



**Independent School District 834
Video Conference
School Board Business Meeting Agenda – October 8, 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 – Nutrition Services
- VI. **Open Forum**

Fifteen speakers will be allotted three minutes each to speak
- VII. **Consent Agenda**
 - A. Minutes of September 24, 2020 Business Meeting
 - B. Minutes of October 1, 2020 Closed Meeting
 - C. Disbursement Register September 26 to October 9, 2020
 - D. Human Resources Personnel Report
- VIII. **Reports**
 - A. On The Dial Learning Update – Superintendent Lansfeldt
 - B. Reimagine Stillwater Schools – Dr. Jennifer Cherry
 - C. Chromebook Purchases – Mr. John Perry
- IX. **Action Items**
 - A. Approval for Contract and Expenditure Procedure – Director Riehle
- 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

Agenda Item I.
Date Prepared: September 28, 2020
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: October 8, 2020

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.

Agenda Item: Roll Call
Meeting Date: October 8, 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: September 28, 2020
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: October 8, 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: September 28, 2020
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: October 8, 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: Introductory Items
Meeting Date: October 8, 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: Open Forum
Meeting Date: October 8, 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: October 1, 2020
ISD 834 Board Meeting

Agenda Item: Consent Agenda
Meeting Date: October 8, 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 September 24, 2020

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

B. School Board Closed Meeting Minutes October 1, 2020

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

C. School Board Meeting Disbursement Register September 26 to October 9, 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
September 24, 2020 – 6:00 p.m. Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 6:02 p.m.
- II. **Roll Call:** Present: Sarah Stivland, chair; Mike Ptacek, clerk; Timothy Brewington, director, Bill Gilles, director, Jennifer Pelletier, director; Liz Weisberg, director; Tina Riehle, treasurer (absent)

III. **Approval of the Agenda**

Motion to approve the agenda by Member Ptacek; seconded by: Member Weisberg; Vote: 6 ayes, 0 nays, Motion Carried Unanimously.

IV. **Superintendent Report**

- Welcomed two new student representatives to the board.
- Beginning to develop plans and timelines for referendum for next November 2021.
- Middle schools are planning to move to their full hybrid model on October 12 allowing students to get out of their “bubble” which had them in one classroom each day and start transitioning to their full class schedule.
- MSHSL re-instated fall football, volleyball and adoptive soccer.
- Congratulations to Stillwater Area High School student Maggie Banks who was named to the prestigious Top 300 Broadcom MASTERS list which is the nation’s premier STEM competition for middle school students.
- SAHS Anders Abbot and Connor Lange have been named semifinalists in the National Merit Scholarship Program.
- SAHS Academic Awards Ceremony will be LIVE online on Monday, September 28 at 6:00 PM and the video will also be posted online for later viewing.
- Openings for Adventure Club child care staff.

V. **Introductory Items**

A. **Student Report**

Mara: Academics - Reviewed the hybrid model set up at the high school. Masks are required and haven’t had any issues. Students are seated in desks six feet apart with one way hallways. Academic letters were released for a 3.75 or over GPA.

Brynn: Activities/sports - Shared the sports that have started this fall with practices and competitions. Excited football and volleyball were reinstated. Games will be live-streamed for those that do allow spectators. MSHSL will announce winter calendar on Oct. 1 and status of possible state competitions for the sports competing. Postponed homecoming is being celebrated Sept. 28-Oct. 2 with the tagline - “Homecoming is cancelled but we are still celebrating”

- B. **Recognition** – Rachel Larson shared the Summer Success video and recognized the students and teachers/staff who made it a great experience. This was the fifth year of serving students with over 225 students in a distance learning model.

VI. **Open Forum**

1. Jim Franklin – 642 Midwest Trail PI N – Contract and funding approval procedure

VII. **Consent Agenda**

- A. Minutes of September 3, 2020 Special Meeting

- B. Minutes of the September 10, 2020 Regular Meeting
- C. Disbursement Register September 12-25, 2020
- D. Human Resources Personnel Report
- E. Century College Joint Powers Agreement – PSEO
- F. Approval of Temporary Healthcare Specialist Position
- G. Upgrade IXL site licenses to support English and Math

Motion by Member Ptacek to approve items A, B, C, F, G; Seconded by: Member Brewington; Vote: 6 ayes, 0 nays, Motion Carried Unanimously.

Motion by Member Ptacek to approve item D; Seconded by: Member Pelletier; Vote: 6 ayes, 0 nays, Motion Carried Unanimously.

Motion by Member Brewington to approve item E; Seconded by: Member Weisberg; Vote: 6 ayes, 0 nays, Motion Carried Unanimously.

VIII. Reports

- A. First Day of School Report/Smart reStart Fall Planning Update
Superintendent Lansfeldt shared the district welcomed 8,343 students on the first day of school. 240 students anticipated decrease. We are currently transporting 4,800 students and 8,392 are using the bus tracking app. 2,480 free meals were distributed on September 11 for weekly meals. There are 436 students enrolled in school age care and 72 students on the waiting list.

Students in the hybrid model: 2,473 – elementary; 1,457 – middle school; 2,051 – high school

Students on 100% Online: 883 – elementary; 475 – middle school; 759 – high school

When looking at changing models the key factors to consider are county COVID case numbers, staffing coverage, instructional preparedness, technology access, building readiness, nutrition and transportation readiness, health and safety readiness, childcare readiness and consultation with MDE, MDH and Washington County.

