



**Independent School District 834**  
**Stillwater City Hall – 216 North Fourth Street, Stillwater, MN**  
**School Board Business Meeting Agenda – November 21, 2019, 6:00 p.m.**

- I. **Call to Order**
- II. **Roll Call**
- III. **Pledge of Allegiance**
- IV. **District Mission Statement and School Board Goals**
- V. **Approval of Agenda**
- VI. **Introductory Items**
  - A. Student Report
  - B. Recognition – Laura Larsen and Sara Damon
- VII. **Open Forum**

Open Forum allows for 15 speakers with each speaker receiving three minutes.
- VIII. **Consent Agenda**
  - A. Minutes of November 14, 2019 Business Meeting
  - B. Minutes of November 14, 2019 Closed Meeting
  - C. Disbursement Register November 16-22, 2019
  - D. Accept Gifts and Donations October 2019
  - E. Human Resources Personnel Report
  - F. System Phone Service Upgrade
  - G. Field Trip: For 1 teacher/advisor, 1+ chaperone and 35 students to travel to Columbia University, New York, NY, March 17-23, 2020 to attend the Columbia Scholastic Press Association Convention.
- IX. **Reports**
  - A. Community Design Team - Community Engagement Work Group/Cunningham Group
  - B. Program & Course Changes – Ms. Rachel Larson
  - C. 2019 District Enrollment – Ms. Kristen Hoheisel
  - D. Second Reading: Policy 722-Public Data Requests – Policy Work Group
  - E. Second Reading: Policy 401-Equal Opportunity Employment – Policy Work Group
  - F. Second Reading: Policy 402-Disability Nondiscrimination – Policy Work Group
- X. **Action Items**
  - A. Adopt Awarding/Ratifying Resolution for Sale of Bonds – Ms. Kristen Hoheisel
  - B. School Board Building Liaisons – Community Engagement Work Group
  - C. School Calendar 2020-2021 – Dr. Bob McDowell
  - D. Final Reading: Policy 534-Unpaid Meal Charges – Policy Work Group
  - E. Secondary Literacy Curriculum – Chair Ptacek
- XI. **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
- XII. **Adjournment**
  - A. Adjourn



**Agenda Item I.**  
**Date Prepared: November 15, 2019**  
**ISD 834 Board Meeting**

Agenda Item: Call to Order  
Meeting Date: November 21, 2019

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*Background:*

The School Board Chair will call the meeting to order.

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*Recommendation:*

Board action is not required.



**Agenda Item II.**  
**Date Prepared: November 15, 2019**  
**ISD 834 Board Meeting**

Agenda Item: Roll Call  
Meeting Date: November 21, 2019

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*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**

Mike Ptacek, Board Chair

Shelley Pearson, Vice Chair

Liz Weisberg, Treasurer

Sarah Stivland, Clerk

Mark Burns, Director

Jennifer Pelletier, Director

Tina Riehle, Director

Denise Pontrelli, Superintendent of Schools (ex-officio)

Khuluc Yang, Student Representative for 2019-2020

Elise Riniker, Student Representative for 2019-2020

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**Recommendation:**

Board action is not required.



**Agenda Item III.  
Date Prepared: November 15, 2019  
ISD 834 Board Meeting**

Agenda Item: Pledge of Allegiance  
Meeting Date: November 21, 2019

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*Background:*

The Pledge of Allegiance will be recited prior to the approval of the meeting agenda.

I pledge Allegiance to the flag  
of the United States of America  
and to the Republic for which it stands,  
one nation under God, indivisible,  
with Liberty and Justice for all.

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*Recommendation:*

Board action is not required.



**Agenda Item IV.  
Date Prepared: November 15, 2019  
ISD 834 Board Meeting**

Agenda Item: District Mission and School Board Goals  
Meeting Date: November 21, 2019

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*A School Board member will read the District Mission statement.*

The mission of Stillwater Area Public Schools, in partnership with students, family and community, is to develop curious individuals who are active and engaged leaders in an ever-changing world by challenging all students as they travel along their personalized learning pathways.

*A School Board member will read the School Board Goals (adopted June 2018)*

The Stillwater Area Public Schools' Board of Education ensures outstanding learning opportunities for the social, emotional and academic growth of every student in our school district through authentic partnerships and meaningful communication with our community, parents and students. Every decision is made with a commitment to equity for all students and for future generations impacted by our actions.

We provide our stakeholders with regular updates on student achievement along with continual plans to enhance student learning in our district.

We ensure that our systems of management and oversight are clearly defined.

We invite ongoing dialogue and partnership with our community to learn from their knowledge and to enhance learning for our students.

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*Recommendation:*  
Board action is not required.



**Agenda Item V.**  
**Date Prepared: November 15, 2019**  
**ISD 834 Board Meeting**

Agenda Item: Approval of the Agenda  
Meeting Date: November 21, 2019

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*Background:*

Once quorum has been established the School Board Chair will request approval of the meeting agenda.

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*Recommendation:*

A motion and a second to approve the meeting agenda will be requested.

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**Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_



**Agenda Item VI. A. B.**  
**Date Prepared: November 15, 2019**  
**ISD 834 Board Meeting**

Agenda Item: Introductory Items  
Meeting Date: November 21, 2019  
Student Report and District Recognition

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*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.
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*Recommendation:*

Board action is not required.



**Agenda Item VII.**  
**Date Prepared: November 14, 2019**  
**ISD 834 Board Meeting**

Agenda Item: Open Forum  
Meeting Date: November 21, 2019

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*Background:*

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. You may sign in only for yourself, not other individuals or groups, and only in person. The sign in sheet is made available 30 minutes prior and up to the start of the meeting. Due to time limitations, we will limit the number of speakers to 15 for 3 minutes each. If you spoke at the last meeting, please consider allowing others to sign in before you. After you address the Board, please leave the podium.

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. Vulgarity, 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.

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*Recommendation:*

This is for informational purposes only.





**Agenda Item VIII. A. B. C. D. E. F. G.  
Date Prepared: November 15, 2019  
ISD 834 Board Meeting**

Agenda Item: Consent Agenda  
Meeting Date: November 21, 2019  
Contact Person: Varies by item

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**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 Meeting Minutes November 14, 2019  
Contact Person: Sarah Stivland, Clerk or Sherri Skogen, Secretary  
A copy of the Minutes is included for your review.
- B. School Board Closed Meeting Minutes November 14, 2019  
Contact Person: Sarah Stivland, Clerk or Sherri Skogen, Secretary  
A copy of the Minutes is included for your review.
- C. Disbursement Register November 16-22, 2019  
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations  
A copy of the register has been distributed to board members.
- D. Accept Gifts and Donations October 2019  
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations  
A copy of the register has been distributed to board members.
- E. Human Resources Personnel Report  
Contact Person: Cathy Moen, Executive Director of Administrative Services  
A summary of personnel transactions for the month is included for your review.
- F. System Phone Service Upgrade  
Contact Person: John Perry, Director of Learning, Technology & System Design  
A report was presented at the November 14, 2019 regular board meeting.
- G. Field Trip  
Contact Person: Bob McDowell, Assistant Superintendent  
One teacher, one+ chaperone and 35 students to travel to Columbia University, New York, NY, March 17-23, 2020 to attend the Columbia Scholastic Press Association Convention.

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**Recommendation:**

BE IT RESOLVED by the School Board of Independent School District 834 – Stillwater Area Public Schools that Consent Agenda Items A through G, 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  
Stillwater City Hall, 216 North 4<sup>th</sup> Street, Stillwater, MN  
November 14, 2019 – 6:00 p.m. Meeting Minutes

**I. Call to Order:** The meeting was called to order at 6:02 p.m.

**II. Roll Call:** Present: Mike Ptacek, chair; Shelley Pearson, vice chair; Liz Weisberg, treasurer; Jennifer Pelletier, director; Tina Riehle, director; Sarah Stivland, clerk; and Superintendent Pontrelli, ex-officio. Absent: Mark Burns, director  
Student Representatives: Elise Riniker and Khuluc Yang

**III. Pledge of Allegiance:** Chair Ptacek led the Pledge of Allegiance.

**IV. District Mission and School Board Goals:** The mission statement was read by Director Pearson and the goals were read by Director Weisberg.

#### **V. Approval of the Agenda**

*Motion to approve the agenda by: Member Pearson; Second by: Member Stivland, Vote: 6 ayes, 0 nays, Motion Carried Unanimously.*

#### **VI. Superintendent's Report**

Superintendent Pontrelli reported on:

- Board Work Session was held on Limitless Learning.
- Legislative Breakfast was held which was very well attended including many students.
- Acknowledge and thank our Veterans.

#### **VII. Introductory Items**

A. Student Report: Elise Riniker and Khuluc Yang reported:

- Annual overnight held by Student Council
- Native American heritage month is being celebrated at the high school
- Speakers during flex time on the four pathways
- Various intramural and winter sports are starting first week of December
- Music program tickets go on sale on December 1
- Girl State Champion in Cross Country
- Girls swim and dive team are conference and sectional champions
- NCAA signing day – 13 students receiving scholarships

B. District Recognition: Superintendent Pontrelli and Mr. John Perry recognized the Rotary members who volunteer at the Media Centers at Rutherford and Stonebridge.

#### **VIII. Open Forum**

1. Karen Latterell – Woodbury – Read a letter from teacher Rachel Steil on support of secondary ELA adoption.
2. Jim Franklin – Lake Elmo – Memorandum to the Superintendent on audit findings.
3. Tim Kellen - The secondary literacy program adds choice. All students can be successful with this program.

