



Independent School District 834
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
School Board Business Meeting Agenda – April 14, 2022 6:30 p.m.

- I. **Recognition – Stillwater Business Professionals of America**
- II. **Public Comment**
Up to fifteen speakers will be allotted three minutes each to speak
- III. **Call to Order**
- IV. **Roll Call**
- V. **Pledge of Allegiance**
- VI. **Approval of Agenda**
- VII. **Student Report**
- VIII. **Superintendent Report**
- IX. **Board Chair Report**
- X. **Consent Agenda**
 - A. Minutes of March 24, 2022 Special Meeting
 - B. Minutes of March 28, 2022 Special Meeting
 - C. Minutes of March 29, 2022 Special Meeting
 - D. Minutes of March 31, 2022 Special Meeting
 - E. Payment of Invoices – April 2, 2022 – April 15, 2022
 - F. Policy 410 – Family Medical Leave Annual Review
 - G. Human Resources Personnel Report
- XI. **Action Items**
 - A. Approval of Revised Policy 211 – Criminal or Civil Action Against School District School Board Members, Employee or Student – Dr. Jennifer Cherry
- XII. **Reports**
 - A. Budget Expenditure Update – Dr. John Thein
 - B. Budget Assumptions and Timeline – Dr. John Thein
- XIII. **Adjournment**
 - A. Adjourn

Attachments:

- Finance and Operations Meeting Notes
- Policy Meeting Notes



Agenda Item I.
Date Prepared: March 28, 2022
ISD 834 Board Meeting

Agenda Item: Recognition
Meeting Date: April 14, 2022
Recognition

Background:

An individual, team, or program will be recognized for their excellence.

Recommendation:

Board action is not required.



Agenda Item II.
Date Prepared: March 28, 2022
ISD 834 Board Meeting

Agenda Item: Public Comment
Meeting Date: April 14, 2022

Background:

The school board encourages community input. While comments and questions are welcome, law prohibits the board from discussing concerns about individual employees or students in a public meeting. The board will not deliberate, discuss, or engage in conversation with speakers. However, the board may ask administration to review the concern(s) presented.

Speakers must present their testimony in a respectful manner. Vulgarity, character attacks, malice or specific complaints identifying staff or students by name or implication will not be permitted.

We will stop the proceedings immediately if employee or student privacy issues are raised and direct the speaker to forward comments regarding individual employees or students to the superintendent.

Recommendation:

This is for informational purposes only.



Agenda Item III.
Date Prepared: March 28, 2022
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: April 14, 2022

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item IV.
Date Prepared: March 28, 2022
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: April 14, 2022

Background:

The School Board Chair will ask the secretary to take the roll. A quorum must be established in order for the meeting to proceed.

Board Members

Alison Sherman, Chair

Katie Hockert, Vice Chair

Annie Porbeni, Clerk

Beverly Petrie, Treasurer

Pete Kelzenberg, Director

Tina Riehle, Director

Vivian Votava, Director

Malinda Lansfeldt, Interim Superintendent, Ex-Officio

Recommendation:

Board action is not required.



Agenda Item V.
Date Prepared: March 28, 2022
ISD 834 Board Meeting

Agenda Item: Pledge of Allegiance
Meeting Date: April 14, 2022

Background:

The Pledge of Allegiance will be recited prior to the approval of the meeting agenda.

I pledge Allegiance to the flag
of the United States of America
and to the Republic for which it stands,
one nation under God, indivisible,
with Liberty and Justice for all.

Recommendation:

Board action is not required.



Agenda Item VI.
Date Prepared: March 28, 2022
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: April 14, 2022

Background:

Once quorum has been established the School Board Chair will request approval of the meeting agenda.

Recommendation:

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

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



Agenda Item VII.
Date Prepared: March 28, 2022
ISD 834 Board Meeting

Agenda Item: Student Report
Meeting Date: April 14, 2022
Student Report

Background:

The Student Board Members will provide updates on items of interest in the announcement category. Many times these topics develop between the time the agenda is prepared and distributed and the meeting date. Topics generally include announcement of academics, activities, arts and athletics. What is included in this item will vary each meeting depending on the nature of the topics, the school year schedule and time of activities.

Recommendation:

Board action is not required.



Agenda Item VIII.
Date Prepared: March 28, 2022
ISD 834 Board Meeting

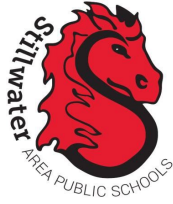
Agenda Item: Superintendent Report
Meeting Date: April 14, 2022

Background:

Each meeting the Superintendent will provide an update on items of interest in the announcement category. Many times these topics develop between the time the agenda is prepared and distributed, and the meeting date. Topics generally include announcement of attendance at district events, communications items, informational items and correspondence items worth noting. What is included in this item will vary each meeting depending on the nature of the topics, the school year schedule and time of activities.

Recommendation:

Board action is not required.



Agenda Item IX.
Date Prepared: March 28, 2022
ISD 834 Board Meeting

Agenda Item: Board Chair Report
Meeting Date: April 14, 2022

Background:

Each meeting the Board Chair board will provide updates on items of interest in the announcement category. Many times these topics develop between the time the agenda is prepared and distributed, and the meeting date. What is included in this item will vary each meeting depending on the nature of the topics, the school year schedule and time of activities

Recommendation:

Board action is not required.



