Stillwater
AREA PUBLIC SCHOOLS

Independent School District 834
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Boundary Discussion: Board Work Session January 15, 2020

Estimated student count for fall 2020-2021 (grades K-5)

	January 2020	Fall 2020	Potential Development	Enrollment Range fall 2020
Brookview	481	501	27	501-528
Lake Elmo	700	686	67	686-753

**Due to continued growth in the southern part of the district, administration recommends a new demographic study to support long-term planning*

Considerations for boundary changes

Changes for fall of 2020:

- Could address overcrowding at Brookview and allow for space at Lake Elmo
- Condenses timeline to develop boundary options
- Condenses timeline for families moving to new buildings
- Need to close open enrollment (requires board resolution) and alternate enrollment by building or grade level.
- No additional classroom space to add sections, if needed

Changes for fall of 2021:

- Maintains existing staffing timeline
- Allows additional time to consider boundary options
- Results in potential overcrowding for students at Brookview, Lake Elmo and possibly Andersen
- No additional classroom space to add sections, if needed
- Need to close open enrollment (requires board resolution) and alternate enrollment by building or grade level.
- Next opportunity to adjust boundaries could coincide with 2021 referendum

Considerations for re-opening Oak Park Elementary

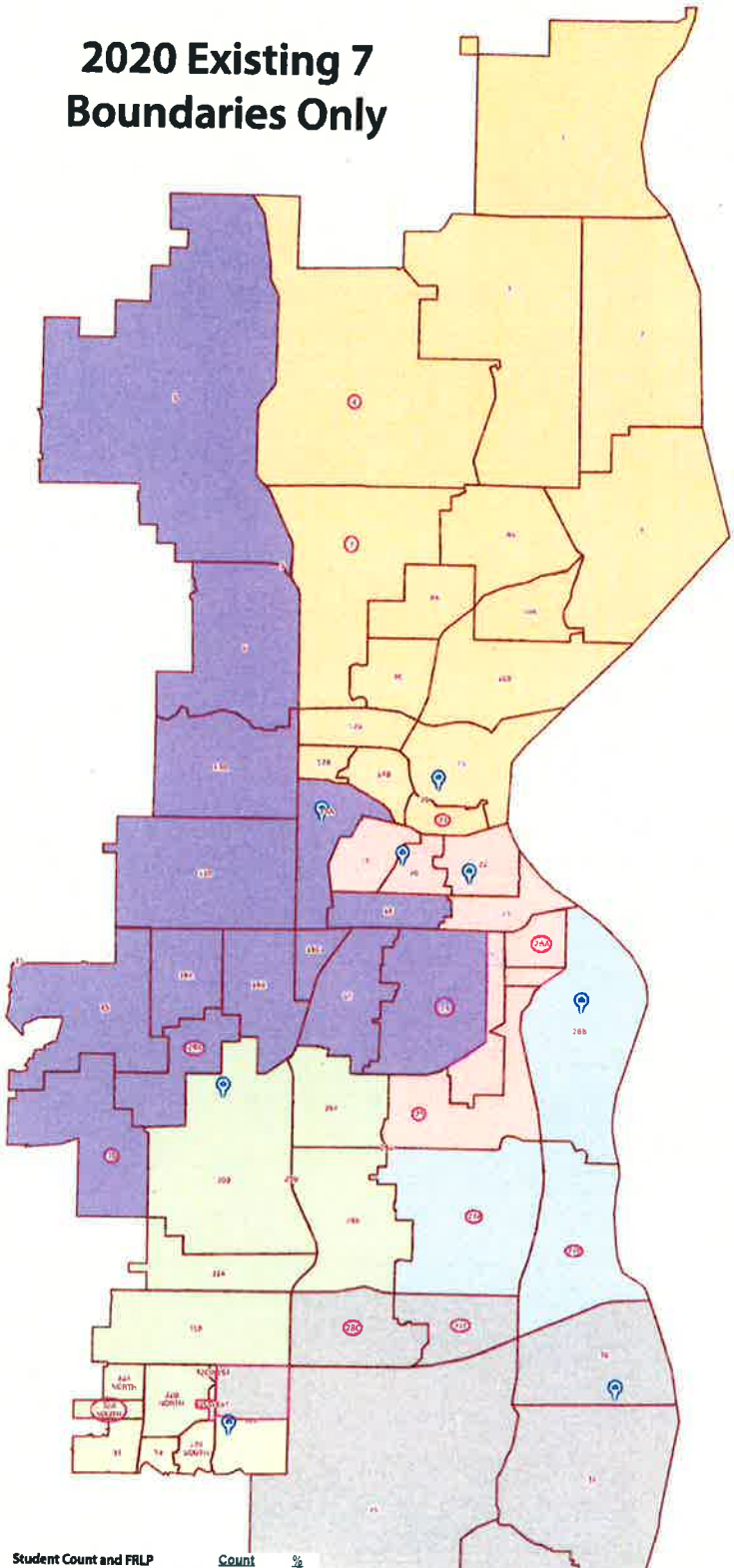
- If opened as an elementary school
  - Could help address enrollment growth in southern portion of district
  - Requires general fund investment of more than $1 million (see Nov. 14 work session)
  - Displaces students in the Transitions program and Special Education staff
  - Limits alternate enrollment as families could be held to boundary assignments
  - Voluntary/involuntary transfers of staff

