



**Independent School District 834
Video Conference
School Board Business Meeting Agenda – October 22, 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 – Health Services Staff
- VI. **Open Forum**

Fifteen speakers will be allotted three minutes each to speak
- VII. **Consent Agenda**
 - A. Minutes of October 8, 2020 Business Meeting
 - B. Disbursement Register October 10 – 23, 2020
 - C. Gifts and Donations – August 2020
 - D. Human Resources Personnel Report
- VIII. **Reports**
 - A. On the Dial Learning Update – Superintendent Lansfeldt
 - B. Reimagine Stillwater Schools – Dr. Jennifer Cherry
 - C. Contract Reviews - October 9, 2020 - October 15, 2020 – Mr. Dale Sundstrom
 - D. Firewall Replacement – Mr. John Perry
- IX. **Action Items**
 - A. Chromebook Purchases – Mr. John Perry
 - B. Board Meeting Decision-Making Model – Chair Stivland
 - C. Finance and Operations Department Restructure – Superintendent Lansfeldt
- 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: October 12, 2020
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: October 22, 2020

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item II.
Date Prepared: October 12, 2020
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: October 22, 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

Timothy Brewington, II, Director

Bill Gilles, Director

Jennifer Pelletier, Director

Liz Weisberg, Director

Malinda Lansfeldt, Interim Superintendent, Ex-Officio

Recommendation:

Board action is not required.



Agenda Item III.
Date Prepared: October 12, 2020
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: October 22, 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: October 12, 2020
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: October 22, 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: October 12, 2020
ISD 834 Board Meeting

Agenda Item: Introductory Items
Meeting Date: October 22, 2020
Student Report and District Recognition

Background:

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

- B. Each meeting an individual, team, or program will be recognized for their excellence.

Recommendation:

Board action is not required.



Agenda Item VI.
Date Prepared: October 12, 2020
ISD 834 Board Meeting

Agenda Item: Open Forum
Meeting Date: October 22, 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. Vulgarities, 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: October 12, 2020
ISD 834 Board Meeting**

Agenda Item: Consent Agenda
Meeting Date: October 22, 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 October 8, 2020

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

B. School Board Meeting Disbursement Register October 10-23, 2020

Contact Person: Dale Sundstrom, Interim Executive Director, Finance
A copy of the register has been distributed to board members.

C. Gifts and Donations – August 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
October 8, 2020 – 6:00 p.m. Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 6:13 p.m.
- II. **Roll Call:** Present: Sarah Stivland, chair; Mike Ptacek, clerk; Tina Riehle, treasurer; Timothy Brewington, director, Bill Gilles, director, Jennifer Pelletier, director; Liz Weisberg, director

III. **Approval of the Agenda**

Motion to approve the agenda by Member Ptacek; seconded by: Member Weisberg; Vote: 6 ayes, 1 (Pelletier) nay, Motion Carried.

IV. **Superintendent Report**

- Will be a member of the MASA Legislative Finance Sub-Committee and the Federal Advocacy Committee.
- Currently hiring for Adventure Club child care positions, custodial touch point cleaning positions, and health care positions.
- Congratulations to our Pony runners, Ana Weaver who broke the all-time state 5k record and Ethan Vargas ran the 2020 state-leading 5k time.
- Attended the United Way breakfast with fellow Stillwater administrators. Fortunate to have all of the community partnerships to support our families.
- Zach Sobiach passed away from osteosarcoma, a type of cancer during the spring of the 2013 SAHS graduation. The movie about his final days, legacy and his music that has helped generate funding towards cancer research will be released October 16 on Disney Plus. KSTP Channel 5 will be doing a one hour special on October 14 at 7:00 PM.

V. **Introductory Items**

- A. Student Report – Students were unavailable for the meeting.
- B. Recognition – Nutrition Services was recognized for their hard work during the summer and continuing into this school year. They have been on the front lines and connected to people. Smiles, positive attitude and being out there when nobody else wanted to.

VI. **Open Forum**

1. Carl Blondin – 617 Sunrise Ave, Financial distress of the district

VII. **Consent Agenda**

- A. Minutes of the September 24, 2020 Special Meeting
- B. Minutes of the October 1, 2020 Closed Meeting
- C. Disbursement Register September 26 – October 9, 2020
- D. Human Resources Personnel Report

Motion by Member Weisberg to approve items A, B, C; Seconded by: Member Riehle; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

Motion by Member Ptacek to approve item D; Seconded by: Member Pelletier; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

VIII. Reports

A. On the Dial Learning Update

Superintendent Lansfeldt reported on the learning model change process put into place. Leadership will review the indicators that reflect model change (COVID rates, staffing coverage, student attendance, device/technology and curriculum, health and safety operations, school services and MDE and MDH and county guidance). Leadership will then complete an impact analysis by reviewing indicators, evaluating current model operations and feedback, identify needs and develop a plan, and then make a model change recommendation to the school board. The School Board will consider the recommendation from the Leadership team and adopt a new learning model. There will need to be transitional planning time to schedule transitional days, communicate with families, reroute school buses, make appropriate staffing changes and adjust schedules as necessary. The final step will be to implement the new learning model and continue to monitor indicators.

The six key factors to consider when making a model change were reviewed. These decisions will be made in consultation with MDE, MDH and Washington County.

Looking at the data, Washington County is up from the last report at 20.96 cases per 10,000 over 14 days. The District COVID dashboard was shared. We currently have 221 students at the High School and 94 district-wide staff that has fulfilled one of the three areas (has COVID-related symptoms, have been exposed to someone who has tested positive or have tested positive themselves).

Superintendent Lansfeldt shared the process for moving to a less restrictive model, a more restrictive model, and the considerations for moving to distance learning. A decision to shift into distance learning for health and safety reasons at an individual classroom, school or program level may be made at any time, with little advance notice. When this happens we will have an increased demand for Tier 1 childcare (identify staff, make space in buildings and reroute transportation), a surplus of paras, custodians, nutrition staff and preschool teachers, and we will need to open another meal distribution site to offer meals to students and possibly in-person opportunities for special populations.

If the District moves to an in-person learning model, we will need a three week timeline from the decision for implementation. The optimal time to change learning models is at a natural break (i.e. quarter/semester), which would allow a smoother transition for students and staff.