Agenda Item: Consent Agenda
Meeting Date: April 14, 2022
Contact Person: Varies by item

Agenda Item X. A.B.C.D.E.F.G.
Date Prepared: March 28, 2022
ISD 834 Board Meeting

Background:

The consent agenda is a meeting practice which packages routine reports, Board meeting minutes, and other non-controversial items not requiring discussion or independent action as one agenda item. The Board will approve this 'package' of items together in one motion.

A. School Board Special Meeting Minutes, March 24, 2022

Contact Person: Dr. Annie Porbeni, Clerk or Joan Hurley, Secretary

A copy of the minutes is included for your review.

B. School Board Special Meeting Minutes, March 28, 2022

Contact Person: Dr. Annie Porbeni, Clerk or Joan Hurley, Secretary

A copy of the minutes is included for your review.

C. School Board Special Meeting Minutes, March 29, 2022

Contact Person: Dr. Annie Porbeni, Clerk or Joan Hurley, Secretary

A copy of the minutes is included for your review.

D. School Board Special Meeting Minutes, March 31, 2022

Contact Person: Dr. Annie Porbeni, Clerk or Joan Hurley, Secretary

A copy of the minutes is included for your review.

E. Payment of Invoices – April 2, 2022 – April 15, 2022

Contact Person: Dr. John Thein, Director, Finance

A copy of the register has been distributed to board members.

F. Policy 410 – Family Medical Leave Annual Review

Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

A copy of the policy is included for you review.

G. Human Resources Personnel Report

Contact Person: Ms. Cindy Gustafson, Director, Human Resources

A summary of personnel transactions for the month is included for your review

Recommendation:

BE IT RESOLVED by the School Board of Independent School District 834 – Stillwater Area Public Schools that Consent Agenda Items A through G be approved as written, and a copy of the agenda items is attached to the minutes.

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



Independent School District No. 834 – Stillwater Area Public Schools
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
March 24, 2022 – 5:30 p.m. Special Meeting Minutes

I. **Call to Order:** The meeting was called to order at 5:31 p.m.

II. **Roll Call**

Present: Alison Sherman, chair, Katie Hockert, vice chair, Beverly Petrie, treasurer, Pete Kelzenberg, director, Tina Riehle, director, Vivian Votava, director

Not present: Annie Porbeni, clerk

III. **Approval of Agenda**

Motion to approve the agenda by: Member Hockert; second by: Member Petrie; Vote: 6 ayes, 0 nays; Motion carried unanimously.

IV. **Action Item**

A. Review Superintendent Applicants' Information and Decide on the Finalists, Schedule for Interviews, Interview Procedures, and Interview Questions.

The board selected seven candidates as follows; John Bezek, Eric Schneider, Edward Bennett, Michael Funk, Steven Troen, Malinda Lansfeldt and Noel Schmidt for first round interviews being held on Monday, March 28 and Tuesday, March 29.

Motion to offer first round interview for the Stillwater Area District 834 superintendent to candidates C,E,F,I,M,Q,R by: Member Votava; second by: Member Hockert; Vote: 6 ayes; 0 nays; Motion carried unanimously.

V. **Reports**

Discuss, Decide, And Schedule the Steps Necessary for the Rest of the Hiring Process.
The board will consider giving second round finalists a tour of some district buildings between 11:00 - 3:00 p.m. on April 7. .

VI. **Adjournment**

A. The meeting adjourned at 6:45 p.m.

Respectfully submitted, Alison Sherman, Chair



Independent School District No. 834 – Stillwater Area Public Schools
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
March 28, 2022 – 5:30 p.m. Special Meeting Minutes

I. **Call to Order:** The meeting was called to order at 5:31 p.m.

II. **Roll Call**

Present: Alison Sherman, chair, Katie Hockert, vice chair, Beverly Petrie, treasurer, Pete Kelzenberg, director, Annie Porbeni, clerk Vivian Votava, director

Not present: Tina Riehle, director

III. **Approval of Agenda**

Motion to approve the agenda by: Member Hockert; second by: Member Petrie; Vote: 6 ayes, 0 nays; Motion carried unanimously.

IV. **Interview Candidates for superintendent position**

The School Board interviewed the following four of the seven candidates as part of the first round interviews. Steven Troen, Michael Funk, Edward Bennett and Noel Schmidt. The remaining three candidates will be interviewed on Tuesday, March 29.

V. **Adjournment**

A. The meeting adjourned at 10:15 p.m.

Respectfully submitted, Annie Porbeni, Clerk



Independent School District No. 834 – Stillwater Area Public Schools
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
March 29, 2022 – 5:30 p.m. Special Meeting Minutes

I. **Call to Order:** The meeting was called to order at 5:31 p.m.

II. **Roll Call**

Present: Alison Sherman, chair, Katie Hockert, vice chair, Beverly Petrie, treasurer, Pete Kelzenberg, director, Annie Porbeni, clerk Vivian Votava, director

Not present: Tina Riehle, director

III. **Approval of Agenda**

Motion to approve the agenda by: Member Petrie; second by: Member Kelzenberg; Vote: 6 ayes, 0 nays; Motion carried unanimously.

IV. **Interview Candidates for superintendent position**

The School Board interviewed Steven Troen, Michael Funk, Edward Bennett and Noel Schmidt on Monday, March 28 and interviewed John Bezek, Eric Schneider and Malinda Lansfeldt on Tuesday, March 29.

V. **Discuss information from the interviews and name those candidates who will continue for second interviews, schedule for second interviews, and second interview questions and procedures**

The board reviewed the seven candidates' information and after deliberation, they voted to have four candidates continue to second round interviews on April 7. The board selected second round interview questions.