- If opened as a choice school (ie. Spanish Immersion or other program):
  - Cannot rely on choice school to alleviate enrollment concerns (In short-term, potential enrollment impact for K-1)
  - Requires general fund investment of more than $1 million (see Nov. 14 work session)
  - If a choice school other than Immersion, a study would need to occur to determine what the community wants.

Helpful informational links:

- Oak Park Information
- Boundary Conceptual Draft (10/29/19):
- **Open/Alternate Enrollment Timeline:** Student Enrollment Options Policy # R 1.4.1

2020 Existing 7 Boundaries Only



Student Count and FRLP	Count	%
AFTON LAKELAND ELEMENTARY	493	13.9%
ANDERSEN ELEMENTARY	261	7.4%
BROOKVIEW ELEMENTARY	410	11.6%
Gate 4/5	1	0.0%
LAKE ELMO ELEMENTARY	613	17.3%
LILY LAKE ELEMENTARY	533	15.0%
RUTHERFORD ELEMENTARY	660	18.6%
STONEBRIDGE ELEMENTARY	576	16.2%

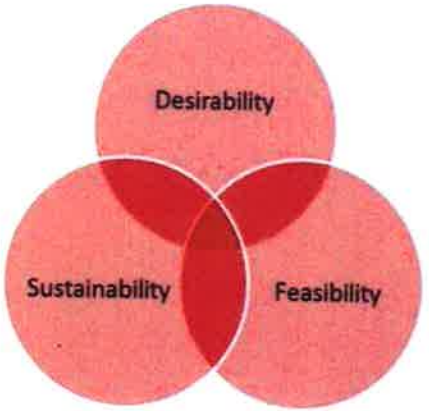
Students of Color (Calculated)	Count	%
AFTON LAKELAND ELEMENTARY	68	14%
ANDERSEN ELEMENTARY	2	1%
BROOKVIEW ELEMENTARY	84	20%
Gate 4/5	0	0%
LAKE ELMO ELEMENTARY	132	22%
LILY LAKE ELEMENTARY	22	4%
RUTHERFORD ELEMENTARY	46	7%
STONEBRIDGE ELEMENTARY	18	3%

Student Capacity	Over/Under	%
AFTON LAKELAND ELEMENTARY	-7	99%
ANDERSEN ELEMENTARY	-89	75%
BROOKVIEW ELEMENTARY	-40	91%
LAKE ELMO ELEMENTARY	-82	91%
LILY LAKE ELEMENTARY	-17	97%
RUTHERFORD ELEMENTARY	-15	98%
STONEBRIDGE ELEMENTARY	1	100%

