



Independent School District 834
Stillwater City Hall – 216 North Fourth Street, Stillwater, MN
School Board Business Meeting Agenda – January 9, 2020, 6:00 p.m.
REVISED

- I. **Call to Order**
- II. **Roll Call**
- III. **Pledge of Allegiance**
- IV. **District Mission Statement and School Board Goals**
- V. **Approval of Agenda**
- VI. **Board Organization**
 - A. Election of Chairperson
 - B. Election of Vice Chair
 - C. Election of Clerk
 - D. Election of Treasurer
- VII. **Superintendent Report**
- VIII. **Introductory Items**
 - A. Student Report
- IX. **Open Forum**
- X. **Consent Agenda**
 - A. Minutes of December 19, 2019 Business Meeting
 - B. Disbursement Register December 21, 2019-January 10, 2020
 - C. Human Resources Personnel Report
 - D. Designate Official Publication
 - E. Resolution to Designate District Depositories and Major Accounts
 - F. Resolution Authorizing Use of Facsimile Signature
 - G. Resolution Authorizing Administration to Contract for Budgeted Items
 - H. Resolution Authorizing Administration Preparation to Develop Specifications and Solicit Bids
 - I. Resolution Authorizing Executive Director of Finance and Operations and Supervisor of Financial Services to Make Electronic Fund Transfers
 - J. Expenditure Approval – Two 6.5 paraprofessional positions at Afton Lakeland
 - K. Expenditure Approval – One additional EBD teacher at Stonebridge
 - L. Expenditure Approval – Desks and Chairs for High School
 - M. Expenditure Approval – Fixed Asset Inventory and Appraisal
 - N. Field Trip: One teacher, four chaperones and 50 high school students with the wind ensemble will take a motor coach to perform at various locations in Colorado April 15-19, 2020.
- XI. **Reports**
 - A. School Board Committee Assignments and Working Groups 2020 – Board Chair
- XII. **Action Items**
 - A. Establish 2020 Calendar of Meetings – Board Chair
 - B. Establish 2020 Board Member Salaries – Board Chair
 - C. SchoolCafe Service Agreement – Ms. Hoheisel
- XIII. **Board Member Updates**
 - A. Chairperson Report
 - B. Board Member Reports
 - C. Working Group Reports
 - 1. Community Engagement
 - 2. Finance and Operations
 - 3. Legislative
 - 4. Policy
- XIV. **Adjournment**
 - A. Adjourn



Agenda Item I.
Date Prepared: January 2, 2020
ISD 834 Board Meeting

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

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item II.
Date Prepared: January 2, 2020
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: January 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

Mike Ptacek, Board Chair

Shelley Pearson, Vice Chair

Liz Weisberg, Treasurer

Sarah Stivland, Clerk

Mark Burns, Director

Jennifer Pelletier, Director

Tina Riehle, 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: January 2, 2020
ISD 834 Board Meeting

Agenda Item: Pledge of Allegiance
Meeting Date: January 9, 2020

Background:

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

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

Recommendation:

Board action is not required.



Agenda Item IV.
Date Prepared: January 2, 2020
ISD 834 Board Meeting

Agenda Item: District Mission and School Board Goals
Meeting Date: January 9, 2020

A School Board member will read the District Mission statement.

The mission of Stillwater Area Public Schools, in partnership with students, family and community, is to develop curious individuals who are active and engaged leaders in an ever-changing world by challenging all students as they travel along their personalized learning pathways.

A School Board member will read the School Board Goals (adopted June 2019)

In partnership with community, parents, and students, the School Board of Stillwater Area Public Schools ensures excellence in education by:

Increasing student achievement for ALL students.

Securing long-term financial stability of the district.

Increasing community trust and engagement.

Recommendation:

Board action is not required.



Agenda Item V.
Date Prepared: January 2, 2020
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: January 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 VI. A. B. C. D.
Date Prepared: January 2, 2020
ISD 834 Board Meeting

Agenda Item: Board Organization
Meeting Date: January 9, 2020
Contact Person: Mike Ptacek, Chair

Background:

The board chair will begin the meeting until the Board is organized. The gavel will then be passed to the newly elected board chair who will conduct the meeting from that point forward.

Board Nomination Process

- One Board member ***nominates*** a candidate for office. (A member can ***nominate*** him/herself)
- A ***second*** must follow from another. (If there is no ***second***, based on past practice of this board, the nomination fails for lack of a second.)
- The chair will ask the nominee if they accept the nomination.
- The chair will ask three (3) times if there are any other nominations.
- A vote is taken if there are no other nominations.

Paper Ballot:

- If there is more than one person nominated for the office, there is a paper ballot.
- Each board member would vote for one candidate and sign his/her ballot.
- The votes of each board member would be read and the winning candidate announced.
- Votes of each board member would be recorded in the minutes of the meeting.
- According to Roberts Rules, a person can abstain from the voting, but needs to write this on his/her ballot.

After Accepting the Agenda, the first order of business should be the nomination and election of officers for the Board.

A. Election of Chairperson

Nomination by: _____ **Seconded by:** _____ **Vote:** _____

B. Election of Vice Chairperson

Nomination by: _____ **Seconded by:** _____ **Vote:** _____

C. Election of Clerk

Nomination by: _____ **Seconded by:** _____ **Vote:** _____

D. Election of Treasurer

Nomination by: _____ **Seconded by:** _____ **Vote:** _____



Board Officers – Historical

For Informational Purposes Only

Year	Chair	Vice Chair	Clerk	Treasurer
2019	M. Ptacek	S. Pearson	S. Stivland	L. Weisberg
2018 <small>June due to resignation of T. Lehmann</small>	J. Pelletier	S. Stivland	P. O'Loughlin	S. Pearson
2018	T. Lehmann	J. Pelletier	P. O'Loughlin	S. Pearson
2017	G. Hoepfner	P. O'Loughlin	J. Pelletier	T. Lehmann
2016	G. Hoepfner	M. Ptacek	P. O'Loughlin	A. Burbach
2015	T. Lehmann	K. Buchholz	M. Ptacek	A. Burbach
2014	T. Lehmann	K. Buchholz	G. Hoepfner	N. Fedie
2013	K. Buchholz	T. Lehmann	G. Hoepfner	N. Fedie
2012	G. Dierberger	M. Ptacek	K. Buchholz	T. Lehmann
2011	G. Dierberger	M. Ptacek	K. Buchholz	T. Lehmann
2010	G. Hoepfner	N. Fleischman	N. Fedie	G. Dierberger
2009	G. Hoepfner	N. Fleischman	N. Fedie	G. Dierberger
2008	K. Buchholz	S. Papke	R. Buchman	G. Hoepfner
2007	K. Buchholz	A. Aronson	R. Buchman	S. Papke
2006	G. Thole	C. Kunze	D. Junker	N. Hoffman
2005	G. Thole	C. Kunze	D. Junker	N. Hoffman
2004	D. Junker	G. Thole	A. Aronson	C. Kunze
2003	C. Hlavacek	J. Uppgren	C. Tollefsrud	D. Junker
2002	C. Hlavacek	J. Uppgren	C. Tollefsrud	D. Junker
2001	M. Cecconi	C. Hlavacek	C. Tollefsrud	J. Uppgren
2000	M. Cecconi	R. Buchman	C. Tollefsrud	J. Uppgren
1999	M. Radtke	M. Cecconi	A. Triplett	K. Rose
1998	M. Radtke	M. Cecconi	A. Gillen	D. Junker
1997	S. Zinnel	M. Radtke	A. Gillen	M. Cecconi
1996	M. Radtke	K. Rose	J. Friant	M. Cecconi



Agenda Item VII.
Date Prepared: January 2, 2020
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: January 9, 2020

Background:

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

Recommendation:

Board action is not required.



Agenda Item VIII.
Date Prepared: January 2, 2020
ISD 834 Board Meeting

Agenda Item: Introductory Items
Meeting Date: January 9, 2020
Student Report and District Recognition

Background:

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

Recommendation:

Board action is not required.



Agenda Item IX.
Date Prepared: January 2, 2020
ISD 834 Board Meeting

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

Background:

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. You may sign in only for yourself, not other individuals or groups, and only in person. The sign in sheet is made available 30 minutes prior and up to the start of the meeting. Due to time limitations, we will limit the number of speakers to 15 for 3 minutes each. If you spoke at the last meeting, please consider allowing others to sign in before you. After you address the Board, please leave the podium.

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 X. A.B.C.D.E.F.G.H.I.J.K.L.M.N.

Date Prepared: January 3, 2020

ISD 834 Board Meeting

Agenda Item: Consent Agenda

Meeting Date: January 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 – December 19, 2019
Contact Person: Sarah Stivland, Clerk or Sherri Skogen, Secretary
A copy of the minutes is included for your review.
- B. Disbursement Register December 21, 2019 – January 10, 2020
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations
A copy of the register has been distributed to board members.
- C. 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.
- D. Designate Official Publication
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations
A consent report is included for your review.

Various Organizational Resolutions

Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations
Copies of these resolutions are included for your review.

