



**Independent School District 834
Video Conference
School Board Business Meeting Agenda – April 9, 2020 6:00 p.m.**

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Agenda**
- IV. **Open Forum**
- V. **Consent Agenda**
 - A. Minutes of March 19, 2020 Business Meeting
 - B. Minutes of March 19, 2020 Closed Meeting
 - C. Disbursement Register March 21 – April 10, 2020
 - D. Human Resources Personnel Report
 - E. Lily Lake Elementary Fire Alarm Replacement
 - F. Andersen Elementary Rooftop and Make-up Unit Replacement
 - G. Expenditure Form – Hiring of Interim Executive Director of Finance & Operations
- VI. **Reports**
 - A. COVID-19 Response and Update – Superintendent Pontrelli
 - B. 2020 Roof Replacement at Stillwater Middle School and Stillwater Area High School – Mr. Tony Willger, Superintendent Pontrelli, Mr. John Thein
 - C. District Wide Building Renovation – Mr. Tony Willger, Superintendent Pontrelli, Mr. John Thein
 - D. Stillwater Area High School Tuck Pointing – Mr. Tony Willger, Superintendent Pontrelli, Mr. John Thein
 - E. Oak-Land Middle School Tile Replacement – Mr. Tony Willger, Superintendent Pontrelli, Mr. John Thein
 - F. First Reading – Policy 406 – Public and Private Personnel Data – Director Burns
- VII. **Action Items**
 - A. 2020 District Wide Pavement Rehabilitation–Mr. Tony Willger, Superintendent Pontrelli, Mr. John Thein
 - B. Health Insurance Renewals – Ms. Cathy Moen
- VIII. **Board Member Reports**
 - A. Board Chair Report
 - B. Working Group Reports
 - 1. Community Engagement
 - 2. Finance and Operations
 - 3. Legislative
 - 4. Policy
 - C. Board Member Reports
- IX. **Adjournment**
 - A. Adjourn to Closed portion of meeting under Minnesota Statutes Section 13D.05, subdivision 3(b) for attorney-client privileged communication with legal counsel



Agenda Item I.
Date Prepared: March 30, 2020
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: April 9, 2020

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item II.
Date Prepared: March 30, 2020
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: April 9, 2020

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

Sarah Stivland, Board Chair

Shelley Pearson, Vice Chair

Tina Riehle, Treasurer

Mike Ptacek, Clerk

Mark Burns, Director

Jennifer Pelletier, Director

Liz Weisberg, Director

Denise Pontrelli, Superintendent of Schools (ex-officio)

Khuluc Yang, Student Representative for 2019-2020

Elise Riniker, Student Representative for 2019-2020

Recommendation:

Board action is not required.



**Agenda Item III.
Date Prepared: March 30, 2020
ISD 834 Board Meeting**

Agenda Item: Approval of the Agenda
Meeting Date: April 9, 2020

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 IV.
Date Prepared: April 1, 2020
ISD 834 Board Meeting**

Agenda Item: Open Forum
Meeting Date: April 9, 2020

Background:

Open Forum Expectations during COVID-19 Pandemic

School board meetings will be held electronically until further notice. If you wish to speak to the School Board, you will be able to do so at the start of the school board meeting during Open Forum. A sign-up for Open Forum speakers will be available online on the board webpage from 3-4 p.m. on the day of the board meeting, to provide time for instructions to connect to the meeting to be sent to speakers.

You may sign in only for yourself, not other individuals or groups. The order of speakers will be established on a first-come, first-served basis. Due to time limitations, we will limit the number of speakers to 15 for 3 minutes each. You will need the ability to join the meeting electronically either by phone or online. You will receive instructions for joining the meeting 30-60 minutes prior to the start of the meeting. If you wish to speak to the School Board, you will be able to do so at the start of the school board meeting during Open Forum. If you spoke at the last meeting, please consider allowing others to speak before you.

Stillwater Area School District welcomes input from citizens as community involvement fosters better decision making and improved learning experiences for all students. While comments and questions are welcome during Open Forum, law prohibits the Board from discussing concerns about individual employees or students in a public meeting. 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.

Because we are modeling civil discourse for our community, 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.

The Board will not deliberate, discuss, or engage in conversation with speakers during open forum.

However, the Board may ask administration to review the concern(s) presented.

Recommendation:

This is for informational purposes only.



**Agenda Item V. A.B.C.D.E.F.G.
Date Prepared: April 9, 2020
ISD 834 Board Meeting**

Agenda Item: Consent Agenda
Meeting Date: April 9, 2020
Contact Person: Varies by item

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 Meeting Minutes March 19, 2020
Contact Person: Mike Ptacek, Clerk or Sherri Skogen, Secretary
A copy of the minutes is included for your review.
 - B. School Board Closed Meeting Minutes March 19, 2020
Contact Person: Mike Ptacek, Clerk or Sherri Skogen, Secretary
A copy of the minutes is included for your review.
 - C. Disbursement Register March 21–April 10, 2020
Contact Person: John Thein, Interim Executive Director of Finance and Operations
A copy of the register has been distributed to board members.
 - D. Human Resources Personnel Report
Contact Person: Cathy Moen, Executive Director of Administrative Services
A summary of personnel transactions for the month is included for your review.
 - E. Lily Lake Elementary Fire Alarm Replacement
Contact Person: Tony Willger, Manager of Facility and Site Operations
A copy of the materials is included for your review.
 - F. Andersen Elementary Rooftop and Make-up Unit Replacement
Contact Person: Tony Willger, Manager of Facility and Site Operations
A copy of the materials is included for your review.
 - G. Hiring of Interim Executive Director of Finance and Operations
Contact Person: Cathy Moen, Executive Director of Administrative Services
An expenditure form 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, 8355 Osman Ave N, Stillwater, MN
March 19, 2020 – 6:00 p.m. Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 6:08 p.m.
- II. **Roll Call:** Present: Sarah Stivland, chair; Mike Ptacek, clerk; Tina Riehle, treasurer; Mark Burns, director; Shelley Pearson, vice chair; Jennifer Pelletier, director; Liz Weisberg, director; Superintendent Pontrelli, ex-officio.
Absent: Student Representatives: Elise Riniker and Khuluc Yang

III. **Approval of the Agenda**

Motion by Member Pelletier to remove Action item VI. F.; Second by: Member Burns, Vote: 3 ayes (Burns, Pelletier, Pearson), 4 nays (Riehle, Stivland, Weisberg, Ptacek), Motion Fails.

Motion to approve the agenda by Member Ptacek; Second by: Member Riehle, Vote: 5 ayes (Riehle, Stivland, Pearson, Weisberg, Ptacek), 2 nays (Pelletier, Burns), Motion Carried.

