

## Business Meeting

Tuesday, May 20, 2025 5:30 PM

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

I. Recognition	<b>Speaker (s)</b> : Ms. Alison Sherman, School Board Chair
II. Public Comment	<b>Speaker (s)</b> : Ms. Alison, School Board Chair
III. Call to Order	<b>Speaker (s)</b> : Ms. Alison Sherman, School Board Chair
IV. Roll Call	<b>Speaker (s)</b> : Ms. Alison Sherman, School Board Chair
V. Pledge of Allegiance	<b>Speaker (s)</b> : Ms. Alison Sherman, School Board Chair
VI. Approval of Agenda	<b>Speaker (s)</b> : Ms. Alison Sherman, School Board Chair
VII. Student Report	<b>Speaker (s)</b> : Ms. Maysen Puhmann and Ms. Ainsley Smith, Student Representatives
VIII. Superintendent Report	<b>Speaker (s)</b> : Dr. Mike Funk, Superintendent
IX. Board Chair Report	<b>Speaker (s)</b> : Ms. Alison Sherman, School Board Chair
X. Consent Agenda	
X.A. School Board Meeting Minutes, April 22, 2025	<b>Speaker (s)</b> : Ms. Katie Hockert, School Board Clerk
X.B. School Board Meeting Minutes, May 6, 2025	<b>Speaker (s)</b> : Ms. Katie Hockert, School Board Clerk
X.C. Payment of Invoices, May 3 - 16, 2025	<b>Speaker (s)</b> : Ms. Marie, Chief Financial Officer
X.D. Policy 531 - Pledge of Allegiance	<b>Speaker (s)</b> : Mr. Paul Lee, Executive Director of Student Support Services
X.E. New Lake Elmo Elementary Entrance and Intersection Traffic Signals	<b>Speaker (s)</b> : Mr. Mark Drommerhausen, Executive Director of Operations
X.F. Community Education Casual Wages	<b>Speaker (s)</b> : Ms. Annette Sallman, Executive Director of Community Services
X.G. Agreement to Extend Probationary Period	<b>Speaker (s)</b> : Ms.

	Kristine Carlston, Executive Director of Human Resources
X.H. Memorandum of Agreement (MOA) Custodial Aide - Custodial Contract	<b>Speaker (s) :</b> Ms. Kristine Carlston, Executive Director of Human Resources
X.I. Separation Agreement and Release of All Claims	<b>Speaker (s) :</b> Ms. Kristine Carlston, Executive Director of Human Resources
X.J. Human Resources Personnel Report	<b>Speaker (s) :</b> Ms. Kristine Carlston, Executive Director of Human Resources
XI. <b>Strategic Direction A: Ensure the learning process is adaptable to meet individual student needs</b>	
XII. <b>Strategic Direction B: Foster a safe, welcoming and inclusive environment for all staff and students</b>	
XIII. <b>Strategic Direction C: Utilize systems and align resources in an efficient manner to support learning</b>	
XIII.A. Action: 2024-2026 St. Croix Paraprofessional Association (SCPA) Master Contract	<b>Speaker (s) :</b> Ms. Kristine Carlston, Executive Director of Human Resources
XIII.B. Report: Phone Policy Implementation Update	<b>Speaker (s) :</b> Ms. Carissa Keister Chief of Staff
XIII.C. Report: 2025-26 Budget and Legislative Update	<b>Speaker (s) :</b> Ms. Marie, Chief Financial Officer
XIII.D. First Reading 524 Internet and Technology Acceptable Use and Safety Policy	<b>Speaker (s) :</b> Mr. Paul Lee, Executive Director of Student Support Services
XIII.E. Second Reading: Policy 516 - Student Medication and Telehealth	<b>Speaker (s) :</b> Mr. Paul Lee, Executive Director of Student Support Services
XIII.F. Approval: Policy 516 - Student Medication and Telehealth	<b>Speaker (s) :</b> Mr. Paul Lee, Executive Director of Student Support Services
XIII.G. Third Reading: Policy 606.5 - Library Materials	<b>Speaker (s) :</b> Mr. Paul Lee, Executive Director of Student Support Services
XIII.H. Approval: Policy 606.5 - Library Materials	<b>Speaker (s) :</b> Mr. Paul Lee, Executive Director of Student Support Services
XIII.I. Revoke: Policy 625 - Media Center/Library	<b>Speaker (s) :</b> Mr. Paul Lee, Executive Director of Student Support Services

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

XV. **Adjournment**

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

XVI. **Attachments**

- I. Recognition: The School Board recognized Maysen Puhmann and Ainsley Smith, who have served as student representatives on the school board this year.
- II. Public Comment: Michael McCarthy-policies; Kate Harri and Catherine Hobbs-books.
- III. Call to Order: The meeting was called to order at 5:50 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 to approve agenda by Lauer, second by Kelzenberg, carried 7-0.
- VII. Student Report: Maysen and Ainsley introduced Zach Cody and Aurora Swenson, who will be the student board representatives for the 2025-26 school year. They gave an update on the arts programs and extracurricular activities. Seniors are getting ready for graduation on June 7.
- VIII. Superintendent Report: Dr. Funk shared that he will be participating in a Superintendent in Residence program. As part of this initiative, he plans to immerse himself in one school each month to better understand day-to-day operations and support individual school communities.
- IX. Board Chair Report: Nothing to report.
- X. Consent Agenda: A. School Board Meeting Minutes, March 18, 2025; B. School Board Meeting Minutes, April 8, 2025; C. School Board Meeting Minutes, April 17, 2025; D: Payment of Invoices, April 5-18, 2025, Gifts and Donations, February 1-28, 2025, Treasurer’s Report, February 2025; E. Human Resources Personnel Report. Motion by Thelander, second by Kelzenberg, 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. Action: Leads and Assistants Terms and Conditions. The terms cover the period of July 1 2024 - June 20, 2026 and includes a 2.5% salary increase for both years. Motion by Sherman, second by Hockert, carried 7-0.
  - B. Student Chromebook Purchase. One-to-one device program for student devices in the 2025-26 School Year. Motion by Thelander, second by Grcevich, carried 7-0.
  - C. Action: Budget Revision 2024-25 - Finance. Ms. Marie Schrul, Executive Director of Finance.

Fund	2024-25 Revised Revenue Budget	2024-25 Revised Expenditure Budget
General	\$152,044,143	\$152,008,935
Food Service	\$7,814,737	\$7,914,354
Community Service	\$9,296,435	\$9,368,635
Building Construction	\$652,000	\$36,958,781
Debt Service	\$17,521,879	\$16,749,471
Custodial	\$7,000	\$7,000
Total Revenue	\$187,336,194	\$223,007,176

- Motion by Hockert, second by Sherman, carried 7-0.
- D. First Reading Policy 516 - Student Medication and Telehealth. This policy will come to the

board for a second reading and approval at a future meeting.

E. First Reading: Policy 606.5 - Library Materials. This policy will come to the board for a second reading and approval at a future meeting.

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

A. Legislative Update. Superintendent Funk provided information regarding the senate omnibus bill and several special provisions that are currently being considered in the legislature. This included unemployment aid, special education and English learner cross-subsidies, literacy incentive aid, pension reform, and more.

XV. Closed Session. Motion by Sherman and second by Thelander to adjourn to a closed session pursuant to § Minnesota Statute 13D.03(b). The governing body of a public employer may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25 at 6:55 p.m. Present: Board Members Grcevich, Hockert, Kelzenberg, Lauer, Parker, Thelander, Sherman and Dr. Funk, Kris Carlston, Marie Schrul. Motion by Sherman to adjourn the closed session at 7:39 p.m. and second by Thelander, carried 7-0. Closed session adjourned to open meeting by Hockert at 8:21 p.m. and second by Grcevich, carried 7-0.

XII. Adjourn

A. The meeting adjourned at 8:22 p.m.

Respectfully submitted, Katie Hockert, School Board Clerk

- I. Call to Order: The meeting was called to order at 5:31 p.m.
- II. Roll Call: Present: Sarah Grcevich, Katie Hockert, Pete Kelzenberg, Chris Lauer, Alison Sherman, Andrew Thelander; Absent: Robert Parker
- III. Pledge of Allegiance
- IV. Approval of Agenda: Motion made by Sherman, second by Thelander, Carried 6-0.
- V. Consent Agenda: A. Payment of Invoices, April 18 - May 2, 2025; B. Donation to Oak-Land Middle School; C. St. Croix Paraprofessional Association Health Insurance (MOA); D. Custodial Employees Health Insurance (MOA); E. Nutrition Services Employees' Organization Health Insurance (MOA); F. Stillwater Principals' Association Health Insurance (MOA). Motion by: Hockert, second by Thelander, carried 6-0.
- VI. Strategic Direction D: Develop Strong Partnerships with the Communities We Serve
  - A. Proposed Site Preservation & Historical Marker. The board reviewed a proposal by a community member to develop a historical marker and site preservation near Rutherford Elementary. Funding for the project would be paid for by donations.
  - B. Belwin Environmental Education Partnership. School board members learned about a new partnership with Belwin Conservancy, which will expand environmental education across all seven elementary schools. Starting next school year, students in grades 3-5 will attend field trips to Belwin to deepen their understanding of nature and the environment.
- VII. Strategic Direction A: Ensure the Learning Process is Adaptable to Meet Individual Student Needs.
  - A. Technology Department Program Update. The board received a program update from the technology department, including a review of the department's structure, progress on system improvements and an overview of projects funded by the recent levy and bond.
- VIII. Strategic Direction B: Foster a Safe, Welcoming and Inclusive Environment for all Staff and Students. Nothing to report.
- IX. Strategic Direction C: Utilize Systems and Align Resources in an Efficient Manner to Support Learning.
  - A. Second Reading Policy 606.5 Library Materials. This policy will come to the board for a final reading and approval at a future meeting.
  - B. St. Croix Education Association (SCEA) Health Insurance MOA). The school board reviewed the SCEA MOA regarding health insurance premiums for the upcoming year. Motion by: Sherman, second by Lauer carried 6-0
- XII. Closed Session. Motion to move to closed session at 7:06 p.m. by Thelander pursuant to § Minnesota Statute 13D.03(b). The governing body of a public employer may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25 and second by Sherman, carried 6-0. Present: Grcevich, Kelzenberg, Lauer, Thelander, Sherman, Funk, Carlston, Schrul. Motion by Sherman at 7:33 p.m. to reconvene to open session and second by Thelander, carried, 5-0.
- XIII. Adjourn
  - A. The meeting adjourned at 7:34 p.m.  
Respectfully submitted, Katie Hockert, School Board Clerk

**STUDENTS**

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Pledge of Allegiance	531	Adopted: 11-16-2016	3 Year

**I. PURPOSE**

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

**II. GENERAL STATEMENT OF POLICY**

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher’s surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

**III. EXCEPTIONS**

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person’s right to make that choice.

