



Independent School District 834
Video Conference
School Board Business Meeting Agenda – January 7, 2021 6:00 p.m.

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Agenda**
- IV. **Oath of Office**
- V. **Board Organization**
 - A. Election of Chair person
 - B. Election of Vice Chair person
 - C. Election of Clerk
 - D. Election of Treasurer
- VI. **Superintendent Report**
- VII. **Introductory Items**
 - A. Student Report
 - B. Recognition – Student Support Services
- VIII. **Open Forum**
 Fifteen speakers will be allotted three minutes each to speak
- IX. **Consent Agenda**
 - A. Minutes of December 17, 2020 Business Meeting
 - B. Minutes of December 23, 2020 Special Meeting
 - C. Disbursement Register – December 19, 2020 – January 8, 2021
 - D. Human Resources Personnel Report
 - E. Designate District Depositories of Major Accounts
 - F. Resolution Authorizing Use of Facsimile Signature
 - G. Resolution Delegating Contracting Authority
 - H. Resolution Authorizing Administration to Develop Specifications and Solicit Bids
 - I. Resolution Authorizing Director of Finance and Supervisor of Financial Services to Make Electronic Fund Transfers
 - J. Designate Official Publication
- X. **Reports**
 - A. Enrollment Survey – Morris Leatherman
 - B. On the Dial Learning Update – Interim Superintendent Lansfeldt
 - C. School Board Committee Assignments and Working Groups 2021 – Board Chair
 - D. Contract Reviews - December 11, 2020- December 30, 2020 – Dr. John Thein
 - E. School District Calendar – Dr. Jennifer Cherry
- XI. **Action Items**
 - A. Establish 2021 Calendar of Meetings – Board Chair
 - B. Establish 2021 Board Member Salaries – Board Chair
 - C. Learning Model Change – Interim Superintendent Lansfeldt
- XII. **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
- XIII. **Adjournment**
- A. Adjourn

In response to guidance from the Centers for Disease Control and Prevention (CDC) on social distancing, the school board meeting will be available to the public to watch online only. The meeting will be web streamed live and archived on the district's website. Future board meetings may be conducted electronically until CDC recommendations related to the COVID-19 situation change



Agenda Item I.
Date Prepared: December 30, 2020
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: January 7, 2021

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.

**Agenda Item II.**

**Date Prepared: December 30, 2020
ISD 834 Board Meeting**

Agenda Item: Roll Call
Meeting Date: January 7, 2021

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

Tina Riehle, Treasurer

Beverly Petrie, Director

Katie Hockert, Director

Matt Onken, Director

Annie Porbeni, Director

Alison Sherman, Director

Liz Weisberg, Director

Malinda Lansfeldt, Interim Superintendent, Ex-Officio

Recommendation:

Board action is not required.



Agenda Item III.
Date Prepared: December 30, 2020
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
 Meeting Date: January 7, 2021

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:** _____



SCHOOL BOARD MEMBER OATH OF OFFICE

It is an honor that you were selected to guide the education of our community's children. As you recite the oath of office, you assume a tremendous responsibility as a director of our school district with the duties empowered by the Minnesota Legislature. This power puts you and the other members of our school board in the position of being both morally and legally responsible for equitable, quality education of every student in the district.

In carrying out this responsibility, you will be asked to fulfill the roles of vision, structure, accountability, and advocacy. In providing vision, the board, with extensive participation of the community, envisions the community's educational future and then formulates the goals, defines the outcomes and sets the course for the public schools.

To achieve the vision, the board establishes a structure and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework.

Because as a board we must be accountable to the community, we must ensure a continuous assessment of student achievement and all conditions affecting the education of our children.

As board members, we serve as education's key advocate on behalf of students and our community schools to advance the vision for our schools.

Furthermore, we must strive to work together with the superintendent and staff to lead the district toward fulfilling the vision we have created, fostering excellence for every student in the areas of academic skills and knowledge, citizenship and personal development.

Having signed the acceptance of office and oath of office, I hereby publicly affirm my commitment to the oath of office:

I affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 834 to the best of my judgment and ability.



Agenda Item V. A. B. C. D.
Date Prepared: December 22, 2020
ISD 834 Board Meeting

Agenda Item: Board Organization
 Meeting Date: January 7, 2021
 Contact Person: Treasurer

Background:

The treasurer will begin the meeting until the Board is organized. The gavel will then be passed to the newly elected board chair who will conduct the meeting from that point forward.

Board Nomination Process

- One Board member ***nominates*** a candidate for office. (A member can ***nominate*** him/herself)
- A ***second*** must follow from another. (If there is no ***second***, based on past practice of this board, the nomination fails for lack of a second.)
- The chair will ask the nominee if they accept the nomination.
- The chair will ask three (3) times if there are any other nominations.
- A vote is taken if there are no other nominations.

Paper Ballot:

- If there is more than one person nominated for the office, there is a roll call vote.
- Each board member would vote for one candidate when their name is read.
- The votes of each board member would be read and the winning candidate announced.
- Votes of each board member would be recorded in the minutes of the meeting.
- According to Roberts Rules, a person can abstain from the voting, but needs to indicate this during the roll call vote.

After Accepting the Agenda, the first order of business should be the nomination and election of officers for the Board.

A. Election of Chairperson

Nomination by: _____ **Seconded by:** _____ **Vote:** _____

B. Election of Vice Chairperson

Nomination by: _____ **Seconded by:** _____ **Vote:** _____

C. Election of Clerk

Nomination by: _____ **Seconded by:** _____ **Vote:** _____

D. Election of Treasurer

Nomination by: _____ **Seconded by:** _____ **Vote:** _____



Agenda Item VI.
Date Prepared: December 30, 2020
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: January 7, 2021

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 VII.
Date Prepared: December 30, 2020
ISD 834 Board Meeting

Agenda Item: Introductory Items
Meeting Date: January 7, 2021
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 VIII.
Date Prepared: December 30, 2020
ISD 834 Board Meeting

Agenda Item: Open Forum
 Meeting Date: January 7, 2021

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. Vulgarities, 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 IX. A.B.C.D.E.F.G.H.I.J.
Date Prepared: December 30, 2020
ISD 834 Board Meeting**

Agenda Item: Consent Agenda
Meeting Date: January 7, 2021
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 December 17, 2020

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

B. School Board Special Meeting Minutes December 23, 2020

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

C. School Board Meeting Disbursement Register December 19, 2020 – January 8, 2021

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: Cindy Gustafson, Supervisor of Human Resources
A summary of personnel transactions for the month is included for your review.

E. Designate District Depositories of Major Accounts

F. Resolution Authorizing Use of Facsimilia Signature

G. Resolution Delegating Contracting Authority

H. Resolution Authorizing Administration to Develop Specifications and Solicit Bids

I. Resolution Authorizing Director of Finance and Supervisor of Financial Services to Make Electronic Fund Transfers

J. Designate Official Publication

Recommendation:

BE IT RESOLVED by the School Board of Independent School District 834 – Stillwater Area Public Schools that Consent Agenda Items A through J 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
December 17, 2020 – 6:00 p.m. Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 6:00 p.m.
- II. **Roll Call:** Present: Sarah Stivland, chair; Mike Ptacek, clerk; Tina Riehle, treasurer; Jennifer Pelletier, director; Beverly Petrie, director, Alison Sherman, director, Liz Weisberg, director

III. **Approval of the Agenda**

Motion to approve the agenda by: Member Ptacek; seconded by: Member Riehle; Vote: 4 ayes, 3 nays (Pelletier, Petrie, Sherman): Motion carries

Motion to amend the agenda by: Member Weisberg; to add action item F. The recommendation to authorize the board chair to enter into negotiations to pursue an additional contract that would extend the superintendency for up to three years. If negotiations are successful, the new contract would come before the board for approval at a special board meeting on or before December 23, 2020; seconded by: Member Riehle; Vote: 4 ayes, 3 nays (Pelletier, Petrie, Sherman): Motion carried.

IV. **Superintendent Report**

- Attended a 4th grade Distance Learning class with Rutherford and Afton Lakeland students.
- Minnesota State High School League (MSHSL) will begin in person practice starting on January 4, 2021 and competition will start on January 14, 2021.
- Governor Walz presented the "Safe School Start" during his press conference on Wednesday, December 16, 2020.
- We are also hoping to get Vaccinations here as soon as possible.

V. **Introductory Items**

A. **Student Report**

Mara provided a report on academics -

- There has been positive feedback regarding distance learning.
- Registration will open after winter break
- Pathways will be adding several new courses.
- Building Assets, Reducing Risks (BARR) is designed to help ninth graders make the transition from middle school to high school and continues to be a positive program.
- Students can change their learning model of choice for next semester. This must be completed by January 6, 2020 via [Skyward](#).

Brynn provided a report on Activities and Student Life -

- The Pony Activity Center (PAC) will reopen on Saturday, December 19, 2020 at 3:00 pm. Open the following link for more information; <https://stillwaterschools.org/community-education/pony-activity-center-pac>.

- Key Club is sponsoring a clothing drive on Friday, December 18, 2020 from 3:00 - 6:00 pm at Stillwater Area High School back parking lot by the bus doors.
- The National Honors Society Red Cross blood drive was a huge success.
- The Student Leadership Council is planning a school wide event addressing school culture and equity concerns in conjunction with Blast Week.
- Winter break begins on Thursday, December 24, 2020 and school will resume on Monday, January 4, 2021.

B. Recognition

- Our 100% online teachers were recognized for their amazing work keeping students engaged, challenged and learning throughout the school year.
- Interim Superintendent Lansfeldt recognized School Board Members, Jennifer Pelletier, Mike Ptacek and Sarah Stivland for their dedication to our students and community. Director Pelletier and Chair Stivland have served on the School Board for the past 4 years and Director Ptacek has served on the School Board for 12 years. They received a bell in recognition of their service to the Stillwater Area Public Schools.

VI. Open Forum

- Emma and Kate Pelletier, Stillwater - Recognized School Board Member Pelletier
- Sandi Hayner, Stillwater - Honesty amongst the School Board
- Kate Niemann, Stillwater Township - Recognized Interim Superintendent Lansfeldt
- Kathy Saltzman, Woodbury - Recognized School Board Member Ptacek, Pelletier and Chair Stivland
- Gary Kriesel, Stillwater - Recognized School Board Member Pelletier
- Amy Burback, Stillwater - Recognized School Board Member Pelletier
- Sarah Van Niewaal, Stillwater - Recognized Interim Superintendent Lansfeldt

VII. Consent Agenda

- Minutes of December 3, 2020
- Disbursement Register – December 5, 2020 - December 18, 2020
- Human Resources Personnel Report

Motion by: Member Riehle to approve the Consent Agenda items A and C; Seconded by: Member Weisberg; Vote: 7 ayes, 0 nays, Motion carried unanimously

Motion to move adoption of item B by Member: Ptacek; Seconded by Member Riehle; Vote: 7 ayes 0 nays, Motion carried unanimously

IX. Reports

- On the Dial Learning Update – Interim Superintendent Malinda Lansfeldt
 - There are updated quarantine guidelines which will allow some quarantine cases to be shortened.
 - As part of Governor Walz “Changes to Minnesota Safe Learning Planning”, we will look at a “rolling start” to slowly bring students back to school. There are new requirements for In-Person & Hybrid learning.
 - COVID 19 testing will be available every other week for all staff. Staff must wear face masks and shields at all times. Students must wear face masks at all times unless eating, drinking or outside, and
 - Educators must be 6 feet from students.
 - When possible, a clear barrier between students and teacher is recommended.
 - Parents received a survey via Skyward regarding a learning model change for students:

- The survey needs to be completed by Wednesday, January 6, 2021. We will be considering the survey results, operation capacity and staffing for guidelines on a safe return to school.
 - Information will also be gathered from staff for planning and developing recommendations for potential school board action.
 - The survey and staff information will also be shared with the COVID 19 Data Team and considered along with their criteria for schools and any approved changes to the secondary learning model.
- All public schools must implement two transitions days for staff prior to the start of In-person learning.
- Pre-K information will be available next week.
- COVID 19 Update
 - The Washington County Data number this week is 117.88 which has been declining the last few weeks, and
 - The Washington County Dashboard is at 17,193 Cases Cumulative, 739 cases hospitalized, 163 cases in the ICU, and 154 deaths.
 - The University of Minnesota Dashboard data as of December 16, 2020 has a daily rate of 99.6.
 - The daily rate for Stillwater Schools as of December 10 is 129.9.
 - The School Community for December 4 through 10 shows the weekly COVID19 cases for students is 11 and 6 cases for staff and
 - The weekly exposed/quarantined cases for students are 37 and 20 for staff.
 - The Cumulative COVID19 cases for the school year is 154 cases for students and 87 cases for staff and
 - The cumulative exposed/quarantined cases for students is 2545 and 467 for staff.
- Special Education: Enhanced Distance Learning updates:
 - 105 students began in person service on Monday, December 14.
 - Students attend 4 days a week for about 2.5 to 3 hours per day. The focus is prioritized based on the special needs of the students.
 - As part of the Tier 2 enhancement, Licensed Paraprofessionals are able to assist students remotely with a “Mobile Classroom” that is retrofitted with desks.

B. Contract Reviews - December 1, 2020 - December 10, 2020 – Dr. John Thein

- DreamBox Learning offers software products and services that provide personalized math instruction in an engaging environment for students for a cost of \$3,500.00.

X. Action Items

A. Audit presentation

Mr. Dennis Hoogeveen of the audit firm CliftonLarsonAllen LLP (CLA) presented the financial statements for the year ending June 30, 2020. A draft copy of the District's Comprehensive Annual Financial Report was provided.