IV. **Consent Agenda**

- A. Minutes of the March 5, 2020 Regular Meeting
- B. Minutes of the March 5, 2020 Closed Meeting
- C. Disbursement Register March 7 – March 20, 2020
- D. Accepts Gifts and Donations – February 2020
- E. Human Resources Personnel Report

Motion by: Member Pearson to approve the consent agenda items; Second by: Member Weisberg; Vote: 7 ayes, 0 nays, Motion carried unanimously.

V. **Reports**

- A. 2020 District Wide Pavement Rehabilitation
Ms. Hoheisel shared that the Stillwater Area Public Schools – 2020 District Wide Pavement Rehabilitation will consist of the following:

Site	Project Description
Stillwater Area High School	Replace west student parking lot and Grounds Dept. trail
Stillwater Middle School	Sealcoat main parking lot bus loading area
Rutherford Elementary	Sealcoat entrance drive, parking lot and bus loading area
Rutherford Elementary	Mill and overlay overflow parking area

Construction costs for this project were estimated to be \$854,115.00 and are part of the approved FY 2021 Long-Term Facilities Maintenance funding. Four bids were received on March 5, 2020 for the district wide pavement rehabilitation project. The lowest responsible bidder is Bituminous Roadways, Inc. from Mendota Heights, MN for a bid total of \$591,000.00. Larson Engineering is recommending them as the lowest responsible bidder. Administration will request

awarding a contract to Bituminous Roadways Inc. for the 2020 District Wide Pavement Rehabilitation project at the April 9, 2020 Board meeting.

B. COVID-19 Response and Preparation

Superintendent Pontrelli shared an update on the district's work and response that have been happening with the Governor's announcement of school closures from March 18-27 due to COVID-19. The Governor, along with the Department of Education, provided a list of more than 20 guidelines for schools to follow in order to ensure that every student in the state of Minnesota receives an equitable education and has equal access to learning and instruction during the COVID-19 pandemic. The top priorities are to develop systems to support and provide food services for our students, providing childcare for emergency workers and our educators, and creating a distance learning program that meets the needs of our students.

VI. Action Items

A. Auditor Services

Director Riehle reported that on October 11 and October 18, 2019 Stillwater Area Public Schools advertised for written proposals from certified public accounting firms to audit its financial statements for the fiscal year ending June 30, 2020, with option of auditing its financial statements for each of the four subsequent fiscal years. November 5, 2019, Stillwater Area Public Schools received written proposals from four certified public accounting firms to audit its financial statements according to the specifications and conditions of the request for proposals. The Board's Finance and Operations Working Group met on February 20, 2020 to review the proposals. The committee work resulted in the participating school board members recommending unanimously Clifton, Larson, Allen, LLP as the district auditor for fiscal year ending June 30, 2020.

Motion by: Member Riehle to recommend Clifton, Larson, Allen, LLP as the district auditor for fiscal year ending June 30, 2020; Second by: Member Weisberg; Vote: 7 ayes, 0 nays; Motion carries unanimously.

B. Final Reading of Policies

The following policies are up for biannual review. No concerns with any of the policies.

Policy 101 – Legal Status of School District

Policy 101.1 – Name of the School District

Policy 102 – Equal Educational Opportunity – replaces SR 1.22

Policy 103 – Complaints – Students, Employees, Parents, Other People

Policy 104 – School District Mission Statement

Motion by Member Burns to approve Policy 101 – Legal Status of School District; Policy 101.1 – Name of the School District; Policy 102 – Equal Educational Opportunity, replacing Policy SR 1.22 ; Policy 103 – Complaints – Students, Employees, Parents, Other People; and Policy 104 – School District Mission Statement; Second by: Member Weisberg; Vote: 7 ayes, 0 nays; Motion carries unanimously.

C. Technology Purchases

Director Riehle met with Mr. Perry to discuss allowing the district to purchase additional Chrome books to ensure equitable access to devices for all students in grades 6-12 and to update the district's phone system to support staff working remotely. Mr. Perry will provide updates and keep the board informed if any other urgent needs arise.

Motion by Member Weisberg for the adoption of the resolution to approve \$200,000 for technology equipment for students and staff to facilitate successful distance learning experiences due to the COVID-19 virus quarantine; Second by Member Pearson; Roll Call Vote 7 ayes, 0 nays; Motion carries unanimous.

D. Emergency COVID-19 Release of Funds

Superintendent Pontrelli shared that other unknown expenses may arise due to COVID-19 and the \$250,000 would be used for those purposes if needed. Administration will report to the board any items that may be purchased out of this fund.

Motion by Member Stivland for the adoption of the resolution to make \$250,000 available for any need that arises related to the COVID-19 quarantine. The board will receive updates as funds are used; Roll Call Vote: 7 ayes, 0 nays; Motion carries unanimously.

E. Investigation on Bus Terminal Project

Chair Stivland indicated that there are concerns regarding the handling of the bus terminal project. Background documentation was provided to board members.

Amendment to the motion by Director Burns to authorize an investigation of the bus garage project to include the entities discussed at the table and to select the service provider at a later date; Second by Member Pelletier; Vote: 2 ayes (Burns, Pelletier); 5 nays (Riehle, Stivland, Pearson, Ptacek, Weisberg); Motion fails.

Amendment to the motion that instead of hiring Pamela Harris we retain Michelle Soldo as the investigator; Second by Member Burns; Vote: 3 ayes (Pearson, Burns, Pelletier); 4 nays (Riehle, Stivland, Weisberg, Ptacek); Motion fails.

Motion by Member Stivland to authorize an investigation of the bus garage project and to retain attorney Pamela Harris and audit firm KDV Bergan for this purpose; Second by Member Weisberg; Vote: 5 ayes (Riehle, Stivland, Pearson, Ptacek, Weisberg); 2 nays (Pelletier, Burns); Motion carries.

F. Administrative Leave

Chair Stivland shared that background documentation was provided to board members.

Motion by Member Stivland to direct Superintendent Pontrelli to place the individual identified as “employee A” on paid administrative leave effective March 30, 2020 and this does not preclude “employee A” from performing tasks for COVID-19 response work as needed; Second by Member Ptacek; Vote: 4 ayes (Riehle, Stivland, Ptacek, Weisberg); 3 nays (Pearson, Pelletier, Burns); Motion carries.

VII. Adjournment

A. The meeting adjourned to closed session at 8:36 p.m.

Motion by Member Stivland to move into 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; Second by: Member Weisberg; Vote: 7 ayes, 0 nays; Motion carries unanimously.

Respectfully submitted, Mike Ptacek, Clerk



Independent School District 834 – Stillwater Area Public Schools
Oak Park Building, 8355 Osman Ave N, Stillwater, MN
School Board Closed Meeting Minutes – March 19, 2020

- I. The closed meeting was called to order at 8:40 p.m.

- II. Roll Call
Board Members present: Chair Sarah Stivland, Mark Burns, Shelley Pearson, Jennifer Pelletier, Mike Ptacek, Tina Riehle, Elizabeth Weisberg

District Members present: Superintendent Denise Pontrelli, Bob McDowell, Kristen Hoheisel, Cathy Moen

- III. Closed session adjourned at 8:49 p.m.
Motion by: Member Stivland; Second by: Member Pearson; Vote: 7 ayes, 0 nays, motion carried unanimously.