Moving from In-Person to Hybrid: We look at the number of students and school staff who are absent or who are sent home with influenza- or COVID-19-like illness that reaches approximately 5% of the total number of students and staff in a school within a single week. Also look at if a significant community outbreak is occurring or has recently occurred (e.g., large community event or large local employer) that has the potential to impact staff, students and families served by the school community.

Moving from Hybrid to Distance: A distance learning model could be considered for a day or two if confirmed cases are identified but contact tracing and notification of close contacts in the school setting cannot be completed within 24 to 36 hours. Multiple cases are identified within a short time period that occurs across multiple classrooms or activities, and a clear connection between cases cannot be easily identified. A significant community outbreak is occurring or has recently occurred and is impacting multiple individuals served by the school community. Substantial, uncontrolled community transmission that is occurring, and there are multiple confirmed cases among students and/or staff.

Moving to a less restrictive model options and timelines were reviewed. Two weeks are needed once the board approves a change in the model before it can be implemented.

Washington County data as of today is at 12.4 cases/10,000, which is slightly down from last week. This data is a two week lag.

- B. Reimagine Stillwater Schools
Dr. Jennifer Cherry reported we are moving forward integrating the nine strategies into our school district efforts. We have all schools finalizing the school improvement plans for the year. Site teams are meeting and establishing

smart goals. Moving forward on teacher evaluations and the QComp evaluation process. Learning Leaders professional development is scheduled the end of October. The key focus is on Equity.

Generating interest from community stakeholders for the World's Best Workforce committee. An interest form is on our website and needs to be submitted by October 29.

C. School Bus Parking

Mr. Sundstrom reported that the transportation staff at Stillwater Area Public Schools has been working to secure space to park school buses due to a lack of space at the current transportation facility. The City of Stillwater has given permission to park 40 buses at Stillwater Middle School. A contract with RMG Group in Afton was presented to park up to 25 buses at a cost of \$200 per bus per month. With this contract the district will have sufficient parking space for buses for the 2020-21 school year.

IX. Action Items

A. Architectural Engineering Contract

Mr. Sundstrom shared that the district issued a request for proposals on February 14, 2020 with proposals due on March 13, 2020. The district requests architectural engineering services on an as-needed basis including, but not limited to, annual long-term facilities maintenance projects. The district would expect the architect to create bidding documents, review bids, provide contracts, approve submittals, issue change orders, certify payments and monitor construction projects. They would also be needed throughout the year for general needs projects. The Finance and Operations Working Group reviewed these proposals on August 6, 2020 and is recommending approval of the Wold Architectural Engineering contract.

Motion by: Member Weisberg to approve the Wold Architectural Engineering contract; Seconded by: Member Pelletier; Vote: 6 ayes, 0 nays, Motion Carried Unanimously.

B. Approve Preliminary Levy

Mr. Sundstrom provided an overview of the proposed preliminary, property tax levy for Payable 2021 and reviewed the significant tax levy changes.

State law requires that the School Board adopt a proposed property tax levy for taxes payable in 2021 by September 30, 2020. The amount adopted by the district for preliminary 2020 payable 2021 provides revenue for the 2021-22 school year and is limited by state statute and voter approved referendum. This differs from the county and city calendar in that the 2021 levy provides the revenue for their 2021 calendar year budget.

The school board may adopt a preliminary levy based on September estimates, or may adopt a preliminary levy that states "Maximum Levy". If the board adopts a "Maximum Levy", then Minnesota Department of Education adjustments may be made subsequent to the action by the Board. If a dollar amount is adopted in September, adjustments that would increase the levy are not allowed. Historically, the 'maximum' has been adopted in September as an assurance that final corrections or adjustments would be included for Board consideration prior to certifying the final levy in December.

The maximum amounts the district can levy in various categories are specified in state law. The total levy is made up of many separate components in three funds (General, Community Service and Debt Service). The 2020 (Payable 2021) property tax levy provides revenue primarily for the 2021-22 school year. Estimates will be available at the Board Business meeting on December 3, 2020. Taxpayers will have an opportunity to provide input during the Truth in Taxation meeting.

Motion by: Member Pelletier to adopt the maximum levy; motion fails for lack of a second.

Motion by: Member Weisberg to adopt the proposed property tax levy minus QComp with the total levy of \$40,471,667.08 for taxes payable in 2021; Seconded by Member Ptacek; Vote: 5 ayes; 1 nay (Pelletier), Motion Carried

X. Board Reports

A. Board Chair Report – No report

B. Working Group Reports

1. Community Engagement – Meeting on September 8 with discussion on WBWF, looking at opportunities for volunteers to help read to students, thank you letters out to staff working hard over the summer, and discussing the opportunity to have a coordinator for community engagement for the needs of the district.
2. Finance and Operations – Looking to develop a policy for the work of the committee.
3. Legislative – Clerk Ptacek reported the committee is meeting on October 1. Attended one AMSD and two SEE meetings. Legislative Committee will be putting together a platform that will come to the board for approval. SEE has an equal right to quality public education amendment coming. Director Brewington reported from the SEE meeting hearing about a proposed Constitutional Amendment for Quality Public Education by Former Minnesota Supreme Court Justice Alan Page and the Federal Reserve Bank of Minneapolis President Neel Kashkari. They are advocating for a proposed amendment to the Minnesota Constitution that establishes quality public education as a fundamental right for all students with the intent of eliminating Minnesota's achievement gap.
4. Policy – No meeting

C. Member Reports:

Director Gilles – Want to push to have board meetings in person. Hearing hybrid model is hard and would like to move to in person model. Will work to bring it up at the October 8 board meeting.

