WI	Base Bid: \$6,800.00

WS 23-B	Combined Mechanical	Spriggs Mechanical, Inc. Vadnais Heights, MN	Base Bid:	\$122,480.00
WS 26-A	Electrical	B & B Electric, Inc. Eau Claire, WI	Base Bid:	\$241,500.00
			Total Base Bid:	\$673,376.00

If you have any questions regarding this information, please do not hesitate to contact me at 612-394-7629.

Very truly yours,

KRAUS-ANDERSON® CONSTRUCTION COMPANY

Esteban Perez
Project Manager



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Winter FastBridge Update

Presented to the School Board
February 18, 2025

What is FastBridge?

- Universal screener to measure strength of Tier 1 instruction and identify students for additional support
- earlyReading, earlyMath (K-1)
- aReading, aMath (Grades 2-12)



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Benchmarks

Benchmarks are test-specific cut scores that indicate the student's risk of performing below a future performance target (typically year end). These align with national normed percentiles:

- High risk: Below the 15th percentile
- Some risk: 15th - 39th percentile
- Low risk: 40th - 99th percentile OR
 - Low risk: 40th - 70th percentile
 - Advanced: 71st - 99th percentile

 High Risk  Some Risk  low risk  Advanced

These risk indicators can be used to identify a student's level of instructional need.

Note that low risk is not no risk – particularly at the low end of the range.



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How are schools using FastBridge?

- Identify gaps in Tier 1 Instruction
- Identify students for tiered intervention (elementary)
- Supporting work in CAT (Professional Learning Communities), BARR meetings
- Looking at student growth, progress monitoring



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earlyReading

What does earlyReading measure?

Foundational literacy skills: phonemic awareness, phonics, fluency

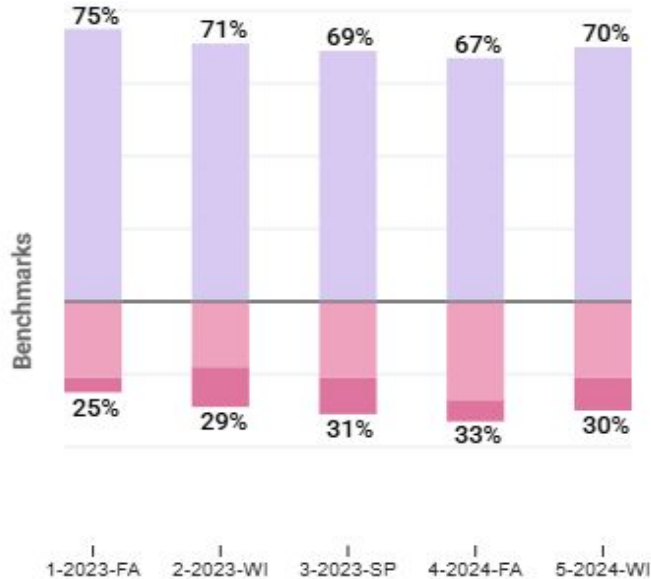
	Fall	Winter	Spring
Kindergarten	Concepts of Print Letter Names Letter Sounds Onset Sounds	Letter Sounds Onset Sounds Nonsense Words Word Segmenting	Letter Sounds Nonsense Words Sight Words Word Segmenting
1st Grade	Nonsense Words Sentence Reading Sight Words Word Segmenting	CBM (passages) Reading Nonsense Words Sight Words Word Segmenting	CBM (passages) Reading Nonsense Words Sight Words Word Segmenting



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KINDERGARTEN

-5% vs 2023-FALL



!!! High Risk ! Some Risk low risk ☆ Advanced

earlyReading - K

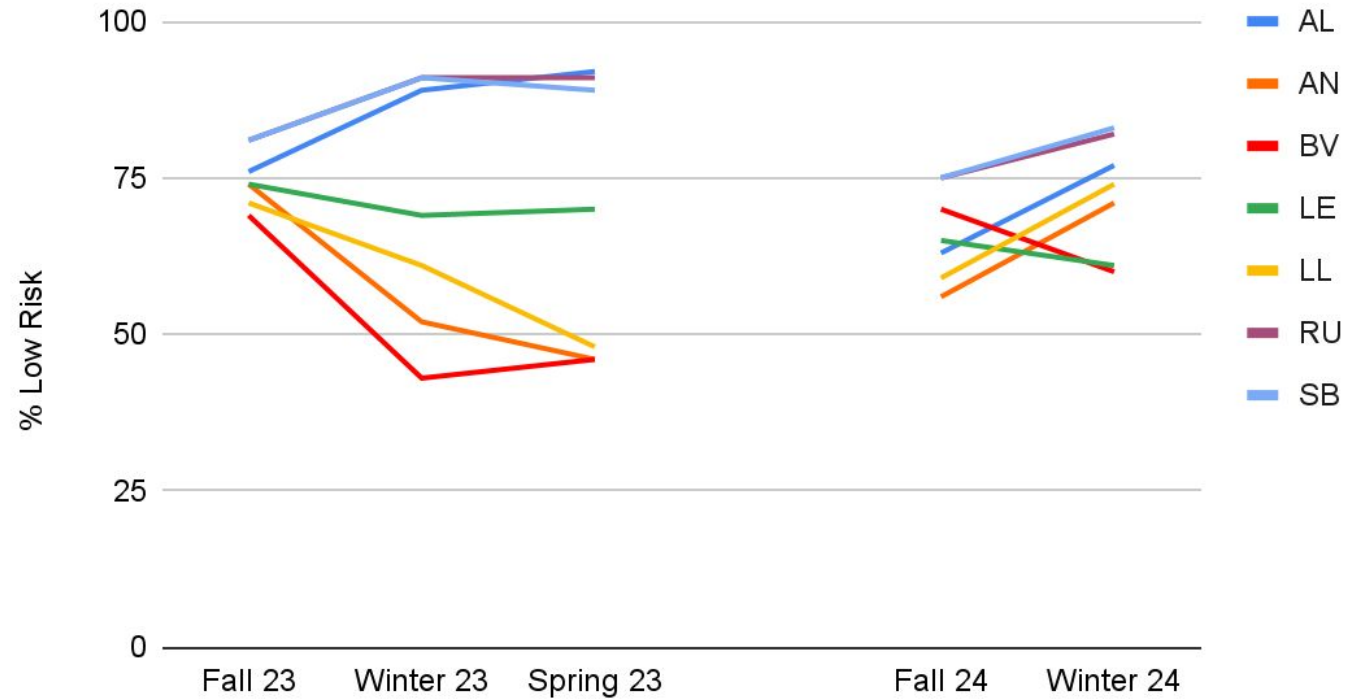
- Kindergarten class came in lower this fall -- went from 67% to 70% low risk
- First time in the last 3 years that kindergarten has improved as a district from fall to winter



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early Reading Kindergarten Highlights

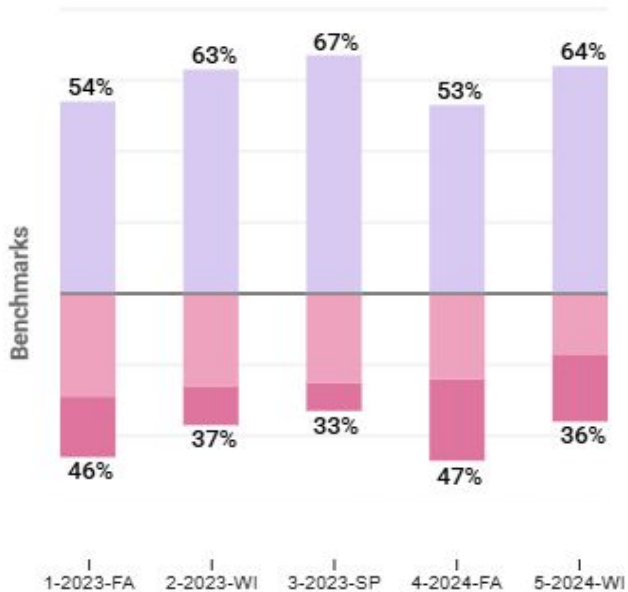
Low Risk % Over Time - earlyReading K



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ONE

+10% vs 2023-FALL



!! High Risk ! Some Risk low risk ☆ Advanced

earlyReading - Grade 1

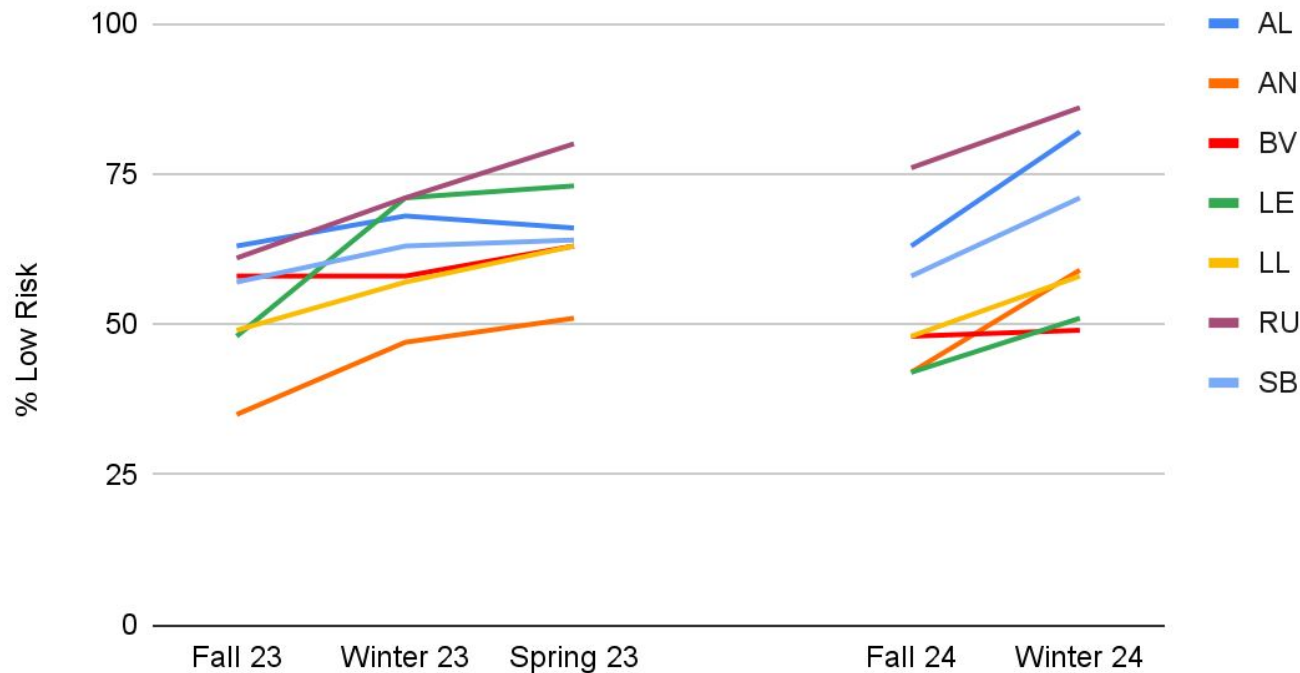
- Huge growth in first grade - 53% to 64% low risk
- Pattern of growth from Fall to Winter



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early Reading Grade 1 Highlights

Low Risk % Over Time - earlyReading G1



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aReading

What does aReading measure?