Respectfully submitted by Mike Ptacek, clerk.

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Beck, Gretchen	Resignation	Community Education Assistant 5.0 hrs/day Afton-Lakeland Elementary School	CE Leads & Assistants	March 26, 2020
Braun, Shahla	Resignation	Community Education Assistant 20 hrs/week Rutherford Elementary School	CE Leads & Assistants	March 18, 2020
Hybicki, Terry	Resignation	CE Enrichment & Athletics Office Technician Central Services Building	Tech Support	March 23, 2020
Schultz, Phyllis	Retirement (7 years)	Community Education Assistant 29 hrs/week Rutherford Elementary School	CE Leads & Assistants	March 27, 2020
Schwartzbauer, Margaret	Retirement (27 years)	Screening Technician, 8.0 hrs/day Early Childhood Family Center	Tech Support	June 30, 2020
Weis, Kristin	Resignation	Paraprofessional 12.0 hrs/week Early Childhood Family Center	SCPA	March 17, 2020

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Bradley, Kayla	Cafeteria 4.0 hrs/day Stillwater Area High School	\$15.33 / hour	Replacement	Cafeteria	March 16, 2020
Thein, John	Interim Executive Director of Finance & Operations Central Services	\$29,250	Replacement	Directors	March 30, 2020 - May 29, 2020

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Stinson, Brenda	Approve	1.0 FTE Special Education Teacher St. Croix Valley ALC	SCEA	March 16, 2020 - June 1, 2020

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Hodgins, Zoe	Community Education Assistant 2.5 hrs/week Stonebridge Elementary School	Community Education Assistant 10.0 hrs/week Stonebridge Elementary School	Replacement	CE Leads & Assistants	March 18, 2020



Agenda Item: V. E.
Date Prepared: March 24, 2020
ISD 834 Board Meeting

Agenda Item: Lily Lake Elementary Fire Alarm Replacement
Meeting Date: April 9, 2020
Contact Person: Tony Willger, Manager of Facilities and Site Operations

Background: The Lily Lake Elementary Fire Alarm Replacement project will replace the schools life safety notification system. The current system was installed in the early 80's and has served its useful life. The fire alarm will use voice notification.

Construction costs were estimated to be \$155,000 and will be funded by the 2021 Long-Term Facilities Maintenance fund. Three proposals were received on March 10, 2020 to replace the fire alarm system. The lowest proposal is from Summit Companies of Mendota Heights, MN for a total of \$122,000. Hallberg Engineering recommends awarding the contract to them. Administration requests approval to award the proposal to Summit Companies.

Location(s): Lily Lake Elementary

Project Name: Lily Lake Elementary Fire Alarm Replacement Project

Fund: LTFM

Item: Replace life safety notification system

Amount: Summit Companies for a total of \$122,000

Recommendation:

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

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



EXPENDITURE APPROVAL FORM

Fiscal Year 2019-2020

Instructions: This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$50,000.

REQUESTED BY: Kristen Hoheisel/Tony Willger **DATE:** 3/26/2020

DESCRIPTION OF REQUEST

The Lily Lake Elementary Fire Alarm Replacement project will replace the schools life safety notification system. The current system was installed in the early 80's and has served its useful life. The fire alarm will use voice notification.

Construction costs were estimated to be \$155,000 and will be funded by the 2021 Long-Term Facilities Maintenance fund. Three proposals were received on March 10, 2020 to replace the fire alarm system. The lowest proposal is from Summit Companies of Mendota Heights, MN for a total of \$122,000. Hallberg Engineering recommends awarding the contract to them. Administration requests approval to award the proposal to Summit Companies.

FINANCIAL IMPACT

\$122,000. Additional costs may be incurred to remedy issues not identified in the construction plans.

Budget(s) Impacted: \$122,000.00 Long-Term Facility Maintenance Budget.

Is This a One-Time Expenditure?

- Yes**, once implemented there will be no ongoing costs
- No**, it will need to be funded indefinitely
- No**, it will need to be funded for Fiscal Years 2020-?

Is there an off-setting revenue source(s)?

- Yes** List Source(s): Long-Term Facilities Maintenance
- No**

PROGRESS MONITORING

Work to be completed prior to August 17, 2020.



March 19, 2020

Anthony V. Willger
Manager of Facility and Site Operations
Stillwater Area Public Schools
1875 South Greeley St.
Stillwater, MN 55082

Re: Lily Lake Elementary Fire Alarm Replacement project
Project No. R19-3696.000

Dear Mr. Willger,

Quotes for the above referenced project were received on Thursday, March 10th, 2020 at 2:30 p.m. Summit Companies was the apparent low quote.

Summit Companies

Base Bid	\$122,000.00	Accepted
Total	\$122,000.00	

We have spoken to a representative of Summit Companies and they have indicated that they will hold to their quote and are able to complete the project on schedule.

We recommend the contract be awarded to **Summit Companies** in the amount of **\$122,000.00**.

Feel free to call if you have any questions.

Sincerely,

HALLBERG ENGINEERING, INC.

Joe Vomela

Enclosure: Quote Tab
Completed Quote Form
Bid Bond



QUOTE TABULATION

Independent School District 834
Stillwater Area Schools
Lily Lake Elementary Fire Alarm
Replacement Project
 Project No. R19-3696.000

Date: 3/10/2020
 Time: 2:30 p.m.

COMPANY	Base Bid	Unit Price #1	Unit Price #2	Ack. Add #1	Bid Bond and Responsible Contractor Forms
Summit Companies	\$122,000.00	\$696.00	\$675.00	x	x
LVC Companies	\$166,113.00	\$540.00	\$485.00	X	X
ECSI	\$171,930.00	\$565.00	\$515.00	X	x

Mechanical/Electrical/Commissioning/Energy
 1750 Commerce Court ♦ White Bear Lake, MN 55110 ♦ Phone (651) 748-1100 ♦ Fax (651) 748-9370
 i:\projects\834\19-3696.000\correspondence\bid20200310.docx



Agenda Item: V. F.
Date Prepared: March 24, 2020
ISD 834 Board Meeting

Agenda Item: Andersen Elementary Roof Top Project - 2020
Meeting Date: April 9, 2020
Contact Person: Tony Willger, Manager of Facilities and Site Operations

Background: The Andersen Elementary Roof Top Project 2020 will replace roof top unit serving the gymnasium, roof top unit serving stage and makeup air unit serving the kitchen. The roof top units and make up air unit were installed in 1996 and have served their useful life.

Construction costs were estimated to be \$155,000 and will be funded by the 2021 Long-Term Facilities Maintenance fund. Three proposals were received on March 17, 2020 to replace the three roof tops. The lowest proposal is from Horwitz Inc. of New Hope, MN for a total of \$144,506. Hallberg Engineering recommends awarding the contract to them. Administration requests approval to award the proposal to Horwitz Inc.