Motion by: Member Ptacek to approve the Financial Report FY2020; Seconded by: Member Weisberg; Vote: 7 ayes, 0 nays; Motion carried unanimously

B. Certify the 2020 Payable 2021 Tax Levy

Dr. Thein shared that the Truth in Taxation Tax Levy was reported at the School Board meeting on December 3, 2020.

Motion by: Member Weisberg to adopt the final levy for Taxes Payable 2021; Seconded by: Member Riehle Vote: 7 ayes, 0 nays, Motion carried unanimously

C. Memorandum of Agreement with Cafeteria Employees' Organization

Ms. Gustafson presented the District and the Cafeteria Employees Organization (hereinafter referred to as the "CEO") reached agreement on the terms of the 2019-2021 Master Contract in November 2019 and the Board took action to approve the CEO 2019-2021 Master Contract on December 19, 2019.

Motion by: Member Ptacek to approve a Memorandum of Agreement with Cafeteria Employees' Organization; Seconded by: Member Weisberg; Vote: 7 ayes, 0 nays, Motion carried unanimously

D. Final Reading – Policy 510 – Shared Time Students

Dr. Cherry shared the third reading for this policy and is asking for the School Board to approve Policy 510.

Motion by: Member Ptacek to approve Policy 510 – Share-Time Students; Seconded by: Member Petrie; Vote: 7 ayes, 0 nays, Motion carried unanimously

E. Final Reading – Policy 721.1 - Board Approval of Contracts and Expenditures

Chair Stivland shared the third reading for this Policy and is asking the School Board to approve Policy 721.1.

Motion by: Member Weisberg to approve Policy 721.1 – Board Approval of Contracts and Expenditures; Seconded by: Member Riehle; Vote: 4 ayes, 3 nays (Pelletier, Petrie, Sherman); Motion Carried.

F. Approval of Superintendent Contract

Director Weisberg is recommending the board authorize the board chair to enter into negotiations to pursue an additional contract that would extend the superintendency for up to three years. If negotiations are successful, the new contract would come before the board for approval at a special board meeting on or before December 23, 2020

Motion by: Member Weisberg to enter into negotiations to pursue an additional contract that would extend the superintendency for one year. If negotiations are successful, the new contract would come before the board for approval at a special board meeting on or before December 23, 2020; Seconded by: Member Ptacek; Vote: 5 ayes, 2 nays (Ptacek, Riehle); Motion Carried

Motion to amend the motion by: Member Ptacek to authorize the board chair to enter into negotiations to pursue an additional contract that would extend the superintendency for 2 years. If negotiations are successful, the new contract would come before the board for approval at a special board meeting on or before December 23, 2020, Seconded by: Member Weisberg; Vote: 3 ayes, 4 nays (Pelletier, Petrie, Sherman, Stivland); Motion failed

Motion to amend the motion by: Member Sherman to authorize the board to enter into negotiations to pursue an additional contract that would extend the superintendency for up to three years. If negotiations are successful, the new contract would come before the board for approval at a special board meeting on or before December 23, 2020; Seconded by: Member Petrie; Vote: 3 ayes, 4 nays (Ptacek, Riehle, Weisberg, Stivland); Motion failed

Amendment to the motion by: Member Pelletier to authorize the board chair and Member Petrie to enter into negotiations to pursue an additional contract that would extend the superintendency for up to three years. If negotiations are successful, the new contract would come before the board for approval at a special board meeting

on or before December 23, 2020, Seconded by: Member Sherman, 3 ayes, 4 nays (Ptacek, Riehle, Weisberg, Stivland); Motion failed.

Amendment to the motion by: Member Sherman to authorize the board chair to enter into negotiations to pursue an additional contract that would extend the superintendency for one year. If negotiations are successful, the new contract would come before the board for approval at a special board meeting on or before December 23, 2020, seconded by: Member Petrie, 4 ayes, 3 nays (Ptacek, Riehle, Weisberg); Motion Carried.

Amendment to the amendment by: Member Pelletier to authorize the board chair to enter into negotiations to pursue an additional contract that would extend the superintendency for one year. If negotiations are successful, the new contract would come before the board for approval after December 31, 2020, seconded by: Member Petrie, 3 ayes, 4 nays (Ptacek, Riehle, Weisberg, Stivland); Motion failed.

XI. Board Reports

A. Board Chair Report – Nothing to report

B. Working Group Reports

1. Community Engagement

Due to Governor Walz announcement, administration was unable to attend the meeting. Director Weisberg requested school board members receive updated information regarding:

- The Morris Leatherman Distance Learning survey
- Volunteer Coordinator position
- Updates on Special Education continue to be provided at School Board meetings

2. Finance and Operations – Nothing to report

3. Legislative – Nothing to report

4. Policy – Nothing to report

C. Member Reports:

- Director Pelletier commended Director Ptacek and Chair Stivland for their services.
- Chair Stivland commended Director Pelletier for her time.

XII. Adjournment

A. The meeting adjourned at 10:46 p.m.

Respectfully submitted, Mike Ptacek, Clerk



Independent School District No. 834 – Stillwater Area Public Schools
Video Conference
December 23, 2020 – 4:00 p.m. Meeting Minutes

- I. Call to Order:** The meeting was called to order at 4:00 p.m.
- II. Roll Call:** Present: Sarah Stivland, chair; Mike Ptacek, clerk; Tina Riehle, treasurer; Jennifer Pelletier, director; Beverly Petrie, director, Alison Sherman, director, Liz Weisberg, director

III. Approval of the Agenda

Motion to approve the agenda by: Member Ptacek; seconded by: Member Weisberg; Vote: 6 ayes, 1 nays (Riehle); Motion Carried.

IV. Action Items

- A. Proposed Terms of a One Year Contract for the Superintendent for School Board Consideration

The school board voted to authorize the board chair to enter into negotiations with Interim Superintendent Lansfeldt for a one year contract.

Motion by: Member Sherman to approve a one year superintendent contract with Interim Superintendent Lansfeldt.; Seconded by: Member Pelletier; Vote: 6 ayes, 1 nays (Riehle); Motion Carried

V. Adjournment

- A. The meeting adjourned at 4:15 p.m.

Respectfully submitted, Mike Ptacek, Clerk

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Helke, Jason	Resignation	Assistant Alpine Ski Coach Stillwater Area High School	Co-Curricular	October 1, 2020
Rees, Jaylen	Resignation	Paraprofessional 5.0 hrs/day Stillwater Area High School	SCPA	December 11, 2020
Tomten, Elizabeth	Retirement (35 years)	1.0 FTE English Teacher Stillwater Middle School	SCEA	June 7, 2021
Warnert, Jon	Retirement (32 years)	1.0 FTE English Teacher Stillwater Middle School	SCEA	June 7, 2021

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Bealke, David	Assistant Girls Basketball Coach Stillwater Area High School	\$860	Replacement	Co-Curricular	January 4, 2021
Borgstrom, Allison	Assistant Girls Hockey Coach Stillwater Area High School	\$3,182	Replacement	Co-Curricular	January 4, 2021
Dubose, Andrea	Assistant Girls Basketball Coach Stillwater Area High School	\$5,160	Replacement	Co-Curricular	January 4, 2021
Magler, Alexandria	Assistant Girls Basketball Coach Stillwater Area High School	\$3,268	Replacement	Co-Curricular	January 4, 2021
Peterson, Jonathan	Assistant Boys Hockey Coach Stillwater Area High School	\$5,676	Replacement	Co-Curricular	January 4, 2021

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Crisp, Jessica	Approve	.6 FTE Speech Pathologist Afton-Lakeland & Lily Lake Elementary	SCEA	February 25, 2021 - June 7, 2021 (approximate dates)
Jensen, Amanda	Approve	1.0 FTE Elementary Education Teacher Andersen Elementary	SCEA	March 16, 2021 - June 7, 2021 (approximate dates)
Kern, Jennifer	Approve	1.0 FTE School Psychologist Stillwater Area High School	SCEA	January 20, 2021 - March 4, 2021
Neumann, Mary	Approve	1.0 FTE Occupational Therapist District Wide	SCEA	March 15, 2021 - June 7, 2021 (approximate dates)
Odegaard, Kara	Approve	1.0 FTE Math Teacher Stillwater Area High School	SCEA	February 21, 2021 - April 16, 2021 (approximate dates)
Weller, Amanda	Approve	.85 FTE Science Teacher St. Croix Valley ALC	SCEA	February 12, 2021 - March 31, 2021 (approximate dates)

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Doe, Gina	Assistant Principal - Middle School Stillwater Middle School	Interim Elementary Principal Brookview Elementary	Replacement	Principals	December 14, 2020 - June 30, 2021
Gustafson, Cindy	Supervisor of Human Resources Central Services	Director of Human Resources Central Services	Replacement	Directors	December 23, 2020
Tom, Joanna	Paraprofessional 5.5 hrs/day Stillwater Area High School	Professional 6.25 hrs/day Stillwater Area High School	Replacement	SCPA	December 17, 2020

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Fahey, Chris	Yearbook Advisor Stillwater Middle School	Replacement	Co-Curricular	December 11, 2020
Manning, Robert	TOSA - Pathways (25 extended days) Stillwater Area High School	Student Need	SCEA	2020-2021 school year
Steil, Rachel	TOSA - Pathways (25 extended days) Stillwater Area High School	Student Need	SCEA	2020-2021 school year



Agenda Item IX. E.
Date Prepared: December 4, 2020
ISD 834 Board Meeting

Consent Report: Designate Depositories of Major Accounts
 Meeting Date: January 7, 2021
 Contact Person: Dr. John Thein, Director of Finance

Background:

Administration has reviewed the checking and depositing needs of Independent School District #834. Prior to naming the official depositories, any Board member who has stock or any other financial interest in a bank located within the boundaries of the school district, other than a regular account, must make this fact a matter of public record.

Administration recommends that the Board designate the following institutions as depositories of District funds:

First State Bank and Trust	U.S. Bank
Lake Elmo Bank	U.S. Bancorp Piper Jaffray
MN Trust (PMA Financial)	

Administration recommends continuing designation of the Major Account Banks as follows:

- Lake Elmo Bank - Operating, Debt and Building Funds
- First State Bank and Trust - Payroll Account

Recommendation:

Approval of the Consent Agenda will be requested.

JT:lm



INDEPENDENT SCHOOL DISTRICT #834
SCHOOL BOARD RESOLUTION
DESIGNATING DEPOSITORIES AND MAJOR ACCOUNT BANKS

Whereas, it is the practice of the School Board of Independent School District #834 to adopt its annual organizational resolutions at its first meeting of the calendar year;

Whereas, Administration has reviewed the checking and depositing needs for School District funds and has recommended the designation of the following depositories:

First State Bank and Trust	U.S. Bank
Lake Elmo Bank	U.S. Bancorp Piper Jaffray
MN Trust (PMA Financial)	

Whereas, Administration has recommended that the following depositories continue to be designated as Major Account Banks:

Lake Elmo Bank - Operating, Debt and Building Funds
First State Bank and Trust - Payroll Account

Whereas, any Board member who has stock or any other financial interest in a bank located within the boundaries of the school district, other than a regular account, must make this fact a matter of public record; and no individual Board member voting on this resolution has any such financial interest;

Now therefore the School Board of Independent School District #834 hereby resolves:

1. The Board designates the following depositories for School District funds:

First State Bank and Trust	U.S. Bank
Lake Elmo Bank	U.S. Bancorp Piper Jaffray
MN Trust (PMA Financial)	

2. The Board designates the following depositories as Major Account Banks:

Lake Elmo Bank - Operating, Debt and Building Funds
First State Bank and Trust - Payroll Account



Agenda Item IX. F.
Date Prepared: December 4, 2020
ISD 834 Board Meeting

Consent Report: Resolution Authorizing Use of Facsimile Signature
 Meeting Date: January 7, 2021
 Contact Person: Dr. John Thein, Director of Finance

Background:

As a practical matter, the District must authorize the use of facsimile signatures for purposes of conducting financial affairs. Minnesota Statutes § 47.41 authorizes such facsimile signatures. If the District maintains insurance to protect its depositors against the misuse of facsimile signatures, under Minnesota Statutes § 47.42 the authorized signers are protected against personal liability for losses arising from the misuse of their facsimile signatures (unless the loss is caused by that authorized signer's own wrongful act). Staff recommends the Board adopt the following resolution:

1. The Board Chair, the Board Clerk, and the Director of Finance are hereby authorized to sign checks, drafts, warrants, warrant-checks, vouchers or other orders on public funds on deposit in a depository bank ("Instruments").
2. The School District's depository banks are hereby authorized to honor any Instrument bearing the facsimile signature of the Board Chair, the Board Clerk, or the Director of Finance, and to charge the Instrument to the account on which it is drawn as fully as though the Instrument bore the manually written signature of such officers.
3. The School Board hereby authorizes and directs Administration to procure and maintain insurance in the amount of \$50,000, from an insurer authorized to do business in the State of Minnesota, to insure the depositors against the loss of any public funds withdrawn upon unauthorized use of facsimile signatures.

Recommendation:

Approval of the Consent Agenda will be requested.

JT:lm



INDEPENDENT SCHOOL DISTRICT #834
SCHOOL BOARD RESOLUTION
AUTHORIZING FACSIMILE SIGNATURES

Whereas, it is the practice of the School Board of Independent School District #834 to adopt its annual organizational resolutions at its first meeting of the calendar year;

Whereas, Minnesota Statutes § 47.41 permits the School District to authorize its depository banks to accept facsimile signatures of any officer or other person authorized to sign checks or other orders for public funds on deposit;

Whereas, Minnesota Statutes § 47.42 authorizes the School District to insure depositors against losses arising from any unauthorized use of such facsimile signatures; and

Whereas, if the School District insures depositors against losses arising from the misuse of facsimile signatures, under Minnesota Statutes § 47.42 the authorized signers shall not be personally liable for losses arising from the misuse of their facsimile signatures unless the loss occurs by reason of that person's own wrongful act;

Now therefore the School Board of Independent School District #834 hereby resolves:

1. The Board Chair, the Board Clerk, and the Director of Finance are hereby authorized to sign checks, drafts, warrants, warrant-checks, vouchers or other orders on public funds on deposit in a depository bank ("Instruments").
2. The School District's depository banks are hereby authorized to honor any Instrument bearing the facsimile signature of the Board Chair, the Board Clerk, or the Director of Finance, and to charge the Instrument to the account on which it is drawn as fully as though the Instrument bore the manually written signature of such officers.
3. The School Board hereby authorizes and directs Administration to procure and maintain insurance in the amount of \$50,000, from an insurer authorized to do business in the State of Minnesota, to insure the depositors against the loss of any public funds withdrawn upon unauthorized use of facsimile signatures.



