



Independent School District No. 834 – Stillwater Area Public Schools
Video Conference
August 20, 2020 – 6:00 p.m. Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 5:00 p.m.
- II. **Roll Call:** Present: Sarah Stivland, chair; Mike Ptacek, clerk; Tina Riehle, treasurer; Jennifer Pelletier, director; Liz Weisberg, director

Motion by Member Riehle to move to closed session for the purpose of client privileged information for litigation; Seconded by: Member Weisberg; Vote: 5 ayes, 0 nays, Motion Carried Unanimously.

III. **Approval of the Agenda**

Motion to approve the agenda with the removal of action item B by Member Ptacek; seconded by: Member Weisberg; Vote: 5 ayes, 0 nays, Motion Carried Unanimously.

IV. **Superintendent Report**

- Staff the Bus program had a huge impact on families. More than \$30,000 worth of school supplies donated with 124 volunteers. 133 households were impacted. 57% of elementary school students, 22% middle school students, and 20% of high school students received the supplies.
- Fall sport teams were reviewed with the number of students allowed to participate.
- Participated in StoryArc via Zoom with Dr. Cherry this past Sunday.
- Welcomed more than 50 new teachers on Monday morning during New Teacher Workshop with Dr. Cherry.
- Back to School workshop is planned for next week.
- Monday morning of the Back to School Workshop week, the theme for the year is “kindness” with keynote speaker, Kathy Flaminio.
- Today I was inducted into the Stillwater Noon Rotary.

V. **Open Forum**

1. Dr. Josiah Hill, 1124 Macey Way – school reopening plan
2. Andy Weaver, 12184 Parade Ave N – COVID teaching models

VI. **Consent Agenda**

- A. Minutes of August 3, 2020 Special Meeting
- B. Minutes of the August 5, 2020 Special Meeting
- C. Minutes of the August 6, 2020 Regular Meeting
- D. Minutes of August 6, 2020 Closed Meeting
- E. Disbursement Register August 8-21, 2021
- F. Accept Gifts and Donations – July 2020
- G. Two Contracts for Services Between Accurate Home Care and Stillwater Area Public Schools for the 2020-21 School Year for Two Students

Motion by Member Weisberg to approve items A, B, C, D, F, and G; Second by: Member Riehle; Vote: 5 ayes, 0 nays, Motion Carried Unanimously.

Motion by Member Ptacek to approve the item E; Second by: Member Pelletier; Vote: 5 ayes, 0 nays, Motion Carried Unanimously.

VII. Reports

A. Smart reStart Fall Planning Update

Superintendent Lansfeldt shared the updated data received from Washington County and we are currently on the learning dial for 17.72% which is keeps us able to use the hybrid learning model.

Adventure Club, Community Education classes, sports camps, and the Pony Activity Center used our stay safe measures over the summer. Thank all the staff involved with these programs. This gave us a chance to see how things work and we have learned a lot from the summer programming.

The steps we will follow to respond to positive COVID-19 cases were shared. Staff or students who become infected with COVID-19 (whether through the community or within the school) must be isolated at home for 10 days. Close contacts must be quarantined for 14 days. Cases within a group or classroom may require quarantine, including the transition of classes or the entire school to distance learning. Parents will be notified if there is a confirmed case of COVID-19 in their child's class or in the building; the privacy of the infected individual will be maintained. The MN Department of Health (MDE) will be consulted in the event of an outbreak, which is defined as 5% of the total students and school staff absent with Influenza or COVID-19-like illness within a single week. During the event of a class or building closure, students will have access to distance learning. Re-opening of classes or buildings after an outbreak will be determined in consultation with MDE. Will be sending out a handbook to families related to the safety measures.

Dr. Cherry shared all instruction this year will be developed in an online format so we are able to respond to changing circumstances and move quickly between models. Asking everyone to be flexible and adaptable as we fluctuate between learning models. 25% of district students have opted for a 100% online learning, but all students will have online learning experiences when the district is in the hybrid model. All instruction will be delivered in an online format to make it easier for students, staff and families to go between the models. The new and improved distance learning is called, Distance Learning 2.0. This will provide students with both virtual, face to face engagement and independent learning time. We will be offering an improved online experience whether learning on the dial or 100% online. Distance learning will look much different than it did this spring. It offers a more personal connection, higher levels of engagement, improved consistency and better communication than what was provided this spring.

District-wide staff planning will be provided August 24-27 and the week of August 31. The all staff "Welcome Back" is scheduled for August 31; and September 3 is set for the all staff "Welcome Back to School Workshop."