B. Reimagine Stillwater Schools

Dr. Jennifer Cherry introduced Cornelius Rish who shared a summary of his work as the new District Cultural Liaison. Mr. Rish has been working and prioritizing his work currently at the high school and supporting the rest of the schools.

Reimagine MN has come up with 9 strategies and Mr. Rish is focusing on three of these strategies currently.

Cultural competency – support teacher in their instruction and design and assessment – working with students and staff to help them develop their own cultural identity. Professional development for staff to understand cultural conflict and what to do when this occurs. Wednesday email – information or video called “Woke Wednesdays”. Woke means be aware or in the know. The goal is to provide instructional practices to help teachers have more cultural inclusive responsive teaching and increase student engagement. Provide historical context and cultural knowledge of BIPOC student population. Tips and suggestions teachers can use immediately in the classroom.

Student voice – identify students to be a part of a student leadership council. Work collectively with administration to look at ways to improve the building culture and climate. Students can use StoryArc to create their own personal narrative and write stories and Podcasts to present their own personal truths.

Cultural inclusivity – going into classrooms to co-teach different lesson that center around topics of history of race and understanding race in a modern day context.

Oct 21 is Unity day – wear orange to stand against bullying and stand for kindness, acceptance and inclusion.

C. Chromebook Purchases

Mr. Perry presented since spring, the district has provided 3,558 devices to students across the district to support 100% online and hybrid learning, which is 43% of the district's enrollment.

The district would like to purchase 2,200 Chromebooks to replace and replenish aging chromebooks district-wide, as needed to maintain state testing guidelines and to meet the needs of our students. The cost for 2200 chromebooks is \$672,100 and funding will come out of the CARES Act budget. Mr. Perry will bring the proposals to the Finance and Operations Working Group and then the next board meeting as an action item.

IX. Action Items

A. Contract and Expenditure Procedure

Chair Stivland indicated the need for clarity in our expenditure process and there has been some confusion in the recent past. Mr. Sundstrom shared a procedure that provides a process for District administrators to bring proposed contracts (prior to execution) and other proposed expenditures to the Board for consideration when the contract or expenditure is more than \$50,000. The objectives are to: provide a clear and consistent process for board-required approval of contracts and expenditures; to apply consistent standards for consideration and approval of contracts and expenditures; and to maintain a balanced budget; ensure program sustainability; consider return on investments and the impact on student achievement; ensure competitive pricing; strengthen internal controls; enhance transparency; and ensure Board oversight in keeping with its fiduciary duties and obligations.

This procedure applies to all contracts and expenditures including, but not limited to proposed contracts for goods and services, purchase agreements, construction contracts/expenditures including change orders, and new staff positions. The procedure will also apply when contractor expenditure is part of a project or contract which has or will total more than \$50,000. The Expenditure Approval form will be used in conjunction with this procedure. Of note is that contracts within the administration's authority (less than \$50,000) must also be brought to the Board after execution as a report. The Policy Work group will develop a policy to bring to the board for approval.

Motion by: Member Riehle to approve and adopt the procedure for approval of contracts and expenditures and direct the Policy Working Group to develop a policy to come before the school board for action; Seconded by: Member Weisberg; Vote: 6 ayes, 1 nay (Pelletier), Motion Carried.

Motion to table this item so the public has the opportunity to weigh in and vote at the next board meeting. For a lack of a second the motion fails.

X. Board Reports

A. Board Chair Report – Director Brewington was honored by City of Woodbury as an outstanding volunteer. Gazette is holding a Board candidate forum next Monday night on the local cable channel. 916 Board are currently in an enhanced distance model. Superintendent Connie Hayes of District 916 announced she is retiring at the end of the school year. Board Liaison list was shared with Board members. Important we reach out to our assigned schools and provide support. (Spring semester of 2020). Working on the analysis for options for board meetings at the next board meeting.

B. Working Group Reports

1. Community Engagement – Meeting this week. Discussion on WBWF- has enough community members interested and working on staff members. Possibility of having a volunteer coordinator for the district for community engagement. Putting together a cost analysis for this position. Volunteer groups to write letters of thanks for the district staff work during the pandemic.
2. Finance and Operations – Did not meet this week. Next meeting on 10/22. Meeting on 9/24 – reviewed the procedure for the approval of expenditures and contracts were discussed.

3. Legislative – Board Legislative Working Group met. They are developing a legislative platform to bring to the board for approval. Board members can attend AMSD, SEE meetings and read their newsletters to stay informed on legislative issues. Director Ptacek attended an AMSD meeting with discussion of a final draft overview of the Governor's school finance working group recommendations. SEE organization is putting their legislative platform together. They will hold three regional meetings that any board and/or district administrator can attend.
 4. Policy – No meeting, in the process of putting together a schedule.
- C. Member Reports:
- Director Weisberg – Partnership Plan meeting – grants deadline is Oct 19. Pony Up for Kids is a fundraiser to try and raise money on Oct 23.
- Director Riehle – Congratulate Tim on his volunteer award. Thank you for collaboration to move along the procedure for contracts.
- Director Gilles – Congratulations to Tim. Ask parents dealing with hybrid to contact him with suggestions to improve the at home experience.
- Director Pelletier – Ensure there are three readings of the policy for the contracts and expenditures where the public can weigh in. Soccer girls and boys teams had a great season.
- Director Brewington – Echo the challenges of families with students at home learning and the extreme work administration is doing to provide the best options for our families. Vulnerable population – 14% in MN but 41% of the COVID cases. Be aware of how the decisions impact the vulnerable population.

XI. Adjournment

- A. The meeting adjourned at 9:22 p.m.

