



Independent School District No. 834 – Stillwater Area Public Schools
Video Conference

November 19, 2020 – 6:00 p.m. Meeting Minutes

I. Call to Order: The meeting was called to order at 6: 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: 7 ayes, 0 nays, Motion Carried Unanimously.

IV. Oath of Office

Two new School Board members, Beverly Petrie and Alison Sherman were sworn into office and accepted the positions as School Board Directors of our school district with duties empowered by the Minnesota Legislature. Congratulations and welcome.

V. Superintendent Report

- We will be working with the School Board to develop a legislative platform to identify a couple legislative priorities, including General education formula, enrollment, mental health and Special Education. The working group will provide a draft to bring to the School Board in the upcoming weeks.
- Congratulations to Stillwater FFA members who claimed two regions 4FFA Virtual Career Development events (CDEs). The Fish and Wildlife CDE team earned a first place finish in a field of 12 FFA chapters in the regional virtual event coordinated by Minnesota FFA.
- Whether your child is in school or moving to distance learning, they can still get a free breakfast and lunch every day thanks to special federal funding. All students 18 years and younger eat free this year, both in school and at home. No paperwork required.
- We have a brand new website that was launched this week to support families through distance learning. We will be sending the link to families and staff. We encourage you to visit this site and get comfortable with the information included.
- MDHR through a local health department is providing an early testing opportunity that is semi-permanent. A no barrier COVID saliva test site is available and located at the Stillwater Armory for the community in and around Stillwater.

VI. Introductory Items

A. Student Report

Mara provided a report on academics -

- High School and middle students have transitioned to online learning, which is a similar schedule to in person classes and is mostly synchronized learning. Many students have 3 Zoom classes per day varying in length and we have work time in our classes. We are now in quarter 2 and have begun our hour 2, 4 and 6 classes. Students should have received all materials necessary for this quarter from the schools this past week.
- We had the largest student athletes ever to participate in the Stillwater Area High School fall college signing day. 16 Pony student-athletes signed with Division 1 universities.

Brynn provided a report on Activities and Student Life -

- Due to the MN mandated social distancing guidelines every school club and organization is now holding their meetings via Zoom or Google Meet. Stillwater FFA members earned top honors in two regional events. The Fish and wildlife team earned 1st place. Members advancing to state include; Matthew Crane, Grace Grant, Anthony Lang and Catherine

Miller. Also, Bryanne Johnson earned 2nd place in the Nursery and Landscape event.

- We recently had freshmen elections for Stillwater Area High School Student Council. Eleven students ran to fill six seats. Congratulations to our newly elected student council members and all FFA participants.

- SAHS public schools will be closed on Nov 26 and 27 for Thanksgiving break.

- Students are currently dealing with the current pause of winter sports which is effective until Friday, December 18. It is a recommendation for all students who want to participate in winter sports to register. Coaches will be sending out updates and communicating with players regarding the upcoming season. Many coaches will have weekly Zoom training sessions for players to prepare until winter sports can resume.

- The PAC is closing November 20 at 2pm and they plan to reopen on Saturday, December 19.

B. Recognition

Superintendent Lansfeldt recognized our Adventure Club Staff on their work ethics during this stressful time supporting our tier one families. This staff goes above and beyond and is truly appreciated. Amy Skare, Youth Program Supervisor shared that their program has been running every day and working with the COVID guidelines to help maintain stability to our families. The Adventure Club staff are dedicated employees who have worked tirelessly to provide a safe environment for our students. Some of the Adventure Club Staff shared their site location and years with the district. Kim Johnson is the Site Lead at Stonebridge Elementary and has been with the district for 28 years, Beth Pawlenty is the Site Lead at Afton Lakeland Elementary and has been with the district for 16 year and Bonnie Nass is the Site Lead at Rutherford Elementary and has been with the district for 26 years.