- General, grade-level literacy skills
- Assesses broad reading ability including phonics, vocabulary, comprehension, and morphology

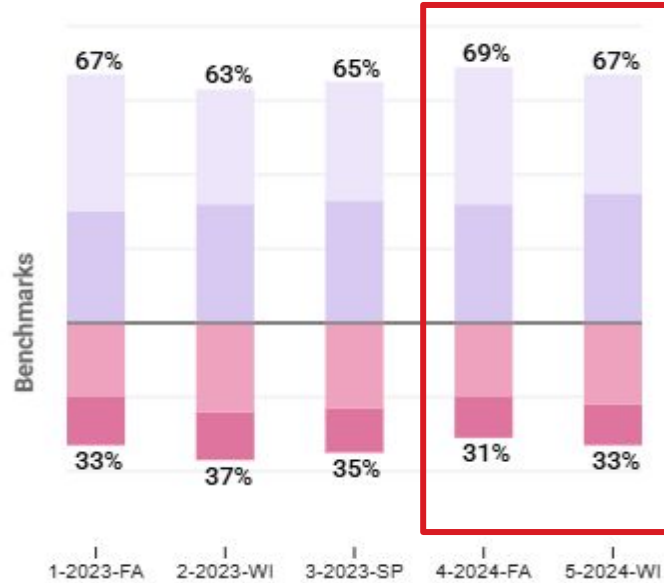
30 minutes, computer-based adaptive assessment



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DISTRICT

0% vs 2023-FALL



!! High Risk ! Some Risk low risk + Advanced

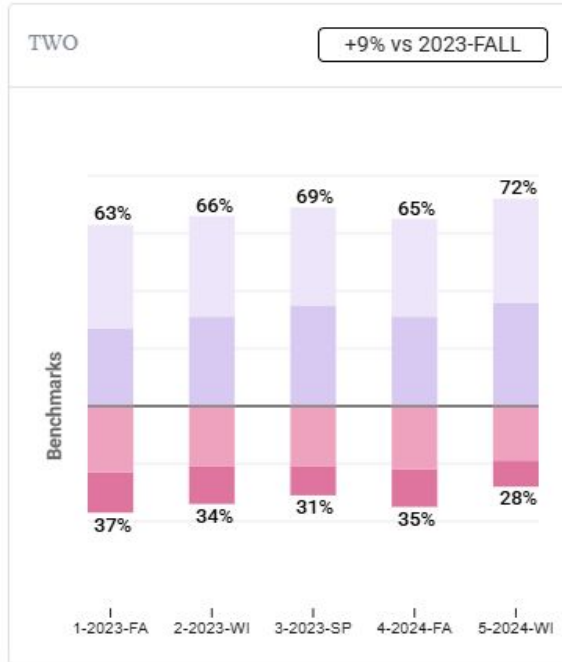
aReading - District

- Slight dip from fall to winter
- Overall an improvement over last year
 - Winter to winter (most stable)
 - Note: This is first year secondary students have taken FastBridge



Expect
More.

aReading - District (Grades 2/3)



!!! High Risk ! Some Risk low risk ☆ Advanced

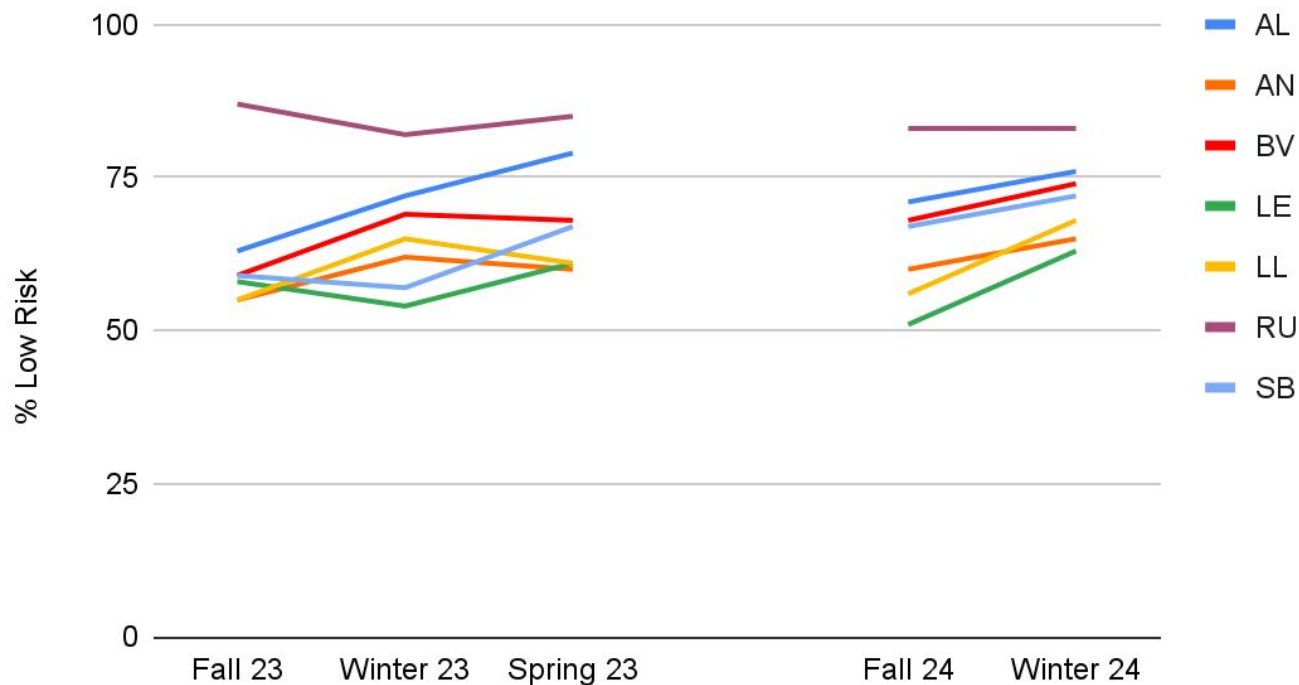
- Most growth in second grade from 65% to 72% low risk
 - Outperforming last year
- Third grade more stable at 71% low risk



Expect
More.

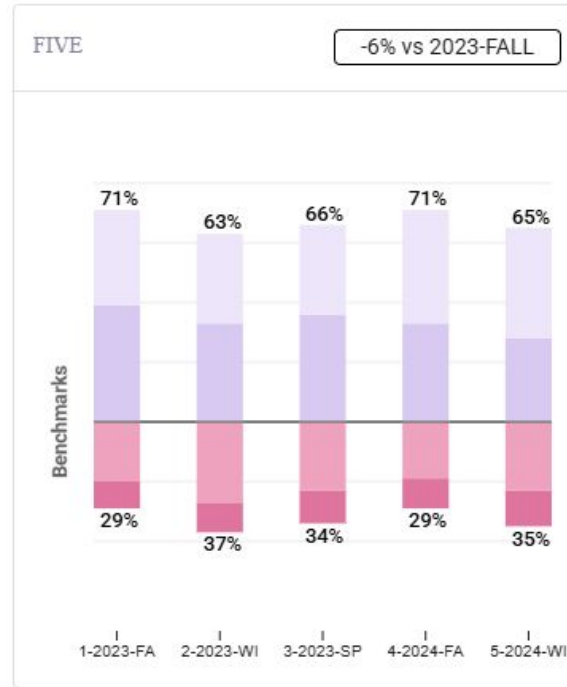
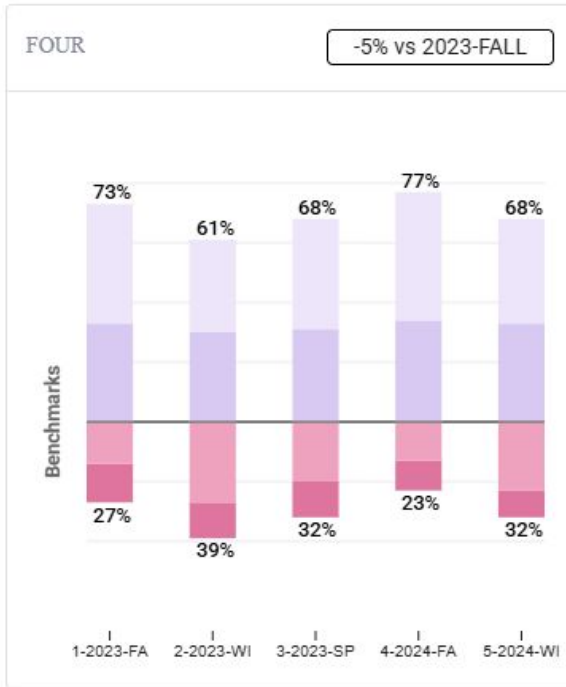
aReading Grade 2 Highlights

Low Risk % Over Time - aReading G2



Expect
More.

aReading - District (Grades 4/5)



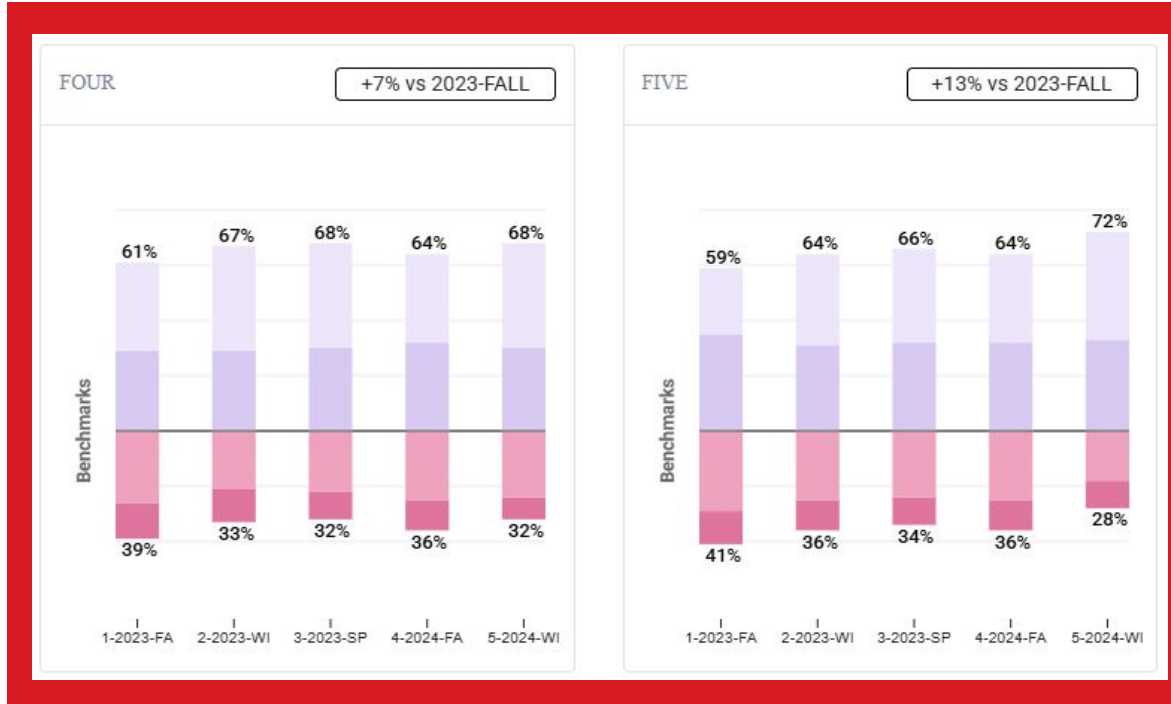
!!! High Risk ! Some Risk low risk ☆ Advanced

- Losses concentrated in upper elementary
 - Grade 4: 77% to 68%
 - Grade 5: 71% to 65%
- Modest winter to winter improvement



Expect
More.

CBMreading - District (Grades 4/5)



!!! High Risk ! Some Risk low risk ★ Advanced

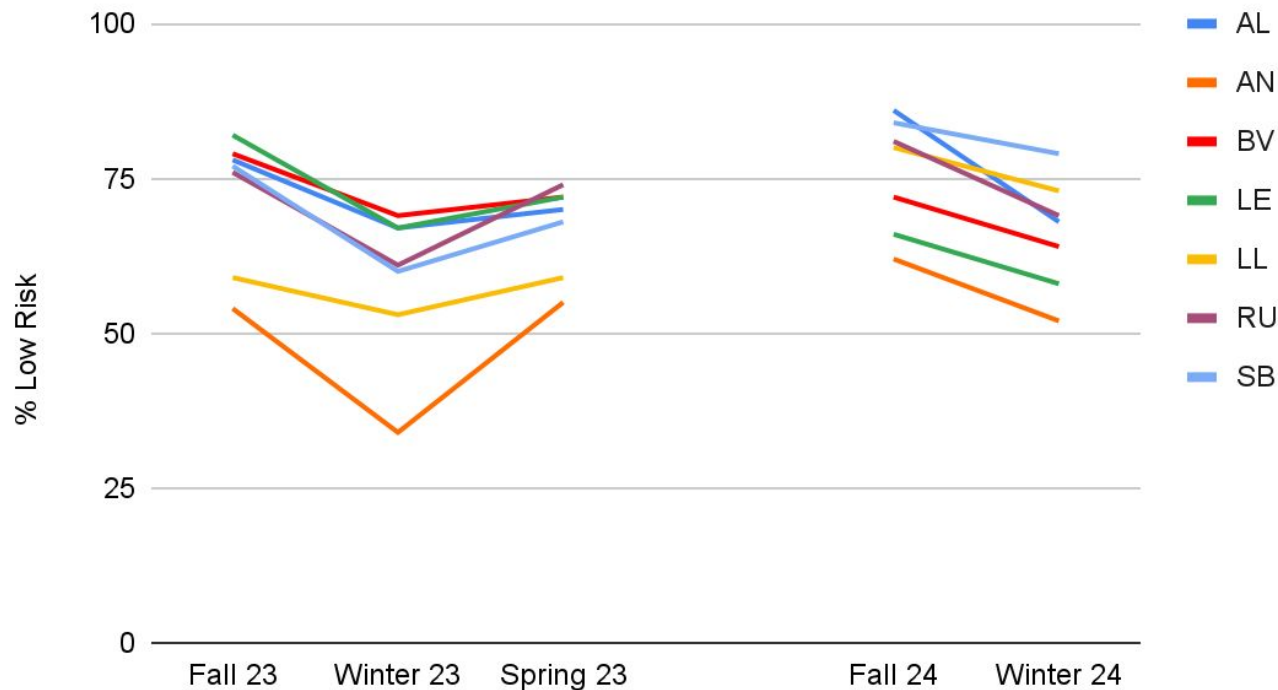
- CBMreading is a measure of oral reading fluency and accuracy
- Measure of foundational skills: Impacts the general reading ability and comprehension measured by aReading