A motion and a second to interview Michael Funk, Malinda Lansfeldt and Steven Troen for second round interviews by: Member Petrie; second by: Member Kelzenberg.

Amend the Motion to interview Michael Funk, Malinda Lansfeldt, Noel Schmidt and Steven Troen for second round interviews by: Member Votava; second by: Member Petrie; Vote: 6 ayes, 0 nays; Motion carried unanimously.

Motion to interview Michael Funk, Malinda Lansfeldt, Noel Schmidt and Steven Troen for second round interviews by: Member Petrie; second by: Member Kelzenberg; Vote: 6 ayes, 0 nays; Motion carried unanimously.

Board moved to a recess at 11:19 p.m.
Board reconvened at 11:42 p.m.

VI. **Discuss, Decide, And Schedule the Steps Necessary for the Rest of the Hiring Process**

The four finalists will have the opportunity to tour some of the districts buildings prior to second round interviews on Thursday, April 7.

VII. **Adjournment**

A. The meeting adjourned at 12:13 p.m.

Respectfully submitted, Annie Porbeni, Clerk¹³



Independent School District No. 834 – Stillwater Area Public Schools
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
March 31, 2022 – 6:00 p.m. Special Meeting Minutes

I. **Call to Order:** The meeting was called to order at 6:03 p.m.

II. **Roll Call**

Present: Alison Sherman, chair, Katie Hockert, vice chair, Beverly Petrie, treasurer, Pete Kelzenberg, director, Annie Porbeni, clerk, Vivian Votava, director

Not present: Tina Riehle, director

III. **Approval of Agenda**

Motion to amend the agenda and table Action Item C - Oak Park ALC Design Proposal Approval by: Member Sherman; second by: Member Hockert; Vote: 6 ayes, 0 nays; Motion carried unanimously.

Motion to approve the agenda by: Member Petrie; second by: Member Kelzenberg; Vote: 6 ayes, 0 nays; Motion carried unanimously.

IV. **Consent Agenda**

- A. Minutes of March 17, 2022 Business Meeting
- B. Minutes of March 22, 2022 Special Meeting
- C. Payment of Invoices – March 19, 2022 - April 1, 2022
- D. Ehlers Annual Continuing Disclosure and Arbitrage Reporting Services Contract
- E. Nutrition Equipment Replacement
- F. 2022-2023 Employee Medical and Dental Insurance Rate Approval
- G. Human Resources Personnel Report

Motion to approve the consent item A,B,C,D,E,F,G by: Member Petrie; second by: Member Hockert; Vote: 6 ayes, 0 nays; Motion carried unanimously.

V. **Action Items**

- A. Resolution of Intent to Issue General Obligation Facilities Maintenance Bonds - Dr. John Thein
Jodie Zesbaugh and Matthew Hammer from Ehlers reviewed the Pre-Sale report for General Obligation Facilities Maintenance Bonds, Series 2022A and the Long Term Facilities Maintenance Financing.

Motion to approve the Resolution Stating the Intention of the School Board to Issue General Obligation Facilities Maintenance Bonds, Series 2022A, in the Aggregate Principal Amount of not to exceed \$7,395,000 by: Member Petrie; second by: Member Kelzenberg; Vote: 6 ayes, 0 nays; Motion carried unanimously.

- B. 2021-2022 Revised General Fund Budget/Food Service/Community Ed Budgets - Dr. John Thein
Dr. Thein presented the Draft 2021-2022 Revised Budget at the March 17, 2022, school board

business meeting. The 2021-2022 Revised General Fund Budget/Food Service/Community Ed Budgets adopted by the Board of Education is an update to the Preliminary Budget approved the previous June. The Preliminary Budget is built on conservative enrollment projections and estimates of revenues.

Fund	2021-22 Revised Budget	2021-22 Revised Expenditures
General Fund	\$119,751,137	\$119,559,802
Food Service	\$5,446,382	\$5,407,360
Community Education	\$7,113,948	\$7,349,841

Motion to approve the 2021-2022 Revised General Fund Budget/Food Service/Community Ed Budgets by: Member Porbeni; second by: Member Hockert; Vote: 6 ayes, 0 nays; Motion carried unanimously.

VI. Adjournment

A. The meeting adjourned at 6:38 p.m.

Respectfully submitted, Annie Porbeni, Clerk

PERSONNEL

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Family and Medical Leave	410	Adopted: 11-14-19 Reviewed:	Annually

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. “Covered service member” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and

Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered service member with a serious injury or illness.
- E. "Next of kin of a covered service member" means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin, and the employee may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.
- F. "Outpatient status" means, with respect to a covered service member who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
 - 1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 - 2. to attend military events and related activities of a covered military member;
 - 3. to address issues related to childcare and school activities of a covered military member's child;
 - 4. to address financial and legal arrangements for a covered military member;

5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member;
 8. to address parental care needs; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. “Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. “Veteran” has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee’s child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee’s spouse, son, daughter, or parent with a serious health condition;
 - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or

- e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
 3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
 4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
 5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
 - 1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
 - 2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - 3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - 4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered service member being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have

been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Service Member Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month

period to care for the service member. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a service member includes both physical and psychological care.

