



**Independent School District 834
Video Conference
School Board Business Meeting Agenda – December 3, 2020 6:00 p.m.**

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Agenda**
- IV. **Superintendent Report**
- V. **Introductory Items**
 - A. Student Report
 - B. Recognition – Washington County CRF Funding
- VI. **Open Forum**

Fifteen speakers will be allotted three minutes each to speak
- VII. **Consent Agenda**
 - A. Minutes of November 19, 2020 Business Meeting
 - B. Minutes of November 19, 2020 Closed Meeting
 - C. Disbursement Register – November 21, 2020 - December 4, 2020
 - D. Human Resources Personnel Report
- VIII. **Reports**
 - A. Truth and Taxation Public Input - Mr. Dale Sundstrom
 - B. On the Dial Learning Update – Interim Superintendent Malinda Lansfeldt
 - C. Second Reading – Policy 510 – Shared Time Students – Dr. Jennifer Cherry
 - D. Second Reading – Policy 721.1 - Board Approval of Contracts and Expenditures – Chair Sarah Stivland
 - E. Superintendent Evaluation – Chair Sarah Stivland
 - F. Contract Reviews - November 20, 2020- November 30, 2020 – Mr. Dale Sundstrom
 - G. Community Engagement Services - Mr. Dale Sundstrom
 - H. Municipal Advisor Services - Mr. Dale Sundstrom
- IX. **Action Items**
 - A. Community Engagement Services - Mr. Dale Sundstrom
 - B. Municipal Advisor Services - Mr. Dale Sundstrom
 - C. 2019-2021 Terms and Conditions of Employment for Tech Support and Coordinators/Supervisors/Specialists (CSS) - Ms. Cathy Moen
 - D. 2019-2021 Terms and Conditions of Employment for District Directors, Managers, and Program Administrators - Ms. Cathy Moen

- E. 2020-2022 Terms and Conditions of Employment for Community Ed Leads and Assistants - Ms. Cathy Moen
- F. Course Additions, Revisions, and Deletions – Ms. Rachel Larson
- G. Change School Board meeting time on December 17,2020 from 8:00 am to 6:00 pm - Chair Sarah Stivland
- H. Superintendent Contract Negotiation - Chair Sarah Stivland

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

- XI. **Adjournment**
 - A. Adjourn

In response to guidance from the Centers for Disease Control and Prevention (CDC) on social distancing, the school board meeting will be available to the public to watch online only. The meeting will be web streamed live and archived on the district's website. Future board meetings may be conducted electronically until CDC recommendations related to the COVID-19 situation change



Agenda Item I.
Date Prepared: November 25, 2020
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: December 3, 2020

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item II.
Date Prepared: November 27, 2020
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: December 3, 2020

Background:

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

Board Members

Sarah Stivland, Board Chair

Tina Riehle, Treasurer

Mike Ptacek, Clerk

Jennifer Pelletier, Director

Beverly Petrie, Director

Alison Sherman, Director

Liz Weisberg, Director

Malinda Lansfeldt, Interim Superintendent, Ex-Officio

Recommendation:

Board action is not required.



Agenda Item III.
Date Prepared: November 27, 2020
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: December 3, 2020

Background:

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

Recommendation:

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

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



Agenda Item IV.
Date Prepared: November 27, 2020
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: December 3, 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 V.
Date Prepared: November 27, 2020
ISD 834 Board Meeting

Agenda Item: Introductory Items
Meeting Date: December 3, 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 announcements 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.
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Recommendation:

Board action is not required.



Agenda Item VI.
Date Prepared: November 27, 2020
ISD 834 Board Meeting

Agenda Item: Open Forum
Meeting Date: December 3, 2020

Background:

Open Forum Expectations during COVID-19 Pandemic

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

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

Stillwater Area School District welcomes input from citizens as community involvement fosters better decision making and improved learning experiences for all students. While comments and questions are welcome during Open Forum, law prohibits the Board from discussing concerns about individual employees or students in a public meeting. We will stop the proceedings immediately if employee or student privacy issues are raised and direct the speaker to forward comments regarding individual employees or students to the superintendent.

Because we are modeling civil discourse for our community, speakers must present their testimony in a respectful manner. Vulgarity, character attacks, malice or specific complaints identifying staff or students by name or implication will not be permitted.

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

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

Recommendation:

This is for informational purposes only.



**Agenda Item VII. A.B.C.D.
Date Prepared: November 27, 2020
ISD 834 Board Meeting**

Agenda Item: Consent Agenda
Meeting Date: December 3, 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 Regular Meeting Minutes November 19, 2020

Contact Person: Mike Ptacek, Clerk or Joan Hurley, Secretary
A copy of the minutes is included for your review.

B. School Board Closed Meeting Minutes November 19, 2020

Contact Person: Mike Ptacek, Clerk or Joan Hurley, Secretary
A copy of the minutes is included for your review.

C. School Board Meeting Disbursement Register November 21, 2020 – December 4, 2020

Contact Person: Dale Sundstrom, Interim Executive Director, Finance
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
Video Conference
November 19, 2020 – 6:00 p.m. Meeting Minutes

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

II. Roll Call: Present: Sarah Stivland, chair; Mike Ptacek, clerk; Tina Riehle, treasurer; Jennifer Pelletier, director; Beverly Petrie, director, Alison Sherman, director, Liz Weisberg, director

III. Approval of the Agenda

Motion to approve the agenda by: Member Ptacek; seconded by: Member Riehle; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

IV. Oath of Office

Two new School Board members, Beverly Petrie and Alison Sherman were sworn into office and accepted the positions as School Board Directors of our school district with duties empowered by the Minnesota Legislature. Congratulations and welcome.

V. Superintendent Report

- We will be working with the School Board to develop a legislative platform to identify a couple legislative priorities, including General education formula, enrollment, mental health and Special Education. The working group will provide a draft to bring to the School Board in the upcoming weeks.
- Congratulations to Stillwater FFA members who claimed two regions 4FFA Virtual Career Development events (CDEs). The Fish and Wildlife CDE team earned a first place finish in a field of 12 FFA chapters in the regional virtual event coordinated by Minnesota FFA.
- Whether your child is in school or moving to distance learning, they can still get a free breakfast and lunch every day thanks to special federal funding. All students 18 years and younger eat free this year, both in school and at home. No paperwork required.
- We have a brand new website that was launched this week to support families through distance learning. We will be sending the link to families and staff. We encourage you to visit this site and get comfortable with the information included.
- MDHR through a local health department is providing an early testing opportunity that is semi permanent. A no barrier COVID saliva test site is available and located at the Stillwater Armory for the community in and around Stillwater.

VI. Introductory Items

A. Student Report

Mara provided a report on academics -

- High school and middle students have transitioned to online learning, which is a similar schedule to in person classes and is mostly synchronized learning. Many students have 3 Zoom classes per day varying in length and we have work time in

our classes. We are now in quarter 2 and have begun our hour 2, 4 and 6 clases. Students should have received all materials necessary for this quarter from the schools this past week.

- We had the largest student athletes ever to participate in the Stillwater Area High School fall college signing day. 16 Pony student-athletes signed with Division 1 universities

Brynn provided a report on Activities and Student Life -

- Due to the MN mandated social distancing guidelines every school club and organization is now holding their meetings via Zoom or Google Meet.

Stillwater FFA members earned top honors in two regional events. The Fish and wildlife team earned 1st place. Members advancing to state include; Matthew Crane, Grace Grant, Anthony Lang and Catherine Miller. Aso, Bryanne Johnson earned 2nd place in the Nursery and Landscape event.

- We recently had freshmen elections for Stillwater Area High School Student Council. Eleven students ran to fill six seats. Congratulations to our newly elected students council members and all FFA participants.
- SAHS public schools will be closed on Nov 26 and 27 for Thanksgiving break. ● Students are currently dealing with the current pause of winter sports which is effective until Friday, December 18. It is a recommendation for all students who want to participate in winter sports to register. Coaches will be sending out updates and communicating with players regarding the upcoming season. Many coaches will have weekly Zoom training sessions for players to prepare until winter sports can resume.
- The PAC is closing November 20 at 2pm and they plan to reopen on Saturday, December 19

B. Recognition

Superintendent Lansfeldt recognized our Adv Club Staff on their work ethics during this stressful time supporting our tier one families. This staff goes above and beyond and are truly appreciated. Amy Skare, Youth Program Supervisor shared that their program has been running every day and working with the COVID guidelines to help maintain stability to our families. The Adventure Club staff are dedicated employees who have worked tirelessly to provide a safe environment for our students. Some of the Adventure Club Staff shared their site location and years with the district. Kim Johnson is the Site Lead at Stonebridge Elementary and has been with the district for 28 years, Beth Pawlenty is the Site Lead at Afton Lakeland Elementary and has been with the district for 16 year and Bonnie Nass is the Site Lead at Rutherford Elementary and has been with the district for 26 years.

VII. Open Forum

1. Tim Brewington, 10750 Ashley Lane - Special Ed concerns
2. Carl Blondin, 617 Sunrise Avenue - Finance concerns with CESO
3. James Franklin, 642 Midwest Trail Place North - Financial Expenditures

VIII. Consent Agenda

1. Minutes of November 5, 2020 Business Meeting
2. Minutes of November 5, 2020 Closed Meeting
3. Minutes of November 13, 2020 Special Meeting
4. Disbursement Register November 7, 2020 – November 20, 2020
5. Gifts and Donations – September 1, 2020 – October 31, 2020
6. Human Resources Personnel Report
7. Identify Official with Authority for MDE

Motion by Member: Director Weisberg to approve the Consent Agenda items; Seconded by Member: Director Riehle; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

IX. Reports

A. Course Additions, Revisions, and Deletions – Ms. Rachel Larson

The purpose of this report is to share the Curriculum Advisory Council's recommended high school course additions, revisions and changes for the 2021-2022 school year. Every year teachers, departments, curriculum teams, administrators and members from the Learning and Innovation Department are provided an opportunity to submit Course Approval Forms to the Curriculum Advisory Council. On November 10, 2020 the Curriculum Advisory Council, composed of students, parents, community members, teachers, administrators and members of the Learning and Innovation Department, recommended seven course name changes and three course revisions. They also recommended the addition of five new courses including, Social Studies-Ethic and Cultural Studies, Pathways Global Elective-Directed Study, PE/Health-Person Leadership, PE/Health-Careers in Physical Education, Exercise Science and Sport, and Fish and Wildlife II.

