



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

- I. **Call to Order:** The meeting was called to order at 5:04 p.m.
- II. **Roll Call:** Present: Sarah Stivland, chair; Mike Ptacek, clerk; Tina Riehle, treasurer; Jennifer Pelletier, director; Liz Weisberg, director

Adjourn to Closed Session

Motion by Member Ptacek to adjourn to closed session pursuant to MN Statute §13D.03(b) to discuss negotiations; Seconded by Member Weisberg; Vote: 5 ayes, 0 nays, Motion Carried Unanimously.

Closed meeting adjourned to Open meeting at 6:07 p.m.

III. **Approval of the Agenda**

Motion to approve the agenda by Member Ptacek; seconded by: Member Weisberg; Vote: 5 ayes, 0 nays, Motion Carried Unanimously.

IV. **Superintendent Report**

- Introduce Dale Sundstrom – overseeing finance and Lance Libengood - overseeing transportation.
- Information was shared regarding the return of fall sports. Seven sports will take place this fall. There will be limits to the number of participants that can participate.

V. **Open Forum**

1. Mandy Iverson, 1049 Gilbert Ct – Smart ReStart
2. Jill Damron, 2117 Dundee Place – Anti-racism

VI. **Consent Agenda**

- A. Minutes of July 21, 2020 Closed Meeting
- B. Minutes of the July 23, 2020, Business Meeting
- C. Minutes of the July 30, 2020 Closed Meeting
- D. Disbursement Register July 25 – August 7, 2020
- E. Human Resources Personnel Report

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

Motion by Member Ptacek to approve consent agenda item D; Second by: Member Weisberg; Vote: 5 ayes, 0 nays, Motion Carried Unanimously.

VII. **Reports**

- A. Allina Clinical Services Agreement for Therapy Services
Mr. Paul Lee shared the District agreement with Courage Kenny Rehab (Allina) for physical therapy services. Based on the IEP identified physical therapy needs for students with disability and district staffing models, the services identified in the agreement are required to meet student needs. The District has contracted physical

therapy services with Courage Kenny Rehab Institute (Allina) for many years. They have been an excellent community partner. Administration will ask for approval at the next board meeting. A request to update the expenditure form with the actual amount spent.

B. RFPs – Architect Services

Director Riehle reported the District has required architectural engineering services on an as-needed basis including, but not limited to, annual long-term facilities maintenance projects. Various general needs projects may be needed throughout the year and the chosen architect/engineer would be involved. The District issued an RFP on February 14, 2020. Proposals were due on March 31, 2020. The Finance and Operations Working Group reviewed the proposals on August 6, 2020. After reviewing the RFP the Finance Working Group is recommending the board secure services with Wold. This will come for approval at the next board meeting.

C. RFPs – Servicers

Mr. John Perry reported that the District currently leases its server environment creating a fixed cost of approximately \$56K/year to maintain a fully licensed and supported system. The current lease expires on November 1, 2020. The District posted an RFP on July 1, 2020 soliciting replacement solutions. Four companies responded to the RFP with a total of seven solutions. A response will be brought forward that meets current and future server needs for the next six years while maintaining current cost assumptions for budgeting purposes. The District will be expanding its digital repository for permanent records to include publicly recorded meetings and migrate our Directory Services environment responsible for secure authentication within the organization. This information was presented to the Finance Working Group on July 23, 2020. This will come to the August 20th board meeting for approval.

D. Smart ReStart Fall Planning Update

Interim Superintendent Lansfeldt shared that the survey sent out to families and staff that is due August 9th. The Minnesota Safe Learning Plan decision making process was reviewed. Administration will consider county level data when determining MDE's recommended base learning model, as well as when evaluating our district's ability to implement required and recommended protocols. Administration's recommended model for all students to begin the year is a Hybrid Learning model. We will operate at about 50% capacity both in schools and on buses. A sample hybrid schedule was reviewed with group A attending on Monday and Wednesday and Group B attend on Tuesday and Thursday. C day is Friday which is a distance learning day.

Elementary Schools – Principal Gorde and Principal Berg presented what they share as a thoughtful approach based on the safety for the children and staff. Various options were reviewed with teachers. The hybrid format will require flexibility for teachers and families based on COVID numbers. ABABC model was chosen as it provides a combination with at home learning and connecting in person every other day. This model gives touch points at the beginning and end of the week and we can leverage smaller class sizes. There is an opportunity for small group instruction and building relationships. C day is a distance learning day and an instruction day with an opportunity for students to learn online. The C day also gives custodial staff a chance to do a deep clean and opportunities for staff to collaborate. We will also focus on the social/emotional needs of the kids and want to build relationships. Each principal will provide more safety protocols as they are established.