Respectfully submitted, Mike Ptacek, Clerk

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Cady, Cheyenne	Resignation	Community Education Assistant 12.0 hrs/week Rutherford Elementary School	CE Leads & Assistants	October 9, 2020
Judkins, Abby	Resignation	Community Education Assistant 16.25 hrs/week Lily Lake Elementary School	CE Leads & Assistants	September 29, 2020
Koshenina, Nichole	Resignation	Cafeteria 4.0 hour/day Stonebridge Elementary School	Cafeteria	October 1, 2020
Tarman, Aimee	Resignation	Payroll Technician, 8.0 hrs/day Central Services	Tech Support	October 16, 2020

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Brown, Suzann	Community Education Assistant 22 hrs/week Stonebridge Elementary School	\$15.00 hour	Student Need	CE Leads & Assistants	October 20, 2020
Durant, Kelly	Community Education Assistant 28 hrs/week Andersen Elementary School	\$15.00 hour	Student Need	CE Leads & Assistants	October 13, 2020
Evans, Richard	Community Education Casual District Wide	\$28.00 hour	Casual	Casual	October 10, 2020
Foss, Olivia	Community Education Casual District Wide	\$12.00 hour	Casual	Casual	October 5, 2020
Froehlich, Kelly	Health Care Specialist, 6.5 hrs/day Mon-Thur District Wide	\$33.93 hour	COVID	CSS	October 5, 2020 - June 2, 2021
Hoheisel, Sophie	Community Education Casual District Wide	\$12.00 hour	Casual	Casual	October 8, 2020
Nordstrom, Daniel	Custodian Lvl VI, 8.0 hrs/day Lily Lake Elementary	\$16.46 hour	Replacement	Custodial	October 5, 2020
Rambo, Joy	Paraprofessional 6.0 hrs/day Rutherford Elementary School	\$16.12 hour	Replacement	SCPA	October 8, 2020
Stevens, Sarah	Community Education Casual District Wide	\$15.00 hour	Casual	Casual	October 10, 2020
Thiele, Rena	Temporary Floating Custodian, 8.0 hrs/day District Wide	\$16.46 hour	COVID	Casual	September 28, 2020
Utech, Barbara	Community Education Assistant 21 hrs/week Lake Elmo Elementary School	\$15.00 hour	Student Need	CE Leads & Assistants	October 1, 2020
Wimberger, Teri	Paraprofessional 6.2 hrs/day Stillwater Area High School	\$16.50 hour	Replacement	SCPA	October 12, 2020
Zollar, Lucy	Community Education Casual District Wide	\$12.00 hour	Casual	Casual	October 5, 2020

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Bailey, Avery	Approve	1.0 FTE English Teacher Oak-Land Middle School	SCEA	September 8, 2020 - June 7, 2021
Fuglestad, Peter	Approve	1.0 FTE Science Teacher Stillwater Middle School	SCEA	September 21, 2020 - November 6, 2020
Johnson Gray, Dana	Approve	1.0 FTE Student Advocate Afton-Lakeland Elementary	SCEA	September 2, 2020 - December 31, 2020
Koenen, Krista	Approve	1.0 FTE Counselor Stillwater Area High School	SCEA	September 9, 2020 - December 8, 2020
Pieper, Stacy	Approve	Health Care Specialist Afton Lakeland Elementary & Brookview Elementary	CSS	2020-2021 school year
Zieske, Carlyne	Approve	Assistant Director - Student Support Services Oak Park	Director	September 23, 2020 - November 6, 2020

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Ament, Tim	Custodian Lvl VI, 8.0 hrs/day Lily Lake Elementary	Custodian Lvl VI, 8.0 hrs/day Stillwater Area High School	Replacement	Custodial	October 6, 2020
Hammergren, Deb	Covid Triage Health Care Specialist, 6.5 hrs/day	Covid Triage Health Care Specialist, 8.0 hrs/day	COVID	CSS	October 1, 2020 - January 22, 2021

	District Wide	District Wide			
Haumersen, Chris	Secretary - Secondary Asst. Principal, 7.5 hrs/day Oak-Land Middle School	Secretary - Secondary Principal, 8.0 hrs/day Oak-Land Middle School	Replacement	Tech Support	October 12, 2020
Nielsen, Amy	Secretary - Counselors & Due Process, 7.5 hrs/day Oak-Land Middle School	Secretary - Secondary Asst. Principal, 7.5 hrs/day Oak-Land Middle School	Replacement	Tech Support	October 12, 2020
O'Brien, Amanda	Community Education Assistant 8.0 hrs/day Rutherford Elementary School	Community Education Site Lead 8.0 hrs/day Rutherford Elementary School	Replacement	CE Leads & Assistants	October 12, 2020

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Zemlicka, Maddison	Community Education Assistant 3.0 hrs/week Andersen Elementary School	Student Need	CE Leads & Assistants	October 14, 2020



Agenda Item: VIII. A.
Date Prepared: October 12, 2020
ISD 834 Board Meeting

Agenda Item: On the Dial Learning Update
Meeting Date: October 22, 2020
Contact Person: Interim Superintendent Malinda Lansfeldt

Background:

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

No Action required.



Learning Model Update

School Board - October 22, 2020

Looking At the Data:

*Number of cases per 10,000
over 14 days, by county of residence
(Updated 10/22/20):*

Washington County: 32.65↑

Neighboring Counties:

- **Anoka: 33.16↑**
- **Chisago County: 39.10↑**
- **Dakota County: 24.06↑**
- **Hennepin County: 25.25↑**
- **Ramsey County: 26.22↑**

Number of cases per 10,000 over 14 days, by county of residence	Minnesota Department of Education Recommended Base Learning Model
0-9	In-person learning for all students
10-19	In-person learning for elementary students; Hybrid learning for secondary
20-29	Hybrid learning for all students
30-49	Hybrid learning for elementary students; Distance learning for secondary students
50+	Distance learning for all students

