



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