**IV. INSTRUCTION**

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

**Legal References**

Minn. Stat. § 121A.11, Subd. 3 and Subd. 4 (United States Flag)



May 14th, 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 recommendation for change order approval of the county road traffic signal construction at the site of the New Lake Elmo Elementary. Work includes the installation of a temporary traffic signal at the intersection of Lake Elmo Ave. and 10<sup>th</sup> St. N., as well as, a permanent signal at the intersection of 10<sup>th</sup> St. N. and the entrance to the elementary school. This cost proposed in COR #14 would be issued as a change order to NEO Electric who already has a contract on the project for the electrical scope of work.

<b>Work Scope</b>		<b>Contractor, City, State</b>		<b>Bid Amount</b>
WS 26-A	Electrical	NEO Electrical Solutions, LLC Hudson, WI		COR 14 Amount: \$445,554.70
<b>Total Base Bid:</b>				<b>\$445,554.70</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



**KRAUS-ANDERSON®**  
Construction Company

## Change Order Request

**Project:** 2510004-02  
New Lake Elmo Elementary  
10928 10th Street N  
Lake Elmo, MN 55042

**COR #** 14.00

**Date:** 5/14/2025

**To: Owner** Stillwater Area Public Schools  
1875 Greeley Street South  
Stillwater, MN 55082

**From:** Kraus-Anderson Construction Company  
501 South Eighth Street  
Minneapolis, MN 55404

*This COR is for construction for the permanent and temporary traffic signals at the corner of Lake Elmo and 10th street and at the entrance of the new elementary school.*

**PCO #** 30 - County Road Traffic Signal Construction

Item #	Description	Vendor	Amount
1	Electrical Traffic Signal Pricing per Neo Electrical	NEO Electrical Solutions, LLC	\$445,554.70
<b>Total For Change Order</b>			<b>\$445,554.70</b>

**Approved By:** Stillwater Area Public Schools

**Signed:** \_\_\_\_\_

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

**Submitted By:** Kraus-Anderson Construction Company

**Signed:** Michael Stenbeck

**Date:** 05/14/2025

**Accepted By:** Wold Architects & Engineers

**Signed:** \_\_\_\_\_

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



ATTN: BIDDING DEPT.

Neo Electrical Solutions  
 2180 Jack Breault Dr  
 Hudson, WI 54016

ESTIMATOR  
 NATHAN MEYER  
 651-508-1012

PROJECT: LAKE ELMO SCHOOL SIGNALS  
 PROJECT NO.:

ITEM NO.	ITEM DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	BID AMOUNT
1	SIGNAL SYSTEM A	LS	1	281,635.00	281,635.00
2	SIGNAL SYSTEM B	LS	1	158,767.20	158,767.20
<b>TOTAL BID</b>					<del>\$440,402.20</del>
					<b>\$445,554.70</b>

PERMINANT SIGNAL  
 MILLERBERND - signal poles \$ 92,010.38  
 TCC - signal heads \$ 16,706.00  
 Materials - conduit, wire, ect. \$ 48,600.00  
 POVOLNY - UPS electrical equipment \$ 18,965.62  
 LABOR @ 725 hrs @ \$110.00HR \$ 79,750.00  
 SUBTOTAL **\$ 256,032.00**  
 10% MARKUP \$ 25,603.00  
 TOTAL PRICE PERM. **\$ 281,635.00**  
 Install Signs \$5,152.50  
**286,787.50**

TEMPORARY SIGNAL  
 TCC - signal heads \$ 15,919.20  
 Materials - conduit, wire, ect. \$ 60,765.00 (\$41,799.38 materials, \$18,965.62 Povolny)  
 LABOR 615 hrs @ \$110.00 HR \$ 67,650.00  
 SUBTOTAL **\$ 144,334.20**  
 10% MARKUP \$ 14,433.00  
 TOTAL TEMP. PRICE **\$ 158,767.20**



Job Name : Lake Elmo Elementary Signal  
 Contact : Kevin DeLozier | kevin.delozier@graybar.com

Quote Number : 234538-353067-  
 1  
 Bid Date : Apr 17, 2025  
 Expiration Date : May 17, 2025



PREPARED BY

Kevin DeLozier - Graybar Electric - Minneapolis  
 612-721-3545  
 kevin.delozier@graybar.com  
 2300 E. 25TH ST  
 MINNEAPOLIS, MN 55406, USA

Prices may be subject to revision in the event of changes related to tariffs, government-imposed trade regulations, or other significant structural cost impacts beyond our control.

BASE BID					
Qty	Type	Mfg	Model Number & Notes	Unit Price	Ext. Price
1	-	MILLERBERND MFG.	SYSTEM A CSAH 10 & ELEMENTARY DRIVEWAY	\$83,770.00	\$83,770.00
1	P1	MILLERBERND MFG.	PA100-A15-D40-6	-	-
1	P2	VALMONT STRUCTURES	MNDOT APPROVED PED POLE	-	-
1	P3	MILLERBERND MFG.	PA100-A30-D40-6	-	-
1	P4	MILLERBERND MFG.	PA100-A40-D40-6	-	-
3	-	AMERICAN ELECTRIC LIGHTING	ATBM P30 MVOLT R2 4B P7 SH NL MNDOT 40' LUMINAIRE	\$280.00	\$840.00
1	-	RODENT BARRIERS LLC	WS-2375-10 PACK ROADWAY LUMINAIRE TENON WIRE CLAMP MNDOT	\$110.00	\$110.00
3	-	RODENT BARRIERS LLC	R1075X375 RODENT BARRIER ROUND 10.75" X 3.75", FOR SIGNAL POLES	\$60.00	\$180.00

<b>Grand Total</b>	<b>\$84,900.00</b>
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\*FOB-SHIPPING POINT

Tax 8.375  
 \$ 92,010.38



**TRAFFIC CONTROL CORPORATION**

5651 MEMORIAL AVENUE  
OAK PARK HEIGHTS, MN 55082  
PHONE: 651-439-1737

# QUOTATION

Number 664188

Page: 1 of 2

<p><b>To:</b> 13722 MNDOT BUSINESS SERVICES SECTION 395 JOHN IRELAND BOULEVARD MAIL STOP 635 ST. PAUL MN 55155-1899 USA</p> <p><b>Attn:</b> <b>Email:</b> <b>Phone:</b> 651-297-1194      <b>Fax:</b></p>	<p><b>Quote Date:</b> 4/22/2025      <b>Expires:</b> 6/21/2025 <b>Terms:</b> NET 30 BASED ON APPROVED CREDIT <b>FOB:</b> <b>Salesperson:</b> MATT ALLWOOD <b>Email:</b> Mallwood@TCC1.com <b>Phone:</b> 651-439-1737</p>
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<b>Letting Date:</b> 4/25/2025	<b>Location:</b> CSAH 10 (10TH ST N) & ELEMENTARY DRIVEWAY -
<b>Book / Call / Item:</b>	<b>Description:</b> SIGNALS & TEMP 10TH & LAKE ELMO AVE
<b>Contract No:</b> WASHINGTON COUNTY	

PRICING IS BASED ON QUANTITIES AND DESCRIPTIONS POSTED BELOW. IF ADDITIONAL EQUIPMENT IS NEEDED, PLEASE REQUEST A QUOTE.

LEAD TIME OF 8-10 WEEKS ONCE ORDER IS APPROVED TO RELEASE.

**\*\*QUOTE DOES NOT INCLUDE MNDOT APL TAPERED SIGNAL PEDESTAL POLE - TO BE PROVIDED BY OTHERS\*\***

Part Number / Description	Unit Price	Qty/UM	Net Price
<b>TRAFFIC SIGNAL SYSTEM</b>	15,415.00	1.00 EA	15,415.00
4 - 3 SECTION POLY HEAD, BLACK WITH ALUM BACKPLATE, TUNNEL VISORS, R.Y.G. FULL BALL LEDs			
2 - 4 SECTION POLY HEAD, BLACK WITH ALUM BACKPLATE WITH 2" FLUORESCENT YELLOW TAPE, TUNNEL VISORS, FLASHING YELLOW ARROW LEDs			
4 - 4 SECTION POLY HEAD, BLACK WITH ALUM BACKPLATE WITH 2" FLUORESCENT YELLOW TAPE, TUNNEL VISORS, RED FULL BALL LED WITH 2 LEFT YELLOW & 1 GREEN ARROW LEDs			
6 - 16" PED HEAD, BLACK, WITH TUNNEL VISOR AND FULL HAND/MAN COUNTDOWN TIMER LED			
2 - 35E STRAIGHT PLUMBIZER			
14 - 45V ANGLE PLUMBIZER			
8 - 45B HUB FOR MAST ARM SOP			
3 - 32UB HUB FOR PEDESTAL POLE			
<b>TEMPORARY SIGNAL SYSTEM</b>	14,689.00	1.00 EA	14,689.00
4 - 3 SECTION POLY HEAD, BLACK WITH ALUM BACKPLATE, TUNNEL VISORS, R.Y.G. FULL BALL LEDs			
2 - 4 SECTION POLY HEAD, BLACK WITH ALUM BACKPLATE WITH 2" FLUORESCENT YELLOW TAPE, TUNNEL VISORS, FLASHING YELLOW ARROW LEDs			
4 - 4 SECTION POLY HEAD, BLACK WITH ALUM BACKPLATE, TUNNEL VISORS, R.Y.G FULL BALL LEDs WITH LEFT GREEN ARROW LED			
8 - 16" PED HEAD, BLACK, WITH TUNNEL VISOR AND FULL HAND/MAN COUNTDOWN TIMER LED			
6 - TOP SPAN WIRE MOUNT			
6 - BOTTOM SPAN WIRE MOUNT			
8 - TYPE 10B WOOD POLE MOUNT - BLACK			

TAX 8.375 \$16,706 -

Tax 8.375 \$ 15,919.20

Pricing does not include applicable sales taxes. If order is to be exempt sales tax, documentation must be provided at time of order. Additional terms may apply. Review our full Terms & Conditions of Sale at [www.trafficcontrolcorp.com](http://www.trafficcontrolcorp.com).

## Nate Meyer

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**From:** brian.huber povolnyspecialties.com <brian.huber@povolnyspecialties.com>  
**Sent:** Wednesday, April 16, 2025 2:29 PM  
**To:** Nate Meyer  
**Subject:** Re: Washington County

afternoon Nate,  
mn-dot ssb with ups equipment--\$17,500each **Tax 8.375 = 18,965<sup>63</sup>**  
thanks

On 04/16/2025 2:13 PM CDT Nate Meyer <natem@neoelectrical.com> wrote:

Good Afternoon Brian

I am looking for a quote for 2 SSB with battery backup.



Nathan Meyer

Project Manager/Estimator

3061 103<sup>rd</sup> LN NE, Ste 200 Blaine, MN 55449

Office Phone: (651) 287-1100

Cell: (651) 508-1012

[www.neoelectrical.com](http://www.neoelectrical.com)

[CAUTION: This email originated from outside of Neo Electrical. Do not click links or open attachments unless you recognize the sender and know the content is safe]



# PERMANENT SIGN QUOTATION

DATE: 5/2/2025

PROJECT: CSAH 10 & Elementary Dr

LOCATION: Lake Elmo

[tonycornell@safetysigns-mn.com](mailto:tonycornell@safetysigns-mn.com)

SAFETY SIGNS IS A CERTIFIED WBE/TGB CONTRACTOR.