Location(s): Andersen Elementary

Project Name: Andersen Elementary Roof Top Project – 2020

Fund: Long-Term Facilities Maintenance

Item: Replace two roof top units and one make up air unit

Amount: Horwitz Inc. for a total of \$144,506

Recommendation:

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

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



EXPENDITURE APPROVAL FORM

Fiscal Year 2019-2020

Instructions: This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$50,000.

REQUESTED BY: Kristen Hoheisel/Tony Willger **DATE:** 3/24/2020

DESCRIPTION OF REQUEST

The Andersen Elementary Roof Top Project 2020 will replace roof top unit serving the gymnasium, roof top unit serving stage and makeup air unit serving the kitchen. The roof top units and make up air unit were installed in 1996 and have served their useful life.

Construction costs were estimated to be \$155,000 and will be funded by the 2021 Long-Term Facilities Maintenance fund. Three proposals were received on March 17, 2020 to replace the three roof tops. The lowest proposal is from Horwitz Inc. of New Hope, MN for a total of \$144,506. Hallberg Engineering recommends awarding the contract to them. Administration requests approval to award the proposal to Horwitz Inc.

FINANCIAL IMPACT

\$144,506. Additional costs may be incurred to remedy issues not identified in the construction plans.

Budget(s) Impacted: \$144,506.00 Long-Term Facility Maintenance Budget.

Is This a One-Time Expenditure?

- Yes**, once implemented there will be no ongoing costs
- No**, it will need to be funded indefinitely
- No**, it will need to be funded for Fiscal Years 2020-?

Is there an off-setting revenue source(s)?

- Yes** List Source(s): Long-Term Facilities Maintenance
- No**

PROGRESS MONITORING

Work to be completed prior to October 20.



QUOTE TABULATION

Independent School District 834
Stillwater Area Schools
Andersen Elementary School
Rooftop Project-2020
 Project No. R20-3789.000

Date: 3/17/2020
Time: 2:00 p.m.

COMPANY	Base Bid	Alternate #1 Replace stage unit	Bid Bond and Responsible Contractor Forms
Horwitz	\$101,208.00	\$43,298.00	x
NAC	\$119,200.00	\$46,500.00	X
Thelen	\$192,000.00	\$74,000.00	x

Mechanical/Electrical/Commissioning/Energy

1750 Commerce Court ♦ White Bear Lake, MN 55110 ♦ Phone (651) 748-1100 ♦ Fax (651) 748-9370



March 20, 2020

Anthony V. Willger
Manager of Facility and Site Operations
Stillwater Area Public Schools
1875 South Greeley St.
Stillwater, MN 55082

Re: Andersen Elementary School Rooftop Project-2020
Project No. R20-3789.000

Dear Mr. Willger,

Quotes for the above referenced project were received on Thursday, March 17th, 2020 at 2:00 p.m. Horwitz was the apparent low quote.

Summit Companies

Base Bid	\$101,208.00	Accepted
Alternate #1	\$43,298.00	Accepted
	\$144,506.00	Total

We have spoken to a representative of Horwitz and they have indicated that they will hold to their quote and are able to complete the project on schedule.

We recommend the contract be awarded to **Horwitz** in the amount of **\$144,506.00**.

Feel free to call if you have any questions.

Sincerely,

HALLBERG ENGINEERING, INC.

[Tom Gunderson](#)

Tom Gunderson

Enclosure: Quote Tab
Completed Quote Form



EXPENDITURE APPROVAL FORM
Fiscal Year 2019-2020

Instructions: This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$50,000.

REQUESTED BY: Cathy Moen **DATE:** 3.31.20

DESCRIPTION OF REQUEST

Hiring of interim Executive Director of Finance and Operations. Employment dates of 3.30.20 through 5.29.20. May be extended by mutual agreement based on needs.

FINANCIAL IMPACT

\$29,250 (based on 45 days at a daily rate of \$650; may be additional costs if there is a need to extend)

Budget(s) Impacted: General Fund

Is This a One-Time Expenditure?

- Yes**, once implemented there will be no ongoing costs (**unless there is a need to extend due to timing**)
- No**, it will need to be funded indefinitely
- No**, it will need to be funded for Fiscal Years 2020-?

Is there an off-setting revenue source(s)?

- Yes** List Source(s): Long-Term Facilities Maintenance
- No**

PROGRESS MONITORING

Extension of contract will be determined on an as needed basis.



Agenda Item: VI. A.
Date Prepared: March 30, 2020
ISD 834 Board Meeting

Agenda Item: COVID-19 Response and Preparation
Meeting Date: April 9, 2020
Contact Person: Superintendent Denise Pontrelli

Background:

Superintendent Pontrelli will provide an update on the district's COVID-19 response and preparation efforts.

No Action required.



Agenda Item: VI. B.
Date Prepared: March 31, 2020
ISD 834 Board Meeting

Agenda Item: 2020 Roof Replacement

Meeting Date: April 9, 2020

Contact Person: Tony Willger, Manager of Facility and Site Operations, Superintendent Pontrelli, Mr. John Thein

Background: The Stillwater Area Public Schools – 2020 Roof Project is scheduled to take place at Stillwater Middle School and Stillwater Area High School.

Stillwater Middle School will replace the roof section over the southeast corner classrooms on the east wing of the building. This roof section was last replaced in 1989 and has reached life expectancy. It will be replaced by the District's standard modified built up roofing system that includes a 30 year warranty on materials and labor.

The Stillwater Area High School will install metal panels on the upper east and north facing walls of the Auditorium. The current exterior wall system allows water to enter the building in the hallway below with wind driven rains. The metal panels will eliminate the water intrusion in this area.

Construction costs for this project were estimated to be \$590,000 and are part of the approved FY 2021 Long-Term Facilities Maintenance funding. The bidding document requested separate bids for Stillwater Middle School and Stillwater Area High School in addition to a combined bid total. This request allowed the District to obtain the lowest possible bid for the project.

Seven bids were received on March 31, 2020. The lowest responsible bidder combination was obtained by Diverse Construction Services, LLC of Columbia Heights, MN for a bid total of \$321,397.00 at Stillwater Middle School and Berwald Roofing Company Inc. of North Saint Paul, MN for a bid total of \$86,300.00 at Stillwater Area High School. Administration will request awarding a contract to Diverse Construction Services, LLC for the roof replacement at Stillwater Middle School and Berwald Roofing Company Inc. for the metal wall panel installation at Stillwater Area High School during the April 23, 2020 Board of Education meeting.

Location(s): Stillwater Middle School and Stillwater Area High School

Project Name: Stillwater Area Public Schools – 2020 Roof Projects

Fund: Long-Term Facilities Maintenance – Roof Replacement and Building Envelope

Item: Roof replacement at Stillwater Middle School and metal wall panel installation at Stillwater Area High School

Amount: Diverse Construction Services, LLC at Stillwater Middle School for a bid total of \$321,397.00
Berwald Roofing Inc. at Stillwater Area High School for bid total of \$86,300.00

Recommendation:

Contract approval will be requested at the April 23, 2020 Board of Education meeting.