4. Greta Larson – Basic need that is not being addressed of keyboarding/typing in the schools.
5. DeeDee Armstrong – Afton – Concerns with the policy on searching student property and the student survey policy.
6. Diane Polasik– Stillwater – Support teachers who are writing curriculums. Provide community with the district legal fees. Support for the superintendent.

## IX. Consent Agenda

- A. Minutes of October 24, 2019 Business Meeting
- B. Minutes of October 24, 2019 Negotiations Closed Meeting
- C. Minutes of October 24, 2019 Attorney-Client Closed Meeting
- D. Disbursement Register October 26-November 15, 2019
- E. Human Resources Personnel Report
- F. Financial Disbursement Procedure Change

*Motion by: Member Stivland to accept and approve items A, B, C, E and F; Second by: Member Pearson; Vote: 6 ayes, 0 nays, Motion Carried Unanimously.*

Member Pelletier requested that item D be acted on separately to bring attention to the legal fees with Kennedy and Gravin.

*Motion by: Member Pelletier to approve item D; Second by: Member Weisberg Vote: 6 ayes, 0 nays, Motion Carried Unanimously.*

## X. Reports

- A. Community Design Team

In the absence of Director Burns, Chair Ptacek reported that the Community Design Team met on November 4 with meeting topics on the observations on the school and property building tours, gap analysis reports, options for new building constructions, expansions and renovation ideas. Next meeting is on November 19.

- B. School Calendar

Dr. McDowell reported the 2020 calendar committee, which is comprised of parents, students, teachers, building administrators, and district staff, met on multiple occasions and developed three potential calendars. In order to reach calendar options there were many areas considered. The following three options were presented to the board.

**Calendar A:** Begins before Labor Day (mirrors the 2019 calendar start), allows for psat testing, does not hold school on November 3, has a full two weeks off for winter break, ends third quarter before spring break, holds spring break the last week of March, and ends with a full week of school before Memorial Day. Semesters are exactly balanced.

**Calendar B:** Begins before Labor Day, allows for psat testing, does not hold school on November 3, has one week and three days for winter break, ends third quarter before spring break, holds spring break the last week of March, and has a three day last week of school ending June 3. Semesters are fairly balanced.

**Calendar C:** Begins after Labor Day, allows for psat testing, does not hold school on November 3, has one week and three days for winter break, pushes secondary registration back, pushes staffing timelines back, holds spring break the last week of March, ends third quarter four days after spring break, and ends with a full week of school on June 11. Semesters are exactly balanced.

It is the committee's and administration's recommendation that the school board consider either calendar A or B for the 2020-2021 school year. This will come before the board as an action item at the November 21 meeting.

- C. Second Reading: Policy 534-Unpaid Meal Charges

Director Stivland indicated there were a few changes to the language around consequences for delinquency. The policy will come to the November 21 meeting for a final reading. Two changes that were not correctly stated in the policy were reviewed by Director Stivland and will be changed for the final reading.

The following policies were presented for first reading by Director Stivland.

- D. Policy 401-Equal Opportunity Employment – minimal changes made to the MSBA model
- E. Policy 402-Disability Nondiscrimination – minimal changes made to the MSBA model
- F. Policy 520-Student Surveys – MSBA model was used. Changes were mostly due to redundancy in the language.

Policies 401 and 402 will come for a second reading at the November 21 meeting. Policy 520 will go to Policy Work Group for further review the “opt-in” versus “opt-out” for student surveys.

G. District Phone System Upgrade

Mr. Perry gave background on the NEC Voice Over Internet Protocol (VOIP) phone system with approximately 1200 handset units that were implemented in April 2010. Originally scheduled to become obsolete in 2018, NEC extended support for the system through December of 2019. As initially reported during the June 27, 2019 meeting of the School Board, we have scheduled the replacement of this system for this school year. A new phone system will cost \$300K-\$500K. However, the proposal is to upgrade components of the telephone system, retaining much of our existing equipment, reducing the cost to approximately \$120K. The expectation is that this will extend the life of our telephone system by 5-10 years. This will come to the board for approval at the November 24 meeting.

## **XI. Action Items**

A. Secondary Literacy Curriculum

Ms. Larson presented at the October 10<sup>th</sup> board meeting and is now requesting approval from the board. An update was provided by Ms. Larson to help answer questions that have come up. Policy R.1.2. is followed where it is indicated in the policy that the school district shall develop and maintain an articulated, aligned curriculum for pre-kindergarten through grade twelve with standards for student performance set at or above state and national expectations. The administration will provide a curriculum framework process that will be used by district administrators and teachers for curriculum reviews, major purchases of instructional materials, and new course development.

*Motion to approve the secondary English Language Arts curriculum by Member Pelletier; Second by: Member Pearson, Vote: 3 ayes (Ptacek, Pearson, Pelletier); 3 nays (Stivland, Weisberg, Riehle), Motion Fails.*

B. School Board Building Liaisons

Postponed to next meeting

*Motion to postpone the School Board Building Liaisons action to the November 21 meeting by Member Pearson; Second by Member Stivland. Vote: 6 ayes, 0 nays. Motion Carries Unanimously.*

The Final Reading of the policies below was presented by Director Stivland.

C. Policy 410-Family and Medical Leave - No changes have been made since previous reading.

*Motion to approve Policy 410 by: Member Pearson; Second by Member Weisberg; Vote: 6 ayes; 0 nays, Motion Carried Unanimously.*

D. Policy 620-Credit for Learning – The work group considered a change to the way grades are weighted for PSEO, but it was decided the language will remain as presently indicated in the policy.

*Motion to approve Policy 620 by: Member Weisberg; Second by Member Riehle; Vote: 6 ayes; 0 nays, Motion Carried Unanimously.*

- E. Joint Powers Agreement for Elections between Washington County and School District 834  
Superintendent Pontrelli reviewed the updated agreement and costs with Washington County relating to school district elections.

*Motion to approve the adoption of the board resolution authorizing entry into a joint powers agreement between Washington County and the School District of Stillwater for the purpose of managing the school district's election by Member Weisberg; Second by: Member Stivland, Vote: 6 ayes; 0 nays, Motion Carried Unanimously.*

- F. Memorandum on Follow-up to the Audit Findings  
Chair Ptacek shared that the Audit Report issued by Malloy, Montague, Karnowski, Radosevich and Co., P.A. on September 18, 2019 for the fiscal year ended June 30, 2019 cited four Findings which describe deficiencies in: (1) the District's internal control over compliance with the federal procurement requirements for special education programs; (2) compliance with the competitive bidding requirements for certain contracts; (3) compliance with the requirements for quotes on certain contracts; and (4) failure to obtain the required certification of withholdings from the Commissioner of Revenue on certain contracts.

The memo states there are four deficiencies; however these should be classified as Findings that were noted in the audit report. Due to concerns with the capacity to do an internal audit review, Chair Ptacek asked that it be complete as best as possible in the time frame given.

*Motion to approve Superintendent Pontrelli provide a written report to the School Board no later than December 13, 2019 addressing all the Findings outlined in the memorandum by Member Weisberg; Second by: Member Stivland, Vote: 5 ayes; 1 (Pelletier) nays, Motion Carried.*

### **XIII. Adjournment**

Motion by Member Weisberg to adjourn the meeting due to the late hour; Second by: Member Stivland, Vote: 6 ayes; 0 nays, Motion Carried Unanimously.

- A. The meeting adjourned at 10:11 p.m.

*Respectfully submitted, Sarah Stivland, school board clerk.*



Independent School District 834 – Stillwater Area Public Schools  
Stillwater City Hall, 216 North 4<sup>th</sup> Street, Stillwater, MN  
School Board Closed Meeting Minutes – November 14, 2019 at 5:00 p.m.

- I. The meeting was called to order at 5:00 p.m.
  
- II. Roll Call  
Board Members present: Shelley Pearson, Jennifer Pelletier, Chair Mike Ptacek, Tina Riehle, Sarah Stivland, Elizabeth Weisberg  
  
District Members present: Superintendent Denise Pontrelli, Bob McDowell, Kirsten Hoheisel, Cathy Moen
  
- III. The Board adjourned to closed session at 5:02 p.m. to discuss negotiations.  
*Motion by: Member Riehle; Second by: Member Weisberg. Vote: 6 ayes, 0 nays, motion carried unanimously.*
  
- V. Closed session adjourned to open meeting at 5:50 p.m.  
*Motion by: Member Pearson; Second by: Member Riehle; Vote: 6 ayes, 0 nays, motion carried unanimously.*

*Respectfully submitted by Sarah Stivland, clerk.*

(New Hires, Resignations, Retirements, Terminations, Leave Requests)

**RETIREMENT/RESIGNATION/RELEASE**

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Buchmayer, Heather	Probationary Release	Health Para, 5 hrs/day St Croix Catholic	SCPA	November 8, 2019

**HIRES/REHIRES**

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Lutz, Sarah	1.0 FTE ECSE Teacher Early Childhood Family Center	\$63,516	Student Need	SCEA	November 20, 2019 - July 31, 2020
Quinn, Peter	Community Education Casual District Wide	\$12.00 / hour	Casual	Casual	November 11, 2019
Sandquist, Sarah	1.0 FTE English Teacher Stillwater Area High School	\$43,728	Replacement	SCEA	November 12, 2019 - June 2, 2020
Scanlan, Claudia	Cafeteria 4.0 hrs/day Mahtomedi High School	\$12.53 / hour	Replacement	SCPA	November 6, 2019
Tanski, Kaytlyn	Community Education Assistant 2.5 hrs/day Rutherford Elementary School	\$15.00 / hour	Replacement	CE Leads & Assistant	November 18, 2019

