



Independent School District 834
Stillwater City Hall – 216 North Fourth Street, Stillwater, MN
School Board Business Meeting Agenda – July 25, 2019 at 6:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Pledge of Allegiance**
- IV. District Mission Statement and School Board Goals**
- V. Approval of Agenda**
- VI. Superintendent Report**
- VII. Introductory Items**
 - There are no introductory items for this meeting
- VIII. Open Forum**
 - Forty speakers will be allotted two minutes each to speak
- IX. Consent Agenda**
 - A. Minutes of July 11, 2019 Business Meeting
 - B. Accept Gifts and Donations June 2019
 - C. Disbursement Register July 13, 2019-July 26, 2019
 - D. Human Resources Personnel Report
- X. Reports**
 - A. Illuminate Education – Mr. Perry
 - B. Stillwater Area High School Data Room Cooling Project – Ms. Hoheisel
- XI. Action Items**
 - A. Schoology Learning Management System Contract– Mr. Perry
 - B. Sourcewell Technology Hybrid Access Network (Internet) 2019-20 Fiscal Year – Mr. Perry
 - C. Community Design Team Roster – Community Education Working Group
 - D. School Board Appointments for Community Design Team – Board Chair Ptacek
 - E. District Handbook 2019-2020 – Ms. Keister
 - F. Afton-Lakeland Elementary Playground Surfacing – Ms. Hoheisel
 - G. Community Engagement Working Group Meeting Calendar – Board Vice Chair Pearson
- XII. Board Member Reports**
 - A. Board Chair Report
 - B. Working Group Reports
 - 1. Community Engagement
 - 2. Finance and Operations
 - 3. Legislative
 - 4. Personnel
 - 5. Policy
 - C. Board Member Reports
- XIII. Adjournment**
 - A. Adjourn



Agenda Item I.
Date Prepared: July 17, 2019
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: July 25, 2019

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item II.
Date Prepared: July 11, 2019
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: July 25, 2019

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: July 17, 2019
ISD 834 Board Meeting

Agenda Item: Pledge of Allegiance
Meeting Date: July 25, 2019

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: July 17, 2019
ISD 834 Board Meeting

Agenda Item: District Mission and School Board Goals
Meeting Date: July 25, 2019

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: July 17, 2019
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: July 25, 2019

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.
Date Prepared: July 17, 2019
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: July 25, 2019

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 VII.
Date Prepared: July 17, 2019
ISD 834 Board Meeting

Agenda Item: Introductory Items
Meeting Date: July 25, 2019
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.
- B. Each meeting an individual, team, or program will be recognized for their excellence.

Recommendation:

Board action is not required.



Agenda Item VIII.
Date Prepared: July 17, 2019
ISD 834 Board Meeting

Agenda Item: Open Forum
Meeting Date: July 25, 2019

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. The School Board has expanded the number of speakers to 40 with a two minute limit. 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 IX. A. B. C. D.
Date Prepared: July 18, 2019
ISD 834 Board Meeting

Agenda Item: Consent Agenda
Meeting Date: July 25, 2019
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 July 11, 2019

Contact Person: Sarah Stivland, Clerk or Sherri Skogen, Secretary

A copy of the minutes is included for your review.

B. Accept Gifts and Donations June 2019

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

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

C. Disbursement Register July 13, 2019 – July 26, 2019

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

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

D. Human Resources Personnel Report

Contact Person: Cathy Moen, Executive Director of Administrative Services

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

Recommendation:

BE IT RESOLVED by the School Board of Independent School District 834 – Stillwater Area Public Schools that Consent Agenda Items A through D 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
Stillwater Central Services, 1875 South Greeley St, Stillwater, MN
July 11, 2019 – 8:00 a.m. Meeting Minutes

I. Call to Order: The meeting was called to order at 8:00 a.m.

II. Roll Call: Present: Mike Ptacek, chair; Shelley Pearson, vice chair; Sarah Stivland, clerk; Liz Weisberg, treasurer, Mark Burns, director, Jennifer Pelletier, director; Tina Riehle, director; and Superintendent Pontrelli, ex-officio.

III. Pledge of Allegiance: The Board chair led the Pledge of Allegiance.

IV. District Mission and School Board Goals: The mission statement was read by Member Pearson and the goals were read by Member Burns.

V. Approval of the Agenda

Motion to approve the agenda by Member Burns; Second by: Member Pearson, Vote: 7 ayes, 0 nays, Motion Carried.