EXPENDITURE APPROVAL FORM

Fiscal Year 2019-2020

Instructions: This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$50,000.

REQUESTED BY: Tony Willger **DATE:** April 9, 2020

DESCRIPTION OF REQUEST

Replace a roof section at Stillwater Middle School and cover the upper east and north Stillwater Area High School Auditorium walls with metal panels. The lowest responsible bidder is by Diverse Construction Services, LLC of Columbia Heights, MN for a bid total of \$321,397.00 at Stillwater Middle School and Berwald Roofing Company Inc. of North Saint Paul, MN for a bid total of \$86,300.00 at Stillwater Area High School.

FINANCIAL IMPACT

Budget(s) Impacted: \$321,397 (Stillwater Middle School) and \$86,300 (Stillwater Area High School) Long-Term Facilities Maintenance Budget

Is This a One-Time Expenditure?

- Yes**, once implemented there will be no ongoing costs
- No**, it will need to be funded indefinitely
- No**, it will need to be funded for Fiscal Years 2020-?

Is there an off-setting revenue source(s)?

- Yes** List Source(s): Long-Term Facilities Maintenance
- No**

PROGRESS MONITORING

Work to be completed summer of 2020



SAINT PAUL | MADISON

380 St. Peter Street, Suite 600
Saint Paul, MN 55102

651.222.3701
bwbr.com

April 1, 2020

Mr. Tony Willger
Supervisor of Facility and Site Operations
Independent School District 834
Stillwater Area Public Schools
1875 Greeley Street South
Stillwater, MN 55082

Re: Stillwater Middle School
2020 Reroofing Project
BWBR Commission No. 3.2019317.00

Dear Tony:

BWBR has reviewed the bids for the 2020 Stillwater Middle School Roofing Project and High School Metal Panel Project and contacted the apparent low bidders; Diverse Construction Services, LLC for the Stillwater Middle School and Berwald Roofing for the High School. Diverse Construction has acknowledged that their bid of \$321,397.00 is complete for the Stillwater Middle School. Berwald Roofing has acknowledged that their bid of \$86,300.00 is complete for the High School.

BWBR recommends that Stillwater Area Public Schools enter into a contract with Diverse Construction Services, LLC and Berwald Roofing for the amount stated above to complete the work described in the bid documents.

Sincerely,

BWBR

Hanna Kuehl

KG/jn

Stillwater Area Public Schools - 2020 Roof Projects
10:00am March 31, 2020

	Company Name	SMS Base Bid	SAHS Base Bid	Combined Bid	Signed	Add. Ack	Bid Bond	Insulation Replaceme	Roof Deck Replacement
1	Berwald Roofing Company, Inc. Roofing and Sheet Metal 2440 North Charles Street North St. Paul. MN 55109	\$ 522,300.00	\$ 86,300.00	\$ 607,000.00	X	X	X	\$ 2.00	\$ 10.00
2	Diverse Construction Services LLC 82 - 38th Avenue Northeast Columbia Height, MN 55421	\$ 321,397.00	\$ 99,540.00	\$ 419,500.00	X	X	X	\$ 2.50	\$ 10.00
3	Peterson Bros. Roofing & Const. Inc. 481 Burgess Street St. Paul, MN 55117	Withdrawn	No Bid	No Combined Bid	X	X	X	\$ 2.00	\$ 10.00
4	Atomic Architectural Sheet Metal Inc. 3207 Labore Road Vadnais Heights, MN 55110	No Bid	\$ 112,880.00	No Combined Bid	X	X	X	N/A	N/A
5	Granite City Roofing. P.O. Box 1482 St. Cloud, MN 56302	\$ 403,500.00	\$ 136,300.00	\$ 539,000.00	X	X	X	\$ 2.25	\$ 15.00
6	John A. Dalsin & Son Inc. 2830 South 20th Avenue Minneapolis, MN 55407	\$ 413,510.00	\$ 104,819.00	\$ 518,329.00	X	X	X	\$ 2.65	\$ 15.00
7	BL Dalsin Roofing. 9201 52nd Ave N Minneapolis, MN 55428	\$ 360,250.00	\$ 138,729.00	\$ 498,979.00	X	X	X	\$ 2.25	\$ 7.85



Agenda Item: VI. C.
Date Prepared: April 1, 2020
ISD 834 Board Meeting

Agenda Item: District Wide Renovations - 2020

Meeting Date: April 9, 2020

Contact Person: Tony Willger, Manager of Facility and Site Operations, Superintendent Pontrelli, Mr. John Thein

Background: The Stillwater Area Public Schools – 2020 District Wide Renovations will consist of projects at the following locations:

Site	Project Description
Afton-Lakeland Elementary	Replace flooring, casework, chalkboards, sinks, toilets, water lines and provide ADA restrooms in two Kindergarten classrooms.
Lily Lake Elementary	Replace casework, flooring, sinks, lighting and demountable partitions in ASD area; Replace toilets, sinks, plumbing lines and ceramic tile in two classroom hallway areas and cafeteria area. Reconfigure toilet areas to provide ADA restrooms in each of these locations.
Stillwater Middle School	Replace ceilings, lighting, sinks, ductwork and HVAC coils in art rooms; replace dust collection system; remove glass trophy cases in main circulation area.
Stonebridge Elementary	Replace operable walls, chalkboards, case work, sinks and domestic water branch lines in 3 classrooms. Replace ceiling, lights, flooring and wall covering in special education large motor room. Provide ADA access to special education large motor room. Replace main domestic water lines throughout building.

These projects are part of the FY 2021 Long-Term Facilities Maintenance program. The project is currently budgeted at \$1,766,000. Bids will be opened on April 14, 2020. Administration will request awarding a contract to the lowest responsible bidder at the April 23, 2020 Board of Education meeting.

Project Name: District Wide Renovations - 2020

Location(s): Various Sites

Fund: Long-Term Facilities Maintenance

Item: Flooring, Casework, Lighting, Demountable Walls, Plumbing Fixtures, Water Mains

Amount: Proposals will be opened April 14, 2020

Recommendation:

The District Wide Renovation – 2020 project contract approval will be requested at the April 23, 2020 Board of Education meeting.



EXPENDITURE APPROVAL FORM
Fiscal Year 2019-2020

Instructions: This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$50,000.

REQUESTED BY: Tony Willger **DATE:** April 9, 2020

DESCRIPTION OF REQUEST

District Wide Renovations - 2020

Afton-Lakeland Elementary - Replace flooring, casework, chalkboards, sinks, toilets, water lines and provide ADA restrooms in two Kindergarten classrooms.