B. Contract Reviews - October 30, 2020-November 12, 2020 – Mr. Sundstrom

Mr. Sundstrom reviewed the contracts and expenditures from October 30 to November 12, 2020.

- Ban-Koe Systems Agreement – Purchased 6 PA speakers for Andersen Elementary – cost of \$1,916.61
- City of Lake Elmo – CUP application for transportation terminal – cost of \$3,550
- Computex Technology Solutions – Citrix virtual apps and desktops 3-year subscription – cost of \$33,652.50
- Computex Technology Solutions – Microsoft Windows Server License – cost of \$805.00
- Computex Technology Solutions – Citrix Remote Access Services - \$15,500.00 (paid in two phases)
- Johnson Controls Service Agreement – Repair Lily Lake's Chiller Temp Sensor – cost of \$985.00
- Morris Leatherman Co. – conducting market research by telephone survey (distance learning & parents sending students to another school option this fall - \$12,000 for a 30-question survey and each add'l question unit will be \$150
- Northern States Power dba Xcel Energy Electric Service Agreement Cancellation – Cancel old contract and re-sign new contract for SAHS building Peaked-Controlled Tiered Services - no cost
- Northern States Power dba Xcel Energy Electric Service Agreement – SAHS building Peaked-Controlled Tiered Services from Nov 2020 to Nov 2025 – no cost
- Northern States Power dba Xcel Energy Electric Service Agreement Cancellation – Cancel old contract and re-sign new contract for Stonebridge building Peaked-Controlled Tiered Services - no cost
- Northern States Power dba Xcel Energy Electric Service Agreement – Stonebridge building Peaked-Controlled Tiered Services from Nov 2020 to Nov 2025 – no cost
- Suburban Elevator Co. – Furnish & install new vertical platform lift next to stage at Afton-Lakeland School – cost of \$17,200
- Washington County COVID-19 School Assistance Program/Grant Agreement – WA County agrees to distribute up to \$578,160.00 in CARES Act funds to the Stillwater Schools to reimburse for costs incurred during the period of 3/1/20 to 11/5/20 (i.e. protective equipment, in-person education, technology/distance learning programs, add'l transportation costs and add'l costs for providing meals within WA County)

C. Enrollment Report – Mr. Sundstrom

Mr. Sundstrom presented a comprehensive look at student enrollment. It includes

enrollment retention and history. Along with reviewing where students are choosing to attend. We have seen a slight decrease in the number of non-resident students open enrolling to our schools, along with a number of students choosing private and charter schools. We retained 83% of our Pre-Kindergarten students in our district as Kindergarten students. Enrollment choice contributing to a decline of 260 students compared to the projection used for budgeting is due in large part to COVID19, this decline may not be long term.

Interim Superintendent Lansfeldt displayed a “2021-22 Next Step Kindergarten” folder, which will be mailed out to families next week. We want to capture all the kindergarten students for next year.

On the Dial Learning Update – Interim Superintendent Lansfeldt

- COVID-19 Dashboard Data

- The CDC has shared data from October 25 through November 7, 2020. These numbers of cases are per 10,000 over a 14 day period and by county of residence.
- Washington County rates have gone up. Today we are at 118.90 cases per 10,000, last week we were at 84.49 and two weeks ago we were at 78,8 cases. It is recommended that the district go to distance learning for all students. Our neighboring counties also went up.
- Washington county dashboard cumulative cases are at 11,206. The total cases hospitalized is at 501, total cases in the ICU icu is 128 and the total deaths are 100. The prison data has been subtracted from the data.
- University of Minnesota dashboard - daily COVID rates by counties - every county is in red, which means above 50 cases per 10,000 The graph shows the rate from October 19, 2020 until Thursday, November 19, 2020. Today's rate is at 140.4 and is predicted to be at 208 next week. The daily rate for our district is at 149.4 and is forecasted to go up to 215.
We continue to see an upward trend. In the past two weeks we have been well above 100.
- Dashboard for Stillwater Area Schools shows the one week timeframe in our schools for the week of November 6, 2020 through November 12, 2020. The number of individuals who have tested positive is 32 students and 15 staff members. We have had a rapid increase in those individuals exposed quaranteed. We have 252 students and 83 staff members. The cumulative totals since the start of the year is 86 students and 92 staff and the cumulative exposure or quaranteed since the beginning of the school year over 2,000 students and over 300 staff.

- Why might we consider a learning model change?

- We are still seeing uncontrollable community spread. Our County COVID-19 numbers are increasing, The trajectory does not look good. We are seeing a significant number of staffing absences and unfilled positions. our students' attendance is being impacted and our health and safety operations are also a concern. We have staff shortages in our health offices, which has an impact on serving our students. The bus driver absence has been an ongoing struggle. We continue to have a waitlist in child care and we have had a number of staff absences in Adventure Club.
- When we make these recommendations for a model change, we keep in close contact with the Department of Education, the Department of Health and our Washington County partners. Recently we have had to move two of our elementary schools to the distance learning format. We could not safely operate these schools due to the high number of absences. We have seen significant

spikes in cases since MEA, we have tried to mitigate some of these by shifting our leadership staff between our buildings. Last weekend we made an emergency shift for all of our assistant principals to move into elementary schools to help support our buildings. Para's have been assigned and re-assigned within and throughout the district. Interventionist and instructional coaches are filling in for classroom teachers.

- Because of our operational capacity limitations and the widespread community spread of COVID-19, we are recommending that (K-5) elementary students and ALC students be moved to distance learning, all special education students be moved to enhanced distance learning and continue distance learning for all K-12 for the second quarter. Our proposal is that we stay in distance learning through the end of quarter 2 and return on Monday, January 25, 2021. After winter break, we will prioritize and phase in more in-person instruction for our youngest and most dependent students. We will continue to watch the data and if trends improve, an earlier return may be considered.

- Childcare in Distance Learning

Families were advised to enroll for their Distance Learning care schedule by November 18. The Registration portal is still open and contracts will be accepted in priority order. ●

- Free meals

All students will continue to receive free breakfast and lunch under the USDA program. There are more sites, times and days for distribution. We will have distribution every day per week. For more information, visit the [Nutrition Services](#) page on the district website.

- New Website - hub.stillwaterschools.org

This site is designed to help support families and students during online learning this year. You can find the link from our current website or go to hub.stillwaterschools.org. Some of the area on this website are;

- COVID dashboard
- Learning - by Grade Level
- Family Support - which includes, Attendance, Mental Health Services, Nutrition Services, School Age Care and Technology Assistance

- Governor Walz came out with his Latest Emergency Executive Order #20-99 This order requires some closures of gyms and recreational facilities, which includes the Pony Activity Center (PAC), all adult and youth fitness activities, high school and middle school sports and adult enrichment. We are going to put a pause on Preschool, Youth Enrichment and most facility rentals.

Interim Superintendent Lansfeldt encouraged everyone to go in and get tested in the upcoming weeks. There are "at home" free tests available and you can order up to 5 kits per household. For more information, visit our new website at hub.stillwaterschools.org. You can go to the community testing site at the Stillwater Armory for a free saliva test. Also, Hudson physicians are doing some instant testing. Please continue to report Covid 19 illnesses to your school nurse during distance learning.

E. First Reading – Policy 510 – Shared Time Students – Dr. Cherry

Dr. Cherry shared this policy with the School Board. It addresses non-public or home-schooled students enrolled part-time in the district. A second reading of this policy will be presented at the December 3, 2020 School Board meeting.

F. First Reading – Policy 721.1 - Board Approval of Contracts and Expenditures – Chair Stivland

Chair Stivland presented this policy following a board approved procedure which was approved at the last meeting. The objective of this policy is to apply consistency, maintain a

balanced budget, ensure competitive pricing, and to assist the board in oversight, in keeping with its fiduciary duties and obligations. A second reading of this proposed policy will be presented at the December 3, 2020 School Board meeting.

X. Action Items

A. District Learning Model – Interim Superintendent Lansfeldt

Interim Superintendent Lasfeld shared concerns about operation capacity and the rapid spread of COVID-19. She is recommending that all elementary students move to distance learning until January 25, 2021, we will try to move students back to school earlier. The youngest grades first, including Pre-K students.

Motion by: Chair Stivalnd to amend the motion to move the ALC, Special Education and all K-12 regular students to the distance learning model, and suspend Preschool programming until January 25, 2021, as proposed by administration, with the possibility that, beginning with our youngest and most dependent students, a return to hybrid learning could happen before that date, if the COVID-19 rates significantly decrease in our county. Seconded by: Member Weisberg Vote: 6 ayes, 1 nays (Riehle), Motion Carried 6-1

Motion by: Member Pelletier to amend the motion to have Preschool suspended until January 4, 2021; Motion failed due to lack of second.

B. End of Grant COVID Relief Funds (CRF) – John Perry

Mr. Perry is requesting to move forward with the expenditure of the remaining \$600,000.00 COVID Relief Funds that the district has access to at this time. Due to the timeline, he is asking that the School Board approves the report and the payment for the items. He would like to purchase 250 replacement laptops for teachers and 650 iPads for students. We need to spend these funds by the end of the year in order to qualify for this grant. The total amount requested is \$542,987.00

Motion by: Member Riehle to authorize the purchase and payment of additional technology as recommended from administration; Seconded by: Member Weisberg. Vote: 7 ayes; 0 nays, Motion Carried Unanimously.

XI. Board Reports

1. Board Chair Report – Chair Stivland does not have anything to report.
2. Working Group Reports

1. Community Engagement – Nothing to report
2. Finance and Operations – Today the Finance group met and discussed the purchase of teacher laptops and student ipads.
3. Legislative – This was covered in the Superintendent report
4. Policy – The Policy committee meets twice a month from 2:30-3:30 pm. The dates and times are posted on the district website and open to the public. We have two policies that are going through the first reading tonight.

3. Member Reports:

Director Riehle is the board representative for contracts and negotiations. Currently the board and SCEA are in mediation. They were scheduled to meet on Monday, November 16, however, that meeting was cancelled by SCEA. They are hoping to meet at the first available date the mediator offers.

Director Pelletier would like to give a shout out to Mr. Muser and the music department. It is amazing what all of our teachers are doing at this time. They have been teaching 30 plus students via Zoom. You are super heroes.