2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered service member and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered service member with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered service member and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining

before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave and Accommodations)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

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

RETIREMENT/RESIGNATION/RELEASE

Bader, Monica	Resignation	Community Education Assistant 26.5 hrs/week Rutherford Elementary	CE Leads & Assistants	April 14, 2022
Branch, Derrick	Resignation	Assistant Track Coach Stillwater Middle School	Co-Curricular	March 24, 2022
Chmielewski, Victoria	Resignation	Community Education Assistant 11.0 hrs/week Early Childhood Family Center	CE Leads & Assistants	May 5, 2022
Howlett, Erin	Resignation	Due Process Secretary, 7.5 hrs/day Lake Elmo & Rutherford Elementary	Tech Support	April 8, 2022
Johnson, Sheryl	Retired	Cafeteria Manager 7.25 hrs/day Andersen Elementary	Cafeteria	June 3, 2022
Keiner, Cheryl	Resignation	Due Process Secretary, 3.75 hrs/day Oak-Land Middle School	Tech Support	June 3, 2022
Riniker, Angela	Resignation	Assistant Track Coach Oak-Land Middle School	Co-Curricular	March 28, 2022
Woodford, Kimberlie	Resignation	Paraprofessional 6.0 hrs/day Lily Lake Elementary	SCPA	March 30, 2022

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Bertzky-Otten, Christina	Community Education Assistant 2.0 hrs/day Stonebridge Elementary	\$16.41 / hour	Replacement	CE Leads & Assistants	March 28, 2022
Hinner, Amy	Community Education Assistant 5.0 hrs/day Afton-Lakeland Elementary	\$16.41 / hour	Replacement	CE Leads & Assistants	March 28, 2022
Panuska, Robyn	Community Education Assistant Full Time 6.5.0 Brookview Elementary	\$16.41 / hour	Replacement	CE Leads & Assistants	April 6, 2022
Peterson, Yesenia	Cafeteria 5.0 hrs/day Stonebridge Elementary	\$15.68 / hour	Replacement	Cafeteria	March 30, 2022
Sawyer-Ewing, Anna-Bella	Assistant Track Coach Stillwater Middle School	\$1,432.00	Replacement	Co-Curricular	April 4, 2022
Swedell, Mandy	1.0 FTE Special Education Teacher Stillwater Middle School	\$52,476.00	Replacement	SCEA	August 16, 2022
Watzke, Olivia	Paraprofessional Long Term Sub 6 hrs/week Transition	\$17.18 / hour	Student Need	SCPA	March 28, 2022 - June 2, 2022

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Holupchinski, Angela	Approve	1.0 FTE Elementary Education Teacher Lake Elmo Elementary	SCEA	March 28, 2022 - May 20, 2022
Kopesky, Regina	Approve	Paraprofessional 7.0 hrs/day Transition	SCPA	April 18, 2022 - May 13, 2022
Stadsvold, Bobbi	Approve	1.0 FTE Elementary Education Teacher Afton-Lakeland Elementary	SCEA	March 1, 2022 - March 31, 2022 (revised dates)
Swanson, Donald	Approve	Custodian, LVL V, 8.0 hrs/day Rutherford Elementary	Custodial	January 18, 2022 - April 6, 2022 (revised dates)

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Anderson, Bobbet	Paraprofessional 6.25 hrs/day Lily Lake Elementary	Paraprofessional 6.50 hrs/day Lily Lake Elementary	2022-2023 Staffing	SCPA	2022-2023 School Year
Anderson, Cassandra	Paraprofessional 6.25 hrs/day Lily Lake Elementary	Paraprofessional 6.50 hrs/day Lily Lake Elementary	2022-2023 Staffing	SCPA	2022-2023 School Year
Balfanz, Sharon	Paraprofessional 6.0 hrs/day	Paraprofessional 6.50 hrs/day	2022-2023	SCPA	2022-2023 School Year