ITEM #	DESCRIPTION	SIZE	QTY	PRICE	EXT
	Install Incidental Type C & D Mast Arm Signage (County To Furnish Sign Panels Per Plan)				
	Signal System			LUMP SUM	\$ 4,675.00
					<b>\$5,152.50</b>

Installation Shall Be Performed in Conjunction With Traffic Control/Closures Onsite  
 Additional Fees Will Apply If Required To Setup Subsequent Closures

Safety Signs LLC

No Bond No Retainage. All Items Tied Unless Arrangements Are Made To Split Items Off.  
 The Above Prices Include Sales Tax. Please Sign Below To Acknowledge Approval.  
 Mail or Fax Back So Material Or Supplies Needed Can Be Ordered So Installation Will Not Be Delayed  
 Quote Only Valid For 25 Days. Thank You. Tony Cornell  
 An Equal Opportunity Employer

NAME \_\_\_\_\_

DATE \_\_\_\_\_

19784 Kenrick Ave. • Lakeville, MN 55044 • Phone (952) 469-6700 • Fax (952) 469-6689

Offices located in Lakeville, Rogers, Blaine, Rochester, Mankato & Duluth



**Memorandum of Agreement  
Custodial Aide**

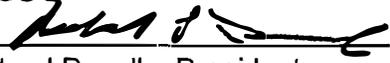
It is hereby agreed between Stillwater Area Public Schools, Independent School District No. 834 and the International Union of Operating Engineers, Local 70, that the School District may create the job classification of Custodial Aide, subject to the following conditions:

1. The objective of the Custodial Aide is to supplement the Custodial staff with one Stillwater Area Public Schools high school student.
2. The hourly wage for the Custodial Aide will be \$13.00 per hour.
3. An employee who is in this job classification will be expected to work 1-2 hours a day on student contact days only.
4. Custodial Aides shall not be eligible for any benefits under the Master Contract except those which may be required by law.
5. This Agreement may not be deemed to establish a precedent or practice or to alter any established precedent or practice arising out of or relating to the CBA.
6. The Custodial Aide position will not impact the FTE status of any current Custodial employees.

This MOA shall be effective for the 2024-2025 school year.

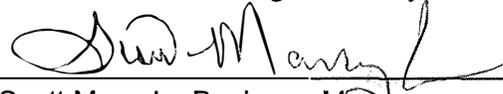
**STILLWATER CUSTODIAL EMPLOYEES IUOE**

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

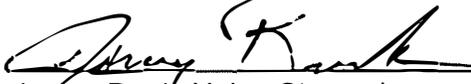
  
\_\_\_\_\_  
Michael Dowdle, President

Date: 5-13-2025

  
\_\_\_\_\_  
Kristi Doar, Recording Secretary

  
\_\_\_\_\_  
Scott Marsyla, Business Manager

  
\_\_\_\_\_  
Travis Aslakson, Business Representative

  
\_\_\_\_\_  
James Runk, Union Steward

*Bradley Donald Silva*  
\_\_\_\_\_  
Bradley Silva, Union Steward

**INDEPENDENT SCHOOL DISTRICT NO. 834**

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

\_\_\_\_\_  
Alison Sherman, School Board Chair

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

**RETIREMENT/RESIGNATION/RELEASE**

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Anderson, Eric	Retirement 27 years	1.0 FTE Counselor Oak-Land Middle School	SCEA	June 4, 2025
Bernard, Kristen	Probationary Release	Paraprofessional, 7.0 hours/day Lake Elmo Elementary	SCPA	June 3, 2025
Bove, Lisa	Resignation	Nutrition Services, 4.75 hours/day Brookview Elementary	Nutrition Services	June 3, 2025
DuFresne, Amy	Resignation	1.0 FTE Math Teacher Stillwater Area High School	SCEA	June 4, 2025
Hall, Kim	Termination	FTE Preschool Assistant, 5.56 hours/day Lake Elmo Elementary	Community Ed	May 15, 2025
Hallstrom, Allison	Resignation	1.0 FTE LSN Brookview, Afton-Lakeland and Lake Elmo Elementary	SCEA	May 21, 2025
Klein, Jon	Retirement 24 years	Custodian, 8 hours/day Lily Lake Elementary	Custodial	June 3, 2025
Quagliana, Stephanie	Resignation	1.0 FTE School Psychologist Rutherford Elementary	SCEA	June 4, 2025
Quinn, Allison	Resignation	1.0 FTE Special Education Teacher Oak-Land Middle School	SCEA	June 4, 2025
Severson, Jennifer	Resignation	.729 FTE Preschool Teacher Lily Lake Elementary	SCEA	June 4, 2025
Schmelzer, Megan	Resignation	1.0 FTE Special Education Teacher Afton-Lakeland Elementary	SCEA	June 4, 2025
Vislisel, Jenna	Resignation	.5 FTE Immersion Teacher Lake Elmo Elementary	SCEA	June 4, 2025
Williams, Latwanna	Budgetary Release	Marketing Coordinator (Part-Time) Central Services Building	C.S.S.	May 28, 2025
Wilgren, Jon	Resignation	Paraprofessional, 6.5 hours/day Stillwater Middle School	SCPA	May 16, 2025
Zuniga, Laura	Probationary Release	Nutrition Services, 5.0 hours/day Stillwater Middle School	Nutrition Services	5/13/2025

**HIRES/REHIRES**

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Borowska, Lee	Nutrition Services, 4.0 hours/day Mahtomedi High School	\$18.92 / hour	2024-2025 Staffing	Nutrition Services	May 12, 2025
Cramet, Emily Rehired	1.0 FTE Elementary Education Teacher Stonebridge Elementary	60,420	2025-2026 Staffing	SCEA	August 11, 2025
Flock, Adelle	Community Education, 8.0 hours/day Brookview Elementary	\$18.59 / hour	2024-2025 Staffing	Community Ed	June 4, 2025
Gerlach, Gwyneth Rehired	1.0 FTE Elementary Education Teacher Lake Elmo Elementary	53,710	2025-2026 Staffing	SCEA	August 11, 2025
Green, Teagen	Community Education, 6.25 hours/day Lake Elmo Elementary	\$18.59 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	June 4, 2025
Hoff, Nicholas Rehired	.6 FTE PE Teacher Stillwater Area High School	55,858	2025-2026 Staffing	SCEA	August 11, 2025
Lentz, Rosemary	Community Education, 5.0 hours/day Rutherford Elementary	\$18.59 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	June 4, 2025
Lind, Mary Rehired	1.0 FTE Special Education Teacher Andersen & Non Public	68,541	2025-2026 Staffing	SCEA	August 11, 2025
Puhrmann, Maysen	Community Education, 2.8 hours/day Rutherford Elementary	\$18.59 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	June 4, 2025
Puhrmann, Megan	Community Education, 8.0 hours/day Brookview Elementary	\$18.59 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	June 4, 2025
Scamehorn, Emelia Rehired	.5 FTE Science Teacher Andersen Elementary	55,858	2025-2026 Staffing	SCEA	August 11, 2025

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

Schmidt, Jocelyn	Community Education, 6.25 hours/day Brookview Elementary	\$18.59 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	June 4, 2025
Sheer, Jeremy	Custodian, 8.0 hours/day Rutherford Elementary	\$25.49 / hour	2024-2025 Staffing	Custodial	April 28, 2025
Thelander, Kary Rehired	.729 FTE Preschool Teacher Early Childhood Family Center	90,148	2025-2026 Staffing	SCEA	August 11, 2025
Walrath, Gabriela Rehired	1.0 FTE Elementary Education Teacher Rutherford Elementary	53,710	2025-2026 Staffing	SCEA	August 11, 2025
Warren, Kiley	Nutrition Services, 5.75 hours/day OH Anderson	\$18.58 / hour	2024-2025 Staffing	Nutrition Services	April 28, 2025
Meyer-Rhoades, Kaley	Community Education, 7.75 hours/day Rutherford Elementary	\$19.80 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	June 4, 2025
Wendelboe, Zachary	Community Education, 7.75 hours/day Brookview Elementary	\$21.24 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	June 4, 2025
Herr, Naomi	Community Education, 6.0 hours/day Rutherford Elementary	\$18.59 / hour	2024-2025 Staffing	Community Ed Leads & Assistants	June 4, 2025

**LEAVES OF ABSENCE**

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Brumbaugh, Angela	Approve	1.0 FTE Special Education Teacher Stillwater Area High School	SCEA	2025-2026 school year

**ASSIGNMENT CHANGES**

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Budion, Amy	.8 FTE French Teacher Stillwater Middle & Stillwater Area High School	1.0 FTE French & Pathways Teacher Stillwater Area High School	2025-2026 Staffing	SCEA	August 11, 2025
Crisp, Jessica	.4 FTE Speech Pathologist Stonebridge Elementary	.6 FTE Speech Pathologist Stonebridge Elementary	2025-2026 Staffing	SCEA	August 11, 2025
Danielson, Aaron	1.0 FTE Elementary Teacher Rutherford Elementary	1.0 FTE Science Teacher Brookview Elementary	2025-2026 Staffing	SCEA	August 11, 2025
Drew, Debbie	.8 FTE Art & Video Production Teacher Oak-Land Middle & Stillwater Area High School	.8 FTE English & Video Production Teacher Stillwater Area High School	2025-2026 Staffing	SCEA	August 11, 2025
Driscoll, Ryan	.8 FTE DAPE Teacher District Wide	1.0 FTE DAPE Teacher District Wide	2025-2026 Staffing	SCEA	August 11, 2025
Farmer, Alicia	1.0 FTE Instructional Coach District Wide	1.0 FTE Math Teacher Oak-Land Middle School	2025-2026 Staffing	SCEA	August 11, 2025
Flom, Stephanie	.8 FTE Speech Pathologist Rutherford Elementary	1.0 FTE Speech Pathologist Rutherford Elementary	2025-2026 Staffing	SCEA	August 11, 2025
Gerber, Anne	.6 FTE Speech Pathologist Lake Elmo Elementary	.4 FTE Speech Pathologist Lake Elmo Elementary	2025-2026 Staffing	SCEA	August 11, 2025
Goulet, Kaitlyn	.8 FTE Speech Pathologist Lily Lake Elementary	1.0 FTE Speech Pathologist Lily Lake Elementary	2025-2026 Staffing	SCEA	August 11, 2025
Healy, Anthony	1.0 FTE Music Teacher Afton-Lakeland & Lake Elmo Elementary	1.0 FTE Music Teacher Afton-Lakeland & Andersen Elementary	2025-2026 Staffing	SCEA	August 11, 2025
Hooverson, Angela	1.0 FTE Elementary Education Teacher Lake Elmo Elementary	1.0 FTE Elementary Education Teacher Afton-Lakeland Elementary	2025-2026 Staffing	SCEA	August 11, 2025
Hoskins, Kelly	1.0 FTE BARR Coordinator Oak-Land Middle School	.8 FTE BARR Coordinator Oak-Land & Stillwater Middle School	2025-2026 Staffing	SCEA	August 11, 2025 - May 26, 2026
Hydukovich, Marie	1.0 FTE Media Coordinator Oak-Land, Stillwater Middle & Stillwater Area High School	1.0 FTE Elementary Education Teacher Lily Lake Elementary	2025-2026 Staffing	SCEA	August 11, 2025
Ihde, Madison	1.0 FTE Band & Vocal Music Teacher Stonebridge Elementary	1.0 FTE Band & Vocal Music Teacher Lake Elmo & Stonebridge Elementary	2025-2026 Staffing	SCEA	August 11, 2025
Koepke, Elizabeth	1.0 FTE School Psychologist Andersen & Stillwater Area High School	1.0 FTE French & Pathways Teacher Andersen & Non Publics	2025-2026 Staffing	SCEA	August 11, 2025
Kostynick, Rich	1.0 FTE Barr Coordinator Stillwater Middle School	1.0 FTE Elementary Education Teacher Afton-Lakeland Elementary	2025-2026 Staffing	SCEA	August 11, 2025
LaBore, Mike	.9 FTE PE & DAPE Teacher	1.0 FTE PE & DAPE Teacher	2025-2026	SCEA	August 11, 2025