Mr. Perry shared information with the online student experience for elementary students. They will start with daily login and open SeeSaw, view Loom video greeting from teacher, participate in a live morning meeting on Google Meet. Students can record audio, video, draw, or type assignments and turn them in through SeeSaw.

For the middle school, high school and ALC students they will start with login and open Schoology, view assignments by section, watch flipped videos on lessons, participate in online discussions, join Google Meet groups and submit assignments electronically through Schoology.

Each child will need access to a computer (with a webcam if possible) and internet service. They will also need access to their stillwaterschools.org account and a quiet place to work or the use of a headset. A website with tutorials in one location will be sent out to all families. We are hoping to have an online staff technician to provide live support. We have a lot of resources to help families who need a computer or internet. Help will be provided to each family to ensure they are able to participate in distance learning.

Mr. Lee shared the Special Education Distance Learning plan. Services and support will be provided as outlined in students Individualized Education Plan. The instructional staff is working with the students and families to ensure opportunities for social and academic instruction in multi-modal formats, including: virtual small groups, individual

teacher-student check-ins, live streaming and prerecorded instruction, and independent practice. There will be increased synchronous learning activities and instruction as well as flexible scheduling of instruction to meet family schedules. There will be increased access to school-based behavioral, social and therapeutic supports and enhanced assessment and evaluation systems.

Interim Superintendent Lansfeldt shared information for the Spanish Immersion and the GATE (Gifted and Talented Education) programs. For Spanish Immersion, some multiage classrooms are necessary to accommodate both On the Dial and 100% online learners. All Spanish Immersion students will be taught by immersion teachers and programming is focused on the instructional needs of students by grade level. Administration will be requesting one more Spanish Immersion teacher for this program.

For the GATE program all 4-5 grade GATE students will be taught by their GATE teachers either in-person or virtually. Students in the 6-8 grade math program will have their math class taught by their teacher virtually. Ready, Set, Go Conferences will be held for GATE students in grades 4-5 on September 8-11. GATE students in grades 4-5 will follow middle school "On the Dial" programming.

Principal Gorde shared the programming needs and uniqueness of offering an immersion program that is transitioning from 2nd to 3rd grade. Working on an online version of Spanish Immersion and to have the hybrid option we are somewhat limited to the 8 staff members. Challenge comes in the 3rd grade program. Request to look for ways to support our 3rd grade cohort in the immersion.

Pre-school will be in a hybrid model in school 2 days per week. Ms. Salman shared we have been in communication with families and they want a full day model for their child. This week families have been notified whether they are in Group A or B. If space allows, we're developing potential options for childcare or "play days" on the three days they are not in school. Preschool families will receive additional information next week.

Ms. Salman also reported Community Education, activities and athletics will continue as long as we are able to comply with the parameters provided by MDE, MDH and the Minnesota State High School League. If the district is in distance learning then we would not be providing these programs and activities in person but if possible could do an online version.

Childcare options were reviewed. If we are in-person learning, before and after school childcare is available for a fee. When we are in hybrid learning model, childcare is provided at no cost during regular school hours for children of Tier 1 essential workers (grades K through age 12) during days they are not attending class in-person. Additional before and after school childcare is available for a fee. If we are in a distance learning model childcare is provided at no cost during regular school hours for Tier 1 essential workers (grades K through age 12). Additionally before and after school childcare is available for a fee. Please register even if you registered last spring. MDE guidance indicates that school age children of essential workers in extreme circumstances that are working outside the home will receive free child care. If one parent/guardian is at home, then the mandate is that we would provide care, however it would be at a cost. Information will be going out to families.

Interim Superintendent Lansfeldt reported that if a teacher needs accommodations due to health concerns we will be able to assign them to an online classroom (35 teachers). We are looking at opening up Oak Park for these teachers. There is also an additional space need for our elementary specialist teachers.

Ms. Moen shared information on substitutes as she has worked with Teachers on Call and requested we reserve 15 teachers dedicated to Stillwater. Five focused on elementary, 5 for secondary and requesting 2 subs licensed with Special Ed district wide. We would have 3 substitutes assigned specifically to the high school to ensure we have floats to cover any classes that need coverage. All the subs will be licensed, however the 15 subs know they may be used as a teacher or a para so we have the flexibility to move them around. These 15 are dedicated for September and determine if there is a need to adjust going forward.

Interim Superintendent Lansfeldt reviewed the staffing needs: a COVID Nursing Triage-\$68,000, an Online Family/Staff Tech Support-\$59,000, a revised request for 29 Custodians (increased cleaning/sanitizing)-\$1,276,000, a Spanish Immersion Teacher-\$107,000, and 3 Paras (SAHS supervision)-\$86,500. Administration will be asking for approval of the pending and new requests.