Agenda Item IX. G.
Date Prepared: December 4, 2020
ISD 834 Board Meeting

Consent Report: Resolution Authorizing Administration to Contract for Budgeted Items
 Meeting Date: January 7, 2021
 Contact Person: Dr. John Thein, Director of Finance

Background:

Minnesota Statute 123B.52, subdivision 2, states that the Board may authorize its superintendent or business manager to lease, purchase, and contract for goods and services within the Board-approved budget. In our Administration, the title of the business manager is Director of Finance. The current statutory limit on the delegated contracting authority is \$175,000. (See Minn. Stat. § 123B.52, Subd. 2; and Minn. Stat. § 471.345, Subd. 3.) The Board has the discretion to set the limit at a lower amount if it chooses. Staff recommends the Board adopt the following resolution authorizing the Superintendent and the Director of Finance to contract for items in the Board-approved budget:

1. The Board hereby authorizes the Superintendent and the Director of Finance to lease, purchase, and contract for goods and services that: (a) are within the budget the Board has approved; and, (b) do not exceed \$50,000.
2. Any proposed lease, purchase, or contract exceeding \$50,000 must be submitted to the Board for approval.
3. Any proposed lease, purchase, or contract for an item outside the Board's approved budget must be submitted to the Board for approval.
4. Notwithstanding the delegation of authority in Paragraph 1, the Board retains the discretion and authority to review, approve, or reject any proposed lease, purchase, or contract before it is executed.

Recommendation:

Approval of the Consent Agenda will be requested.

JT:lm



INDEPENDENT SCHOOL DISTRICT #834
SCHOOL BOARD RESOLUTION
DELEGATING CONTRACTING AUTHORITY

Whereas, it is the practice of the School Board of Independent School District #834 to adopt its annual organizational resolutions at its first meeting of the calendar year;

Whereas, Minnesota Statute 123B.52, subdivision 2, authorizes the Board to delegate to the superintendent or business manager the authority to lease, purchase, and contract for goods and services within the Board-approved budget;

Whereas, the title of the School District's business manager is Director of Finance; and

Whereas, the current statutory limit on the delegated contracting authority under Minnesota Statutes §§ 123B.52 and 471.345 is \$175,000;

Now therefore the School Board of Independent School District #834 hereby resolves:

1. The Board hereby authorizes the Superintendent and the Director of Finance to lease, purchase, and contract for goods and services that: (a) are within the budget the Board has approved; and (b) do not exceed \$50,000.
2. Any proposed lease, purchase, or contract exceeding \$50,000 must be submitted to the Board for approval.
3. Any proposed lease, purchase, or contract for an item outside the Board's approved budget must be submitted to the Board for approval.
4. Notwithstanding the delegation of authority in Paragraph 1, the Board retains the discretion and authority to review, approve, or reject any proposed lease, purchase, or contract before it is executed.



Agenda Item IX. H.
Date Prepared: December 4, 2020
ISD 834 Board Meeting

Consent Report: Resolution Authorizing Administration to Develop Specifications and Solicit Bids
Meeting Date: January 7, 2021
Contact Person: Dr. John Thein, Director of Finance

Background:

Minnesota Statute 123B.52 provides that the Board may not enter into certain types of contracts with an estimated cost or value over \$175,000 without first advertising for bids or proposals. For items within the Board's approved budget that require advertising for bids, the following resolution authorizes Administration to develop specifications and solicit bids for the Board's consideration:

1. The Board hereby authorizes Administration to develop specifications and solicit bids on budgeted items which, by statute, must be advertised for bid. This authorization is limited to items the Board has approved in the budget process.
2. The Board retains the discretion to elect to review any specifications before soliciting bids.
3. The Board retains the sole authority to review all bids and accept or reject any or all bids based on that review.

Recommendation:

Approval of the Consent Agenda will be requested.

JT:lm



INDEPENDENT SCHOOL DISTRICT #834
SCHOOL BOARD RESOLUTION
AUTHORIZING PREPARATION OF SPECIFICATIONS FOR BIDS
(BUDGETED ITEMS ONLY)

Whereas, it is the practice of the School Board of Independent School District #834 to adopt its annual organizational resolutions at its first meeting of the calendar year;

Whereas, Minnesota Statutes § 123B.52 provides that the Board may not enter into certain types of contracts with an estimated cost or value over \$175,000 without first advertising for bids or proposals;

Whereas, items within the Board's approved budget may require advertising for bids under Minnesota Statutes § 123B.52; and

Whereas, the Board finds it expedient to authorize staff to prepare specifications and advertise for bids on items that are within the Board's approved budget;

Now therefore the School Board of Independent School District #834 hereby resolves:

1. The Board hereby authorizes Administration to develop specifications and solicit bids on budgeted items which, by statute, must be advertised for bid. This authorization is limited to items the Board has approved in the budget process.
2. The Board retains the discretion to elect to review any specifications before soliciting bids.
3. The Board retains the sole authority to review all bids and accept or reject any or all bids based on that review.



Agenda Item IX. I.
Date Prepared: December 4, 2020
ISD 834 Board Meeting

Consent Report: Resolution Authorizing Director of Finance / Supervisor of Financial Services to make Electronic Fund Transfers

Meeting Date: January 7, 2021

Contact Person: Dr. John Thein, Director of Finance

Background:

MS 471.38 defines the authorized electronic fund transfers and procedures. That statute requires the School District to follow certain policy controls which include, among other things, that all transfers be reported to the Board at its next regular meeting. The School District follows all required controls and a report of all transfers is a part of the Consent Agenda that is approved by the Board. In addition, the statute requires the School Board annually designate the staff that may authorize these electronic transfers. The following resolution makes that designation.

“The Board hereby delegates to the Director of Finance and to the Supervisor of Financial Services the authority to make electronic fund transfers. These designated district staff shall continue to be shown on the appropriate major bank account signature cards as required by bank policy.”

Recommendation:

Approval of the Consent Agenda will be requested.

JT:lm



**INDEPENDENT SCHOOL DISTRICT #834
SCHOOL BOARD RESOLUTION
AUTHORIZING ELECTRONIC FUND TRANSFERS**

Whereas, it is the practice of the School Board of Independent School District #834 to adopt its annual organizational resolutions at its first meeting of the calendar year;

Whereas, Minnesota Statutes § 471.38, subdivision 3, authorizes the School District to utilize electronic fund transfers for the following matters: (1) for a claim for a payment from an imprest payroll bank account or investment of excess money; (2) for a payment of tax or aid anticipation certificates; (3) for a payment of contributions to pension or retirement fund; (4) for vendor payments; and (5) for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund;

Whereas, to be eligible to utilize electronic fund transfers, the School District must annually delegate the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee;

Now therefore the School Board of Independent School District #834 hereby resolves:

1. The Board hereby delegates to the Director of Finance and to the Supervisor of Financial Services the authority to make electronic fund transfers. These designated district staff shall continue to be shown on the appropriate major bank account signature cards as required by bank policy.



Agenda Item IX. J.
Date Prepared: December 4, 2020
ISD 834 Board Meeting

Consent Report: Designate Official Publication
 Meeting Date: January 7, 2021
 Contact Person: Dr. John Thein, Director of Finance

Report Purpose:

The purpose of this report is the District is required by statute to designate a newspaper for official school publications (Minnesota Statute 331A.04) each year.

Summary:

Administration requested proposals from the *Country Messenger*, *St. Paul Pioneer Press (Twin Cities Pioneer Press)* and *Stillwater Gazette*. Criteria for evaluation of proposals included cost per column inch to publish District 834's legal notices and proceedings, the schedule for newspaper publications including deadlines for submission of notices, and, pertinent newspaper service/circulation data. *Country Messenger* did not respond to our proposal request, *Press Publications/St. Croix Valley Press (The Lowdown)* is no longer doing submission of legal notices and *Lillie Suburban Newspapers, Inc.* is closed and no longer an option for proposals.

The *Stillwater Gazette* is published once a week, on Fridays, for submission of legal notices, with circulation to approximately 1,580 households in the St. Croix Valley area zip codes. The *St. Paul Pioneer Press* is published daily for submissions of legal notices, with circulation primarily serving Anoka, Dakota, Ramsey, Washington counties and Western Wisconsin. **The following table shows the proposed rates for 2021 as well as historical costs.**

January 1, 2021 – December 31, 2021 Proposed Rate		1 st Publishing Price per Inch	2 nd Publishing Price per Inch
Stillwater Gazette		\$4.75	\$4.00
St. Paul Pioneer Press		\$6.30 (\$0.45 per line)	N/A
Country Messenger		N/A	N/A
Historical Costs/ Official Newspaper	Actual	1 st Publishing Price per Inch	2 nd Publishing Price per Inch
Gazette	2019	\$3.40	\$3.40
Gazette	2018	\$3.40	\$3.40
Gazette	2017-2018	\$3.40	\$3.40
Gazette	2016-2017	\$3.40	\$3.40
Gazette	2015-2016	\$3.60	\$3.00
Gazette	2014-2015	\$3.50	\$2.95

Recommendation:

After evaluating all criteria, Administration recommends that the Board of Education designate the *Stillwater Gazette* as the newspaper for official publications from January 1, 2021 to December 31, 2021 based on circulation.

Approval of the Consent Agenda will be requested.



Agenda Item: X. A.

Date Prepared: December 30, 2020

Agenda Item: Enrollment Survey
Meeting Date: January 7, 2021
Contact Person: Morris Leatherman

Background:

School districts across the state and nation have seen a decrease in student enrollment this year as a result of the COVID-19 pandemic. To better understand the long-term impact of this decline, the district commissioned a survey of outbound students, as well as those who have opted for 100% online learning. Peter Leatherman, from the Morris Leatherman Group, will share findings from the survey with the board.

No Action required.