2020 Existing 7 - 2.0
Data Vintage 10/2/2019

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GUIDING CHANGE: Boundary Change

Current Reality	*Desired Result*	*Unacceptable Means*
• The addition of a new elementary school, to replace VCCS and transition for sixth and ninth grades requires creation of new attendance boundaries. • Possibility of consolidation/closure of 3 existing elementary schools. • Overcrowding at Lake Elmo. • Room to increase enrollment. • Feeder System to Middle School. • Open enrollment transportation begins at the nearest boundary. • Shuttles available to Withrow and Marine Elementary. • GATE students do not receive transportation. • Provide transportation to non-public schools and charter schools. • Bus beyond ½ mile for elementary students. • Bus beyond 1 mile for secondary students. • Classroom space set aside for pre-K programming.	• Decisions will be based on the best interests of ALL Stillwater students. • A boundary plan will be created that positions us for our current needs and minimize future changes. • Feedback from various stakeholders will be gathered to provide insight (School Board, administrative team, staff, and community group). • Provide for a safe and efficient transportation system within board policy and procedures. • Provide for the efficient utilization of district facilities to enhance learning opportunities for all students. • Balance enrollment at elementary schools. • Balance enrollment to middle school philosophy in both buildings. • To the extent possible, keep neighborhoods together (This does not mean that students will be sent to the school nearest their home, but rather that all students within a neighborhood be sent to the same school). • Grandfathering allowed at Middle Schools. • Alternate and open enrollments will be sent back to designated attendance area to start the process at the elementary level. • Consideration of diverse learners.	• We will not violate state laws, school board policy, or negotiated agreements. (MS 123B.88: The board must arrange for the attendance of all pupils living two miles or more from the school, except pupils whose transportation privileges have been revoked or suspended). • We will not violate targets for class size by grade level sections. • Special interest will not drive decisions. • Transportation time beyond 75 minutes, unless by parental choice. 

2.26.16

Estimated Capital Expenditures at Oak Park

Technology - $400,000

Playground resurfacing - $350,000 (*some money in bond)

Media Center - $120,000

Fire Marshal upgrades - $100,000

Drop off areas - $100,000

Hallway lockers - $100,000

Site lighting - $40,000

Staff relocation - $35,000

**Total Capital*
= $1.31 million**

**Total LTFM
= $3.8 million**

Kitchen equipment - $30,000

Cafeteria - $20,000

Music - $10,000

Nurse's office - $5,000

Additional Improvements - (funding from LTFM)

Classroom upgrades - $1,550,000

Convert steam heat to water - $1,250,000

Domestic water replacement - $600,000

Asbestos abatement - $250,000

Soft costs of construction - $150,000

Stillwater
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Curiosity Thrives Here

Estimated Impact of Expansion to Budget

	Fall 2020 Estimated Cost Partial Implementation - Grades K-3 *(Two sections per grade - 8 teachers)*	Fall 2022 Estimated Cost Full Implementation - Grades K-5 *(Two sections per grade - 12 teachers)*
Staffing costs	**$1,029,457**	**$1,254,498**
Increase costs for operations for such things as utilities	**$30,000 - $50,000**	**$30,000 - $50,000**
Total Capital	**$1.31 million**	**0**
Total LTFM	**$3.8 million**	**0**
Transportation	**$66,000 to $546,100**	**$66,000 to $546,100**
TOTAL	**$2,435,458 - $6,735,558**	**$1,350,499 - $1,850,599**