Expect **More.**

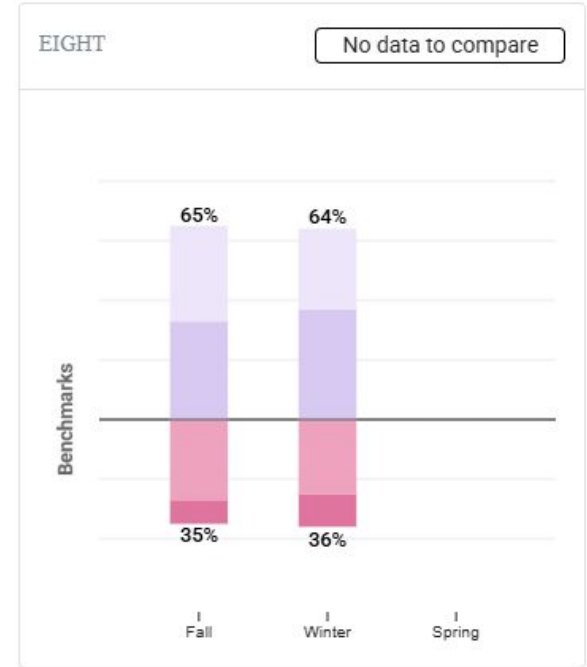
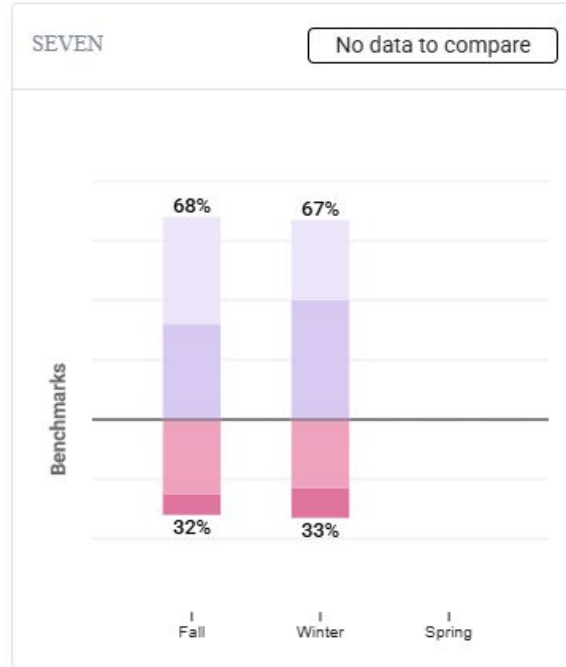
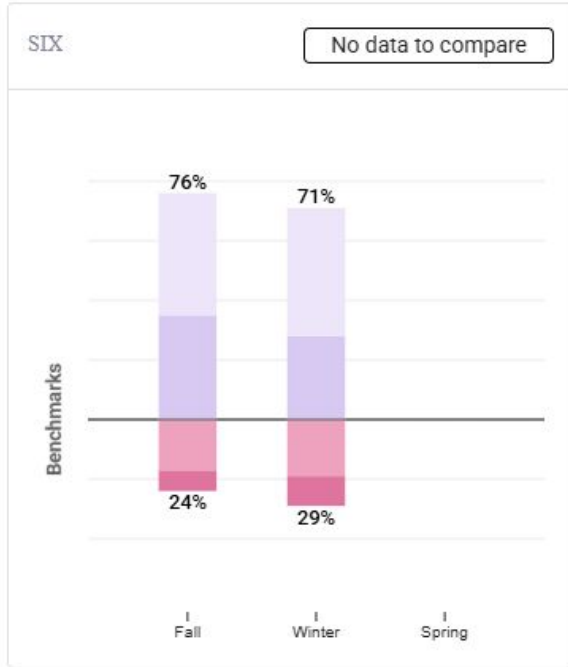
aReading Grade 4 Highlights

Low Risk % Over Time - aReading G4



Expect
More.

aReading - District (Grades 6/7/8)



!!! High Risk ! Some Risk low risk ★ Advanced

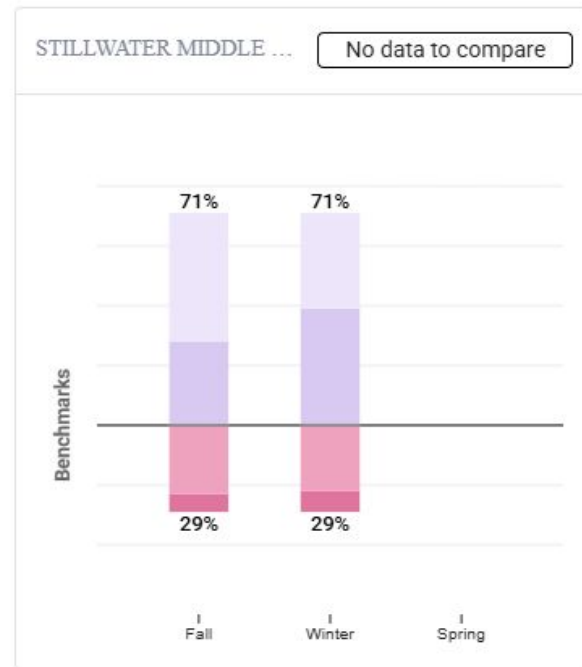
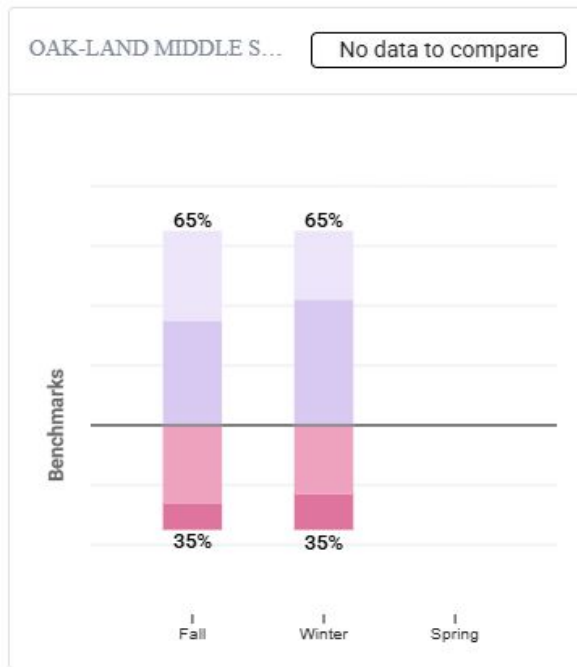


Expect
More.

aReading - Highlights (Grade 7)

Example used with
PLC leads:

**What do you
notice about
this data?**

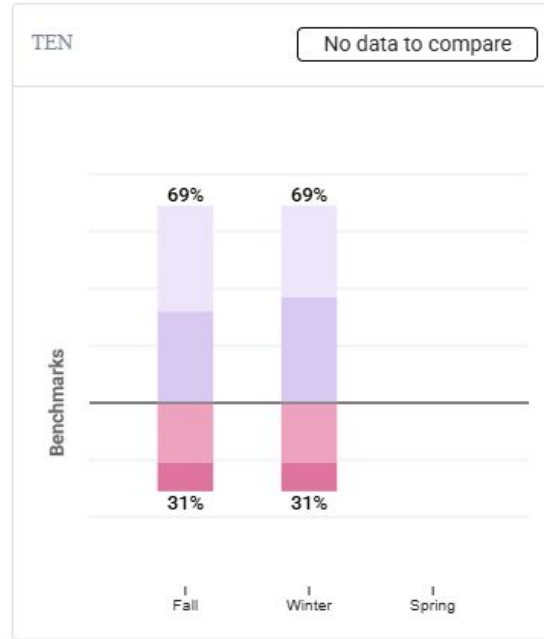
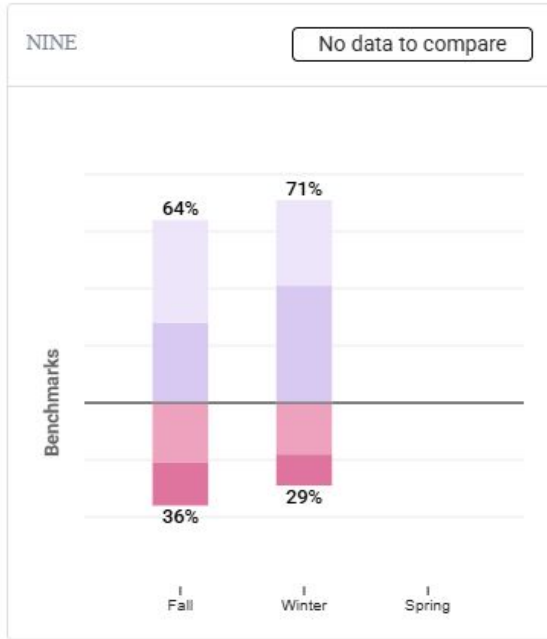


!!! High Risk ! Some Risk low risk Advanced



Expect
More.

aReading - District (Grades 9/10)



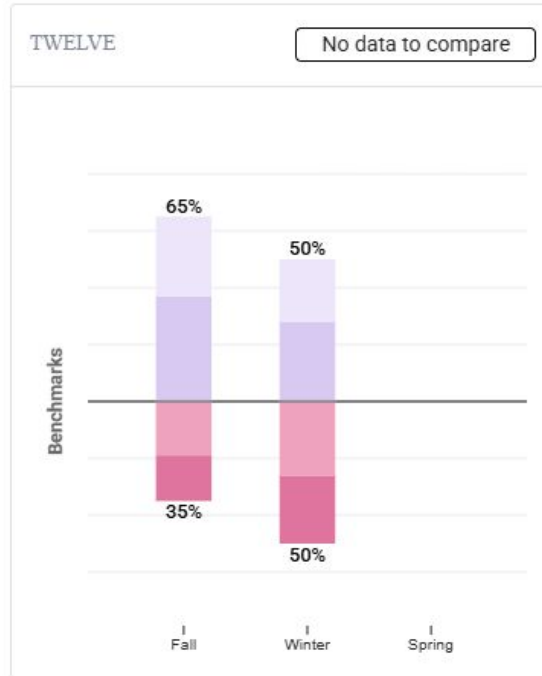
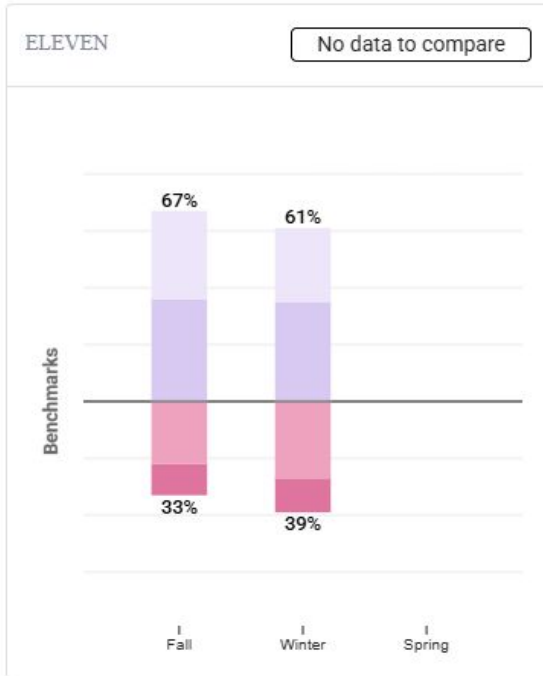
!!! High Risk ! Some Risk low risk ☆ Advanced

- Signs of growth in grade 9
 - 64% to 71% low risk
- Stable at grade 10 (69%)
- Still working on implementation to make sure all students are screened



Expect
More.

aReading - District (Grades 11/12)



- Dip in grade 11 from 67% to 61% low risk
- Drop in grade 12 from 65% to 50%
 - Only half of students screened
- Still working on implementation to make sure all students are screened

!!! High Risk ! Some Risk low risk ☆ Advanced



Expect
More.