Daily COVID Rates

By County

By School District

Washington County

Population (2019 estimated): 262,440

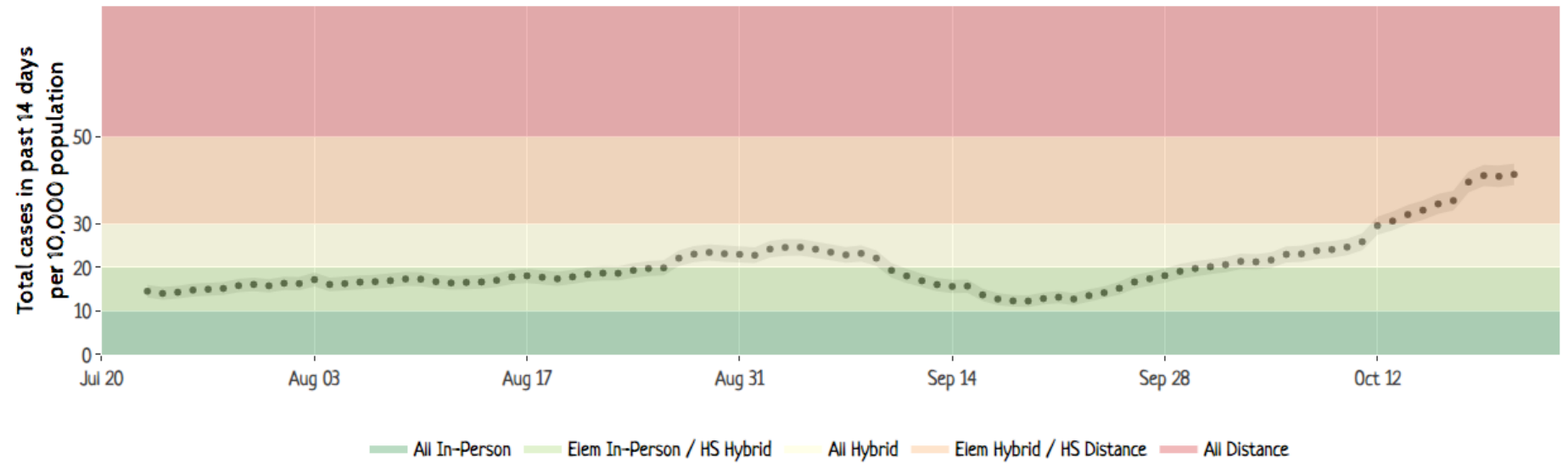
☐ Display MDH official & projected rates

Source: [University of Minnesota](#)

As of October 21, 2020

14-day case rate per 10,000: 41.4

Guideline Status: Elem Hybrid / HS Distance



Oct. 15: 33.2 | Oct. 16: 34.6 | Oct. 17: 35.4 | Oct. 18: 39.6 | Oct. 19: 41.1 | Oct. 20: 40.9 | Oct.21: 41.4



COVID DASHBOARD

Stillwater Area Public Schools

DATA FOR WEEK 10/2/20 - 10/8/20

STATUS

Active COVID-19 Cases

Total Exposed/Quarantined*

Cumulative COVID-19 Cases**

STUDENTS

8

213

17

STAFF

4

42

14

The chart above shows current active cases within Stillwater Area Public Schools. The chart is updated weekly and cases are removed from the table once the 14-day quarantine period has lapsed.

THIS TABLE IS UPDATED EVERY FRIDAY.

*Number of individuals who have been identified as having COVID-related symptoms; have been exposed to someone who has tested positive for COVID-19; or have tested positive for COVID-19.

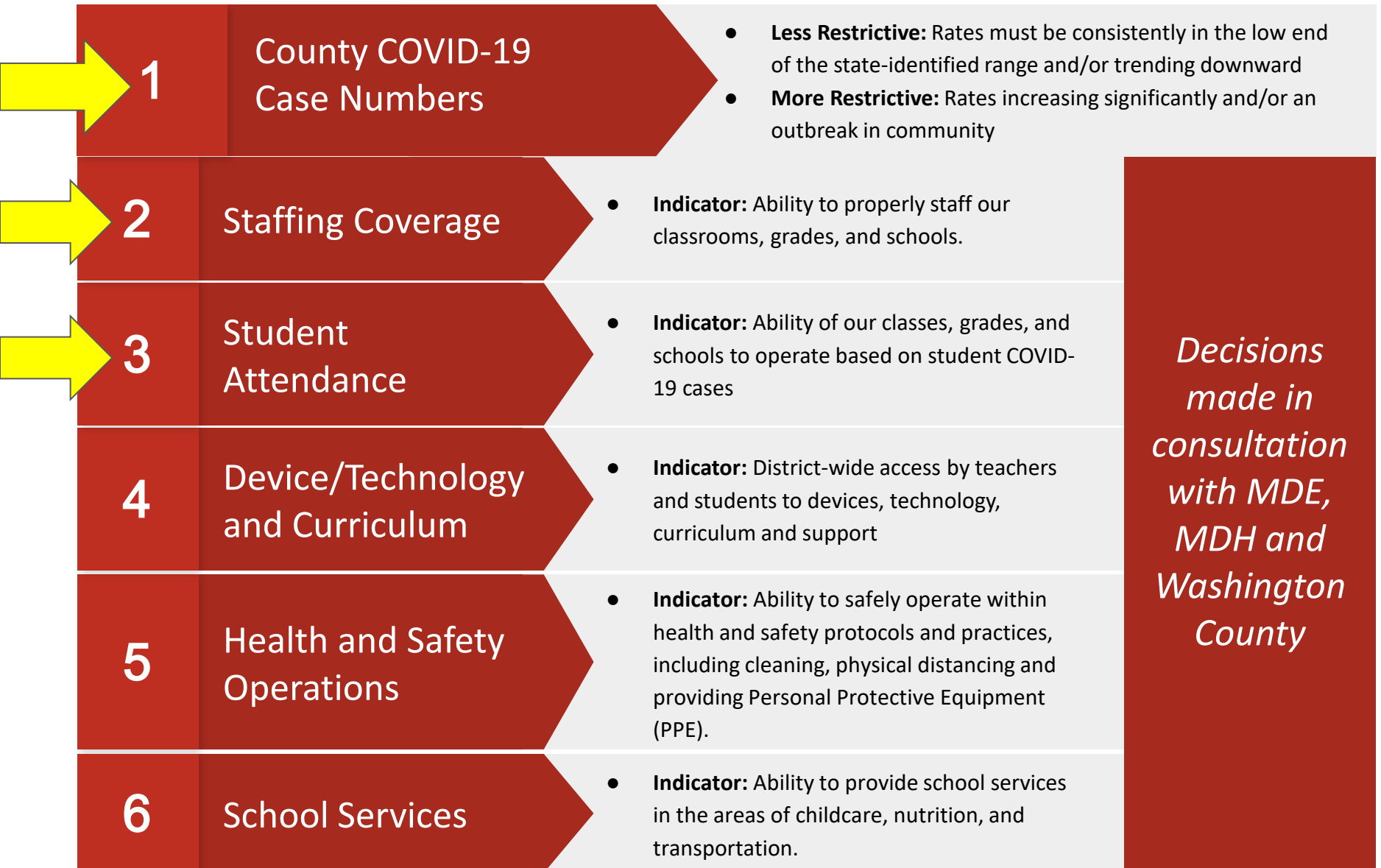
**Total number of positive COVID-19 cases since the start of the school year.