Lily Lake Elementary - Replace casework, flooring, sinks, lighting and demountable partitions in ASD area; Replace toilets, sinks, plumbing lines and ceramic tile in two classroom hallway areas and cafeteria area. Reconfigure toilet areas to provide ADA restrooms in each of these locations.

Stillwater Middle School - Replace ceilings, lighting, sinks, ductwork and HVAC coils in art rooms; replace dust collection system; remove glass trophy cases in main circulation area.

Stonebridge Elementary - Replace operable walls, chalkboards, case work, sinks and domestic water branch lines in 3 classrooms. Replace ceiling, lights, flooring and wall covering in special education large motor room. Provide ADA access to special education large motor room. Replace main domestic water lines throughout building.

The project is currently budgeted at \$1,766,000. Bids will be opened on April 14, 2020. Administration will request awarding a contract to the lowest responsible bidder at the April 23, 2020 Board of Education meeting.

FINANCIAL IMPACT

Budget(s) Impacted: Proposals will be received April 14, 2020. Expense will be covered by the Long-Term Facilities Maintenance Fund.

Is This a One-Time Expenditure?

Yes, once implemented there will be no ongoing costs

No, it will need to be funded indefinitely

No, it will need to be funded for Fiscal Years 2020-?

Is there an off-setting revenue source(s)?

Yes List Source(s): Long-Term Facilities Maintenance

No

PROGRESS MONITORING

Work to be completed summer of 2020



Agenda Item: VI. D.
Date Prepared: March 30, 2020
ISD 834 Board Meeting

Agenda Item: Stillwater Area High School Tuck-pointing

Meeting Date: April 9, 2020

Contact Person: Tony Willger, Manager of Facility and Site Operations, Superintendent Pontrelli, Mr. John Thein

Background: The Stillwater Area High School Auditorium west exterior wall needs to be tuck pointed. Tuck pointing is the process of removing and replacing the mortar between the bricks. The current mortar is no longer effective keeping water out of the wall cavity. Proposals for the project are due April 14, 2020. The Stillwater Area High School Auditorium is scheduled to be closed this summer to accommodate this work.

The budget for this project is \$150,000 and will be funded by the 2021 Long-Term Facilities Maintenance fund. Administration will request awarding a contract to tuck point the west Auditorium wall at Stillwater Area High School at the April 23, 2020 Board of Education meeting.

Location(s): Stillwater Area High School

Project Name: Stillwater Area High School Tuck-pointing

Fund: Long-Term Facilities Maintenance

Item: Tuck point the west exterior Auditorium wall at Stillwater Area High School

Amount: Proposals will be opened April 14, 2020

Recommendation:

The Stillwater Area High School Tuck Pointing project contract approval will be requested at the April 23, 2020 Board of Education meeting.



EXPENDITURE APPROVAL FORM

Fiscal Year 2019-2020

Instructions: This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$50,000.

REQUESTED BY: Tony Willger **DATE:** April 9, 2020

DESCRIPTION OF REQUEST

This request is to tuck point the Stillwater Area High School Auditorium west exterior wall. Proposals for the project are due April 14, 2020. The Stillwater Area High School Auditorium is scheduled to be closed this summer to accommodate this work. The budget for this project is \$150,000 and will be funded by the 2021 Long-Term Facilities Maintenance fund. Administration will request awarding a contract to tuck point the west Auditorium wall at Stillwater Area High School at the April 23, 2020 Board of Education meeting.

FINANCIAL IMPACT

Budget(s) Impacted: Proposals will be received April 14, 2020. Expense will be covered by the Long-Term Facilities Maintenance Fund.

Is This a One-Time Expenditure?

- Yes**, once implemented there will be no ongoing costs
- No**, it will need to be funded indefinitely
- No**, it will need to be funded for Fiscal Years 2020-?

Is there an off-setting revenue source(s)?

- Yes** List Source(s): Long-Term Facilities Maintenance
- No**

PROGRESS MONITORING

Work to be completed summer of 2020



Agenda Item: VI. E.
Date Prepared: March 30, 2020
ISD 834 Board Meeting

Agenda Item: Oak-Land Middle School Pool Wall Tile Replacement - 2020

Meeting Date: April 9, 2020

Contact Person: Tony Willger, Manager of Facility and Site Operations, Superintendent Pontrelli, Mr. John Thein

Background: The Oak-Land Middle School pool wall tile is loose and in need of replacement. Proposals for the project are due April 14, 2020. The Oak-Land Middle School pool is scheduled to be closed starting June 20, 2020 and will reopen prior to the start of the school year.

The budget for this project is \$85,000 and will be funded by the 2021 Long-Term Facilities Maintenance fund. Administration will request awarding a contract to replace the Oak-land Middle School wall tile at the April 23, 2020 Board of Education Meeting.

Location(s): Oak-Land Middle School

Project Name: Oak-Land Middle School Pool Wall Tile Replacement - 2020

Fund: Long-Term Facilities Maintenance

Item: Replace all wall tile in the pool area at Oak-Land Middle School

Amount: Proposals will be opened April 14, 2020

Recommendation:

The Oak-Land Middle School Pool Wall Tile Replacement project contract approval will be requested at the April 23, 2020 Board of Education meeting.



EXPENDITURE APPROVAL FORM

Fiscal Year 2019-2020

Instructions: This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$50,000.

REQUESTED BY: Tony Willger **DATE:** April 9, 2020

DESCRIPTION OF REQUEST

This request is to replace the Oak-Land Middle School pool wall tile. Proposals for the project are due April 14, 2020. The Oak-Land Middle School pool is scheduled to be closed starting June 20, 2020 and will reopen prior to the start of the school year. The budget for this project is \$85,000 and will be funded by the 2021 Long-Term Facilities Maintenance fund. Administration will request awarding a contract to replace the Oak-Land Middle School wall tile at the April 23, 2020 Board of Education Meeting.

FINANCIAL IMPACT

Budget(s) Impacted: Proposals will be received April 14, 2020. Expense will be covered by the Long-Term Facilities Maintenance Fund.

Is This a One-Time Expenditure?

- Yes**, once implemented there will be no ongoing costs
- No**, it will need to be funded indefinitely
- No**, it will need to be funded for Fiscal Years 2020-?

Is there an off-setting revenue source(s)?

- Yes** List Source(s): Long-Term Facilities Maintenance
- No**

PROGRESS MONITORING

Work to be completed summer of 2020



**Agenda Item VI. F.
Date Prepared: March 31, 2020
ISD 834 Board Meeting**

Meeting Date: April 9, 2020
Contact Person(s): Policy Working Group
Action Item: Policy for First Reading

Summary:

The Policy Working Group will be presenting Policy 406 – Public and Private Personnel Data for first reading.

This policy is included for your review.

Recommendation:

This is a report for future action.