XII. Adjournment to Closed Session

Minnesota Open Meeting Law, Minnesota Statute 13D.05 subd.03(a) allows the School Board to close a meeting for the purpose of a Superintendent evaluation. At this time the School Board is interested in conducting a Superintendent mid-year evaluation because we feel that it is beneficial to the Board, the Superintendent and the school district.

Following the closed session, the Board will reconvene in the open meeting, where it is possible for any potential board action to take place.

Motion by: Chair Stivland to move to a closed meeting for the purpose of a Superintendent evaluation; Seconded by: Member Riehle. Vote: 7 ayes; 0 nays, Motion Carried Unanimously.

A. The open meeting adjourned to the closed meeting at 10:12 p.m.

Respectfully submitted, Mike Ptacek, Clerk



Independent School District 834 - Stillwater Area Public Schools

Video Conference School Board Closed Meeting Minutes November 19, 2020

I. The meeting was called to order at 10:22 p.m.

II. Roll Call

Members present: Jennifer Pelletier, Beverly Petrie, Mike Ptacek, Tina Riehle, Alison Sherman, Liz Weisberg, Sarah Stivland.

Others present: Interim Superintendent Malinda Lansfeldt

III. Approval of the Agenda

Motion by: Member Riehle; Second by: Member Weisberg; Vote: 7 ayes 0 nays, motion carried unanimously.

IV. Adjourn to Closed Session to evaluate Interim Superintendent Lansfeldt in accordance with MN Statute 13D.05 Subd. 3(a) a public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting.

Motion by: Member Weisberg; Second by: Member Stivland; Vote: 7 ayes, 0 nays, motion carried unanimously

V. Closed meeting adjourned by Sarah Stivland at 11:26 p.m.

Respectfully submitted by Mike Ptacek, clerk.

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Dahle, Karen	Resignation	Community Education Assistant 14.25 hrs/week Early Childhood Family Center	CE Leads & Assistants	November 10, 2020
Hult, Skyler	Resignation	Assistant Gymnastics Coach Stillwater Area High School	Co-Curricular	November 13, 2020
Moen, Cathy	Resignation	Executive Director of Administrative Services Central Services	Directors	December 10, 2020
Noland, Patrick	Resignation	Weight Room Club Advisor Oak-Land Middle School	Co-Curricular	November 17, 2020
Petersen, Tod	Resignation	Paraprofessional 6.25 hrs/week Lily Lake Elementary School	SCPA	November 17, 2020
Pieper, Stacy	Resignation	Health Care Specialist, 6.5 hrs/day Currently on a leave of absence	CSS	November 13, 2020
Wiebe, Jill	Resignation	Cafeteria 4.0 hrs/day Mahtomedi High School	Cafeteria	November 12, 2020
Yang, Shirley	Resignation	Community Education Assistant 16.0 hrs/week Afton-Lakeland Elementary School	CE Leads & Assistants	November 20, 2020

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Al-Dokhi, Thuha	Community Education Assistant District Wide	\$15.00 hour	Casual	Casual	November 16, 2020
Baxter, Megan	Community Education Assistant District Wide	\$14.50 hour	Casual	Casual	November 16, 2020
Durham, Lisa	Paraprofessional 17.5 hrs/week Early Childhood Family Center	\$16.50 hour	Replacement	SCPA	November 16, 2020
Fischer, Emma	Community Education Assistant 16.0 hrs/week Stonebridge Elementary School	\$15.00 hour	Replacement	CE Leads & Assistants	November 17, 2020
Meister, Kailea	Community Education Assistant 18.0 hrs/week Afton-Lakeland Elementary School	\$15.75 hour	Replacement	CE Leads & Assistants	November 23, 2020
Shimek, Sara	Community Education Site Lead 8.0 hrs/day Andersen Elementary School	\$19.73 hour	Replacement	CE Leads & Assistants	November 30, 2020
Thein, John	Director of Finance Central Services	\$139,856	Replacement	Directors	December 1, 2020

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Engelstad, Michelle	Approve	1.0 FTE Math Teacher St. Croix Valley ALC	SCEA	September 8, 2020 - December 23, 2020
Hillstrom, Jacqueline	Approve	1.0 FTE Social Studies Teacher Stillwater Middle School	SCEA	October 28, 2020 - January 8, 2021

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Borer, Barbara	.5 FTE Instructional Coach Afton-Lakeland Elementary	1.0 FTE Elem. Online Learning Coordinator District Wide	COVID	CSS	November 3, 2020 - June 7, 2021
Drommerhausen, Mark	Elementary Principal Brookview Elementary	Director of Operations Central Services	Replacement	Directors	December 1, 2020
Johnson, Brandee	.8 FTE Speech Pathologist Andersen Elementary	1.0 FTE Speech Pathologist Andersen Elementary	2020-2021 Staffing	SCEA	November 6, 2020
Wemeier, Peter	1.0 FTE LTS English Teacher Stillwater Area High School	1.0 FTE LTS English Teacher Stillwater Area High School	SCEA	Replacement	August 24, 2020 - December 22, 2020 (End date adjusted)

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Cha, Merci	Targeted Service Teacher Lake Elmo Elementary	2020-2021 Staffing	SCEA	November 16, 2020 - December 10, 2020



Agenda Item VIII. A.
Date Prepared: November 23, 2020
ISD 834 Board Meeting

Report Item: Certify the 2020 Payable 2021 Tax Levy

Meeting Date: December 3, 2020

Contact Person: Dale Sundstrom, Interim Executive Director of Finance and Operations

Action Timeline: December 17, 2020

Summary:

The Board of Education certified \$40,471,667.08 for 2020 Payable 2021 levy on September 24, 2020. At the Board business meeting held on December 3, 2020, Dale Sundstrom, Interim Executive Director of Finance and Operations, will provide information on the Truth in Taxation Requirements including the current budget and the proposed Tax Levy for Taxes Payable 2021. At this time the public will have an opportunity to comment.

The Board of Education is required to adopt the final levy for Taxes Payable 2021 and certify to the county auditor on or before December 31, 2020. The current 2020 Payable 2021 Tax Levy is as follows:

General Fund	\$ 30,323,329.85
Community Service Fund	\$ 1,002,030.99
Debt Service Fund	\$ 9,146,306.24
Total Levy	\$ 40,471,667.08

Recommendation:

This is a report item. Action to adopt the Taxes Payable 2021 will be taken at the December 17, 2020 school board meeting.



Truth in Taxation

2020 Levy Payable 2021

Presented to the School Board
December 3, 2020

Curiosity Thrives Here

School District Budget

Current School Year

2020-21



2020-2021 Preliminary Budget

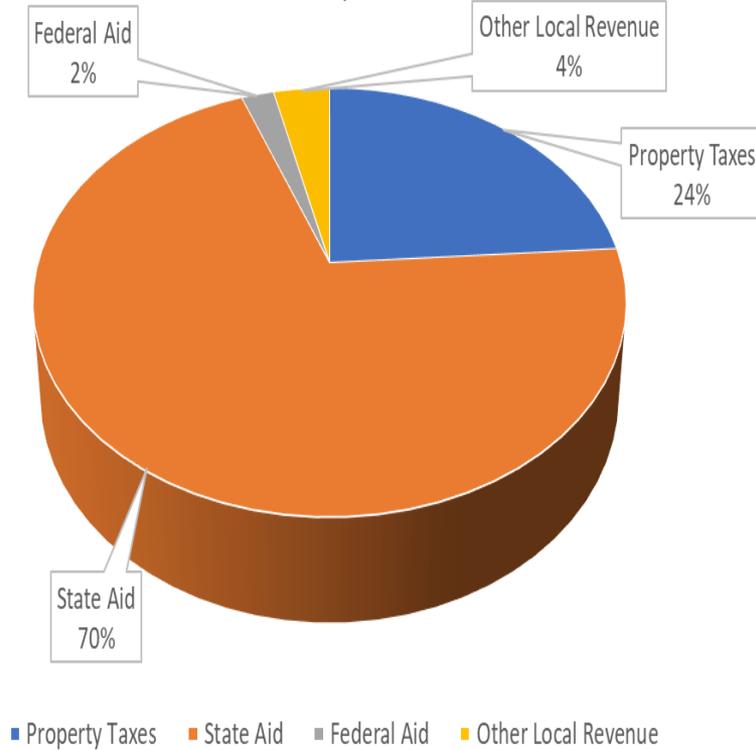
<u>Revenue</u>	Actual 2019-2020	Preliminary 2020-2021	% Difference	% of Total
General Fund				
Levy	\$ 29,103,777	\$ 27,142,252	-6.7%	23.9%
State Aid	79,050,192	79,836,432	1.0%	70.3%
Federal	1,861,777	2,387,989	28.3%	2.1%
Grants	-	-	#DIV/0!	0.0%
Other Local Revenue	3,068,201	2,859,538	-6.8%	2.5%
Extra/Co Curricular Fees	493,179	553,000	12.1%	0.5%
Student Activities/Donations	1,232,274	740,000	-39.9%	0.7%
General Fund	\$ 114,809,400	\$ 113,519,211	-1.1%	100.0%
Food Service Fund	\$ 3,924,484	\$ 4,492,367	14.5%	
Community Service Fund	6,133,641	7,611,700	24.1%	
Building Construction Fund	43,840	20,000	-54.4%	
Debt Service Fund	10,023,670	10,475,402	4.5%	
Trust and Agency Fund	82,409	5,000	-93.9%	
Total Revenues	\$ 135,017,444	\$ 136,123,680	0.8%	