Motion by Member Stivland to add an action item to the agenda that would be authorization to enter into an exploratory conversation and to negotiate a possible agreement related to the contract of the superintendent. Second by Member Riehle. Vote: 4 ayes (Ptacek, Stivland, Weisberg, Riehle) and 3 nays (Pearson, Pelletier, Burns). Motion carries.

VI. Superintendent's Report

Superintendent Pontrelli reported:

- Met with Council of City Mayors along with Dr. McDowell, discussed development of pathways and how to better engage students in their secondary experiences.
- At the last meeting a community member questioned whether we really had saved or re-invested the \$1.2 savings. The superintendent would like to give a short presentation for the board at an upcoming meeting to show where savings were reinvested in transportation, a middle school model and a 9th grade Pony center at the high school.
- Thank Eric Anderson and Anna Wilcek for starting up the Summer Success Program. Student leaders are now being trained.
- The Wall that Heals replica of the Vietnam Veterans Memorial is on display July 5-28 at the Old Athletic Field. Take advantage of this moving experience.
- Superintendent reminded the community after her evaluation she did invite board members to meet and have a conversation on their individual evaluations. Thanked the few board members that took the time to do this.

VII. Introductory Items

There were no introductory items for this meeting.

VIII. Consent Agenda

- A. Minutes of June 27, 2019 School Board Meeting
- B. Disbursement Register June 29-July 12, 2019
- C. Human Resources Personnel Report
- D. Identify Official with Authority for MDE

Motion to approve by Pearson; second by: Riehle, Vote: 7 ayes, 0 Nays. Motion Carried unanimously.

IX. Action Item

Motion to approve a resolution to authorize Mike Ptacek, Board Chair and Sara Stivland, Board Clerk to enter into exploratory conversation and to pursue a possible separation agreement with the superintendent. Second by Member Riehle; Vote: 5 ayes, 2 nays (Burns, Pelletier), Motion Carried.

X. Board Member Reports

A. Board Chair Report

1. Chair Ptacek reported that he and Vice Chair Pearson met with the superintendent and assistant superintendent reviewing upcoming agendas for future meetings.

B. Working Group Reports

1. Community Engagement – The work group met and minutes were sent out. Close to 100 members for community design team. Will bring to the board for action on July 25. Discussed ways to gather feedback from thought exchange.
2. Finance and Operations – No meeting since last board meeting.
3. Legislative – Several board members attended the SEE's Regional meeting and discussed the legislation passed at the last session.
4. Personnel – No meeting since last board meeting.
5. Policy – Productive meeting with many policies being reviewed. At the next board meeting a review of Policy 209 for a first reading with changes made from its previous approval last summer. Next meeting is 7/22.

C. Board Member Reports

1. Director Burns – no updates
2. Director Stivland – no updates
3. Director Pearson – no updates
4. Director Weisberg – no updates
5. Director Pelletier – 2014 Graduate Mitch Reinke, member of the NHL St. Louis Blues is bringing the Stanley Cup to the St. Croix Valley Recreation Center on July 22. Noted her support for Superintendent Pontrelli
6. Director Riehle - no updates

XI. Adjournment

- A. The meeting adjourned at 8:54 a.m.

Respectfully submitted, Sarah Stivland, school board clerk.

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Constant, Tracy	Resignation	Human Resources Technician, 8.0 hrs /day Central Services Building	Tech Support	July 12, 2019
Kupcho, Bertina	Resignation	Admin. Asst. - Director of Community Education, 8.0 hrs /day Central Services Building	Tech Support	July 18, 2019
Ndawula, Henry	Resignation	9th Grade Soccer Coach Stillwater Area High School	Co-Curricular	June 27, 2019
Ranum, Penny	Resignation	Cafeteria, 4 hrs/day Mahtomedi Middle School	Cafeteria	July 9, 2019
Terwedo, Emily	Resignation	Head Fall Dance Coach Stillwater Area High School	Co-Curricular	July 10, 2019
Wagner, Peter	Resignation	Custodian VI, 8.0 hours / day Central Services Building	Custodial	July 3, 2019