**LEAVES OF ABSENCE**

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Dodds, Chelsea	Approve	1.0 FTE English Teacher Stillwater Area High School	SCEA	November 11, 2019 - February 17, 2020
White, Dee	Approve	1.0 FTE Special Education Teacher Stillwater Middle School	SCEA	August 21, 2019 - November 22, 2019

**ASSIGNMENT CHANGES**

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Urdahl-Balz, Sara	Paraprofessional 3.75 hrs/day Oak-Land Middle School	Paraprofessional 6.50 hrs/day Oak-Land Middle School	Student Need	SCPA	November 11, 2019
Zemlicka, Maddison	Paraprofessional 3.0 hrs/day Stillwater Middle School	Paraprofessional 4.0 hrs/day Stillwater Middle School	2019-2020 Staffing	SCPA	November 11, 2019

**ADDITIONAL ASSIGNMENTS**

NAME	Position	Reason	Group	EFFECTIVE DATE
Anderson, Matt	Assistant Boys Basketball Coach Stillwater Area High School	Replacement	Co-Curricular	November 4, 2019
Hansen, Alexa	Assistant Girls Basketball Coach Stillwater Area High School	Replacement	Co-Curricular	November 4, 2019
Hult, Skyler	Assistant Gymnastics Coach Stillwater Area High School	Replacement	Co-Curricular	November 11, 2019
Schmeltzer, Rachel	Web Advisor - Shared Oak-Land Middle School	Replacement	Co-Curricular	November 5, 2019



**Agenda Item XI. A.**  
**Date Prepared: November 15, 2019**  
**ISD 834 Board Meeting**

**Report for Information: Community Design Team**

Meeting Date: November 21, 2019

Contact Person: Community Engagement Work Group

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***Summary:***

The Cuningham Group will report updates and progress from the Community Design Team .

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***Recommendation:***

This is a report for information.





**Agenda Item IX. B.**  
**Date Prepared: November 13, 2019**  
**ISD 834 Board Meeting**

**Report for Action: Course Additions, Revisions, and Deletions**

Meeting Date: November 21, 2019

Contact Person: Ms. Rachel Larson, Director of Learning & Student Engagement

Action Timeline: December 12, 2019

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**Report Purpose:**

The purpose of this report is to share the Curriculum Advisory Council's recommended course additions and revisions for the 2020-2021 school year.

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**Summary:**

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. This may include course additions, revisions, and deletions. Prior to submission to the Curriculum Advisory Council, proposals must be supported by the building administrator, Learning and Innovation Department directors, and the Assistant Superintendent.

On November 12, 2019 the Curriculum Advisory Council, comprised of students, parents, community members, teachers, administrators and members of the Learning and Innovation Department, approved that the following changes for the 2020-2021 school year be brought forward for your action and approval:

French Intermediate I & II, College in the Schools (CIS)

Students will be provided the opportunity to take this course through the University of Minnesota College In the Schools program. After successfully completing this course, students will receive college credit. This course would replace the AP French Language and Culture Course currently offered. This university level course emphasizes proficiency, comprehensible input, and higher level communicative strategies.

Sports and Society

This elective Psychology course will provide students with an understanding of the sports industry and the broader economic, political, environmental, cultural and social systems that apply to the world of sports. Cognitive skills focus on increasing students understanding of and ability to evaluate multiple perspectives on social and cultural change and to assess the strengths and weaknesses of conflicting points of view. This course will replace Psychology B.

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**Recommendation:**

This is a report for action. Action will be requested at the December 12, 2019 School Board Business Meeting.



**Agenda Item IX. C.**  
**Date Prepared: November 15, 2019**  
**ISD 834 Board Meeting**

**Report for Information: 2019 District Enrollment**

Meeting Date: November 21, 2019

Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

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***Report Purpose:***

The purpose of this report is to share the comprehensive enrollment data with the school board members.

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***Summary:***

This report provides a comprehensive look at student enrollment. It includes enrollment retention and history. Along with reviewing where students are choosing to attend.

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***Recommendation:***

This is a report for information. Action will not be requested.



**2019-2020**

# **District Enrollment Info**

**October 1, 2019 Enrollment**

**Fifteen Year History**

**Fifteen Year Retention**

**Neighborhood Attendance In & Out**

**District Attendance – Attending Our Schools**

**District Attendance – Attending Other Schools**

October 1, 2019

**DISTRICT 834 ENROLLMENT**

SCHOOL	TOTAL	2032 K	2031 1	2030 2	2029 3	2028 4	2027 5	2026 6	2025 7	2024 8	2023 9	2022 10	2021 11	2020 12	2020 12+	ECSE SE 0-5
AFTON-LAKELAND	479	79	82	77	72	84	85									
ANDERSEN	364	58	67	60	56	57	66									
BROOKVIEW	480	95	83	90	75	67	70									
LAKE ELMO	697	109	123	116	109	100	140									
LILY LAKE	477	84	84	73	90	74	72									
RUTHERFORD	567	75	90	85	110	98	109									
STONEBRIDGE	433	70	69	72	77	62	83									
GATE 4/5	55					33	22									
STILLWATER MIDDLE	1024							331	325	368						
OAK-LAND MIDDLE	973							307	325	341						
STILLWATER SR HI	2755										663	704	694	663	31	
ALC	76										1	9	22	31	13	
ALC + SAHS		Concurrently enrolled in ALC and SAHS. Included in ALC numbers, not SAHS ->										1	1	2	7	
<b>GRAND TOTALS</b>	8591	570	598	573	589	575	647	638	650	709	664	713	716	694	44	211
monthly GAIN/LOSS	-31	-6	3	1	-3	-4	1	-6	-6	0	-13	1	-7	13	-14	9
Year GAIN / LOSS	-31	-6	3	1	-3	-4	1	-6	-6	0	-13	1	-7	13	-14	9

K - 5 Enrollment 3552  
 6-8 Enrollment 1997  
 9-12 Enrollment 2787  
 Post 12 Enrollment 44  
 ECSE Enrollment 211

Total Enrollment (K-12+) 8380  
 MTD Gain/Loss -40  
 YTD Gain/Loss -40  
 Total Enrollment (PK-12+) 8591 (Includes ECSE)  
 YTD Gain/Loss -31

## Enrollment Fifteen Year History

10/1/2019

### Non Residents Attending Stillwater

Year	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
# of Students	170	205	200	232	266	279	257	263	298	302	320	342	333	345	329

### Stillwater Students Enrolled in Non Public Schools (Private)

Year	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
# of Students	1203	1320	1352	1242	1109	1069	1031	973	992	942	873	896	841	853	844

### Stillwater Students in Home Schools

Year	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
# of Students	269	299	291	276	273	282	292	273	302	266	298	301	296	330	273

### Stillwater Students Enrolled in Other Public Schools

Year	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
# of Students	201	232	288	327	394	472	507	598	602	621	591	561	573	558	568

### Stillwater Students Enrolled in Charter Schools

Year	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
# of Students	347	477	557	805	960	1044	1045	1076	1074	1121	1234	1215	1365	1286	1255

### Stillwater Students Non Public/Charter - Unknown

Year	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
# of Students	9	25	10	57	50	20	15	30	15	14	37	43	45	57	80

Does not include Pre-K & 12+

Total Students Attending Elsewhere	2029	2353	2498	2707	2786	2887	2890	2950	2985	2964	3033	3016	3120	3084	3020
Stillwater Enrollment	8932	8896	8848	8614	8604	8567	8395	8332	8337	8307	8236	8351	8220	8295	8336
Stillwater attending Stillwater	8762	8691	8648	8382	8338	8288	8138	8069	8039	8005	7916	8009	7887	7950	8007
Total Available Students in District	10791	11044	11146	11089	11124	11175	11028	11019	11024	10969	10949	11025	11007	11034	11027
Percent of Attending Stillwater	81.2%	78.7%	77.6%	75.6%	75.0%	74.2%	73.8%	73.2%	72.9%	73.0%	72.3%	72.6%	71.7%	72.1%	72.6%
Percent Attending Non Public	11.1%	12.0%	12.1%	11.2%	10.0%	9.6%	9.3%	8.8%	9.0%	8.6%	8.0%	8.1%	7.6%	7.7%	7.7%
Percent Attending Home School	2.5%	2.7%	2.6%	2.5%	2.5%	2.5%	2.6%	2.5%	2.7%	2.4%	2.7%	2.7%	2.7%	3.0%	2.5%
Percent Attending Other Public	1.9%	2.1%	2.6%	2.9%	3.5%	4.2%	4.6%	5.4%	5.5%	5.7%	5.4%	5.1%	5.2%	5.1%	5.2%
Percent Attending Charter	3.2%	4.3%	5.0%	7.3%	8.6%	9.3%	9.5%	9.8%	9.7%	10.2%	11.3%	11.0%	12.4%	11.7%	11.4%
Net Out vs In	1859	2148	2298	2475	2520	2608	2633	2687	2687	2662	2713	2674	2787	2739	2691

### Percent of Eligible Kindergarten Attending 834

Eligible K on census	N/A	725	825	827	793	793	783	745	743	778	711	735	710	784	714
K attending 834	609	581	636	623	603	618	594	552	548	599	550	551	539	582	570
% Attending 834	N/A	80%	77%	75%	76%	78%	76%	74%	74%	77%	77%	75%	76%	74%	80%

