



Independent School District No. 834 – Stillwater Area Public Schools
Video Conference
July 23, 2020 – 6:00 p.m. Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 6:01 p.m.
- II. **Roll Call:** Present: Sarah Stivland, chair; Shelley Pearson, vice chair; Mike Ptacek, clerk; Tina Riehle, treasurer; Mark Burns, director; Jennifer Pelletier, director; Liz Weisberg, director

III. **Approval of the Agenda**

Motion to approve the agenda with the removal of action item F – Amended Transportation Contract-MN Central Bus Co. by Member Ptacek; seconded by: Member Riehle; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

IV. **Superintendent Report**

- Welcome Dr. Jennifer Cherry, new Assistant Superintendent who starts on August 3.
- Governor Waltz has announced face coverings are mandatory. This includes school buildings. The district will provide Pony-branded masks to all staff, as well as face shields. Disposable masks will be provided to students and staff who forget them.
- Acknowledge the staff working hard over the summer with all the changes with reStart.
- Once direction is provided by Governor Waltz on July 30, information on the fall plan will be shared with the community.
- Hiring – reviewing applications for Afton-Lakeland Principal and district cultural liaison positions.
- Possible partnership with Lakeview Hospital during COVID.
- Partnership Plan – working together on what our big “needs” are in the coming year. Appreciate their support.
- MDE and CDC guidelines being met while students are participating in athletic activities, Summer Slice, and Community Ed Classes over the summer.
- Invitation by the Mountain Bike Club this fall to go on a ride with the kids.

V. **Open Forum**

1. Jill Damron, 2117 Dundee Place – Reimagine Stillwater, Policy 413 – Harassment and Violence, two Director appointments, smart reStart plan.
2. Alison Sherman, 10954 Ashley Lane – Concerns with the hiring process and the contract with Center for Effective School Operations involving the finance positions.
3. Dawn Beavers, 3297 Osgood Cv – Thanking all Board members for their service and welcome Interim Superintendent. Push restart button and come together and strive for unity.
4. Kate Niemann, 10481 Penfield Ave – ReImagined Stillwater is important to our school district.

VI. **Consent Agenda**

- A. Minutes of July 9, 2020 Regular Meeting
- B. Minutes of the July 13, 2020 Special Meeting
- C. Minutes of the July 13 2020 Closed Meeting
- D. Disbursement Register July 11 - 24, 2020
- E. Accept Gifts and Donations – June 2020
- F. Human Resources Report
- G. Identify Official with Authority for MDE
- H. Allina Clinical Services Agreement for Therapy Services
- I. Lake Elmo Bus Garage Appraisal

Removal of item H and move to the August 6th Board Meeting.

Motion by Member Pearson to approve items A, B, C, E, F, G, I; Second by: Member Burns; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

Motion by Member Pelletier to approve the consent agenda item D; Second by: Member Weisberg; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