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

	Stillwater Middle School	Stillwater Middle School	Staffing		
Lagus, KateLyn	1.0 FTE Elementary Education Teacher Lily Lake Elementary	.5 FTE Science Teacher Lake Elmo Elementary	2025-2026 Staffing	SCEA	August 11, 2025
Larkey, Kari	1.0 FTE Elementary Education Teacher Afton-Lakeland Elementary	1.0 FTE Elementary Education Teacher Lily Lake Elementary	2025-2026 Staffing	SCEA	August 11, 2025
Leavitt, Beth	1.0 FTE Social Worker Oak-Land Middle School	1.0 FTE Social Worker Brookview Elementary	2025-2026 Staffing	SCEA	August 11, 2025
Mahn, Kristi	1.0 FTE Special Education Teacher Oak-Land Middle School	1.0 FTE Special Education Teacher Lily Lake Elementary	2025-2026 Staffing	SCEA	August 11, 2025
McDonough, Alyssa	1.0 FTE School Psychologist Lake Elmo & Stillwater Area High School	1.0 FTE School Psychologist Stillwater Area High School	2025-2026 Staffing	SCEA	August 11, 2025
McEvoy, Carson	1.0 FTE School Psychologist Stonebridge & District Wide	1.0 FTE School Psychologist Stonebridge & ALC/Transition	2025-2026 Staffing	SCEA	August 11, 2025
McGill, Danielle	1.0 FTE TOSA - SSS District Wide	1.0 FTE Dean of Students ALC	2025-2026 Staffing	SCEA	August 11, 2025
McGrath, Sara	.8 FTE Speech Pathologist Lily Lake Elementary	1.0 FTE Speech Pathologist Lily Lake Elementary	2025-2026 Staffing	SCEA	August 11, 2025
McGuire, Amy	1.0 FTE Speech Pathologist Lake Elmo Elementary	.8 FTE Speech Pathologist Brookview & Stillwater Middle School	2025-2026 Staffing	SCEA	August 11, 2025
Milanovich, Lisa	1.0 FTE Special Education Teacher Brookview Elementary	1.0 FTE Special Education Teacher Afton-Lakeland Elementary	2025-2026 Staffing	SCEA	August 11, 2025
Miller, Justin	1.0 FTE PE Teacher Afton-Lakeland Elementary	1.0 FTE PE Teacher Afton-Lakeland & Andersen Elementary	2025-2026 Staffing	SCEA	August 11, 2025
Musser, Kent	1.0 FTE Orchestra Teacher Andersen, Brookview & Stillwater Area High School	1.0 FTE Orchestra & Music Teacher Brookview, Oak-Land & Stillwater Area High School	2025-2026 Staffing	SCEA	August 11, 2025
Neely, Megan	1.0 FTE Speech Pathologist Stillwater Middle & Stillwater Area High School	1.0 FTE Speech Pathologist Stillwater Area High School	2025-2026 Staffing	SCEA	August 11, 2025
O'Brien, Bevin	.8 FTE Media Specialist Afton-Lakeland & Stonebridge Elementary	1.0 FTE Media Coordinator District Wide	2025-2026 Staffing	SCEA	August 11, 2025
Potter, Tonya	.9 FTE Media Specialist Brookview & Lily Lake Elementary	1.0 FTE Media Coordinator District Wide	2025-2026 Staffing	SCEA	August 11, 2025
Rangel, Tony	1.2 FTE Choir Teacher Stillwater Middle School	1.05 FTE Choir Teacher Stillwater Middle School	2025-2026 Staffing	SCEA	August 11, 2025
Reichow, Maria	1.0 FTE Elementary Education Rutherford Elementary	1.0 FTE Science Teacher Afton-Lakeland Elementary	2025-2026 Staffing	SCEA	August 11, 2025
Schmitt, Christi	.4 FTE ML Teacher Lake Elmo Elementary	.4 FTE ML Teacher Andersen Elementary	2025-2026 Staffing	SCEA	August 11, 2025
Sirek, Scott	1.0 FTE GATE Coordinator Stillwater Middle School	1.0 FTE Science Teacher Rutherford Elementary	2025-2026 Staffing	SCEA	August 11, 2025
Smithberg, Christine	.6 FTE Spanish Teacher Stillwater Area High School	1.0 FTE Spanish Teacher Stillwater Area High School	2025-2026 Staffing	SCEA	August 11, 2025
Snedde, Laura	1.0 FTE School Psychologist Brookview Elementary	1.0 FTE School Psychologist Rutherford Elementary	2025-2026 Staffing	SCEA	August 11, 2025
Stannard, Claudia	1.0 FTE Elementary Education Rutherford Elementary	1.0 FTE Elementary Education Afton-Lakeland Elementary	2025-2026 Staffing	SCEA	August 11, 2025
Stephenson, Jessica	1.0 FTE Social Worker Stillwater Middle School	1.0 FTE Social Worker Rutherford Elementary	2025-2026 Staffing	SCEA	August 11, 2025
Sutliff-Gross, Sabrina	.9 FTE Art Teacher Brookview & Lily Lake Elementary	1.0 FTE Art Coordinator District Wide	2025-2026 Staffing	SCEA	August 11, 2025
Thorager, Natasha	1.0 FTE Media Specialist Rutherford Elementary	1.0 FTE Elementary Education Teacher Lily Lake Elementary	2025-2026 Staffing	SCEA	August 11, 2025
VanKlei, Deb	1.0 FTE Qcomp Coordinator District Wide	1.1 FTE Qcomp Coordinator & PE Teacher Andersen & District Wide	2025-2026 Staffing	SCEA	August 11, 2025
Walk, Mike	1.2 FTE Band Teacher Stillwater Middle School	1.1 FTE Band Teacher Stillwater Middle School	2025-2026 Staffing	SCEA	August 11, 2025
Waseen, Sarah	1.0 FTE Speech Pathologist District Wide	1.0 FTE Speech Pathologist Stonebridge & District Wide	2025-2026 Staffing	SCEA	August 11, 2025

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

Wegwerth, Jason	1.0 FTE PE Teacher Lake Elmo & Stonebridge Elementary	1.0 FTE PE Teacher Andersen & Stonebridge Elementary	2025-2026 Staffing	SCEA	August 11, 2025
White-McGinn, Hannah	1.0 FTE Special Education Teacher Lake Elmo Elementary	1.0 FTE Special Education Teacher Lily Lake Elementary	2025-2026 Staffing	SCEA	August 11, 2025
Yates, Carrie	1.0 FTE ML Teacher Lily Lake, Rutherford & Stonebridge Elementary	1.0 FTE ML Teacher Lake Elmo, Lily Lake & Rutherford Elementary	2025-2026 Staffing	SCEA	August 11, 2025

**ADDITIONAL ASSIGNMENTS**

<b>NAME</b>	<b>Position</b>	<b>Reason</b>	<b>Group</b>	<b>EFFECTIVE DATE</b>
Dahlin, Anna	Community Education Aide Rutherford Elementary	2024-2025	Community Ed	June 6, 2025
		Staffing	Leads & Assistants	
Schultz, Kayla	Community Education Assistant Lake Elmo Elementary	2024-2025	Community Ed	June 6, 2025
		Staffing	Leads & Assistants	
Vandemmeltraadt, Sharon	Community Education Assistant Lake Elmo Elementary	2024-2025	Community Ed	June 6, 2025
		Staffing	Leads & Assistants	
Ries, Jessica	Community Education Substitute District Wide	2024-2025	Community Ed	June 6, 2025
		Staffing	Leads & Assistants	
Fentaw, Sarah	Community Education Assistant Brookview Elementary	2024-2025	Community Ed	June 6, 2025
		Staffing	Leads & Assistants	
Rogers, Catherine	Community Education Assistant Rutherford Elementary	2024-2025	Community Ed	June 6, 2025
		Staffing	Leads & Assistants	
Wiebe, Grace	Community Education Assistant Rutherford Elementary	2024-2025	Community Ed	June 6, 2025
		Staffing	Leads & Assistants	
Winters, Cameron	Community Education Assistant Lake Elmo Elementary	2024-2025	Community Ed	June 6, 2025
		Staffing	Leads & Assistants	
Puhmann, Madelyn	Community Education Aide Lake Elmo Elementary	2024-2025	Community Ed	June 6, 2025
		Staffing	Leads & Assistants	
Charpentier, Addison	Community Education Assistant Rutherford Elementary	2024-2025	Community Ed	June 6, 2025
		Staffing	Leads & Assistants	



Expect  
**More.**

# SCPA Negotiations

School Board Presentation  
May 20, 2025

# Tentative Agreement with SCPA - Highlights

- Extended the work year by 2 days for PD
- Provided one floating holiday
- Converted ER leave to Discretionary (total of 3 days)
- Insurance language representing up to 6.5% of any increase will be paid by the District
- Placement on the wage schedule at HR discretion with notice to SCPA
- Sick leave allocation in alignment with Earned Sick & Safe Time (ESST)
- Agreement to 50/50 split of Paid Family Medical Leave (PFML) premium
- Step (class) advancement in both years



Expect  
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# Recommendation

- The settlement of this collective bargaining agreement with the St. Croix Paraprofessional Association represents a mutually agreeable contract within the financial parameters set forth by the school board.
- We recommend that the board members vote to approve the contract.



Expect  
**More.**



# Questions



Expect  
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# Device-Free Schools Implementation Plan

*Presented to the School Board  
May 20, 2025*



We are implementing a **device-free policy** as a way to prioritize students' academic success and emotional well-being.

## Policy 524.5: Personal Electronic Communication Devices

1. All students (preK-12) are **prohibited from using personal electronic communication devices** - including phones, smart watches, earbuds, etc. - on school premises **from the first bell of the school day to the last**. This includes 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.