- E. Resolution to Designate District Depositories and Major Accounts
- F. Resolution Authorizing Use of Facsimile Signature
- G. Resolution Authorizing Administration to Contract for Budgeted Items
- H. Resolution Authorizing Administration to Develop Specifications and Solicit Bids
- I. Resolution Authorizing Executive Director of Finance and Operations and Supervisor of Financial Services to Make Electronic Fund Transfer
- J. Expenditure Approval – Two 6.5 paraprofessional positions at Afton Lakeland
Contact Person: Dr. Bob McDowell, Assistant Superintendent
A copy of the Expenditure Approval Form is included for your review.
- K. Expenditure Approval – One additional EBD teacher at Stonebridge
Contact Person: Dr. Bob McDowell, Assistant Superintendent
A copy of the Expenditure Approval Form is included for your review.

Agenda Item: Consent Agenda Continued

- L. Expenditure Approval – Desks and Chairs for high school
Contact Person: Kristen Hoheisel, Executive Director of Administrative Services
A copy of the Expenditure Approval Form is included for your review.
- M. Expenditure Approval - Fixed Asset and Inventory and Appraisal
Contact Person: Kristen Hoheisel, Executive Director of Administrative Services
A copy of the Expenditure Approval Form is included for your review.
- N. Field Trip
Contact Person: Bob McDowell, Assistant Superintendent
One teacher, four chaperones and 50 high school students with the Wind Ensemble will take a motor coach to perform at various locations in Colorado April 15-19, 2020.

Recommendation:

BE IT RESOLVED by the School Board of Independent School District 834 – Stillwater Area Public Schools that Consent Agenda Items A through N 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, 6355 Osman Ave N, Stillwater, MN
December 19, 2019 – 6:00 p.m. Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 6:02 p.m.
- II. **Roll Call:** Present: Mike Ptacek, chair; Shelley Pearson, vice chair; Liz Weisberg (7:05), treasurer; Sarah Stivland, clerk; Mark Burns, director; Jennifer Pelletier, director; Tina Riehle, director; Superintendent Pontrelli, ex-officio. Student Representatives: Elise Riniker and Khuluc Yang
- III. **Pledge of Allegiance:** Chair Ptacek led the Pledge of Allegiance.
- IV. **District Mission and School Board Goals:** The mission statement was read by Director Pearson and the goals were read by Director Pelletier.
- V. **Approval of the Agenda**

Motion to approve the amended agenda by Member Riehle to move Action Item A to after Action Item D if Director Weisberg is not present; seconded by: Member Stivland, Vote: 6 ayes, 0 nays, Motion Carried Unanimously.

- VI. **Superintendent Report**
 - ELA secondary curriculum – board is asking for more time and resources. This will come as an action item to a meeting in January.
 - Community Design Team met this week. Thank all members involved.
- VII. **Introductory Items**
 - A. Principal Bach introduced and recognized Maddie Whittington, a senior all conference, all state and named Minnesota's Ms. Volleyball. Maddie will be graduating at the end of this semester and attending college and play volleyball for the University of Illinois. Maddie thanked the community, teachers, and coaches for their support.
- VIII. **Open Forum**
 1. Heather Morris – Marine – Former member of Community Design Team (CDT). Disappointed with the management of the design team.
 2. Kristie Mack – Stillwater – Concerns of what has come out of the CDT with three new buildings. Oak Park should be a consideration to reopen.
 3. Melanie Zahler – Member of the CDT. Concerns with the way the meetings were handled and managed.
 4. Carrie Rolstad – Stillwater Township – One of the 30 original members of the Long Range Planning Committee. Steered toward a pre-determined outcome. Do not agree with the process.
 5. Sandi Hayner – Stillwater – Read an article discussing how meetings should be facilitated and the process involved.
 6. Kari Piddle – West Lakeland – Shared her various passions at the school district and her support for Brookview.
 7. Dr. Kate Webster – Speaking on behalf of Brookview staff where their message this year is "All are Welcome". Running out of options of where to educate. Support the students by voting yes to expand Brookview.

8. Josiah Hill – 1124 Macey Way, Stillwater – Spoke on behalf of SCEA Executive Board. Formal action to share a message of thanks and support for the colleagues and community members who are part of the CDT. The adopted resolution provides SCEA building reps to share thoughts and concerns.
9. Jim Franklin – Need for expansion was approved by the past board. Approve the expansion of Brookview.
10. Kate Niemann – Stillwater Township – Look at the financials that are incurred as you will need to turn away students at Brookview if you do not pass the expansion.
11. Peggy Franklin – West Lakeland – Expand Brookview which is advocated by the consulting group and team you put together. Follow the rules and don't violate your own policies.
12. Diane Polasik – Provides early childhood screenings and many students are coming from the southern part of the district. Need to keep our kids in our schools. Listen to all staff, kids, parents and professionals.
13. Randal Newton – Lake Elmo – Co-chair of WBWF and member of CDT. Confident the plan being developed will improve the district. Biggest plan is to expand in the southern part of the district. Vote to expand Brookview.
14. Francis Porbeni – Support of the work of the CDT and their recommendations. Vote in the affirmative in the expansion for Brookview which is a recommendation of the CDT.
15. Vivian Votava– Looking at the demographics that show it would be irresponsible to not vote for the Brookview expansion.

Chair Ptacek addressed the legal invoices brought up at the December 12 School Board meeting. The legal invoices being mailed to his home deal with the superintendent evaluation. They are signed and returned to the Finance Director immediately. Mailing to the home address provides for a quick turnaround time. The Chair read statement/questions that were asked by a local television station.

IX. Consent Agenda

- A. Minutes of December 12, 2019 Business Meeting
- B. Human Resources Personnel Report
- C. Disbursement Register November 23-December 13, 2019
- D. Accept Gifts and Donations November 2019
- E. Field Trip: For 4 coaches, 1 chaperone and 28 boys Lacrosse players to travel to Cambria Durham, NC on April 2-5, 2020 for practice and attending games.

Motion by: Member Stivland to accept and approve; Second by: Member Riehle; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

X. Action Items

- A. Certify the 2019 Payable 2020 Tax Levy
Director Burns provided a report from this week's CDT meeting. Information shared on the anticipated build rates near Brookview coming in the next few years. Majority of meeting spent on the synthesis offerings. Projects and options for each school building as well as CSB. Conducted table discussions of likes and dislikes of the synthesized options. Proposals put together on each of the school buildings that were based on input of the CDT from previous meetings.

Table consensus votes and individual votes with the exception of board and some staff members that did not vote. Votes were done by table for various Lake Elmo options. And individual votes on Brookview to expand to 650 students was taken. Thirty votes in favor and one vote against. There was a further individual vote of expanding Brookview now through the COP rather than wait for a referendum and that vote was 29 people for and 2 against. Thank volunteers who devoted their time to this process.

Ms. Hoheisel requested the Board to take final action on the 2019 payable 2020 tax levy. Background information was provided at the previous board meeting. Administration recommends that the Board certify the 2019 Payable 2020 Tax Levy as follows:

Includes COP for Brookview Elementary	
General Fund	\$17,426,251.02
Community Service Fund	\$ 964,995.14
Debt Service Fund	\$10,332,401.91
Total Levy	\$38,723,648.07

Removes COP for Brookview Elementary	
General Fund	\$26,949,251.02
Community Service Fund	\$ 964,995.14
Debt Service Fund	\$10,332,401.91
Total Levy	\$38,246,648.07

Motion by: Member Riehle to adopt the total level of \$38,246,648.07 (Removes COP for Brookview Elementary); Second by: Member Weisberg; Vote: 4 ayes (Riehle, Ptacek, Weisberg, Stivland), 3 nays (Pelletier, Burns, Pearson); Motion Fails.

B. 2019-2020 Revised Budget

Ms. Hoheisel presented the 2019-2020 Revised Budget at the previous board meeting. The Revised Budget is based on the October 1 student enrollment and revised revenue estimates.

Motion by: Member Pearson to approve the 2019-2020 Revised Budget; Second by: Member Weisberg; Vote: 7 ayes, 0 nays, Motion Carried Unanimously

C. 2019-2021 Master Contract for Cafeteria Employees' Organization

Ms. Moen shared with the board that the Cafeteria Employees' Organization represents 72 employees and expired on June 30, 2019. This is the first of seven contracts to come for board approval. The District reached an agreement on the terms and conditions of employment for the 2019-2021 Master Contract with the Cafeteria Employees Organization, covering the period of July 1, 2019 through June 30, 2021. Board members received the specifics of the contract for their review.

Motion by: Member Pearson to approve the Master Contract with the Cafeteria Employees' Organization; Second by: Member Pelletier; Vote: 7 ayes, 0 nays, Motion Carried Unanimously

D. Pathways Coordinator

Dr. McDowell and Principal Bach outlined the Pathways Coordinator job description. This position, in its current form, would be a one-semester position. The needs and ability to sustain such a position would be evaluated toward the end of the 2019-2020 school year. Community Education has funding available for this short term, and the Partnership Plan has also expressed interest in helping with financial support of the Pathways Program.

Motion by: Member Pelletier to approve the Career Pathways Coordinator position; Second by: Member Pearson; Vote: 7 ayes, 0 nays, Motion Carried Unanimously

XI. Adjournment

A. The meeting adjourned at 8:45 p.m.

Respectfully submitted, Sarah Stivland, school board clerk.