COVID DASHBOARD: 10/2/20 - 10/8/20

	STUDENTS			STAFF		
	Active COVID Cases	Total Exposed/ Quarantined	Cumulative COVID Cases	Active COVID Cases	Total Exposed/ Quarantined	Cumulative COVID Cases
ECFC	1	1	1	0	2	0
Afton-Lakeland	0	4	0	0	1	0
Andersen	0	8	0	0	2	1
Brookview	0	6	0	0	0	1
Lake Elmo	0	9	0	1	2	2
Lily Lake	0	10	0	1	3	1
Rutherford	0	18	0	1	10	2
Stonebridge	0	17	1	0	3	1
Oak-Land	0	13	0	0	3	0
Stillwater Middle	1	63	1	0	2	1
High School	6	64	13	0	10	2

Key Factors To Consider Model Changes



Supporting Our Students

Focus on building connections and getting to know students personally:

- **Smaller cohort sizes:** Teachers (both hybrid and 100% online) have more one-on-one and small group time with kids, get to know them better and can respond quickly
- **Middle school bubble:** Advisory teachers worked with students on how to stay healthy and organize their work, as well as built community and engaged kids with their peers
- **High school advisory:** Time available each afternoon for students to meet in small groups or with individual teachers, counselors, other staff for additional support

Examples of Ongoing Support:

- Responsive Classroom
- Second Steps
- Green rooms
- Middle school advisory
- Developmental Designs
- Flex Day Model (SAHS)
- Peer Helpers (SAHS)
- BARR for all 9th and 10th graders
- WEB & Link Crew
- Multi-Tiered Systems of Support (MTSS)

Supporting Families

- Free meals for 2020-2021
- COVID Triage Nurse:
651-351-8654 or
hammergrend@stillwaterschools.org
- Online Family Tech Support:
651-351-8404 or
familyhelp@stillwaterschools.org

stillwaterschools.org/COVIDsupport



Need Support?

School Support

Contact your school to access any of the following:

- School social workers, counselors, school psychologists
- Family Means mental health therapists
- Wellness Center at Stillwater Area High School

Community Mental Health:

- Canvas Health Crisis Connection: 612.379.6363
- Washington County Crisis Line: 651.777.4455
- National Suicide Prevention Lifeline: 1.800.273.TALK

Community Food Support/ Financial Assistance:

- Community Thread: 651.439.7434
- Valley Outreach: 651.430.2739
- United Way: 651.439.3838
- St. Croix Family Resource Center: 715.684.5122

Stakeholder Feedback Project

*Surveys and focus groups of our
families, students and staff*

GOAL

To better understand the experience
of our families, students and staff in
this new learning environment to
identify:

Challenges to address at a school or district
level

How the district can best support stakeholders
during the pandemic

Strategies to connect with families



Stillwater Area Public Schools Fall 2020 Family Survey

Thank you for choosing Stillwater Area Public Schools for your family in the 2020-2021 school year!

The purpose of this survey is to gather feedback on your family's experience with school so far this year. By taking just 5 to 10 minutes to complete this survey, you will help us better understand what is working well and what can be improved upon.

We know not all children experience learning in the same way. You are invited to complete one survey for your family or respond to questions separately for each of your children.

All individual responses will be kept confidential. Summary data will be shared with district staff and the community so we can work collaboratively to do our best for students, staff, and families.

If you have any questions about the survey, please contact Carissa Keister, Community Engagement Manager, at keisterc@stillwaterschools.org or 651-351-8320.

Thank you for your time and thoughtful feedback!

* Required

Please choose one of the following. *

- ☐ I have only one child attending Stillwater Area Public Schools.
- ☐ I have multiple children attending Stillwater Area Public Schools, and I choose to complete one survey for my entire family.
- ☐ I have multiple children attending Stillwater Area Public Schools, and I choose to complete separate surveys for each child.
- ☐ Other: _____

Next



Agenda Item: VIII. B.
Date Prepared: October 12, 2020
ISD 834 Board Meeting

Agenda Item: Reimagine Stillwater Schools
Meeting Date: October 22, 2020
Contact Person: Dr. Jennifer Cherry

Background:

School district staff is focused on finding solutions to eliminate the achievement and opportunity gap in our schools and ensure ALL students feel welcome, safe and successful.

The board will learn more about the work underway to embed the 9 strategies of Reimagine Minnesota to “See All; Serve All and Support All.”

No Action required.



Agenda Item VIII. C.
Date Prepared: October 12, 2020
ISD 834 Board Meeting

Report Agenda: Contract and Expenditure Reviews

Meeting Date: October 22, 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 October 9, 2020 to October 15, 2020.

- Intermediate District 287 Setting IV Special Ed Program - \$17.30 per membership hour
- Anoka County Community Action Program ECSE Head Start Program – no cost
- KidCreate Studio – Art/Craft classes for age 5-12 years – Price varies from \$13.00 to \$49.00 per child
- Red Cape CPR Training – A Virtual Pet CPR/1st Aid Certification Course – no cost

Recommendation:

This is a report for information.



Agenda Item: VIII. D.
Date Prepared: October 15, 2020
ISD 834 Board Meeting

Agenda Item: Firewall Replacement

Meeting Date: October 22, 2020

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

Background

The current district firewall license costs increased this year due to VPN costs required to support remote learning. Licensing costs are moving from \$30K/year to \$50K/year. The district can achieve more favorable pricing by replacing our equipment and bundling 3-year licensing. This will also support our future upgrade bath to 10GB Internet services if/when needed.