### Enrollment Progression by Grade Band (using Oct. 1 numbers)

Grade	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
K	609	581	636	623	603	618	594	552	548	599	550	551	539	582	570
1	643	623	598	607	634	604	599	609	561	544	599	572	551	549	598
2	605	631	640	587	614	631	623	618	621	576	569	631	546	577	573
3	652	620	651	615	606	607	626	620	615	618	573	589	610	557	589
4	683	667	624	647	620	624	612	637	643	633	618	583	579	617	575
5	636	687	662	599	656	641	620	613	663	644	631	642	577	603	647
6	647	622	675	662	602	662	641	627	640	653	652	634	654	611	638
7	715	678	654	688	690	622	662	647	646	640	654	656	651	686	650
8	710	728	695	643	701	704	627	665	649	650	648	674	673	665	709
9	721	743	752	706	658	698	721	657	675	682	685	677	710	711	664
10	784	736	752	761	726	663	687	703	671	672	701	706	686	723	713
11	774	790	737	743	762	728	659	709	707	669	683	706	708	688	716
12	754	790	772	733	732	765	724	675	698	727	673	694	709	723	694

### Retention Rate After Attending District Preschools\*

	Eligible students	Attending 834 in K,1,2	Retention Rate
3-year study completed in 2011 (07-08, 08-09, 09-10)	226	192	85%
3-year study completed in 2013 (09-10, 10-11, 11-12)	298	256	86%
2019-20 Kindergarten students who attended 834 preschools	Eligible students	Attending 834 K	Retention Rate
	289	240	83%

\* District preschool classrooms are currently located at the ECFC, Afton-Lakeland, Andersen, Brookview, Lake Elmo, Lily Lake, Rutherford and Stonebridge

Entering From Neighborhood #	Students
RU-18	1
LL-20	1
AN-25	5
AN-26 B	1
LE-28 B	2
LE-28 C	2
LE-32 BN	3
HL	1
Total Entering from within District	16
Entering from Out of District	7
Total Attending from within Boundaries	456
Afton-Lakeland Enrollment	479

Leaving to School	Students
AN	14
BV	9
LE	15
LL	5
SB	3
Gate 4/5	8
<b>Total</b>	<b>54</b>
Out of District	157
<b>Total Leaving</b>	<b>211</b>
<b>Total Students in Boundaries</b>	<b>667</b>

**Andersen Elementary**

Entering From Neighborhood #	Students
SB-12 B	2
RU-18	1
LL-20	1
LL-21	1
LL-22	1
LL-23	9
AL-27 A	11
AL-27 B	1
LE-28 C	1
LE-31 B	2
AL-36	2
Total Entering from within District	32
Entering from Out of District	7
Total Attending from within Boundaries	325
Andersen Enrollment	364

Leaving to School	Students
AL	6
BV	1
LE	6
LL	14
RU	2
SB	1
Gate 4/5	7
<b>Total</b>	<b>37</b>
Out of District	145
<b>Total Leaving</b>	<b>182</b>
<b>Total Students in Boundaries</b>	<b>507</b>

**Brookview Elementary**

Entering From Neighborhood #	Students
SB-14 B	2
AN - 25	1
LE-29 A	1
LE-31 B	5
LE-32 BN	12
AL-35	9
Total Entering from within District	30
Entering from Out of District	16
Total Attending from within Boundaries	434
Brookview Enrollment	480

Leaving to School	Students
LE	15
LL	1
RU	1
Gate 4/5	7
<b>Total</b>	<b>24</b>
Out of District	136
<b>Total Leaving</b>	<b>160</b>
<b>Total Students in Boundaries</b>	<b>594</b>

Entering From Neighborhood #	Students
SB-2	2
RU-4	1
SB-11	2
SB-12 A	9
SB-12 B	2
RU-13 B	2
SB-14 B	1
RU-15	5
RU-16 B	4
RU-17	1
RU-18	1
LL-19	4
LL-21	4
LL-22	5
LL-23	3
AN-24	2
AN-25	1
AN-26 B	3
AL-27 A	6
BV-32 AS	1
BV-32 BS	6
BV-32 C	5
BV-33	3
AL-35	3
AL-36	3
AL-38	3
HL	3
Total Entering from within District	85
Entering from Out of District	40
Total Attending from within Boundaries	572
Lake Elmo Enrollment	697

Leaving to School	Students
AL	7
AN	3
BV	18
LL	5
RU	5
Gate 4/5	3
<b>Total</b>	<b>41</b>
Out of District	195
<b>Total Leaving</b>	<b>236</b>
<b>Total Students in Boundaries</b>	<b>808</b>

Lily Lake

Entering From Neighborhood #	Students
SB-3	1
RU-4	3
RU-6	4
SB-10 B	3
SB-11	13
SB-12 A	6
SB-12 B	6
RU-14 A	1
SB-14 B	3
RU-17	1
RU-18	12
AN-24	11
AN-26 A	1
AN-26 B	2
AL-27 A	2
LE-29 B	3
LE-31 B	2
BV-34	1
AL-35	2
AL-37	1
HL	1
Total Entering from within District	79
Entering from Out of District	20
Total Attending from within Boundaries	378
Lily Lake Enrollment	477

Leaving to School	Students
AL	1
AN	12
LE	16
RU	26
SB	26
Gate 4/5	5
<b>Total</b>	<b>86</b>
Out of District	166
<b>Total Leaving</b>	<b>252</b>
<b>Total Students in Boundaries</b>	<b>630</b>



Entering From Neighborhood #	Students
SB-8 A	2
SB-9	3
SB-10 B	1
SB-11	4
SB-12 A	12
SB-12 B	10
SB-14 B	7
LL-19	3
LL-20	12
LL-21	3
LL-22	8
AN-24	2
LE-28 B	2
LE-29 B	1
LE-31 B	2
BV-32 C	1
HL	1
Total Entering from within District	74
Entering from Out of District	17
Total Attending from within Boundaries	476
Rutherford Enrollment	567

Leaving to School	Students
AL	1
AN	1
LE	14
LL	21
SB	6
Gate 4/5	19
<b>Total</b>	<b>62</b>
Out of District	222
<b>Total Leaving</b>	<b>284</b>
<b>Total Students in Boundaries</b>	<b>760</b>

**Stonebridge**

Entering From Neighborhood #	Students
RU-5	1
RU-6	1
RU-7	1
RU-13 A	1
RU-16 C	1
RU-18	1
LL-19	4
LL-20	6
LL-21	6
LL-22	9
LL-23	1
AN-26 B	1
AL-27 A	1
AL-36	2
HL	1
Total Entering from within District	37
Entering from Out of District	6
Total Attending from within Boundaries	390
Stonebridge Enrollment	433

Leaving to School	Students
AN	2
BV	2
LE	16
LL	32
RU	39
Gate 4/5	5
<b>Total</b>	<b>96</b>
Out of District	227
<b>Total Leaving</b>	<b>323</b>
<b>Total Students in Boundaries</b>	<b>713</b>

Entering From Neighborhood #	Students
SB-11	2
SB-12 A	3
RU-5	1
RU-14 A	9
RU-15	2
RU-16 B	4
RU-16 C	1
RU-18	2
LL-19	1
LL-22	3
LL-23	1
AN-25	4
AN-26 B	3
AL-27 A	4
LE-28 B	1
LE-29 B	1
LE-30	1
BV-32 BS	1
BV-32 C	1
BV-33	3
BV-34	2
AL-35	3
AL-38	1
Total Entering from within District	54
Entering from Out of District	1
Total Attending from within Boundaries	0
Gate 4/5 Enrollment	55

Entering From Neighborhood #	Students
SB-11	1
SB-12 A	1
SB-12 B	1
RU-15	2
RU-16 B	2
RU-16 C	1
RU-18	2
LL-19	2
LL-20	1
LL-22	2
LL-23	3
HL	1
<b>Total Entering from within District</b>	<b>19</b>
Entering from Out of District	45
<b>Total Attending from within Boundaries</b>	<b>909</b>
<b>Oak-Land Enrollment</b>	<b>973</b>

Leaving to Stillwater Middle School	Students
AN-24	11
AN-25	3
AN-26 A	1
AN-26 B	4
AL-27 A	3
AL-27 B	1
AL-27 C	1
LE-28 B	3
LE-28 C	1
LE-29 B	5
LE-30	3
LE-31 B	3
LE-32 BN	1
BV-32 BS	2
BV-32 C	1
BV-33	2
AL-35	1
AL-37	1
<b>Total</b>	<b>47</b>
Out of District	366
<b>Total Leaving</b>	<b>413</b>
<b>Total Students in Boundaries</b>	<b>1322</b>

**Stillwater Middle School**

Entering From Neighborhood #	Students
AN-24	11
AN-25	3
AN-26 A	1
AN-26 B	4
AL-27 A	3
AL-27 B	1
AL-27 C	1
LE-28 B	3
LE-28 C	1
LE-29 B	5
LE-30	3
LE-31 B	3
LE-32 BN	1
BV-32 BS	2
BV-32 C	1
BV-33	2
AL-35	1
AL-37	1
<b>Total Entering from within District</b>	<b>47</b>
Entering from Out of District	30
<b>Total Attending from within Boundaries</b>	<b>947</b>
<b>Stillwater Middle School Enrollment</b>	<b>1024</b>