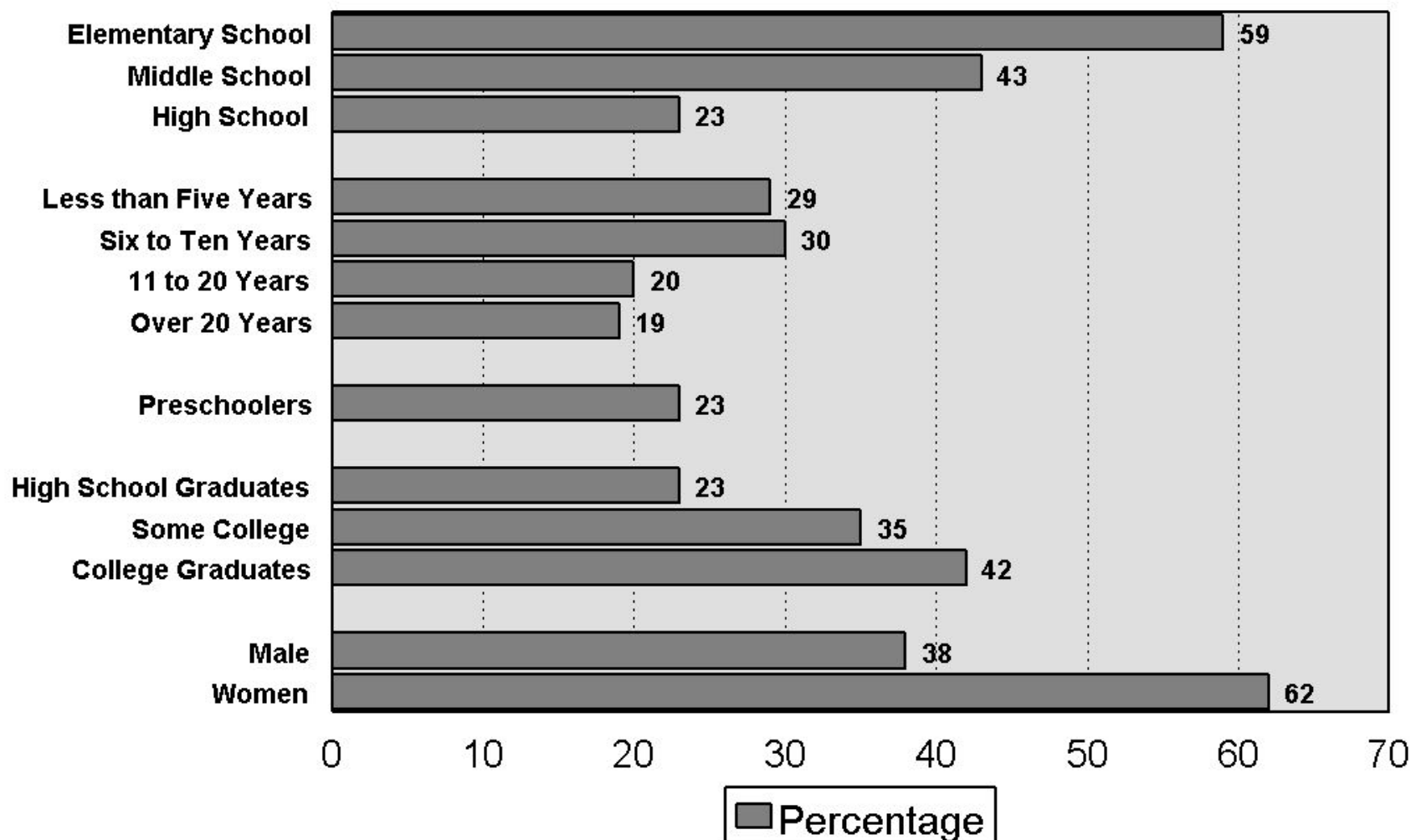
2020 Stillwater SD Outbound Study

Parent Survey

The Morris Leatherman Company

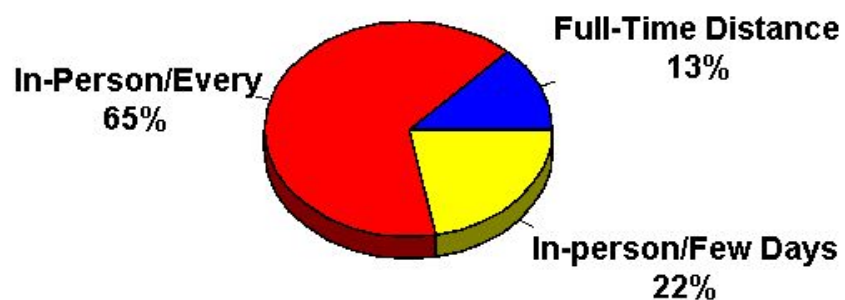
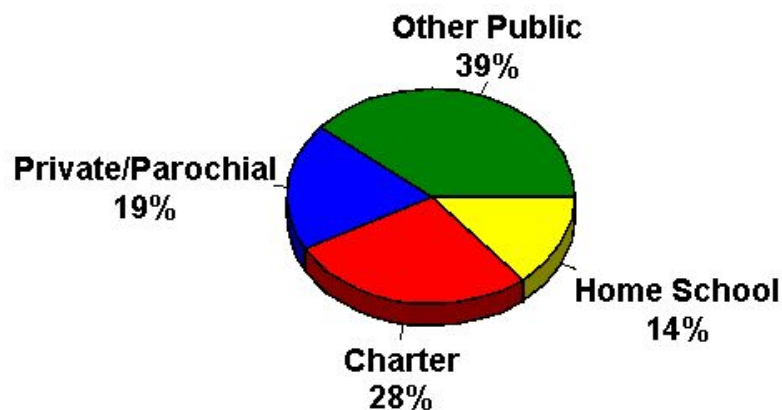
Demographics