Child Care costs are not taken from the general fund. She estimated needing 45 staff at a cost of \$515,000. There may need to shift funds to cover the impact of COVID. The hope is to be able to use some of the current paras to help out with child care therefore this estimated cost could be much less.

Food Service is looking at an extra 20 staff at a cost of \$93,000 and this cost will come out of the food service fund.

The budget impact is only a projection at this time. We have auditors still reviewing our budgets.

Estimated Unassigned Fund Balance 7/1/20	\$ 9,600,000.00
New Revenue (GEER & ESSER)	\$ 2,598,074.00
Total New COVID-19 Related Costs	-\$ 4,874,727.00
Estimated Unassigned Fund Balance 06/30/21	\$ 7,323,347.00
Remaining Allowance for Unknown Budget Adjustment	\$ 1,392,072.00

Next steps will be the request of the pending and new requests.

B. Reimagine Stillwater Schools

Dr. Jennifer Cherry reported that the District Cultural Liaison has been hired and she introduced Cornelius Rish. He started work Tuesday. Mr. Rish has a strong background in education and equity work. He is already connecting with students and families in our district.

We are providing numerous culturally responsive professional development opportunities. These are online modules with some synchronous sessions. 80 SCEA teachers participated on August 11 and 12 in a professional growth and development course that was provided by Education MN competency learning modules. Through collaboration we continue on the improvement of our practice. See All, Serve All, Support All.

VIII. Action Items

A. Allina Clinical Services Agreement for Therapy Services

Mr. Lee reported at the last board meeting the district's clinical services agreement for therapy services provided by Allina Health System. This contract provides students with an identified physical therapy need access to therapists. The majority of students who receive these services are in the district's birth to three year old early childhood special education program. Requesting approval of the contract for the 2020-21 school year.

Motion by: Member Ptacek to approve the Allina Clinical Services agreement for therapies for the 2020-21 school year; Second by: Member Weisberg; Vote: 5 ayes, 0 nays, Motion Carried Unanimously.

B. Contract - Servers

Removed from agenda due to the lack of a contract availability prior to meeting for preview and consideration.

C. Amended Transportation Contract

Chair Stivland shared that due to COVID an amended agreement with the transportation company Minnesota Central, the transportation vendor in place during the 2019-2020 school year, was signed in March 2020. That contract did not come before the board for approval therefore it was not valid. Legal counsel helped negotiate and process this into a valid contract. As part of the contract, the district agreed to pay 82% of the contracted rates for

2020-21 to continue paying bus drivers and transportation staff throughout the school closures resulting from the pandemic last spring.

Motion by: Member Riehle to approve the amended transportation contract; Second by Member Pelletier; Vote: 4 ayes; 1 nay (Weisberg), Motion Carried.

D. Staffing needs for the 2020-21 School Year Due to COVID-19

Recommend for approval the pending and new positions for staffing for the on the dial needs for the 2020-21 school year.

Motion by: Member Weisberg to approve the new and pending positions presented: 1 COVID Nursing Triage, 1 Online Family/Staff Tech Support, 29 Custodians, 1 Spanish Immersion Teacher, 3 Paras (SAHS supervision), 45 Child Care positions and 20 Food Service positions; Second by Member Ptacek; Vote: 5 ayes; 0 nays. Motion Carried Unanimously.

IX. Board Reports

A. Board Chair Report – Thank you to everyone in the district for making learning excellent this year for the students.

B. Working Group Reports

1. Community Engagement – The expected roll out date for the new website is December.
2. Finance and Operations - Met this morning. Discussed special Ed contracts. Took a deep dive into the budget areas for the COVID relief funding and staffing. Discussed the contract on the server.
3. Legislative – Attended the last three Wednesday MSBA summer conference series.
4. Policy – No meeting until we have a full board and reorganize the committees.

C. Member Reports:

Director Pelletier – Thank staff and public for their input. Kindness is the theme for this year. Let's lead by example.

X. Adjournment

A. The meeting adjourned formally to a closed session at 8:59 p.m under Minnesota Statute §13D.03(b) for the purpose of negotiations.

Motion by: Member Stivland to adjourn to a closed session under MN Statute 13D.03(b) for the purpose of negotiations; Second by Member: Riehle; Vote: 5 ayes; 0 nays, Motion Carried Unanimously.

Respectfully submitted, Mike Ptacek, Clerk