VII. Open Forum

1. Tim Brewington, 10750 Ashley Lane - Special Ed concerns
2. Carl Blondin, 617 Sunrise Avenue - Finance concerns with CESO
3. James Franklin, 642 Midwest Trail Place North - Financial Expenditures

VIII. Consent Agenda

1. Minutes of November 5, 2020 Business Meeting
2. Minutes of November 5, 2020 Closed Meeting
3. Minutes of November 13, 2020 Special Meeting
4. Disbursement Register November 7, 2020 – November 20, 2020
5. Gifts and Donations – September 1, 2020 – October 31, 2020
6. Human Resources Personnel Report
7. Identify Official with Authority for MDE

Motion by Member: Director Weisberg to approve the Consent Agenda items; Seconded by Member: Director Riehle; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

IX. Reports

A. Course Additions, Revisions, and Deletions – Ms. Rachel Larson

The purpose of this report is to share the Curriculum Advisory Council's recommended high school course additions, revisions and changes for the 2021-2022 school year. Every year teachers, departments, curriculum teams, administrators and members from the Learning and Innovation Department are provided an opportunity to submit Course Approval Forms to the Curriculum Advisory Council. On November 10, 2020 the Curriculum Advisory Council, composed of students, parents, community members, teachers, administrators and members of the Learning and Innovation Department, recommended seven course name changes and three course revisions. They also recommended the addition of five new courses including, Social Studies-Ethic and Cultural Studies, Pathways Global Elective-Directed Study, PE/Health-Person Leadership, PE/Health-Careers in Physical Education, Exercise Science and Sport, and Fish and Wildlife II.

B. Contract Reviews - October 30, 2020-November 12, 2020 – Mr. Sundstrom

Mr. Sundstrom reviewed the contracts and expenditures from October 30 to November 12, 2020.

- Ban-Koe Systems Agreement – Purchased 6 PA speakers for Andersen Elementary – cost of \$1,916.61
- City of Lake Elmo – CUP application for transportation terminal – cost of \$3,550
- Computex Technology Solutions – Citrix virtual apps and desktops 3-year subscription – cost of \$33,652.50
- Computex Technology Solutions – Microsoft Windows Server License – cost of \$805.00

- Computex Technology Solutions – Citrix Remote Access Services - \$15,500.00 (paid in two phases)
- Johnson Controls Service Agreement – Repair Lily Lake’s Chiller Temp Sensor – cost of \$985.00
- Morris Leatherman Co. – conducting market research by telephone survey (distance learning & parents sending students to another school option this fall - \$12,000 for a 30-question survey and each additional question unit will be \$150
- Northern States Power dba Xcel Energy Electric Service Agreement Cancellation – Cancel old contract and re-sign new contract for SAHS building Peaked-Controlled Tiered Services - no cost
- Northern States Power dba Xcel Energy Electric Service Agreement – SAHS building Peaked-Controlled Tiered Services from Nov 2020 to Nov 2025 – no cost
- Northern States Power dba Xcel Energy Electric Service Agreement Cancellation – Cancel old contract and re-sign new contract for Stonebridge building Peaked-Controlled Tiered Services - no cost
- Northern States Power dba Xcel Energy Electric Service Agreement – Stonebridge building Peaked-Controlled Tiered Services from Nov 2020 to Nov 2025 – no cost
- Suburban Elevator Co. – Furnish & install new vertical platform lift next to stage at Afton-Lakeland School – cost of \$17,200
- Washington County COVID-19 School Assistance Program/Grant Agreement – WA County agrees to distribute up to \$578,160.00 in CARES Act funds to the Stillwater Schools to reimburse for costs incurred during the period of 3/1/20 to 11/5/20 (i.e. protective equipment, in-person education, technology/distance learning programs, additional transportation costs and additional costs for providing meals within WA County)

C. Enrollment Report – Mr. Sundstrom

Mr. Sundstrom presented a comprehensive look at student enrollment. It includes enrollment retention and history. Along with reviewing where students are choosing to attend. We have seen a slight decrease in the number of non-resident students open enrolling to our schools, along with a number of students choosing private and charter schools. We retained 83% of our Pre-Kindergarten students in our district as Kindergarten students. Enrollment choice contributing to a decline of 260 students compared to the projection used for budgeting is due in large part to COVID19; this decline may not be long term.

Interim Superintendent Lansfeldt displayed a “2021-22 Next Step Kindergarten” folder, which will be mailed out to families next week. We want to capture all the kindergarten students for next year.