2020 Stillwater SD Outbound Survey



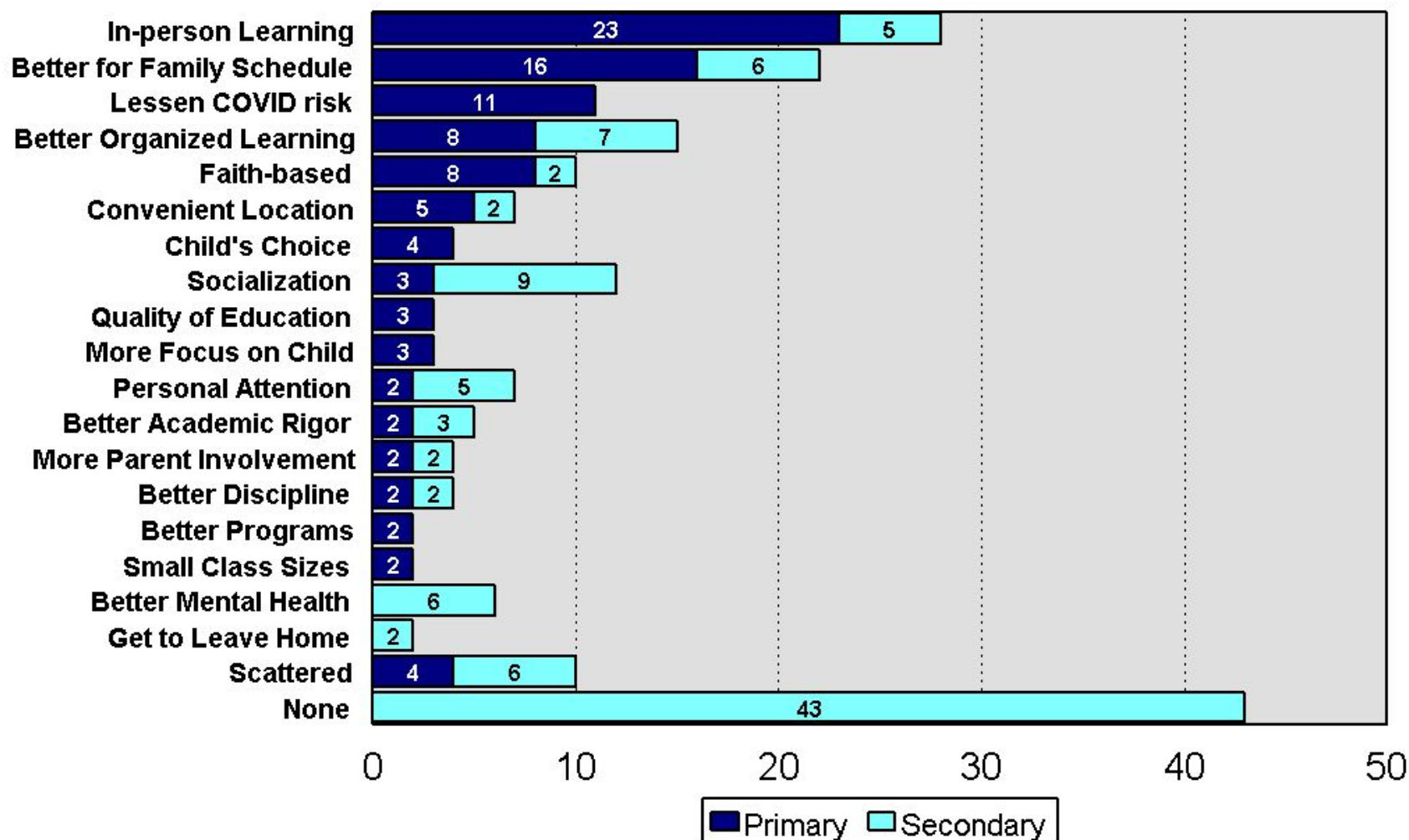
Choice This Fall

2020 Stillwater SD Outbound Survey



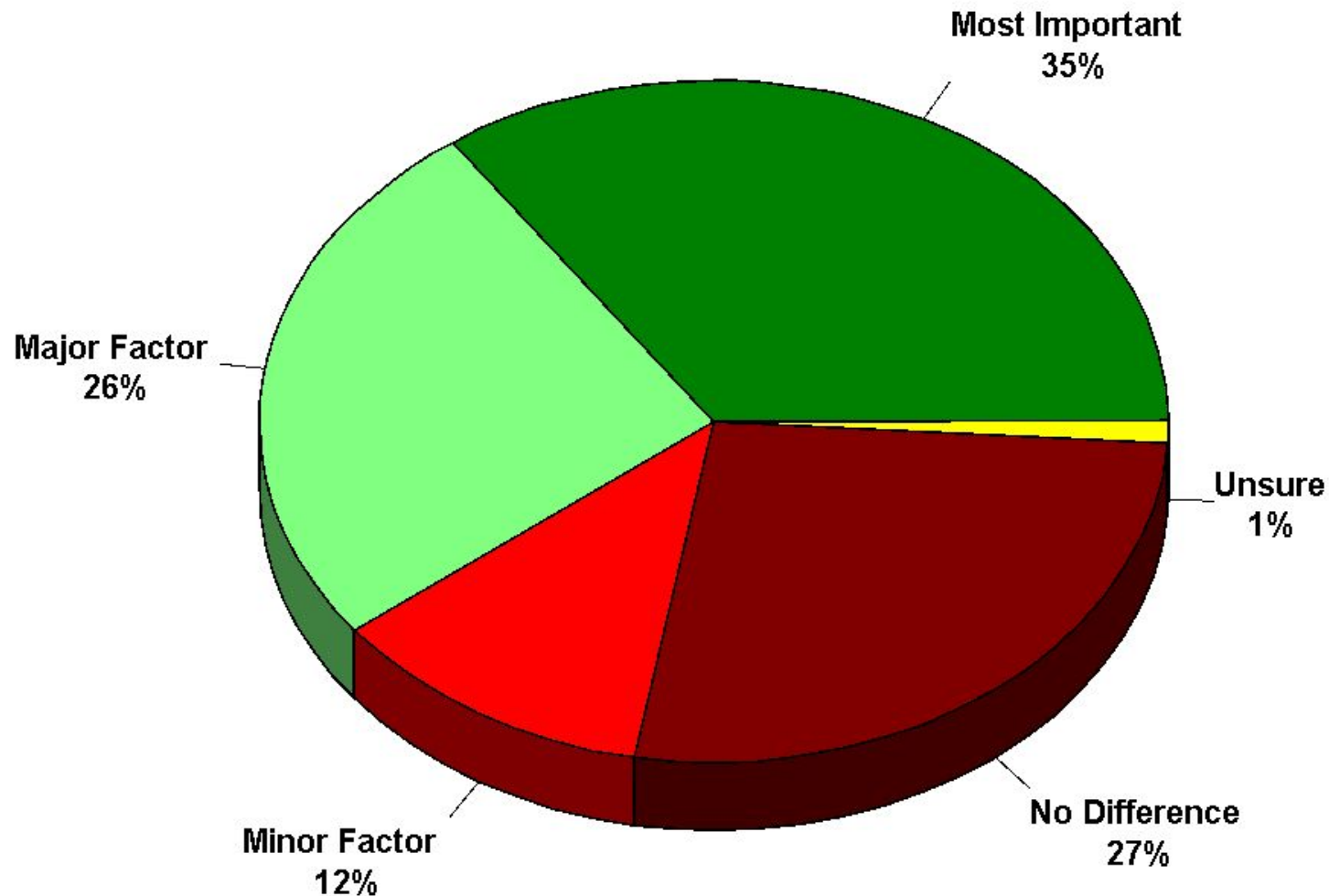
Reason for Decision

2020 Stillwater SD Outbound Survey



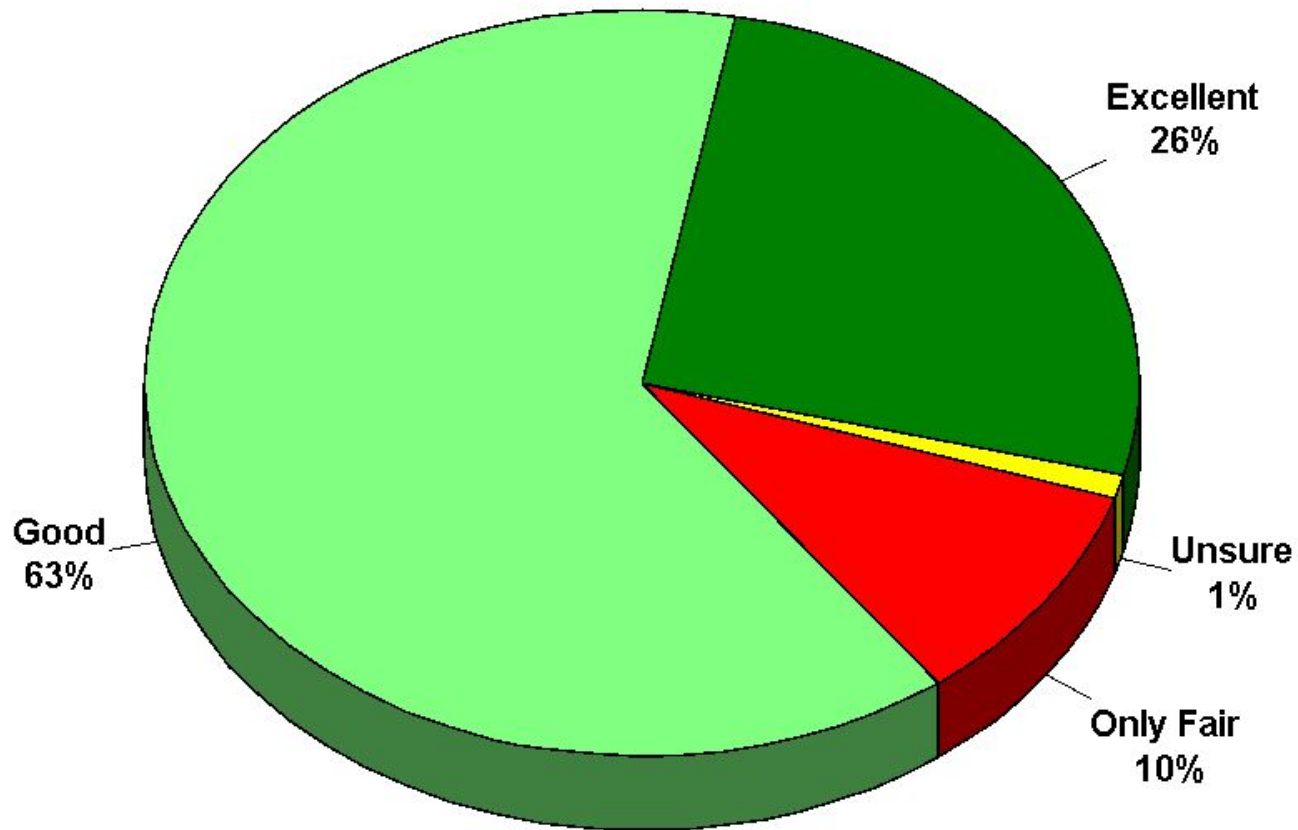
Factor of Hybrid Learning This Fall

2020 Stillwater SD Outbound Survey



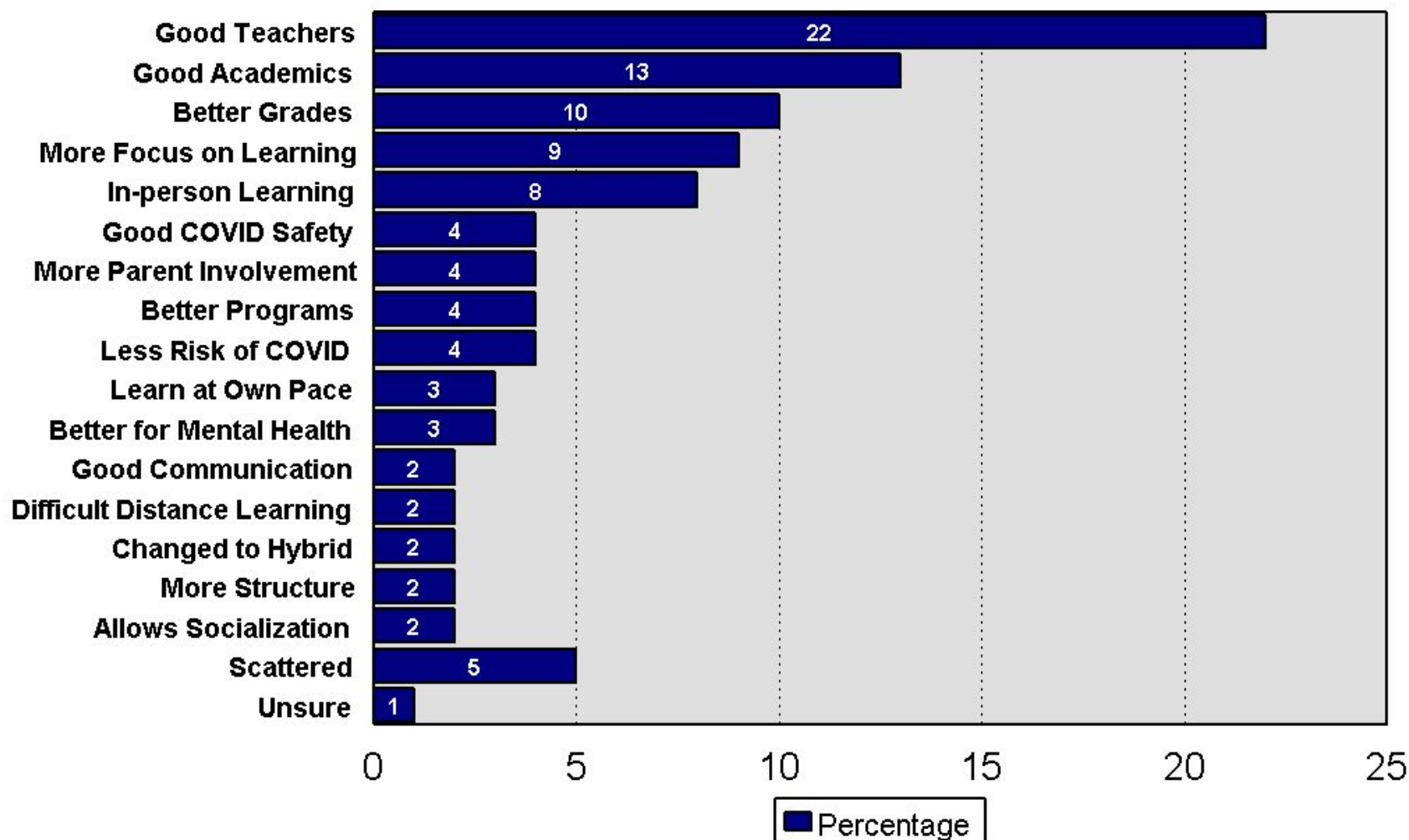
Rate Experience of Current School

2020 Stillwater SD Outbound Survey



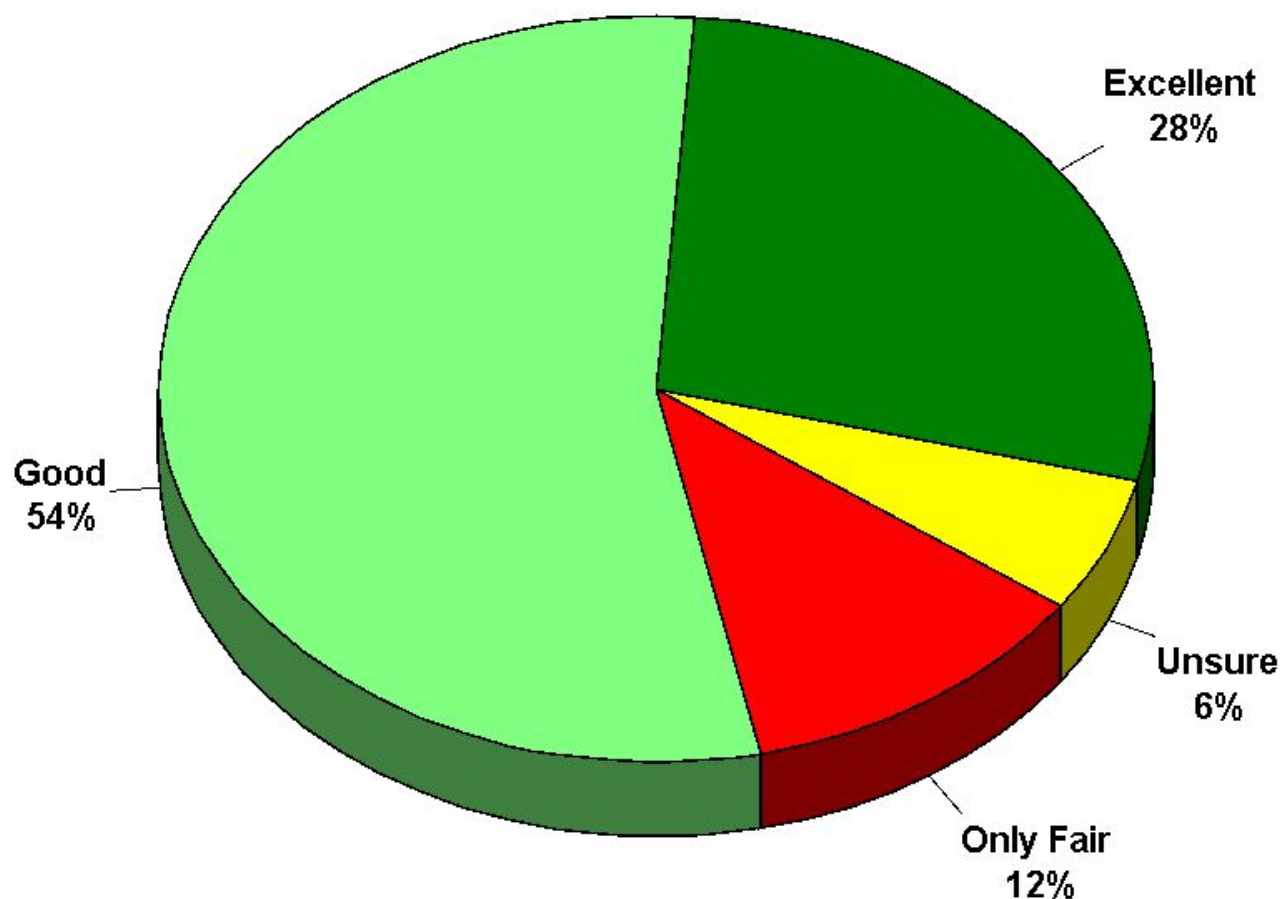
Reason for Rating Current School

2020 Stillwater SD Outbound Survey



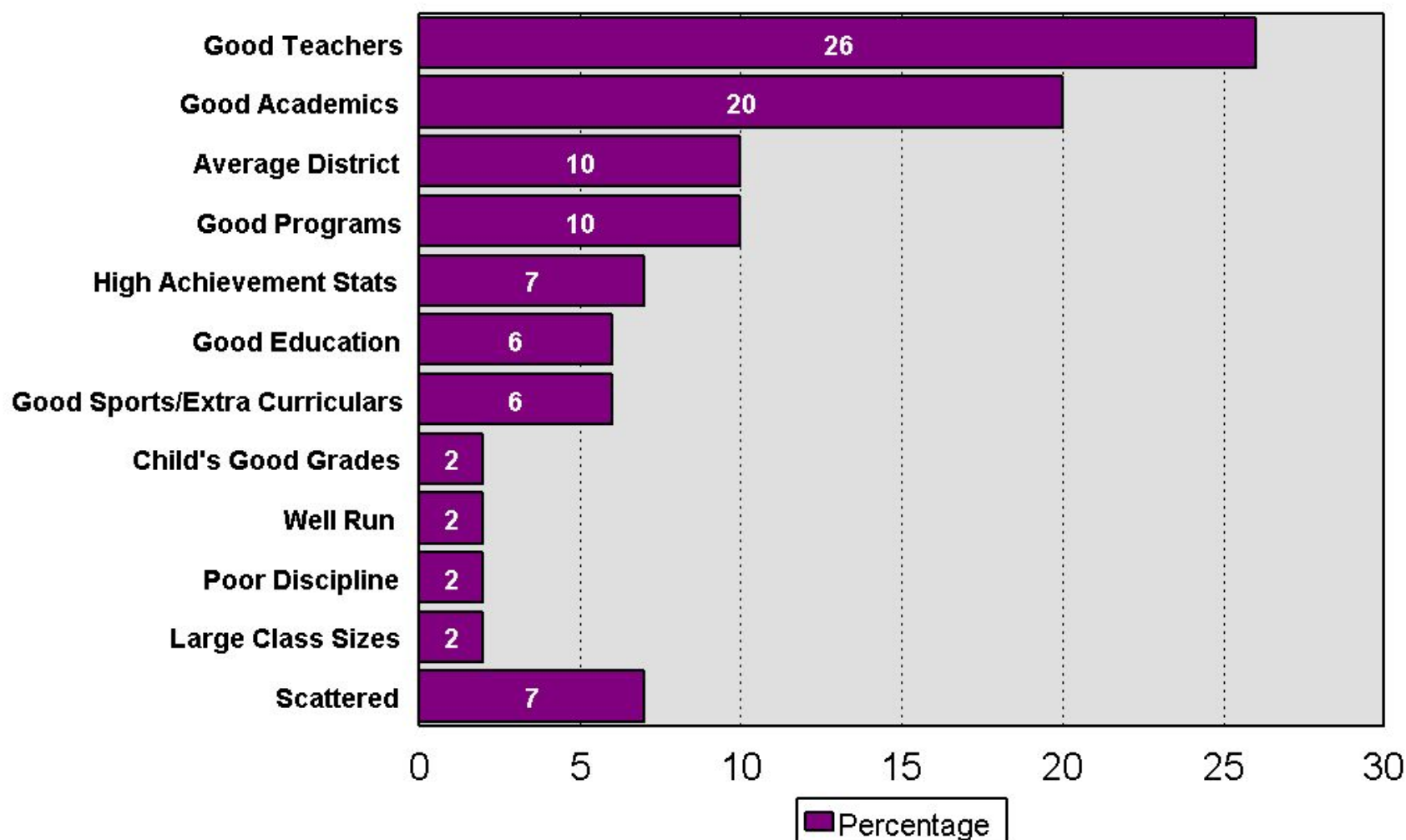
Pre-Pandemic³⁸ Quality of Education Rating

2020 Stillwater SD Outbound Survey



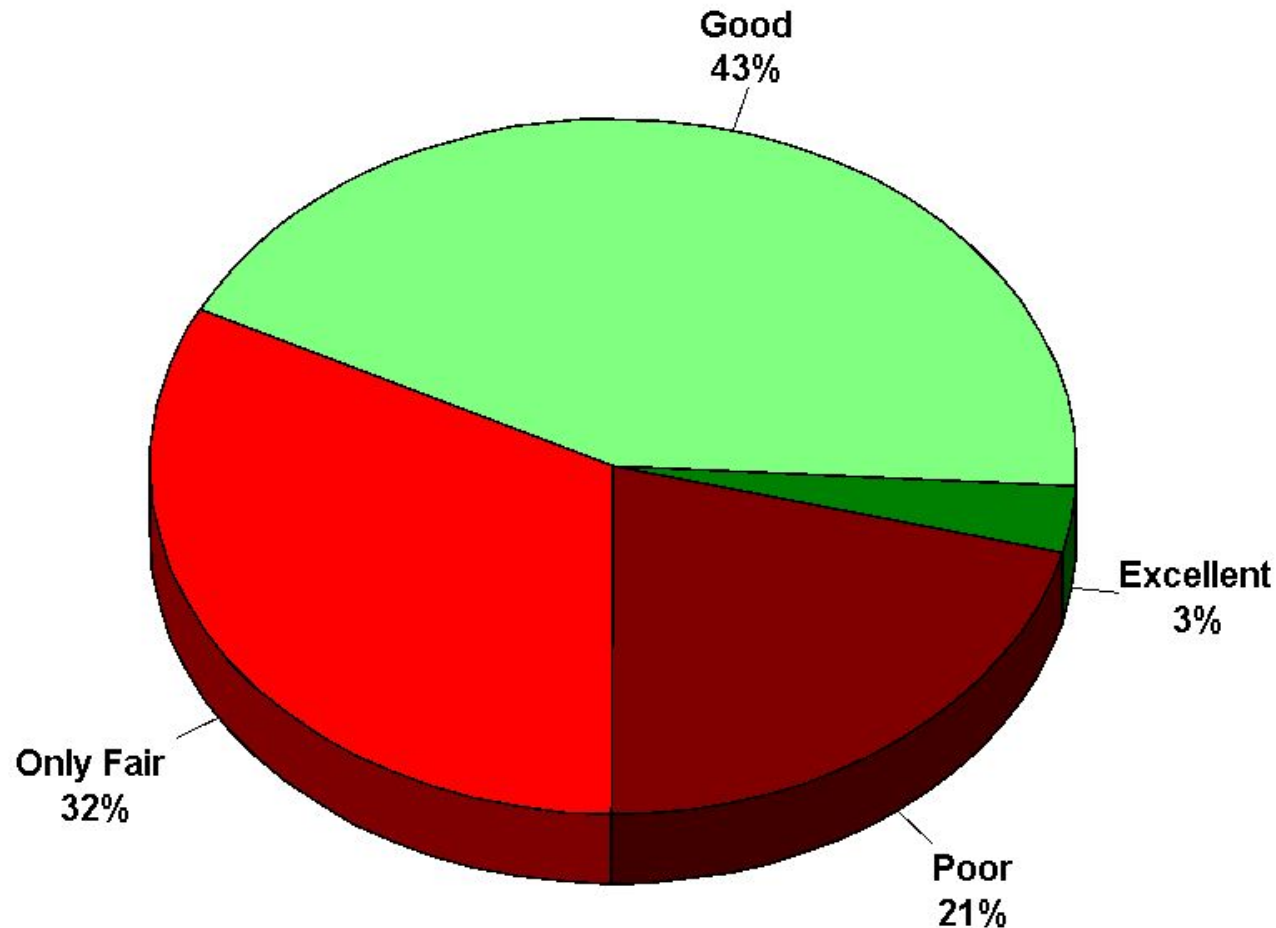
³⁹Reason for Quality of Education Rating