FastBridge Reading Takeaways:

- Ability to identify areas of need and areas of growth
 - Down to school, grade, teacher level
- Strength in earlyReading as instructional practices change
- Need for aligned literacy curriculum in grades 4 and 5
- Pilot data in secondary shows areas of strength and need



Expect
More.



earlyMath

What does earlyMath measure?

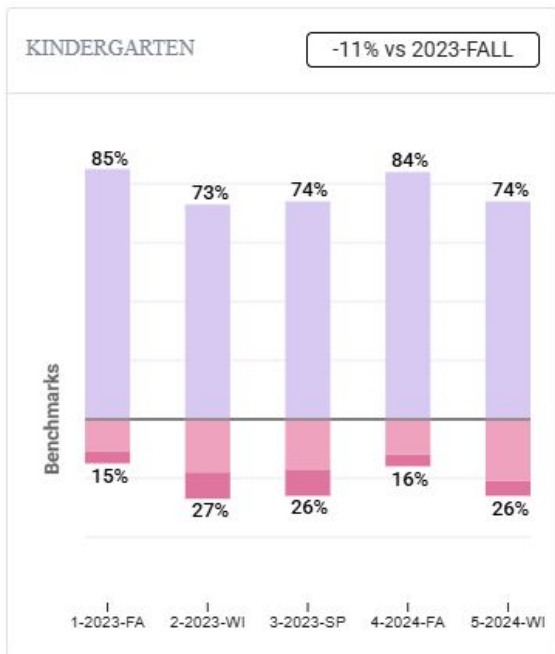
Foundational numeracy skills in the domains of number, relations, and operations

	Fall	Winter	Spring
Kindergarten	Matching Quantity Number Sequence Numeral Identification	Decomposing Numbers Number Sequence Numeral Identification	Decomposing Numbers Number Sequence Numeral Identification
1st Grade	Decomposing Numbers Number Sequence Numeral Identification	Decomposing Numbers Number Sequence Place Value	Decomposing Numbers Place Value Story Problems



Expect
More.

earlyMath - District



!! High Risk ! Some Risk low risk ★ Advanced

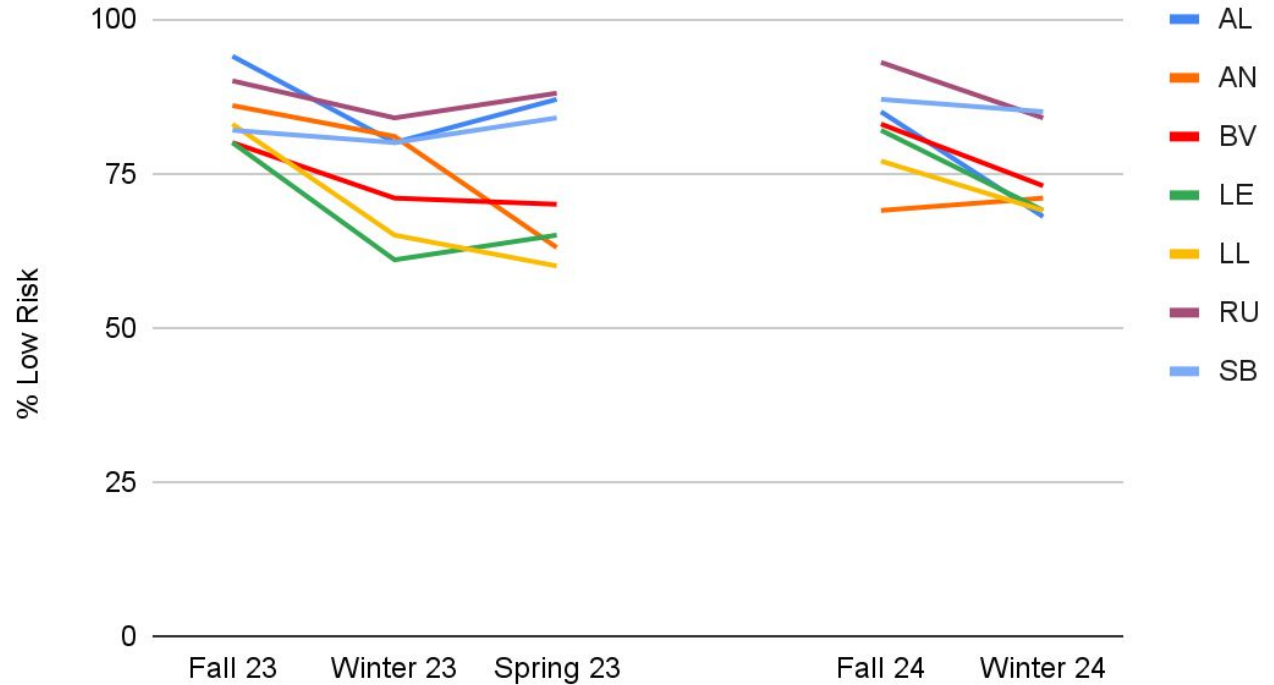
- Drop in Kindergarten from 84% to 74% low risk
 - Similar to last year
 - Consistent across schools
- Modest growth in first grade from 73% to 78% low risk



Expect
More.

earlyMath Kindergarten Highlights

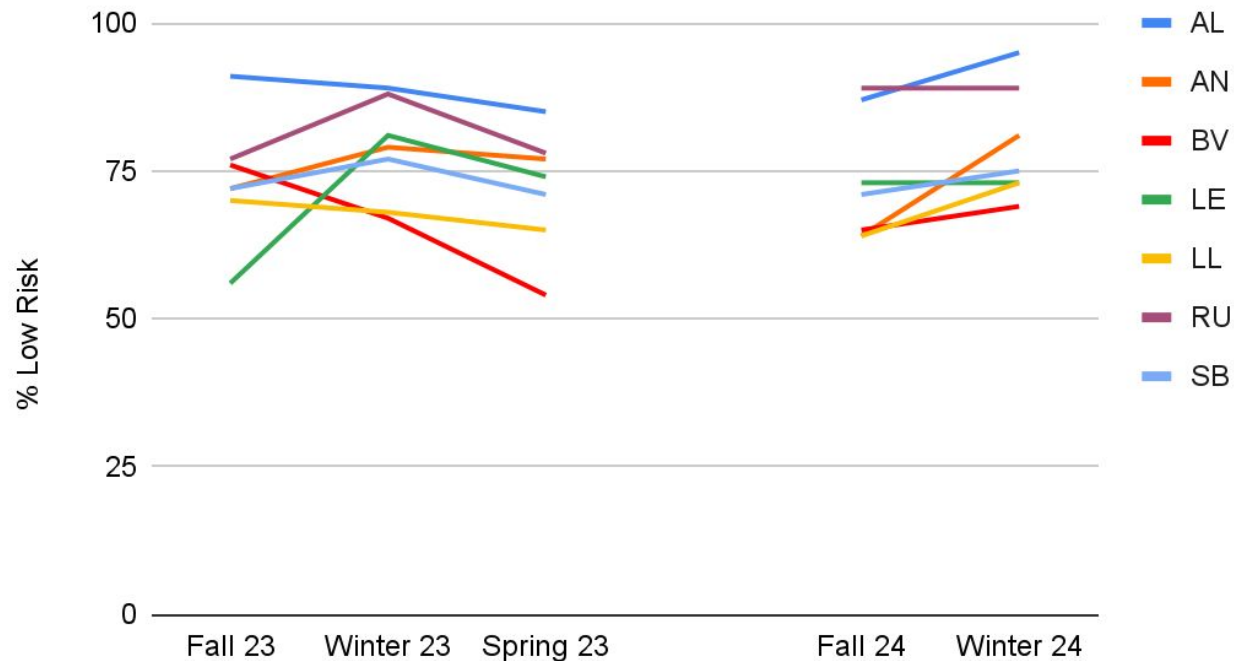
Low Risk % Over Time - earlyMath K



Expect
More.

earlyMath Grade 1 Highlights

Low Risk % Over Time - earlyMath G1



Expect
More.



aMath

What does aMath measure?

- General, grade-level math skills
- Assesses broad math abilities and predicts overall achievement in operations and algebraic thinking; number and operations in base ten; number and operations with fractions; measurement and data; and geometry

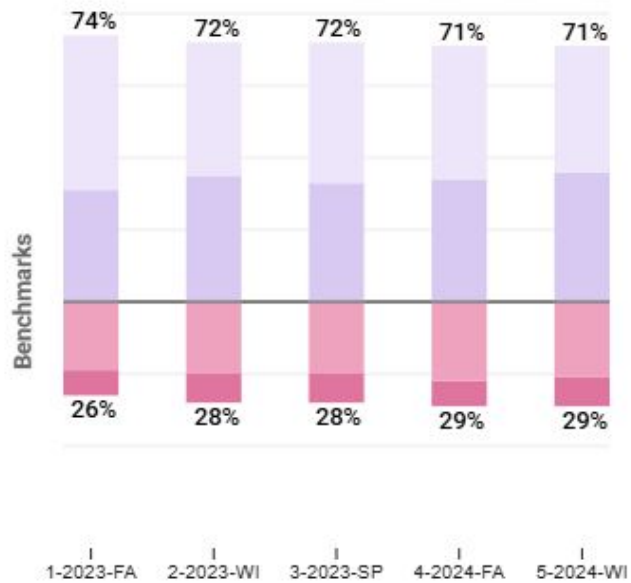
30 minutes, computer-based adaptive assessment



Expect
More.

DISTRICT

-3% vs 2023-FALL



!!! High Risk ! Some Risk low risk ★ Advanced

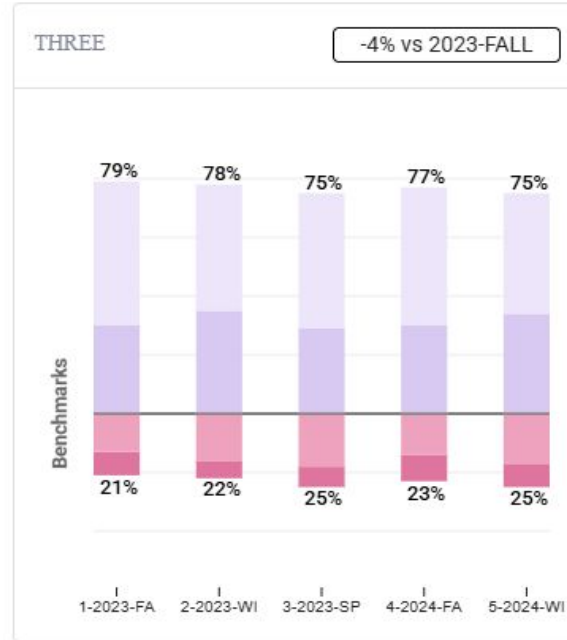
aMath - District

- Static from fall to winter
- Overall static from last year
 - Fall to fall shows a dip
 - Winter to winter (most stable)
 - Note: added secondary



Expect
More.

aMath - District (Grades 2/3)