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Bates, Norah	Community Education Casual District Wide	\$12.00 / hour	Casual	Casual	July 9, 2019
Bonilla, Marisa	Community Education Casual District Wide	\$12.00 / hour	Casual	Casual	July 15, 2019
Chaplin, Susan	Community Education Casual District Wide	\$28.00 / hour	Casual	Casual	July 9, 2019
Dobier, Nya	Community Education Casual District Wide	\$12.00 / hour	Casual	Casual	July 15, 2019
Fosse, Matthew	1.0 FTE Social Studies Teacher Stillwater Middle School	\$66,721.00	2019-2020 Staffing	SCEA	August 13, 2019
Fredkove, Catherine	Community Education Casual District Wide	\$12.00 / hour	Casual	Casual	July 15, 2019
Hackenmueller, Andrew	Community Education Casual District Wide	\$28.00 / hour	Casual	Casual	July 8, 2019
Hoiland, Aaron	1.0 FTE English Teacher & Asst. Boys Hockey Coach Stillwater Area High School	\$73,286 / \$6,192	2019-2020 Staffing	SCEA & Co-Curricular	August 13, 2019
Huber, Alexis	Community Education Casual District Wide	\$12.00 / hour	Casual	Casual	July 15, 2019
Martin, Chandra	1.0 FTE Elementary Education Teacher Andersen Elementary	\$77,829.00	2019-2020 Staffing	SCEA	August 13, 2019
Mendenhall, Alexa	1.0 FTE Elementary Education Teacher Lily Lake Elementary	\$52,780.00	2019-2020 Staffing	SCEA	August 13, 2019
Ortmeier, Michelle	1.0 FTE Social Studies Teacher St. Croix Valley ALC	\$74,778.00	2019-2020 Staffing	SCEA	August 13, 2019
Papke, Katie	.4 FTE Elementary Education Teacher Rutherford Elementary	\$73,286.00	2019-2020 Staffing	SCEA	August 19, 2019
Purdie, Madelyn	Community Education Casual District Wide	\$12.00 / hour	Casual	Casual	July 15, 2019
Schweitzer, Danielle	Cafeteria, 4.5 hrs/day Mahtomedi High School	\$12.53 / hour	Cafeteria	Cafeteria	August 26, 2019
Shelton, Alyssa	1.0 FTE PE & DAPE Teacher Oak-Land & Stillwater Middle School	\$51,158.00	2019-2020 Staffing	SCEA	August 13, 2019
Spilseth, Kate	1.0 FTE Elementary Education Teacher Lake Elmo Elementary	\$73,286.00	2019-2020 Staffing	SCEA	August 13, 2019
Urdahl-Balz, Sarah	Paraprofessional, 3.75 hrs/day Oak-Land Middle School	\$18.14 / hour	2019-2020 Staffing	SCPA	August 26, 2019
Valerius, Megan	.6 FTE Spanish & GATE Teacher Stillwater Middle School	\$52,780.00	2019-2020 Staffing	SCEA	August 13, 2019

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
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Thueson, Greg	Approve	Custodian III, 8.0 hours / day Central Services Building	Custodial	June 18, 2019 - August 19, 2019
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ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Getchell, Chris	1.0 FTE Social Studies Teacher Stillwater Middle School	1.1 FTE Social Studies Teacher Stillwater Middle School	2019-2020 Staffing	SCEA	August 19, 2019 - June 2, 2020
Junko, Timothy	.8 FTE GATE Teacher Stillwater Middle School	1.0 FTE GATE Teacher Stillwater Middle School	2019-2020 Staffing	SCEA	August 19, 2019
Jurek, Andrew	1.0 FTE Math Teacher Stillwater Middle School	1.2 FTE Math & English Teacher Stillwater Middle School	2019-2020 Staffing	SCEA	August 19, 2019 - June 2, 2020
Webster, Catherine	.85 FTE Music Teacher Brookview Elementary School	.90 FTE Music Teacher Brookview & Lake Elmo Elementary School	2019-2020 Staffing	SCEA	August 19, 2019



Agenda Item: X. A.
Date Prepared: July 28, 2019
ISD 834 Board Meeting

Agenda Item: Illuminate Invoice
Meeting Date: July 25, 2019
Contact Person: John Perry, Director of Learning Technology and Design Systems

Background: ISD#834 has used the part of the Illuminate suite of software products for approximately 5 years as a standards based assessment tool and 3 years as an elementary report card.

Attached, the Board will find the District's 2019-2020 invoice for Illuminate Software Services.