SCHOOL DISTRICT ADMINISTRATION

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Public and Private Personnel Data	406	Adopted:	<u>3 year</u>

[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

~~III. DEFINITIONS~~

- ~~A. "Public" means that the data is available to anyone who requests it.~~
- ~~B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.~~
- ~~C. "Confidential" means the data is not available to the subject.~~
- ~~D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number. [WE DO NOT DO THIS, THUS RECOMMEND NOT INCLUDING]~~
- ~~E. "Personnel data" means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is~~

~~identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.~~

~~F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.~~

~~G. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. "Protected health information" excludes health information in education records covered by the federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.~~

~~H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.~~

IIIIV. PUBLIC PERSONNEL DATA

A. The following information on employees, including volunteers and independent contractors, is public:

1. name;
2. employee identification number, which may not be the employee's social security number;
3. actual gross salary;
4. salary range;
5. terms and conditions of employment relationship;
6. contract fees;
7. actual gross pension;
8. the value and nature of employer-paid fringe benefits;
9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not

have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;

19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on applicants for employment is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and
6. work availability.

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:

- a. name;
- b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
- c. education and training;
- d. employment history;
- e. volunteer work;
- f. awards and honors;
- g. prior government service;
- h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
- i. veteran status.

2. Once an individual is appointed to a public body, the following additional items of data are public:

- a. residential address;
- b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;

- c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

IV. PRIVATE PERSONNEL DATA

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- ~~D. — Parking space leasing data are private.~~
- DE. An individual's checking account number is private when submitted to a government entity.
- EF. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.

FG. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.

GH. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:

1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
2. a pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
3. a court, law enforcement agency, or prosecuting authority.

HI. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.

IJ. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

KJ. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness; or
2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

KL. The school district shall make any report to the Minnesota Professional Educator Licensing and Standards Board or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.

LM. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.

- MN. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- NO. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.
- PO. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- PE. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- QR. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- RS. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- SF. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41,

Subd. 5, and must provide the Minnesota Professional Educator Licensing and Standards Board and the licensing division at MDE with the necessary and relevant information to enable the Minnesota Professional Educator Licensing and Standards Board and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Minnesota Professional Educator Licensing and Standards Board and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VII. DEFINITIONS

A. "Public" means that the data is available to anyone who requests it.

B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.

C. "Confidential" means the data is not available to the subject.

D. —"Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.

ED. "Personnel data" means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is

identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

FE. “Finalist” means an individual who is selected to be interviewed by the school board for a position.

GF. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by the federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.

HG. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

VIII. RESPONSIBLE AUTHORITY

The school district has designated the following individual ~~*[name and title, telephone]*~~ as the authority responsible for personnel data. ~~*If you have any questions, contact [him/her].*~~

Cathy Moen
Executive Director of Administrative Services
1875 Greeley Street South
Stillwater, MN 55082
651-351-8311

~~IX. EMPLOYEE AUTHORIZATION/RELEASE FORM~~

~~An employee authorization form is included as an addendum to this policy.~~

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)
Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)
~~P.L. 104-191 (HIPAA)~~
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

~~**Cross References:** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)~~

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

~~MSBA Service Manual, Chapter 13, School Law Bulletin "P" (School Records—Privacy—Access to Data)~~



Agenda Item: VII. A.
Date Prepared: March 30, 2020
ISD 834 Board Meeting

Action Item: 2020 District Wide Pavement Rehabilitation
Meeting Date: April 9, 2020
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations/Tony Willger, Manager of Facilities and Site Operations

Background: The Stillwater Area Public Schools – 2020 District Wide Pavement Rehabilitation will take place at and consist of the following:

Site	Project Description
Stillwater Area High School	Replace west student parking lot and Grounds Dept. trail
Stillwater Middle School	Sealcoat main parking lot bus loading area
Rutherford Elementary	Sealcoat entrance drive, parking lot and bus loading area
Rutherford Elementary	Mill and overlay overflow parking area

Construction costs for this project were estimated to be \$854,115.00 and are part of the approved FY 2021 Long-Term Facilities Maintenance funding. Four bids were received on March 5, 2020 for the District Wide pavement rehabilitation project. The lowest responsible bidder is Bituminous Roadways, Inc. from Mendota Heights, MN for a bid total of \$591,000.00. Larson Engineering is recommending them as the lowest responsible bidder. Administration is requesting a contract be awarded to Bituminous Roadways Inc. for the 2020 District Wide Pavement Rehabilitation project.

Location(s): Various Sites

Project Name: 2020 District Wide Pavement Rehabilitation

Fund: Long-Term Facilities Maintenance – Site Projects

Item: Seal coat, bituminous overlay and bituminous replacement

Amount: Bituminous Roadways, Inc. for a bid total of \$591,000.00

Recommendation:

A motion and a second to approve the 2020 District Wide Pavement Rehabilitation project will be requested.

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

EXPENDITURE APPROVAL FORM

Fiscal Year 2020-2021

Instructions: This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$50,000.

REQUESTED BY: Kristen Hoheisel **DATE:** 3/11/2020

DESCRIPTION OF REQUEST

The District Wide Pavement Rehabilitation project will replace the west student parking lot and portion of the Grounds Department trail at Stillwater Area High School; sealcoat the main parking lot and bus area at Stillwater Middle School; sealcoat the parking lot, sealcoat the bus area, and overlay the overflow parking at Rutherford Elementary. Construction costs for this project were estimated to be \$854,115.00 and are part of the approved FY 2021 Long-Term Facilities Maintenance funding. Four bids were received on March 5, 2020 for the District Wide Pavement Rehabilitation project. The lowest responsible bidder is Bituminous Roadways, Inc. from Mendota Heights, MN for a bid total of \$591,000.00. Larson Engineering is recommending them as the lowest responsible bidder.

FINANCIAL IMPACT

\$ 591,000. Additional costs may be incurred to remedy issues not identified in the construction plans.

Budget(s) Impacted: \$591,000.00 Long-Term Facility Maintenance Budget.

Is This a One-Time Expenditure?

Yes, once implemented there will be no ongoing costs

No, it will need to be funded indefinitely

No, it will need to be funded for Fiscal Years 2020-?

Is there an off-setting revenue source(s)?

Yes List Source(s): Long-Term Facilities Maintenance Revenue

No

PROGRESS MONITORING

Work to be completed by August 14, 2020

Larson Engineering, Inc.
3524 Labore Road
White Bear Lake, MN 55110-5126
651.481.9120 Fax: 651.481.9201
www.larsonengr.com



March 5, 2020

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

Re: Contractor Recommendation
2020 District Wide Pavement Rehabilitation
Stillwater Area Public Schools
LEMN Project No: 12196209

Dear Mr. Tony Willger:

Based upon our review of the bid results for the above referenced project, we recommend the apparent low bidder, Bituminous Roadways, be awarded the contract in the amount of \$591,000.00 including all three bid items.

We have experience working with Bituminous Roadways on similar projects, and we have found their overall performance, workmanship, scheduling, and quality control to be good.

If you have any questions, please do not hesitate to contact our office.

Sincerely,
Larson Engineering, Inc.