Location(s): District Wide

Project Name: Firewall Replacement

Fund: Technology Budget

Recommendation:

Information Only

EXPENDITURE APPROVAL FORM

Fiscal Year 2020-2021

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

REQUESTED BY: John Perry **DATE:** 10/22/2020

DESCRIPTION OF REQUEST

Licensing & equipment to replace current firewall

FINANCIAL IMPACT

\$ 117,550 for equipment with 3 year licensing

Budget(s) Impacted:

Is This a One-Time Expenditure?

- ☐ **Yes**, once implemented there will be no ongoing costs
- ☒ **No**, it will need to be funded indefinitely
Annual costs after year-3 are expected to be approximately \$24,090
- ☐ **No**, it will need to be funded for Fiscal Years 2020-?

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

- ☐ **Yes** List Source(s): CARES Act Funding (GEER & ESSER)
- ☒ **No**

PROGRESS MONITORING

It is currently cheaper to replace our firewall and pay for new licensing than it is to continue paying renewals on our existing firewall.

10GBPS W ONSITE SPARE

Model - Palo Alto 5220	Qty	Price	Extended Price
PAN-PA-5220-AC	1	\$ 26,250.00	\$ 26,250.00
PAN-PA-5220-GP-3YR	1	\$ 15,540.00	\$ 15,540.00
PAN-PA-5220-TP-3YR	1	\$ 15,540.00	\$ 15,540.00
PAN-PA-5220-URL4-3YR	1	\$ 15,540.00	\$ 15,540.00
PAN-SVC-PREM-5220-3YR	1	\$ 25,650.00	\$ 25,650.00
Onsite Spare	1	\$ 18,810.00	\$ 18,810.00
Installation Hardware	2	\$ 110.00	\$ 220.00
3 Year Total			\$ 117,550.00
Annual (Year 4+)			\$ 24,090.00

HIGH END MODEL

Model - Palo Alto 5250	Qty	Price	Extended Price
PAN-PA-5250-AC	1	52500	\$ 52,500.00
PAN-PA-5250-GP-3YR	1	30800	\$ 30,800.00
PAN-PA-5250-TP-3YR	1	30800	\$ 30,800.00
PAN-PA-5250-URL4-3YR	1	30800	\$ 30,800.00
PAN-SVC-PREM-5250-3YR	1	51300	\$ 51,300.00
3 Year Total			\$ 196,200.00
Annual (Year 4+)			\$ 47,900.00

RENEW EXISTING LICENSE

3yr renewal on current 5050	Qty	Price	Extended Price
PAN-PA-5050-GP-3YR-R	1	\$ 30,240.00	\$ 30,240.00
PAN-PA-5050-TP-3YR-R	1	\$ 30,240.00	\$ 30,240.00
PAN-PA-5050-URL4-3YR-R	1	\$ 30,240.00	\$ 30,240.00
PAN-SVC-PREM-5050-3YR-R	1	\$ 41,283.00	\$ 41,283.00
3 Year Total			\$ 132,003.00
Annual			\$ 44,001.00

10GBPS W HIGH AVAILABILITY

Model - Palo Alto 5220	Qty	Price	Extended Price
PAN-PA-5220-AC	2	\$ 26,250.00	\$ 52,500.00
PAN-PA-5220-GP-3YR-HA2	2	\$ 15,540.00	\$ 31,080.00
PAN-PA-5220-TP-3YR-HA2	2	\$ 15,540.00	\$ 31,080.00
PAN-PA-5220-URL4-3YR-HA2	2	\$ 15,540.00	\$ 31,080.00
PAN-SVC-PREM-5220-3YR	2	\$ 25,650.00	\$ 51,300.00
3 Year Total			\$ 197,040.00
Annual (Year 4+)			\$ 48,180.00

HIGH END HIGH AVAILABILITY

Model - Palo Alto 5250	Qty	Price	Extended Price
PAN-PA-5250-AC	2	\$ 52,500.00	\$ 105,000.00
PAN-PA-5250-GP-3YR-HA2	2	\$ 30,800.00	\$ 61,600.00
PAN-PA-5250-TP-3YR-HA2	2	\$ 30,800.00	\$ 61,600.00
PAN-PA-5250-URL4-3YR-HA2	2	\$ 30,800.00	\$ 61,600.00
PAN-SVC-PREM-5250-3YR	2	\$ 51,300.00	\$ 102,600.00
3 Year Total			\$ 392,400.00
Annual (Year 4+)			\$ 95,800.00



Agenda Item: IX. A.
Date Prepared: October 15, 2020
ISD 834 Board Meeting

Action Agenda Item: Chromebook Purchases
Meeting Date: October 22, 2020
Contact Person: John Perry, Director of Learning Technology and Design Systems

Background

Mr. John Perry will be requesting the purchase of 2,200 Chromebooks to replace and replenish aging Chromebooks district-wide, as needed to maintain state testing guidelines and to meet the needs of our students.

Location(s): District Wide

Project Name: Chromebook Purchases

Fund: CARES Act

Recommendation:

A motion and a second for Board approval of the proposed CDW-G quote in the amount of \$672,100.00

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

EXPENDITURE APPROVAL FORM

Fiscal Year 2020-2021

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

REQUESTED BY: John Perry **DATE:** 10/22/2020

DESCRIPTION OF REQUEST

The purchase of 2200 Replacement Chromebooks to backfill obsolete devices.

FINANCIAL IMPACT

\$ 672,100 for 2200 Chromebooks

Budget(s) Impacted:

Is This a One-Time Expenditure?

☒ **Yes**, once implemented there will be no ongoing costs

No, it will need to be funded indefinitely

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

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

☒ **Yes** List Source(s): CARES Act Funding (GEER & ESSER)

☐ **No**

PROGRESS MONITORING

Chromebook purchases are all one-time as funding permits. Once a chromebook is purchased and licensed, that chromebook has no ongoing costs (except potential repair). However, chromebooks do need to be replaced cyclically.

Inventories are generally evaluated annually with budget cycles.