	Lily Lake Elementary	Lily Lake Elementary	Staffing		
Barber, Mikki	.6 FTE Intervention Teacher Rutherford Elementary	.5 FTE Intervention Teacher Rutherford Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Christopherson, Joann	Paraprofessional 7.15 hrs/day Lily Lake Elementary	Paraprofessional 7.45 hrs/day Lily Lake Elementary	2022-2023 Staffing	SCPA	2022-2023 School Year
Collier, Trenise	Community Education Assistant 11.0 hrs/week Early Childhood Family Center	Community Education Assistant 26.45 hrs/week Early Childhood Family Center	Replacement	CE Leads & Assistants	April 18, 2022
Dodds, Chelsea	1.0 FTE English Teacher Stillwater Area High School	1.0 FTE Counselor Teacher Oak-Land Middle School	2022-2023 Staffing	SCEA	August 22, 2022
Doughtery, MaryJo	1.0 FTE ELL & French Teacher Stillwater Middle & Stillwater Area High School	1.0 FTE ELL & French Teacher Brookview, Oak-Land & Stillwater Middle School	2022-2023 Staffing	SCEA	August 22, 2022
Ellison, Julie	Paraprofessional 6.25 hrs/day Lily Lake Elementary	Paraprofessional 6.50 hrs/day Lily Lake Elementary	2022-2023 Staffing	SCPA	2022-2023 School Year
Forrest, Caitlyn	Accounting Technician CE, 8.0 hrs/day, 52 weeks Central Services	Accounting Technician CE, 8.0 hrs/day, 51 weeks Central Services	Replacement (non temp)	Tech Support	March 29, 2022
Galles, Mary	.75 FTE Preschool Teacher Afton-Lakeland Elementary	1.0 FTE Kindergarten Teacher Lily Lake Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Hagen, Brent	1.0 FTE Elementary Education Teacher Lake Elmo Elementary	1.0 FTE Elementary Education Teacher Brookview Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Henderson, Kelsie	Paraprofessional 6.25 hrs/day Lily Lake Elementary	Paraprofessional 6.50 hrs/day Lily Lake Elementary	2022-2023 Staffing	SCPA	2022-2023 School Year
Henning, Michelle	Paraprofessional 6.25 hrs/day Lily Lake Elementary	Paraprofessional 6.50 hrs/day Lily Lake Elementary	2022-2023 Staffing	SCPA	2022-2023 School Year
Johnson, Danielle	.6 FTE Intervention Teacher Rutherford Elementary	.7 FTE Intervention Teacher Afton-Lakeland Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Kangas, Nance	Paraprofessional 7.0 hrs/day Transition	Paraprofessional 6.50 hrs/day Transition	2022-2023 Staffing	SCPA	2022-2023 School Year
Kopesky, Regina	Paraprofessional 7.0 hrs/day Transition	Paraprofessional 6.50 hrs/day Transition	2022-2023 Staffing	SCPA	2022-2023 School Year
Kragness, Michelle	Paraprofessional 6.25 hrs/day Lily Lake Elementary	Paraprofessional 6.50 hrs/day Lily Lake Elementary	2022-2023 Staffing	SCPA	2022-2023 School Year
Krusemark, Shere	Paraprofessional 12 hrs/week Early Childhood Family Center	Paraprofessional 16 hrs/week Early Childhood Family Center	Replacement	SCPA	April 4, 2022
Leavitt, Beth	1.0 FTE Student Advocate Brookview Elementary	1.0 FTE Social Worker Oak-Land Middle School	2022-2023 Staffing	SCEA	August 22, 2022
Mc Elligott, Michelle	Paraprofessional 8.0 hrs/day Transition	Paraprofessional 6.50 hrs/day Transition	2022-2023 Staffing	SCPA	2022-2023 School Year
McGibbon, Jodie	Paraprofessional 6.0 hrs/day Transition	Paraprofessional 6.50 hrs/day Transition	2022-2023 Staffing	SCPA	2022-2023 School Year
McGrath, Sara	.2 FTE Speech Pathologist Afton-Lakeland Elementary	.4 FTE Speech Pathologist Afton-Lakeland & Lake Elmo Elementary	Student Need	SCEA	March 29, 2022 - June 6, 2022
Morales, Annamarie	Health Care Specialist, 5.0 hrs/day Lake Elmo Elementary	Health Care Specialist, 5.0 hrs/day Lake Elmo Elementary	Student Need	CSS	March 28, 2022 - June 3, 2022
O'Brien, Bevin	1.0 FTE Elementary Education Teacher Brookview Elementary	.8 FTE Media Specialist Afton-Lakeland & Stonebridge Elementary	2022-2023 Staffing	SCEA	August 22, 2022
O'Shea, Molly	.4 FTE Intervention Teacher Rutherford Elementary	1.0 FTE Intervention & Instructional Coach Rutherford Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Phillips, Kari	.5 FTE Intervention Teacher Lake Elmo Elementary	.5 FTE Intervention Teacher Brookview Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Rosewicz, Angela	Paraprofessional 6.25 hrs/day Lily Lake Elementary	Paraprofessional 6.50 hrs/day Lily Lake Elementary	2022-2023 Staffing	SCPA	2022-2023 School Year
Simonet, Darla	1.0 FTE Elementary Education Teacher Lake Elmo Elementary	1.0 FTE Elementary Education Teacher Brookview Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Smieja, Shannon	Paraprofessional 6.0 hrs/day Lily Lake Elementary	Paraprofessional 6.50 hrs/day Lily Lake Elementary	2022-2023 Staffing	SCPA	2022-2023 School Year

Smithberg, Christine	1.0 FTE Spanish Teacher Stillwater Area High School	.6 FTE Spanish Teacher Stillwater Area High School	2022-2023 Staffing	SCEA	August 22, 2022
Teske, Melissa	Paraprofessional 6.0 hrs/day Lily Lake Elementary	Paraprofessional 5.0 hrs/day Lily Lake Elementary	2022-2023 Staffing	SCPA	2022-2023 School Year
Tipcke, Margo	Paraprofessional 7.0 hrs/day Transition	Paraprofessional 6.50 hrs/day Transition	2022-2023 Staffing	SCPA	2022-2023 School Year
Weisbrod, Angela	.8 FTE Intervention Teacher Lake Elmo Elementary	.8 FTE Intervention Teacher Lake Elmo & Rutherford Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Wood, Mary	Paraprofessional 6.0 hrs/day Transition	Paraprofessional 6.50 hrs/day Transition	2022-2023 Staffing	SCPA	2022-2023 School Year
Woodard, LaToya	IT Support Technician, 7.0 hrs/day District Wide	IT Support Technician, 7.4 hrs/day District Wide	2022-2023 Staffing	Tech Support	July 1, 2022



Agenda Item: XI.A.
Date Prepared: April 7, 2022
ISD 834 Board Meeting

Report for Information: Final Reading Policy 211 – Criminal or Civil Actions against School District, School Board Members, Employee or Student

Meeting Date: April 14, 2022

Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

The 2022 Policy Working Group will be presenting Criminal or Civil Actions against School District, School Board Members, Employee or Student Policy 211 for a final reading.

The policy is included for your review

Recommendation:

A motion and a second to approve Policy 211 – Criminal or Civil Actions against School District, School Board will be requested.

Motion by: _____ Seconded by: _____ Vote: _____

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Criminal or Civil Action Against School District, School Board Members, Employee or Student	211	Adopted: 08-09-2018 Reviewed:	Annual ~~2-Year~~

I. PURPOSE

The purpose of this policy is to provide guidance as to the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

II. GENERAL STATEMENT OF POLICY

A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.