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Belter, Laine	Retirement (33 years)	1.0 FTE Elementary Education Teacher Lily Lake Elementary	SCEA	February 15, 2020
De Beer, John	Resignation	Community Education Assistant Brookview Elementary School	CE Leads & Assistants	December 10, 2019
Gilsdorf, Sue	Retirement (31 years)	1.0 FTE Music Teacher Stillwater Middle School	SCEA	June 2, 2020
Johnson, Tara	Resignation	Electronic Communications Tech & Project Assistant, 3.0 hrs/day Central Services	Tech Support	January 3, 2020
Strand, Kaia	Resignation	1.0 FTE Elementary Education Teacher Andersen Elementary	SCEA	January 3, 2020
Vogel, Debra	Retirement (18 years)	Cafeteria 5.5 hrs/day Brookview Elementary School	Cafeteria	March 5, 2020
Wilson, Dion	Released	Assistant Football Coach Stillwater Area High School	Co-Curricular	December 16, 2019

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Acosta, Rita	Clerical Casual Oak Park Elementary School	\$14.50 /hour	Casual	Casual	December 23, 2019
Edwards, Julie	.3 FTE Intervention Teacher Andersen Elementary	\$87,131	Replacement	SCEA	January 2, 2020 - June 2, 2020
Fischer, Megan	Community Education Casual District Wide	\$12.50 /hour	Casual	Casual	December 16, 2019
Glover, John	Paraprofessional 6.0 hrs/day Lake Elmo Elementary School	\$16.31 /hour	Replacement	SCPA	January 2, 2020
Howe, Tracy	Community Education Casual District Wide	\$13.25 /hour	Casual	Casual	December 12, 2019
Kellogg, Olivia	Community Education Casual District Wide	\$12.50 /hour	Casual	Casual	December 12, 2019
Lachowitz, McKenzie	Community Education Assistant Lake Elmo Elementary School	\$15.00 /hour	Replacement	CE Leads & Assistants	December 10, 2019
Lindstrom, Marissa	Community Education Casual District Wide	\$12.50 /hour	Casual	Casual	December 16, 2019
Mazzara, Rebecca	1.0 FTE ASL Teacher Stillwater Area High School	\$76,329	Replacement	SCEA	December 9, 2019 - June 2, 2020
McGrath, Jill	1.0 FTE Kindergarten Teacher Rutherford Elementary School	\$50,361	Student Need	SCEA	December 20, 2019 - June 2, 2020
Olivieri, Sophia	Community Education Casual District Wide	\$14.50 /hour	Casual	Casual	December 30, 2019
O'Malley, Marta	Community Education Assistant Early Childhood Family Center	\$15.00/hour	Replacement	CE Leads & Assistants	December 20, 2019
Puhrmann, Molly	Community Education Casual District Wide	\$13.25 /hour	Casual	Casual	December 27, 2019
Rambo, Lisa	Paraprofessional 5.75 hour/day Rutherford Elementary School	\$16.50/hour	Replacement	SCPA	December 16, 2019
Schill, Pamela	Cafeteria 4.0 hour/day Stillwater Area High School	\$12.53/hour	Replacement	Cafeteria	December 16, 2019
Sellie, Theresa	Community Education Assistant Stonebridge Elementary School	\$15.75/hour	Replacement	CE Leads & Assistants	December 12, 2019
Thole, Sadie	Community Education Casual District Wide	\$12.50 /hour	Casual	Casual	January 2, 2020
Zellmer, Richard	Boys Basketball Coach Stillwater Middle School	\$2,580	Replacement	Co-curricular	December 13, 2019
Zimmer, Grace	Community Education Casual District Wide	\$12.50 /hour	Casual	Casual	December 9, 2019

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Calixto, Andy	Approve	Paraprofessional 6.9 hrs/day Lake Elmo Elementary School	SCPA	December 16, 2019 - January 5, 2020
Meyers, Suzanne	Approve	Paraprofessional 6.0 hrs/day Stonebridge Elementary School	SCPA	December 20, 2019 - April 20, 2020

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Caballero, Jason	.5 FTE Social Studies Teacher Stillwater Area High School	.5 FTE Social Studies & .1 FTE Core Support Stillwater Area High School	2019-2020 Staffing	SCEA	January 20, 2020
Dinzeo, Nicholas	Paraprofessional 29 hrs/week Early Childhood Family Center	Paraprofessional 28.50 hrs/week Early Childhood Family Center	2019-2020 Staffing	SCPA	January 6, 2020
Hassani, Robyn	Behavior Paraprofessional 7 hrs/day Andersen Elementary	1.0 FTE Elementary Education Teacher Andersen Elementary	Replacement	SCEA	January 2, 2020 - June 2, 2020
Spychalla, Susan	Cafeteria 6.5 hrs/day Brookview Elementary School	Cafeteria 7.0 hrs/day Brookview Elementary School	2019-2020 Staffing	Cafeteria	December 20, 2019
Treadway, Andrew	Custodian Lvl VI, 8.0 hours / day Rutherford Elementary	Second Engineer Lvl V, 8.0 hours / day Brookview Elementary	Replacement	Custodial	December 30, 2019

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Booker, Jessica	Assistant Speech Advisor Stillwater Area High School	2019-2020 Staffing	Co-Curricular	December 14, 2019
Hammond, Laura	Assistant Speech Advisor Stillwater Area High School	2019-2020 Staffing	Co-Curricular	December 14, 2019
Harrison, Paula	Assistant Adapted Hockey Coach Stillwater Area High School	2019-2020 Staffing	Co-Curricular	December 14, 2019
Henning, Claire	Assistant Speech Advisor Stillwater Area High School	2019-2020 Staffing	Co-Curricular	December 14, 2019
Parr, Jacqueline	.1 FTE French Teacher Stillwater Area High School	2019-2020 Staffing	SCEA	January 20, 2020 - June 2, 2020



Agenda Item X. D.
Date Prepared: November 15, 2019
ISD 834 Board Meeting

Consent Report: Designate Official Publication
Meeting Date: January 9, 2020
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

Report Purpose:

The purpose of this report is the District is required by statute to designate a newspaper for official school publications (Minnesota Statute 331A.04) each year.

Summary:

Administration requested proposals from the *Stillwater Gazette*, *Press Publications/St. Croix Valley Press (The Lowdown)* and *Country Messenger*. Criteria for evaluation of proposals included cost per column inch to publish District 834's legal notices and proceedings, the schedule for newspaper publications including deadlines for submission of notices, and, pertinent newspaper service/circulation data. *Lillie Suburban Newspapers, Inc.* is closed and no longer an option for proposals

The *Stillwater Gazette* is published once a week, on Fridays, for submission of legal notices, with circulation to approximately 1,580 households in the St. Croix Valley area zip codes. *Lillie Suburban Newspapers, Inc.* is officially closed and therefore no longer an option for official publication. *The Lowdown - St. Croix Valley Area* is published weekly however will no longer be doing submission of legal notices. The *Country Messenger* is published weekly, for submission of legal notices, with circulation to approximately 927 households. **The following table shows the proposed rates for 2020 as well as historical costs.**

January 1, 2020 – December 31, 2020 Proposed Rate		1 st Publishing Price per Inch	2 nd Publishing Price per Inch
Stillwater Gazette		\$4.75	\$4.00
Lillie Suburban Newspapers, Inc.		Closed	Closed
The Lowdown – St. Croix Valley Area		N/A	N/A
Country Messenger		\$1.50	\$1.50
Historical Costs/ Official Newspaper	Actual	1 st Publishing Price per Inch	2 nd Publishing Price per Inch
Gazette	2019	\$3.40	\$3.40
Gazette	2018	\$3.40	\$3.40
Gazette	2017-2018	\$3.40	\$3.40
Gazette	2016-2017	\$3.40	\$3.40
Gazette	2015-2016	\$3.60	\$3.00
Gazette	2014-2015	\$3.50	\$2.95

Recommendation:

After evaluating all criteria, Administration recommends that the Board of Education designate the *Stillwater Gazette* as the newspaper for official publications from January 1, 2020 to December 31, 2020 based on circulation. Estimated costs are projected to increase approximately \$2,000 based on prior year's usage. Without consideration of circulation, the district is estimated to save approximately \$4,000 in comparison to the *Stillwater Gazette* by using *Country Messenger* as the newspaper for official publication.

Approval of the Consent Agenda will be requested.



Agenda Item X. E.
Date Prepared: November 25, 2019
ISD 834 Board Meeting

Consent Report: Designate Depositories of Major Accounts
Meeting Date: January 9, 2020
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

Background:

Administration has reviewed the checking and depositing needs of Independent School District #834. Prior to naming the official depositories, any Board member who has stock or any other financial interest in a bank located within the boundaries of the school district, other than a regular account, must make this fact a matter of public record.