QUOTE CONFIRMATION



DEAR JOHN PERRY,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LQTB399	9/22/2020	ACER C871	3980182	\$672,100.00

IMPORTANT - PLEASE READ

Special Instructions: Full payment for this quote is due no later than December 15, 2020

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Google Chrome Management Console License - Education Mfg. Part#: CROSSWDISEDU UNSPSC: 43232804 Electronic distribution - NO MEDIA Contract: Sourcewell RFP 081419 Tech Catalog - Chromebook (081419-CDW)	2200	3577022	\$24.50	\$53,900.00
CDWG EDU White Glove Service for Chromebooks and Chrome OS Devices T1 Mfg. Part#: CDWCHROMEOS SVC1 UNSPSC: 43232401 Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	2200	3254461	\$6.00	\$13,200.00
CDW Intermediate Custom Asset Tag/Label applied to a device (CDW Configs) Mfg. Part#: INTERMD CSTM TAG UNSPSC: 81111511 Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	2200	500817	\$5.00	\$11,000.00
Acer Chromebook C871-C85K Celeron 5205U 4GB RAM 32GB Chrome Mfg. Part#: NX.HQEAA.001 Contract: Sourcewell RFP 081419 Tech Catalog - Chromebook (081419-CDW)	2200	5937628	\$270.00	\$594,000.00

INSTALL SUMMARY

ITEM	QTY	CDW#
Acer Chromebook C871-C85K Celeron 5205U 4GB RAM 32GB Chrome	200	5937628
ITEMS TO BE INSTALLED		
CDWG EDU White Glove Service for Chromebooks and Chrome OS Devices T1	200	3254461
CDW Intermediate Custom Asset Tag/Label applied to a device (CDW Configs)	200	500817

PURCHASER BILLING INFO	SUBTOTAL	\$672,100.00
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Billing Address: STILLWATER SCHOOL DIST. #834 1875 GREELEY ST S STILLWATER, MN 55082-6094 Phone: (651) 351-8340 Payment Terms: NET 30-VERBAL	SHIPPING	\$0.00
	SALES TAX	\$0.00
	GRAND TOTAL	\$672,100.00
DELIVER TO	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	
Shipping Address: STILLWATER SCHOOL DIST. #834 JOHN PERRY 1875 GREELEY ST S STILLWATER, MN 55082-6094 Phone: (651) 351-8340 Shipping Method: Best Way Custom Freight		

Need Assistance? CDW•G SALES CONTACT INFORMATION



Oleg Krylov

(866) 770-0358

olegkry@cdwg.com

LEASE OPTIONS

FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$672,100.00	\$17,837.53/Month	\$672,100.00	\$20,653.63/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
 For more information, contact a CDW account manager

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Agenda Item IX. B.
Date Prepared: October 16, 2020
ISD 834 Board Meeting

Action Items: Board Meeting Decision-Making Model
Meeting Date: October 22, 2020
Contact Person: Chair Stivland

Summary:

The board would like to consider a possible change to whether the board should have their meetings in person. This is meant to guide the conversation and a decision on how to proceed.

We have been given guidance that we are in a pandemic and we should practice physical distancing. We will explore whether or not it is safe and adventitious to have the board meetings in person.

Recommendation:

A motion and a second to choose a model and a location for the future board meetings with reconsideration at the January 7, 2021 organizational meeting.

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



School Board Meeting Location

October 22, 2020

Board Meeting Location Options



	Virtual/Zoom	City Hall	Oak Park	SAHS	SMS
Member Layout	Tile	Arc	Facing	Arc	Arc
Physical Distancing	Yes	No	Yes	Yes	Yes
Audience Capacity	-NA-	20	45	67	98
Local Cable	No	Yes	Yes	No	No
YouTube	Yes	Yes	Yes	Yes	Yes
Video Mixing	Tile	3-Camera	3-Camera	Need Camera(s)	Need Camera(s)
Audio Mixing	Tile	Wired Mics	Wired Mics	Need Mics	Need Mics
Additional Costs	NO	NO	NO	YES	YES

Board Meeting Location Considerations

- **Is it absolutely necessary and essential to have board meetings in person?**
- **Do we have the technical capacity?**
Can we manage multiple offsite members without incurring significant costs or technical instability?
- **Are there any pre-existing health considerations of board members?**
And how many board members might need to remain distant?
- **Audience presence:**
Can we protect the safety and physical distancing needs of the audience? Is this fair to all?
- **Open Forum Speakers?**
Do we expect all speakers to attend in person, zoom or call in to the meeting, or is a combination possible.
- **Space needs:**
If we have an audience, what limitations exist? Where is the ideal location?
- **Can we ensure consistency and reliability of broadcast?**
- **How can we model healthy public safety behavior?**
- **Legal notification of 72 hours if there is a location change.**





Agenda Item IX. C.
Date Prepared: October 14, 2020
ISD 834 Board Meeting

Action Agenda Item: Approval of Restructure Plan for Finance and Operations Department

Meeting Date: October 22, 2020

Contact Person: Malinda Lansfeldt, Superintendent

Background:

The District is seeking approval for the addition of a Director of Operations position, in conjunction with a restructure of the Finance and Operations department as follows:

1. Elimination of the Executive Director of Finance and Operations and replacement of the position with a Director of Finance (estimated reduction in cost of \$21,000 annually). This position will report directly to the Superintendent and will be responsible for Finance and Enrollment.
2. Addition of a Director of Operations position (estimated increased cost of \$190,000 annually). This position will report directly to the Superintendent and will be responsible for Facilities and Site Operations and Nutrition Services. The Director of Operations will also be the District contact/oversight for Transportation Management Services.
3. Outsourcing of Transportation Management Services (estimated to be cost neutral, or a slight reduction in cost, depending on the outcome of negotiation of contract for services). As a part of this service, the District would be provided a Director of Transportation, a Coordinator of Transportation and an Assistant Router position. This service has been provided by CESO since July 2020. The District has had initial conversations with CESO regarding the possibility of continuing to provide this service on a longer term basis, i.e. two to three years. With approval of the plan, the District would intend to bring a negotiated contract for services for Board approval at the November 5, 2020 Board meeting.

The estimated overall increased (ongoing) cost to the General Fund as a result of this restructure is \$169,000 which is the overall difference in cost of the addition of a director position (+\$190,000), minus the cost savings of changing an Executive Director position to a Director position (-\$21,000). An Expenditure Approval Form is attached.