Location(s): District Wide

Project Name: Illuminate Invoice

Fund: Assessment

Amount: \$51,324

Recommendation:
Information Only

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

Illuminate Education, Inc.
6531 Irvine Center Drive
Suite 100
Irvine CA 92618
United States
invoices@illuminateed.net
http://www.illuminateED.com

Invoice

**BILL TO**

Stillwater Area Schools
1875 S. Greeley Street
Stillwater Minnesota 55082
United States

SHIP TO

Stillwater Area Schools
1875 S. Greeley Street
Stillwater Minnesota 55082
United States

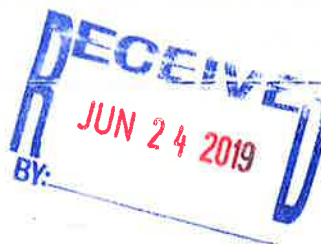
INVOICE #	DATE	DUE DATE	TERMS
INV0000037431	6/18/2019	7/18/2019	Net 30

SERVICE PERIOD	PO#	ACTIVITY	QTY	RATE	AMOUNT
7/1/2019 - 6/30/2020		DnA Licenses Per Student Licenses - Illuminate Data and Assessment™	8,554	\$3.50	\$29,939.00
7/1/2019 - 6/30/2020		KDS Inspect (Legacy) Access to Key Data Systems' KDS Inspect Item Bank and Pre-built Assessments.	8,554	\$1.50	\$12,831.00
7/1/2019 - 6/30/2020		Grading Software Assessment Scanning and Scoring	8,554	\$1.00	\$8,554.00

PAYMENT REMIT ADDRESS:
PO Box 207833
Dallas, TX 75320-7833

Purchase Order can be sent:
Fax: 909-266-1935
Email: orders@illuminateed.net

PAYMENT/DEPOSIT	\$0.00
CREDITS APPLIED	\$0.00
BALANCE DUE	\$51,324.00



INV0000037431



Agenda Item: X. B.
Date Prepared: July 18, 2019
ISD 834 Board Meeting

Agenda Item: Stillwater Area High School Data Room Cooling

Meeting Date: July 25, 2019

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

Background: The Stillwater Area High School Data Room Cooling project will provide additional and redundant cooling for the District Wide Head End located at the Stillwater Area High School. By installing a redundant system, preventative maintenance can be performed on the head end cooling system and the liability of overheating this space will be minimized. The cooling project only provides for the installation of equipment. The cooling equipment and integrated building controls will be obtained outside of this agreement.

Construction costs for the equipment, integrated building controls and installation were estimated to be \$159,200 and will be funded by the Bond Construction Fund. Two proposals were received on July 11, 2019 for the installation of equipment for the Data Room Cooling project. The lowest proposal is from Northern Air Corporation of Vadnais Heights, MN for a total of \$91,200. Hallberg Engineering recommends awarding the contract to them. Administration will seek approval to award the proposal to Northern Air Corporation at the August 8, 2019 Board of Education meeting

Location(s): Stillwater Area High School

Project Name: Stillwater Area High School Data Room Cooling

Fund: Bond Fund

Item: Installation of Cooling Equipment in the Data Room

Amount: Northern Air Corporation for a total of \$91,200

Recommendation:

Approval will be requested at the August 8, 2019 meeting.



July 18, 2019

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

Re: Stillwater Area Public Schools
Stillwater High School Data Room Cooling Project - 2019
Hallberg Project #R18-3252.000

Dear Mr. Willger,

Quotes for the above referenced project were received on Thursday, July 11, 2019 at 2:00 p.m.

The low quote was submitted by NAC Mechanical for the amount of \$91,200.00.

We have spoken to a representative of NAC Mechanical and they have indicated that they will hold to their quote and that they are confident that they can meet the project requirements.

Based on the quote results and our follow-up conversation with NAC Mechanical, we recommend that the project be awarded to NAC Mechanical in for the amount of \$91,200.00.

Please let us know how you would like us to proceed.

Contact us if you have any questions or concerns.

Sincerely,

HALLBERG ENGINEERING, INC.

Tom Gunderson
Project Manager

Attachments: Quote Tabulation and Quote Forms



QUOTE TABULATION

Stillwater Schools – ISD 834
Stillwater High School Data Room Cooling Project - 2019
Project No. R18-3252.000

Date: July 11, 2019
Time: 2:00 PM

COMPANY	Quote	Attended walk through
NAC Mechanical 1001 Labore Industrial Court Vadnais Heights MN 55110	\$91,200.00	Yes
Horwitz 7400 49th Ave N New Hope, MN 55428	\$108,400.00	Yes

Mechanical/Electrical/Commissioning/Energy

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

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Agenda Item: XI. A.
Date Prepared: July 18, 2019
ISD 834 Board Meeting

Agenda Item: Schoology Learning Management System Contract

Meeting Date: July 25, 2019

Contact Person: John Perry, Director of Learning Technology and Design Systems

Background: ISD#834 seeks to continue its use of Schoology in grades 6-12 for an additional 5 years. The 5-year term of this contract helps control long-term price increases as well as provide teaching staff with assurance of continued support on the platform.