D. On the Dial Learning Update – Interim Superintendent Lansfeldt

- COVID-19 Dashboard Data
 - The CDC has shared data from October 25 through November 7, 2020. These numbers of cases are per 10,000 over a 14 day period and by county of residence.
 - Washington County rates have gone up. Today we are at 118.90 cases per 10,000, last week we were at 84.49 and two weeks ago we were at 78.8 cases. It is recommended that the district go to distance learning for all students. Our neighboring counties also went up.
 - Washington county dashboard cumulative cases are at 11,206. The total cases hospitalized are at 501, total cases in the ICU are 128 and the total deaths are 100. The prison data has been subtracted from the data.
 - University of Minnesota dashboard - daily COVID rates by counties – every county is in red, which means above 50 cases per 10,000. The graph shows the rate from October 19, 2020 until Thursday, November 19, 2020. Today's rate is at 140.4 and is predicted to be at 208 next week. The daily rate for our district is at 149.4 and is forecasted to go up to 215. We continue to see an upward trend. In the past two weeks we have been well above 100.
 - Dashboard for Stillwater Area Schools shows the one week timeframe in our schools for the week of November 6, 2020 through November 12, 2020. The number of individuals who have tested positive is 32 students and 15 staff members. We have had a rapid increase in those individuals exposed quarantined. We have 252 students and 83 staff members. The cumulative totals since the start of the year is 86 students and 92 staff and the cumulative exposure or quarantined since the beginning of the school year over 2,000 students and over 300 staff.
- Why might we consider a learning model change?
 - We are still seeing uncontrollable community spread. Our County COVID-19 numbers are increasing; The trajectory does not look good. We are seeing a significant number of

staffing absences and unfilled positions. our students' attendance is being impacted and our health and safety operations are also a concern. We have staff shortages in our health offices, which has an impact on serving our students. The bus driver absence has been an ongoing struggle. We continue to have a waitlist in child care and we have had a number of staff absences in Adventure Club.

- When we make these recommendations for a model change, we keep in close contact with the Department of Education, the Department of Health and our Washington County partners. Recently we have had to move two of our elementary schools to the distance learning format. We could not safely operate these schools due to the high number of absences. We have seen significant spikes in cases since MEA; we have tried to mitigate some of these by shifting our leadership staff between our buildings. Last weekend we made an emergency shift for all of our assistant principals to move into elementary schools to help support our buildings. Para's have been assigned and re-assigned within and throughout the district. Interventionist and instructional coaches are filling in for classroom teachers.

- Because of our operational capacity limitations and the widespread community spread of COVID-19, we are recommending that (K-5) elementary students and ALC students be moved to distance learning, all special education students be moved to enhanced distance learning and continue distance learning for all K-12 for the second quarter. Our proposal is that we stay in distance learning through the end of quarter 2 and return on Monday, January 25, 2021. After winter break, we will prioritize and phase in more in-person instruction for our youngest and most dependent students. We will continue to watch the data and if trends improve, an earlier return may be considered.

- Childcare in Distance Learning

Families were advised to enroll for their Distance Learning care schedule by November 18. The Registration portal is still open and contracts will be accepted in priority order.

- Free meals

All students will continue to receive free breakfast and lunch under the USDA program. There are more sites, times and days for distribution. We will have distribution every day per week. For more information, visit the Nutrition's Services page on the district website.

- New Website - hub.stillwaterschools.org

This site is designed to help support families and students during online learning this year. You can find the link from our current website or go to hub.stillwaterschools.org.

Some of the area on this website are;

- COVID dashboard
- Learning - by Grade Level
- Family Support - which includes, Attendance, Mental Health Services, Nutrition Services, School Age Care and Technology Assistance

- Governor Walz came out with his Latest Emergency Executive Order #20-99 This order requires some closures of gyms and recreational facilities, which includes the Pony Activity Center (PAC), all adult and youth fitness activities, high school and middle school sports and adult enrichment. We are going to put a pause on Preschool, Youth Enrichment and most facility rentals.

Interim Superintendent Lansfeldt encouraged everyone to go in and get tested in the upcoming weeks. There are "at home" free tests available and you can order up to 5 kits per household. For more information, visit our new website at hub.stillwaterschools.org. You can go to the community testing site at the Stillwater Armory for a free saliva test. Also, Hudson physicians are doing some instant testing. Please continue to report COVID-19 illnesses to your school nurse during distance learning.