2020 Stillwater SD Outbound Survey



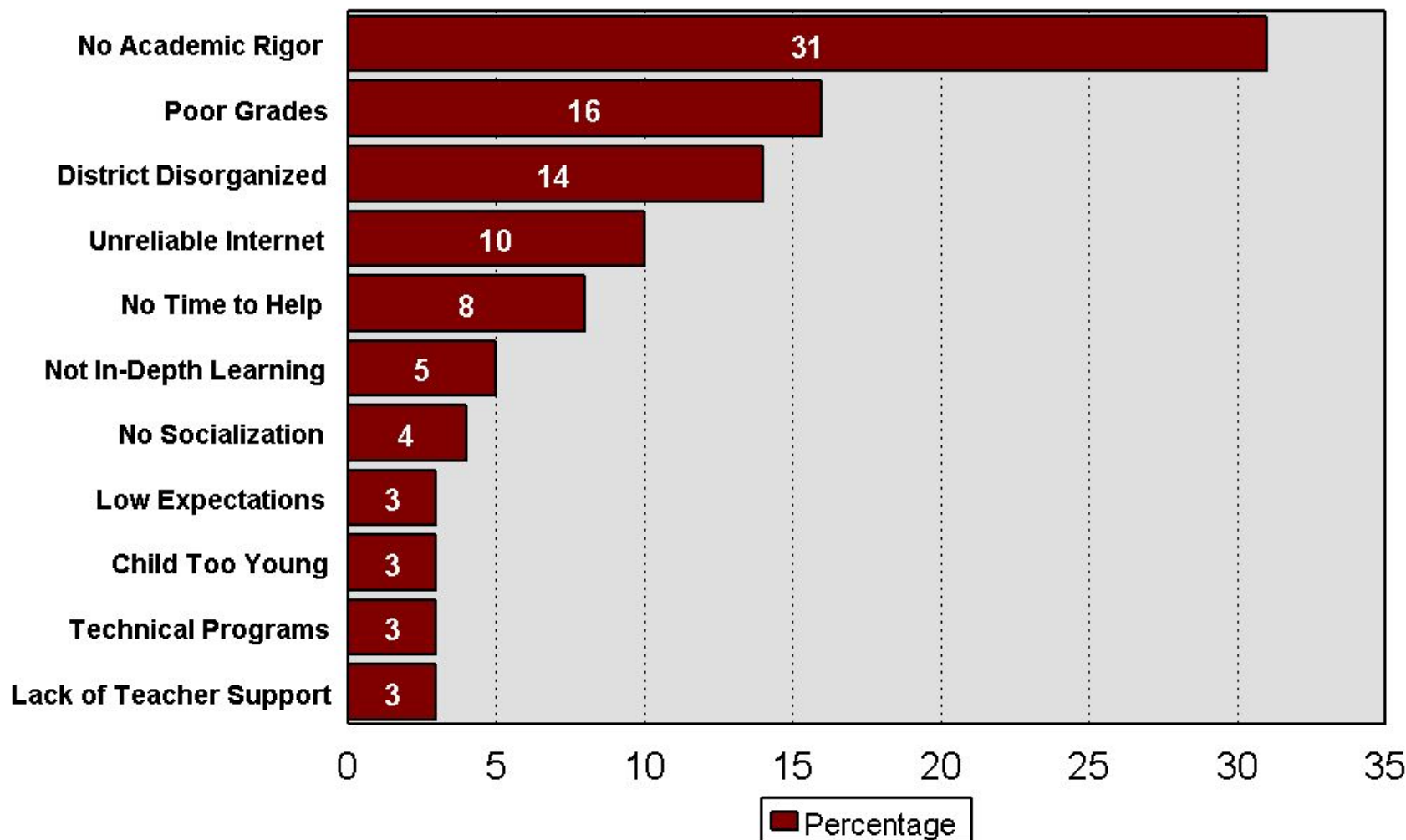
Rate Experience of Spring Distance Learning