Schoology is the district's Learning Management System for all secondary students. It contains all learning resources that students may need to access from home or away. It is the first stop for parents looking to learn more about their child's learning and the primary gradebook of record for all student academics.

Attached, the Board will find the District's 2019-2024 contract for the Schoology Learning Management System Enterprise Subscription.

Location(s): District Wide

Project Name: Schoology Contract

Fund: Curriculum

Amount: Total: \$170,701.25 for contract years July 1, 2019 – June 30, 2024
(Year 1 – \$33,198.45) (Year 2 – \$33,669.35) (Year 3 – \$34,140.25) (Year 4 – \$34,611.15) (Year 5 – \$35,082.05)

Recommendation:

Approve Contract As-Is

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



Learning Management System

ENTERPRISE EDITION

Sales Order for:

Stillwater Area Public School District

Stillwater Area Public School District Renewal 2019 - Five Year

1875 Greeley St S

Stillwater, MN 55082-6094

Jason Thalacker
Client Advisor
jthalacker@schoolology.com

Schoolology, Inc.
2 Penn Plaza, 10th Floor
New York, NY 10121
www.schoolology.com

This document represents an agreement between Stillwater Area Public School District. (Stillwater Area Public School District.) and Schoolology, Inc. (Schoolology) for the purchase of services in connection with Schoolology's web-based learning management system (LMS). All costs are represented in Exhibit A, Pricing.

Enterprise Subscription

Stillwater Area Public School District's Enterprise Subscription to Schoolology's LMS includes the products and services described below. All associated database hardware, maintenance and upgrades are included.

User Authentication

Stillwater Area Public School District will have access to Schoolology's flexible Administrative Configuration Interface, which allows system administrators to manage user single sign-on (SSO) configuration, providing integration with Stillwater Area Public School District's remote identity provider.

Advanced User Management

Stillwater Area Public School District will have access to Schoolology's advanced User Management Interface which allows system administrators to manage user roles, permissions, privacy, and overall system settings. This also affords administrators the ability to manage user, course and enrollment data.

Enterprise Management Interface

Stillwater Area Public School District will have the ability to create and manage multiple institutions and/or departments/divisions using the Enterprise Management Interface. System administrators can organize users by department, building, or institution, and have the ability to designate other users as administrators. In addition, system administrators can manage all users, institutions, and/or departments/divisions from the main parent account.

Branding

Schoolology will provide custom branding services to the user interface for Stillwater Area Public School District's instance of the LMS. The top banner and links will be branded with Stillwater Area Public School District's desired color scheme, and the Schoolology logo will be replaced with Stillwater Area Public School District's logo. In addition, Stillwater Area Public School District will receive domain customization (e.g. lms.clientname.org) or subdomain customization (e.g. clientname.schoolology.com).

Support Services

All Schoolology users can access support documentation 24/7/365 via the Schoolology Help Center (<https://support.schoolology.com>). This resource contains a wealth of curated content, including

role-based user guides, a document center with quick reference cards and release notes, troubleshooting tips, Schoolology FAQ's, and an archive of regularly updated videos and webinars. Schoolology also provides active community support within the Help Center, with discussions and responses moderated by Schoolology employees, and regular announcements of new Schoolology features.

As an Enterprise client you will have access to prioritized support. You may choose up to three (3*) dedicated Support Contacts from your organization, whose role is to relay any questions, concerns or ideas to the Schoolology team. Support Contacts can contact Schoolology by:

1. **Phone:** Support Contacts may contact a Schoolology representative by using a unique support code which can be found by clicking the 'Help Center' icon (Only visible to Support Contacts).
2. **Ticketing System:** Support Contacts may create and track their own support tickets by going directly to **support.schoolology.com**.
3. **Chat:** Support contacts may use the Chat feature to contact a Schoolology representative to ask questions and troubleshoot issues.

[*More contacts are available at \\$500/license/year](#)

With Standard Support, Support Contacts are qualified, through training and experience, to provide first-level support to local users. Typical issues resolved by Support Contacts include access problems and general usage questions. Support Contacts are also empowered to escalate issues to Schoolology Support for second and third tier support. Schoolology Support Specialists and Engineers are personable, expert in-house Schoolology employees based in the corporate headquarters.