Director Brewington – 'Pony Cards' are being sold by the football players. Good opportunity to support our athletes.

Director Pelletier – Member of a County Mental Health organization and shared a phone number for free support services - #833-hear4mn.

Director Weisberg – Partnership Plan meeting held on August 25 and one scheduled for September 29. Partnership Plan announced acceptance for classroom grants for teacher/staff of ISD 2020-21. Information is on the district website.

XI. Adjournment

- A. The meeting adjourned at 8:46 p.m.

Respectfully submitted, Mike Ptacek, Clerk



Independent School District No. 834 – Stillwater Area Public Schools
Video Conference
October 1, 2020 – Closed Meeting Minutes

- I. Call to Order: The meeting was called to order a 6:05 p.m.
- II. Roll Call: Present: Sarah Stivland, chair; Mike Ptacek, clerk; Tina Riehle, treasurer; Tim Brewington, director, Bill Gilles, director, director; Liz Weisberg, director
- III. Approval of Agenda

Motion to approve the agenda by Member Ptacek; Second by: Member Weisberg; Vote: 6 ayes, 0 nays, motion carried unanimously.
- IV. The Board adjourned to closed session at 6:10 p.m. pursuant to Minnesota Statutes Section 13D.05, subdivision 3(b), to engage in discussions with the School Board's legal counsel related to litigation in the case of Hoheisel vs. ISD 834, et al., Court File No. 82-CV-20-1882. The Board of Directors seeks legal advice on the status of the matter, alleged claims against the District, the District Attorney's analysis of the same, and the District's options for responding to such claims.

Motion by: Member Stivland; Second by: Member Riehle; Vote: 6 ayes, 0 nays, motion carried unanimously.

Closed Meeting Roll Call

Members present: Tim Brewington, Bill Gilles, Jennifer Pelletier, Mike Ptacek, Tina Riehle, Sarah Stivland, Liz Weisberg; Others present: Malinda Lansfeldt, Trevor Helmers, Maggie Wallner
Member Jennifer Pelletier came to closed meeting at 6:55 pm

Closed meeting adjourned to open meeting at 7:23 p.m.

Motion by Gilles to adjourn closed meeting and second Member Weisberg; Vote 7 ayes 0 nays to open meeting.

- VI. Adjournment

Meeting adjourned 7:25 pm.

Respectfully submitted, Mike Ptacek, Clerk

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Banick, Amanda	Resignation	Math League Co-Advisor Stillwater Area High School	Co-Curricular	September 1, 2020
Curtis, Katie	Resignation	Cafeteria 12 hrs/week Oak-Land Middle School	Cafeteria	September 28, 2020
Gavic, Kelsey	Resignation	Preschool Teacher Lake Elmo Elementary	SCEA	May 21, 2020
Meidl, Ramona	Retirement (30 years)	Paraprofessional 6.75 hrs/day Afton-Lakeland Elementary School	SCPA	August 31, 2020
Pierre, Linda	Retirement (5 years)	Paraprofessional 7.0 hrs/day Rutherford Elementary School	SCPA	September 17, 2020
Smrekar, Lindsey	Resignation	Community Education Site Lead Rutherford Elementary School	CE Leads & Assistants	September 28, 2020
Wolkerstorfer, Karleigh	Released	Girls Hockey Coach Stillwater Area High School	Co-Curricular	September 11, 2020
Zilles, Susan	Retirement (24 years)	Secretary, Secondary Principal, 8.0 hrs/day Oak-Land Middle School	Tech Support	October 9, 2020

HIRES/REHIRE

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Anderson, Dawn	Temporary Floating Custodian, 4.0 hrs/day District Wide	\$14.50 hour	COVID	Casual	September 24, 2020
Baxter, Megan	Community Education Assistant Stonebridge Elementary School	\$15.00 hour	2020-2021 Staffing	CE Leads & Assistants	September 21, 2020
Campbell, Evelyn	Paraprofessional 7.0 hr/day Andersen Elementary School	\$16.50 hour	Replacement	SCPA	September 21, 2020
Carpenter, Jolle	Community Education Casual District Wide	\$12.00 hour	Casual	Casual	September 24, 2020
Cochlin, Laura	.5 FTE Intervention Teacher Afton-Lakeland & Andersen Elementary	\$76,291.00	Replacement	SCEA	September 24, 2020
DeJarnett, Sydney	Community Education Casual District Wide	\$12.00 hour	Casual	Casual	September 25, 2020
Dobson, Stacy	ECFC Teacher, 353.84 hours Early Childhood Family Center	\$18,905.67	2020-2021 Staffing	SCEA	August 18, 2020
Elmer, Mark	Assistant Football Coach Stillwater Area High School	\$5,160.00	Replacement	Co-Curricular	July 10, 2020
Florez de Gutierrez, Rosa	Temporary Floating Custodian, 8.0 hrs/day District Wide	\$16.46 hour	COVID	Casual	September 29, 2020
Evans, Allan	Girls Soccer Coach Oak-Land Middle School	\$1,892.00	Replacement	Co-Curricular	September 8, 2020
Gutierrez Mancia, Reimundo	Temporary Floating Custodian, 8.0 hrs/day District Wide	\$16.46 hour	COVID	Casual	September 29, 2020
Hanson, Alexandra	Health Paraprofessional 4.0 hr/day St Croix Catholic	\$16.31 hour	Replacement	SCPA	September 21, 2020
Hibbard, Kalynne	1.0 FTE Speech Pathologist Lake Elmo Elementary	\$52,780.00	Replacement	SCEA	September 14, 2020
Johnson, Denver	Boys Soccer Coach Stillwater Middle School	\$1,892	Replacement	Co-Curricular	September 8, 2020
Lampright, Mary	Paraprofessional 6.0 hrs/day Rutherford Elementary School	\$16.50 hour	Replacement	SCPA	September 21, 2020
Lockard, Leasa	Paraprofessional 6.5 hrs/day Oak-Land Middle School	\$16.12 hour	Replacement	SCPA	September 21, 2020
Maasin, Jemina	Temporary Floating Custodian, 3.0 hrs/day District Wide	\$14.50 hour	COVID	Casual	September 15, 2020
Nordstrom, Daniel	Temporary Floating Custodian, 8.0 hrs/day District Wide	\$16.46 hour	COVID	Casual	September 28, 2020
Petersen, Tod	Paraprofessional 6.25 hrs/day Lily Lake Elementary School	\$16.50 hour	Replacement	SCPA	October 1, 2020 - December 31, 2020
Quaderer, Zach	Community Education Casual	\$28.00 hour	Casual	Casual	October 5, 2020