2020 Stillwater SD Outbound Survey



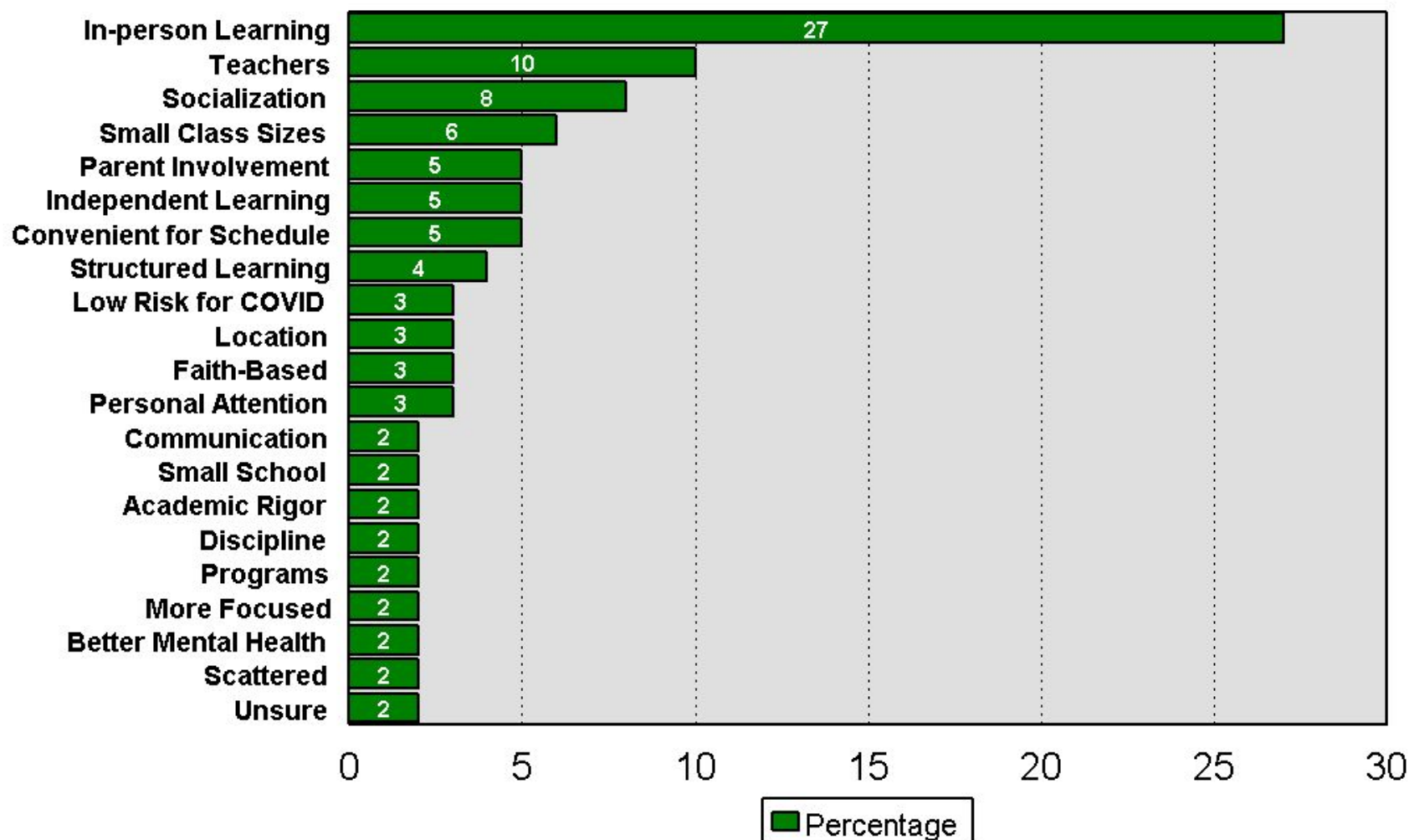
Reason for Only Fair or Poor Rating

2020 Stillwater SD Outbound Survey



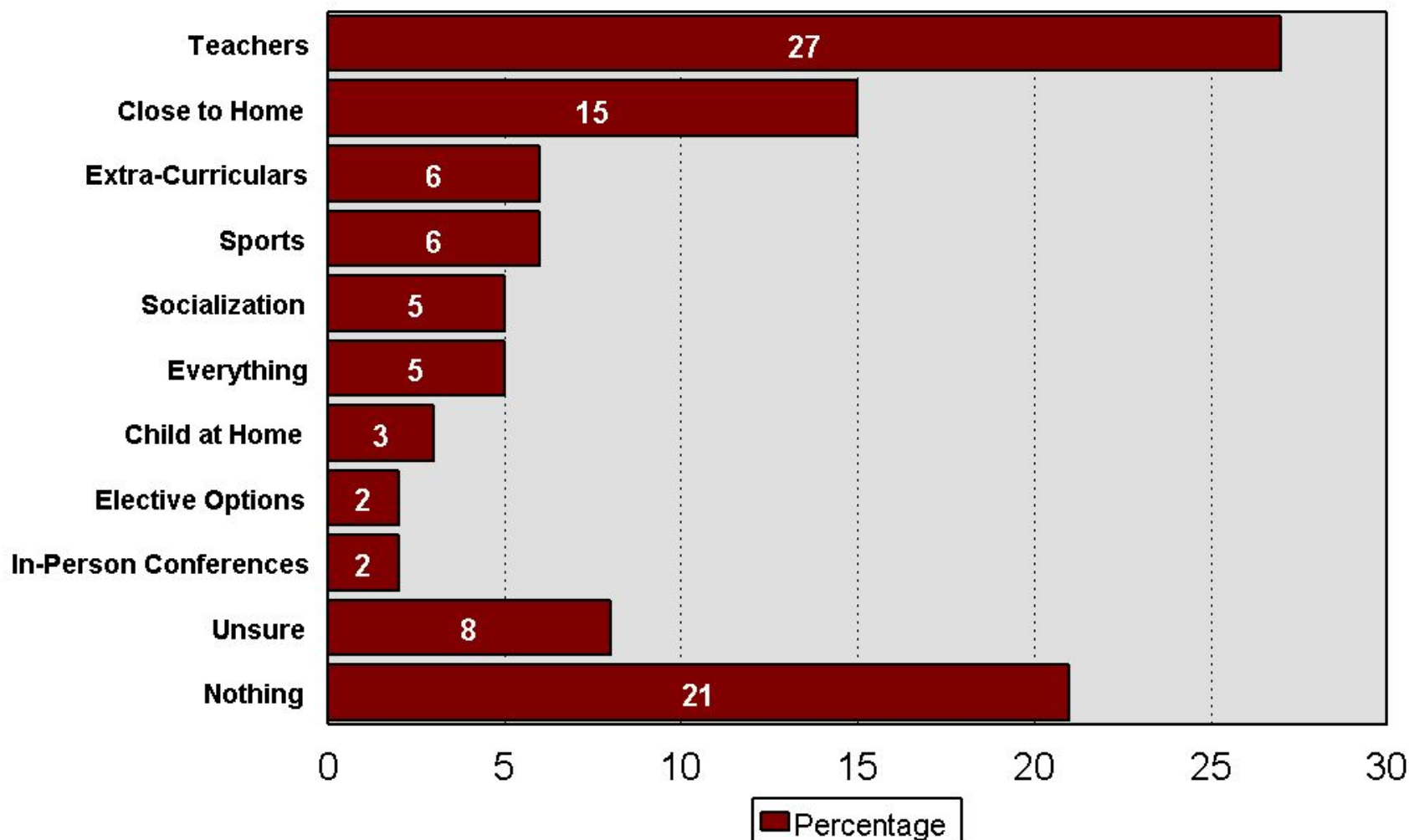
Like Most about Current School

2020 Stillwater SD Outbound Survey



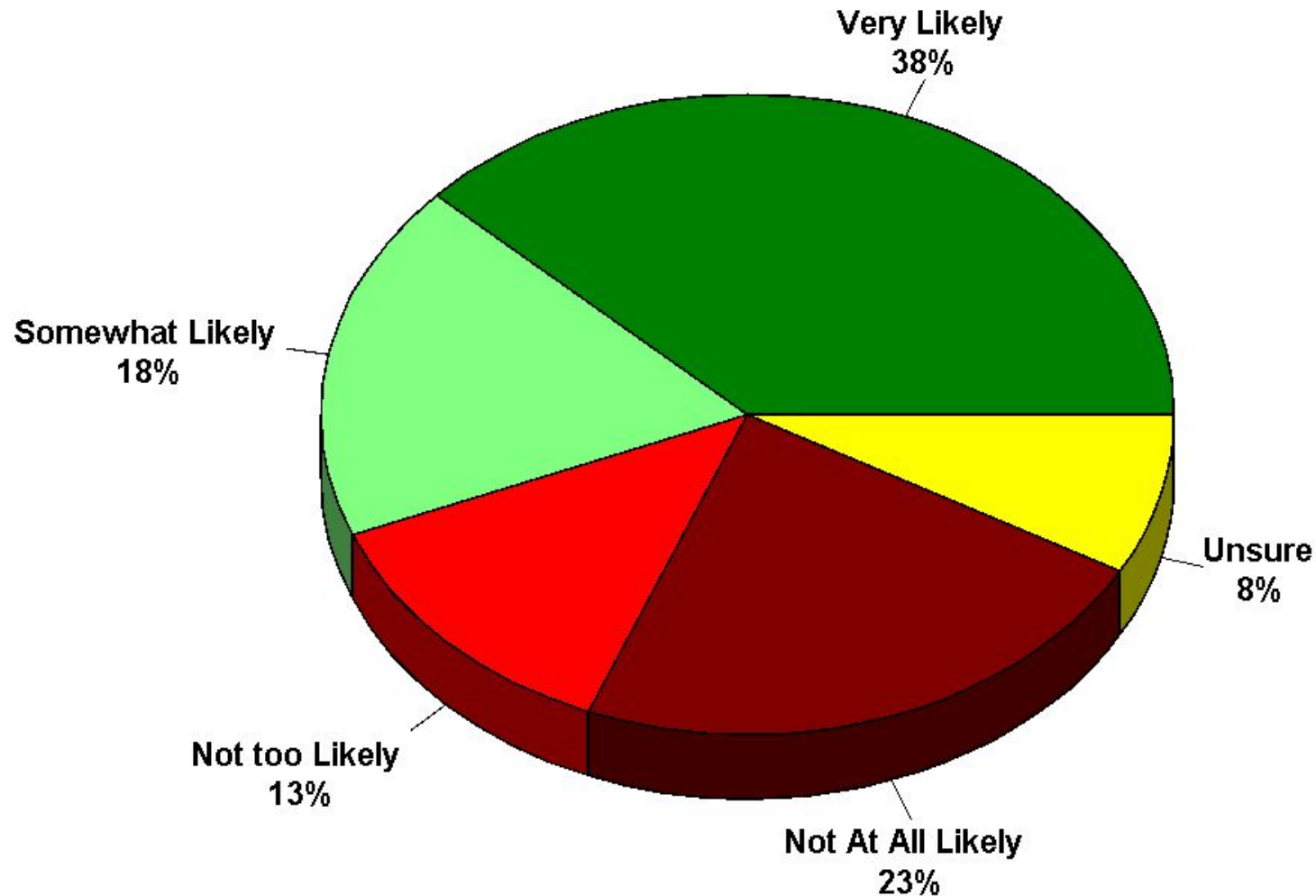
Miss about Stillwater Schools

2020 Stillwater SD Outbound Survey



Likelihood to Send your Child Back

2020 Stillwater SD Outbound Survey





Agenda Item: X. B.

Date Prepared: December 30, 2020

Agenda Item: On the Dial Learning Update

Meeting Date: January 7, 2021

Contact Person: Interim Superintendent Malinda Lansfeldt

Background:

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

No Action required.



Moving The Dial

School Board Meeting
January 7, 2021

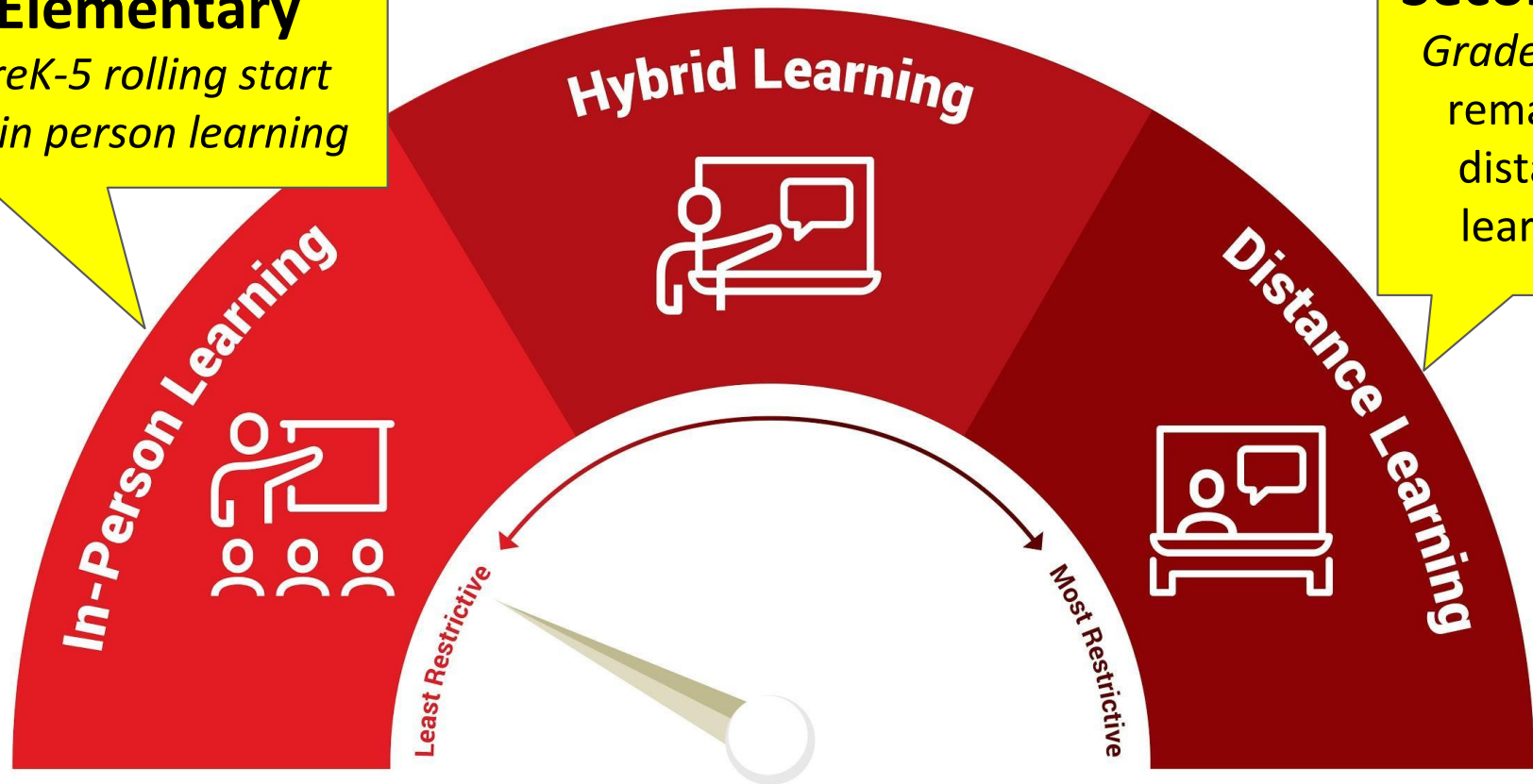
Changes to Minnesota's Safe Learning Plan

Prioritizes bringing youngest learners back to school

- Lessens the focus on county data as a singular determining point when considering learning models for **preK-5**
 - **Grades 6-12** continue to follow the same protocols and parameters of previous plan to determine learning models
- Provides new guidance on mitigation strategies for in person learning
- Utilize a “rolling start” to slowly bring elementary students back
 - No more than three grade bands introduced into the building in a two week period

Recommendation: Move Dial for Elementary

Elementary
*preK-5 rolling start
to in person learning*



Secondary
*Grades 6-12
remain in
distance
learning*



Stillwater
AREA HIGH SCHOOL

PreK-5 Return To School Timeline

Preschool

- **January 6 & 7:**
Returned in Hybrid
(cohorts A & B)
- **January 27:**
Begin in person
4 days per week

Grades K-2

- **January 27:**
All students in
person 4 days per
week, “C” days at
home learning
- **March 1:**
All students in
person 5 days per
week

Grade 3-5

- **February 10:**
All students in
person 4 days per
week, “C” days at
home learning
- **March 1:**
All students in
person 5 days per
week

Jan. 25 and 26: Transition day for K-5 “On the Dial”

- No school for “On the Dial” students
- Regular day for 100% Online Learners



Minnesota's Safe Learning Plan

New Protocols For In-Person Learning

- Staff must wear both face masks and face shields at all times
- Students must wear face masks at all times unless eating, drinking or outside
- When educators cannot be 6 feet from students, add a clear barrier when possible
- 3 feet of physical distancing for students strongly recommended
- COVID-19 testing available every other week for all staff on site



What This Means for Grade 6-12

Continue to follow the same protocols and parameters of previous plan to determine learning models:

- Follow county COVID cases per 10,000 residents data
- Must consult with Regional Support Team if considering a less restrictive learning model
- COVID Data Team met January 5 to consider criteria for secondary schools

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

Updated Quarantine Guidance (CDC/MDH)

Quarantines shortened in some cases:

- You can return to normal activities after 10 days if you've been exposed but you do not have any symptoms.
- You can return to normal activities after 7 days if you do not have any symptoms **AND** you show documentation of a negative PCR test completed 5 or more days after the last date of exposure.

If someone in your household has COVID-19,
you cannot shorten your quarantine from the standard 14 days.



Agenda Item X. C.
Date Prepared: December 29, 2020
ISD 834 Board Meeting

Report for Action: School Board Member Assignments 2021

Meeting Date: January 7, 2021

Contact Person: School Board Chair

Background:

The School Board Chair will appoint board committees and working groups for 2021. Working groups are advisory groups that gather information on topics in the related areas. These groups do not make recommendations to the School Board. Please contact the Board Chair if you are interested in serving on a particular group or committee

School Board Representative to:

Association of Metropolitan School Districts (AMSD)	
Community Education Advisory Council	
MN State High School League (MSHSL)	
Northeast Metro 916	
Partnership Plan	
Schools for Equity in Education (SEE)	

School Board Sub-Committees 2020

Finance and Operations	Legislative	Personnel	Policy
Treasurer			Clerk

Note: Assignments are made in January of each calendar year

Recommendation:

Approval of the 2021 Committee Representatives and Working Group Assignments will be requested at the next business meeting.



Agenda Item X. D.
Date Prepared: December 14, 2020
ISD 834 Board Meeting

Report Agenda: Contract and Expenditure Reviews
Meeting Date: January 7, 2021
Contact Person: Dr. John Thein, Director of Finance

Summary

The school board requested a change to contract and expenditure procedures to enhance clarity and consistency. At the October 8, 2020 business board meeting it was approved, effective immediately, a new procedure for contracts within the administration's authority less than \$50,000 now must be brought to the Board after execution. All such contracts are brought to the board for informational purposes.

Below is a list of contracts from December 11, 2020 to December 30, 2020.

- AVID Membership Fees Renewal for secondary schools (OLMS, SAHS & SMS). Effective date July 1, 2021 to June 30, 2022. This is an annual contract supporting Stillwater Area Public Schools membership in the AVID system. AVID (*Advancement Via Individual Determination*) is a nonprofit that changes lives by helping schools shift to a more equitable, student-centered approach working to close the opportunity gap, so that all students are prepared for college, careers, and life. AVID Weekly is a supplementary curriculum resource that employs AVID's critical reading strategies, supporting teachers in implementing state standards. Articles and lessons are easy for teachers to use and can be successfully applied across all subject areas. Total cost is \$14,037.00 (\$4,679.00 per school).
- Baker Tilly US, LLP was approved at the December 3, 2020 business board meeting as the firm to provide the district Community Engagement Services. Baker Tilly will plan, design, administer, interpret and summarize a benchmark scientific, random-sample survey to measure constituent perceptions about the District. The first survey will be 400 random-sample phone interviews of registered voters, controlled for key demography, and a 40-item questionnaire. The second tracking survey will be 400 random-sample phone interviews of registered voters, controlled for key demography, and a 25-item questionnaire with closed-ended probes. The cost for the first survey is \$28,950.00, cost for the second survey is \$18,900.00 and cost for the master tasks and timelines for both an operating and bond referendum is \$1,000.00 each. Total cost is \$49,850.00.
- Follett School Solutions - an amended agreement to our Destiny Resource Management agreement (total cost is \$18,128.00). Year one is for licensing and implementation for our non-library management system addition to Destiny for a cost of \$12,639.00. Year two is for annual licensing and maintenance for a cost of \$5,489.00.
- NAC Mechanical & Electrical Service will upgrade the Districts building controls licensing (District wide) for a total cost of \$4,872.00.
- NAC Mechanical & Electrical Service will integrate two (2) roof top units to Alerton HVAC controls at Andersen Elementary. The HVAC computer installed in 1996 is no longer working. Total cost is \$12,700.00.



- PearDeck - Is a 6-month contract (January - June 30, 2021) for secondary teachers for online learning management. Total cost is \$12,150.00 for district licenses for 2020-2021.
- YMCA Equity Innovation Consulting Services Agreement – Transforming Workplace Culture, Intercultural Development Inventory (IDI) and the Equity Leader Institute for a cost of \$9,900.00 (8 sessions) expiring on March 31, 2021.

Recommendation:

This is a report for information.



Agenda Item: X. E.
Date Prepared: January 4, 2020
ISD 834 Board Meeting

Report: 2021-2022 Calendar
Meeting Date: January 7, 2021
Contact Person: Dr. Cherry, Assistant Superintendent

Summary:

A calendar committee comprised of parents, students, teachers, building administrators, and district staff is gathered each year to create calendar options and recommendations for the school board to consider. The 2021 calendar committee met on multiple occasions and developed two potential calendars.