E. First Reading – Policy 510 – Shared Time Students – Dr. Cherry

Dr. Cherry shared this policy with the School Board. It addresses non-public or home-schooled students enrolled part-time in the district. A second reading of this policy will be presented at the December 3, 2020 School Board meeting.

F. First Reading – Policy 721.1 - Board Approval of Contracts and Expenditures – Chair Stivland

Chair Stivland presented this policy following a board approved procedure which was approved at the last meeting. The objective of this policy is to apply consistency, maintain a balanced budget, ensure competitive pricing, and to assist the board in oversight, in keeping with its fiduciary duties and obligations. A second reading of this proposed policy will be

presented at the December 3, 2020 School Board meeting.

X. Action Items

- A. District Learning Model – Interim Superintendent Lansfeldt
Interim Superintendent Lansfeld shared concerns about operation capacity and the rapid spread of COVID-19. She is recommending that all elementary students move to distance learning until January 25, 2021, we will try to move students back to school earlier. The youngest grades first, including Pre-K students.

Motion by: Chair Stivland to amend the motion to move the ALC, Special Education and all K-12 regular students to the distance learning model, and suspend Preschool programming until January 25, 2021, as proposed by administration, with the possibility that, beginning with our youngest and most dependent students, a return to hybrid learning could happen before that date, if the COVID-19 rates significantly decrease in our county. Seconded by: Member Weisberg. Vote: 6 ayes, 1 nays (Riehle), Motion Carried 6-1

Motion by: Member Pelletier to amend the motion to have Preschool suspended until January 4, 2021; Motion failed due to lack of second.

- B. End of Grant COVID Relief Funds (CRF) – John Perry
Mr. Perry is requesting to move forward with the expenditure of the remaining \$600,000.00 COVID Relief Funds that the district has access to at this time. Due to the timeline, he is asking that the School Board approves the report and the payment for the items. He would like to purchase 250 replacement laptops for teachers and 650 iPads for students. We need to spend these funds by the end of the year in order to qualify for this grant. The total amount requested is \$542,987.00

Motion by: Member Riehle to authorize the purchase and payment of additional technology as recommended from administration; Seconded by: Member Weisberg. Vote: 7 ayes; 0 nays, Motion Carried Unanimously.

XI. Board Reports

1. Board Chair Report – Chair Stivland does not have anything to report.
2. Working Group Reports
 1. Community Engagement – Nothing to report
 2. Finance and Operations – Today the Finance group met and discussed the purchase of teacher laptops and student ipads.
 3. Legislative – This was covered in the Superintendent report
 4. Policy – The Policy committee meets twice a month from 2:30-3:30 pm. The dates and times are posted on the district website and open to the public. We have two policies that are going through the first reading tonight.
3. Member Reports:
Director Riehle is the board representative for contracts and negotiations. Currently the board and SCEA are in mediation. They were scheduled to meet on Monday, November 16; however, that meeting was cancelled by SCEA. They are hoping to meet at the first available date the mediator offers.

Director Pelletier would like to give a shout out to Mr. Muser and the music department. It is amazing what all of our teachers are doing at this time. They have been teaching 30 plus students via Zoom. You are super heroes.

XII. Adjournment to Closed Session

Minnesota Open Meeting Law, Minnesota Statute 13D.05 subd.03(a) allows the School Board to close a meeting for the purpose of a Superintendent evaluation. At this time the School Board is interested in conducting a Superintendent mid-year evaluation because we feel that it is beneficial to the Board, the Superintendent and the school district. Following the closed session, the Board will reconvene in the open meeting, where it is possible for any potential board action to take place.

Motion by: Chair Stivland to move to a closed meeting for the purpose of a Superintendent evaluation; Seconded by: Member Riehle. Vote: 7 ayes; 0 nays, Motion Carried Unanimously.

- A. The open meeting proceeded to the closed meeting at 10:12 p.m.

Chair Stivland adjourned the meeting at 11:26 p.m.

Respectfully submitted, Mike Ptacek, Clerk