	District Wide				
Rother, Mary	Health Care Specialist, 6.5 hrs/day Oak-Land Middle School	\$33.93 hour	Replacement	CSS	September 28, 2020 - June 2, 2021
Schultz, Barbara	Temporary Floating Cafeteria, 4.0 hrs/day District Wide	\$15.48 hour	Replacement	Cafeteria	September 16, 2020
Yang, Kuab	Temporary Floating Custodian, 8.0 hrs/day District Wide	\$16.46 hour	COVID	Casual	September 15, 2020

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Fanous, Soher	Approve	Paraprofessional 6.25 hrs/day Andersen Elementary School	SCPA	September 23, 2020 - October 26, 2020
Pearson, Jenna	Approve	Paraprofessional 6.25 hrs/day Lily Lake Elementary School	SCPA	September 8, 2020 - November 20, 2020

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Arco, Rebecca	.6 FTE Elementary Education Teacher Rutherford Elementary	.5 FTE Elementary Education Teacher Rutherford Elementary	2020-2021 Staffing	SCEA	September 21, 2020
Auge, Brandon	1.0 FTE ELL Teacher Lake Elmo Elementary	1.1 FTE ELL & Intervention Teacher Lake Elmo Elementary	2020-2021 Staffing	SCEA	August 24, 2020 - June 7, 2021
Biermaier, Sara	1.0 FTE Math Teacher Stillwater Area High School	1.1 FTE Math Teacher Stillwater Area High School	2020-2021 Staffing	SCEA	August 24, 2020 - June 7, 2021
Cady, Gina	Community Education Assistant 25.30 hr/week Rutherford Elementary School	Community Education Assistant 27.0 hr/week Rutherford Elementary School	2020-2021 Staffing	CE Leads & Assistants	September 15, 2020
Carter, Kirsten	1.0 FTE Spanish Teacher Stillwater Area High School	1.2 FTE Spanish Teacher Stillwater Area High School	2020-2021 Staffing	SCEA	August 24, 2020 - June 7, 2021
Drommerhausen, Deb	1.0 FTE Business Teacher Stillwater Area High School	1.1 FTE Business Teacher Stillwater Area High School	2020-2021 Staffing	SCEA	August 24, 2020 - January 22, 2021
Maxwell, Amanda	.4 FTE Elementary Education Teacher Rutherford Elementary	.7 FTE Elementary Education & Intervention Teacher Rutherford Elementary	2020-2021 Staffing	SCEA	September 21, 2020
Sebo, Tom	1.0 FTE Math Teacher Stillwater Area High School	1.1 FTE Math Teacher Stillwater Area High School	2020-2021 Staffing	SCEA	August 24, 2020 - June 7, 2021
Stanton, Stacey	Community Education Casual District Wide	Community Education Assistant 12.0 hrs/week Rutherford Elementary School	2020-2021 Staffing	CE Leads & Assistants	September 21, 2020

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Campbell, Evelyn	Community Education Assistant 2.5 hrs/week Andersen Elementary School	Replacement	CE Leads & Assistants	October 2, 2020
Dobson, Stacy	Community Education Assistant 13.0 hrs/week Early Childhood Family Center	Replacement	CE Leads & Assistants	September 17, 2020
Rish, Cornelius	Assistant Football Coach Stillwater Area High School	Replacement	Co-Curricular	July 10, 2020
Taft, Granger	Assistant Football Coach Stillwater Area High School	Replacement	Co-Curricular	July 10, 2020
Varichek, Nick	Assistant Football Coach Stillwater Area High School	Replacement	Co-Curricular	July 10, 2020

Agenda Item: VIII. A.
Date Prepared: September 28, 2020
ISD 834 Board Meeting

Agenda Item: On the Dial Learning Update
Meeting Date: October 8, 2020
Contact Person: Interim Superintendent Malinda Lansfeldt

Background:

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

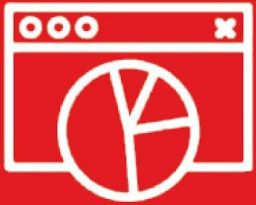
No Action required.