2020-2021 Preliminary Budget

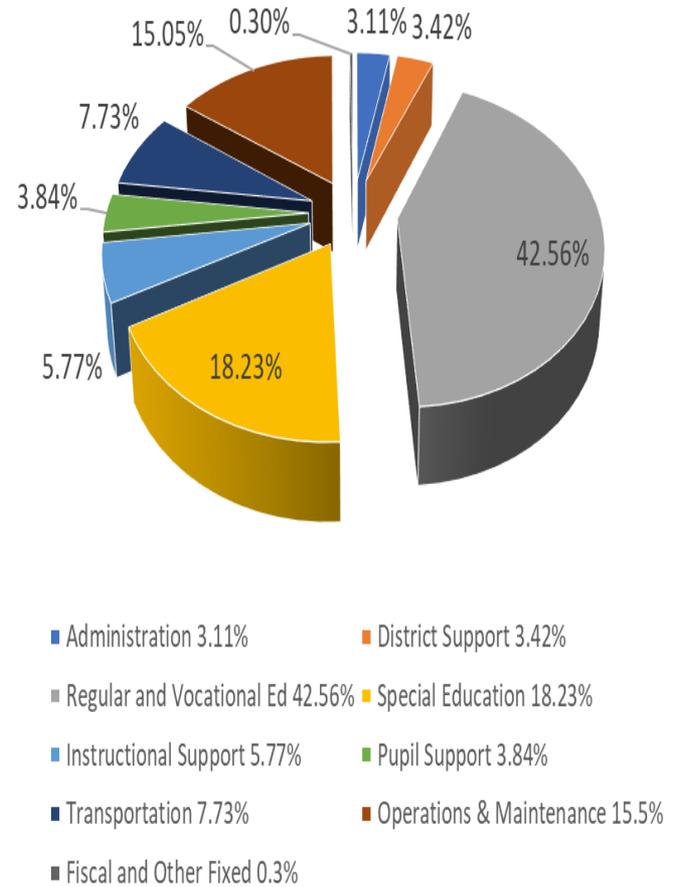
	2019-2020	2020-2021	Difference	Total
General Fund				
District & School Administration	\$ 3,596,443	\$ 3,564,925	-0.9%	3.1%
District Support Services	3,985,326	3,918,261	-1.7%	3.4%
Regular Instruction and Vocational Instruction	46,598,090	48,792,402	4.7%	42.6%
Special Education	20,231,562	20,902,085	3.3%	18.2%
Community Service	0	0		
Instructional Support Services	6,455,302	6,611,179	2.4%	5.8%
Pupil Support Services	4,310,420	4,404,975	2.2%	3.8%
Transportation (Pupil Support)	7,779,007	8,860,733	13.9%	7.7%
Operations and Maintenance	13,707,877	17,249,814	25.8%	15.0%
Fiscal and Other Fixed Costs	418,171	341,500	-18.3%	0.3%
General Fund	\$107,082,198	\$ 114,645,874	7.1%	100.0%
Food Service Fund	\$ 3,744,400	\$ 4,425,385	18.2%	
Community Service Fund	7,022,035	7,786,169	10.9%	
Building Construction Fund	3,014,559	477,000	-84.2%	
Debt Service Fund	10,209,582	10,127,608	-0.8%	
Trust and Agency Fund	13,532	5,000	-63.1%	
Total Expenditures	\$131,086,306	\$ 137,467,036	4.9%	

General Fund Budget

Revenue by Source



Expenditure by Program Area



Authority for School Levies

A School District Tax Levy May Be Either:

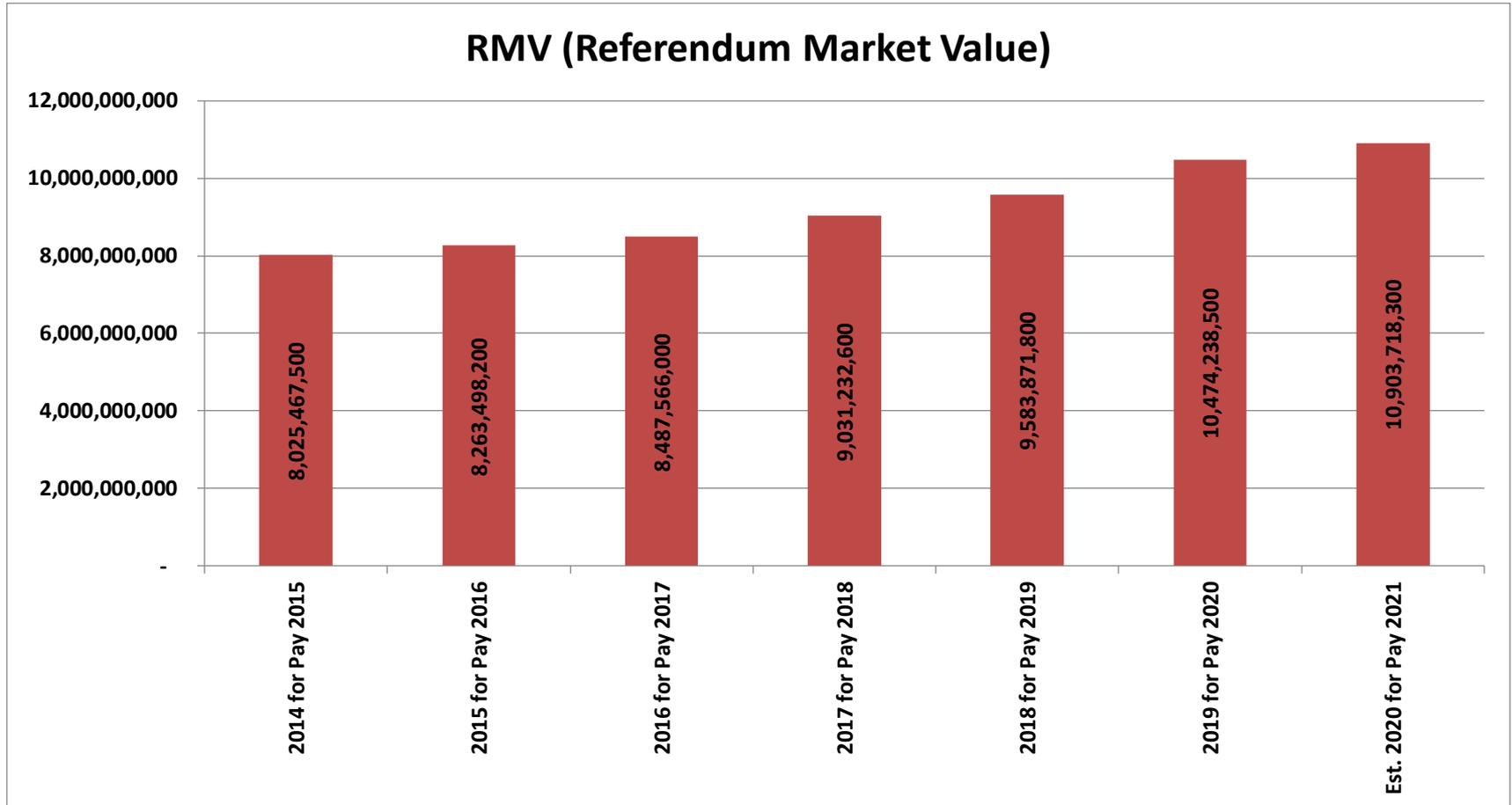
Set by State Formula

or

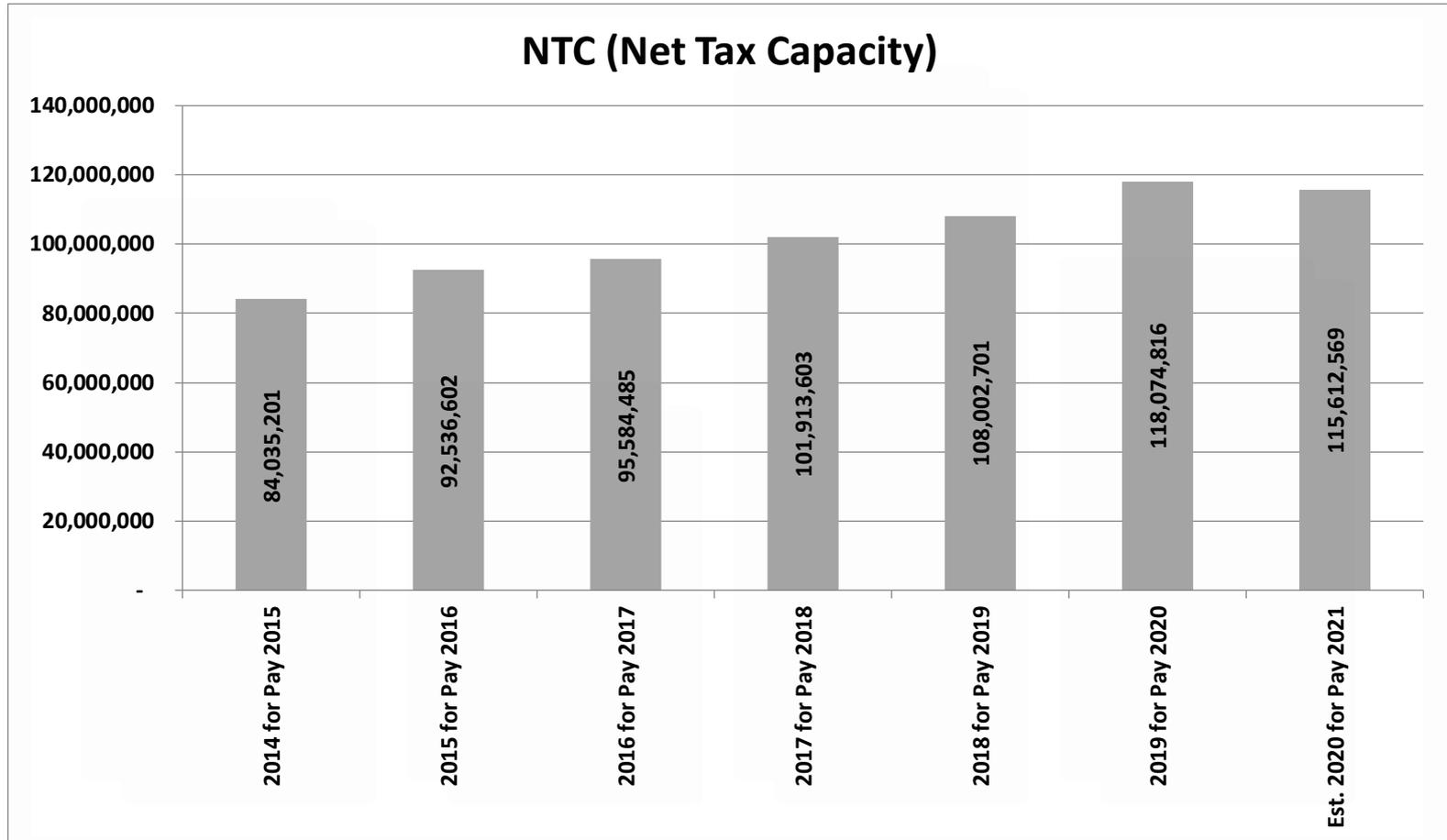
Voter Approved



Referendum Market Value



Net Tax Capacity





General Fund Levies

	Pay 2020 RMV Information	Pay 2020 NTC Information	Total	Est. Pay 2021 RMV Information	Est. Pay 2021 NTC Information	Total
GENERAL FUND						
Operating Referendum - Voter Appr.	12,069,729.69		12,069,729.69	12,156,068.54		12,156,068.54
Prior Years Adjustments	188,868.51		188,868.51	(335,216.34)		(335,216.34)
Sub Total	12,258,598.20	0.00	12,258,598.20	11,820,852.20	0.00	11,820,852.20
Equity	911,975.30		911,975.30	916,307.76		916,307.76
Local Optional	6,726,705.41		6,726,705.41	6,729,311.81		6,729,311.81
Transition	28,752.39		28,752.39	28,763.44		28,763.44
Board Approved Referendum	0.00		0.00	0.00		0.00
Prior Years Adjustments	(19,896.67)		(19,896.67)	(71,739.93)		(71,739.93)
Sub Total	7,647,536.43	0.00	7,647,536.43	7,602,643.08	0.00	7,602,643.08
Operating Capital		1,050,850.95	1,050,850.95		1,152,670.23	1,152,670.23
Alt Teacher Comp (QCOMP)		0.00	0.00		0.00	0.00
Achievement & Integration		315,639.44	315,639.44		343,707.95	343,707.95
Reemployment Ins		38,147.00	38,147.00		65,500.00	65,500.00
Safe Schools		337,161.60	337,161.60		337,291.20	337,291.20
Safe Schools Intermediate		140,484.00	140,484.00		140,538.00	140,538.00
Career and Technical		173,389.56	173,389.56		309,895.11	309,895.11
OPEB Benefits		683,350.00	683,350.00		0.00	0.00
Long Term Facilities Maintenance (LTFM)		5,999,986.33	5,999,986.33		7,602,459.24	7,602,459.24
Building / Land Lease		1,302,349.00	1,302,349.00		1,266,110.00	1,266,110.00
Total Before Adjustments		10,041,357.88	10,041,357.88		11,218,171.73	11,218,171.73
Prior Years Adjustments		(2,998,241.49)	(2,998,241.49)		(318,337.16)	(318,337.16)
Sub Total	0.00	7,043,116.39	7,043,116.39	0.00	10,899,834.57	10,899,834.57
Total General	19,906,134.63	7,043,116.39	26,949,251.02	19,423,495.28	10,899,834.57	30,323,329.85

Community Service Levies

	Pay 2020 RMV Information	Pay 2020 NTC Information	Total	Est. Pay 2021 RMV Information	Est. Pay 2021 NTC Information	Total
Basic Community Education		465,498.55	465,498.55		483,657.90	483,657.90
Early Child Family Home Visiting		310,135.23	310,135.23		317,294.85	317,294.85
Adults w/ Disabilities School Age Care		7,719.34	7,719.34		8,290.85	8,290.85
Prior Years Adjustments		2,000.00	2,000.00		2,000.00	2,000.00
		150,000.00	150,000.00		160,000.00	160,000.00
		29,642.02	29,642.02		30,787.39	30,787.39
Total Comm Service	0.00	964,995.14	964,995.14	0.00	1,002,030.99	1,002,030.99

Debt Service Levies

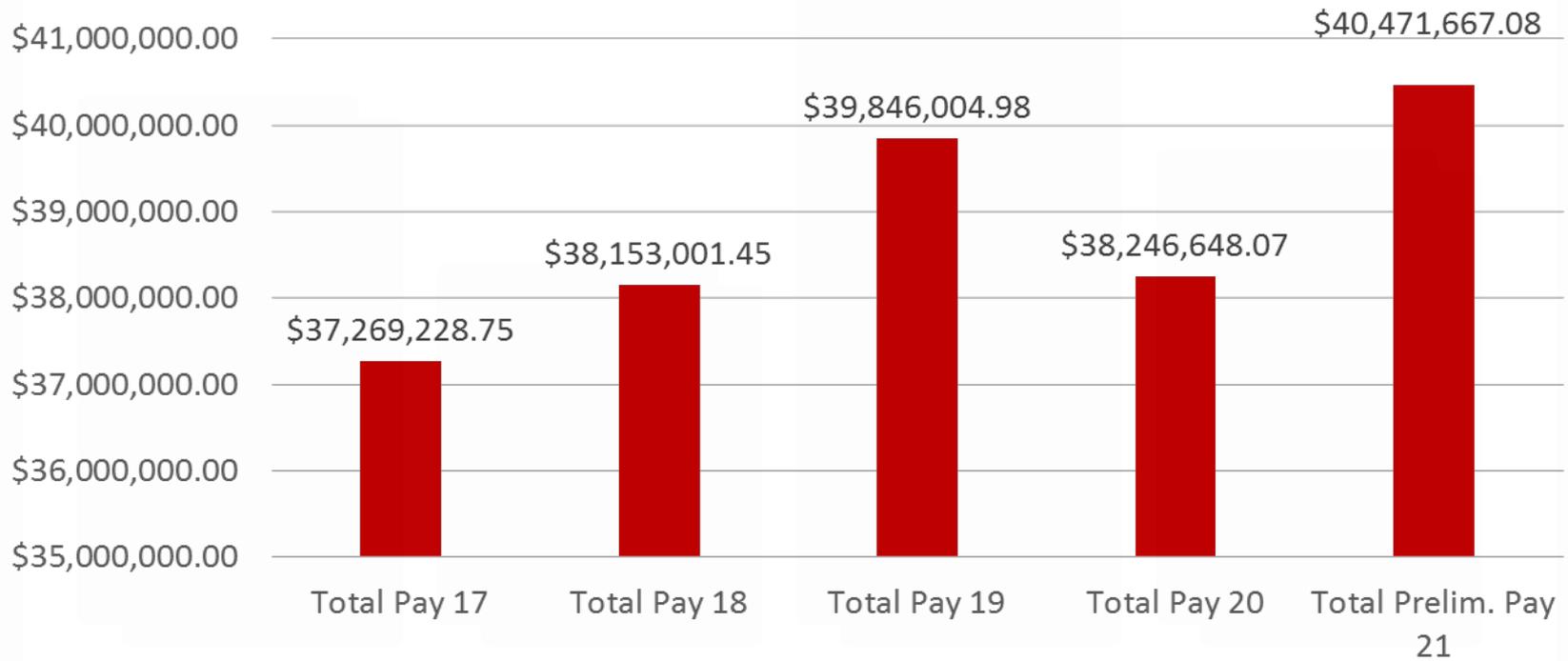
	Pay 2020 RMV Information	Pay 2020 NTC Information	Total	Est. Pay 2021 RMV Information	Est. Pay 2021 NTC Information	Total
Debt Service Voter-Approved		9,586,159.00	9,586,159.00		9,579,859.00	9,579,859.00
Debt Excess		(272,956.96)	(272,956.96)		(1,315,670.53)	(1,315,670.53)
Prior Years Adjustments		3,756.49	3,756.49		5,318.45	5,318.45
Sub Total	0.00	9,316,958.53	9,316,958.53	0.00	8,269,506.92	8,269,506.92
Debt Service Other		1,045,204.65	1,045,204.65		1,016,387.00	1,016,387.00
Prior Years Adjustments		(29,761.27)	(29,761.27)		(139,587.68)	(139,587.68)
Sub Total	0.00	1,015,443.38	1,015,443.38	0.00	876,799.32	876,799.32
Total Debt Service	0.00	10,332,401.91	10,332,401.91	0.00	9,146,306.24	9,146,306.24

Totals

	Pay 2020 RMV Information	Pay 2020 NTC Information	Total	Est. Pay 2021 RMV Information	Est. Pay 2021 NTC Information	Total
General	19,906,134.63	7,043,116.39	26,949,251.02	19,423,495.28	10,899,834.57	30,323,329.85
Community Service	0.00	964,995.14	964,995.14	0.00	1,002,030.99	1,002,030.99
Debt Service	0.00	10,332,401.91	10,332,401.91	0.00	9,146,306.24	9,146,306.24
Total	19,906,134.63	18,340,513.44	38,246,648.07	19,423,495.28	21,843,727.26	40,471,667.08