Administration recommends that the Board designate the following institutions as depositories of District funds:

First State Bank and Trust	U.S. Bank
Lake Elmo Bank	U.S. Bancorp Piper Jaffray
MN Trust (PMA Financial)	

Administration recommends continuing designation of the Major Account Banks as follows:

- Lake Elmo Bank - Operating, Debt and Building Funds
- First State Bank and Trust - Payroll Account



**INDEPENDENT SCHOOL DISTRICT #834
SCHOOL BOARD RESOLUTION
DESIGNATING DEPOSITORIES AND MAJOR ACCOUNT BANKS**

Whereas, it is the practice of the School Board of Independent School District #834 to adopt its annual organizational resolutions at its first meeting of the calendar year;

Whereas, Administration has reviewed the checking and depositing needs for School District funds and has recommended the designation of the following depositories:

First State Bank and Trust	U.S. Bank
Lake Elmo Bank	U.S. Bancorp Piper Jaffray
MN Trust (PMA Financial)	

Whereas, Administration has recommended that the following depositories continue to be designated as Major Account Banks:

Lake Elmo Bank - Operating, Debt and Building Funds
First State Bank and Trust - Payroll Account

Whereas, any Board member who has stock or any other financial interest in a bank located within the boundaries of the school district, other than a regular account, must make this fact a matter of public record; and no individual Board member voting on this resolution has any such financial interest;

Now therefore the School Board of Independent School District #834 hereby resolves:

1. The Board designates the following depositories for School District funds:

First State Bank and Trust	U.S. Bank
Lake Elmo Bank	U.S. Bancorp Piper Jaffray
MN Trust (PMA Financial)	

2. The Board designates the following depositories as Major Account Banks:

Lake Elmo Bank - Operating, Debt and Building Funds
First State Bank and Trust - Payroll Account



Agenda Item X. F.
Date Prepared: November 25, 2019
ISD 834 Board Meeting

Consent Report: Resolution Authorizing Use of Facsimile Signature
Meeting Date: January 9, 2020
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

Background:

As a practical matter, the District must authorize the use of facsimile signatures for purposes of conducting financial affairs. Minnesota Statutes § 47.41 authorizes such facsimile signatures. If the District maintains insurance to protect its depositors against the misuse of facsimile signatures, under Minnesota Statutes § 47.42 the authorized signers are protected against personal liability for losses arising from the misuse of their facsimile signatures (unless the loss is caused by that authorized signer's own wrongful act). Staff recommends the Board adopt the following resolution:

1. The Board Chair, the Board Clerk, and the Executive Director of Finance are hereby authorized to sign checks, drafts, warrants, warrant-checks, vouchers or other orders on public funds on deposit in a depository bank ("Instruments").
2. The School District's depository banks are hereby authorized to honor any Instrument bearing the facsimile signature of the Board Chair, the Board Clerk, or the Executive Director of Finance, and to charge the Instrument to the account on which it is drawn as fully as though the Instrument bore the manually written signature of such officers.
3. The School Board hereby authorizes and directs Administration to procure and maintain insurance in the amount of \$50,000, from an insurer authorized to do business in the State of Minnesota, to insure the depositors against the loss of any public funds withdrawn upon unauthorized use of facsimile signatures.



**INDEPENDENT SCHOOL DISTRICT #834
SCHOOL BOARD RESOLUTION
AUTHORIZING FACSIMILE SIGNATURES**

Whereas, it is the practice of the School Board of Independent School District #834 to adopt its annual organizational resolutions at its first meeting of the calendar year;

Whereas, Minnesota Statutes § 47.41 permits the School District to authorize its depository banks to accept facsimile signatures of any officer or other person authorized to sign checks or other orders for public funds on deposit;

Whereas, Minnesota Statutes § 47.42 authorizes the School District to insure depositors against losses arising from any unauthorized use of such facsimile signatures; and

Whereas, if the School District insures depositors against losses arising from the misuse of facsimile signatures, under Minnesota Statutes § 47.42 the authorized signers shall not be personally liable for losses arising from the misuse of their facsimile signatures unless the loss occurs by reason of that person's own wrongful act;

Now therefore the School Board of Independent School District #834 hereby resolves:

1. The Board Chair, the Board Clerk, and the Executive Director of Finance are hereby authorized to sign checks, drafts, warrants, warrant-checks, vouchers or other orders on public funds on deposit in a depository bank ("Instruments").
2. The School District's depository banks are hereby authorized to honor any Instrument bearing the facsimile signature of the Board Chair, the Board Clerk, or the Executive Director of Finance, and to charge the Instrument to the account on which it is drawn as fully as though the Instrument bore the manually written signature of such officers.
3. The School Board hereby authorizes and directs Administration to procure and maintain insurance in the amount of \$50,000, from an insurer authorized to do business in the State of Minnesota, to insure the depositors against the loss of any public funds withdrawn upon unauthorized use of facsimile signatures.



Agenda Item X. G.
Date Prepared: November 25, 2019
ISD 834 Board Meeting

Consent Report: Resolution Authorizing Administration to Contract for Budgeted Items
Meeting Date: January 9, 2020
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

Background:

Minnesota Statute 123B.52, subdivision 2, states that the Board may authorize its superintendent or business manager to lease, purchase, and contract for goods and services within the Board-approved budget. In our Administration, the title of the business manager is Executive Director of Finance. The current statutory limit on the delegated contracting authority is \$175,000. (See Minn. Stat. § 123B.52, Subd. 2; and Minn. Stat. § 471.345, Subd. 3.) The Board has the discretion to set the limit at a lower amount if it chooses. Staff recommends the Board adopt the following resolution authorizing the Superintendent and the Executive Director of Finance to contract for items in the Board-approved budget:

1. The Board hereby authorizes the Superintendent and the Executive Director of Finance to lease, purchase, and contract for goods and services that: (a) are within the budget the Board has approved; and, (b) do not exceed \$50,000.
2. Any proposed lease, purchase, or contract exceeding \$50,000 must be submitted to the Board for approval.
3. Any proposed lease, purchase, or contract for an item outside the Board's approved budget must be submitted to the Board for approval.
4. Notwithstanding the delegation of authority in Paragraph 1, the Board retains the discretion and authority to review, approve, or reject any proposed lease, purchase, or contract before it is executed.



**INDEPENDENT SCHOOL DISTRICT #834
SCHOOL BOARD RESOLUTION
DELEGATING CONTRACTING AUTHORITY**

Whereas, it is the practice of the School Board of Independent School District #834 to adopt its annual organizational resolutions at its first meeting of the calendar year;

Whereas, Minnesota Statute 123B.52, subdivision 2, authorizes the Board to delegate to the superintendent or business manager the authority to lease, purchase, and contract for goods and services within the Board-approved budget;

Whereas, the title of the School District's business manager is Executive Director of Finance; and

Whereas, the current statutory limit on the delegated contracting authority under Minnesota Statutes §§ 123B.52 and 471.345 is \$175,000;

Now therefore the School Board of Independent School District #834 hereby resolves:

1. The Board hereby authorizes the Superintendent and the Executive Director of Finance to lease, purchase, and contract for goods and services that: (a) are within the budget the Board has approved; and (b) do not exceed \$50,000.
2. Any proposed lease, purchase, or contract exceeding \$50,000 must be submitted to the Board for approval.
3. Any proposed lease, purchase, or contract for an item outside the Board's approved budget must be submitted to the Board for approval.
4. Notwithstanding the delegation of authority in Paragraph 1, the Board retains the discretion and authority to review, approve, or reject any proposed lease, purchase, or contract before it is executed.



Agenda Item X. H.
Date Prepared: November 25, 2019
ISD 834 Board Meeting

Consent Report: Resolution Authorizing Administration to Develop Specifications and Solicit Bids
Meeting Date: January 9, 2020
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

Background:

Minnesota Statute 123B.52 provides that the Board may not enter into certain types of contracts with an estimated cost or value over \$175,000 without first advertising for bids or proposals. For items within the Board's approved budget that require advertising for bids, the following resolution authorizes Administration to develop specifications and solicit bids for the Board's consideration:

1. The Board hereby authorizes Administration to develop specifications and solicit bids on budgeted items which, by statute, must be advertised for bid. This authorization is limited to items the Board has approved in the budget process.
2. The Board retains the discretion to elect to review any specifications before soliciting bids.
3. The Board retains the sole authority to review all bids and accept or reject any or all bids based on that review.



**INDEPENDENT SCHOOL DISTRICT #834
SCHOOL BOARD RESOLUTION
AUTHORIZING PREPARATION OF SPECIFICATIONS FOR BIDS
(BUDGETED ITEMS ONLY)**

Whereas, it is the practice of the School Board of Independent School District #834 to adopt its annual organizational resolutions at its first meeting of the calendar year;

Whereas, Minnesota Statutes § 123B.52 provides that the Board may not enter into certain types of contracts with an estimated cost or value over \$175,000 without first advertising for bids or proposals;

Whereas, items within the Board's approved budget may require advertising for bids under Minnesota Statutes § 123B.52; and

Whereas, the Board finds it expedient to authorize staff to prepare specifications and advertise for bids on items that are within the Board's approved budget;

Now therefore the School Board of Independent School District #834 hereby resolves:

1. The Board hereby authorizes Administration to develop specifications and solicit bids on budgeted items which, by statute, must be advertised for bid. This authorization is limited to items the Board has approved in the budget process.
2. The Board retains the discretion to elect to review any specifications before soliciting bids.
3. The Board retains the sole authority to review all bids and accept or reject any or all bids based on that review.



Agenda Item X. I.
Date Prepared: November 25, 2019
ISD 834 Board Meeting

Consent Report: Resolution Authorizing Executive Director of Finance and Operations / Supervisor of Financial Services to make Electronic Fund Transfers

Meeting Date: January 9, 2020

Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

Background:

MS 471.38 defines the authorized electronic fund transfers and procedures. That statute requires the School District to follow certain policy controls which include, among other things, that all transfers be reported to the Board at its next regular meeting. The School District follows all required controls and a report of all transfers is a part of the Consent Agenda that is approved by the Board. In addition, the statute requires the School Board annually designate the staff that may authorize these electronic transfers. The following resolution makes that designation.