Learning Model Change Process

School Board Update - October 8, 2020

Learning Model Change Process



Indicators reflect model change

Indicators include:

- COVID rates
- Staffing coverage
- Student attendance
- Devices/technology and curriculum
- Health and safety operations
- School services
- MDE and MDH and county guidance



Leadership Team Impact Analysis

Leadership Team:

- Reviews indicators
- Evaluates current model operations and feedback
- Identifies needs and develops plan
- Makes model change recommendation



School Board Decision

School board:

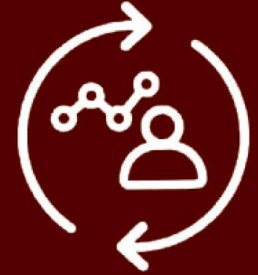
- Considers recommendation from Leadership Team
- Adopts a new learning model



Transitional Planning Time

Leadership Team:

- Schedule Transitional Days
- Communicate with families
- Reroute school buses
- Make appropriate staffing changes
- Adjust schedules, as necessary



Implementation

Leadership Team:

- Implement new learning model
- Continue to monitor indicators

Key Factors To Consider Model Changes

1	County COVID-19 Case Numbers	• Less Restrictive: Rates must be consistently in the low end of the state-identified range and/or trending downward • More Restrictive: Rates increasing significantly and/or an outbreak in community
2	Staffing Coverage	• Indicator: Ability to properly staff our classrooms, grades, and schools.
3	Student Attendance	• Indicator: Ability of our classes, grades, and schools to operate based on student COVID-19 cases
4	Device/Technology and Curriculum	• Indicator: District-wide access by teachers and students to devices, technology, curriculum and support
5	Health and Safety Operations	• Indicator: Ability to safely operate within health and safety protocols and practices, including cleaning, physical distancing and providing Personal Protective Equipment (PPE).
6	School Services	• Indicator: Ability to provide school services in the areas of childcare, nutrition, and transportation.

Decisions made in consultation with MDE, MDH and Washington County

Looking At the Data:

*Number of cases per 10,000
over 14 days, by county of residence
(Updated 10/8/20):*

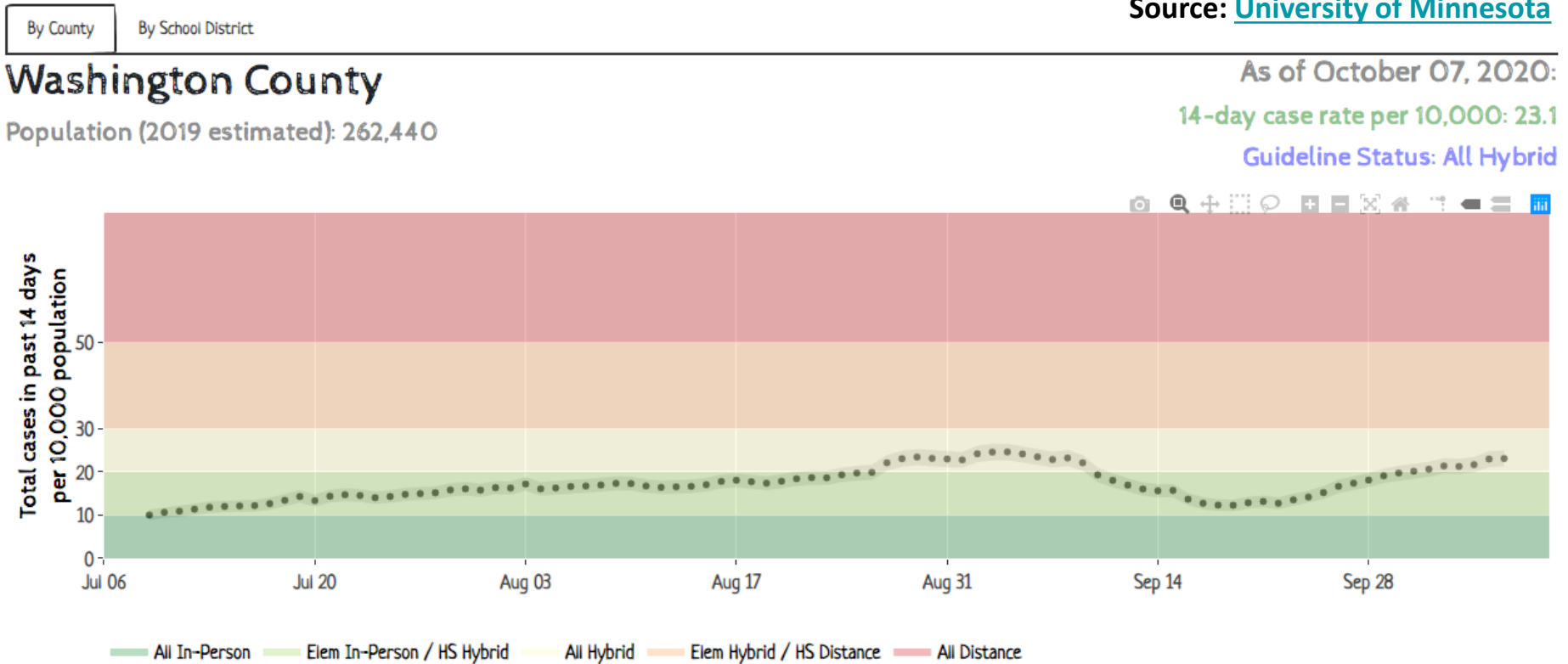
Washington County: 20.96↑

Neighboring Counties:

- **Anoka: 25.96↑**
- **Chisago County: 21.20↑**
- **Dakota County: 20.23↑**
- **Hennepin County: 21.42↑**
- **Ramsey County: 19.98↑**

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



Oct. 1: 20.2 | Oct. 2: 20.7 | Oct. 3: 21.4 | Oct. 4: 21.3 | Oct. 5: 21.7 | Oct. 6: 23 | Oct. 7: 23.1