B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.

C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreement and school district policies may also apply.

III. CIVIL ACTIONS

A. Pursuant to Minn. Stat. § 466.07, Subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that ~~the school board member or employee~~ ~~he or she~~ was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.

B. Pursuant to Minn. Stat. §123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district ~~must shall~~ provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, ~~the employee he or she~~ is to inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official who is designated as the ~~authority~~ responsible ~~authority~~ for the collection, use, and dissemination of data.

D. Service of Subpoenas

~~It is the policy of the School~~ district ~~that its~~ officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court will be considered in accordance with school district collective bargaining agreements.

IV. **CRIMINAL CHARGES OR CONDUCT**

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to Minn. Stat. § 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision as to whether to reimburse shall be made in the discretion of the school board. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. ~~To promote In order to further~~ that

interest, the school district will take appropriate action, as allowed by state and federal law, regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. It is the policy of the school district to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances ~~exist~~, ~~or~~ the matter being investigated is school-related, or as otherwise provided by law.
2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student that police will be questioning their child, unless prohibited by the Maltreatment of Minors Act or other state law. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as limited by law (Minn. Stat. § ~~260E.22~~ ~~626.556, Subd. 10~~), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C. § 1232g (FERPA).

V. **STATEMENTS WHEN LITIGATION IS PENDING**

The school district recognizes that information related to a pending civil or criminal action may be classified as public, private or confidential; therefore, school board members or school district employees shall make or release statements regarding such matters only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02 (Legal Counsel, Reimbursement)
[Minn. Stat. § 123B.25\(b\) \(Legal Actions Against Districts and Teachers\)](#)
[Minn. Stat. § 260E.22 \(Interviews\)](#)
[Minn. Stat. § 466.07, Subd. 1 \(Indemnification\)](#)
[20 U.S.C. § 1232g \(Family Educational Rights and Privacy Act\)](#)
[42 U.S.C. § 1983 \(Civil Action for Deprivation of Rights\)](#)



Agenda Item XII. A.
Date Prepared: April 6, 2022
ISD 834 Board Meeting

Report Agenda: Review of 2021-22 Budget Expenditure Update

Meeting Date: April 14, 2022

Contact Person: Dr. John Thein, Director of Finance

Summary:

Enclosed in your packet are documents concerning the 2021-2022 Budget Expenditure Update. The documents in the packet include:

- General Fund Object Expenditure Comparison
- General Fund Program Code Comparison
- Revenue Budget 2021-2022

Recommendation:

This is a report for information.

General Fund Object Expenditure Comparison

<u>April 1, 2021</u> <u>YTD Expenditures</u>	<u>% of Budget</u>	<u>April 1, 2022</u> <u>YTD Expenditures</u>	<u>% of Budget</u>	<u>Object</u>
\$ 35,688,937	61.9%	\$ 36,962,461	62.9%	Salaries
\$ 17,274,462	67.0%	\$ 17,104,367	62.3%	Benefits
\$ 11,940,431	58.6%	\$ 13,461,741	66.0%	Services
\$ 4,627,962	156.3%	\$ 2,570,226	75.3%	Tech/Sup.
\$ 2,173,295	32.5%	\$ 3,066,440	36.5%	Cap.Out.
\$ 819,588	97.5%	\$ 723,400	100.0%	Loan
\$ 68,800	33.3%	\$ 41,957	21.2%	Dues
\$ 72,593,478	63.4%	\$ 73,930,595	61.9%	Totals

Things to Consider:

- Contract Negotiations
- COVID Expenditures & ESSER Funds
- Enrollment
- Inflation
- Spending
- Staffing at Appropriate Levels
- Timing of Expenditures
- Transportation/Substitutes/Utilities/Lawsuits

General Fund Program Code Comparison

<u>April 1, 2021 YTD Expenditures</u>	<u>Difference</u>	<u>April 1, 2022 YTD Expenditures</u>	<u>% of Change</u>	<u>Program Area</u>
\$ 3,005,347	\$ -407,628	\$ 2,597,719	-13.6%	Admin.
\$ 5,956,381	\$-2,266,133	\$ 3,690,248	-38.0%	Dist. Sup.
\$ 28,846,779	\$ 745,938	\$ 29,592,717	2.6%	Reg. Inst.
\$ 854,843	\$ 60,384	\$ 915,227	7.1%	Vocat. Inst.
\$ 12,373,536	\$ 938,774	\$ 13,312,310	7.6%	Spec. Ed.
\$ 3,829,600	\$ -3,813	\$ 3,825,787	-0.1%	Inst. Sup.
\$ 7,542,716	\$ -768,205	\$ 6,774,511	-10.2%	Pupil Sup.
\$ 9,713,282	\$ 3,005,333	\$ 12,718,615	30.9%	Oper/Main.
<u>\$ 470,989</u>	<u>\$ 32,467</u>	<u>\$ 503,456</u>	<u>6.9%</u>	Insurance
\$ 72,593,478	\$ 1,337,117	\$ 73,930,595	1.8%	Totals

Things to Consider:

- Construction, Capital Outlay & LTFM
- COVID & ESSER Expenditures
- Enrollment
- Inflation
- Negotiations
- Staffing at appropriate levels, Utilities & Substitutes at all levels
- Technology Grant
- Timing & Spending
- Transportation Contract