2020-2021 Staffing Timeline

DRAFT - Updated 1.6.20

		Responsible	Status
Friday, December 20, 2019	Preliminary numbers to HR	Kristen Hoheisel	
Thursday, January 2, 2020	Applications for Sabbatical Leaves due	Staff	**No appl.**
Thursday, January 2, 2020	Send right to return letter to staff on leave	Deb / Bo	**Complete**
Friday, January 3, 2020	Updated projected numbers to HR	Kristen Hoheisel	
Friday, January 3, 2020	Preliminary SPED projection numbers	Paul Lee	
Wednesday, January 15, 2020	Alternative attendance applications due	Adam Mazzara	
Wednesday, January 15, 2020	Kindergarten registration information completed	Adam Mazzara	
Wednesday, January 15, 2020	Final Special Ed numbers due to HR	Paul Lee	
TBD	Retirement meeting for teachers considering retirement	Deb Villafania	
Monday, January 20, 2020	Preliminary numbers with Alts	Kristen Hoheisel	
Monday, January 20, 2020	Draft posting for First Round Early Spring Posting to SCEA	Deb Villafania	
Monday, January 20, 2020	Draft posting for First Round Early Spring Posting to principals and admin	Deb Villafania	
Friday, January 24, 2020	**First day of First Round Early Spring Posting- Grade 3 Spanish Immersion**	Deb Villafania	
Friday, January 24, 2020	Pool Postings for SPED	Deb Villafania	
Tuesday, January 28, 2020	**Final Day of First Round Early Spring Posting- Grade 3 Spanish Immersion**	Deb Villafania	
Friday, January 31, 2020	Secondary student registration due to counselors	Secondary Principals	
Friday, January 31, 2020	Projected enrollment numbers to HR	Kristen Hoheisel	
Friday, January 31, 2020	Applicants notified in writing of the status of request for Sabbatical Leave	Cathy Moen	**NA**
Friday, January 31, 2020	Sabbatical Committee Meeting	Cathy Moen	**NA**
Friday, January 31, 2020	Intervention Allocations due to HR (RWM, Title 1, Intervention)	Bob McDowell	
Friday, January 31, 2020	Band & Orchestra Allocations determined	Cathy Moen	
Friday, January 31, 2020	Instructional Coach Allocations due to HR	Bob McDowell	
Friday, January 31, 2020	Non-teacher Special Ed Allocations due to HR incl nurses and Paraprofessional	Paul Lee	
Friday, January 31, 2020	Final GATE enrollment numbers due to HR	Denise Cote	
Friday, January 31, 2020	Elementary Specialist Staffing Allocations Determined	Cathy Moen	
Friday, January 31, 2020	Paraprofessional Allocations determined	Cathy Moen	
Friday, January 31, 2020	Final staffing allocations with GATE and alternates	Cathy Moen	
Friday, January 31, 2020	Prepare Paraprofessional release list (less than 2 years no job rights)	Bo Lee	
Friday, January 31, 2020	Principal decision regarding transfer requests from First Round Early Spring Posting- Grade 3 Spanish Immersion due to HR	Principals	
Monday, February 3, 2020	**First day of Second Round Early Spring Posting- Grade 3 Spanish Immersion**	Deb Villafania	