District COVID Dashboard

Stillwater Area
High School

221
students

District-wide Staff

94
staff

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

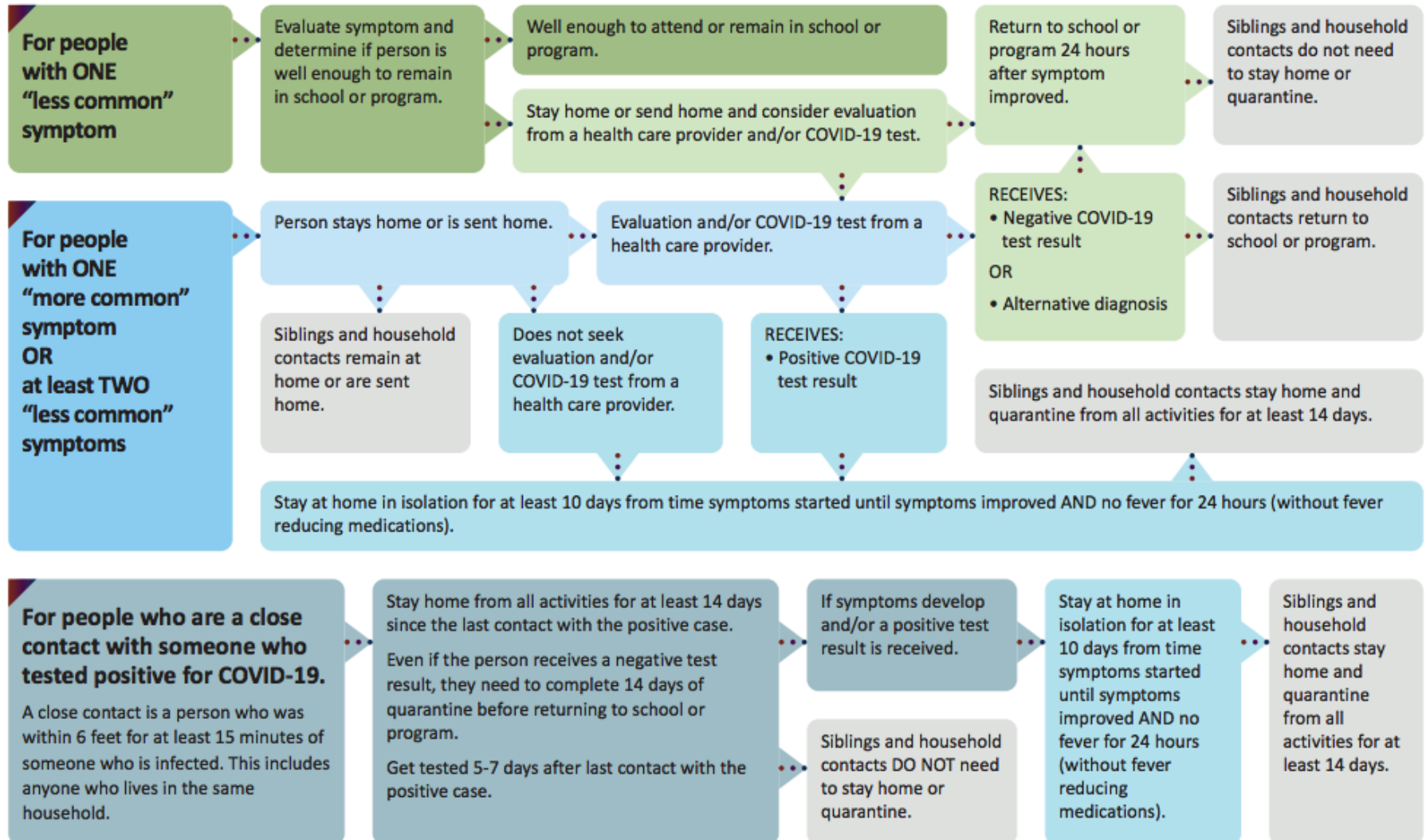
Impact on schools:

- 14 days of quarantine, if exposed
- 10 days isolation if COVID-positive
- Some cases where individuals have been out of work/school 24 days or more

COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs

Follow the appropriate path if a child, student, or staff person is experiencing the following symptoms consistent with COVID-19:

- **More common:** fever greater than or equal to 100.4° F, new onset and/or worsening cough, difficulty breathing, new loss of taste or smell.
- **Less common:** sore throat, nausea, vomiting, diarrhea, chills, muscle pain, excessive fatigue, new onset of severe headache, new onset of nasal congestion or runny nose.



Moving To A LESS Restrictive Model

Moving to In-person Learning

- Confirmed cases among students and staff is relatively small.
- Each confirmed case can be traced to a likely source of exposure and all or most close contacts can be identified and excluded.
- Staffing is assumed to be sufficient to continue in-person instruction.
- Contact tracing can be completed quickly and all or most close contacts can be notified and excluded within 24 hours of being notified of the confirmed case.
- Extracurricular activities held, provided they follow current public health guidance.

24

Moving to Hybrid or In-Person after Distance Learning

- Wait a minimum of two to three weeks from start of distance learning before bringing any students back for in-person or hybrid learning.
- Consult with local public health officials, MDH and MDE to determine whether the situation has improved to the point that hybrid or in-person learning may be appropriate.
- The hybrid model could be used as a bridge to safely move back toward the model of in-person learning for all students. For example, a school could operate using a hybrid learning model for two incubation periods (28 days) and carefully monitor for any additional clusters of confirmed cases of COVID-19 before transitioning back to a full in-person learning model.