Standard Support includes 24/7/365 Online Help Center access, 24/7/365 Community access, and web ticket, phone, and chat support for Support Contacts during business hours (Monday-Friday 8 am - 8 pm ET). Standard support is included in the cost of subscription.

Master Subscription Agreement

The Master Subscription Agreement available at <https://www.schoolology.com/agreements> govern your acquisition and use of the services described in this Sales Order (unless you have entered into a separate written agreement with Schoolology, in which case your acquisition and use of the services will be governed by that separate written agreement).

SUBSCRIBER NAME:

Stillwater Area Public School District

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Cost Summary

Exhibit A – Pricing

Contract Start Date: **July 1, 2019**
 Contract End Date: **June 30, 2024**
 Enrollment: **4,709**

Year One

Description	Quantity	Rate	Subtotal
Enterprise Subscription	4,709.00	\$7.05 Per Student	\$33,198.45

Subtotal: \$33,198.45

Year Two

Description	Quantity	Rate	Subtotal
Enterprise Subscription	4,709.00	\$7.15 Per Student	\$33,669.35

Subtotal: \$33,669.35

Year Three

Description	Quantity	Rate	Subtotal
Enterprise Subscription	4,709.00	\$7.25 Per Student	\$34,140.25

Subtotal: \$34,140.25

Year Four

Description	Quantity	Rate	Subtotal
Enterprise Subscription	4,709.00	\$7.35 Per Student	14.04
			\$34,611.15

Subtotal: \$34,611.15

Year Five

Description	Quantity	Rate	Subtotal
Enterprise Subscription	4,709.00	\$7.45 Per Student	\$35,082.05

Subtotal: \$35,082.05

Grand Total: **US \$170,701.25**

The initial payment is due 30 days after the invoice date. All renewal subscriptions are invoiced at least 30 days prior to the start of the new term. Payment for renewal subscriptions must be received within 10 business days after the start of a new term.

This Sales Order is valid until August 4, 2019.

Thank you for your business!



Agenda Item: XI. B.
Date Prepared: July 18, 2019
ISD 834 Board Meeting

Agenda Item: Internet Services – Sourcewell Technology Hybrid Access Network Invoice
Meeting Date: July 25, 2019
Contact Person: John Perry, Director of Learning Technology and Design Systems

Background: ISD#834 historically has used TIES for Internet services. TIES was acquired by Sourcewell and became Sourcewell Technologies last year. This invoice from Sourcewell is for district-wide Internet services for the 2019-2020 school year. ISD#834 conducts a competitive process for bidding Internet services in alignment with the Federal E-rate program every 1-3 years; we will be soliciting new bids this fiscal year (Jan-March).

Attached, the Board will find the District's 2019-2020 invoice for Internet Services provided by Sourcewell Technologies.

Location(s): District Wide

Project Name: Internet Services - Sourcewell Invoice

Fund: Technology

Amount: \$51,716

Recommendation:
Information Only

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



Agenda Item: XI. C.
Date Prepared: July 17, 2019
ISD 834 Board Meeting

Report for Action: Community Design Team Roster
Meeting Date: July 25, 2019
Contact Person: Community Engagement Working Group

Summary:

The school district is engaging in a long-term facilities planning process. A Community Design Team is being formed to consider the district's facilities needs and make recommendations to the school board on ways to enhance our facilities to better support our students.

Applications from interested community members were accepted earlier this spring and the base of the committee was approved by the board in April. Based on the recommendation of facilitators from the Cuningham Group, additional members for this group have been identified to ensure more diversity, as well as to include more representatives from local government, businesses, students and district staff.

The working group is recommending the board approve the group of nearly 100 parents, community members, staff and students to serve on the Community Design Team.

Team member names will be made public following approval of the school board.

Recommendation:

A motion and a second to approve the Community Design Team roster will be requested.

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



Agenda Item XI. D.
Date: July 17, 2019
ISD 834 Board Meeting

Report for Action: School Board Appointments for Community Design Team

Meeting Date: July 25, 2019

Contact Person: School Board Chair

Background:

The School Board Chair will appoint board members for the Community Design Team.

Recommendation:

A motion and a second to approve the work group assignments will be requested.

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



Agenda Item XI. E.
Date Prepared: July 17, 2019
ISD 834 Board Meeting

Report for Action: District Handbook 2019-2020

Meeting Date: July 25, 2019

Contact Person: Ms. Carissa Keister, Manager of Community Engagement

Report Purpose:

Each year the district is required to inform parents/guardians of district policies, required notices, and student/parent rights and responsibilities. This information is included in the District Handbook.