*Approved March 4, 2025*

**OFF  
AND  
AWAY  
ALL  
DAY**



**DEVICES OFF**



**LEARNING ON**

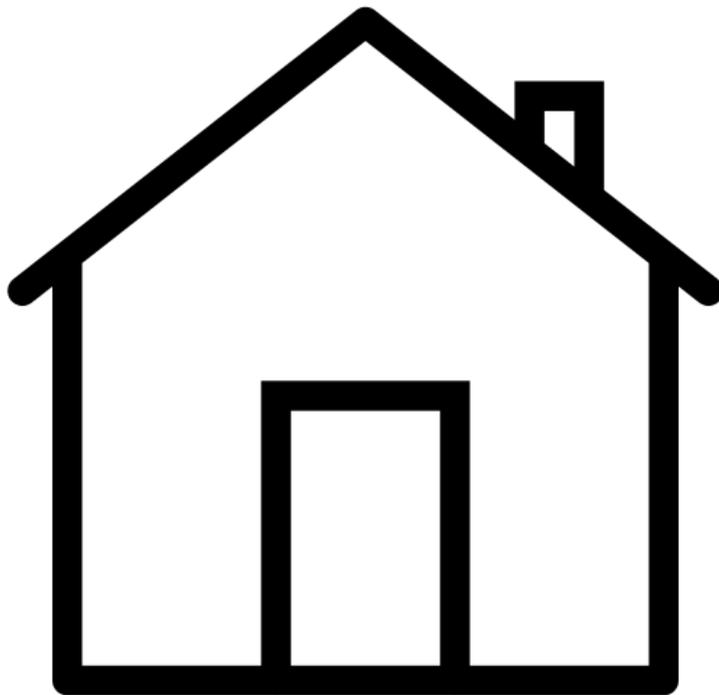


# Why a Phone/Device-Free Policy?

- Improved student mental health
- Fewer distractions
- Less cyberbullying
- Fewer fights and social media related drama
- Increased engagement in class
- Improved attendance
- Improved teacher morale and retention
- Less mid-class absenteeism
- More face-to-face conversations
- Less cheating
- Less reported stress among students

**Source:** Phone-Free Schools Administrator Toolkit





Leave Devices At Home!



# Bring A Device? Lock It Up

- Students who choose to bring their devices to school are responsible for turning them in at the start of the day
- Devices will be turned off and stored in designated area throughout the school day
- Students will retrieve their phones/devices at the end of the day

*NOTE: Procedures are school-specific. Details will be shared with families prior to the start of the school year.*

Students who choose to bring a device to school at their own risk.

---

School and/or school staff is **not liable for lost, stolen, or damaged devices.**



# Response To Non-Compliance

If a student is found with a device during school day:

1. Staff will take the device to the Main Office for secure storage
2. The violation will be documented

## Response for Repeated Violations

- **1st and 2nd Offenses:**
  - A parent/guardian must retrieve the device in person; Policy will be shared with families
- **3rd Offense:**
  - Mandatory conference with the student, parent/guardian, and administration
  - Response plan developed with family
  - Possible referral to an education program to address patterns of inappropriate device use



# Policy Exceptions

- Use allowed under an **IEP, 504 Plan, or documented health care plan**
- Use allowed to monitor or address a health concern or medical condition upon permission granted by school administration
- Families will work with Student Support Services to determine and document the need



# Other Ways To Communicate

- Parents and/or guardians who need to contact their student during the school day may do so by calling the main office
- A phone will be available in the main office for students who need to call their families during school hours





# Safety & Emergency Concerns

## **School security experts say phones can make children less safe in a crisis:**

- Phones can distract students' attention from safety and emergency response directions being given by school staff
- Phones can hamper rumor control and, in doing so, disrupt and delay effective public safety personnel response
- Phone use can impede public safety response by accelerating parental and community arrival at the scene of an emergency during times when officials may be attempting to evacuate students to another site
- Victims and worried family members trying to get through can jam communications, interfering with first responders

**Source:** Phone-Free Schools Administrator Toolkit



## Next Steps

- Principals working with staff to develop building-specific implementation plan
- Student Handbooks to be updated this summer
- Staff training this fall
- District-wide communication campaign for students and families to launch this fall
- Ongoing feedback/evaluation



**Less Media.  
More Social.**





QUESTIONS



Expect  
**More.**

# 2025-26 Preliminary Budget Update

Presented to the School Board  
Marie Schrul  
Chief Financial Officer  
May 20, 2025

# 2025-26 Preliminary Budget Influencing Factors

- **Priority-Based Budgeting** framework – aligning resources to strategic plan priorities
- Fiscal year-end **projected vs. actual** revenue & expenditures **impact fund balance**
- **Enrollment** changes can impact revenue, class size and building capacity
- Contractual settlements
- **Legislative changes** can impact revenue and/or expenditures
- Bond ratings
- **Funding that is one-time only**, or expires after a given time period



# Legislative Update

The Legislature adjourned the 2025 session last night, however, a special session is needed to pass the Education and Omnibus Education Policy Bill

Stillwater Area Public Schools' 2025-26 budget assumptions are based on current law which:

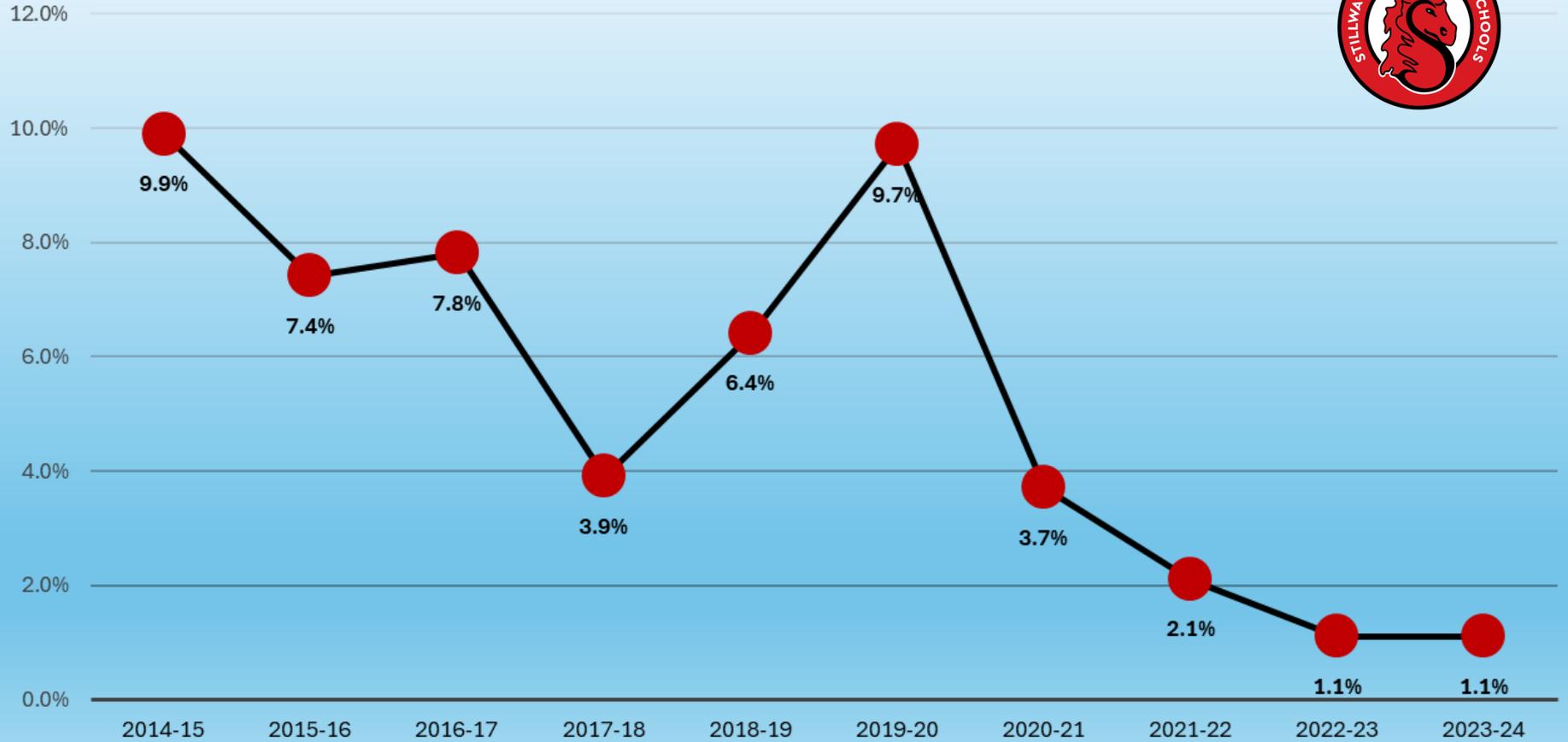
- Includes an inflation adjusted general education revenue formula increase of 2.74%
- Includes a decrease to Compensatory Education revenue
- Requires READ Act literacy curriculum implementation, which is not fully funded by the state. We are utilizing Operating Capital fund balance for the curriculum purchase.
- Includes a new paid FMLA payroll tax effective 1/1/26

\*The House & Senate passed a bill to invest \$100 million into the Unemployment Insurance Special Revenue Fund for hourly workers through the 2026-2027 biennium.

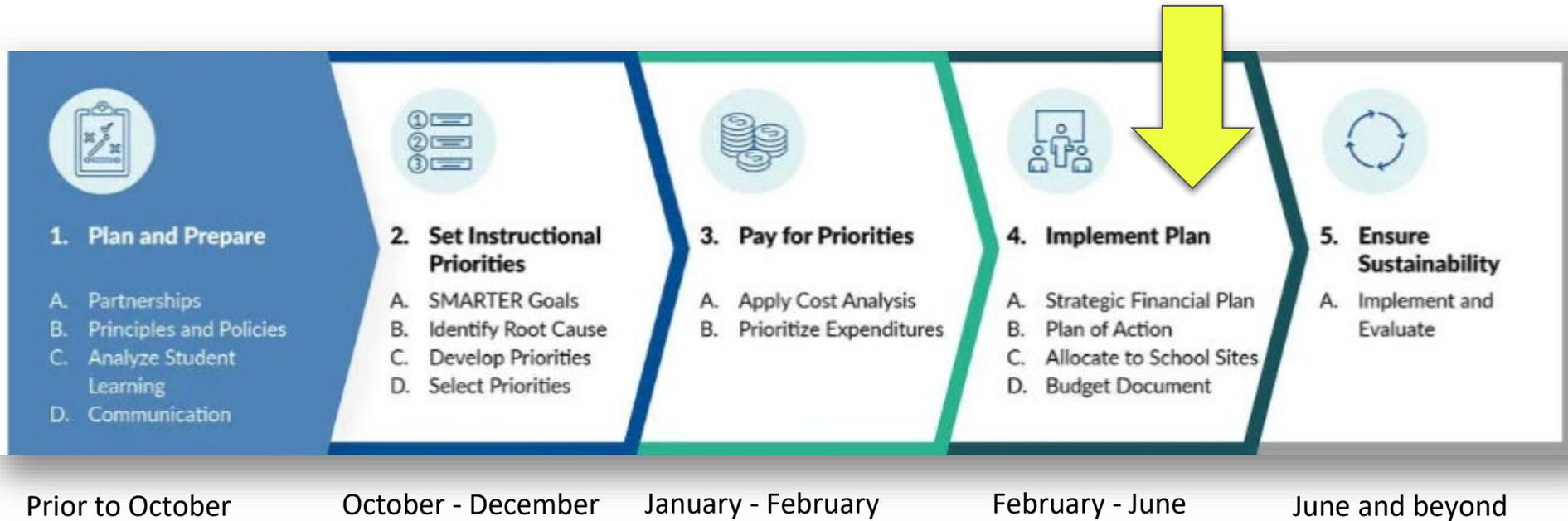


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# Unassigned Fund Balance History