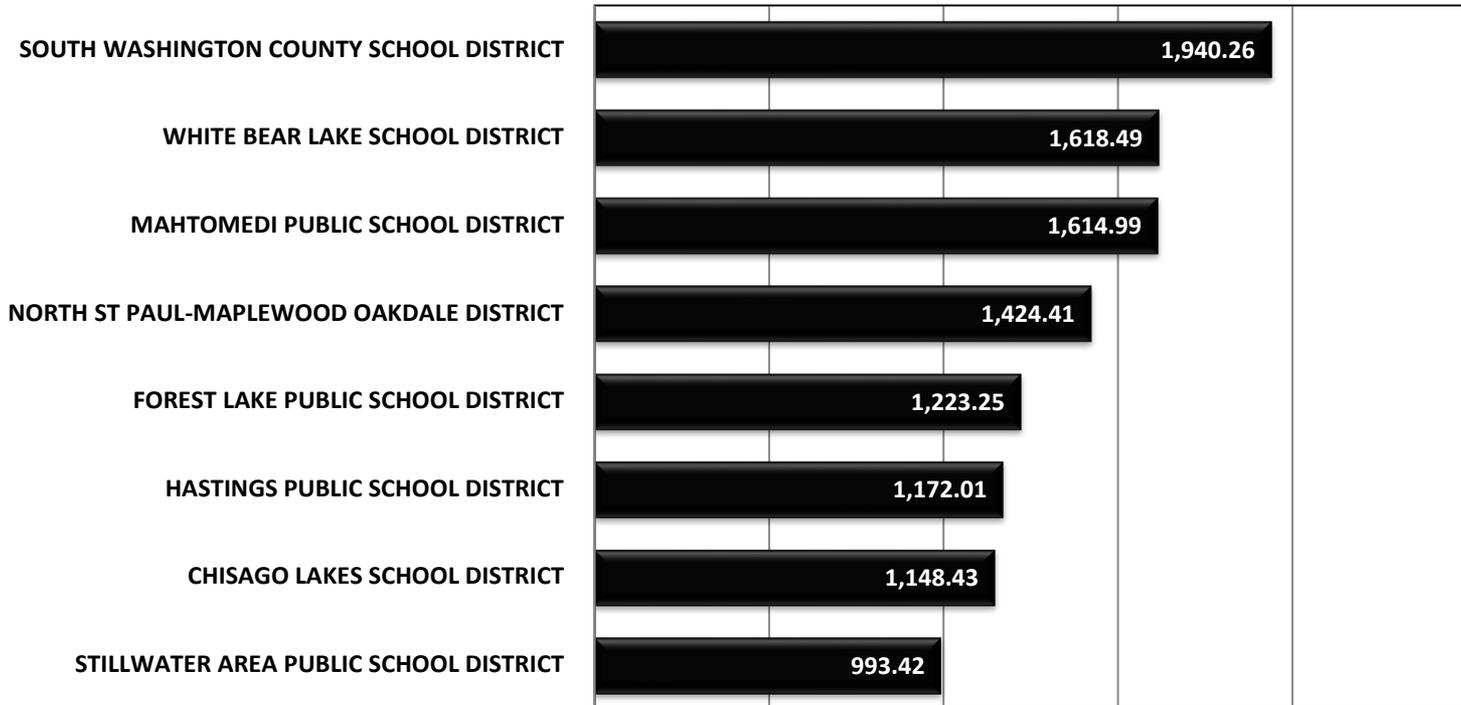


Levy Comparison



District Comparison

Estimated School Portion of Property Taxes Payable in 2021 on a \$300,000 Homestead Residential Property



Estimated Impact on Property Values

Independent School District 834 - Stillwater Area Public School Dist.

Prepared 11/25/20 using Levy Limitation and Certification Report dated 10/15/20



RMV Tax Base Appreciation	4.10%
NTC Tax Base Appreciation	5.05%
Enter in Property Valuation Appreciation	0.00%

Est. Change in the School Portion of Property Taxes from Pay 2020 to Pay 2021

Types of Property	Pay 2021 Est. Value	Pay 2020 Est. Value	RMV Pay 2020	NTC Pay 2020	Est RMV Pay 2021	Est NTC Pay 2021	Difference	
Residential Homestead	\$100,000	\$100,000	\$175.95	\$110.00	\$165.67	\$122.99	\$2.71	
	125,000	125,000	219.93	151.68	207.08	169.58	5.06	
	150,000	150,000	263.92	193.50	248.50	216.35	7.43	
	175,000	175,000	307.91	235.18	289.92	262.94	9.78	
	200,000	200,000	351.89	277.00	331.33	309.71	12.14	
	225,000	225,000	395.88	318.68	372.75	356.30	14.49	
	250,000	250,000	439.87	360.50	414.17	403.06	16.86	
	275,000	275,000	483.85	402.18	455.58	449.66	19.21	
	300,000	300,000	527.84	444.00	497.00	496.42	21.58	
	325,000	325,000	571.82	485.68	538.42	543.01	23.93	
	350,000	350,000	615.81	527.50	579.83	589.78	26.30	
	500,000	500,000	879.73	766.05	828.34	856.49	39.04	
1,000,000	1,000,000	1,759.46	1,723.61	1,656.67	1,927.09	100.69		
Commercial / Industrial	\$100,000	\$100,000	\$175.95	\$229.82	\$165.67	\$256.95	\$16.85	
	250,000	250,000	439.87	651.14	414.17	728.01	51.17	
	500,000	500,000	879.73	1,417.19	828.34	1,584.50	115.91	
	750,000	750,000	1,319.60	2,183.24	1,242.50	2,440.99	180.65	
	1,000,000	1,000,000	1,759.46	2,949.30	1,656.67	3,297.47	245.39	
	1,250,000	1,250,000	2,199.33	3,715.35	2,070.84	4,153.96	310.12	
1,500,000	1,500,000	2,639.19	4,481.40	2,485.01	5,010.45	374.86		
Agricultural Homestead (assume dwelling value is \$300,000 and acreage assessed at \$10,000)	40 acres	\$690,000	\$690,000	\$527.84	\$658.61	\$497.00	\$750.62	\$61.17
	80 acres	1,090,000	1,090,000	527.84	878.71	497.00	1,011.33	101.78
	160 acres	1,890,000	1,890,000	527.84	1,318.93	497.00	1,532.76	183.00
	320 acres	3,490,000	3,490,000	527.84	2,920.21	497.00	3,416.43	465.38
Agricultural Non-Homestead (dollars per acre)	\$5,000	\$5,000	\$0.00	\$5.50	\$0.00	\$6.52	\$1.02	
	6,000	6,000	0.00	6.60	0.00	7.82	1.22	
	7,500	7,500	0.00	8.25	0.00	9.78	1.52	
	9,000	9,000	0.00	9.90	0.00	11.73	1.83	
	10,000	10,000	0.00	11.01	0.00	13.04	2.03	

Estimated Impact on Property Values



Independent School District 834 - Stillwater Area Public School Dist.

Prepared 11/25/20 using Levy Limitation and Certification Report dated 10/15/20

RMV TaxBase Appreciation	4.10%
NTC TaxBase Appreciation	5.05%
Enter in Property Valuation Appreciation	2.35%

Est. Change in the School Portion of Property Taxes from Pay 2020 to Pay 2021

Types of Property	Pay 2021 Est. Value	Pay 2020 Est. Value	RMV Pay 2020	NTC Pay 2020	Est RMV Pay 2021	Est NTC Pay 2021	Difference
Residential Homestead	\$102,348	\$100,000	\$175.95	\$110.00	\$169.56	\$127.27	\$10.88
	127,935	125,000	219.93	151.68	211.95	175.07	15.40
	153,522	150,000	263.92	193.50	254.34	222.86	19.77
	179,109	175,000	307.91	235.18	296.72	270.65	24.29
	204,696	200,000	351.89	277.00	339.11	318.44	28.66
	230,283	225,000	395.88	318.68	381.50	366.23	33.18
	255,870	250,000	439.87	360.50	423.89	414.03	37.55
	281,457	275,000	483.85	402.18	466.28	461.82	42.07
	307,044	300,000	527.84	444.00	508.67	509.44	46.27
	332,631	325,000	571.82	485.68	551.06	557.23	50.79
	358,218	350,000	615.81	527.50	593.45	605.02	55.16
	511,741	500,000	879.73	766.05	847.79	881.67	83.67
	1,023,481	1,000,000	1,759.46	1,723.61	1,695.57	1,977.46	189.95
Commercial / Industrial	\$102,348	\$100,000	\$175.95	\$229.82	\$169.56	\$262.98	\$26.78
	255,870	250,000	439.87	651.14	423.89	748.12	81.01
	511,741	500,000	879.73	1,417.19	847.79	1,624.72	175.58
	767,611	750,000	1,319.60	2,183.24	1,271.68	2,501.32	270.16
	1,023,481	1,000,000	1,759.46	2,949.30	1,695.57	3,377.92	364.73
	1,279,352	1,250,000	2,199.33	3,715.35	2,119.46	4,254.52	459.31
	1,535,222	1,500,000	2,639.19	4,481.40	2,543.36	5,131.11	553.88
Agricultural Homestead							
40 acres	\$690,000	\$674,170	\$515.73	\$642.06	\$497.00	\$750.62	\$89.83
(assume dwelling value is \$300,000)							
80 acres	1,090,000	1,064,993	515.73	857.12	497.00	1,011.33	135.49
and acreage assessed at \$10,000)							
160 acres	1,890,000	1,846,638	515.73	1,287.23	497.00	1,532.76	226.80
320 acres	3,490,000	3,409,930	515.73	2,828.04	497.00	3,416.43	569.66
Agricultural Non-Homestead							
(dollars per acre)							
	\$5,117	\$5,000		\$5.50		\$6.67	\$1.17
	6,141	6,000		6.60		8.01	1.40
	7,676	7,500		8.25		10.01	1.75
	9,211	9,000		9.90		12.01	2.10
	10,235	10,000		11.01		13.34	2.34





What Variables May Cause Property Tax Increases and Decreases

Washington County Department of Property Records and Taxpayer Services
 14949 62nd Street North - PO Box 6
 Stillwater, MN 55082-0006
 651-430-6175
 www.co.washington.mn.us

TAX STATEMENT

PROPERTY INFORMATION:

PIN: _____ Property Address: _____
 Property Description: _____

PROPOSED TAXES		
THIS IS NOT A BILL - DO NOT PAY		
VALUES AND CLASSIFICATION		
Taxes Payable Year		
Step 1	Estimated Market Value:	224,500
	Homestead Exclusion:	17,000
	Other Exclusion/Deferral:	
	Taxable Market Value:	207,500
	Class:	Res Hom Res Hom
Step 2	PROPOSED TAX	
		\$2,638.00
Step 3	PROPERTY TAX STATEMENT	
	Coming in March, 2016	
The time to provide feedback on PROPOSED LEVIES is NOW It is too late to appeal your value without going to Tax Court		

Proposed Property Taxes and Meetings by Jurisdiction for Your Property				
Contact Information	Meeting Information	Actual	Proposed	% Chg
State General Tax	No Public Meeting	\$ 0.00	\$ 0.00	
WASHINGTON COUNTY 14949 62ND ST N PO BOX 6 STILLWATER MN 55082 651-430-6175 www.co.washington.mn.us	DECEMBER COUNTY BOARDROOM GOVERNMENT CENTER	640.75	668.76	
CITY OF LAKE ST CROIX BEACH 16455 20TH ST S LAKE ST CROIX BEACH MN 55043 651-436-7031 http://lscb.govoffice.com	DECEMBER CITY HALL 16455 20TH ST S	996.81	1,006.42	
ISD #34 STILLWATER 1875 GREELEY ST S STILLWATER MN 55082 651-351-8321 www.stillwater.k12.mn.us	DECEMBER STILLWATER CITY HALL 216 4TH ST N	Voter approved Levies	339.57	366.08
		Other Local Levies	547.63	533.68
Metro Special Taxing Districts 390 ROBERT ST N SAINT PAUL MN 55101 651-602-1446 www.metrocouncil.org	DECEMBER METROPOLITAN COUNCIL CHAMBERS 390 ROBERT ST N	29.73	30.36	
Other Special Taxing Districts	No Public Meeting	24.51	32.70	
Tax Increment Tax	No Public Meeting	0.00	0.00	
Fiscal Disparity Tax	No Public Meeting	0.00	0.00	
TOTAL Excluding Special Assessments		\$ 2,579.00	\$ 2,638.00	2.3%

1. Changes in market values
2. Changes in class rates/history
3. Market value credit
4. Voter approved referendums
5. State adjustments



Comments or Questions?