Leaving to Oak-Land	Students
SB-11	1
SB-12 A	1
SB-12 B	1
RU-15	2
RU-16 B	2
RU-16 C	1
RU-18	2
LL-19	2
LL-20	1
LL-22	2
LL-23	3
<b>Total</b>	<b>18</b>
Out of District	367
<b>Total Leaving</b>	<b>385</b>
<b>Total Students in Boundaries</b>	<b>1332</b>

**ALC**

<b>Entering From Neighborhood #</b>	<b>Students</b>
SB-1	2
RU-4	2
SB-10 B	1
SB-11	6
SB-12 A	1
RU-13 A	2
RU-14 A	1
RU-15	1
RU-18	2
LL-19	2
LL-20	2
LL-22	2
LL-23	4
AN-24	13
AN-25	1
LE-26 B	4
LE-30	1
LE-31 B	1
AL-35	2
AL-37	4
AL-38	1
HL	2
Total Entering from within District	57
Entering from Out of District	6
Total Attending from within Boundaries	0
ALC Enrollment	63

L = Neighborhood Total

Neighborhood ID	Attendance Area	SUM of A-H								K=I+J		L=Neighborhood Total		M=I/K		P=N+O		R=P+Q		S=P/R		V=T+U		X=V+W		Y=V/X		Z=I+P+V		BB=Z+AA	CC=Z/BB
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	BB	CC	
		Afton Lakeland	Andersen	Brookview	Lake Elmo	Lily Lake	Rutherford	Stonebridge	GATE 4/5	Total Elementary Attending Stillwater	Total Elementary Attending Elsewhere	Total Elementary Students	Attend Neighborhood School %	Attend Stillwater Schools %	Oak-Land Middle School	Stillwater Middle School	Total Middle Schools Attending Stillwater	Total Middle Schools Attending Elsewhere	Total Middle Schools Students	Attend Stillwater %	Stillwater Area High School	St Croix Valley ALC	Total High School Attending Stillwater	Total High School Attending Elsewhere	Total High School Students	Attend Stillwater %	Total Stillwater Area Public Schools	Total Attending Elsewhere	Total Students	Market Share	
1	Stonebridge	0	0	0	0	0	0	3	0	3	33	36	8.3%	8.3%	0	12	12	3	15	80.0%	23	2	25	7	32	78.1%	40	43	83	48.2%	
2	Stonebridge	0	0	0	2	0	0	4	0	6	7	13	30.8%	46.2%	0	3	3	3	6	50.0%	6	0	6	5	11	54.5%	15	15	30	50.0%	
3	Stonebridge	0	0	0	0	1	0	6	0	7	15	22	27.3%	31.8%	0	15	15	4	19	78.9%	27	0	27	3	30	90.0%	49	22	71	69.0%	
8 A	Stonebridge	0	0	0	0	0	2	12	0	14	10	24	50.0%	58.3%	0	8	8	6	14	57.1%	15	0	15	8	23	65.2%	37	24	61	60.7%	
8 B	Stonebridge	0	0	0	0	0	0	5	0	5	5	10	50.0%	50.0%	0	1	1	1	2	50.0%	11	0	11	5	16	68.8%	17	0	17	100.0%	
8 C	Stonebridge	0	0	0	0	0	0	6	0	6	1	7	85.7%	85.7%	0	3	3	1	4	75.0%	3	0	3	1	4	75.0%	12	3	15	80.0%	
9	Stonebridge	0	0	0	0	0	3	17	0	20	20	40	42.5%	50.0%	0	9	9	15	24	37.5%	16	0	16	9	25	64.0%	45	44	89	50.6%	
10 A	Stonebridge	0	0	0	0	0	0	4	0	4	8	12	33.3%	33.3%	0	2	2	5	7	28.6%	8	0	8	5	13	61.5%	14	18	32	43.8%	
10 B	Stonebridge	0	0	0	0	3	1	9	0	13	2	15	60.0%	86.7%	0	6	6	3	9	66.7%	14	1	15	1	16	93.8%	34	6	40	85.0%	
11	Stonebridge	0	0	0	2	13	4	103	2	124	44	168	61.3%	73.8%	1	69	70	18	88	79.5%	122	6	128	28	156	82.1%	322	90	412	78.2%	
12 A	Stonebridge	0	0	0	9	6	12	114	3	144	39	183	62.3%	78.7%	1	93	94	19	113	83.2%	99	1	100	22	122	82.0%	338	80	418	80.9%	
12 B	Stonebridge	0	2	0	2	6	10	65	0	85	22	107	60.7%	79.4%	1	71	72	22	94	76.6%	88	0	88	19	107	82.2%	245	63	308	79.5%	
14 B	Stonebridge	0	0	2	1	3	7	42	0	55	21	76	55.3%	72.4%	0	24	24	10	34	70.6%	36	0	36	25	61	59.0%	115	56	171	67.3%	
	<b>Total</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>16</b>	<b>32</b>	<b>39</b>	<b>390</b>	<b>5</b>	<b>486</b>	<b>227</b>	<b>713</b>	<b>54.7%</b>	<b>68.2%</b>	<b>3</b>	<b>316</b>	<b>319</b>	<b>110</b>	<b>429</b>	<b>74.4%</b>	<b>468</b>	<b>10</b>	<b>478</b>	<b>138</b>	<b>616</b>	<b>77.6%</b>	<b>1283</b>	<b>475</b>	<b>1758</b>	<b>73.0%</b>	
4	Rutherford	0	0	0	1	3	9	0	0	13	16	29	31.0%	44.8%	0	20	20	5	25	80.0%	20	2	22	7	29	75.9%	55	28	83	66.3%	
5	Rutherford	0	0	0	0	0	31	1	1	33	35	68	45.6%	48.5%	0	22	22	14	36	61.1%	37	0	37	19	56	66.1%	92	68	160	57.5%	
6	Rutherford	0	0	0	0	4	9	1	0	14	5	19	47.4%	73.7%	0	3	3	5	8	37.5%	16	0	16	5	21	76.2%	33	15	48	68.8%	
7	Rutherford	0	0	0	0	0	6	1	0	7	15	22	27.3%	31.8%	0	9	9	6	15	60.0%	8	0	8	5	13	61.5%	24	26	50	48.0%	
13 A	Rutherford	0	0	0	0	0	15	1	0	16	8	24	62.5%	66.7%	0	10	10	5	15	66.7%	6	2	8	9	17	47.1%	34	22	56	60.7%	
13 B	Rutherford	0	0	0	2	0	21	0	0	23	8	31	67.7%	74.2%	0	13	13	11	24	54.2%	24	0	24	16	40	60.0%	60	35	95	63.2%	
14 A	Rutherford	0	0	0	0	1	115	0	9	125	20	145	79.3%	86.2%	0	99	99	26	125	79.2%	161	1	162	67	229	70.7%	386	113	499	77.4%	
15	Rutherford	0	0	0	5	0	80	0	2	87	46	133	60.2%	65.4%	2	52	54	24	78	69.2%	70	1	71	31	102	69.6%	212	101	313	67.7%	
16 A	Rutherford	0	0	0	0	0	11	0	0	11	12	23	47.8%	47.8%	0	9	9	11	20	45.0%	9	0	9	12	21	42.9%	29	35	64	45.3%	
16 B	Rutherford	0	0	0	4	0	58	0	4	66	10	76	76.3%	86.8%	2	30	32	19	51	62.7%	49	0	49	41	90	54.4%	147	70	217	67.7%	
16 C	Rutherford	0	0	0	0	0	33	1	1	35	6	41	80.5%	85.4%	1	27	28	6	34	82.4%	34	0	34	10	44	77.3%	97	22	119	81.5%	
17	Rutherford	0	0	0	1	1	19	0	0	21	27	48	39.6%	43.8%	0	19	19	20	39	48.7%	33	0	33	16	49	67.3%	73	63	136	53.7%	
18	Rutherford	1	1	0	1	12	69	1	2	87	14	101	68.3%	86.1%	2	38	40	7	47	85.1%	57	2	59	11	70	84.3%	186	32	218	85.3%	
	<b>Total</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>14</b>	<b>21</b>	<b>476</b>	<b>6</b>	<b>19</b>	<b>538</b>	<b>222</b>	<b>760</b>	<b>62.6%</b>	<b>70.8%</b>	<b>7</b>	<b>351</b>	<b>358</b>	<b>159</b>	<b>517</b>	<b>69.2%</b>	<b>524</b>	<b>8</b>	<b>532</b>	<b>249</b>	<b>781</b>	<b>68.1%</b>	<b>1428</b>	<b>630</b>	<b>2058</b>	<b>69.4%</b>	
19	Lily Lake	0	0	0	4	105	3	4	1	117	20	137	76.6%	85.4%	2	72	74	22	96	77.1%	104	2	106	35	141	75.2%	297	77	374	79.4%	
20	Lily Lake	1	1	0	0	92	12	6	0	112	31	143	64.3%	78.3%	1	66	67	19	86	77.9%	73	2	75	27	102	73.5%	254	77	331	76.7%	
21	Lily Lake	0	1	0	4	49	3	6	0	63	22	85	57.6%	74.1%	0	37	37	16	53	69.8%	32	0	32	15	47	68.1%	132	53	185	71.4%	
22	Lily Lake	0	1	0	5	81	8	9	3	107	69	176	46.0%	60.8%	2	79	81	28	109	74.3%	132	2	134	38	172	77.9%	322	135	457	70.5%	
23	Lily Lake	0	9	0	3	51	0	1	1	65	24	89	57.3%	73.0%	3	23	26	12	38	68.4%	47	4	51	10	61	83.6%	142	46	188	75.5%	
	<b>Total</b>	<b>1</b>	<b>12</b>	<b>0</b>	<b>16</b>	<b>378</b>	<b>26</b>	<b>26</b>	<b>5</b>	<b>464</b>	<b>166</b>	<b>630</b>	<b>60.0%</b>	<b>73.7%</b>	<b>8</b>	<b>277</b>	<b>285</b>	<b>97</b>	<b>382</b>	<b>74.6%</b>	<b>388</b>	<b>10</b>	<b>398</b>	<b>125</b>	<b>523</b>	<b>76.1%</b>	<b>1147</b>	<b>388</b>	<b>1535</b>	<b>74.7%</b>	
24	Andersen	0	99	0	2	11	2	0	0	114	38	152	65.1%	75.0%	52	11	63	27	90	70.0%	102	13	115	30	145	79.3%	292	95	387	75.5%	
25	Andersen	5	59	1	1	0	0	0	4	70	32	102	57.8%	68.6%	31	3	34	24	58	58.6%	37	1	38	16	54	70.4%	142	72	214	66.4%	
26 A	Andersen	0	5	0	0	1	0	0	0	6	5	11	45.5%	54.5%	3	1	4	1	5	80.0%	7	0	7	2	9	77.8%	17	8	25	68.0%	
26 B	Andersen	1	161	0	3	2	0	1	3	171	70	241	66.8%	71.0%	48	4	52	30	82	63.4%	93	4	97	28	125	77.6%	320	128	448	71.4%	
	<b>Total</b>	<b>6</b>	<b>324</b>	<b>1</b>	<b>6</b>	<b>14</b>	<b>2</b>	<b>1</b>	<b>7</b>	<b>361</b>	<b>145</b>	<b>506</b>	<b>64.0%</b>	<b>71.3%</b>	<b>134</b>	<b>19</b>	<b>153</b>	<b>82</b>	<b>235</b>	<b>65.1%</b>	<b>239</b>	<b>18</b>	<b>257</b>	<b>76</b>	<b>333</b>	<b>77.2%</b>	<b>771</b>	<b>303</b>	<b>1074</b>	<b>71.8%</b>	
28 A	Lake Elmo	0	0	0	4	0	0	0	0	4	3	7	57.1%	57.1%	5	0	5	4	9	55.6%	4	0	4	4	8	50.0%	13	11	24	54.2%	
28 B	Lake Elmo	2	0	0	49	0	2	0	1	54	29	83	59.0%	65.1%	33	3	36	12	48	75.0%	62	0	62	21	83	74.7%	152	62	214	71.0%	
28 C	Lake Elmo	2	1	0	25	0	0	0	0	28	14	42	59.5%	66.7%	19	1	20	9	29	69.0%	27	0	27	21	48	56.3%	75	44	119	63.0%	
29 A	Lake Elmo	0	0	1	15	0	0	0	0	16	1	17	88.2%	94.1%	18	0	18	0	18	100.0%	15	0	15	2	17	88.2%	49	3	52	94.2%	
29 B	Lake Elmo	0	0	0	94	3	1	0	1	99	31	130	72.3%	76.2%	55	5	60	15	75	80.0%	65	0	65	23	88	73.9%	224	69	293	76.5%	
30	Lake Elmo	0	0	0	29	0	0	0	1	30	5	35	82.9%	85.7%	15	3	18	7	25	72.0%	23	1	24	9	33	72.7%	72	21	93	77.4%	
31 A	Lake Elmo	0	0	0	4	0	0	0	0	4	7	11	36.4%	36.4%	4	0	4	1	5	80.0%	3	0	3	3	6	50.0%	11	11	22	50.0%	
31 B	Lake Elmo	0	2	5	215	2	2	0	0	226	45	271	79.3%	83.4%	98	3															