# Priority-Based Budgeting (PBB) Framework



# 2025-26 Preliminary General Fund Budget

	2024-25 Revised Budget	2025-26 Preliminary Budget
Revenue	\$152,044,143	\$152,945,490
Less: Expenditures	<u>\$152,008,935</u>	<u>\$154,015,859</u>
Balance	\$35,208	-\$1,070,369
Add: Use of Restricted Operating Capital fund balance for curriculum		<u>\$1,070,369</u>
Surplus/ <b>Shortfall</b>		\$0



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# 2025-26 Preliminary General Fund Revenue

Revenue Source	2024-25 Revised Budget	2025-26 Preliminary Budget	Difference
Property Taxes/Levy	\$44,497,246	\$46,484,919	\$1,987,673
State Aids & Credits	99,121,585	99,960,386	838,801
Federal – Grants & Title Programs	3,355,991	2,456,333	-899,658
Other	5,069,321	4,043,852	-1,025,469
<b>Total General Fund Revenue</b>	<b>\$152,044,143</b>	<b>\$152,945,490</b>	<b>\$901,347</b>



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**More.**

# 2025-26 Preliminary General Fund Expenditures

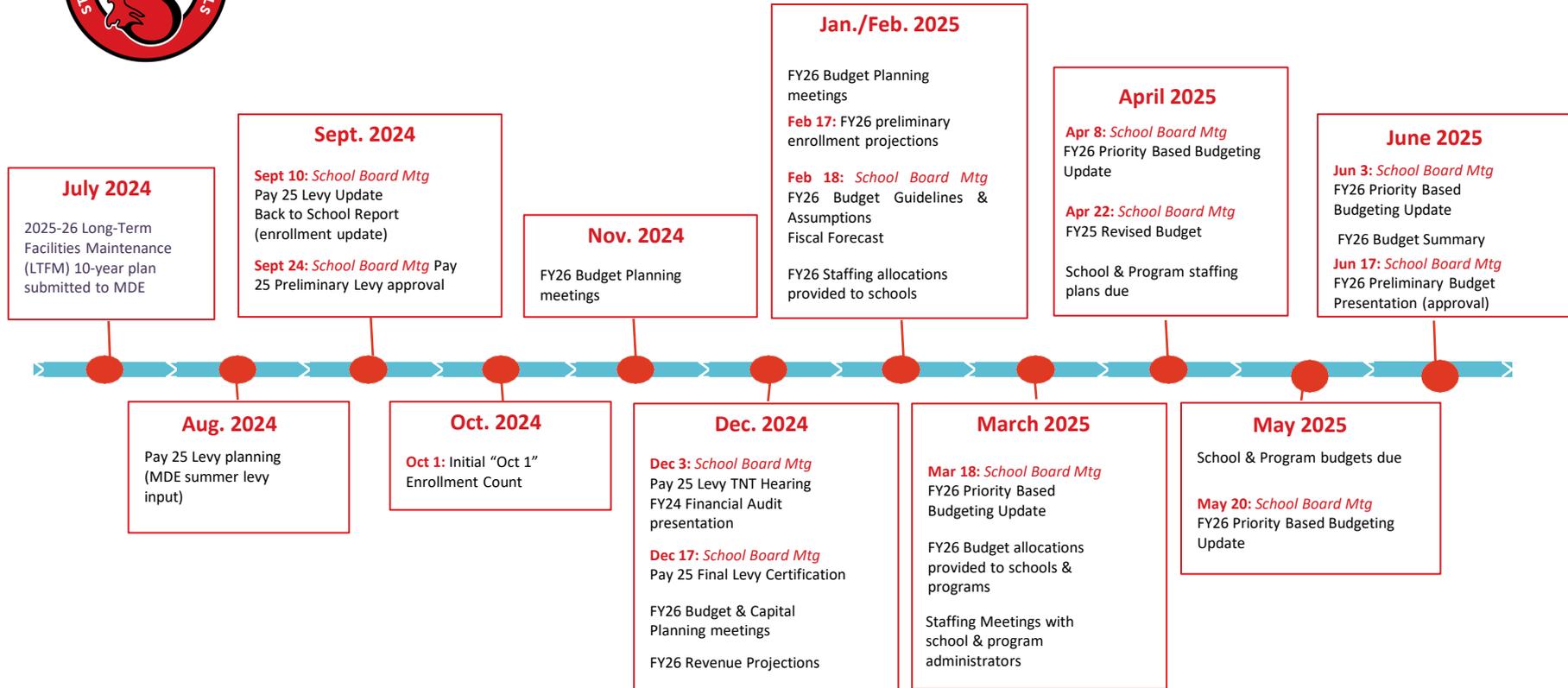
Expenditure Category	2024-25 Revised Budget	2025-26 Inflation & Other Adj	2025-26 Priority-Based Budgeting Adj	2025-26 Preliminary Budget	Difference
Salaries	\$74,101,374	\$3,441,077	-\$2,266,473	\$75,275,978	\$1,174,604
Benefits	34,819,291	1,759,764	-445,637	36,133,418	1,314,127
Purchased Services	26,950,898	359,821	-33,203	27,277,516	326,618
Supplies, Materials & Other	16,137,372	191,866	-1,000,291	15,328,947	-808,425
<b>Total Expenditures</b>	<b>\$152,008,935</b>	<b>\$5,752,528</b>	<b>-\$3,745,604</b>	<b>\$154,015,859</b>	<b>\$2,006,924</b>



Expect  
**More.**



# 2025-26 Budget Timeline





Questions

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>Internet and Technology Acceptable Use and Safety Policy</b>	<b>524</b>	<b>Adopted: 12-18-2014</b> <b>Reviewed: 04-25-2019</b> <b>Revised: 06-11-2020</b> <b>Reviewed: 11-04-2021</b> <b>Revised: 12-20-2022</b>	<b>Three Years</b>

**I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet.

**II. GENERAL STATEMENT OF POLICY**

In making decisions regarding student and employee access to the school district computer system and the Internet, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

**III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

**IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

**V. UNACCEPTABLE USES**

- A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:
  - 1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:

- a) pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
  - b) obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c) materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d) information or materials that could cause damage or danger of disruption to the educational process;
  - e) materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
  3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
  4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
  5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
  6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
    - a) This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
    - b) Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
      - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such

information is not to be designated as directory information in accordance with Policy 515; or

- (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c) These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” “TikTok,” “Reddit,” and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
  8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
  9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
  10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school

security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

## **VI. FILTER**

- A. All school district computers with Internet access and available for student use will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.
- B. All school district computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

## **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

## **VIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and

Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.

- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

## **IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement for students must be read and acknowledged by the user, the parent or guardian.

## **X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

## **XI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district's liability relative to:
    - a) Information stored on school district diskettes, hard drives, or servers.
    - b) Information retrieved through school district computers, networks, or online resources.
    - c) Personal property used to access school district computers, networks, or online resources.
    - d) Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.

3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

## **XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  1. A copy of the user notification form provided to the student user.
  2. A description of parent/guardian responsibilities.
  3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
  4. A statement that the Internet Use Agreement must be reviewed and acknowledged by the user, the parent or guardian, prior to use by the student.
  5. A statement that the school district's acceptable use policy is available for parental review.

## **XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS**

- A. "Technology provider" means a person who:
  1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and

2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. “Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student’s educational data. The notice must:
1. identify each curriculum, testing, or assessment technology provider with access to educational data;
  2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
  3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student’s educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
1. the technology provider’s employees or contractors have access to educational data only if authorized; and
  2. the technology provider’s employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider’s property.

#### **XIV. SCHOOL-ISSUED DEVICES**

- A. “School-issued device” means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student’s dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
1. any location-tracking feature of a school-issued device;
  2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
  3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.

- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
  2. the activity is permitted under a judicial warrant;
  3. the school district is notified or becomes aware that the device is missing or stolen;
  4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
  5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
  6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

**XV. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN**

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

**XVI. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

**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. § 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)  
15 U.S.C. § 6501 et seq. (Children’s Online Privacy Protection Act)  
17 U.S.C. § 101 et seq. (Copyrights)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))  
47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. 180, 141 S. Ct. 2038 (2021)  
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)  
United States v. Amer. Library Assoc., 539 U.S. 1942003)  
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)  
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)  
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff’d on other grounds 816 N.W.2d 509 (Minn. 2012)  
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)  
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)  
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

**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 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
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 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

**STUDENTS**

<b>Student Medication and Telehealth</b>	<b>516</b>	<b>Adopted: 08-23-2001 Renumbered: 03-11-2021</b>	<b>3 Years</b>

**I. PURPOSE**

The purpose of this policy is to set forth the provisions that must be followed when administering non emergency prescription medication to students at school.

**II. GENERAL STATEMENT OF POLICY**

The school district acknowledges that some students may require prescribed drugs or medication or telehealth during the school day. The school district’s licensed school nurse, trained health paraprofessional, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

**III. Drug and Medication Requirements**

A. Administration of Drugs and Medicine

1. The administration of medication or drugs at school requires a completed signed request from the student’s parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:
  - a) with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
  - b) with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;
  - c) with a public or private health-related organization, in a district that contracts with a public or private health or health-related organization, according to Minnesota Statutes, 121A.21; or
  - d) with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.

3. Exclusions

The provisions on administration of drugs and medicine above do not apply to

drugs or medicine that are:

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- a) used in connection with athletics or extracurricular activities;
- b) used in connection with activities that occur before or after the regular school day;
- c) provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- d) For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.
- e) Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

## B. Prescription Medication

1. An “Administering Prescription Medications” form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.
2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler and epinephrine auto-injectors, and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student’s prescription medication administration. A new medical authorization and container label with new pharmacy instructions shall be required immediately as well.
6. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
7. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

8. If the administration of a drug or medication described in this section requires the

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school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

### C. Nonprescription Medication

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy. The administration of a nonprescription medication to an elementary student requires a prescription and written authorization from the parent or guardian. An elementary student may not self-administer medication.

### D. Possession and Use of Epinephrine Auto-Injectors

At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

1. possess epinephrine auto-injectors; or
2. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

For the purposes of this policy, "instructional day" is defined as eight hours for each student contact day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included

in a student's Section 504 plan.

Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis

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regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine

Effective July 1, 2024, registered nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine auto-injector is to be administered, when caring for a patient whose condition falls within the protocol.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

#### E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

#### F. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes, section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.