The district handbook contains summaries of the various required notices, as well as an overview and links to relevant school board-approved policies. The handbook is published electronically and can be found on the district's website. Families receive multiple communications each fall directing them to the online handbook. Each year, parents/guardians are required to sign off that they have reviewed the policies, procedures and required notices contained within this handbook.

Administration requests approval of the 2019-2020 District Handbook, which is available for review at stillwaterschools.org/handbook.

Recommendation:

A motion and a second to approve the District Handbook for 2018-2019 will be requested.

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



Agenda Item XI. F.
Date Prepared: July 16, 2019
ISD 834 Board Meeting

Agenda Item: Afton-Lakeland Elementary Playground Surfacing

Meeting Date: July 25, 2019

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

Background:

Northland Recreation, LLC has proposed to provide and install rubberized playground surfacing for the Afton-Lakeland Elementary Preschool/Kindergarten playground. This surface will allow easy access to the playground structure and is a key component in facilitating lateral play for all students. The surfacing will replace the current woodchips.

The Afton-Lakeland PTA has fundraised to update the existing equipment for the Preschool/Kindergarten playground to ensure it will last as long as the fall zone surfacing. The equipment updates include replacing the faded plastic components, adding two additional swings and providing a preschool age piece of equipment.

The cost of the fall surface will be funded by the 2015 Referendum proceeds. The proposal from Northland Recreation, LLC is to provide and install the rubberized fall zone surfacing for \$58,787 on the preschool/kindergarten playground at Afton-Lakeland Elementary. Administration recommends the Board approve the proposal from Northland Recreation, LLC.

Recommendation:

A motion and a second to approve the action item will be requested.

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



PlayPower LT Farmington, Inc.
878 E. US Hwy 60
Monett, MO 65708
1-800-325-8828

Northland Recreation, LLC
10085 Bridgewater Bay
Woodbury, MN 55129
Bill Johnson
651-815-4097
bjohnson@northlandrec.com

Afton Lakeland – Poured in Place – South Playground

Bill To:

Stillwater Area Public Schools
1875 South Greely Street
Stillwater, MN 55082
Tony Willgers
651-351-8374

Project Name & Location:

South Kindergarten
Playground Addition
Poured in Place Surfacing

willgert@stillwater.k12.mn.us

Ship To Address:

Afton Lakeland Elementary School
475 St. Croix Trail South
Lakeland, MN 55043

Quote Date: 6-23-2019 - Sourcewell / NJPA Contract Pricing
Valid For: 30 Days

Part	Description	Qty	Unit Price	Total
Surfacing	No Fault Poured in Place Rubber Surfacing. Based on: --4,365 Sq. Feet – 2,835' @ 6' Fall Height – 1,530' @ 8' Fall Height --50% Black / 50% Color – Standard Colors --Shipping to Lakeland, MN --Includes Dumpster and Guard While Curing			\$58,787.00

Note: All removals, sitework, concrete sidewalks & curbing, compacted gravel base, landscaping, etc.... are by others.

Totals:

Notes: Standard wage rates. Labor is Not Based on prevailing / Davis Bacon wage rates.

Products Subtotal: \$ 58,787.00
Installation: \$ Supervise Included
Estimated Sales Tax*: \$ Not Included
Freight: \$ Included
Grand Total: \$ 58,787.00

Make Purchase Orders Out To:

PlayPower LT Farmington, Inc.

Remit Purchase Orders To:

PlayPower LT Farmington, Inc.

Attention: Sales Administration

878 E US Hwy 60

Monett, Missouri, USA 65708

1-800-325-8828

Make Checks Payable To:

PlayPower LT Farmington, Inc.

Remit Checks To:

PlayPower LT Farmington, Inc.

P.O. Box 204713

Dallas, TX 75320-4713

NOTE:

* Applicable sales taxes will be confirmed once order and any tax certificates are received

† Denotes drop ship item.

Unloading, storage, installation, surfacing and site work are not included unless specifically noted on quotation.

Not responsible for filter cloth, irrigation rerouting, grass damage, or checking for underground utilities.

If installation is quoted, it is assumed that the site has been prepared and that any grade slope in any direction does not exceed 2%. In the event that unexpected soil conditions, such as subsurface rock, are encountered during installation, additional costs to the customer will be applicable.

The acceptance signature below serves as authorization to order the items quoted and indicates acceptance of the prices listed. All terms are subject to credit approval.