Agenda Item: VIII. B.
Date Prepared: November 27, 2020
ISD 834 Board Meeting

Agenda Item: On the Dial Learning Update
Meeting Date: December 3, 2020
Contact Person: Interim Superintendent Malinda Lansfeldt

Background:

Interim Superintendent Lansfeldt will provide an update on the district's learning model.

No Action required.



**Agenda Item VIII. C.
Date Prepared: November 27, 2020
ISD 834 Board Meeting**

Agenda Item: Policy for Second Reading
Meeting Date: December 3, 2020
Contact Person(s): Dr. Jennifer Cherry, Assistant Superintendent

Summary:

The Policy Working Group will be presenting Policy 510 – Share-Time Students. This is a new policy Minn Stat § 126C.19 Shared Time Aid.

Recommendation:

This policy will come for a final reading at the next Board meeting.

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Shared-Time Students	510	Adopted:	

I. PURPOSE

To address non-public or homeschooled students to be enrolled part-time in Independent School District 834.

II. GENERAL STATEMENT OF POLICY

Shared-Time students are students who are enrolled part-time in the District and the remainder of the time in a non-public school or a homeschool.

III. SHARED TIME STUDENT REGULATIONS

A. Student Eligibility

1. Students who are residents of the District who attend homeschools full time which are in compliance with the Minnesota Compulsory Instruction Law may apply for limited shared-time enrollment privileges in the District.
2. Shared-time privileges are available to all nonpublic students in grades 1-12 per the following limitations. Students in grades 7-12 may access any curricular offering and students in grades 1-6 may access music and physical education instruction.
3. Shared-time students must attend the public school at the school in their attendance area.
4. Nothing in these regulations is intended to exclude students with disabilities from receiving special education services.

B. Limitations

1. Shared-time enrollment at the high schools will be limited to four (4) courses per year.
2. No more than one (1) science laboratory course may be enrolled in per term at the high school level.
3. Shared-time enrollment will be limited to courses that generate shared-time foundation aid from the state.
4. Shared-time students may enroll in a course, which requires co-curriculum participation.
5. Priority for course enrollment will be given to full-time public school students.

C. Courses/Programs/Tests

1. To be approved for a specific course, a student must have completed all pre-requisite course requirements and may be required to demonstrate appropriate skill and/or knowledge levels.
2. When participating in a shared-time course, shared-time homeschool students will be subject to all the same school and District policies, regulations and rules which apply to public school students, including student rights and responsibilities, grading, and attendance and performance expectations.

3. Shared-time students enrolled for courses that are not offered consecutively must leave school property when not in class or may attend a supervised study hall (if available) in between the courses. (A study hall does not count as a course a homeschool student may take each term).
4. If the school lunch period falls between the two courses, the shared-time student may purchase a school lunch and eat in the student eating area. Shared-time students whose families fall within the income guidelines for free or reduced-price meals may qualify for a free or reduced-price lunch.
5. Homeschool shared-time students may take state basic standards tests and nationally norm-referenced tests at the public school, as arranged with the principal.
 - a. The homeschool will be charged for the cost of the test and scoring.
 - b. Homeschool student test results will be reported separately from the public school student tests.

D. Process

1. Students accepted for shared-time enrollment will be counted as enrolled in the District for the purpose of calculating state aid.
2. All inquiries for shared-time enrollment shall be directed to the principal of the District school where enrollment is desired.
3. Inquiries will be accepted from students who are residents of Stillwater Area Public School District 834 only.
 - a. The principal will make a recommendation for approval or disapproval.
4. Specific communications about class scheduling should take place between the shared-time student and the school principal or designee.
5. Principals of schools, which shared-time students attend, are responsible for calculating the proportion of classroom time in the District's system of pupil unit accounting.

E. Transportation

1. Students accepted for shared-time enrollment are eligible for District transportation from home to school if they are at an existing bus stop at the regularly-scheduled bus stop time, if space is available on the bus, and if they meet District Policy guidelines for distance from school.
2. Students accepted for shared-time enrollment are eligible for District transportation from school to home if they are at the school bus departure location at the end of the school day, if there is room on the bus, if they get off the bus at a regularly-scheduled bus stop, and if they meet District Policy guidelines for distance from school.
3. Students must be eligible for state transportation aid.
4. Transportation arrangements will be made by the Transportation Department, at the request of the homeschool.

Legal Reference: Minn Stat § 126C.19 Shared Time Aid



**Agenda Item VIII. D.
Date Prepared: November 27, 2020
ISD 834 Board Meeting**

Agenda Item: Policy for Second Reading
Meeting Date: December 3, 2020
Contact Person(s): Sarah Stivland, School Board Chair

Summary:

The Policy Working Group will be presenting Policy 721.1 – Board Approval of Contracts and Expenditures. This is a new policy Minn Statute 123B.09 subd, 6

Recommendation:

This policy will come for a final reading at the next Board meeting.

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Board Approval of Contracts and Expenditures	721.1	Adopted:	

I. PURPOSE

To provide a clear and consistent process for Board required approval of contracts and expenditures.

II. GENERAL STATEMENT OF POLICY

- A. Pursuant to MN Statute 123B.09 subd. 6, “no contract shall be made or authorized, except at a regular meeting of the board or at a special meeting at which all members are present or of which all members have had notice”. This policy provides the process by which District Administration shall provide proposed contracts or expenditures, above \$50,000 in value, prior to execution, to the board for consideration. This process applies to all contracts and expenditures, including, but not limited to contracts for goods and services, purchase agreements, construction projects, real estate, and new staff positions.
- B. All projects whose total value in sum exceeds \$50,000 are subject to this process.
- C. The **Expenditure Approval Form** will be used to facilitate this process. See attached.
- D. Contracts which fall within the board authorized administrative authority, those less than \$50,000, shall also be brought to the board for information in a report format.

III. OBJECTIVES

The objectives of this policy are as follows:

- A. To apply consistent standards for consideration of contracts and expenditures
- B. To maintain a balanced budget, ensure program sustainability; consider return on investments and impact on student achievement.
- C. To ensure competitive pricing, strengthen internal controls, and enhance transparency.
- D. To assist the board in oversight, in keeping with its fiduciary duties and obligations.

IV. PROCESS

- 1. An administrator with budgetary authority will submit a request to the appropriate Board Working Group for initial review.
- 2. The administrator(s) attends the Board Working Group meeting to present the request.
- 3. The Working Group and administrators submit the request to the School Board, along with a recommendation for approval or non-approval. The request appears on a board agenda as an action item or consent item.
- 4. Prior to the board meeting at which the request will be considered, the administrators must provide to the board:
 - a. A completed Expenditure Approval Form
 - b. All pertinent documentation and information, including any requests for bids, request for proposals, request for quotes, along with the rubrics, scoring, responses, etc. for the replies to these.
 - c. Proposals and other information who is a party to the proposed contract or expenditure.

d. Data classified as private data under the Minnesota Government Data Practices Act (i.e. contracts subject to the competitive bidding law under MN Stat. Section 471.345) must be submitted to the board separate from the public board packet, and in a manner that protects private data.

5. Upon approval, the board may also set expectations for regular progress reports and information regarding the project or purchase.

Attachment: Expenditure Form

Include MN statutes: 471.345; 123B.09



**Agenda Item VIII. E.
Date Prepared: November 27, 2020
ISD 834 Board Meeting**

Agenda Item: Interim Superintendent Mid Year Evaluation
Meeting Date: December 3, 2020
Contact Person(s): Sarah Stivland, School Board Chair

Summary:

Upon completion of the evaluation of the Interim Superintendent, a copy of the evaluation will be placed in the superintendent's personnel file.

Recommendation:

A motion and a second to approve the issuing of the 2020-21 Mid Year Evaluation by the District 834 School Board to the Interim Superintendent and placement of that document in her personnel file.

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



Agenda Item VIII. F.
Date Prepared: November 20, 2020
ISD 834 Board Meeting

Report Agenda: Contract and Expenditure Reviews

Meeting Date: December 3, 2020

Contact Person: Dale Sundstrom, Interim Executive Director of Finance and Operations

Summary

The school board requested a change to contract and expenditure procedures to enhance clarity and consistency. At the October 8, 2020 business board meeting it was approved, effective immediately, a new procedure for contracts within the administration's authority less than \$50,000 now must be brought to the Board after execution. All such contracts are brought to the board for informational purposes.

Below is a list of contracts from November 20, 2020 to November 30, 2020.

- ISD #622 North St. Paul-Maplewood-Oakdale Schools contract for Non-Public Title I Services. ISD #622 has determined it necessary to retain the services of qualified teacher(s) for Title I services to be provided to resident students of ISD #834 attending non-public schools within ISD #622 boundaries. For 2020-2021 per pupil funding rate of \$600.16 per qualifying student resident not to exceed a total of \$1,800.48 (3 students).
- Ripple Effects Mapping (REM) is a program evaluation method that engages program participants, staff, and others who know about a program to reflect upon and visually map the program's impact. These online evaluation sessions will document impacts of the Stillwater Area Public Schools Office of Equity and Integration's collaboration with StoryArk to empower youth to tell stories often absent from mainstream narrative from December 1, 2020 until February 28, 2021. Maximum cost is \$4,800.00.
- Soccer Shots – This is a high-energy program introducing children to fundamental soccer principles and skills using fun games, songs and positive reinforcement. Cost is \$125.00 per child

Recommendation:

This is a report for information.



Agenda Item VIII. G.
Date Prepared: November 24, 2020
ISD 834 Board Meeting

Report Item: Community Engagement Services

Meeting Date: December 3, 2020

Contact Person: Dale Sundstrom, Interim Executive Director of Finance and Operations

Action Timeline: December 3, 2020

Summary:

On October 16th and October 23rd, 2020, Stillwater Area Public Schools advertised for written proposals from Community Engagement Services to provide services for renewal of an operating levy referendum, anticipated technology levy an anticipated building bond referendum. The selected firm will assist the District in assessing the attitudes and opinions of residents and parents related to possible referendum requests.