“The Board hereby delegates to the Executive Director of Finance and Operations and to the Supervisor of Financial Services the authority to make electronic fund transfers. These designated district staff shall continue to be shown on the appropriate major bank account signature cards as required by bank policy.”



**INDEPENDENT SCHOOL DISTRICT #834
SCHOOL BOARD RESOLUTION
AUTHORIZING ELECTRONIC FUND TRANSFERS**

Whereas, it is the practice of the School Board of Independent School District #834 to adopt its annual organizational resolutions at its first meeting of the calendar year;

Whereas, Minnesota Statutes § 471.38, subdivision 3, authorizes the School District to utilize electronic fund transfers for the following matters: (1) for a claim for a payment from an imprest payroll bank account or investment of excess money; (2) for a payment of tax or aid anticipation certificates; (3) for a payment of contributions to pension or retirement fund; (4) for vendor payments; and (5) for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund;

Whereas, to be eligible to utilize electronic fund transfers, the School District must annually delegate the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee;

Now therefore the School Board of Independent School District #834 hereby resolves:

1. The Board hereby delegates to the Executive Director of Finance and Operations and to the Supervisor of Financial Services the authority to make electronic fund transfers. These designated district staff shall continue to be shown on the appropriate major bank account signature cards as required by bank policy.

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.

☒ This is staffing increase due to student need/count. This form will only show as a consent item for the board.

REQUESTED BY: Bob McDowell

DATE: 12/16/2019

DESCRIPTION OF REQUEST (Purpose, Intent, Reasoning)

Increase of students at Afton Lakeland, with behavioral and learning needs. The growth creates an operational need to add two 6.5 hour paraprofessional positions. There is a risk to safety, learning, support and compliance if this expenditure is not made.

ANTICIPATED BUDGET AREA(S) IMPACTED

Anticipated Budget Area(s) Impacted (direct/indirect costs): General Budget

Anticipated expense: \$37,360 (Average paraprofessional of \$18,680 for 89 approximate contract days remaining)

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 through at least first grade until the ratio changes.

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

☐ Yes List Source(s): SPED cost reimbursement of 50%

☐ No

NEXT STEPS (measurement and/or follow up)

None

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.

☒ This is staffing increase due to student need/count. This form will only show as a consent item for the board.

REQUESTED BY: Bob McDowell

DATE: 12/18/2019

DESCRIPTION OF REQUEST (Purpose, Intent, Reasoning)

The Stonebridge EBD cluster program has grown, with the possibility of more students joining throughout the school year. The growth creates an operational need to add an additional teacher to the program. There is a risk to safety, learning, support and compliance if this expenditure is not made.

ANTICIPATED BUDGET AREA(S) IMPACTED

Anticipated Budget Area(s) Impacted (direct/indirect costs): General Budget

Anticipated expense: \$55,729 (average salary \$107,000/100 approximate contract days remaining)

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 as long as the need exists.

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

☒ **Yes** List Source(s): Potential Special Education reimbursement

☐ **No**

NEXT STEPS (measurement and/or follow up)

Progress monitoring for this expenditure is in the form of student numbers and whether or not there is a continued need generated for the program to be staffed this way.



Agenda Item X. L.
Date Prepared: December 23, 2019
ISD 834 Board Meeting

Consent Agenda Item: Student Desk and Chair Replacement

Meeting Date: January 9, 2020

Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

Background: A proposal was received from Innovative Office Solutions LLC to replace student desks and chairs at Stillwater Area High School and Stillwater Middle School. The student desks and chairs are needed to facilitate AP testing at the Stillwater Area High School. The purchase will avoid rental costs of furniture needed to facilitate the testing. After the testing, they will be used to replace desks and chairs that are broken and no longer repairable at Stillwater Area High School and Stillwater Middle School.

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

Project Name: Student Desk Replacement

Fund: Capital

Fund Description: Equipment

Item: 360 student desks and chairs

Amount: \$77,190.00

Recommendation:

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

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 **DATE:** 1/2/2020

DESCRIPTION OF REQUEST

A proposal was received from Innovative Office Solutions LLC to replace student desks and chairs at Stillwater Area High School and Stillwater Middle School. The student desks and chairs are needed to facilitate AP testing at the Stillwater Area High School. The purchase will avoid rental costs of furniture needed to facilitate the testing. After the testing, they will be used to replace desks and chairs that are broken and no longer repairable at Stillwater Area High School and Stillwater Middle School.

FINANCIAL IMPACT

Budget(s) Impacted: \$77,190.00 Capital Equipment expenditure.

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):

☒ **No**

PROGRESS MONITORING

The desks and chairs will be delivered during the first week of March for assembly.



Innovative Office Solutions LLC
151 East Cliff Road
Burnsville, MN 55337
952-808-9900

QUOTE
SO-2828071-2

TERMS	CUSTOMER	P.O. NUMBER
Net 30 days	3518340, STILLWATER SCHOOLS ISD 834	TBD

Sold To:
STILLWATER SCHOOLS ISD 834
5701 STILLWATER BLVD N, ROXANNE PECHACEK
STILLWATER, MN 55082

Ship To: 8340001
STILLWATER AREA HIGH SCHOOL
5701 STILLWATER BLVD N
STILLWATER, MN 55082-1030

TONY WILLGER
651-295-3999

SALESPERSON	ORDER DATE	ORDER ENTRY PERSON	ROUTE CODE
Reed Walhof	12/20/2019	bhowe	FURNDS

Notes: Pricing per CMERDC contract – CMERDCSMIT.JP.M.022820
Special Instructions 121819416bhowe Smith System desks and chairs
Rep: Reed Walhof

Product Number	Description	# Ord	Unit	Price	Extension
01650	Part number: 016504878-60(STD)(CHARCOAL)PLT~ Descr: Silhouette Desk single student, 20x27x19-31 4878-60 Pewter Mesh Laminate (STD) 1-1/4" Top with 3/8" Bumper T-Mold (CHARCOAL) Charcoal Edge Color PLT Platinum Frame Finish ~&High School~	260	EA	89.50	23,270.00
17576	Part number: 17576 Descr: Dual Wheel 3" Caster, 4 Locking ~&High School~	260	EA	38.00	9,880.00
11849	Part number: 11849(CHARCOAL)CHR(N) Descr: Flavors 18" A Stack Chair (CHARCOAL) Charcoal Shell Color CHR Chrome Frame Finish (N) Standard Nylon Base Glides ~&High School~	260	EA	59.50	15,470.00
01650	Part number: 016507949-60(STD)(RED)PLT~~ Descr: Silhouette Desk single student, 20x27x19-31 7949-60 Asian Night Laminate (STD) 1-1/4" Top with 3/8" Bumper T-Mold (RED) Red Edge Color PLT Platinum Frame Finish ~&Stillwater Middle School~	40	EA	89.50	3,580.00
17576	Part number: 17576 Descr: Dual Wheel 3" Caster, 4 Locking ~&Stillwater Middle School~	40	EA	38.00	1,520.00
01676	Part number: 016767949-60(STD)(RED)PLT~~ Descr: Silhouette Two Student Desk, 24x54, Adjustable Leg 7949-60 Asian Night Laminate (STD) 1-1/4" Top with 3/8" Bumper T-Mold (RED) Red Edge Color PLT Platinum Frame Finish ~&Stillwater Middle School~	60	EA	194.50	11,670.00
17576	Part number: 17576 Descr: Dual Wheel 3" Caster, 4 Locking ~&Stillwater Middle School~	60	EA	38.00	2,280.00
11849	Part number: 11849(BLACK)CHR(N) Descr: Flavors 18" A Stack Chair (BLACK) Black Shell Color CHR Chrome Frame Finish (N) Standard Nylon Base Glides ~&Stillwater Middle School~	160	EA	59.50	9,520.00
Freight	Freight from Smith System	1	EA	0.00	0.00



Innovative Office Solutions LLC
151 East Cliff Road
Burnsville, MN 55337
952-808-9900

QUOTE
SO-2828071-2

TERMS	CUSTOMER	P.O. NUMBER
Net 30 days	3518340, STILLWATER SCHOOLS ISD 834	TBD

Sold To:
STILLWATER SCHOOLS ISD 834
5701 STILLWATER BLVD N, ROXANNE PECHACEK
STILLWATER, MN 55082

Ship To: 8340001
STILLWATER AREA HIGH SCHOOL
5701 STILLWATER BLVD N
STILLWATER, MN 55082-1030

TONY WILLGER
651-295-3999

SALESPERSON	ORDER DATE	ORDER ENTRY PERSON	ROUTE CODE
Reed Walhof	12/20/2019	bhowe	FURND

Notes: Pricing per CMERDC contract – CMERDCSMIT.JP.M.022820
Special Instructions 121819416bhowe Smith System desks and chairs

Rep: Reed Walhof

Product Number	Description	#	Ord	Unit	Price	Extension
Thanks	Thanks for the opportunity!	1		EA	0.00	0.00
NOTE	Pricing per CMERDC contract – CMERDCSMIT.JP.M.022820	1		EA	0.00	0.00

Subtotal	Sales-Use Tax	Del/Svc Charges	Misc Charges	Total
77,190.00	0.00	0.00	0.00	77,190.00

ACCEPTED BY: _____ **DATE** _____

TITLE: _____



Agenda Item X. M.
Date Prepared: January 3, 2020
ISD 834 Board Meeting

Consent Report: Fixed Asset Inventory and Appraisal
Meeting Date: January 9, 2020
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

Background:

Stillwater Area Public Schools is required to maintain an inventory of the fixed assets that are district owned. This is necessitated for audit compliance and meeting Generally Accepted Accounting Principles, including Governmental Accounting Standards Board (GASB) 34/35 requirements and Government Accounting, Auditing and Financial Reporting requirements (GAAFR) requirements. An appraisal of our inventory also provides a basis of insurable values for the amount of property and liability insurance and a proof of loss substantiation.