Middle Schools - Principal VanScoy and Principal Fields shared the middle school learning model. Currently the middle school model has passing times over 7 periods in a school day. A different approach was looked at for the start of the school year. The Middle Schools are using the Hybrid Advisory Bubble as it isolates the classes more. Proposing this be done with kids in an advisory class which is 15 students/class and all content learning with content teacher online in the classroom. Advisory teacher will build relationships and teach how to use the online environment. We will be limiting the amount of times students move throughout the building. During advisory bubble model we will also utilize the outdoors and all spaces within the school. Students will have support of one teacher and move as an advisory cohort throughout the day. At some point we may go into a distance learning format so we want to teach the kids how to navigate that online environment. The hybrid advisory bubble will be used Sept. 10-Oct. 14 depending on county metrics. Sept. 8 and 9 will be used for introducing web program to talk to 6th grade students. Students interact with advisory teachers and specialists and this time will be prioritized to prepare students for online learning. Communications will be sent out from the school principals tomorrow. Students will then go to the Hybrid Full Schedule (ABABC) until we continue in person. This would be a blended learning model.

Students receive in person instruction, support, differentiation, intervention, enrichments 2 days/week, online 3 days/week.

High School – Principal Bach and Assistant Principal Kraft shared that students will follow the hybrid model of A/B/A/B/C schedule with 80 minute periods. We will need flexibility to go between models as needed. Reflecting on the lessons learned from distance learning last spring and trying to balance an instruction model and safety for students and staff. Traditionally students have 6 periods in a day and we found this is a lot to manage for online. Students will meet in person for the morning. Lunch and office hours are in the afternoon. Students have 3 classes (periods 1, 3, 5) Quarter 1 and meet in-person 2 times/week. Courses switch for Quarter 2 (periods 2, 4, 6), and meet in-person 2 times/week. Fridays are learning days for collaboration with teacher and peers. At lunch period, students that transport themselves could be released and could do their learning in the afternoon at home. Students who depend on the school for lunch and transportation would stay in the school for their learning.

St Croix Valley Area Learning Center – Mary Leadem Ticiu reported that students will start with the Hybrid Learning (ABABC), focusing on existing relationships. There are ten new students. 50% of students onsite daily use ALC classrooms. AM - 3 period alternative days assigned with teachers. PM - Learning Lab settings with licensed staff in Monday-Thursday office hours. Access online COVID spreadsheet for google documents, classroom Schoology and personalized lessons. Creative asynchronous synchronous lessons are designed with alternatives in mind. Weekly advisory sessions for credit will be held.

Special Education – Mr. Paul Lee shared that special education staff has worked very hard to build the programs over the summer. Students who will receive special education will follow their hybrid model. They will be provided their direct services defined in their IEPs. The Hybrid Response Model will be used. We are prioritizing and working with families for the critical services the students will need as well as scheduled on school days. Case managers will be closely monitoring progress as we enter the hybrid programming and additional services will be added by IEP teams if needed. We will send out additional information with more details tomorrow morning. Students will start in the More Restrictive model. In the event that a student is not making adequate progress on his/her IEP goals, additional support, and services will be discussed. Superintendent Lansfeldt reported counselors/psychologist/social workers are all beginning to meet to put together support for students and staff with the mental health and social/emotional help that they will need. We will do everything this year with an equity lens.

Reminder to families to complete their “Intent to Return” survey by August 9. Families will be asked to commit to their decision for one term (quarter for elementary schools/ semester at the high school)

Revised District Calendar – Principal Drommerhausen and Principal Kraft shared the proposed calendar revisions to the 2020-21 school year. A group of administrators met with representatives from SCEA to propose a few changes. A calendar was built on the hybrid model since it is the most complex and allows to transition easily. The start of the school year is moved back one week and now starts Tuesday, Sept. 8. We had to ensure we balance the calendar throughout the school year looking that each quarter and semester have equal number of days, and also having a balance of the A, B and C days within the semester and quarter. Based on the calendar approved last year the changes were: Exchanged Nov 2, Dec 23, Jan 19, Feb 16 and March 26 as days for the first week. The end of first quarter moved from Oct 30 to Nov 13. End of 2nd Qtr/1st semester was moved from Jan 15 to Jan 22. We may need to swap the C day on Nov. 3 (Election Day) with the grading day on Nov. 13 depending on the instructional model we are in after MEA. Elementary – Ready Set Go conferences will now be held the first four days of school. This will allow staff more time to meet with students and families, allow us to space out meetings throughout the four days and give custodial staff time to clean the rooms and touch points between conferences. Families can do an online option for conferences if preferred. Provide two dates of transition (Sept. 8 and 9) for 6th and 9th grade students.