Recommendation:

Motion and a second for Board approval of the proposed restructure, including the addition of a Director of Operations and the outsourcing of Transportation Management Services, pending Board approval of a Contract at an upcoming Board meeting.

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

EXPENDITURE APPROVAL FORM

Fiscal Year 2020-2021

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

REQUESTED BY: Malinda Lansfeldt

DATE: October 22, 2020

DESCRIPTION OF REQUEST

(Please describe in detail. In your description, please explain the consequences if request is not approved.)

Approval of costs associated with the addition of a Director of Operations, beginning approximately December 1, 2020. This position is being requested in conjunction with a restructure of the Finance and Operations department as follows: 1) Elimination of the Executive Director of Finance and Operations and replacement of the position with a Director of Finance (estimated reduction in cost of \$21,000 annually); 2) Addition of Director of Operations position (estimated increased cost of \$190,000 annually); 3) Outsourcing of Transportation Management Services (estimated to be cost neutral, or a slight reduction in cost, depending on outcome of negotiation of contract for services).

FINANCIAL IMPACT

\$169,000 (Estimated increase in cost resulting from the additional cost of \$190,000 for the additional Director of Operations position, minus estimated savings of \$21,000 due to changing the Executive Director position to a Director position.)

Budget(s) Impacted: General Fund Impact of \$169,000

Is This a One-Time Expenditure?

- ☐ Yes, once implemented there will be no ongoing costs
- ☒ No, it will need to be funded indefinitely
- ☐ No, it will need to be funded for Fiscal Years _____

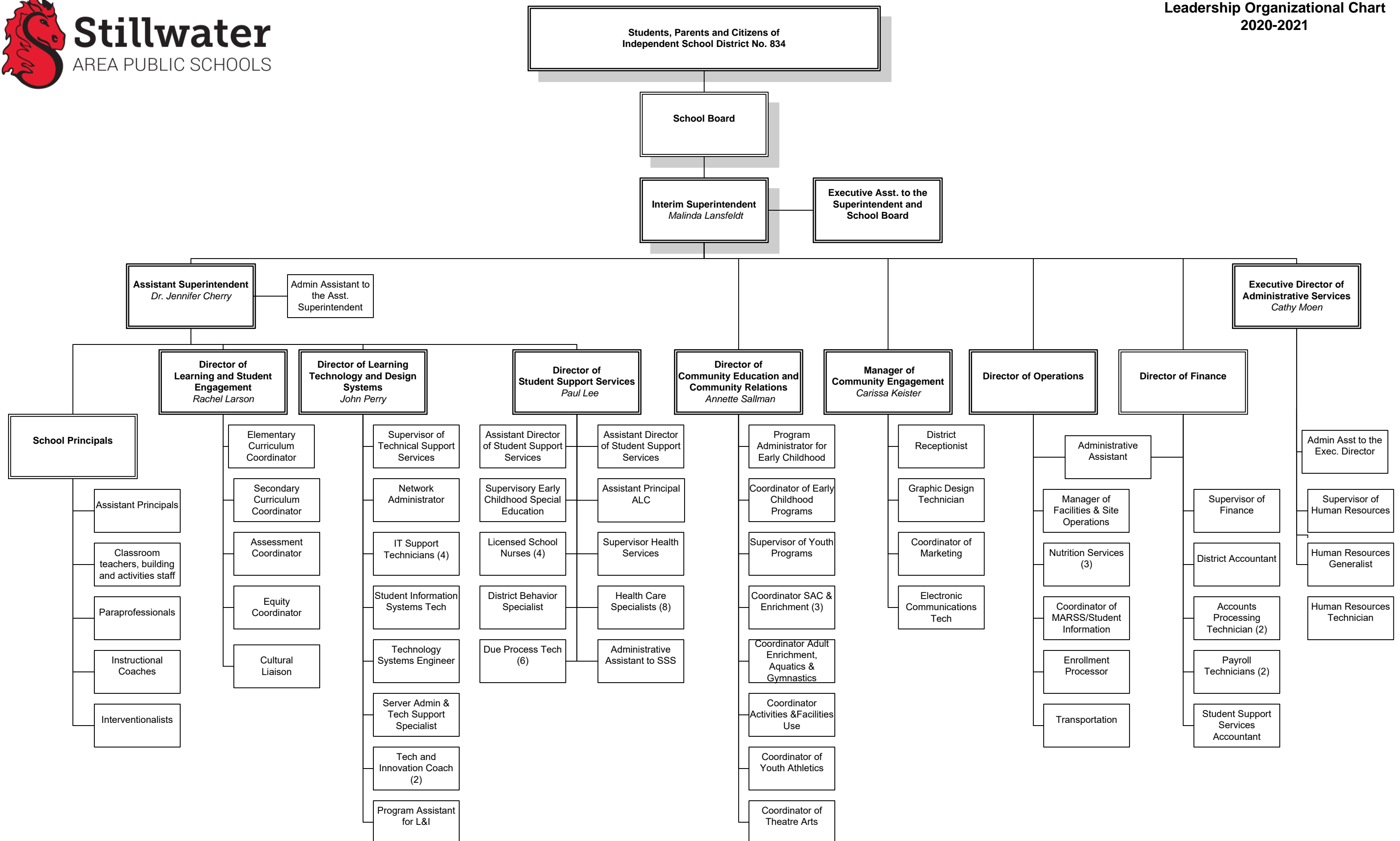
Is there an off-setting revenue source(s)?

- ☐ Yes List Source(s): _____ Amount: _____
- ☒ No

PROGRESS MONITORING

When and in what manner will the Board be provided follow-up information/progress monitoring?

Success of the restructure, including the addition of a Director of Operations, will be determined by the ability of administration to maintain timelines and compliance with requirements and meet expectations of the Board.





Agenda Item X. A. B. C.
Date Prepared: September 28, 2020
ISD 834 Board Meeting

Agenda Item: School Board Reports
Meeting Date: October 8, 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: September 28, 2020
ISD 834 Board Meeting

Agenda Item: Adjournment
Meeting Date: October 8, 2020
Contact Person: School Board Chair

The meeting must formally adjourn.