Revenue Budget & Percentage Received YTD

2021 - 2022 - April 1, 2022

All Funds

<u>Revenue</u>	<u>Budget</u>	<u>Amount YTD</u>	<u>% YTD</u>
General Fund	\$119,545,137	\$ 61,772,196	51.7%
Food Service	\$ 5,446,382	\$ 3,955,468	72.6%
Community Ed.	\$ 7,113,948	\$ 4,504,292	63.3%
Construction	\$ 1,000	\$ 117,680	117.7%
Debt Service	\$ 9,284,306	\$ 5,289,335	57.0%
Custodial Fund	\$ 15,000	\$ 0.00	0.0%
Health Insur.	\$ 16,000,000	\$ 11,776,347	73.6%
Dental Insur.	\$ 1,200,000	\$ 780,221	65.0%
OPEB Trust	\$ 0.00	\$ -223,817	0.0%
Student Activity	\$ 190,000	\$ 0.00	0.0%
Totals	\$158,795,773	\$ 87,971,725	55.4%
		<u>YTD</u>	<u>Budget</u>
Total Revenue All Funds YTD		\$ 87,971,725	\$ 158,795,773
Total Expenditures All Funds YTD		\$ 104,821,096	\$ 160,118,176
Difference		\$ 16,849,371	\$ 1,322,403

75.0% of the budget year completed



Agenda Item XII. B.
Date Prepared: April 5, 2022
ISD 834 Board Meeting

Report Agenda: Review Draft of 2022-23 Preliminary Budget Timeline

Meeting Date: April 14, 2022

Contact Person: Dr. John Thein, Director of Finance

Summary:

Enclosed in your packet are documents concerning the 2022-2023 Preliminary Budget timeline. The documents in the packet include:

- DRAFT 2022-2023 Budget Timeline
- DRAFT 2022-2023 Budget Assumptions
- DRAFT 2022-2023 Program Responsibilities

Recommendation:

This is a report for information.

DRAFT Stillwater Public Schools
Proposed Budget Timelines for 2022 - 2023

Date	Event/Action
March	District Administration meets to review budget assumptions and timelines for budget development
April	The School Board is updated on the budget assumptions, timelines and process for 2022 – 2023
April	Finance Department projects revenue for 2022-2023
Mar/Apr	Administrators with budget responsibility meet with the Superintendent to discuss their initial 2022 – 2023 budget recommendations.
April	The Human Resources Department provides salary projections based on current contracts or projections.
April	Preliminary revenue projections are reviewed with District Administrators
April	Budget updated is provided to the School Board
April	District Administrators Review most current 22 - 23 budget requests with the Superintendent.
April	Initial 2022 - 2023 budget data is reviewed by the District Administrators. Projected revenue is compared with projected expenditures. Targeted budget adjustments are assigned to Administrators as necessary.
May	Administrators complete the second update of proposed 2022 - 2023 budget expenditures to match projected revenue.
May	The second update of the 2022 – 2023 expenditure budget is reviewed with Superintendent and District Administrators. All program budgets will meet expenditure targets.
May	Legislative Changes reviewed with Superintendent & District Administrators.

- May The School Board is updated on the 2021 -22 and 2022 -23 budget data.
- May DRAFT 2022 – 2023 budget is reviewed with the School Board.
- June All final budget adjustments are with the Superintendent and District Administrators.
- 6/9/22** The preliminary 2022 – 2023 school year budget is formally adopted by the School Board.

DRAFT Stillwater Public Schools
Proposed General Fund Budget Assumptions
2022 – 2023

Revenue

- 2% increase in per-pupil formula allowance
- Levy revenue will be based on the December 2021 Approved levy with adjustments for enrollment updates
- Enrollment will be projected using the most current information from the census department as of March 1st
- District Special Education Revenue will be based on the most current IDEAS Report from Minnesota Dept. of Ed.
- State or Federal ESSER revenue will be provided by the Teaching and Learning Department in the ESSER Plan
- Other revenue will be based on current State Statutes
- The Technology Levy will be used to cover technology expenditures.

Expenditures

- Initial staffing levels will be based on projected enrollment
- Maintaining current District programs
- Will match ESSER revenue allocations
- Medical and Dental insurance will reflect the insurance committee recommendation & rates will be provided by the Human Resources Department.
- Student achievement goals and the District Mission, Vision and Values will guide the planned expenditures
- District will honor all contracts in place
- Property insurance costs will be provided by the Finance Dept.
- No change in allocation for instructional supplies
- Estimate 2% - 3% staff retirements
- Staff retirements and resignations will be replaced by the best qualified persons at the most reasonable cost
- Staff adjustment will match enrollment
- Spending in reserve categories will follow State Statute (i.e. Safe Schools, Staff Development, Integration)
- Assumptions are general guidelines based on our best estimates with the most current information

DRAFT General Fund

Expenditure Responsibility by Program

Program Code	Expenditure/Description	Administrator
010	Board of Education	Lansfeldt
020	Superintendent	Lansfeldt
030	Instructional Administration	Cherry
050	School Administration	Cherry
101	Levy	Thein
104	School Elections	Thein
105	General Administration	Cherry
106	Human Resources	Gustafson
108	Administrative Technology	Perry/Cherry
109	Census & Enrollment	Drommerhausen
110	Finance Office	Thein
112	School Marketing	Keister
113	Communications	Keister
201	Kindergarten	Cherry
203	Elementary Education	Cherry
204	Title II Part A	Drexler Booth
205	Title III Part A	Drexler Booth
206	Title IV Part A	Drexler Booth
211	Secondary Education	Cherry
212	Art	Cherry
213	Pathways Grant	Cherry
215	Business Education	Cherry
216	Title I	Drexler Booth
218	Gifted & Talented	Drexler Booth
219	English Learner (EL)	Drexler Booth
220	Language Arts	Cherry