VII. Reports

- A. Second Reading - Policy 903 – Visitors to School District Buildings and Sites
Director Burns presented Policy 903 which will replace Policy R 5.6.1 for a second reading indicating there are no changes from the first meeting. Administration will be directed to work on a procedure to accompany this policy in the near future. Input will be included from principals, employees, students and an advisory group and would be effective in the upcoming school year and before the district handbook is approved next year. This Policy will come for a final reading at the next board meeting.
- B. Smart reStart Fall Planning Update
Superintendent Lansfeldt shared the fall planning for the Smart restart program. We have been directed by MDE to plan for three scenarios: In person, Online and Hybrid. Families can opt into a distance learning model. We must offer distance learning for students who may be medically vulnerable, unable or unwilling to return to school. Child care will be provided for essential workers. It is likely we will change our learning format throughout the year depending on the prevalence of COVID-19. A draft timeline was shared on back to school planning. The Hybrid alternate schedule was reviewed where students attend school in person two days per week and learn from home 3 days per week. 100% online learning is another model where teachers would provide instruction and support while students learn 100% from home. All families will have this option all year long. Schools will be operating at a lower capacity to better allow for social distancing. CDC and MN Dept. of Health guidelines are being followed for safety, face coverings, cleaning and sanitizing to keep our buildings safe. A proposed calendar change is being requested by Administration with a delay for the start of the school year by four days. Within the school year there are grading and professional days for staff. Will take two days from each grading and professional development and move those days to the front of the school year for professional development for staff. November 2, January 19, February 16 and March 26 would be the new student contact days. First days of schools would be Sept. 8 for grades 6 & 9; Sept. 9 for grades 7-8, 10-12, Sept. 10 for grades K-5. Short and long term financial implications were reviewed.
- C. Reimagine Stillwater
Chair Stivland shared that the Board has a role to support the systems and strategies and reflect our value and create the framework on how we work together as a community. Superintendent Lansfeldt apologizes for what happened in the past and indicated we will do better. A lot is happening behind the scenes, not as fast as we'd like, but it's about doing it right and working together. More details in the newsletter coming this week-end. Three areas that come together to support each other are the World's Best Workforce, Achievement and Integration Plan, and Reimagine Minnesota. Presented were the district's equity, diversity and inclusion whereby developing and deepening our systemic EDI practices with students, staff, families, community, and administration. There are immediate, short-term and long-term plans being developed that were shared. Believe in the power of partnerships and will continue to grow these partnerships that involve staff, parents, community and professional groups. We have a commitment to lasting equity and excellence in education for all students: See All, Serve All and Support All. With Reimagine MN helping to support our systems are nine tenants: cultural competence, personalized education, cultural inclusivity, recruitment and retention, student voice, adult behaviors, community bridges, shared understanding and statewide funding. We are not the experts and have not done the job we have wanted to do. We want to partner, refine and improve our policies, have more student voice and relook at our handbooks and what are we doing about harassment and racism.

VIII. Action Items

- A. Resolution Establishing the Procedure and Schedule to Fill Two School Board Vacancies by Appointment

Board Member Ptacek moved the adoption of the following resolution:

WHEREAS, Board members Mark Burns and Shelley Pearson resigned their offices on the School Board effective July 24, 2020; and

WHEREAS, effective July 24, 2020, two vacancies exist on the School Board due to the resignation of Mark Burns and Shelley Pearson; and

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

WHEREAS, Minnesota Statutes §123B.09, subd. 5b requires that the vacant School Board positions be filled by appointment by the School Board until a special election is held in conjunction with the next general election.

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

1. The School Board will appoint two individuals to serve on the School Board until a successor is elected by special election at the time of the next general election.

2. The School District will place a statement on the School District's website announcing that two vacancies exist on the School Board and that individuals interested in being considered for appointment may submit an application, which will be available on the website on July 24, 2020.

3. The School Board authorizes the School Board's secretary to accept applications from individuals interested in appointment to the vacant School Board positions beginning on July 24, 2020 at noon and ending on July 31, 2020 at 3:00 p.m.

4. A special School Board meeting shall be held on August 5, 2020 to interview all eligible individuals who have submitted complete applications for the two Board positions, and the Board will identify the applicants to recommend for appointment at the School Board's next regular meeting on August 6, 2020.

5. The appointment to the vacant positions shall be made at the School Board's regular meeting on August 6, 2020 by resolution adopted by a simple majority vote of a quorum of the School Board and entered into the minutes. The appointments shall be effective on the 31st day following the School Board's resolution making the appointment, absent receipt of a valid petition rejecting the appointee in compliance with the requirements under Minnesota Statutes §123B.09, subd. 5b(b).

The motion for the foregoing resolution was seconded by: Member Weisberg

The following voted in favor of the resolution:

Members Burns, Pearson, Pelletier, Ptacek, Riehle, Weisberg, Stivland

The following voted against the resolution: --

WHEREUPON said resolution was duly declared passed and adopted.

B. Resolution Calling Special Election to Fill School Board Vacancies

Board member Ptacek moved the adoption of the following resolution:

WHEREAS, two vacancies exist on the School Board of Independent School District No. 834, Stillwater Area Schools, with both terms expiring the first Monday in January, 2023;

WHEREAS, the vacancies have occurred more than 90 days prior to the first Tuesday after the first Monday in November in the year in which the vacancies occur.