Neighborhood ID	Attendance Area	Hill Murray	Home School	Mahtomedi	Math Science Academy	Mounds Park Academy	New Heights Charter	New Life Academy	NSP Oakdale Maplewood	River Grove (Grove/MA)	Salem Lutheran	South Washington County	St. Ambrose	St. Croix Catholic	St. Croix Prep	All Other Schools	Total Attending Elsewhere	Total Stillwater Area Public Schools	Total Students	Market Share
1	Stonebridge	0	3	4	0	1	0	0	0	27	0	0	0	1	0	7	43	40	83	48.2%
2	Stonebridge	0	1	3	0	0	0	0	0	4	0	0	0	0	3	4	15	15	30	50.0%
3	Stonebridge	0	0	2	0	0	2	0	0	16	0	0	0	0	0	2	22	49	71	69.0%
8 A	Stonebridge	0	8	2	0	7	0	0	0	2	0	0	0	0	1	4	24	37	61	60.7%
8 B	Stonebridge	1	0	0	0	0	0	0	0	1	2	0	0	1	3	3	11	17	28	60.7%
8 C	Stonebridge	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	3	12	15	80.0%
9	Stonebridge	3	6	5	0	0	0	0	0	9	0	0	0	12	7	2	44	45	89	50.6%
10 A	Stonebridge	2	4	1	0	0	0	0	0	0	0	0	0	4	3	4	18	14	32	43.8%
10 B	Stonebridge	0	3	0	0	0	1	0	0	0	0	0	0	0	2	0	6	34	40	85.0%
11	Stonebridge	1	10	7	1	3	0	0	1	6	2	0	0	10	28	21	90	322	412	78.2%
12 A	Stonebridge	4	10	8	0	1	1	0	0	5	4	0	0	7	34	6	80	338	418	80.9%
12 B	Stonebridge	2	0	17	0	0	1	0	0	2	0	0	0	11	23	7	63	245	308	79.5%
14 B	Stonebridge	2	11	3	0	1	0	0	1	0	3	0	0	4	20	11	56	115	171	67.3%
	<b>Total</b>	<b>15</b>	<b>56</b>	<b>53</b>	<b>1</b>	<b>13</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>72</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>125</b>	<b>72</b>	<b>475</b>	<b>1283</b>	<b>1758</b>	<b>73.0%</b>
4	Rutherford	0	5	0	0	0	0	0	0	11	0	0	0	3	0	9	28	55	83	66.3%
5	Rutherford	6	14	14	0	0	2	0	0	12	0	0	0	0	0	20	68	92	160	57.5%
6	Rutherford	1	3	4	0	0	0	0	0	0	0	0	0	1	5	1	15	33	48	68.8%
7	Rutherford	0	5	1	0	0	0	0	0	5	0	0	0	4	3	8	26	24	50	48.0%
13 A	Rutherford	0	2	8	0	1	0	0	0	0	0	0	0	0	5	6	22	34	56	60.7%
13 B	Rutherford	2	7	15	0	0	0	0	0	0	0	0	0	2	1	8	35	60	95	63.2%
14 A	Rutherford	15	7	12	0	6	3	1	0	0	0	0	0	9	34	26	113	386	499	77.4%
15	Rutherford	6	12	18	0	3	0	1	5	2	2	1	2	8	14	27	101	212	313	67.7%
16 A	Rutherford	6	1	9	0	0	0	0	0	0	0	0	0	0	18	1	35	29	64	45.3%
16 B	Rutherford	13	8	10	0	3	0	0	0	0	0	0	0	2	27	7	70	147	217	67.7%
16 C	Rutherford	2	0	1	0	1	0	0	0	0	0	0	0	1	10	7	22	97	119	81.5%
17	Rutherford	2	2	4	0	2	0	0	0	0	0	0	0	12	26	15	63	73	136	53.7%
18	Rutherford	1	1	1	0	0	14	0	1	4	1	0	0	1	2	6	32	186	218	85.3%
	<b>Total</b>	<b>54</b>	<b>67</b>	<b>97</b>	<b>0</b>	<b>16</b>	<b>19</b>	<b>2</b>	<b>6</b>	<b>34</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>43</b>	<b>145</b>	<b>141</b>	<b>630</b>	<b>1428</b>	<b>2058</b>	<b>69.4%</b>
19	Lily Lake	4	5	6	0	0	5	1	0	3	2	0	0	11	31	9	77	297	374	79.4%
20	Lily Lake	2	10	6	0	0	7	0	4	2	2	0	0	8	18	18	77	254	331	76.7%
21	Lily Lake	1	11	8	1	0	3	0	0	1	2	0	0	1	19	6	53	132	185	71.4%
22	Lily Lake	5	3	6	0	2	1	0	3	11	1	1	0	36	48	18	135	322	457	70.5%
23	Lily Lake	1	10	2	0	0	6	0	0	3	5	0	0	8	4	7	46	142	188	75.5%
	<b>Total</b>	<b>13</b>	<b>39</b>	<b>28</b>	<b>1</b>	<b>2</b>	<b>22</b>	<b>1</b>	<b>7</b>	<b>20</b>	<b>12</b>	<b>1</b>	<b>0</b>	<b>64</b>	<b>120</b>	<b>58</b>	<b>388</b>	<b>1147</b>	<b>1535</b>	<b>74.7%</b>