Recommendation:

This will be brought to the next regular School Board meeting for recommendation and approval.



Aug 17-19	New Teachers Workshop
Aug 23-26	Professional Development Day
Aug 27	Teacher Non-Duty Day (no school)
Aug 30	First day of school
Sept 3	Teacher Non-Duty Day (no school)
Sept 6	Labor Day (no school)
Oct 21-22	MEA - Teacher Non-Duty Day (no school)
Nov 1	Conference Planning Day (no school)
Nov 2	Professional Development Day (no school)
Nov 5	End of quarter 1
Nov 8	Teacher Workshop/Grading (no school)
Nov 25	Thanksgiving (no school)
Nov 26	Teacher Conference Comp (no school)
Dec 23	Teacher Non-Duty Day (no school)
Dec 24	Christmas Eve (no school)
Dec 27-30	Teacher Non-Duty Day (no school)
Dec 30	New Year's Eve (no school)
Jan 17	Professional Development Day (no school)
Jan 21	End of quarter 2/semester 1
Jan 24	Teacher Workshop/Grading (no school)
Feb 21	Conference Planning Day (no school)
Mar 7-11	Teacher Non-Duty Day (no school)
Mar 31	End of quarter 3
Apr 1	Teacher Workshop/Grading (no school)
Apr 15	Professional Development Day (no school)
May 30	Memorial Day (no school)
June 2	Last day of school/End of semester 2
June 3	Teacher Workshop/Grading (no school)
June 6	Teacher Conference Comp (no school)

August 2021

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September 2021

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October 2021

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November 2021

M	T	W	Th	F
1	2	3	4	5*
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December 2021

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January 2022

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21*
24	25	26	27	28
31				

February 2022

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March 2022

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31*	

April 2022

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 2022

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June 2022

M	T	W	Th	F
		1	2*	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

- New Teachers Workshop (3)
- Professional Development Day (7)
- Holiday Days (5)
- Teacher Conference Comp (2)
- Teacher Workshop/Grading (4)
- Conference Planning Day (2)
- No School/Teacher Non-Duty day
- End of Quarter/Semester

Elementary Conferences are: TBD		Elementary Conferences are: TBD		Middle School Conferences are: TBD	
Quarter 1 = 44	Quarter 2 = 44	Semester 1 = 88	Quarter 3 = 42	Quarter 4 = 42	Semester 2 = 84
Student Contract Days = 172		Teacher Contract Days = 192		New Teacher Contract Days = 195	



Aug 24-26	New Teachers Workshop
Aug 30-Sept 2	Professional Development Day
Aug 27	Teacher Non-Duty day (no school)
Sept 3	Teacher Non-Duty Day (no school)
Sept 6	Labor Day (no school)
Sept 7	First day of school
Oct 21-22	MEA - Teacher Non-Duty Day (no school)
Nov 1	Conference planning Day (no school)
Nov 2	Professional Development Day (no school)
Nov 11	End of quarter 1
Nov 12	Teacher Workshop/Grading (no school)
Nov 25	Thanksgiving (no school)
Nov 26	Teacher Conference Comp (no school)
Dec 23	Teacher Non-Duty Day (no school)
Dec 24	Christmas Eve (no school)
Dec 27-30	Teacher Non-Duty Day (no school)
Dec 30	New Year's Eve (no school)
Jan 17	Professional Development Day (no school)
Jan 27	End of quarter 2/semester 1
Jan 28	Teacher Workshop/Grading (no school)
Feb 21	Conference Planning Day (no school)
Mar 7-11	Teacher Non-Duty Day (no school)
Apr 7	End of quarter 3
Apr 8	Teacher Workshop/Grading (no school)
Apr 15	Professional Development Day (no school)
May 30	Memorial Day (no school)
June 8	Last day of school/End of semester 2
June 9	Teacher Workshop/Grading (no school)
June 10	Teacher Conference Comp (no school)

August 2021

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September 2021

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October 2021

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November 2021

M	T	W	Th	F
1	2	3	4	5
8	9	10	11*	12
15	16	17	18	19
22	23	24	25	26
29	30			

December 2021

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January 2022

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27*	28
31				

February 2022

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March 2022

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April 2022

M	T	W	Th	F
				1
4	5	6	7*	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 2022

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June 2022

M	T	W	Th	F
		1	2	3
6	7	8*	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	



New Teachers Workshop (3)



Professional Development Day (7)



Holiday Days (5)



Teacher Conference Comp (2)



Teacher Workshop/Grading (4)



Conference Planning Day (2)



No School/Teacher Non-Duty day



End of Quarter/Semester

Elementary Conferences are: TBD		Elementary Conferences are: TBD		Middle School Conferences are: TBD	
Quarter 1 = 44	Quarter 2 = 44	Semester 1 = 88	Quarter 3 = 42	Quarter 4 = 42	Semester 2 = 84
Student Contract Days = 172		Teacher Contract Days = 192		New Teacher Contract Days = 195	



Agenda Item XI. A.
Date Prepared: December 30, 2020
ISD 834 Board Meeting

Agenda Item: Establish 2021 Calendar of Meetings
 Meeting Date: January 7, 2021
 Contact Person: Board Chair

Background:

The Board Chair will share the proposed 2021 school board meeting dates.

Recommendation:

A motion and a second to approve the 2021 School Board Meeting Calendar will be requested.

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



Stillwater

AREA PUBLIC SCHOOLS

SCHOOL BOARD MEETING DATES 2021

Date	Time	Location	Type of Meeting
January 7 (first Thursday due to organizational items)	6:00 p.m.	Virtual	Organizational & Regular Business
January 21 (third Thursday due to org mtg)	6:00 p.m.	Virtual	Regular Business
February 4	6:00 p.m.	Virtual	Regular Business
February 18	6:00 p.m.	Virtual	Regular Business
March 4	6:00 p.m.	Virtual	Regular Business
March 18	6:00 p.m.	Virtual	Regular Business
April 8	6:00 p.m.	Virtual	Regular Business
April 22	6:00 p.m.	Virtual	Regular Business
May 6	6:00 p.m.	Virtual	Regular Business
May 20	6:00 p.m.	Virtual	Regular Business
June 3	6:00 p.m.	Virtual	Regular Business
June 17	6:00 p.m.	Virtual	Regular Business
July 8 (disbursements)	8:00 a.m.	Virtual	Regular Business
July 22	6:00 p.m.	Virtual	Regular Business
August 5	6:00 p.m.	Virtual	Regular Business
August 19	6:00 p.m.	Virtual	Regular Business
September 2	6:00 p.m.	Virtual	Regular Business
September 16	6:00 p.m.	Virtual	Regular Business
October 7	6:00 p.m.	Virtual	Regular Business
October 21	6:00 p.m.	Virtual	Regular Business
November 4	6:00 p.m.	Virtual	Regular Business
November 18	6:00 p.m.	Virtual	Regular Business
December 2	6:00 p.m.	Virtual	Regular Business
December 16 (disbursements)	8:00 a.m.	Virtual	Regular Business
January 6, 2022	6:00 p.m.	Virtual	Organizational & Regular Business
Stillwater City Hall 216 4th Street North Stillwater, MN 55082 Oak Park Building 6355 Osman Ave N Stillwater, MN 55082 Central Services 1875 Greeley Street South Stillwater, MN 55082 Notice is hereby given that on occasion some members of the board may attend a meeting remotely. 13D.015 Subd 5. Notice. If telephone or another electronic means is used to conduct a regular, special, or emergency meeting, the entity shall provide notice of the regular meeting location, of the fact that some members may participate by electronic means, and of the provisions of subdivision 4. The timing and method of providing notice is governed by section 13D.04. In addition, the entity must post the notice on its Website at least ten days before any regular meeting as defined in section 13D.04, subdivision 1.			



Agenda Item XI. B.
Date Prepared: December 30, 2020
ISD 834 Board Meeting

Agenda Item: Establish 2021 Board Member Salaries
 Meeting Date: January 7, 2021
 Contact Person: Board Chair

Background:

Currently each elected school board member receives an annual salary of \$4,750. The elected board chair receives an additional \$500 for a total annual salary amount of \$5,250.

For informational purposes a board member salary comparison schedule from neighboring school districts is attached.

Recommendation:

A motion and a second to approve the 2021 Board Member Salaries will be requested.

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



Board Member Salary History

Calendar Year	Director Salary	Board Chair Salary
2020	\$4750 Plus mileage reimbursement for meetings other than school board meetings	\$5250 (\$4750 plus \$500)
2019	\$4750 Plus mileage reimbursement for meetings other than school board meetings	\$5250 (\$4750 plus \$500)
2018	\$4750 Plus mileage reimbursement for meetings other than school board meetings	\$5250 (\$4750 plus \$500)
2017	\$4750	\$5250 (\$4750 plus \$500)
2016	\$4750	\$5250 (\$4750 plus \$500)
2015	\$4750	\$5250 (\$4750 plus \$500)
2014	\$4750 (increase of \$350)	\$5250 (\$4750 plus \$500)
2013	\$4400	\$5000 (\$4400 plus \$600)
2012	\$4400	\$5000 (\$4400 plus \$600)
2011	\$4400	\$5000 (\$4400 plus \$600)
2010	\$4400	\$5000 (\$4400 plus \$600)
2009	\$4400	\$4400
2008	\$4400	\$4400
2007	\$4400	\$4400

2020 SCHOOL BOARD COMPENSATION							
DISTRICT	Chairperson	V-Chairperson	Clerk	Treasurer	Directors	Prescheduled Meetings Per Year	Additional Meetings
<u>Centennial</u>	\$5,600	N/A	\$5,400	\$5,000	\$4,800	21	As needed
<u>Columbia Hts</u>	\$7,200	\$6,000	\$6,000	\$6,000	\$6,000	21	10
<u>St. Francis</u>	\$6,200	\$5,568	\$5,568	\$5,568	\$5,568	22	As needed
<u>Spring Lk Pk</u>	\$5,950	\$5,450	\$5,450	\$5,450	\$5,350	21	As needed
<u>SA-NB</u>	\$6,437	\$5,900	\$5,364	\$5,900	\$5,364	23	As needed
<u>Mounds View</u>	\$7,000	\$6,800	\$6,500	\$6,500	\$6,500	23	As needed
<u>NSP-M-Oakd</u>	\$6,404	\$5,904	\$5,904	\$5,904	\$5,904	25	As needed
<u>Roseville</u>	\$6,240	\$4,960	\$4,960	\$4,960	\$4,960	20	As needed
<u>White Bear Lk</u>	\$5,450	\$5,250	\$5,450	\$5,250	\$5,050	22	As needed
<u>Forest Lake</u>	\$5,320	\$5,120	\$5,120	\$5,120	\$4,920	24	As needed
<u>Mahtomedi</u>	\$5,859	\$5,355	\$5,355	\$5,305	\$5,248	21	As needed
<u>So Wash Cty</u>	\$5,700	\$5,700	\$5,700	\$5,700	\$5,700	22	As needed
<u>Stillwater</u>	\$5,250	\$4,750	\$4,750	\$4,750	\$4,750	24	As needed
<u>Fridley</u>	\$5,372	\$5,137	\$5,137	\$5,137	\$5,137	23	See note
<u>NE Metro 916</u>	\$5,700	\$5,100	\$5,200	\$5,100	\$5,000	12	As needed
Average	\$5,979	\$5,500	\$5,457	\$5,443	\$5,350	22	10
Average w/o highest and lowest	\$5,941	\$5,454	\$5,431	\$5,415	\$5,308		
<u>Int Dist 287</u>	\$5,000	\$4,000	\$4,000	\$4,000	\$4,000	18	As needed
<u>Int Dist 288</u>	\$900	\$900	\$900	\$900	\$900	9	See note
<u>Int Dist 917</u>	\$4,675	\$4,400	\$4,400	\$4,400	\$4,400	14	As needed
NOTES:							
St. Francis	Stipend of \$50 for negotiation committee meetings of four hours or less and \$100 for negotiations committee meetings exceeding four hours. Mileage reimbursed for meetings other than regularly scheduled school board meetings at the current IRS approved rate established.						
Fridley	Each meeting includes a work session, public forum and business meeting. Negotiators for teacher contract receive an additional \$1,000.						
Stillwater	Mileage reimbursement to meetings other than school board meetings.						
Int. Dist 917	Stipend of \$30 for the Personnel and Insurance Committee members only and an additional \$30 if the meeting goes over two hours. May choose to receive Board's contribution toward PERA defined contribution plan.						
Int. Dist. 288	\$100 per board member, per meeting for 2020. Meet monthly; except that the months of June, July, and December will be scheduled, but held only on as-needed basis.						
12/16/2020							



Action Item XI. C.
Date Prepared: December 30, 2020
ISD 834 Board Meeting

Action Item: District Learning Model Change
 Meeting Date: January 7, 2021
 Contact Person: Malinda Lansfeldt, Interim Superintendent

Background:

On December 18, Governor Walz announced a plan to get the state's youngest learners back in classrooms. Following the new guidelines, school board members will consider utilizing a phased-in approach to slowly bring elementary students back to school.

Recommendation

Administration recommends bringing students in grades K-2 back to school at the start of third quarter, and returning students in grades 3-5 to school two weeks later. Secondary students would remain in distance learning.

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



Agenda Item XII. A. B. C.
Date Prepared: December 30, 2020
ISD 834 Board Meeting

Agenda Item: School Board Reports
Meeting Date: January 7, 2021

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 XIII. A.
Date Prepared: December 30, 2020
ISD 834 Board Meeting

Agenda Item: Adjournment
Meeting Date: January 7, 2021
Contact Person: School Board Chair

The meeting must formally adjourn.