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

1. The clerk shall accept Affidavits of Candidacy for the vacant offices on the school board during the same filing period as applicable to the School District general election.
2. Under Minnesota Statutes § 123B.09, Subd. 5b, it is necessary to hold a special election in conjunction with the general election to elect two individuals to fill the vacant offices for the terms expiring the first Monday in January, 2023.
3. The clerk shall include on the special election ballot the names of the individuals who file or who 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 timely file affidavits of withdrawal in the manner specified by law.
4. The special election shall be held on the 3rd day of November, 2020. The voting hours at those polling places shall be the same as for the state general election. This date is a uniform election date specified in Minn. Stat. §205A.05.
5. The special election will be held in conjunction with the state primary election, the state general election or the School District primary or general election in an even-numbered year, therefore the precincts and polling places for the special 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.
6. The clerk is hereby authorized and directed to cause written notice of this special 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 the special election. The notice shall include the date of the special election and the office to be voted on at the special election.
7. The clerk is hereby authorized and directed to cause notice of the special election to be posted at the administrative offices of the School District at least ten (10) days before the date of the election.
8. 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 the special election and to cause two (2) sample ballots to be posted in each polling place or combined 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 or combined polling place shall reflect the offices, candidates and rotation sequence on the ballot used in that polling place.
9. The clerk is hereby authorized and directed to cause notice of the special 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 the election.

10. 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 or combined polling place on Election Day.
11. The notice of election posted and published shall state the office to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.
12. The notice to be posted and published may be combined with the Notice of General Election.
13. The names of candidates to fill the vacancies who have filed an Affidavit of Candidacy must be listed on the ballot under the separate heading "Special Election for School Board Members to fill two vacancies in terms expiring January 3, 2023." Their names must be listed 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.
14. The name of each candidate to fill the vacancy on the school board at the special election shall be rotated with the names of other candidates to fill the vacancy in the manner specified by state law.
15. The ballot shall be in substantially the following form:

**Special Election Ballot
Independent School District No. 834
Stillwater Area Schools
November 3, 2020**

**Special Election
For School Board Members to fill two vacancies
In terms expiring January 3, 2023**

Instructions to Voters:

To vote, completely fill in the ovals next to your choices like this: 

Vote for up to Two Candidates*

- Name
- Name
- Name
- Name
- write-in, if any

*The candidate with the most votes and the candidate with the second most votes will fill the terms of the two vacancies.

16. 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.

The motion for the adoption of the foregoing resolution was duly seconded by: Member Weisberg

On a roll call vote the following voted in favor:

Burns, Pearson, Pelletier, Ptacek, Riehle, Weisberg, Stivland

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

C. Resolution Establishing Dates for Filing Affidavits of Candidacy

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

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 834 shall begin on July 28, 2020 and shall close on August 11, 2020. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 11, 2020.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

NOTICE OF FILING DATES FOR SPECIAL ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO.834
STILLWATER AREA PUBLIC SCHOOLS
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No.834 shall begin on July 28, 2020 and shall close at 5 o'clock p.m. on August 11, 2020.

The general election shall be held on Tuesday, November 3, 2020. At that election, two (2) members will be elected to fill vacant offices for terms expiring January 22, 2023.

Affidavits of Candidacy are available from the school district clerk, at 1875 South Greeley Street, Stillwater, Minnesota. The filing fee for this office is \$2.00. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5 o'clock p.m. on August 11, 2020.

BY ORDER OF THE SCHOOL BOARD
Mr. Mike Ptacek
School District Clerk

Motion by: Member Weisberg to approve the resolution calling for a special election to fill school board vacancies with the change in the date for the term expiring from January 22 to January 2, 2023; Second by: Member Riehle; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

D. District Handbook

Ms. Keister presented that the district is required to inform parents/guardians of district policies, required notices, and student/parent rights and responsibilities which is included in the District Handbook. The district handbook contains summaries of the various required notices, as well as an overview and links to relevant school board-approved policies. The handbook is published electronically and can be found on the district's website at stillwaterschools.org/handbook. Families receive multiple communications each fall directing them to the online handbook. Parents/guardians are required to sign off that they have reviewed the policies, procedures and required notices contained within this handbook each year.