224	Newspaper	Cherry
230	Modern Language	Cherry
240	Physical Education	Cherry
241	Health Education	Cherry
255	Industrial Education	Cherry
256	Mathematics	Cherry
257	Computer Science	Cherry
258	Music	Cherry
260	Natural Science	Cherry
261	Orchestra	Cherry
262	Vocal	Cherry
263	Choir	Cherry
264	Stem	Cherry
270	Social Science	Cherry
291	Co-Curricular Activities	Cherry
292	Boy/Girls Athletics	Cherry
294	Boys Athletics	Cherry
296	Girls Athletics	Cherry
298	Extra Curricular Activities	Cherry
301	Agriculture Education	Cherry
311	Distributive Education	Cherry
341	Business and Office Education	Cherry
361	Trade and Industrial Education	Cherry
380	Special Needs	Cherry
399	Career and Technical Education	Cherry
400	General Special Education	Lee
401	Speech/Language Impaired	Lee
402	Developed Cognitive Disabled Mild	Lee
403	Developed Cognitive Disabled Severe	Lee
404	Physically Impaired	Lee
405	Deaf - Hard of Hearing	Lee
406	Visually Impaired	Lee
407	Specific Learning Disability	Lee
408	Emotional Behavior Disability	Lee

409	Deaf - Blind	Lee
410	Other Health Disabilities	Lee
411	Autistic Spectrum Disorder	Lee
412	Developmentally Delayed	Lee
414	Traumatic Brain Injury	Lee
416	Severely Multiply Impaired	Lee
420	Special Education	Lee
422	Special Student w/o Disabilities	Lee
601	SHIP Grant	Cherry
604	Aces Washington County M. H.	Cherry
605	General Instructional Supplies	Cherry
607	Agriculture Grant	Cherry
608	Testing	Drexler Booth
610	Curriculum Development/Consultant	Drexler Booth
619	Move Mindfully	Cherry
620	Library Media Center	Cherry
622	3M Foundation Robotics	Cherry
630	Instructional Technology	Perry/Cherry
640	Staff Development	Cherry
649	Fab Lab	Cherry
650	Partnership	Cherry
655	Grade Configuration	Cherry
710	Secondary Counseling	Cherry
720	Health Services	Cherry
740	Social Work Services	Cherry
760	Pupil Transportation	Drommerhausen
790	Other Pupil Support Services	Cherry
791	Safe Schools	Cherry
792	Early Entrance	Cherry
793	YCAPP	Cherry
794	Learning Supports	Cherry
810	Operation and Maintenance	Drommerhausen
812	Grounds	Drommerhausen

814	Cell Tower	Drommerhausen
850	Capital Facilities	Drommerhausen
865	Long-Term Facilities Maintenance	Drommerhausen
940	Insurance	Thein



Agenda Item: Adjournment
Meeting Date: April 14, 2022
Contact Person: School Board Chair

Agenda Item XIII. A.
Date Prepared: March 28, 2022
ISD 834 Board Meeting

The meeting must formally adjourn.



Stillwater School Board
Finance & Operations Meeting Notes
April 6, 2022

Attendees: Malinda Lansfeldt, Mark Drommerhausen, John Thein, Linda Moncrief, Beverly Petrie, Pete Kelzenberg

I. Review of Budget reports

J. Thein presented budget information, including the 2022-23 Draft Budget Timeline, the 2022-23 Budget Assumptions and the 2022-23 Program Responsibilities. The information will be presented at the April 14 board meeting.

II. Bus vendor RFP

M. Drommerhausen reported that at the deadline for the submission of RFP proposals for a bus company to provide services beginning on July 1, no proposals had been received. Administration is having conversations with at least one bus company to encourage bids. More information will be available at a later date.

Respectfully submitted by Beverly Petrie



Stillwater School Board
Policy Meeting Notes
April 6, 2022

Present: Katie Hockert, Bev Petrie, Annie Porbeni, Jennifer Cherry, Malinda Lansfeldt, Joan Hurley

Agenda

- Continue review of policies from last meeting
- Review new policies

Highlights of Discussion

- Discussed information gathered on "School Board Meeting Readiness for Clerks" document.
 - Bev will follow up with a condensed version to add to orientation materials
- Policy 202: School Board Officers reviewed procedural document with info added from original policy
 - Committee members will review carryover and recommend which to bring forward and which to remove from policy before bring back to the board for further discussion
- Policy 213: School Board Committees follow up
 - Came to agreement on standing vs ad hoc committees
 - Some committee descriptions need revisions as well
 - New edits will be reviewed at next committee meeting before moving to the board
- Ran out of time again before discussing feedback on the Policy 209 package (209, 201.3, 209.1, 201.11) or continuing work on the Community Engagement package of (206, 201.3, 201.6, 207)

What's next

- For 4/14/22 board meeting: review 410 on consent, action on 211 (discussed at 3/23 committee meeting)
- Continued discussion of Board Committees Policy Package (213 & 201.9), Board Officers Package (202, 201.8), Board Code of Conduct Policy Package (209 & 201.4, 209.1 & 201.11), and Community Engagement Package (206, 201.3, 201.6, 207)

Respectfully submitted by: Katie Hockert

Date: 4/6/22

Next Meeting of Policy Committee: April 20, 2022