!! High Risk ! Some Risk low risk ★ Advanced

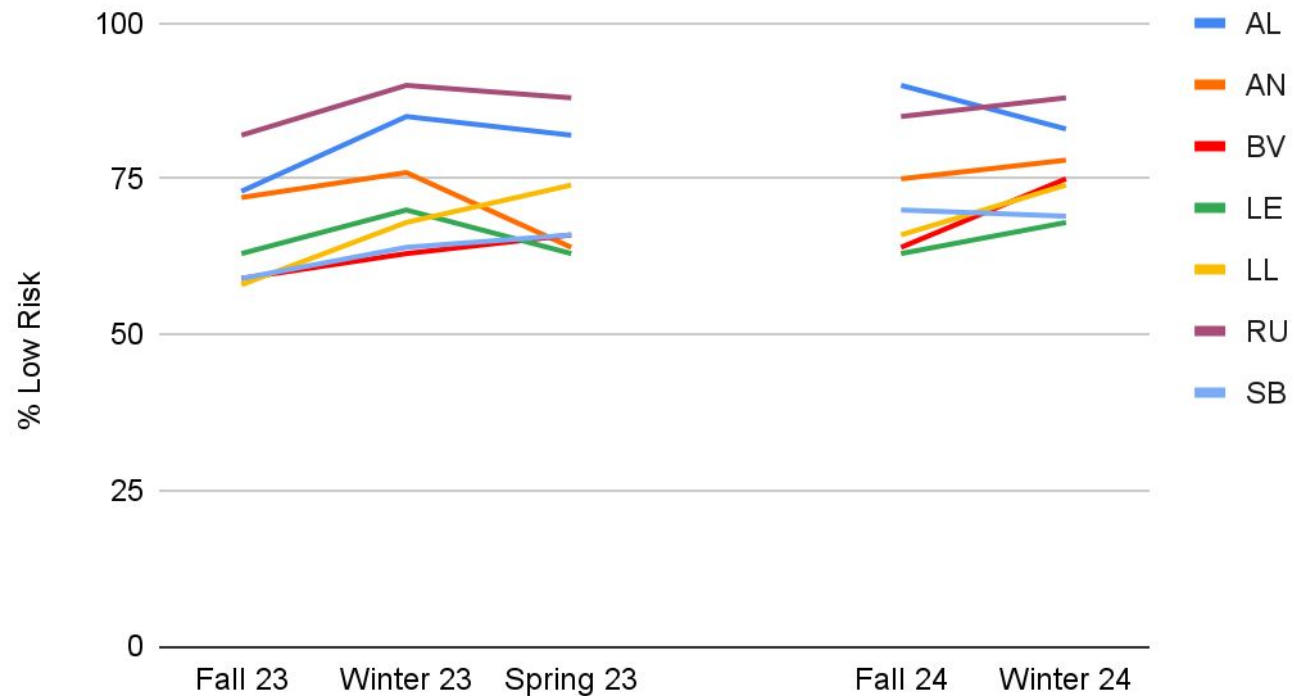
- Most growth in second grade from 72% to 76% low risk
 - Outperforming last year
- Third grade more stable at 75% low risk



Expect
More.

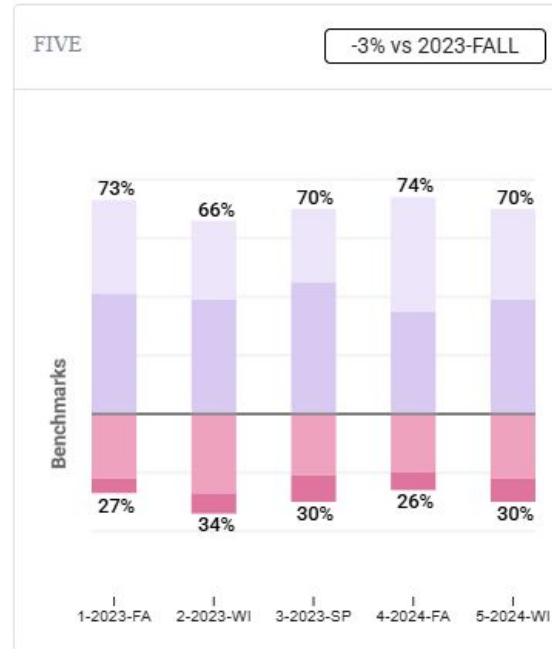
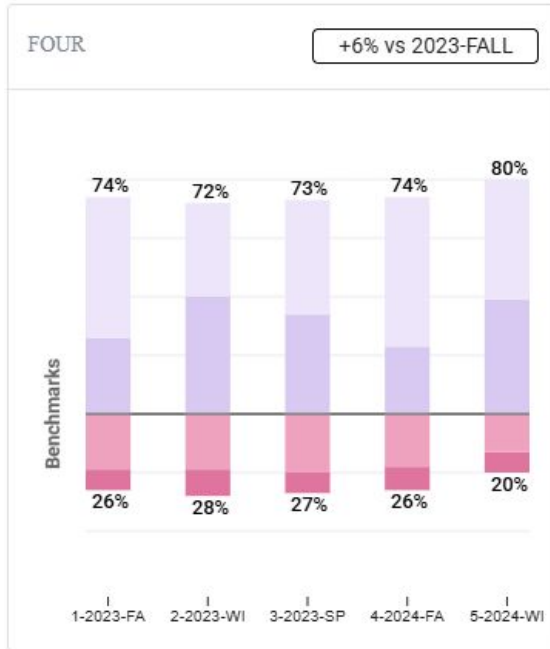
aMath Grade 2 Highlights

Low Risk % Over Time - aMath G2



Expect
More.

aMath - District (Grades 4/5)



!! High Risk ! Some Risk low risk + Advanced

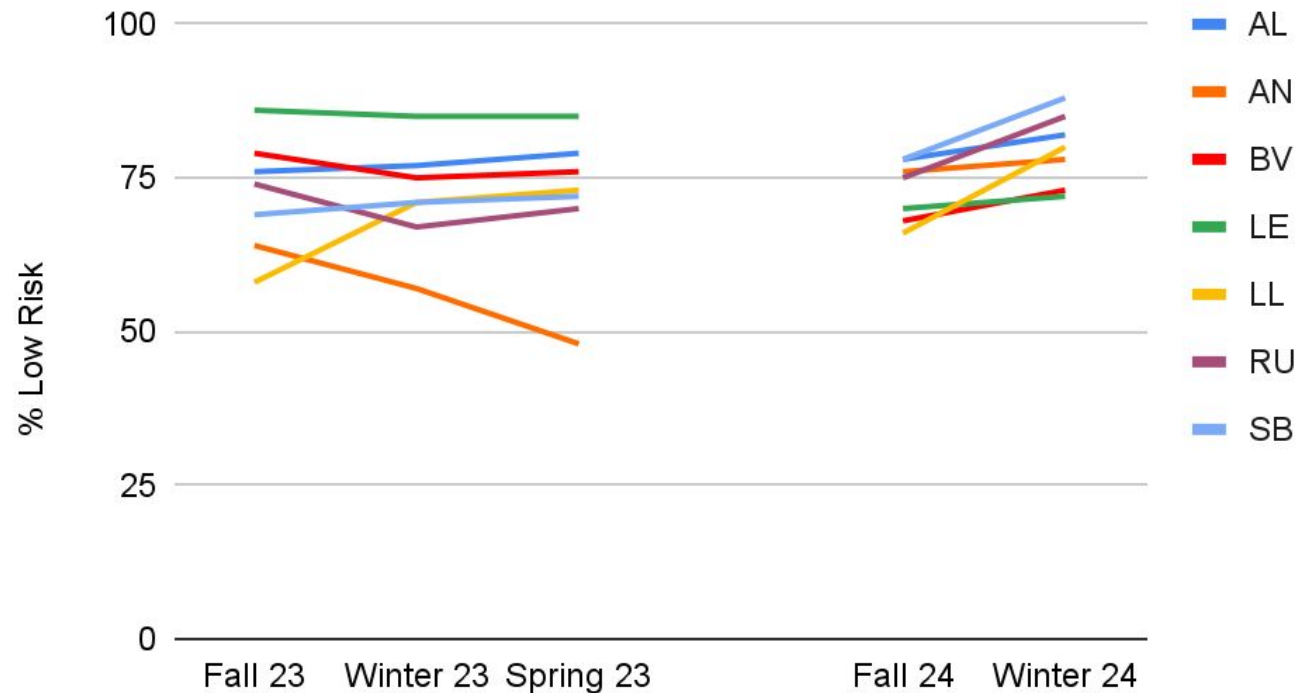
- Growth in grade 4 from 74% to 80% low risk
 - Marked difference from last year
- Drop in grade 5 from fall to winter (74% to 70%)
 - Winter to winter growth



Expect **More.**

aMath Grade 4 Highlights

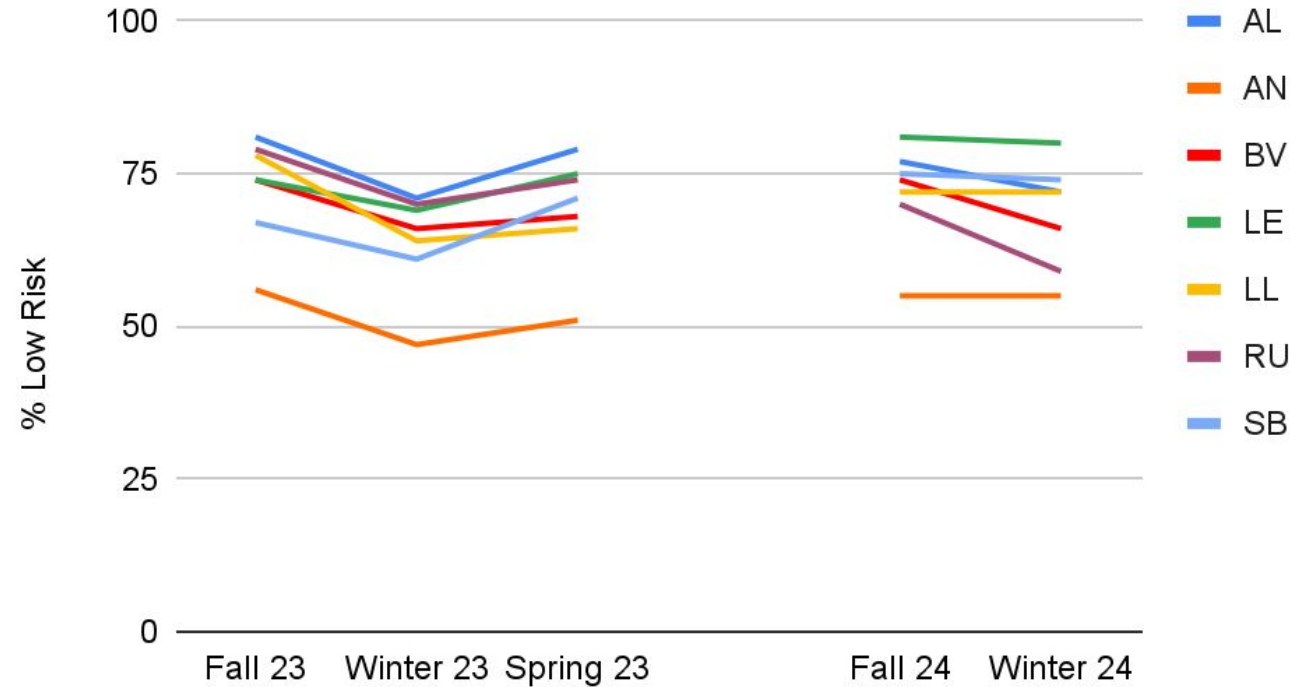
Low Risk % Over Time - aMath G4



Expect
More.

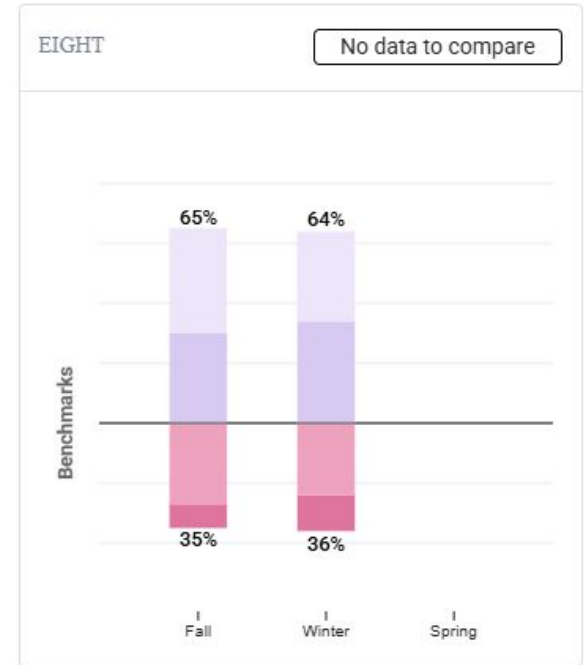
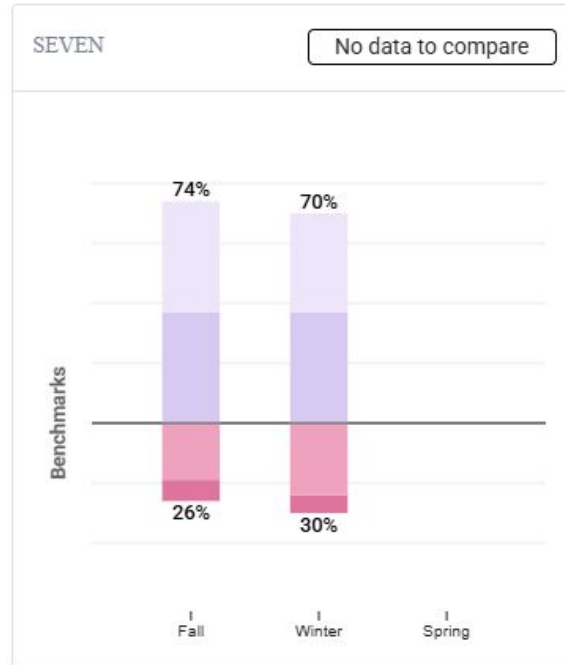
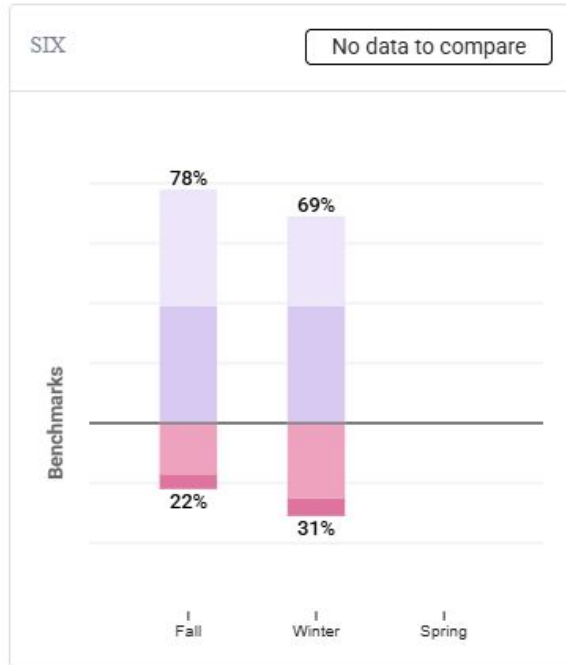
aMath Grade 5 Highlights