Moving To A MORE Restrictive Model

Moving from In-Person to Hybrid

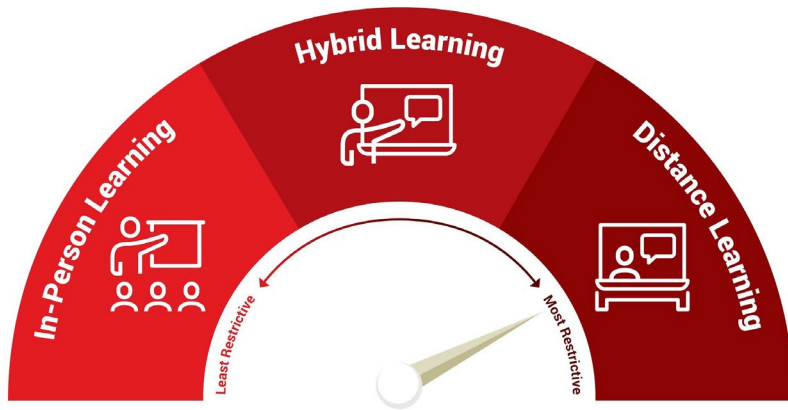
- The number of students and school staff who are absent or who are sent home with influenza- or COVID-19-like illness reaches approximately 5% of the total number of students and staff in a school within a single week.
- A significant community outbreak is occurring or has recently occurred (e.g., large community event or large local employer) that has the potential to impact staff, students and families served by the school community.

Moving from Hybrid to Distance

A distance learning model could be considered for a day or two if confirmed cases are identified but **contact tracing and notification of close contacts in the school setting cannot be completed within 24 to 36 hours**

- **Multiple cases** are identified within a short time period that occur across multiple classrooms or activities, and **a clear connection between cases cannot be easily identified.**
- A significant community outbreak is occurring or has recently occurred and is impacting multiple individuals served by the school community.
- Substantial, uncontrolled community transmission is occurring, and there are multiple confirmed cases among students and/or staff.

Moving to Distance: Considerations

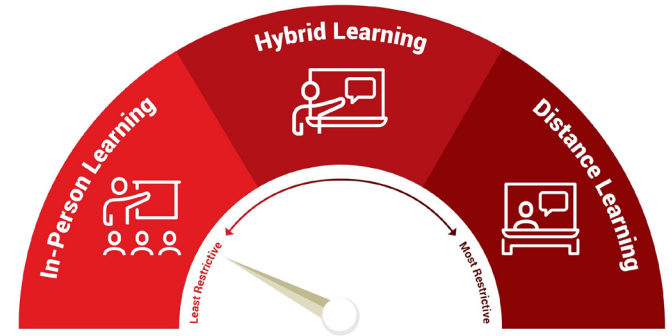


A decision to shift into distance learning for health and safety reasons at an individual classroom, school or program level may be made at any time, with little advance notice

- Increased demand for Tier 1 childcare:
 - Identify staff
 - Make space in buildings
 - Reroute transportation
- Surplus of paras, custodians, nutrition staff and preschool teachers
- Open another meal distribution site to offer meals to students
- Possible in-person opportunities for special populations

Moving to In-Person: Considerations

- All “On the Dial” students back in school at the same time
- Move from about 40% of normal building capacity to about 75%
- Unable to physically distance:
 - Full classrooms and specialist classes
 - Full cafeterias
 - Full buses
- Greater exposure to illness
 - Likely to see more people quarantined = 14 days



TIMELINE = 3 weeks from decision to implementation

- Week 1: Communicate with families, provide option to opt-in to 100% Online Learning
- Weeks 2 & 3: Plan logistics (staffing, transportation, daily schedules, curriculum)
- Provide 2 transition days prior to implementation date to allow for classroom setup
 - Hybrid students would shift to online learning (C days)

Shifting The Learning Model



COVID Response Team Meetings	School Board Update <i>(potential action to change model)</i>	Effective Date of Potential Model Change
Every Thursday	Oct. 8, 2020	Tuesday, Nov. 10 <i>Start of 2nd quarter</i>
	Dec. 3, 2020	Monday, Jan. 25 <i>Start of 3rd quarter</i>
	End of February	March 29 <i>Start of 4th quarter</i>

NOTE: The optimal time to change learning models is at natural breaks (ie. quarter/ semester). This will result in a smoother transition for students and staff.

Staff priorities:

Safety &
Stability



Agenda Item: VIII. B.
Date Prepared: September 28, 2020
ISD 834 Board Meeting

Agenda Item: Reimagine Stillwater Schools
Meeting Date: October 8, 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.

REIMAGINE MINNESOTA

**A Commitment to Create Lasting Equity and Excellence
in Education for All Students**

THE GOALS

What do we seek to achieve?

A COMMITMENT TO CREATE LASTING EQUITY AND EXCELLENCE IN EDUCATION FOR ALL STUDENTS.

See Me

+ SEE ALL: WELCOMING CLASSROOMS, SCHOOLS AND COMMUNITIES

+ SERVE ALL: PERSONALIZED EDUCATION

+ SUPPORT ALL: EQUITABLE RESOURCES

REIMAGINE MINNESOTA

THE STRATEGIES

What initiatives or directions are needed to address the barriers and implement the goals?