Greg A. Buchal, PE
Project Manager

Attachment: Bid Tabulation

BID TABULATION

2020 District Wide Pavement Rehabilitation - Stillwater Area Public Schools Thursday March 5, 2019 @ 10:00am						
Contractor	Bituminous Roadways	ACI Asphalt	T.A. Schifsky & Sons	Minnesota Roadways		
Response Contractor Forms	Yes	Yes	Yes	Yes		
Bid Bond	Yes	Yes	Yes	Yes		
Addendum #1	Yes	Yes	Yes	Yes		
Addendum #2	Yes	Yes	Yes	Yes		
BASE BID #1 - Stillwater High School	\$457,000.00	\$636,743.66	\$540,000.00	\$497,364.00		
BASE BID #2 - Stillwater Middle School	\$70,000.00	\$78,294.49	\$65,525.00	\$72,950.00		
BASE BID #3 - Rutherford Elementary	\$64,000.00	\$87,193.81	\$70,300.00	\$75,838.00		
TOTAL #1 THROUGH #3	\$591,000.00	\$802,231.96	\$675,825.00	\$646,152.00		
UNIT PRICES						
UNIT PRICE #1 - 12" Base Correction (SY)	\$9.00	\$8.73	\$24.00	\$16.00		
UNIT PRICE #2 - Crack Sealing (LF)	\$0.75	\$0.64	\$0.70	\$1.00		
UNIT PRICE #3 - 2" Mill & Patch Repair (SY)	\$9.00	\$0.41	\$22.50	\$20.00		
UNIT PRICE #4 - 4" Bit. Over 8" Base Repair (SY)	\$23.00	\$0.99	\$48.00	\$50.00		
UNIT PRICE #5 - 6" Concrete over 6" Base (SF)	\$30.00	\$26.09	\$12.00	\$12.00		
UNIT PRICE #6- B612 Concrete Curb (LF)	\$80.00	\$60.00	\$50.00	\$60.00		



**Agenda Item VII. B.
Date Prepared: April 2, 2020
ISD 834 Board Meeting**

Agenda Item: 2020-2021 Employee Benefits Insurance Renewals
Meeting Date: April 9, 2020
Contact Person: Cathy Moen, Executive Director of Administrative Services

Background:

District administration has secured/established renewal rates for medical and dental insurance plans.

The following is summary information related to plan renewals/changes:

- **Medical Insurance:** After completing an RFP process as required by the Health Insurance Transparency Act (HITA), the District recommends that Blue Cross and Blue Shield continue as the carrier and plan administrator for medical insurance. The recommended rate increase is 8%.
- **Vision Insurance:** Vision Service Plan (VSP), which is offered in conjunction with the Gold Plan, will continue to be the carrier for vision. The RFP for this plan was completed during the Spring 2019 process and a rate guarantee has been obtained through June 30, 2023. Due to a number incorrectly reflected in RFP information, the rate for this plan needs to be corrected to reflect \$11.82, rather than \$11.52, which was approved by the Board in April of 2019. The total estimated annual impact of this correction is \$1,663.
- **Dental:** A rate increase of 3% is recommended. A rate guarantee for administrative services has been obtained through June 30, 2024.

The District Insurance Committee has reviewed and recommends the insurance programs and rates, effective July 1, 2020. Renewal rate information for all insurance plans is attached.

Recommendation:

Administration recommends that the Board of Education approve the proposed insurance renewal rates for the plan year effective July 1, 2020 through June 30, 2021.

Motion by: _____ **Second by:** _____ **Vote:** _____



Insurance Renewal Information 2020-2021

Insurance/Plan Contract	2019-2020 Current Rate/Month	2020-2021 Renewal Rate/Month	Increase/Decrease
<u>Health and Hospitalization Insurance ~ Blue Cross & Blue Shield of Minnesota</u>			
Gold Single Plan*	\$712.10	\$769.07	\$56.97
Gold Family Plan*	\$2,030.45	\$2,192.87	\$162.42
High Deductible / VEBA Single Plan	\$579.20	\$625.54	\$46.34
High Deductible / VEBA Family Plan	\$1,652.68	\$1,784.89	\$132.21
* Need to add VSP vision rates to get total Gold Premium charged			
<u>Vision Insurance ~ Vision Service Plan (VSP) (Note: Vision insurance provided in conjunction with Gold Plan)</u>			
Composite Employee Plan	\$11.82 (Corrected)	\$11.82	\$0.00
Note: This rate is guaranteed through June 30, 2023.			
Note: 2019-2020 Rate corrected to \$11.82 (originally stated as \$11.52 due to an error during RFP Process)			
<u>Dental Insurance ~ Delta Dental Plan of Minnesota</u>			
Self-Funded Composite Single/Family Plan	\$94.06	\$96.88	\$2.82
Note: There is a rate guarantee through June 30, 2024 on the admin fee for the self-funded plan.			
<u>Life and AD&D Insurance ~ The Standard</u>			
Composite Employee Plan	\$.14/\$1,000/month	\$.14/\$1,000/month	\$0.00
Note: This rate is guaranteed through June 30, 2022.			
<u>Supplemental Life Insurance ~ The Standard</u>			
Composite Employee Life and AD&D	Age Rate Table/\$1,000/month		\$0.00
Spouse Life	Age Rate Table/\$1,000/month		\$0.00
Child Life	\$.20/\$1,000/month		\$0.00
Note: This rate is guaranteed through June 30, 2022.			
<u>Long Term Disability Insurance ~ The Standard</u>			
Composite Employee Plan	\$.275/\$100	\$.275/\$100	\$0.00
Note: This rate is guaranteed through June 30, 2022.			
<u>Legal Insurance ~ ARAG</u>			
Composite Employee Plan	\$22.00/month	\$22.00/month	\$0.00
Note: This rate is guaranteed through June 30, 2022.			
<u>Employee Assistance Program (EAP) ~ The Standard</u>			
Provided as a Value Add with Standard LTD/Life Insurance Plans		No Cost	\$0.00



**Agenda Item XIII. A. B.C.
Date Prepared: March 30, 2020
ISD 834 Board Meeting**

Agenda Item: School Board Reports
Meeting Date: April 9, 2020

Background:

- A. Chairperson Report
- B. Working Group Reports
 - 1. Community Engagement
 - 2. Finance and Operations
 - 3. Legislative
 - 4. Policy
- C. Board Member Reports

Each meeting the Board Chair and the members of the school 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. Topics generally include announcement of attendance at district events, working group updates, communication 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. A.
Date Prepared: April 3, 2020
ISD 834 Board Meeting**

Agenda Item: Adjournment to Closed Session
Meeting Date: April 9, 2020
Contact Person: School Board Chair

Recommendation:

Motion to move to close this meeting under Minnesota Statutes Section 13D.05, subdivision 3(b) due to the need for confidential communication with the District's legal counsel related to correspondence from an employee's attorney setting forth alleged legal claims, requested action and threatened litigation.

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