Due to the fact that the last formal fixed asset report was completed October, 2002, administration issued a formal request for proposal for asset inventory and appraisal in October, 2019. The district received two responses. Based on the quality of those responses and the comprehensive nature of the reports, the district entered into direct negotiation with Valuations Northwest.

Location(s): All

Project Name: Fixed Asset Inventory and Appraisal

Fund: General Fund (Capital)

Amount: Estimated to be \$59,050

Administration recommends approval of entering into an agreement with Valuations Northwest to complete construction valuation which will include all district campus buildings and sports complexes including campus sites not currently in operation (Withrow has been deleted). Valuations Northwest will also complete an equipment valuation along with asset tagging.

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.

 This is staffing increase due to student need/count. This form will only show as a consent item for the board.

REQUESTED BY: Kristen Hoheisel

DATE: 1/9/19

DESCRIPTION OF REQUEST (Purpose, Intent, Reasoning)

Planned updated inventory and valuation of fixed assets owned by ISD 834. The results will serve as a basis to meet the following objectives: audit compliance, GAAP and GASB reporting requirements, accountability of assets including responsibility and custodianship, insurable values and proof of loss substantiation.

ANTICIPATED BUDGET AREA(S) IMPACTED

Anticipated Budget Area(s) Impacted (direct/indirect costs): The direct impact will be to our capital budget. This expense has been planned and budgeted. The indirect impact could be to our property and liability insurance rates.

Anticipated expense: Construction valuation for campus buildings and sports complexes, equipment valuation and asset tagging (including estimated travel and out of town expenses) = \$59,050 estimated expense.

Is This a One-Time Expenditure?

 X **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 ? number of years

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

 Yes List Source(s):

 X **No**

NEXT STEPS (measurement and/or follow up)

A report will be received by the finance office. The report will contain an appraisal certification, summary of assets by type/group and location. Detailed asset listing including, but not limited to, life expectancy, replacement cost, bar code, quantity and location.

Property Appraisal of Fixed Assets

Stillwater Area Public Schools
Stillwater, MN

SUMMATION OF PROPOSAL:

THE COST TO APPRAISE YOUR DISTRICT'S FIXED ASSETS IS ITEMIZED AS FOLLOWS:

Construction Valuation

\$24,450.00

(See page 36 for detailed building list)

This will include all School District Campus Buildings & Sport Complexes including campus sites not currently in operation.

Withrow Elementary has been deleted from the original list.

Equipment Valuation

\$23,500.00

A \$50 dollar cut-off amount. This is an appraisal and inventory for everything to be counted except technology items. We will include all dollar amount cut-off reports needed. We will help fix and include all IT items into the new database to be included in the new fixed asset inventory.

Asset Tagging Surcharge

We will use current Barcode Tagging & continue with current numbering in place. Tags are not included in the labor surcharge. Tags can be ordered on your behalf or client supplied can be applied to equipment. We will continue a numbering sequence that corresponds to the current numbering system.

\$ 5,100.00

This proposal has been priced on the assumption that construction and equipment field work will be completed at the same time. The travel expenses have been reduced \$2,300 (a 28% reduction) to reflect this.

Estimated travel and out of town expense

\$ 6,000.00

See page 26 for details. Approx. 3+ weeks field time.

Total Appraisal Costs

\$ 59,050.00 .

Note: VNW, Inc's liability will be limited to the dollar amount of this contract only.

SUPPLEMENTAL SOFTWARE PACKAGE (optional)

WINDOWS format Equipment Maintenance Program

\$600

☐ Yes

☐ No

(License agreements are \$125 per year, first year is included.)

We can also have your data available to be formatted to easily upload in to your current fixed asset Skyward Finance System.

Total Software Cost (client please compute)

\$ _____

Accepted:

Stillwater Area Public Schools

Signed:



Joe H. Smith, President

VALUATIONS NORTHWEST, INC.

(title)

Property Appraisal of Fixed Assets

BUILDING LISTING

100	STILLWATER SCHOOL DISTRICT	700	OAK LANE MIDDLE SCHOOL, LAKE ELMO
001	DISTRICT OFFICE BUILDING	001	OAK LANE MIDDLE SCHOOL
002	LESTER BUILDING	002	LESTER BUILDING
003	WAREHOUSE	010	STORAGE SHED
004	WALK-IN COOLER	070	BASEBALL FIELD
010	BUS GARAGE TERMINAL, LAKE ELMO	071	DUGOUT, HOME
011	FUELING STATION, LAKE ELMO	072	DUGOUT, VISITION
090	YARD	080	ATHLETIC FIELD
095	DISTRICT SIGN	090	YARD
150	EARLY CHILDHOOD EDUCATION, STILLWATER	750	STILLWATER MIDDLE SCHOOL
001	EARLY CHILDHOOD SCHOOL	001	STILLWATER MIDDLE SCHOOL
090	YARD	010	GROUNDS BUILDING
200	AFTON-LAKELAND ELEMENTARY, LAKELAND	050	TENNIS COURTS
001	AFTON-LAKELAND ELEMENTARY	070	BASEBALL FIELD
010	STORAGE SHED	071	DUGOUT, HOME
060	ATHLETIC WARMING HOUSE	072	DUGOUT, VISITOR
090	YARD	080	ATHLETIC FIELD
250	ANDERSEN ELEMENTARY, BAYPORT	081	BLEACHERS
001	ANDERSEN ELEMENTARY	090	YARD
010	STORAGE SHED	800	STILLWATER AREA HIGH SCHOOL
090	YARD	001	STILLWATER HIGH SCHOOL
300	BROOKVIEW ELEMENTARY, WOODBURY	002	ST CROIX VALLEY AREA LEARNING CTR
001	BROOKVIEW ELEMENTARY	010	GREENHOUSE
090	YARD	040	ROPE COURSE
350	LAKE ELMO ELEMENTARY	050	TENNIS COURTS
001	LAKE ELMO ELEMENTARY	070	BASEBALL FIELD
002	MODULAR CLASSROOM #1	071	DUGOUT, HOME
003	MODULAR CLASSROOM #2	072	DUGOUT, VISITOR
010	STORAGE SHED	075	BASEBALL STORAGE SHED
090	YARD	080	ATHLETIC FIELD
400	LILY LAKE ELEMENTARY, STILLWATER	081	PRESS BOX/HOME BLEACHERS
001	LILY LAKE ELEMENTARY	082	BLEACHERS, VISITOR
002	MODULAR CLASSROOM	085	FOOTBALL STORAGE SHED
010	STORAGE SHED	090	YARD
090	YARD	850	ATHLETIC FACILITY FIELD SERVICES
450	OAK PARK ELEMENTARY, STILLWATER	001	MAINTENANCE BUILDING
001	OAK PARK ELEMENTARY	002	QUONSET BUILDING
010	STORAGE SHED	003	STORAGE BUILDING
090	YARD	004	POLE BARN/LESTER
500	RUTHERFORD ELEMENTARY, STILLWATER	090	YARD
001	RUTHERFOLD ELEMENTARY	900	BALL FIELD COMPLEX
090	YARD	001	BALL FIELD COMPLEX
550	STONEBRIDGE ELEMENTARY, STILLWATER	901	JC FIELDS CONCESSION STAND
001	STONEBRIDGE ELEMENTARY	090	YARD
005	STORAGE GARAGE		
010	STORAGE SHED		
090	YARD		



Agenda Item XI. A.
Date Prepared: January 2, 2020
ISD 834 Board Meeting

Report for Action: School Board Member Assignments 2020

Meeting Date: January 9, 2020

Contact Person: School Board Chair

Background:

The School Board Chair will appoint board committees and working groups for 2020. Working groups are advisory groups that gather information on topics in the related areas. These groups do not make recommendations to the School Board. Please contact the Board Chair if you are interested in serving on a particular group or committee

School Board Representative to:

Association of Metropolitan School Districts (AMSD)	
Community Education Advisory Council	
MN State High School League (MSHSL)	
Northeast Metro 916	
Partnership Plan	
Schools for Equity in Education (SEE)	

School Board Sub-Committees 2020

Finance and Operations	Legislative	Personnel	Policy
Treasurer			Clerk

Note: Assignments are made in January of each calendar year

Recommendation:

Approval of the 2020 Committee Representatives and Working Group Assignments will be requested at the January 23 business meeting.



Agenda Item XII. A.
Date Prepared: January 2, 2020
ISD 834 Board Meeting

Agenda Item: Establish 2020 Calendar of Meetings
Meeting Date: January 9, 2020
Contact Person: Board Chair

Background:

The Board Chair will share the proposed 2020 school board meeting dates.

Recommendation:

A motion and a second to approve the 2020 School Board Meeting Calendar will be requested.

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

1st and 3rd Thursday in Feb. and March due to Jan. mtg and spring break. Nov. and Dec. 1st and 3rd Thursday due to holidays. All other meetings are 2nd and 4th Thursday.