E. Reimagine Stillwater Schools

Dr. Cherry reported that a meeting was held with students, alumni students and district staff on July 29. Actions will be taken to build trust with stakeholders, design and host virtual gatherings with students, teachers, staff and the community, develop short and long term strategies inclusive of voice with students teachers, staff and the community to take action with equity goals, develop a collective action plan aligned with the district’s strategic plan and other initiatives already in action, provide professional development activities for staff and leaders, and create

and Equity Think Tank to support and Equity/Diversity/Inclusion (EDI) committee that we're forming this school year. Interviews have been completed for hiring of the new District Cultural Liaison and we are identifying an equity consultant to help guide our work and implement our plan to build trust with stakeholders.

5 minute break at 8:30 pm.

VIII. Action Items

- A. Final Reading – Policy 903-Visitors to School District Building and Sites
Chair Stivland presented Policy 903 for final review indicating that this policy will replace policy R 5.6.1. The board will direct Administration to work on the procedure to accompany this procedure and bring it back to the Policy Working Group for review.

Motion by: Member Riehle to approve Policy 903-Visitors to School District Buildings and Sites and revoking policy R 5.6.1; Second by: Member Pelletier; Vote: 5 ayes, 0 nays, Motion Carried Unanimously.

- B. Renewal of District membership
Chair Stivland presented the 2020-21 memberships up for renewal which include:
MSBA - \$14,425
MN State High Schools League – No Fee
AMSD - \$11,428
SEE - \$9,359

Motion by: Member Ptacek to approve the 2020-2021 District Membership; Second by: Member Riehle; Vote: 5 ayes, 0 nays, Motion Carried Unanimously.

- C. Resolution Relating to the Election of School Board Members and Calling the School District General Election

BE IT RESOLVED by the School Board of Independent School District No. 834, State of Minnesota as follows:

(a) 1. It is necessary for the school district to hold its general election for the purpose of electing three (3) school board members. Three for terms of four (4) years each.

(b) The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 3rd day of November, 2020.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

General Election Ballot
Independent School District No. 834
STILLWATER AREA PUBLIC SCHOOLS
November 3, 2020

Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this:



School Board Member Vote for Up to three

- Candidate U
- Candidate V
- Candidate W
- Candidate X
- _____
write-in, if any
- _____
write-in, if any
- _____
write-in, if any
- _____
write-in if any

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

10. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

Date: August 6, 2020

Sarah Stivland, School Board Chair

Mike Ptacek, School Board Clerk

Motion by Member Ptacek to approve the resolution relating to the election of school board members and calling the school district general election; Second by Member Weisberg. Vote: 5 ayes, 0 nays. Motion Carried Unanimously.

D. Resolution Appointing Two School Board Members

Board Member Ptacek moved for adoption of the following resolution:

WHEREAS, on July 23, 2020, the School Board of Independent School District No. 834 declared vacancies to exist on the School Board following the resignation of Board members Shelley Pearson and Mark Burns; and

WHEREAS, the vacant positions expire on the first Monday in January 2023; and

WHEREAS, upon the existence of a vacancy Minn. Stat §123B.09, subd. 5b requires the School Board, by resolution, to appoint an individual to serve in the vacant position until an individual is elected by special election at the time of the next general election; and

WHEREAS, the School Board has completed the process to consider applicants to serve in the vacant School Board positions; and

WHEREAS, the School Board has determined that Timothy Brewington and Bill Gilles are individuals who are eligible and qualified to serve in the vacant positions until a successor is elected by special election at the time of the next general election.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 834 that Timothy Brewington and Bill Gilles are hereby appointed to fill the vacant positions and serve on the School Board until a special election is held and a successor qualifies for office. The appointments shall be effective on the 31st day following this resolution, absent receipt of a valid petition rejecting the appointee in compliance with the requirements under Minn. Stat. §123B.09, subd 5b(b).

The motion for the foregoing resolution was seconded by Member Weisberg

The following voted in favor of the resolution: Pelletier, Ptacek, Riehle, Weisberg, Stivland

The following voted against the resolution:

WHEREUPON said resolution was duly declared passed and adopted.