3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with

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Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

#### **IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH**

- A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.
- B. The space must provide a student privacy to receive mental health care.
- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.
- D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

#### **Legal References:**

- Minn. Stat. § 13.32 (Educational Data)
- Minn. Stat. § 121A.21 (School Health Services)
- Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)
- Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
- Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
- Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
- Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
- Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
- Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
- Minn. Stat. § 148.171 (Definitions; Title)
- Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
- Minn. Stat. § 152.01 (Definitions)
- Minn. Stat. § 152.22 (Definitions)
- Minn. Stat. § 152.23 (Limitations)

Minn. Rule 8710.6100 (School Nurse)

20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Act)

29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)

**Cross References:**

MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

**STUDENTS**

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>Student Medication and Telehealth</b>	<b>516</b>	<b>Adopted: 08-23-2001 Renumbered: 03-11-2021</b>	<b>3 Years</b>

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**II. GENERAL STATEMENT OF POLICY**

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**III. Drug and Medication Requirements**

**A. Administration of Drugs and Medicine**

1. The administration of medication or drugs at school requires a completed signed request from the student’s parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:
  - a) with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
  - b) with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;
  - c) with a public or private health-related organization, in a district that contracts with a public or private health or health-related organization, according to Minnesota Statutes, 121A.21; or
  - d) with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.

3. Exclusions

The provisions on administration of drugs and medicine above do not apply to drugs or medicine that are:

- a) used in connection with athletics or extracurricular activities;
- b) used in connection with activities that occur before or after the regular school day;
- c) provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- d) For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.
- e) Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

B. Prescription Medication

1. An “Administering Prescription Medications” form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.
2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler and epinephrine auto-injectors, and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student’s prescription medication administration. A new medical authorization and container label with new pharmacy instructions shall be required immediately as well.
6. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
7. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
8. If the administration of a drug or medication described in this section requires the

school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

#### C. Nonprescription Medication

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy. The administration of a nonprescription medication to an elementary student requires a prescription and written authorization from the parent or guardian. An elementary student may not self-administer medication.

#### D. Possession and Use of Epinephrine Auto-Injectors

At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

1. possess epinephrine auto-injectors; or
2. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

For the purposes of this policy, "instructional day" is defined as eight hours for each student contact day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's Section 504 plan.

Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis

regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine

Effective July 1, 2024, registered nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine auto-injector is to be administered, when caring for a patient whose condition falls within the protocol.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

F. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes, section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with

Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

#### **IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH**

- A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.
- B. The space must provide a student privacy to receive mental health care.
- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.
- D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

#### **Legal References:**

Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.21 (School Health Services)  
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)  
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)  
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)  
Minn. Stat. § 148.171 (Definitions; Title)  
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 152.22 (Definitions)  
Minn. Stat. § 152.23 (Limitations)  
Minn. Rule 8710.6100 (School Nurse)  
20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)

#### **Cross References:**

MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

**EDUCATION PROGRAMS**

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Library Materials	606.5	Adopted:	Three Year

**I. PURPOSE**

The school board recognizes that library materials are a vital component of a student’s education. The library should serve as a marketplace of ideas that go beyond the prescribed curriculum. Students are generally required to utilize curriculum materials. In contrast, students are generally free to access specific library materials that match their interests. Accordingly, library materials should provide opportunities for learning and enrichment that aligns with the needs and broad interests of students in the school.

The school board endorses the inclusion of library materials that present different points of view for students to consider, including differing views on controversial issues. The school board also endorses the inclusion of library materials that reflect our diverse society and the contributions that countless groups and individuals have made to our country and to the world. The school board believes that the inclusion of these types of materials promotes critical thinking and encourages life-long learning.

The purpose of this policy is to provide direction regarding the initial selection of library materials and the review of library materials when removal has been requested. The superintendent is responsible for implementing this policy. To that end, the superintendent or a designee may establish additional procedures for responding to requests to remove library materials.

**II. DEFINITIONS**

- A. “Library” means a media center that is located in a district school and contains library materials for students to access and use free of charge and on an equitable basis. A library may also provide access to electronic materials. This policy does not govern access to electronic materials that are accessed through the internet.
- B. “Library materials” are the books, periodicals, newspapers, manuscripts, films, prints, documents, videotapes, subscription content, electronic and digital materials (including e-books, audiobooks, and databases), and related items made available to students in a library or through access to electronic materials. “Library materials” do not include materials made available to students as part of the curriculum.
- C. “Library media specialist” is a person who holds a Library Media Specialist teaching license from the Professional Educator Licensing and Standards Boards and who is trained to deliver library services to students.

- D. "Obscene" means that the work which, taken as a whole, appeals to the prurient interest in sex and depicts or describes in a patently offensive manner sexual conduct and which, taken as a whole, does not have serious literary, artistic, political, or scientific value.

### **III. INITIAL SELECTION OF LIBRARY MATERIALS**

- A. Primary Responsibility for Initial Selection. In consultation with district leadership and other professional staff, and within budgeted amounts, the library media specialist is primarily responsible for the initial selection of library materials. The library media specialist will apply the selection criteria stated in this policy.
- B. Selection Criteria. When considered as a whole, library materials should:
1. enrich, support, or supplement the curriculum;
  2. promote reading for pleasure by responding to a broad array of personal needs and interests of a diverse student body;
  3. reflect the ages and maturity levels of students in the building in which the library is located;
  4. reflect artistic value, literary value, educational significance;
  5. promote critical thinking in daily living or in areas of general importance to members of society, including, but not limited to, politics, science, history, religion, medicine, law, economics, or safety; or
  6. promote equity or an understanding of the views, triumphs, or struggles of others.
- C. Prohibited Criteria. Library materials must not be excluded from initial selection because of the race, nationality, religion, sex, gender, gender identity, or political views of the author.
- D. The District will not accept donated materials for inclusion in its libraries unless the materials are already part of the existing library collection.
- E. Financial donations to benefit the district's libraries will be accepted with the understanding that funds will be used to purchase materials that are needed for libraries based on the needs of the individual schools.

### **IV. REQUESTS TO REMOVE SPECIFIC LIBRARY MATERIALS**

- A. Eligible Individuals. The following individuals are eligible to initiate a review process to determine whether a specific library material will be removed: an eighteen-year-old student who attends the school in which the library material is located; the parent or guardian of student who is less than eighteen years of age and attends the school in which the library material is located; the principal of the building in which the library material is located; the district's superintendent; a quorum of the school board as evidenced by a vote of the school board at an open meeting.
- B. Limited Number of Requests. Because of the time required to process a request for removal, the District will process no more than nine requests (one for each full month

that school is in session) for removal per school year.

- C. Meeting Required. Before requesting removal of a specific library material, an eighteen-year-old student or the parent or guardian of student who is less than eighteen years of age must meet (virtually or in person) with the library specialist and building principal to state the objections to the specific library material and to give the library specialist and the principal an opportunity to respond. In the case of a principal challenge, the principal, the media specialist and the superintendent designee will meet.
- D. Request for Removal. An eligible individual may request removal of a specific library material by submitting a written request to the superintendent's office on a form developed by the superintendent or a designee. The form must be completed in its entirety. The superintendent will not process the request if the specific material has been the subject of a request for removal during the previous five years or if the form is not completed in its entirety. The district is not responsible to provide the challenger with the material.
- E. Appointment of Review Committee: On an annual basis, the superintendent or designee shall designate potential members to be part of the review committee. The superintendent or designee is encouraged but not required to include the following members.
  - 1. A member of the school district administration;
  - 2. A principal or associate principal;
  - 3. A teacher;
  - 4. A library media specialist;
  - 5. A community member with no direct connection to the request;
  - 6. Any other person(s) who, in the view of the superintendent, would be helpful in considering the objection, applying the review criteria, and evaluating whether the specific library material should be removed.
  - 7. At the discretion of the superintendent, student(s) may be included as an ex officio member.
- F. Continued Access to Material. Absent extraordinary circumstances, the District will not deny students access to the library material until the review process is completed. Out of practical necessity, however, copies of the library material may be taken from the library so they can be reviewed by the Review Committee.
- G. Legal Standard. In *Board of Education v. Pico*, 457 U.S. 853 (1982), the U.S. Supreme court held that school boards generally have discretion to remove books from school libraries as long as the removal does not violate the First Amendment. Whether a removal violates the First Amendment depends on the motivation for removing the book. School boards "may not remove books from the school library shelves simply because they dislike the ideas contained in those books and seek by their removal to 'prescribe what shall be orthodox in politics, nationalism, religion, or other matters of opinion.'" However, the First Amendment does not prohibit school boards from removing books for other legitimate reasons. For example, the Supreme Court noted that school boards may remove books on the ground that they are "vulgar" or lack "educational suitability." The U.S. Supreme Court has also held that the First Amendment does not prohibit school officials from regulating speech in the educational environment that is "obscene," "vulgar," "lewd," or "plainly offensive." See *Bethel School District No. 403 v. Fraser*, 478 U.S. 675 (1986); *Morse v. Frederick*, 551 U.S. 393 (2007) (interpreting *Fraser*).

- H. **Review Criteria.** The Review Committee may decide to remove a specific library material if the material is: (1) educationally unsuitable for students in the school given their ages and levels of maturity; (2) educationally unsuitable because it does not meet the initial selection criteria; or is objectionable based upon the legal standards as specified in paragraph G; (3) objectively inaccurate as a whole. The committee may not vote to remove specific library material because the committee, the school board, school officials, or any other person dislikes the ideas contained in the library material or wants to remove the material in an effort to prescribe what is orthodox in the reporting of history or in religion, politics, nationalism, or other matters of opinion.
- I. **Review and Report.** The Review Committee will review the specific library material as a whole and will apply the review criteria outlined in this policy. The Review Committee may consult with individuals who have relevant professional knowledge. After this process is complete, the Review Committee will vote, in a manner that records each member's vote, on whether to remove the material in question. A meeting is not required to vote. After voting, the Review Committee will submit a brief written report to the superintendent containing the Review Committee's decision to retain or remove the specific library material and the basis for the decision.
- J. **Notice of Decision.** The superintendent or a designee will provide notice of the Review Committee's decision to the person who requested removal of specific library material.
- K. **Appeal.** The requestor may appeal the Review Committee's decision by submitting a written appeal to the superintendent within fourteen calendar days after receiving notice of the decision. The written appeal must state all the reasons why the requester believes the committee's decision is incorrect. The superintendent or a designee will review the specific library material in question, apply the review criteria that are outlined in this policy, and then affirm or reverse the Review Committee's decision. The decision of the superintendent is final, unless a quorum of the school board voted at an open meeting to initiate the process to determine whether a specific library material should be reviewed. If a quorum of the school board initiated the review process, the superintendent's decision may be appealed to the school board. On review, the school board is bound by the review criteria outlined in this policy.
- L. Upon the completion of a content challenge or reconsideration process in accordance with the district's adopted policy, the district must submit a report of the challenge to the commissioner of education [Minn. Stat. §134.51] .

## V. ADMINISTRATIVE REMOVAL

This policy does not prohibit a library media specialist or other administrator from removing specific library material because: it has not been utilized by any student for an extended period of time or has been utilized rarely; it is damaged or is in poor physical condition; or there are other similar reasons unrelated to content.