SCHOOL BOARD MEETING DATES 2020

Date	Time	Location	Type of Meeting
January 9, 2020	6:00 p.m.	Stillwater City Hall	Organizational & Regular Business
January 23	6:00 p.m.	Stillwater City Hall	Regular Business
February 6	6:00 p.m.	Stillwater City Hall	Regular Business
February 20	6:00 p.m.	Stillwater City Hall	Regular Business
March 5	6:00 p.m.	Stillwater City Hall	Regular Business
March 19	6:00 p.m.	Stillwater City Hall	Regular Business
April 9	6:00 p.m.	Stillwater City Hall	Regular Business
April 23	6:00 p.m.	Stillwater City Hall	Regular Business
May 14	6:00 p.m.	Stillwater City Hall	Regular Business
May 28	6:00 p.m.	Stillwater City Hall	Regular Business
June 11	6:00 p.m.	Stillwater City Hall	Regular Business
June 25	6:00 p.m.	Stillwater City Hall	Regular Business
July 9 (disbursements)	8:00 a.m.	Central Services	Regular Business
July 23	6:00 p.m.	Stillwater City Hall	Regular Business
August 6	6:00 p.m.	Stillwater City Hall	Regular Business
August 20	6:00 p.m.	Stillwater City Hall	Regular Business
September 10	6:00 p.m.	Stillwater City Hall	Regular Business
September 24	6:00 p.m.	Stillwater City Hall	Regular Business
October 8	6:00 p.m.	Stillwater City Hall	Regular Business
October 22	6:00 p.m.	Stillwater City Hall	Regular Business
November 5	6:00 p.m.	Stillwater City Hall	Regular Business
November 19	6:00 p.m.	Stillwater City Hall	Regular Business
December 3	6:00 p.m.	Stillwater City Hall	Regular Business
December 17 (disbursements)	8:00 a.m.	Central Services	Regular Business
January 7, 2021 (first Thursday due to organizational items)	6:00 p.m.	Stillwater City Hall	Organizational & Regular Business
<div> <div>Stillwater City Hall 216 4th Street North Stillwater, MN 55082</div> <div>Oak Park Building 6355 Osman Ave North Stillwater, MN 55082</div> <div>Central Services 1875 Greeley Street South Stillwater, MN 55082</div> </div>			
<p>Notice is hereby given that on occasion some members of the board may attend a meeting remotely. 13D.015 Subd 5. Notice. If telephone or another electronic means is used to conduct a regular, special, or emergency meeting, the entity shall provide notice of the regular meeting location, of the fact that some members may participate by electronic means, and of the provisions of subdivision 4. The timing and method of providing notice is governed by section 13D.04. In addition, the entity must post the notice on its Website at least ten days before any regular meeting as defined in section 13D.04, subdivision 1.</p>			



Agenda Item XII. B.
Date Prepared: January 2, 2020
ISD 834 Board Meeting

Agenda Item: Establish 2020 Board Member Salaries
Meeting Date: January 9, 2020
Contact Person: Board Chair

Background:

Currently each elected school board member receives an annual salary of \$4,750. The elected board chair receives an additional \$500 for a total annual salary amount of \$5,250.

For informational purposes a board member salary comparison schedule from neighboring school districts is attached.

Recommendation:

A motion and a second to approve the 2020 Board Member Salaries will be requested.

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

Board Member Salary History

Calendar Year	Director Salary	Board Chair Salary
2019	\$4750 Plus mileage reimbursement for meetings other than school board meetings	\$5250 (\$4750 plus \$500)
2018	\$4750 Plus mileage reimbursement for meetings other than school board meetings	\$5250 (\$4750 plus \$500)
2017	\$4750	\$5250 (\$4750 plus \$500)
2016	\$4750	\$5250 (\$4750 plus \$500)
2015	\$4750	\$5250 (\$4750 plus \$500)
2014	\$4750 (increase of \$350)	\$5250 (\$4750 plus \$500)
2013	\$4400	\$5000 (\$4400 plus \$600)
2012	\$4400	\$5000 (\$4400 plus \$600)
2011	\$4400	\$5000 (\$4400 plus \$600)
2010	\$4400	\$5000 (\$4400 plus \$600)
2009	\$4400	\$4400
2008	\$4400	\$4400
2007	\$4400	\$4400

2018/2018-19 SCHOOL BOARD COMPENSATION							
DISTRICT	Chairperson	V-Chairperson	Clerk	Treasurer	Directors	Prescheduled Meetings Per Year	Additional Meetings
<u>Centennial</u>	\$5,600	N/A	\$5,400	\$5,000	\$4,800	24	As needed
<u>Columbia Hts</u>	\$7,200	\$6,000	\$6,000	\$6,000	\$6,000	21	10
<u>St. Francis</u>	\$6,200	\$5,568	\$5,568	\$5,568	\$5,568	22	As needed
<u>Spring Lk Pk</u>	\$5,950	\$5,450	\$5,450	\$5,450	\$5,350	21	As needed
<u>SA-NB</u>	\$4,800	\$4,000	\$4,000	\$4,000	\$4,000	23	As needed
<u>Mounds View</u>	\$7,000	\$6,800	\$6,500	\$6,500	\$6,500	23	As needed
<u>NSP-M-Oakd</u>	\$6,404	\$5,904	\$5,904	\$5,904	\$5,904	25	As needed
<u>Roseville</u>	\$6,240	\$4,960	\$4,960	\$4,960	\$4,960	20	As needed
<u>White Bear Lk</u>	\$5,450	\$5,250	\$5,450	\$5,250	\$5,050	22	As needed
<u>Forest Lake</u>	\$5,200	\$5,000	\$5,000	\$5,000	\$4,800	24	As needed
<u>Mahtomedi</u>	\$5,816	\$5,313	\$5,313	\$5,263	\$5,206	21	As needed
<u>So Wash Cty</u>	\$5,700	\$5,700	\$5,700	\$5,700	\$5,700	22	As needed
<u>Stillwater</u>	\$5,250	\$4,750	\$4,750	\$4,750	\$4,750	24	As needed
<u>Fridley</u>	\$5,372	\$5,137	\$5,137	\$5,137	\$5,137	12	See note
<u>NE Metro 916</u>	\$5,700	\$5,100	\$5,200	\$5,100	\$5,000	12	As needed
Average	\$5,859	\$5,352	\$5,355	\$5,305	\$5,248	21	10
Average w/o highest and lowest	\$5,837	\$5,344	\$5,372	\$5,314	\$5,248		
<u>Int Dist 287</u>	\$5,000	\$4,000	\$4,000	\$4,000	\$4,000	18	As needed
<u>Int Dist 288</u>	\$900	\$900	\$900	\$900	\$900	9	See note
<u>Int Dist 917</u>	\$4,250	\$4,000	\$4,000	\$4,000	\$4,000	14	As needed
NOTES:							
St. Francis	Stipend of \$50 for negotiation committee meetings of four hours or less and \$100 for negotiations committee meetings exceeding four hours. Mileage reimbursed for meetings other than regularly scheduled school board meetings at the current IRS approved rate established.						
Fridley	Each meeting includes a work session, public forum and business meeting. Negotiators for teacher contract receive an additional \$1,000.						
Stillwater	Mileage reimbursement to meetings other than school board meetings.						
Int. Dist 917	Stipend of \$30 for the Personnel and Insurance Committee members only and an additional \$30 if the meeting goes over two hours. May choose to receive Board's contribution toward PERA defined contribution plan.						
Int. Dist. 288	\$100 per board member, per meeting for 2018. Meet monthly; except that the months of June, July, and December will be scheduled, but held only on as-needed basis.						
12/9/2019							



Agenda Item XII. C.
Date Prepared: January 8, 2020
ISD 834 Board Meeting

Action Item: SchoolCafé Service Agreement

Meeting Date: January 9, 2020

Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

Action Timeline: January 9, 2020

Summary:

SchoolCafé is an online payment service provided by Cybersoft Technologies, Inc. which enables parents/guardians of the School District to register and make credit card or check card payments to their student food accounts through the internet.

The SchoolCafé software application is currently being used by the district to allow parents/guardians to apply for benefits, review menus and dietary information and check on their student's meal account balance. By entering into the service agreement, parents/guardians will also be able to make electronic payments into their student's food service account.

Administration recommends approval of the SchoolCafé Service Agreement

A copy of the SchoolCafé Service Agreement was provided.

Recommendation:

A motion and a second to approve the SchoolCafé Service Agreement is requested.

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

SchoolCafé Service Agreement

This SchoolCafé Service Agreement ("Agreement") is by and between Cybersoft Technologies, Inc. ("Cybersoft"), a Texas corporation, with its principal location at 4422 Cypress Creek Parkway, Suite 400, Houston, TX 77068 and **Stillwater Area Schools ISD #834** ("The School District") with its administrative offices at 1875 Greeley St S, Stillwater, Minnesota 55082.

SchoolCafé is an online payment service provided by Cybersoft that enables parents/guardians of The School District students to register and make credit card or check card payments to their student accounts over the internet. Cybersoft built this online service using technology viewed by Cybersoft to be suitable for achieving speed and accuracy. To protect personal information, SchoolCafé uses various forms of Internet security, including data encryption, Secure Sockets Layer (SSL) protocol, user names and passwords, and other tools.