On Monday, November 2, 2020, Stillwater Area Public Schools received written proposals from four Community Engagement Services will include both pre-testing (fall 2020) to help measure public perceptions and inform possible referendum questions, as well as a second level of research closer to the election (spring/summer 2021) to test referendum messaging and gauge voter support.

The district's RFP review committee met on November 23, 2020 and November 24, 2020 to review the proposals. The committee work resulted in the participating administration and school board members recommending Baker Tilly Virchow Krause, LLP as the firm to provide the district Community Engagement Services.

Recommendation:

This is a report for action. Action will be requested at the December 3, 2020 school board business meeting.



Agenda Item VIII. H.
Date Prepared: November 24, 2020
ISD 834 Board Meeting

Report Item: Municipal Advisor Services

Meeting Date: December 3, 2020

Contact Person: Dale Sundstrom, Interim Executive Director of Finance and Operations

Action Timeline: December 3, 2020

Summary:

On October 16th and October 23rd, 2020, Stillwater Area Public Schools advertised for written proposals from Municipal Advisor Services to provide services for renewal of an operating levy referendum, anticipated technology levy and anticipated building bond referendum to address facility needs related to changing district demographics.

On Monday, November 2, 2020, Stillwater Area Public Schools received written proposals from four Municipal Advisor Services who will provide analysis, structure, issuance, and management of debt related to those projects identified in a successful bond referendum.

The district's RFP review committee met on November 23, 2020 and November 24, 2020 to review the proposals. The committee work resulted in the participating administration and school board members recommending Ehlers, Public Finance Advisors as the firm to provide the district Municipal Advisor Services.

Recommendation:

This is a report for action. Action will be requested at the December 3, 2020 school board business meeting.



Agenda Item IX. A.
Date Prepared: November 24, 2020
ISD 834 Board Meeting

Action Item: Community Engagement Services

Meeting Date: December 3, 2020

Contact Person: Dale Sundstrom, Interim Executive Director of Finance and Operations

Summary:

On October 16th and October 23rd, 2020, Stillwater Area Public Schools advertised for written proposals from Community Engagement Services to provide services for renewal of an operating levy referendum, anticipated technology levy and anticipated building bond referendum. The selected firm will assist the District in assessing the attitudes and opinions of residents and parents related to possible referendum requests.

On Monday, November 2, 2020, Stillwater Area Public Schools received written proposals from four Community Engagement Services will include both pre-testing (fall 2020) to help measure public perceptions and inform possible referendum questions, as well as a second level of research closer to the election (spring/summer 2021) to test referendum messaging and gauge voter support.

The district's RFP review committee met on November 23, 2020 and November 24, 2020 to review the proposals. The committee work resulted in the participating administration and school board members recommending Baker Tilly Virchow Krause, LLP as the firm to provide the district Community Engagement Services.

Recommendation:

A motion and a second to approve the Baker Tilly Virchow Krause, LLP contract will be requested.

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



Agenda Item IX. B.
Date Prepared: November 24, 2020
ISD 834 Board Meeting

Action Item: Municipal Advisor Services
Meeting Date: December 3, 2020
Contact Person: Dale Sundstrom, Interim Executive Director of Finance and Operations

Summary:

On October 16th and October 23rd, 2020, Stillwater Area Public Schools advertised for written proposals from Municipal Advisor Services to provide services for renewal of an operating levy referendum, anticipated technology levy and anticipated building bond referendum to address facility needs related to changing district demographics.

On Monday, November 2, 2020, Stillwater Area Public Schools received written proposals from four Municipal Advisor Services who will provide analysis, structure, issuance, and management of debt related to those projects identified in a successful bond referendum.

The district's RFP review committee met on November 23, 2020 and November 24, 2020 to review the proposals. The committee work resulted in the participating administration and school board members recommending Ehlers, Public Finance Advisors as the firm to provide the district Municipal Advisor Services.

Recommendation:

A motion and a second to approve the Ehlers contract will be requested.

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



**Agenda Item IX. C.
Date Prepared: November 24, 2020
ISD 834 Board Meeting**

Agenda Item: 2019-2021 Terms and Conditions of Employment for Tech Support and Coordinators/Supervisors/Specialists (CSS)
Meeting Date: December 3, 2020
Contact Person: Cathy Moen, Executive Director of Administrative Services

Background:

The Terms and Conditions of Employment for the Tech Support and Coordinators/Supervisors/Specialists (CSS) employees expired on June 30, 2019.

The District has recently updated the Terms and Conditions of Employment for the period of July 1, 2019 through June 30, 2021.

Information regarding the updates will be provided to the Board. Administration recommends approval of the updated Terms and Conditions of Employment.

Recommendation:

A motion and second will be requested to approve the updated Terms and Conditions of Employment for the Tech Support and CSS employee groups.

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



Agenda Item IX. D
Date Prepared: November 24, 2020
ISD 834 Board Meeting

Agenda Item: 2019-2021 Terms and Conditions of Employment for District Directors, Managers, and Program Administrators

Meeting Date: December 3, 2020

Contact Person: Cathy Moen, Executive Director of Administrative Services

Background:

The Terms and Conditions of Employment for the District Directors, Managers, and Program Administrators expired on June 30, 2019.

The District has recently updated the Terms and Conditions of Employment for the period of July 1, 2019 through June 30, 2021.

Information regarding the updates will be provided to the Board. Administration recommends approval of the updated Terms and Conditions of Employment.

Recommendation:

A motion and second will be requested to approve the updated Terms and Conditions of Employment for the District Directors, Managers, and Program Administrators.

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



Agenda Item IX. E.
Date Prepared: November 24, 2020
ISD 834 Board Meeting

Agenda Item: 2020-2022 Terms and Conditions of Employment for Community Ed Leads and Assistants
Meeting Date: December 3, 2020
Contact Person: Cathy Moen, Executive Director of Administrative Services

Background:

The Terms and Conditions of Employment for the Community Ed Leads and Assistants expired on June 30, 2020.

The District has recently updated the Terms and Conditions of Employment for the period of July 1, 2020 through June 30, 2022.

Information regarding the updates will be provided to the Board. Administration recommends approval of the updated Terms and Conditions of Employment.

Recommendation:

A motion and second will be requested to approve the updated Terms and Conditions of Employment for the Community Ed Leads and Assistants.

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



Agenda Item: IX. F.
Date Prepared: November 24, 2020
ISD 834 Board Meeting

Report for Action: Course Additions, Revisions, and Deletions

Meeting Date: December 3, 2020

Contact Person: Ms. Rachel Larson, Director of Learning and Student Engagement

Action Timeline: December 9, 2020

Report Purpose:

The purpose of this report is to share the Curriculum Advisory Council's recommended course additions and revisions for the 2021-2022 school year.

Summary:

Every year teachers, departments, curriculum teams, administrators and members from the Learning and Innovation Department are provided an opportunity to submit Course Approval Forms to the Curriculum Advisory Council. This may include course additions, revisions, and deletions. Prior to submission to the Curriculum Advisory Council, proposals must be supported by the building administrator, Learning and Innovation Department directors, and the Assistant Superintendent.

On November 10, 2020 the Curriculum Advisory Council, comprised of students, parents, community members, teachers, administrators and members of the Learning and Innovation Department, approved that the following changes for the 2021-2022 school year be brought forward for your action and approval:

Name Changes

Pathways

Agricultural Science- Growing Green replaces Plant Science

Agricultural Science- Sustaining our Environment replaces Natural Resources

Business- Financial Accounting I replaces Accounting I

Business- Financial Accounting II replaces Accounting II

PE/Health- Online Fitness for Life replaces Online Physical Education

PE/Health- Personal & Community Health replaces Health

PE/Health- Online Personal & Community Health replaces Online Health

Course Revisions

Pathways & Concurrent Enrollment

World Language- Spanish IV CE (Minnesota State University)

World Language- Spanish V CE (Bethel University)

World Language- ASL IV CE (Minnesota State University)

New Course Additions

Global Elective- Ethnic and Cultural Studies

Pathways Global Elective- Directed Study

PE/Health- Personal Leadership



PE/Health- Careers in Physical Education, Exercise Science, and Sport (Century College)
Fish and Wildlife II

Recommendation:

Approval of the changes listed for the 2021-2022 school year.

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



Agenda Item IX. G.
Date Prepared: November 30, 2020
ISD 834 Board Meeting

Report Agenda: Time Change of the December 17, 2020 School Board Meeting

Meeting Date: December 3, 2020

Contact Person: Sarah Stivland, School Board Chair

Summary

The December 17, 2020 School Board meeting is currently scheduled for 8:00 am, due to the many items which need to be addressed before the end of the year, we will change this to a regular board meeting time of 6:00 pm.

Recommendation:

A motion and a second to approve the time change of the December 17 School Board meeting to 6:00 pm.

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



Agenda Item IX. H.
Date Prepared: December 1, 2020
ISD 834 Board Meeting

Report Agenda: Superintendent Contract Negotiation
Meeting Date: December 3, 2020
Contact Person: Sarah Stivland, School Board Chair

Summary

The contract for the Interim Superintendent is due to expire June 30, 2020. The recommendation is to authorize the board chair to enter into negotiations to pursue an additional contract that would extend the superintendency for up to three years.

If negotiations are successful, the new contract would come before the board for approval at the December 17, 2020 regular board business meeting.

Recommendation:

Recommendation: A motion and a second to approve the authorization of the board chair to enter into negotiation for a new Superintendent contract.

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



Agenda Item X. A. B. C.
Date Prepared: November 27, 2020
ISD 834 Board Meeting

Agenda Item: School Board Reports
Meeting Date: December 3, 2020

Background:

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

Each meeting the Board Chair and the members of the school board will provide updates on items of interest in the announcement category. Many times these topics develop between the time the agenda is prepared and distributed, and the meeting date. Topics generally include announcement of attendance at district events, working group updates, 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 XI. A.
Date Prepared: November 27, 2020
ISD 834 Board Meeting

Agenda Item: Adjournment
Meeting Date: December 3, 2020
Contact Person: School Board Chair

The meeting must formally adjourn.