Motion by Member Ptacek to approve the resolution appointing two new school board members; Second by Member Weisberg; Vote: 5 ayes, 0 nays. Motion Carried Unanimously.

E. Resolution for the Adoption of a Base Learning Model for the 2020-2021 School Year and Other COVID-19 Related Matters

WHEREAS, Minnesota Statutes Section 123B.09 vests the care, management, and control of independent districts in the school board; and

WHEREAS, the Superintendent of Independent School District 834 [hereinafter the "Superintendent"] is responsible for the management of the schools, the administration of all School District policies, and is directly accountable to the School Board; and

WHEREAS, when responsibilities are not specifically prescribed nor School District policy applicable, the Superintendent shall use personal and professional judgment, subject to review by the School Board, pursuant to School District Policy 302, *Superintendent*;

WHEREAS, on March 13, 2020, Minnesota Governor Tim Walz issued Emergency Executive Order 20-01, which declared a peacetime emergency in Minnesota in response to the COVID-19 pandemic; and

WHEREAS, on July 30, 2020, Minnesota Governor Tim Walz issued Emergency Executive Order 20-82 and the Safe Learning Plan for 2020-2021 (the "Safe Learning Plan"), which set forth five Learning Models (in-person learning for all, in-person learning for elementary students and hybrid learning for secondary students, hybrid learning for all students, hybrid learning for elementary students and distance learning for secondary students, and distance learning) and authorized all school districts in the State of Minnesota to select and implement an appropriate base Learning Model in accordance with, and subject to, the Safe Learning Plan; and

WHEREAS, the Minnesota Department of Education (“MDE”) has issued and may continue to issue written guidance for Minnesota schools on educational issues related to COVID-19; and

WHEREAS, the Minnesota Department of Health (“MDH”) has issued and may continue to issue written guidance for Minnesota schools on public health issues related to COVID-19; and

WHEREAS, the Superintendent and the administration of the School District have conferred with the School Board regarding the available Learning Models, the current MDE and MDH requirements for each, and other relevant information; and

WHEREAS, based upon the collective consideration of these factors, the Superintendent has recommended to the School Board that the Hybrid Model will be the base Learning Model to be implemented at the commencement of the 2020-2021 school year.

NOW, THEREFORE, BE IT RESOLVED, by the School Board of Independent School District No. 834 as follows:

Section 1: The Superintendent is hereby directed to implement the following base Learning Model to open the 2020-2021 school year: Hybrid Model.

Section 2: The Superintendent is hereby authorized, after consultation with the School Board Chair and notification to the School Board, to select and implement a different Learning Model for the School District or any specific school buildings without School Board action if the Superintendent reasonably believes that prompt implementation of a different Learning Model is necessary, and that constraints of time and public health considerations render it impractical to hold a School Board meeting to approve the implementation. The Learning Model selected and implemented by the Superintendent shall continue in effect unless and until the School Board, in consultation with the Superintendent and appropriate school district staff and public health officials, deems it in the best interest of the School District and its students to implement a different Learning Model.

Section 3: The Superintendent will provide regular updates to the School Board regarding the School District’s efforts to implement COVID-19 related educational and public health guidance issued by the MDE and the MDH, respectively.

Adopted this ____ day of _____, 2020.

Roll Call Vote:

School Board Chair

School Board Clerk

Motion by Weisberg to begin school in distance learning in the first six weeks and phase hybrid model as numbers decrease; no second – motion fails

Motion by Member Riehle to table the resolution until the next board meeting on August 20th; Second by Member Weisberg; Votes 3 ayes (Ptacek, Riehle, Weisberg); 2 nays (Pelletier, Stivland). Motion Carries

Motion by Member Riehle to start the school year in the hybrid model as proposed by administration; Second by Member Pelletier; Vote: 4 ayes (Pelletier, Ptacek, Riehle, Stivland); 1 nay (Weisberg). Motion Carries.

F. Revised 2020-21 District Calendar

A revised 2020-21 district calendar was reviewed with revisions in the Smart ReStart report. Superintendent Lansfeldt asked for approval of the revised district calendar.

Motion by: Member Riehle to approve the revised 2020-21 District Calendar; Second by: Member Weisberg; Vote: 5 ayes, 0 nays, Motion Carried Unanimously.

Due to the late hour there will be no board reports provided.

IX. Adjournment

A. The meeting adjourned formally at 9:51 p.m.

Respectfully submitted, Mike Ptacek, Clerk