2020-2021 Staffing Timeline

DRAFT - Updated 1.6.20

		Responsible	Status
Monday, February 3, 2020	Secondary staffing discussions at bldg. level based on registration (2/3-2/14)	Secondary Principals	
Wednesday, February 5, 2020	Last day to post jobs on individual basis	Principals	
Wednesday, February 5, 2020	Provide model numbers to Secondary Principals	HR	
Wednesday, February 5, 2020	**Last day of Second Round Early Spring Posting- Grade 3 Spanish Immersion**	Deb Villafania	
Wednesday, February 5, 2020	Send Draft Special Education posting to SCEA for Review		
Thursday, February 6, 2020	Notify Probationary SPED Teachers that are being released	Principals	
Thursday, February 6, 2020	Finalize Board Agenda for Special Education position releases	Deb Villafania	
Thursday, February 6, 2020	Board action / resolution on administrative recommendations for non-renewal of probationary SPED teachers		
Friday, February 7, 2020	**First day of First Round Early Spring Posting- Special Education**	Deb Villafania	
Friday, February 7, 2020	**Board letters hand delivered to Special Education Teachers**	Principals	
Friday, February 07, 2020	Principal decision regarding transfer requests from Second Round Early Spring Posting- Grade 3 Spanish Immersion due to HR	Principal	
Tuesday, February 11, 2020	**Last day of First Round Early Spring Posting- Special Education**	Deb Villafania	
Wednesday, February 12, 2020	Individual meetings with elementary principals as needed/requested (2/12 through 2/17)	Principals / HR	
Wednesday, February 12, 2020	**Elementary Staffing and Para Staffing Rollout Meeting 8:30 - 11 pm — Location: CSB**	**Elem. Principals / HR**	
Friday, February 14, 2020	**Secondary Staffing & Para Staffing Rollout Meeting 8:30 a.m.-4:00 p.m. — Location: CSB**	**Sec. Principals / HR/Bob**	
Friday, February 14, 2020	Principal decision regarding transfer requests from First Round Early Spring Posting- Special Education due to HR	Principals	
Friday, February 14, 2020	Date for First Spring Posting established ~ Notification to SCEA due	Cathy Moen	
Saturday, February 15, 2020	Last date for teachers retiring to provide notification, effective at the end of the school year	Staff	
Saturday, February 15, 2020	Notice of intent to return for teachers on leave due to Human Resources	Staff	
Saturday, February 15, 2020	Sabbatical applicants submit written notice of acceptance or rejection (if applicable)	Cathy Moen	**NA**
Tuesday, February 18, 2020	**First day of Second Round Early Spring Posting- Special Education**	Deb Villafania	
Thursday, February 20, 2020	**Last day of Second Round Early Spring Posting- Special Education**	Deb Villafania	
Tuesday, February 25, 2020	**Elementary and Secondary Principals Specialist Staffing Meeting (1:00 p.m. to 4:00 p.m.): Location CSB**	**Principals / HR**	

2020-2021 Staffing Timeline

DRAFT - Updated 1.6.20

		Responsible	Status
Thursday, February 27, 2020	**All final staffing numbers to HR**--Notification to HR from Principals on changes to staffing sheets including: Classroom Teacher Placements, Intervention Placements, Specialist Placements & Sp Ed Placements, Paraprofessional staffing	Principals	
Friday, February 28, 2020	Prepare board agenda, draft postings, ULA tracking, certified staff tracking, probationary release letters, specialist sheet updates. Including Paraprofessional. Completed by February 28, 2020	Deb V/Bo L	
Friday, February 28, 2020	Send draft of Board agenda to principals for final review -- reminder to ensure they have talked with ALL teaching staff	Deb Villafania	
Monday, March 2, 2020	Principal decision regarding transfer requests from Second Round Early Spring Posting-Special Education due to HR	Principals	
Monday, March 2, 2020	Send draft Board agenda and draft staffing sheets to SCEA to review teachers releases and/or ULA's	Deb Villafania	
Monday, March 2, 2020	Finalize kindergarten numbers based on actual enrollment	Kristen Hoheisel	
Tuesday, March 3, 2020	**External Posting- Special Education**		
Tuesday, March 3, 2020	Meet with SCEA to review Staffing Sheets and First Spring posting as well as the determination of seniority dates of teachers who may be subject to ULA, if dates are same	Cathy/Cindy	
Thursday, March 5, 2020	Board action / resolution on administrative recommendations regarding placing continuing contract teachers on unrequested leave and the non-renewal of probationary teachers	Cathy Moen	
Thursday, March 5, 2020	Board action on administrative recommendations to release Paraprofessionals with less than two years experience	Cathy Moen	
Thursday, March 5, 2020	Tenured teachers recommended to Board for termination. (Tenured staff recommended for termination for reasons other than ULA will be informed prior to April 1.)	Cathy Moen	
Friday, March 6, 2020	Written notification and notice of hearing rights for continuing contract teachers subject to ULA and probationary teachers being released. Include veteran's notification	Principals / HR	
Friday, March 6, 2020	Written notification of release to paraprofessionals (Reminder: Include Veterans hearing rights notification.)	Principals / HR	
Monday, March 9, 2020	First day of Spring Break	NA	
Wednesday, March 11, 2020	Draft of First spring posting to principals for final review	Deb Villafania	
Friday, March 13, 2020	Last day of Spring Break	NA	