### **Legal References:**

Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)  
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (School Board Responsibilities)  
Minn. Stat. § 124D.991 (Public School Libraries and Media Centers)  
Minn. Stat. § 134.51 (Access to Library Materials and Rights Protected)  
Minn. Rules Part 8710.4550 (Library Media Specialists)  
Board of Education v. Pico, 457 U.S. 853 (1982)

Virginia State Bd. of Educ. v. Barnette, 319 U.S. 624 (1943)

**Cross References:**

MSBA/MASA Model Policy 102 (Equal Educational Opportunity)

MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)

MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)

**EDUCATION PROGRAMS**

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Library Materials	606.5	Adopted:	Three Year

**I. PURPOSE**

The school board recognizes that library materials are a vital component of a student’s education. The library should serve as a marketplace of ideas that go beyond the prescribed curriculum. Students are generally required to utilize curriculum materials. In contrast, students are generally free to access specific library materials that match their interests. Accordingly, library materials should provide opportunities for learning and enrichment that aligns with the needs and broad interests of students in the school.

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- C. “Library media specialist” is a person who holds a Library Media Specialist teaching license from the Professional Educator Licensing and Standards Boards and who is

trained to deliver library services to students.

- D. "Obscene" means that the work which, taken as a whole, appeals to the prurient interest in sex and depicts or describes in a patently offensive manner sexual conduct and which, taken as a whole, does not have serious literary, artistic, political, or scientific value.

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- B. Selection Criteria. When considered as a whole, library materials should:
  - 1. enrich, support, or supplement the curriculum;
  - 2. promote reading for pleasure by responding to a broad array of personal needs and interests of a diverse student body;
  - 3. reflect the ages and maturity levels of students in the building in which the library is located;
  - 4. reflect artistic value, literary value, educational significance;
  - 5. promote critical thinking in daily living or in areas of general importance to members of society, including, but not limited to, politics, science, history, religion, medicine, law, economics, or safety; or
  - 6. promote equity or an understanding of the views, triumphs, or struggles of others.
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- A. Eligible Individuals. The following individuals are eligible to initiate a review process to determine whether a specific library material will be removed: an eighteen-year-old student who attends the school in which the library material is located; the parent or guardian of student who is less than eighteen years of age and attends the school in which the library material is located; the principal of the building in which the library material is located; the district's superintendent; a quorum of the school board as evidenced by a vote of the school board at an open meeting.

- B. **Limited Number of Requests.** Because of the time required to process a request for removal, the District will process no more than nine requests (one for each full month that school is in session) for removal per school year.
- C. **Meeting Required.** Before requesting removal of a specific library material, an eighteen-year-old student or the parent or guardian of student who is less than eighteen years of age must meet (virtually or in person) with the library specialist and building principal to state the objections to the specific library material and to give the library specialist and the principal an opportunity to respond. In the case of a principal challenge, the principal, the media specialist and the superintendent designee will meet.
- D. **Request for Removal.** An eligible individual may request removal of a specific library material by submitting a written request to the superintendent's office on a form developed by the superintendent or a designee. The form must be completed in its entirety. The superintendent will not process the request if the specific material has been the subject of a request for removal during the previous five years or if the form is not completed in its entirety. The district is not responsible to provide the challenger with the material.
- E. **Appointment of Review Committee:** On an annual basis, the superintendent or designee shall designate potential members to be part of the review committee. The superintendent or designee is encouraged but not required to include the following members.
1. A member of the school district administration;
  2. A principal or associate principal;
  3. A teacher;
  4. A library media specialist;
  5. A community member with no direct connection to the request;
  6. Any other person(s) who, in the view of the superintendent, would be helpful in considering the objection, applying the review criteria, and evaluating whether the specific library material should be removed.
  7. At the discretion of the superintendent, student(s) may be included as an ex officio member.
- F. **Continued Access to Material.** Absent extraordinary circumstances, the District will not deny students access to the library material until the review process is completed. Out of practical necessity, however, copies of the library material may be taken from the library so they can be reviewed by the Review Committee.
- G. **Legal Standard.** In *Board of Education v. Pico*, 457 U.S. 853 (1982), the U.S. Supreme court held that school boards generally have discretion to remove books from school libraries as long as the removal does not violate the First Amendment. Whether a removal violates the First Amendment depends on the motivation for removing the book. School boards "may not remove books from the school library shelves simply because they dislike the ideas contained in those books and seek by their removal to 'prescribe what shall be orthodox in politics, nationalism, religion, or other matters of opinion.'" However, the First Amendment does not prohibit school boards from removing books for other legitimate reasons. For example, the Supreme Court noted that school boards may remove books on the ground that they are "vulgar" or lack "educational suitability." The U.S. Supreme Court has also held that the First

Amendment does not prohibit school officials from regulating speech in the educational environment that is “obscene,” “vulgar,” “lewd,” or “plainly offensive.” See *Bethel School District No. 403 v. Fraser*, 478 U.S. 675 (1986); *Morse v. Frederick*, 551 U.S. 393 (2007) (interpreting *Fraser*).

- H. **Review Criteria.** The Review Committee may decide to remove a specific library material if the material is: (1) educationally unsuitable for students in the school given their ages and levels of maturity; (2) educationally unsuitable because it does not meet the initial selection criteria; or is objectionable based upon the legal standards as specified in paragraph G; (3) objectively inaccurate as a whole. The committee may not vote to remove specific library material because the committee, the school board, school officials, or any other person dislikes the ideas contained in the library material or wants to remove the material in an effort to prescribe what is orthodox in the reporting of history or in religion, politics, nationalism, or other matters of opinion.
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- J. **Notice of Decision.** The superintendent or a designee will provide notice of the Review Committee’s decision to the person who requested removal of specific library material.
- K. **Appeal.** The requestor may appeal the Review Committee’s decision by submitting a written appeal to the superintendent within fourteen calendar days after receiving notice of the decision. The written appeal must state all the reasons why the requester believes the committee’s decision is incorrect. The superintendent or a designee will review the specific library material in question, apply the review criteria that are outlined in this policy, and then affirm or reverse the Review Committee’s decision. The decision of the superintendent is final, unless a quorum of the school board voted at an open meeting to initiate the process to determine whether a specific library material should be reviewed. If a quorum of the school board initiated the review process, the superintendent’s decision may be appealed to the school board. On review, the school board is bound by the review criteria outlined in this policy.
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Minn. Stat. § 123B.02 (General Powers of Independent School Districts)

Minn. Stat. § 123B.09 (School Board Responsibilities)

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Minn. Stat. § 134.51 (Access to Library Materials and Rights Protected)

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**Cross References:**

MSBA/MASA Model Policy 102 (Equal Educational Opportunity)

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MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)

**EDUCATION PROGRAMS**

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>Media Center/Library</b>	<b>625</b>	<b>Adopted: 1-17-1971 Amended: 05-08-1985 Renumbered: 03-11-2021</b>	

It is the policy of I.S.D. 834 that the I.S.D. 834 Board of Education endorses the School Library Bill of Rights, as drawn by the American Library Association, which asserts that the responsibility of the school library and/or the IMC is:

1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. To provide a background of information which will enable pupils to make intelligent judgments in their daily life.
4. To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
5. To provide materials representative of the many religious, ethnic and cultural groups and their contributions to our American heritage.

To place principle about personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for users of the library

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ADMINISTRATIVE PROCEDURES AND REGULATIONS

It is a privilege afforded all students to utilize the facilities of the library, but this privilege stands to be revoked when a student violates policy, procedure or codes of reasonable conduct in the use of the space or resources afforded in the library.



Stillwater School Board  
Policy Meeting Notes  
May 8, 2025

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

**Agenda**

- Reviewed the following policies for the May 20, 2025 board meeting
  - Consent Agenda
    - Policy 531 - Pledge of Allegiance
  - First Reading
    - 524 - Internet and Technology Acceptable Use and Safety Policy
  - Second Reading and Approval
    - Policy 516 - Student Medication and Telehealth
  - Third Reading and Approval
    - Policy 606.5 - Library Materials
  - Revoke
    - Policy 625 - Media Center/Library

**What's next:**

- Review Policy 616 - School district System Accountability at a future policy meeting.



**TO:** Northeast Metro 916 Board of Education  
**FROM:** Dr. Val Rae Boe  
**DATE:** May 12, 2025  
**RE:** May 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, and Stout-832. Members absent: Dols-833, and Thelander-834.

**Calendar Dates:**

- 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.
- Wednesday, May 28, 2025 - WELS North Graduation, 4:30 p.m., at Quora Education Center
- Wednesday, May 28, 2025 - ALC Graduation, 6:00pm, at Century College, Lincoln Mall
- Thursday, May 29, 2025 - Quora Secondary School Graduation, Learning Community 7 at 12:30 p.m., and Learning Communities 3, 4, 5, and 6 at 4:30 p.m. at Quora Education Center
- Thursday, May 29, 2025 - Auditory Oral End of Year Celebration, 5:00 p.m., at Early Childhood Family Center, Stillwater
- Tuesday, June 3, 2025 - South Campus Graduation, 12:30 p.m., at South Campus Education Center
- Wednesday, June 4, 2025 - School Board Meeting at 6:00 p.m.
- Monday, June 9, 2025 - 916 Foundation Golf Tournament at Oak Marsh Golf Course, Oakdale

**Recognition of Retirements:**

- Tom Spehn, Construction Occupations Teacher, has provided the district with 26 years of service. Tom was recognized as a leader in the classroom and across the community. He is best known for building 31 high-quality single-family homes across the East and North metro, most recently through a partnership with the City of North St. Paul.
- Dawn Swanson, Senior Administrative Support Assistant, has provided the school district with 15 years of service. Dawn was recognized for her work across the district in several sites and for several directors. Her laughter and support will be truly missed.
- Pamela Dunbar, Education Assistant, has provided the school district with 46 years of service. Pam was recognized for being a consistent and dedicated presence, embodying the very best of what it means to serve in education. Pam made every child feel seen,

safe, and valued and will be missed and forever remembered with gratitude and admiration.

**First Reading of FY26 Budget:** Mark Kumlien, executive director of finance, presented the first reading of the proposed FY26 budget to the School Board. Mark highlighted the preliminary financial assumptions, spoke about the debt service levy, and gave an overview of the revenues and expenditures, broken down by fund. Mark ended with information on the district's fund balance which is within policy parameters.

**Policies:**

- **First Reading of School Board Policy:** Policy 721
- **Adopt Proposed Policy Modifications:** Policies 529, 616, 619, and 624.

**Contract Approvals:**

- **Approval of Mahtomedi Academy ALC Lease Agreement with Century College:** Northeast Metro 916 has finalized a lease agreement with Century College for the Mahtomedi Academy Area Learning Center (ALC) which recently relocated to the Century College campus. This collaboration with Century College enhances educational opportunities for ALC students by providing access to a collegiate environment and additional resources.
- **Approval of Educational Services Agreement with Spring Lake Park ISD 16:** Northeast Metro 916 provides educational services on behalf of the Spring Lake Park School District for those students who are enrolled at Avant Center residential treatment.
- **Approval of Know the Truth Contract:** Know the Truth provides chemical health in individual and group support to 916 programs including 916 Mahtomedi Academy, East View Academy, Metro Heights Academy, Quora Secondary School and WELS.