CULTURAL COMPETENCE

Develop, sustain and evaluate cultural competence for teachers

RECRUITMENT AND RETENTION

Develop and build systemic strategies for recruiting and retaining staff of color

COMMUNITY BRIDGES

Build bridges between school and community

PERSONALIZED EDUCATION

Prioritize and ensure personalized education with emphasis on acceleration vs. intervention

STUDENT VOICE

Elevate student voice and leadership and improve/ensure inclusiveness in the school culture and environment

SHARED UNDERSTANDING

Create and sustain consistent shared understanding of equity and high level of skill application for leaders

CULTURAL INCLUSIVITY

Develop and implement culturally inclusive standards, curriculum and comprehensive system of assessment

ADULT BEHAVIORS

Eliminate adult behaviors and policies that lead to disproportionality; provide growth-oriented support

STATEWIDE FUNDING

Statewide funding that ensures equity, access and opportunity for all students

Taking Action:

Cultural Competency

- Our Multicultural Self
- History of Race & Understanding Race In Modern Day Context

Student Voice

- Student Leadership Council
- Culture and climate improvement

Cultural Inclusivity

- Woke Wednesday's



Agenda Item: VIII. C.
Date Prepared: October 1, 2020
ISD 834 Board Meeting

Agenda Item: Chromebook Purchases

Meeting Date: October 8, 2020

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

Background

Mr. John Perry will be presenting 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:

This will be brought to the Oct 22, 2020 meeting for board approval.

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:** 10/8/2020

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 (5-6 years).

Inventories are generally evaluated annually with budget cycles. We currently expect to repeat this expenditure next year, and the following year.



Agenda Item: IX. A.
Date Prepared: Sept. 30, 2020
ISD 834 Board Meeting

Action Items: Contract and Funding Procedure
Meeting Date: October 8, 2020
Contact Person: Director Tina Riehle

Summary:

With inconsistencies surrounding contracts and expenditures, there is an identified need to formalize a clean and clear path regarding contracts and expenditure approval procedures. Pursuant to Minnesota Statutes Section 123B.09, Subdivision 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 procedure provides the 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. 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. This procedure also applies when a contractor expenditure is part of a project or contract/expenditure which has or will total more than \$50,000. The **Expenditure Approval Form**** will be used in conjunction with this Procedure.

*Note: Contracts within the administration's authority (less than \$50,000) must also be brought to the Board after execution in report form at the following Board Business Meeting. All contracts must be brought to the board for consideration and for informational purposes.

**Attachment A: Expenditure Approval Form Example

Recommendation:

A motion and a second 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.

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



PROCEDURE FOR APPROVAL OF CONTRACTS AND EXPENDITURES

GOVERNING STATUTE

Pursuant to Minnesota Statutes Section 123B.09, Subdivision 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.”

OVERVIEW AND PURPOSE

This Procedure provides the 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. 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. This Procedure also applies when a contract or expenditure is part of a project or contract/expenditure which has or will total more than \$50,000. The **Expenditure Approval Form**** will be used in conjunction with this Procedure.

*Note: Contracts within the administration’s authority (less than \$50,000) must also be brought to the Board after execution in report form at the following Board Business Meeting. All contracts brought to the board for consideration and for informational purposes.

OBJECTIVES

1. To provide a clear and consistent process for Board-required approval of contracts and expenditures.
2. To apply consistent standards for consideration and approval of contracts and expenditures.

3. 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.

PROCEDURE

1. An administrator(s) with budgetary authority must submit a request to the appropriate School Board Working Group for initial review.
2. The administrator(s) attends a meeting of the Working Group to present the request.
3. The Working Group and administrator(s) submit the request to the School Board, along with a recommendation on approval or disapproval. The request may be on the Board agenda as an action item or on the consent agenda.
4. Prior to the Board meeting at which the request will be considered, the administrator(s) must provide the Board: (1) a completed Expenditure Approval Form^{**}; and (2) all pertinent documentation and information, including any Requests for Bids, Requests for Proposals, Request for Quotes (and the rubrics, scoring, responses, etc. applied to the RFB, RFP or RFQ), proposals and other information submitted by the entity, organization or individual who is a party to the proposed contract or expenditure. Data classified as private data under the Minnesota Government Data Practices Act (i.e. contracts subject to the competitive bidding law under Minn. Stat. Section 471.345) must be submitted to the Board separate from the public Board packet, and in a manner to protect private data.

^{**}Attachment A: Expenditure Approval Form Example



Independent School District 834
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www.stillwaterschools.org

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: Cathy Moen/Paul Lee DATE: September 24, 2020

DESCRIPTION OF REQUEST

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

Approval of a temporary floating Healthcare Specialist for the remainder of the 2020-21 school year. Due to COVID, it is of the utmost importance that we ensure that we are sufficiently staffed in the area of health services. This position will be available to float between buildings and provide needed support in the absence of our regular Healthcare Specialists, or where additional help is needed. This position is intended to be four days per week through the remainder of the school year, unless it is determined, in part due to a change in the model, that additional services are needed on Fridays.

WORKING GROUP MEETING ATTENDED AND DATE

FINANCIAL IMPACT

\$45,000 (Estimated amount based on 32 weeks x four days per week.) If it is determined that additional support is needed position may be increased to five days per week with an anticipated additional cost of approximately \$10,000

Budget(s) Impacted: Coronavirus Funds (38% or \$17,100) / General Fund -- Board Set Aside Funds for Unforeseen Expenditures (62% or \$27,900 --- Note: If position increases to five days per week, this amount would increase to approximately \$37,000).

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) Coronavirus Funds Amount: \$17,100

☐ No

PROGRESS MONITORING

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

This position is expected to end at the end of the 2020-2021 school year.

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.