Low Risk % Over Time - aMath G5



Expect
More.

aMath - District (Grades 6/7/8)



!! High Risk ! Some Risk low risk Advanced



Expect
More.

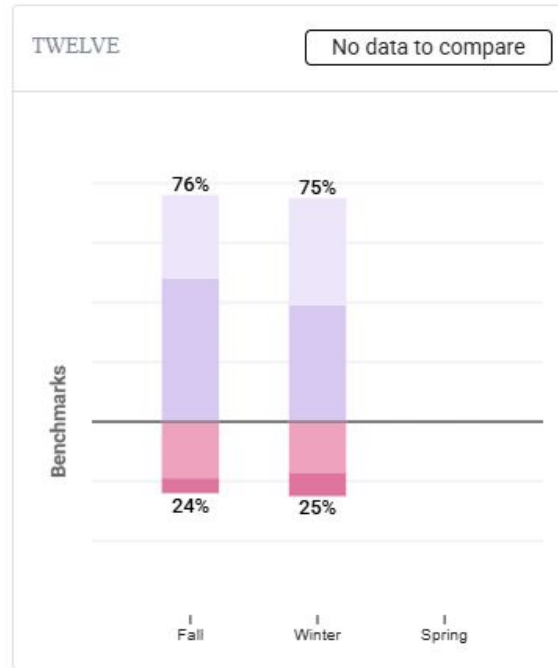
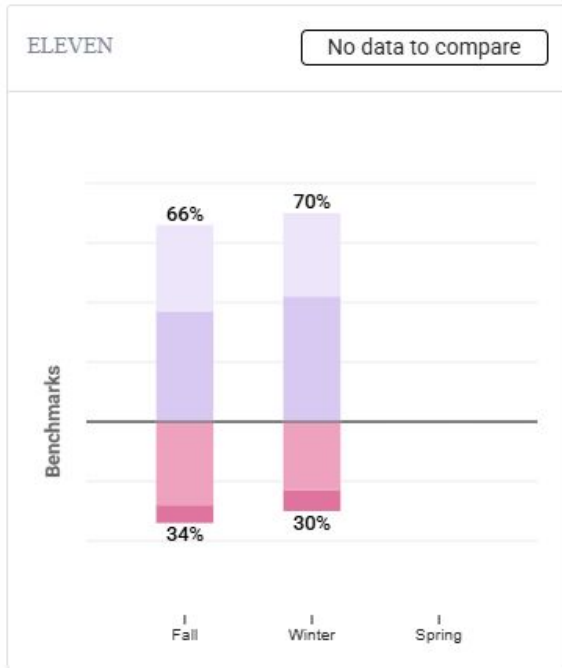
aMath - District (Grades 9/10)



- Signs of growth in grade 9
 - 61% to 66% low risk
- Stable at grade 10 (67% low risk)
- Still working on implementation to make sure all students are screened



aMath - District (Grades 11/12)



!! High Risk ! Some Risk low risk ★ Advanced

- Signs of growth in grade 11 from 66% to 70% low risk
- Stable in 12th grade (75% low risk)
- Still working on implementation to make sure all students are screened



Expect
More.

Math FastBridge Takeaways

- Ability to identify areas of need and areas of growth
 - Down to school, grade, teacher level
- Need to strengthen kindergarten math
- Continued push for rigor in math in grades 4 and 5
- Pilot data in secondary shows areas of strength and need



Expect
More.



Questions



Data Appendix

early
Reading
Kindergarten
Highlights

	Fall 23	Winter 23	Spring 23	Fall 24	Winter 24
AL	76	89	92	63	77
AN	74	52	46	56	71
BV	69	43	46	70	60
LE	74	69	70	65	61
LL	71	61	48	59	74
RU	81	91	91	75	82
SB	81	91	89	75	83



Expect
More.

early Reading Grade 1 Highlights

	Fall 23	Winter 23	Spring 23	Fall 24	Winter 24
AL	63	68	66	63	82
AN	35	47	51	42	59
BV	58	58	63	48	49
LE	48	71	73	42	51
LL	49	57	63	48	58
RU	61	71	80	76	86
SB	57	63	64	58	71



Expect
More.

aReading Grade 2 Highlights

	Fall 23	Winter 23	Spring 23	Fall 24	Winter 24
AL	63	72	79	71	76
AN	55	62	60	60	65
BV	59	69	68	68	74
LE	58	54	61	51	63
LL	55	65	61	56	68
RU	87	82	85	83	83
SB	59	57	67	67	72



Expect
More.

aReading Grade 4 Highlights

	Fall 23	Winter 23	Spring 23	Fall 24	Winter 24
AL	78	67	70	86	68
AN	54	34	55	62	52
BV	79	69	72	72	64
LE	82	67	72	66	58
LL	59	53	59	80	73
RU	76	61	74	81	69
SB	77	60	68	84	79



Expect
More.

earlyMath Kindergarten Highlights

	Fall 23	Winter 23	Spring 23	Fall 24	Winter 24
AL	94	80	87	85	68
AN	86	81	63	69	71
BV	80	71	70	83	73
LE	80	61	65	82	69
LL	83	65	60	77	69
RU	90	84	88	93	84
SB	82	80	84	87	85



Expect
More.

earlyMath Grade 1 Highlights

	Fall 23	Winter 23	Spring 23	Fall 24	Winter 24
AL	91	89	85	87	95
AN	72	79	77	64	81
BV	76	67	54	65	69
LE	56	81	74	73	73
LL	70	68	65	64	73
RU	77	88	78	89	89
SB	72	77	71	71	75



Expect
More.

aMath Grade 2 Highlights

	Fall 23	Winter 23	Spring 23	Fall 24	Winter 24
AL	73	85	82	90	83
AN	72	76	64	75	78
BV	59	63	66	64	75
LE	63	70	63	63	68
LL	58	68	74	66	74
RU	82	90	88	85	88
SB	59	64	66	70	69



Expect
More.

aMath Grade 4 Highlights

	Fall 23	Winter 23	Spring 23	Fall 24	Winter 24
AL	76	77	79	78	82
AN	64	57	48	76	78
BV	79	75	76	68	73
LE	86	85	85	70	72
LL	58	71	73	66	80
RU	74	67	70	75	85
SB	69	71	72	78	88



Expect
More.

aMath Grade 5 Highlights

	Fall 23	Winter 23	Spring 23	Fall 24	Winter 24
AL	81	71	79	77	72
AN	56	47	51	55	55
BV	74	66	68	74	66
LE	74	69	75	81	80
LL	78	64	66	72	72
RU	79	70	74	70	59
SB	67	61	71	75	74



Expect
More.

2025-26 Preliminary Budget Guidelines & Assumptions

The purpose of Stillwater Area Public Schools is to inspire curiosity and the love of learning in every child. We provide a wide range of engaging learning opportunities to build the resilience and empathy learners need to successfully navigate their futures.

We are committed to creating a culture that supports students and staff so that they can be their best. To that end, district leaders are utilizing a Priority-Based Budgeting (PBB) process to ensure money is being invested in areas that support the district's goals. PBB identifies the programs that offer the highest value and continues to provide funding for them, while fixing, replacing or eliminating programs or services that have shown limited value or success.

Priority-Based Budgeting Framework:



Source: [Government Finance Officers Association](#)

The preliminary budget is being established to mirror the beliefs of the district and align with the strategic plan's directions, objectives and key initiatives.

Beliefs:

- Everyone belongs
- Everyone has a voice
- All students deserve an excellent education
- The whole child matters
- Curiosity thrives here

Strategic Directions:

- Strategic Direction A: Ensure the learning process is adaptable to meet individual student needs
- Strategic Direction B: Foster a safe, welcoming and inclusive environment for all staff and students
- Strategic Direction C: Utilize systems and align resources in an efficient manner to support learning
- Strategic Direction D: Develop strong partnerships with the communities we serve



Strategic Plan Objectives:

The objectives of our strategic plan are based on the Minnesota Department of Education’s Comprehensive Achievement and Civic Readiness goals.* Each year, our school board members and district staff work together to set goals in each of the five focus areas. Goals may range from one to three years in length.

Strategic Plan/Comprehensive Achievement and Civic Readiness Objectives

- All children are ready for school
- All students can read at grade level beginning in Kindergarten
- All racial and economic achievement gaps are closed
- All students are ready for career and college
- All students graduate from high school

*Minnesota Statute 120B.11

Strategic Plan Key Initiatives:

- Literacy
- School Culture, Equity & Inclusion
- Social Emotional Learning

Preparing Preliminary Budget Calculations:

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

2025-2026 Revenue Projections

- Revenue will be calculated using the current formula allowances in State legislation.
- Levy revenue will be based on the amount certified by the School Board on December 17, 2024, with adjustments for enrollment, as necessary
- Federal revenue, including entitlements, will be based on preliminary information provided by the Minnesota Department of Education (MDE) & district estimates

2025-2026 Expenditure Projections

- Expenditure projections are based on actual salaries and benefits, honoring all labor agreements
- Staffing allocations are based on projected enrollment
- Benefit rates will include changes in rates for medical & dental insurance, pension contributions (PERA, TRA), or other changes to benefit plans
- Projections for certain non-salary expenditures will include adjustments for inflation
- Use of restricted fund balance for next fiscal year must follow Policy 714 & statutory guidance

Fund Balance: In accordance with Policy 714 – Fund Balances, the school district will strive to maintain a minimum unassigned general fund balance of five (5) percent of the annual general fund budget.

Presenting the 2025-2026 Budget:

Timeline: A 2025-2026 budget timeline will be shared with the School Board and published in the [Business & Finance](#) section of our website.

Presentation Format: Summary information will be presented by fund, in addition to comparisons of revenue, expenditures and changes in fund balance. The preliminary budget document will include an overview of the district and goals of the strategic plan, enrollment projections and trends, staffing allocation ratios, in addition to budget summaries by fund that will highlight key areas that have changed for the upcoming fiscal year.

The Preliminary Budget: In accordance with Policy 701 – Establishment and Adoption of School District Budget, the School Board shall approve and adopt its initial revenue and expenditure budgets for the next school year prior to July 1 of each year. Preliminary Budget documents and presentations will be available on the [Business & Finance website](#).



Expect
More.