Neighborhood ID	Attendance Area	Hill Murray	Home School	Mahtomedi	Math Science Academy	Mounds Park Academy	New Heights Charter	New Life Academy	NSP Oakdale Maplewood	River Grove (Grove/MA)	Salem Lutheran	South Washington County	St. Ambrose	St. Croix Catholic	St. Croix Prep	All Other Schools	Total Attending Elsewhere	Total Stillwater Area Public Schools	Total Students	Market Share
24	Andersen	4	3	0	1	0	12	1	1	5	5	0	0	4	37	22	95	292	387	75.5%
25	Andersen	4	7	1	0	1	0	4	0	1	5	0	1	2	38	8	72	142	214	66.4%
26 A	Andersen	0	0	1	0	0	1	0	0	2	3	0	0	0	0	1	8	17	25	68.0%
26 B	Andersen	0	14	9	0	0	7	0	3	1	0	3	2	7	66	16	128	320	448	71.4%
	<b>Total</b>	<b>8</b>	<b>24</b>	<b>11</b>	<b>1</b>	<b>1</b>	<b>20</b>	<b>5</b>	<b>4</b>	<b>9</b>	<b>13</b>	<b>3</b>	<b>3</b>	<b>13</b>	<b>141</b>	<b>47</b>	<b>303</b>	<b>771</b>	<b>1074</b>	<b>71.8%</b>
28 A	Lake Elmo	0	2	0	0	0	0	0	0	0	0	0	0	0	1	8	11	13	24	54.2%
28 B	Lake Elmo	7	0	1	0	0	0	6	0	0	0	0	0	4	29	15	62	152	214	71.0%
28 C	Lake Elmo	3	11	0	0	2	1	2	2	0	0	0	2	3	11	7	44	75	119	63.0%
29 A	Lake Elmo	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3	49	52	94.2%
29 B	Lake Elmo	4	4	12	0	2	0	1	1	0	2	0	0	4	15	24	69	224	293	76.5%
30	Lake Elmo	0	6	1	0	1	0	0	1	0	0	0	0	1	7	4	21	72	93	77.4%
31 A	Lake Elmo	0	0	0	0	0	0	2	1	0	0	0	2	1	0	5	11	11	22	50.0%
31 B	Lake Elmo	5	6	0	3	0	5	0	6	1	0	4	3	4	9	46	92	430	522	82.4%
32 AN	Lake Elmo	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
32 BN	Lake Elmo	2	2	0	6	1	2	8	8	0	3	29	4	0	29	58	152	336	488	68.9%
32 CW	Lake Elmo	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
	<b>Total</b>	<b>21</b>	<b>31</b>	<b>14</b>	<b>9</b>	<b>6</b>	<b>8</b>	<b>19</b>	<b>19</b>	<b>1</b>	<b>5</b>	<b>33</b>	<b>11</b>	<b>17</b>	<b>101</b>	<b>170</b>	<b>465</b>	<b>1362</b>	<b>1827</b>	<b>74.5%</b>
32 AS	Brookview	0	0	0	0	0	0	0	1	0	0	8	2	0	2	11	24	45	69	65.2%
32 BNE	Brookview	0	0	0	2	0	0	0	0	0	0	0	0	0	6	1	9	59	68	86.8%
32 BS	Brookview	8	0	3	5	1	1	1	0	0	0	10	9	2	34	30	104	259	363	71.3%
32 C	Brookview	1	3	3	1	0	7	0	2	0	0	6	3	0	23	5	54	171	225	76.0%
33	Brookview	4	8	2	10	0	0	5	4	0	0	36	9	0	13	20	111	216	327	66.1%
34	Brookview	3	0	0	1	0	0	3	0	0	0	4	3	0	18	9	41	95	136	69.9%
	<b>Total</b>	<b>16</b>	<b>11</b>	<b>8</b>	<b>19</b>	<b>1</b>	<b>8</b>	<b>9</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>64</b>	<b>26</b>	<b>2</b>	<b>96</b>	<b>76</b>	<b>343</b>	<b>845</b>	<b>1188</b>	<b>71.1%</b>
27 A	Afton-Lakeland	3	13	2	0	8	1	2	0	1	0	0	1	3	45	15	94	228	322	70.8%
27 B	Afton-Lakeland	1	1	2	0	0	0	0	0	0	0	0	0	0	11	5	20	25	45	55.6%
27 C	Afton-Lakeland	2	1	0	0	0	0	0	0	0	0	2	0	1	11	0	17	39	56	69.6%
35	Afton-Lakeland	1	8	0	4	3	1	21	1	0	3	9	22	2	28	22	125	347	472	73.5%
36	Afton-Lakeland	2	11	1	2	0	2	1	0	0	0	3	1	1	29	13	66	220	286	76.9%
37	Afton-Lakeland	1	5	0	0	0	2	2	0	1	0	0	0	1	12	9	33	185	218	84.9%
38	Afton-Lakeland	3	6	0	4	1	0	9	0	0	2	1	3	0	7	9	45	109	154	70.8%
	<b>Total</b>	<b>13</b>	<b>45</b>	<b>5</b>	<b>10</b>	<b>12</b>	<b>6</b>	<b>35</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>15</b>	<b>27</b>	<b>8</b>	<b>143</b>	<b>73</b>	<b>400</b>	<b>1153</b>	<b>1553</b>	<b>74.2%</b>
	Homeless	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3	12	15	80.0%
	Out of District	0	0	0	0	0	0	0	1	0	1	2	2	0	0	7	13	329	342	96.2%
	Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	6	100.0%
	<b>School Totals</b>	<b>140</b>	<b>273</b>	<b>216</b>	<b>41</b>	<b>51</b>	<b>88</b>	<b>71</b>	<b>47</b>	<b>138</b>	<b>50</b>	<b>119</b>	<b>71</b>	<b>197</b>	<b>871</b>	<b>647</b>	<b>3020</b>	<b>8336</b>	<b>11356</b>	<b>73.4%</b>



# District Enrollment Information 2019-2020

Presented to the School Board  
November 21, 2019

*Curiosity Thrives Here*



# 15- Year Enrollment Trends: Highlights

- Slight decrease in number of non-resident students open enrolling into our schools this year compared to last year
- Slight increase in the number of students leaving our district for other public schools this year, however, we continue to be lower than the peak in 2014-2015
- Number of students choosing private schools has declined
- Homeschool student population has declined
- Number of students attending charter schools peaked in 2017-2018 and has continued to decrease since
- Overall market share has continued to increase and is currently at the 2016-2017 level

# Positive Findings from 2019-2020 Report

- Oct. 1 enrollment is 36 students higher than our K-12 budget projection
- Slight increase in market share from last year (72.1% to 72.6%)
- Decrease of 31 students choosing charter schools from last year to this year
- 80% of eligible kindergarten students chose our schools
- 83% of preschool students stayed in Stillwater schools as kindergarten students







**Agenda Item IX. D.E.F.  
Date Prepared: November 15, 2019  
ISD 834 Board Meeting**

Meeting Date: November 21, 2019  
Contact Person(s): Policy Working Group  
Action Item: Policies for Second Reading

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*Summary:*

The 2019 Policy Working Group will be presenting these policies for their second reading.

- D. Policy 722 – Public Data Requests
- E. Policy 401 – Equal Opportunity Employment – replaces SR 1.9 and R 1.3.1
- F. Policy 402 – Disability Nondiscrimination – replaces SR 1. And R 1.3.1

The policies are included for your review.

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**Recommendation:**

This is a report for future action. Action will be requested at the December 12, 2019 business meeting.



**NON-INSTRUCTIONAL OPERATIONS**

POLICY TITLE	POLICY NUMBER	ADOPTED/REVIEWED	REVIEW FREQUENCY
<b>PUBLIC DATA REQUESTS</b>	<b>722</b>		<b>3 Year</b>

~~*[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests.]*~~

**I. PURPOSE**

~~The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes. The purpose of this policy is to set forth the procedure regarding a public request to inspect or obtain public data and to comply with the Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes Chapter 13, and Minn Rules Ch 1205.0100-1205.2000.~~

**II. GENERAL STATEMENT OF POLICY**

~~The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data.~~

~~A. All data collected, created, received, maintained or disseminated by the School District, which is classified by state statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district in this policy.~~

~~B. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.~~

~~C. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.~~

**III. DEFINITIONS**

~~A. Government Data~~

~~“Government data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.~~

~~B. Inspection~~

~~“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.~~

~~C. Public Data~~

~~“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.~~

~~D. Responsible Authority~~

~~“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.~~

~~E. Summary Data~~

~~“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.~~

**III.V. REQUESTS FOR PUBLIC DATA**

- A. All requests for public data must be made in writing directed to the Data Practices Designee(s)~~responsible authority~~.
- 1. A request for public data must include the following information:
  - a. Date the request is made;
  - b. A clear description of the data requested;
  - ~~c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and~~
  - cd. Method to contact the requestor (such as phone number, address, or email address).
- 2. A requestor is not required to explain the reason for the data request.
- 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows:

1. The responsible authority will notify the requestor in writing as follows:

a. The requested data does not exist; or

b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or

(1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.

(2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.

c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.

3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.

~~4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form~~

~~or arrangement if the school district does not keep the data in that form or arrangement.~~

~~5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.~~

#### **IV. REQUEST FOR SUMMARY DATA**

A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.

1. A request for the preparation of summary data must include the following information:

a. Date the request is made;

b. A clear description of the data requested; and

~~c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.);~~

d. Method to contact requestor (phone number, address, or email address).

B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:

1. The estimated costs of preparing the summary data, if any; and ~~either one of the following:~~

a2. The summary data requested; or

b3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or

c4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.

~~c. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.~~

#### **VI. COSTS**

A. Public Data



1. The school district will charge for copies provided as follows:
  - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
  - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
    - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
    - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
2. All charges must be paid for in cash in advance of receiving the copies.
3. The requestor will not be charged for time spent separating public from non-public data.