Eligible individuals registered with SchoolCafé (SchoolCafé User) will also be able to view information about the student account that has been provided and regularly updated by The School District. Such information will include account balance, payment details, usage history and details about the registered individuals.

Authorized personnel of The School District will have access to data and reports pertaining to The School District accounts to facilitate maintenance and administration of the system in specified areas defined by Cybersoft. Authorized personnel of The School District will assist registered users of the SchoolCafé system that require help managing and viewing student accounts maintained within The School District.

The School District shall provide uninterrupted access of information and data files that are required to update student account records on SchoolCafé. Cybersoft declares that all content on the SchoolCafé website is provided on an "AS IS" and "AS AVAILABLE" basis from The School District without warranty of any kind, either expressed or implied, and that Cybersoft or any of its representatives is not liable for any direct, indirect, incidental, consequential, or specific damages arising out of or in any way connected with the access to or the use of this service.

Hyperlinks or icons of SchoolCafé may be included as links to this service on suitable locations within the web pages of The School District website. The School District may not use, distribute, modify, transmit, or post the content of the SchoolCafé web site for public or commercial purposes, including any text, images, audio, or video without Cybersoft's written permission.

The SchoolCafé web site and its contents are owned by Cybersoft or its affiliates or agents and are protected by United States copyright laws and international treaty provisions. All content, trademarks, services marks, trade names, logos, and icons are proprietary to Cybersoft or its affiliates or agents. Nothing contained on the SchoolCafé web site should be construed as granting, by implication, estoppels, or otherwise, any license or right to use any trademark displayed on this web site without the express written permission of Cybersoft or any such third party that may own the trademarks displayed on this web site. Your use of the trademarks displayed on this web site, or any other content on this web site, except as provided herein, is strictly prohibited.

SchoolCafé will process and accept payments as outlined in Exhibit A.

Individuals registered with SchoolCafé and/or The School District shall be charged a convenience fee as specified in Exhibit A for each transaction made using this service. This fee will be charged to the SchoolCafé User's credit card or check card at the time of the transaction and/or to the School District at the time of funds transfer to The School District's account. Cybersoft also reserves the right to change such convenience fees by providing a 30 day notice in writing, e-mail or website posting on the SchoolCafé website. Cybersoft will prominently notify Individuals registering with SchoolCafé of any fees or charges the Individual will incur by using the SchoolCafé service.

For payments made via the SchoolCafé system the student balances will be updated within 24 hours from the time of transaction. The School District agrees that Cybersoft will not be held responsible if such updates are not

SchoolCafé Service Agreement

possible due to circumstances beyond Cybersoft's control. The School District agrees to accept the payments received at SchoolCafé as monies available to owners of the relevant student account even if actual transfer of such funds has not yet taken effect.

As a policy SchoolCafé does not allow sharing of any personal information to any third-party and affirms that the information will be used for the sole purpose of completing payment transactions and displaying the students' information to authorized users. The only exception to the rule is when it is required to disclose the information by law.

Cybersoft will make best efforts to transfer payments received by SchoolCafé (transferable funds) on behalf of The School District on a weekly basis to a bank account specified and authorized in Exhibit A of this agreement. Cybersoft will not be held responsible if there is a delay in such transfers of funds due to circumstances beyond Cybersoft's control. Other than the amounts to be transferred by Cybersoft, collecting any funds owed to The School District is the responsibility of The School District.

This Agreement commences on the date of acceptance by The School District and continues until terminated by either party for any reason by providing a 30 days written notice to the other party.

Disclaimer of Warranties. ALL CONTENT ON THIS WEB SITE IS PROVIDED TO YOU ON AN "AS IS" and "AS AVAILABLE" BASIS WITHOUT WARRANTY OF ANY KIND EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, ACCURACY, AND NON-INFRINGEMENT. Cybersoft will present on the SchoolCafé website relevant information as captured by The School District staff and made available to Cybersoft. However, The School District will not hold Cybersoft responsible for disruption of SchoolCafé services caused by events beyond Cybersoft's control. Cybersoft makes no warranty as to the accuracy, completeness, currency, or reliability of any content that might have been tampered with or altered by anyone or any other event beyond Cybersoft's control. Cybersoft makes no representations or warranties that use of the service will be uninterrupted or error-free. The School District and SchoolCafé Users are responsible for taking all necessary precautions to ensure that any content obtained from the web site is free of viruses.

Limitation of Liability. Your use of the service or any content on the web site is at your own risk. Cybersoft specifically disclaims any liability, whether based in contract, tort, negligence, strict liability or otherwise, for any direct, indirect, incidental, consequential, or special damages arising out of or in any way connected with access to or use of this service, even if Cybersoft has been advised of the possibility of such damages, including but not limited to reliance by any party of any content obtained through the use of the web site, or that arises in connection with mistakes or omissions in, or delays in transmission of, information to or from the user, interruptions in telecommunications connections to the web site or viruses, whether caused in whole or in part by negligence, acts of god, telecommunications failure, theft or destruction of, or unauthorized access to the web site, or related information or programs. This limitation of liability does not extend to Cybersoft's obligations to transfer funds to The School District as set forth above.

Violations and Additional Policies. Cybersoft reserves the right to seek all remedies available at law and in equity for violations of the rules and regulations set forth in this web site, including the right to block access from a particular Internet address to the web site.

Force Majeure. Neither party shall be in default or otherwise liable for any delay in or failure of its performance under this Agreement, if such delay or failure arises by any reason beyond its reasonable control, including any acts of God, events of war, acts of terrorism, riots, fire, flood, earthquake, explosion or other natural disasters. Such obligation that cannot be performed shall be delayed until it can be performed, including interruption or termination of service by the Internet access provider being used by The School District. The party claiming excusable delay must promptly notify the other party, in writing, of such delay. If the delay continues for more than forty-five (45) days, the other party may terminate this Agreement by giving fifteen (15) days' written notice

SchoolCafé Service Agreement

to the delaying party, provided, however, that this Agreement will not terminate if the party claiming excusable delay substantially performs the material obligation which has been delayed within such fifteen (15) days.

Entire Agreement. This Agreement, and any addendums to this agreement, together with any attachments referred to herein, constitutes the entire agreement between the parties with respect to its subject matter, and supersedes all prior agreements, proposals, negotiations, representations or communications relating to the subject matter. Both parties acknowledge that they have not been induced to enter into this Agreement by any representations or promises not specifically stated herein.

Governing Law. These terms and conditions shall be governed and construed in accordance with the laws of the State of Texas, USA, without regard to conflict-of-laws provisions, makes no representation that the information on the web site is appropriate or available for use in other locations. These Terms and Conditions of Use and all documents incorporated herein by reference constitute the entire agreement between Cybersoft and The School District with respect to the SchoolCafé service. If any part of these Terms and Conditions of Use is unlawful, void or unenforceable, that part will be deemed severable and will not affect the validity and enforceability of any remaining provisions.

FOR: CYBERSOFT TECHNOLOGIES, INC.

NAME: BHASKAR PATEL

TITLE: VICE PRESIDENT

SIGNATURE:

DATE:

FOR: STILLWATER AREA SCHOOLS ISD #834

Federal Tax Identification Number:

NAME:

TITLE:

SIGNATURE:

DATE:

SchoolCafé Service Agreement

Exhibit A

Click here to enter text

CONVENIENCE FEE:

Convenience Fee at the rate 5% for each transaction will be assessed as follows:

FEE ASSESSED TO THE SCHOOLCAFÉ USER AT THE TIME OF THE TRANSACTION:

FEE ASSESSED TO THE SCHOOL DISTRICT, DEDUCTED FROM THE TRANSFERABLE FUNDS: 5%

PAYMENT LIMITS FOR EACH TRANSACTION:

MINIMUM AMOUNT (NOT LESS THAN \$0): \$ 10

MAXIMUM AMOUNT (NOT MORE THAN \$100): \$ 1,000

BONUS APPLICATION RULES:

To encourage SchoolCafé Users to make electronic payments The School District offers bonuses on eligible payments as follows:

PERCENTAGE OF TRANSACTION AMOUNT TO BE CREDITED AS BONUS:

THE BONUS IS ONLY APPLICABLE ON TRANSACTION AMOUNTS GREATER THAN: \$

BANK INFORMATION

BANKING INSTITUTION: _____

BANK ACCOUNT NAME: _____

BANK ROUTING NUMBER: _____

BANK ACCOUNT NUMBER: _____

BANK ACCOUNT TYPE: CHECKING/SAVING _____

I authorize Cybersoft Technologies, Inc. to transfer funds received through SchoolCafé on behalf of The School District into the bank account listed above.

NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____



Agenda Item XIII. A. B.C.
Date Prepared: January 2, 2020
ISD 834 Board Meeting

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

Background:

- A. Chairperson Report
- B. Working Group Reports
 - 1. Community Engagement
 - 2. Finance and Operations
 - 3. Legislative
 - 5. 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, communications items, informational items and correspondence items worth noting. What is included in this item will vary each meeting depending on the nature of the topics, the school year schedule and time of activities.

Recommendation:

Board action is not required.



Agenda Item XIV.
Date Prepared: January 2, 2020
ISD 834 Board Meeting

Agenda Item: Adjournment
Meeting Date: January 9, 2020
Contact Person: School Board Chair

Background:
The meeting must be adjourned formally.