Motion by: Member Riehle to approve the 2020-2021 District Handbook; Second by: Member Pearson; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

E. Final Reading – Policy 533 - Wellness

Director Burns presented Policy 533 for a final reading. No concerns were discussed. Section 4 was the only change with the addition to include the schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the USDA Smart Snacks in School nutrition standards.

Motion by: Member Burns to approve Policy 533 as presented; Second by: Member Stivland; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

F. Amended Transportation Contract

This item was removed from the agenda as the amended contract was not available for the board meeting.

G. Contract for Services with the Center for Effective School Operations

Ms. Moen reported that due to the conclusion of the employment agreement with the current interim Executive Director of Finance and Operations on July 17, 2020, a proposal for services was sought with the Center for Effective School Operations (CESO) to cover the responsibilities of this position. The proposal for services was reviewed by Ms. Moen as well as questions that arose during open forum.

Motion by: Member Riehle to approve the proposed contract for services with CESO; Second by Member Weisberg; Vote: 5 ayes (Pearson, Ptacek, Riehle, Stivland, Weisberg); 2 nays (Burns, Pelletier), Motion Carried.

H. Affinity Payment System Fees

Mr. Perry reported that FeePay announced their products end-of-life. The district has signed contracts moving fee payments to the Affinity system. Affinity allows the district to add a surcharge fee to every transaction in order to cover credit card transaction fees. Per contract, the district is charged 2.98% + a \$.25 per transaction. Previously, the Board authorized the district to pass these fees onto families as a part of budget reductions. Under FeePay, families were charged approximately 4% in transaction fees. The estimated cost is \$55,000/year.

Motion by: Member Ptacek to approve a 4% transaction fee will be added to all Affinity purchases in order cover the district's credit card transaction fees; Second by: Member Weisberg; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

IX. Board Reports

A. Board Chair Report – Thank Malinda for taking charge of the district. Looking forward to the Assistant Superintendent joining us. Thank you to Director Burns and Director Pearson for their time on the board.

B. Member Reports:
Director Riehle – no report

Director Ptacek – no report

Director Weisberg – Thank Directors Burn and Pearson for your service on the board.

Director Pelletier – Thank Directors Burn and Pearson for your time on the board.

Director Burns – Time commitment with service on the board is incompatible with my job. Ensure the board remains attractive to all candidates. The board will need to re-center itself in governance and focus on strategic goals.

Disappointed with some of the actions of the board. Remain hopeful for the future. Grateful for the opportunity I've been given to represent this school district. Thank you to those who have supported me during this time.

Director Pearson – Ran for this board with a hope to see our district be the best we can be. We need to figure out how to come together. For current board members I wish you the best and you've made great strides.

C. Working Group Reports

1. Community Engagement – No meetings held yet this summer. Hope to hold an August meeting.
2. Finance and Operations – Meeting today with discussions on RFP's for a new server and RFP's for architect and engineering. Will continue the architect discussion at an additional work group meeting with action at the August 6 meeting.
3. Legislative – AMSD puts together an update that comes out about every other day with good legislative updates. Information has been shared in this update that guidance will be based on the most recent MDH data. Schools will cycle through different learning models. Additional funding from the coronavirus relief fund will also be shared by the Governor during his announcement next week. University of Minnesota conducted a survey of teachers with concerns on safety and student learning on COVID. Visit the University of Minnesota College Education and Human Development website for details.
4. Policy – Met on July 14. Policy 413 – Harassment and Violence was discussed in length. US Dept. of Education has issued some new regulations regarding Title IX with new guidance for updating policies on sexual harassment. We want to ensure the policy is encompassing of all we need it to be. Waiting for the Cultural Liaison position to be filled so that position can help guide this policy.

X. Adjournment

- A. The meeting adjourned formally at 9:18 p.m.

Respectfully submitted, Mike Ptacek, Clerk