2020-2021 Staffing Timeline

DRAFT - Updated 1.6.20

		Responsible	Status
Monday, March 16, 2020	Last day to provide written notice of change in assignment to Teachers by Principal prior to First Spring Posting	Principals	
Tuesday, March 17, 2020	**First Teacher Spring Posting**	Deb Villafania	
Thursday, March 19, 2020	**Final day of First Teacher Spring Posting**	Deb Villafania	
Monday, March 23, 2020	Principal decisions regarding transfer requests from First Teacher Spring Posting due to HR	Principals	
Monday, March 23, 2020	Principal notification to staff regarding transfer requests from First Teacher Spring Posting	Principals	
Thursday, March 26, 2020	DATE TBD -- Notify SCEA regarding transfer decisions from Spring Posting Round 1 and review of Second Teacher Spring Posting	Deb / Cindy	
Friday, March 27, 2020	Paraprofessional building assignments determined and open paraprofessional positions due to HR	Principals/HR	
Monday, March 30, 2020	**Second Teacher Spring Posting**	Deb / Cindy	
Wednesday, April 1, 2020	**Final day of Second Teacher Spring Posting**	Deb Villafania	
Wednesday, April 1, 2020	University of MN Job Fair	Cindy/Deb	
Friday, April 3, 2020	**Last date to resign**	**Staff**	
DATE TBD	DATE TBD -- Informational meeting for non-tenured released staff	Deb Villafania	
Friday, April 3, 2020	Principal decisions regarding transfer requests from Second Teacher Spring Posting due to HR	Principals	
Friday, April 3, 2020	Principal notification to staff regarding transfer requests from Second Teacher Spring Posting	Principals	
Friday, April 3, 2020	Final notice to paraprofessionals regarding 20-21 assignments	Principals	
Monday, April 6, 2020	Notify SCEA regarding transfer decisions from Second Teacher Spring Posting	Cathy Moen/Deb Villafania	
Monday, April 6, 2020	**Begin External Teacher Postings**	Deb Villafania	
Monday, April 6, 2020	Send email to principals with green light to rehire probationary teachers (anticipated date)	Deb Villafania	
Tuesday, April 7, 2020	**First day of First Paraprofessional Spring Postings**	Bo Lee	
Thursday, April 9, 2020	**Final day of First Paraprofessional Spring Postings**	Bo Lee	
Friday, April 10, 2020	Last day to place teacher on ULA (in order to complete the process including a hearing by 5/31/20)	Cathy	
Thursday, April 16, 2020	Principal decisions regarding transfer requests from First Paraprofessional Spring Posting due to HR	Principals	

2020-2021 Staffing Timeline

DRAFT - Updated 1.6.20

		Responsible	Status
Thursday, April 16, 2020	Principal notification to staff regarding transfer requests from First Para Spring Posting	Principals	
Monday, April 20, 2020	**First day of Second Paraprofessional Spring Posting**	Bo Lee	
Wednesday, April 22, 2020	**Final day of Second Paraprofessional Spring Posting**	Bo Lee	
Friday, April 24, 2020	Principal decisions regarding transfer requests from Second Paraprofessional Spring Posting due to HR	Principals	
Friday, April 24, 2020	Principal notification to staff regarding transfer requests from Second Para Spring Posting	Principals	
Wednesday, April 29, 2020	Send email to principals with green light to rehire released Paraprofessional (anticipated date)	Bo Lee	
Thursday, April 30, 2020	**Begin External Paraprofessional Posting**	Deb V/Bo L	
Sunday, May 31, 2020	Teachers placed on unrequested leave notified in writing of final board decision (at latest)	Cathy Moen	
Tuesday, June 30, 2020	Last day for release of probationary teachers	Cathy Moen	
Wednesday, July 15, 2020	Last date to resign if contract not settled prior to March 1st for the next school year	Staff	

Important Mtgs/Key Timelines
Contractual Requirement
Statutory Requirement