COMMENTS:

This playground contains 96.69% recycled content

This playground qualifies for 2 LEED point(s)

This Quote shall not become a binding contract until signed and delivered by both Customer and PlayPower LT Farmington Inc ("PPLT"). Sales Representative is not authorized to sign this Quote on behalf of PPLT or Customer, and signed Quotes cannot be accepted from Sales Representative. To submit this offer, please sign below and forward a complete signed copy of this Quote directly to "PPLT Sales Administration" via fax (417)354-2273 or email outdoordes@LTCPS.com. Upon acceptance, PPLT will return a fully-signed copy of the Quote to Customer (with copy to Sales Representative) via fax or e mail.

THIS QUOTE IS LIMITED TO AND GOVERNED BY THE TERMS CONTAINED HEREIN. PPLT objects to any other terms proposed by Customer, in writing or otherwise, as material alterations, and all such proposed terms shall be void. Customer authorizes PPLT to ship the Equipment and agrees to pay PPLT the total amount specified. Shipping terms are FOB the place of shipment via common carrier designated by PPLT. Payment terms are Net-30 days from invoice date with approved credit and all charges are due and payable in full at PO Box 204713, Dallas, TX 75320-4713, unless notified otherwise by PPLT in writing. Customer agrees to pay all additional service charges for past due invoices. Customer must provide proper tax exemption certificates to PPLT, and shall promptly pay and discharge all otherwise applicable taxes, license fees, levies and other impositions on the Equipment at its own expense.

CUSTOMER HEREBY SUBMITS ITS OFFER TO PURCHASE THE EQUIPMENT ACCORDING TO THE TERMS STATED IN THIS QUOTE AND SUBJECT TO FINAL APPROVAL BY PPLT.

Submitted By

Printed Name and Title

Date

THE FOREGOING QUOTE AND OFFER ARE HEREBY APPROVED AND ACCEPTED BY PLAYPOWER LT FARMINGTON INC.

By: _____

Date: _____



Agenda Item XI. G.
Date Prepared: July 22, 2019
ISD 834 Board Meeting

Agenda Item: Community Engagement Working Group Meeting Calendar
Meeting Date: July 25, 2019
Contact Person: Shelley Pearson, School Board Vice Chair

Summary: The Community Engagement Working Group has determined their meeting calendar for the second half of 2019. This calendar of meetings will be posted to the district website under school board committee assignments. These meetings are open to the public.

Date	Time	Location
August 8, 2019	9:00 – 10:00 a.m.	Central Services 1875 South Greeley Street. Stillwater, MN
August 22, 2019	9:00 – 10:00 a.m.	Central Services 1875 South Greeley Street, Stillwater, MN
September 12, 2019	9:00 – 10:00 a.m.	Central Services 1875 South Greeley Street, Stillwater, MN
September 26, 2019	9:00 – 10:00 a.m.	Central Services 1875 South Greeley Street, Stillwater, MN
October 10, 2019	9:00 – 10:00 a.m.	Central Services 1875 South Greeley Street, Stillwater, MN
October 24, 2019	9:00 – 10:00 a.m.	Central Services 1875 South Greeley Street, Stillwater, MN
November 14, 2019	9:00 – 10:00 a.m.	Central Services 1875 South Greeley Street, Stillwater, MN
November 21, 2019	9:00 – 10:00 a.m.	Central Services 1875 South Greeley Street, Stillwater, MN
December 12, 2019	9:00 – 10:00 a.m.	Central Services 1875 South Greeley Street, Stillwater, MN
December 19, 2019	9:00 – 10:00 a.m.	Central Services 1875 South Greeley Street, Stillwater, MN
<u>Community Engagement Working Group Members 2019</u> Shelley Pearson, School Board Vice Chair Jennifer Pelletier, School Board Member Sarah Stivland, Board Chair Clerk		

Recommendation:

A motion and a second to approve the action item will be requested.

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



Agenda Item XII. A. B.C.
Date Prepared: July 17, 2019
ISD 834 Board Meeting

Agenda Item: School Board Reports
Meeting Date: July 25, 2019

Background:

- A. Chairperson Report
- B. Working Group Reports
 - 1. Community Engagement
 - 2. Finance and Operations
 - 3. Legislative
 - 4. Personnel
 - 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 XIII.
Date Prepared: July 17, 2019
ISD 834 Board Meeting

Agenda Item: Adjournment
Meeting Date: July 25, 2019
Contact Person: School Board Chair

Background:
The meeting must be adjourned formally.