Fiscal Forecast

Presented to the School Board

**Marie Schrul
Chief Financial Officer**

February 18, 2025

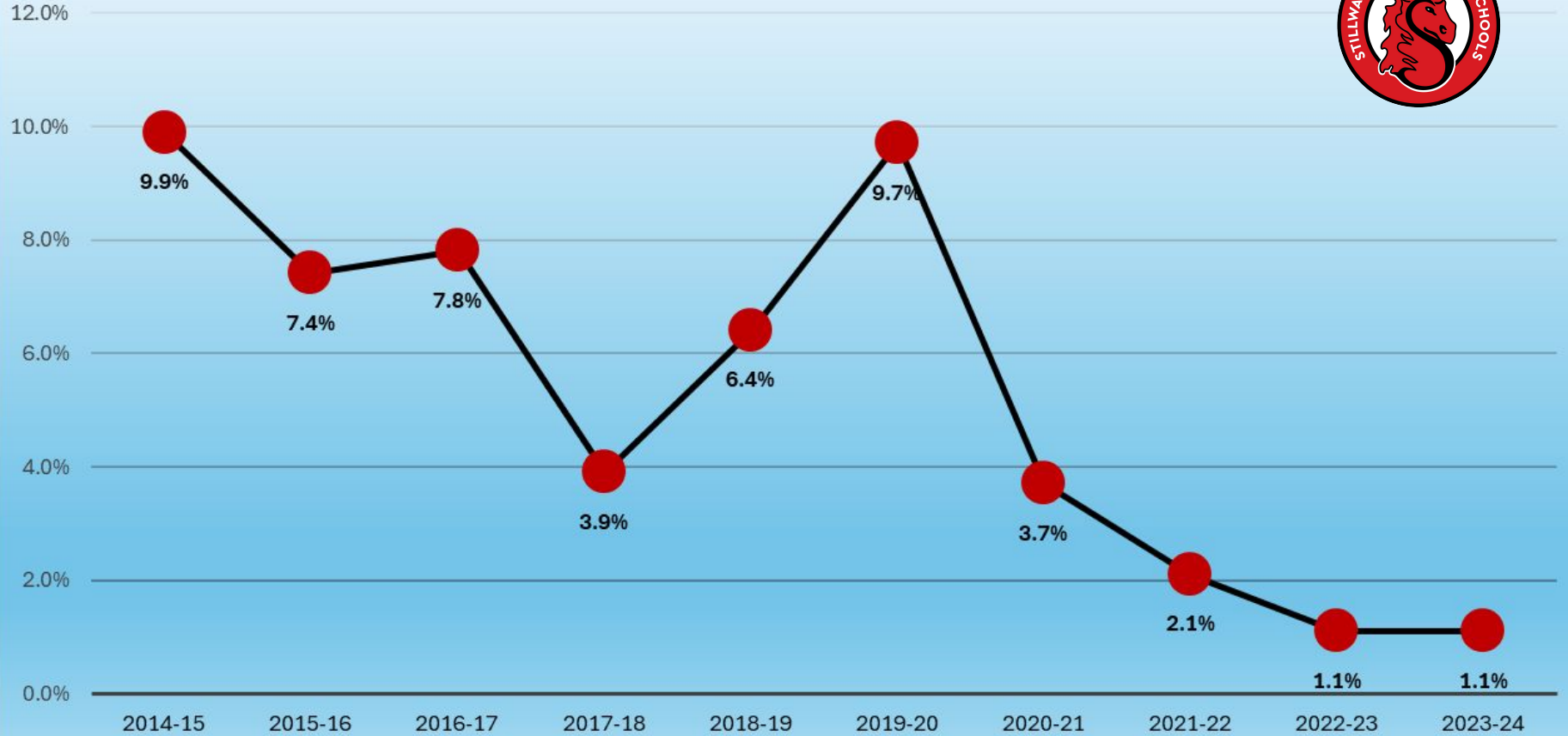
Current Financial Reality

- Unfunded state mandates
- Legislation impacting revenue
- Inflation and rising costs
- Projected enrollment levels
- One-time only funding (federal grant carryover not available in FY26)



Expect
More.

Unassigned Fund Balance History



General Fund Fiscal Forecast Assumptions: Revenue (in millions)

(Current fiscal year (FY25) is the baseline budget year)

Revenue Category	FY25 Prelim. Budget	FY26 Projected	Difference	FY26 & FY27 Projection Assumptions
Budgeted Enrollment	8,259	8,205	-54 students	FY26 projected enrollment levels are lower at Gr 1-2. FY27 projected increase of 0.5 –1% of total enrollment
State Aid (excluding Sped, Comp Ed, EL)	\$72.2	\$73.9	\$1.7	Projected 2% annual increase to general ed. basic aid formula for FY26 & FY27
Compensatory Education	2.0	1.7	-0.3	MDE's FY26 calculation only includes Direct Certification economic indicators as of 10/1/24 (a \$300,000 loss). Assuming no change for FY27.
Special Education	22.9	22.9	0.0	Cross subsidy rate increases to 50% in FY27
English Learner (EL)	0.5	0.7	0.2	In FY26, LEP rate increases from \$1,228 to \$1775; Concentration rate increases from \$436 to \$630
Levy	44.0	46.4	2.4	Based on certified Pay 2025 levy, current law & projected enrollment
Federal	3.7	2.3	-1.4	Federal grant funding not available in FY26 and beyond (i.e. carryover funds spent in FY25)
Other	<u>4.0</u>	<u>4.0</u>	<u>0.0</u>	Same level as FY25 (includes student activity funds, athletics, interest, grants)
Total	\$149.3	\$151.9	\$2.6	

General Fund Fiscal Forecast Assumptions: Expenditures (in millions)

(Current fiscal year (FY25) is the baseline budget year)

Expenditure Category	FY25 Prelim. Budget	FY26 Projected	Difference	FY26 & FY27 Projection Assumptions
Salaries	\$72.9	\$76.2	\$3.3	Assuming current FY25 staffing levels as of 7/1/24, negotiated agreements, (steps & lanes, where applicable), COLA % included
Benefits	35.5	37.4	1.9	Inflation, add'l benefit costs and changes in legislation included in projections
Purchased Services	25.9	26.7	0.8	Cost of inflation included in projections
Supplies, Materials, Other	15.9	16.4	0.5	Cost of inflation included in projections
New Curriculum Requirements	<u>0</u>	<u>1.4</u>	<u>1.4</u>	Estimated costs for curriculum
Total	\$150.2	\$158.1	\$7.9	



Expect
More.

General Fund Fiscal Forecast FY26-FY27 (in millions)

	FY24 Actual	FY25 Prelim. Budget	FY26 Projected	FY27 Projected
Revenue	\$142.6	\$149.3	\$151.9	\$152.1
Expenditures	<u>-144.9</u>	<u>-150.2</u>	<u>-158.1</u>	<u>-157.7</u>
Balance	-2.3	-0.9	-6.2	-5.6
Use of Restricted Fund Balance*	<u>2.3</u>	<u>0.9</u>	<u>1.4</u>	<u>0.0</u>
Surplus/(Shortfall)	\$0.0	\$0.0	\$-4.8	\$-5.6

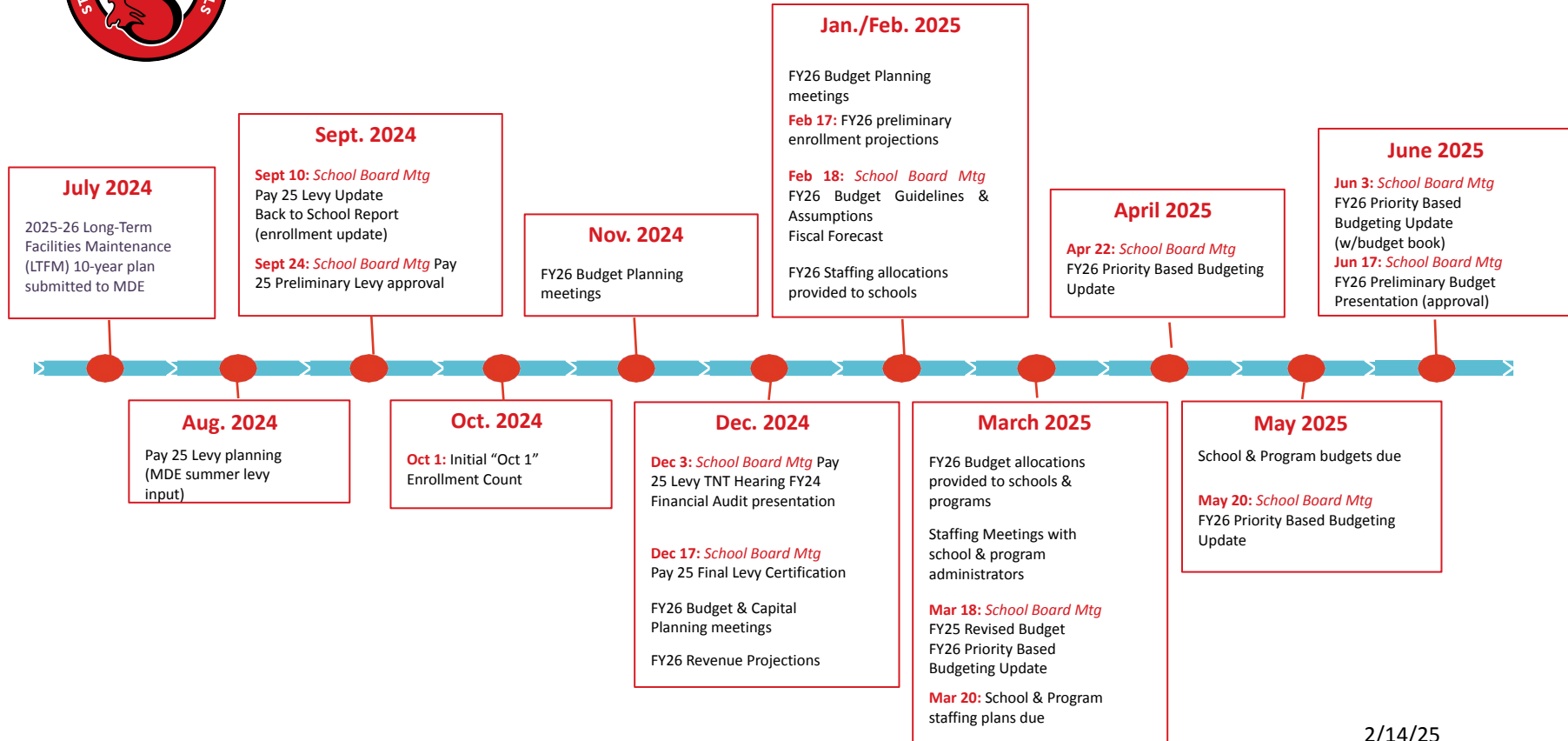
*Restricted - Operating Capital fund balance used in:
 FY24: capital projects at sites, technology licenses & curriculum
 FY25: wireless network
 FY26: curriculum (unfunded by State)



Expect
More.



2025-26 Budget Timeline





Questions

STUDENTS

Distribution of Non School-Sponsored Materials on School Premises by Students and Employees	505	Adopted:	3 Years
--	------------	-----------------	----------------

I. PURPOSE

The purpose of this policy is to protect the exercise of students’ and employees’ free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

- A.** The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B.** To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

- A.** “Distribute” or “Distribution” means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B.** “Nonschool-sponsored material” or “unofficial material” includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C.** “Obscene to minors” means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

- D. "Minor" means any person under the age of eighteen (18).
- E. "Material and substantial disruption" of a normal school activity means:
 - 1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

IV. **GUIDELINES**

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
 - 1. is obscene to minors;
 - 2. is libelous or slanderous;
 - 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 - 4. advertises or promotes any product or service not permitted to minors by law;
 - 5. advocates violence or other illegal conduct;
 - 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
 - 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
 - 1. whether the material is educationally related;

2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No non school-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. DISCIPLINARY ACTION

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

VIII. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

Legal References:

- U. S. Const., amend. I*
- Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)*
- Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675 (1986)*
- Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)*
- Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)*
- Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)*
- Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir.*

2011), cert. denied 565 U.S. 1036 (2011)

Cross Reference

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)

MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

STUDENTS

Distribution of Non School-Sponsored Materials on School Premises by Students and Employees	505	Adopted:	3 Years
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I. PURPOSE

The purpose of this policy is to protect the exercise of students’ and employees’ free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

- A.** The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B.** To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

- A.** “Distribute” or “Distribution” means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B.** “Nonschool-sponsored material” or “unofficial material” includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C.** “Obscene to minors” means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

- D. "Minor" means any person under the age of eighteen (18).
- E. "Material and substantial disruption" of a normal school activity means:
 - 1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

IV. **GUIDELINES**

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
 - 1. is obscene to minors;
 - 2. is libelous or slanderous;
 - 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 - 4. advertises or promotes any product or service not permitted to minors by law;
 - 5. advocates violence or other illegal conduct;
 - 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
 - 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
 - 1. whether the material is educationally related;

2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No non school-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. DISCIPLINARY ACTION

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

VIII. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

Legal References:

- U. S. Const., amend. I*
- Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)*
- Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675 (1986)*
- Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)*
- Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)*
- Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)*
- Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir.*

2011), cert. denied 565 U.S. 1036 (2011)

Cross Reference

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)

MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

STUDENTS

Personal Electronic Communication Devices	524.5	Adopted:	Three Years

I. PURPOSE

The objective of this policy is to support the school district’s focus on learning in alignment with the district’s mission to ignite students’ passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools. Possession and use of personal electronic communication devices must be regulated to ensure that such devices do not disrupt or interfere with the education process or school operations, impair the safety, welfare, and privacy of students and staff, or are used as part of an act of academic dishonesty.

II. GENERAL STATEMENT OF POLICY

To minimize the impact of personal electronic communication devices on student behavior, mental health, and academic attainment and to support school environments in which students can engage fully with their classmates, their teachers, and instruction, the school board has determined the use of personal electronic communication devices by students during school hours should be limited.

III. DEFINITIONS

- A. “Bell-to-Bell” means from when the first bell rings at the start of the school day to begin instructional time until the dismissal bell rings at the end of the academic school day. “Bell-to bell” includes lunch and time in between class periods.
- B. “Cell Phone” means a personal device capable of making calls, transmitting pictures or video, or sending or receiving messages through electronic means. The definition of cell phone includes a non-smart phone that is limited to making phone calls or text messages and a smartphone that encompasses the above features.
- C. “Cyberbullying” means bullying using technology or other electronic communication, including but not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device.
- D. “Instructional Time” means any structured or unstructured learning experiences that occur from when the first bell rings at the start of the school day until the dismissal bell rings at the end of the academic school day.

- E. “Personal Electronic Communication Device” means any personal device capable of connecting wirelessly to a cell phone, the internet, a cellular or Wi-Fi network, or directly connects to another similar device. Personal electronic communication devices may include cell phones, wearable devices such as smart watches, personal headphones, earbuds or pods, laptops, tablets, virtual reality devices, and other personal electronic communication devices with the above mentioned characteristics.
- F. “Stored” means a cell phone or personal electronic communication device not being carried on the student’s person, including not in the student’s pocket. Storage options may include, but are not limited to, in the student’s backpack, in the student’s locker, in a locked pouch, or in a designated place in the classroom, as determined by school administration.

IV. PERSONAL ELECTRONIC COMMUNICATION DEVICE USE AND STORAGE

A. Personal Electronic Communication Device Use

- 1. All students (preK-12) are prohibited from using personal electronic communication devices on school premises from bell-to-bell, which includes but is not limited to instructional time, lunch periods, recess, school-sponsored programs, events or activities, or any other time during the designated school day.
- 2. All personal electronic communication devices shall be kept in designated areas and turned off.

B. Off-Campus School-Sponsored Activities

School administration may establish guidelines for personal electronic communication device possession and use during off-campus school-sponsored activities, such as extracurricular activities, outdoor and service trips, and school field trips. These guidelines will be provided at pre-activity meetings, activity-specific permission slips, and by other means as appropriate in the circumstances.

V. LIMITATIONS ON USE OF AND STORAGE OF PERSONAL ELECTRONIC COMMUNICATION DEVICES

A. Limitations on Use of Personal Electronic Communication Devices

- 1. Personal electronic communication devices may not be used in any manner that causes or results in disruption of the educational environment or school-sponsored extracurricular activities or events or impairs or interferes with school district operations.
- 2. Devices, including but not limited to personal electronic communication devices, with audio, video, or photo-taking capabilities shall not be used at any time in locker rooms, bathrooms, or other locations where the presence of such devices poses an unreasonable risk to the safety, welfare, or privacy of others. Confiscation and search of such devices will occur if found in these areas.

3. Students may not use a device to record, transmit, or post audio, videos, or photos of a person or persons on school grounds or on a school bus without the express permission of school staff in addition to the express consent of the individual or individuals that are the subjects of the recording.
4. Personal electronic communication devices may not be used to engage in bullying, cyberbullying, harassment, discrimination, or other activity prohibited under federal or state law or under school district policy.
5. Personal electronic communication devices shall not be used during a lockdown drill, a fire drill, or a similar safety drill.

VI. EXCEPTIONS

- A. Nothing in this policy prohibits a student from using a personal electronic communication device for a purpose documented in the student's individualized education program, a plan developed under section 504 of the Rehabilitation Act of 1973, or a health care plan in force regarding the student.
- B. A student may use a personal electronic communication device to monitor or address a health concern or medical condition upon permission granted by school administration.
- C. Students may use a personal electronic communication device when the use is necessary to respond to or report an emergency. For purposes of this policy, "emergency" means an actual or imminent threat to the health or safety of students and/or school personnel, which may result in death, bodily injury, or substantial property damage.
- D. A student may use a personal electronic communication device during a time when such use would otherwise be prohibited if the building principal or designee grants permission for specific curricular purposes for specific courses.
- E. A personal electronic communication device may be stored in student vehicles parked on school district property provided that the device is not removed from the vehicle while on school district property.
- F. Students who need to make a call may request permission to use a telephone in the building office.

VII. SCHOOL DISTRICT RESPONSIBILITY

- A. The school district is not responsible for, nor is it required to investigate, any lost, stolen, or damaged personal electronic communication devices brought onto school grounds or the bus or school-sponsored activities or events.
- B. The school board directs the superintendent and school district administration to establish additional rules and procedures regarding student possession and use of personal electronic communication devices in schools as the superintendent and school district administration find appropriate. These rules shall be consistent with this policy and other applicable school district policies. These rules and procedures should seek to minimize the impact of personal electronic communication devices on student behavior, mental

health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or pursuant to similar criteria.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 13.32 (Educational Data)

Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 121A.73 (School Cell Phone Policy)

Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)

Minn. Stat. § 125B.15 (Internet Access for Students)

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

29 U.S.C. § 794 (Nondiscrimination under Federal Grants and Programs)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 524 (Internet, Technology, and Cell Phone Acceptable Use and Safety Policy)

Away for the Day (www.awayfortheday.org)

MASSP/MESPA, The Cell Phone Toolkit (July 2024)



Stillwater School Board
Policy Meeting Notes
January 23, 2025

Present: Sarah Grcevich, Katie Hockert, Alison Sherman, Carissa Keister, Efe Agbamu, Eric Simmons, Joan Hurley

Agenda

- Reviewed the following policies for the February 4, 2025 board meeting
 - Consent Agenda
 - Policy 519 -Interviews of Students by Outside Agencies
 - Policy 701 Establishment and Adoption of School District Budget
 - First Reading
 - Policy 505 - Distribution of Non School-Sponsored Materials on School Premises by Students and Employees
 - Review further
 - Policy 504 - Student Dress and Appearance
 - Policy 511 - Student Fundraising
 - Policy 524 - Student Technology and Internet Access and Acceptable Use
 - Policy 606.5 - Library Materials
 - Policy 614 - School District Testing Plan and Procedure
 - Policy 623 - Mandatory Summer School Instruction
 - Policy 709 - Transportation
 - Policy 801 - Equal Access to School Facilities
 - Policy 805 - Waste Reduction and Recycling

What's next:

- Next meeting is scheduled for Wednesday, January 29, 2025



Stillwater School Board
Policy Meeting Notes
January 29, 2025

Present: Sarah Grcevich, Katie Hockert, Alison Sherman, Paul Lee, Carissa Keister, Efe Agbamu, Eric Simmons, Joan Hurley

Agenda

- Reviewed the following policies for the February 4, 2025 board meeting
 - First Reading
 - Policy 524.5 - Personal Electronic Communication Devices

What's next:

- Policy 524.5 will come to the board for a second reading and approval at a future board meeting.



Stillwater School Board
Policy Meeting Notes
February 13, 2025

Present: Sarah Grcevich, Katie Hockert, Alison Sherman, Paul Lee, Carissa Keister, Mike Funk, Joan Hurley

Agenda

- Reviewed the following policies for the February 18, 2025 board meeting
 - Second Reading and Approval
 - Policy 505 - Distribution of Non School-Sponsored Materials on School Premises by Students and Employees
 - Second Reading
 - Policy 524.5 - Personal Electronic Communication Devices

What's next:

- Policy 524.5 will come to the board for a final reading and approval at a future board meeting.



TO: Northeast Metro 916 Board of Education
FROM: Dr. Val Rae Boe
DATE: February 10, 2025
RE: February 7 Board of Education Meeting Talking Points

Members present: Knisely-12, Palmer-13, Jones- 14, Forsberg-16, Oksnevad-282, Bock-621, Nitardy-622, Clark-623, Daniels- 624, Rebelein-831, Dols-833 and Thelander-834. Members absent: Stout-832.

Calendar Dates: 916 will be providing program/site visits to Member District Leaders over the next few months. A link to sign up was sent to Superintendents, Board Members and Special Education Directors and Coordinators.

- Thursday, February 27, 2025- Building Tour: Bellaire Education Center at 12:00 p.m. and School Board Orientation at 12:30 p.m., Bellaire Board Room
- Wednesday, March 26, 2025 - Building Tours: Pankalo Education Center at 8:30 a.m., Auditory Oral Program at 10:00 a.m, and 916 Mahtomedi Academy at 11:30.
- Wednesday, April 16, 2025 - Building Tours: Metro Heights Academy at 8:00 a.m. and Karner Blue Education Center at 9:30 a.m.
- Wednesday, May 14, 2025 - Building Tours: South Campus Education Center at 8:30 a.m. and Quora Education Center (Quora Secondary School and Eastview Academy) at 10:00 a.m.

Legislative Update: Valerie Dosland, lobbyist, shared an update on the House and Senate, budget recommendations, and 2025 Intermediate priorities as this 2025 legislative session begins. The MN Senate has been proceeding with daily business while the House has been in flux and must reorganize and officially begin the session. For K-12 education, the Governor has proposed minimal increases in key areas and some budget reductions in other areas. More details will become available in early March when the budget recommendations are introduced as legislation. Lastly, Valerie shared the three key priorities the Intermediates are hoping to advance this session: additional funding for the ITRAC teacher apprenticeship program, allow the Intermediates to hold in reserve student support aid, and tie the extended time revenue formula to increases in the general education per-pupil formula.

Presentation: Career and Technical Education: Michelle Baland, principal of 916 Career & Tech, shared the benefits of 916's career and technical programs for both students and member districts. There are currently over 1100 students enrolled in the 20 programs offered. Students enrolled work on their professional skills, portfolios and networking while earning college credit and industry certifications. Michelle was joined by a student from Stillwater High School who is enrolled in the Dental Careers program. He shared his positive experience attending Career and

Tech as a high school student and how it has helped him secure one of the six slots reserved for 916 students in the highly competitive Century College Dental Assistant program next year.

Presentation: Project AWARE:

Cara McGlynn, lead 916 social worker, shared an update on the Project AWARE grant. She stated the driving area of work is to develop Comprehensive School Mental Health Systems, which is an effective and broad multi-tiered system of supports approach to caring for the needs of all students. She provided an overview of the core features of a CSMHS and highlighted the well-trained educators and specialized instructional support personnel. Cara ended by sharing data that has been collected within 916 and staff trainings and resources that have been offered to member districts.

Calendars:

- The School Board approved the 2025 Summer Programming calendars for the ALC programs and ESY for the Sped Programs.
- A first reading of three calendars for the 2025-26 School Calendars were presented. The first calendar covers staff and students in the majority of the 916 programs and is very similar to current and past years. The second calendar is a stretch calendar for Mahtomedi Academy that is very similar to their current calendar. The third calendar is a stretch calendar and was an idea that formed during the Future Solution Work Group and will be trialed at Bellaire Education Center. This calendar will have the same number of staff and student days as the other 916 calendar presented, but will have more breaks throughout the year instead of a long summer break. These calendars will be brought to the March 5 meeting for approval.

Approval of Policies:

The School Board approved minor changes to Policies 512 and 519.

Approval of Letter of Intent for Leased Space to support Metro Heights Academy ALC:

The School Board approved a Letter of Intent for a leased space in Fridley which would house Metro Heights Academy. 916 has been exploring alternative sites for Metro Heights Academy ALC and has identified a location within our target geographical area that better supports programming. This location includes additional classrooms, breakout spaces, a larger commons area, private spaces for student support services, a dedicated entrance, parking and sufficient room and convenience for transportation needs.