B. Summary Data

1. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
  - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
  - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

**VI. DISTRICT PROCEDURES FOR INSPECTION OF PUBLIC DATA**

- A. The District's procedures for inspection of public data are as follows:
1. Data can be inspected at the District's Central Services building, Monday through Friday, during regular business hours.
  2. Because the District is required by law to preserve public records and documents, a District employee will be in the room when data is inspected.
  3. Inspection will be scheduled at a time that is mutually agreeable to the individual making the data request and the District employee.
  4. Because the District is required by law to preserve public records and documents, the District will make any copies requested.
  5. Individuals requesting data may not take District documents or data out of the District's office to make copies.
  6. A requestor may choose to use their own scanner, portable copy machine, or camera to make copies of requested data, however, will be required to mark/flag those pages that were copied, scanned or photographed.

## VII. DEFINITIONS

### A. Government Data

"Government data" means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

### B. Inspection

"Inspection" means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment.

### C. Public Data

"Public data" means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

### D. Responsible Authority

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law.

E. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

**Data Practices Contacts**

**Responsible Authority:**

[\[Name\] Denise Pontrelli](#)  
[\[Location\] Central Services Building](#)  
[1875 Greeley Street South](#)  
[Phone: 651.351.8340](#)  
[Email: Pontrellid@stillwaterschools.org](#)  
[\[Phone number; email address\]](#)

**Data Practices Compliance Official:**

[\[Name\] Bob McDowell](#)  
[\[Location\] Central Services Building](#)  
[1875 Greeley Street South](#)  
[Phone: 651.351.8340](#)  
[Email: McDowellr@stillwaterschools.org](#)  
[\[Phone number; email address\]](#)

**Data Practices Designee(s):**

[\[Name\] Cathy Moen](#)  
[\[Location\] Central Services Building](#)  
[1875 Greeley Street South](#)  
[Phone: 651.351.8340](#)  
[Email: Moenc@stillwaterschools.org](#)  
[\[Phone number; email address\]](#)

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices ~~Act~~)

***Cross References:*** ~~MSBA/MASA Model Policy 406 (Public and Private Personnel Data)~~  
~~MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil  
Records)~~

**For Second Reading 11.21.19**  
**PERSONNEL**

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Equal Opportunity Employment	<del>SR 1.9</del> <del>R 1.3.1</del> 401		3-Years

*~~[Note: School districts are not required by statute to have a policy addressing these issues. However, the Equal Employment Opportunity Commission strongly encourages the adoption of a policy and will look for such a policy during accreditation visits, audits, or investigations.]~~*

**I. PURPOSE**

The purpose of this policy is to provide equal employment opportunity for all applicants for ~~school district~~ School District employment and ~~school district~~School District employees.

**II. GENERAL STATEMENT OF POLICY**

A. The policy of the ~~school district~~School District is to provide equal employment opportunity for all applicants and employees. The ~~school district~~School District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, status with regard to public assistance, disability, sexual orientation, gender identity or expression, age, family care leave status, or veteran status. The ~~school district~~School District also makes reasonable accommodations for disabled employees.

B. The ~~school district~~School District prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the ~~school district~~School Districts' internal procedures for addressing complaints of harassment, please refer to the ~~school district~~School District's policy on harassment and violence.

C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.

D. Every ~~school district~~School District employee shall be responsible for following this policy.

~~E. —Any person having a question regarding this policy should discuss it with~~

**Equal Opportunity Employment Contact:**

Cathy Moen, Executive, - Director of Administrative Services,  
School District 834, 1875 Greeley St. South,  
Stillwater, MN 55082,  
615-351-8311,

moenc@stillwaterschools.org \_\_\_\_\_ (specify, e.g., the Personnel Manager).

***Legal References:***

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)

29 U.S.C. § 2615 (Family and Medical Leave Act)

38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)

38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)

42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

~~***Cross References:***~~ MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

~~MSBA/MASA Model Policy 405 (Veteran's Preference)~~

~~MSBA/MASA Model Policy 413 (Harassment and Violence)~~

**For Second Reading 11.21.19**  
**PERSONNEL**

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Disability Nondiscrimination	<del>R 1.3.1</del> <del>SR 1.9</del> 402		3-Years

~~*[Note: School districts are required by statute to have a policy addressing these issues.]*~~

**I. PURPOSE**

The purpose of this policy is to ~~provide a fair employment setting for all persons and to comply with state and federal law.~~ set forth the legal obligations to applicants and employees with disabilities.

**II. GENERAL STATEMENT OF POLICY**

- A. The ~~s~~School ~~d~~District shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The ~~s~~School ~~d~~District shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The ~~s~~School ~~d~~District shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The ~~s~~School ~~d~~District shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the ~~s~~School ~~d~~District.

~~D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact \_\_\_\_\_~~

This individual is

**The School District's appointed ADA/Section 504 coordinator Contact:**

Cathy Moen, Executive Director of Administrative Services  
School District 834, 1875 Greeley St. South  
Stillwater, MN 55082  
615-351-8311

[moenc@stillwaterschools.org](mailto:moenc@stillwaterschools.org) (list the name, title, office address, telephone number, and e-mail address).

***Legal References:***

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

29 U.S.C. 794 *et seq.* (Rehabilitation Act of 1973, § 504)

42 U.S.C., Ch. 126 § 12112 (~~Americans with Disabilities Act~~ Equal Opportunity for Individuals with Disabilities)

29 C.F.R. Part 32 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

***Cross References:***—MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)





**Agenda Item X.A.**  
**Date Prepared:** November 14, 2019  
**ISD 834 Board Meeting**

**Agenda Item:** Adopt Awarding / Ratifying Resolution  
**Meeting Date:** November 21, 2019  
**Contact Person:** Kristen Hoheisel, Executive Director of Finance and Operations

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**Background:**

At the October 24, 2019 school board meeting, the Board adopted a resolution to move forward with the sale of Refunding Certificates of Participation with a minimum savings goal of \$500,000.

Matt Rantapaa from R. W. Baird will present a ratifying resolution to award the sale of the Refunding Certificates of Participation.

Due to the timing of the sale, complete materials will not be available prior to November 21, 2019.

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**Recommendation:**

Administration recommends that the Board adopt a resolution to award the sale of the Refunding Certificates of Participation dated November 21, 2019.

**Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

CERTIFICATION OF MINUTES  
RELATING TO  
REFUNDING CERTIFICATES OF PARTICIPATION, SERIES 2019A

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 834  
(STILLWATER AREA PUBLIC SCHOOLS)  
STILLWATER, MINNESOTA

BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING: A regular meeting, held on November 21, 2019, at \_\_\_\_ o'clock p.m., in the School District.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION RELATING TO A LEASE-PURCHASE FINANCING AND  
REFUNDING CERTIFICATES OF PARTICIPATION, SERIES 2019A;  
AUTHORIZING THE ISSUANCE, DETERMINING THE FORM AND DETAILS,  
RATIFYING THE AWARD OF THE SALE, AND AUTHORIZING THE  
EXECUTION, DELIVERY, AND REGISTRATION**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this \_\_\_\_ day of November, 2019.

\_\_\_\_\_  
School District Clerk

EXTRACT OF MINUTES OF A MEETING

OF THE SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 834  
(STILLWATER AREA PUBLIC SCHOOLS)  
STATE OF MINNESOTA

HELD: NOVEMBER 21, 2019

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 834 (Stillwater Area Public Schools), Stillwater, Minnesota, was duly held on November 21, 2019, at \_\_\_\_ o'clock p.m., in the District.

It was reported that \_\_\_\_\_ proposals for the purchase of the approximately \$5,840,000 Refunding Certificates of Participation, Series 2019A of the District (said amount being subject to adjustment in accordance with the Terms of Offering had been received prior to \_\_\_\_\_ o'clock \_\_.m., Central Time on November 21, 2019, pursuant to the Terms of Proposal contained in the Official Statement; that the proposals had been opened, read and tabulated; and that the best proposal of each proposal maker was determined to be as follows:

SEE ATTACHED

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO A LEASE-PURCHASE FINANCING AND  
REFUNDING CERTIFICATES OF PARTICIPATION, SERIES 2019A;  
AUTHORIZING THE ISSUANCE, DETERMINING THE FORM AND DETAILS,  
AWARDING THE SALE, AND AUTHORIZING THE EXECUTION,  
DELIVERY, AND REGISTRATION**

BE IT RESOLVED by the School Board of Independent School District No. 834

(Stillwater Area Public Schools), State of Minnesota, as follows:

**Section 1. Authorization and Sale.**

**1.01 Authorization.** At a meeting held October 24, 2019, this Board determined to sell and issue Refunding Certificates of Participation, Series 2019A of Independent School District No. 834 (Stillwater Area Public Schools) (the "Issuer" or the "District"). Said Certificates shall hereinafter be referred to as the "Certificates" or the "Refunding Certificates" to provide funds to refund and prepay, through a current refunding, the Lease-Purchase Agreement dated as of June 1, 2011, by and between U.S. Bank National Association as lessor and the School District, as lessee (the "Previous Lease") and the Certificates of Participation, Series 2011A (the "Refunded Certificates"). This Board finds it necessary and expedient for Independent School District No. 834 (Stillwater Area Public Schools) (the "School District") to enter into a Ground Lease Agreement, a Refunding Lease Agreement and a Trust Agreement, and to sell and issue its Refunding Certificates of Participation, Series 2019A Evidencing the Proportionate Interest of the Registered Owners thereof in Lease Payments to be made by Independent School District No. 834 (Stillwater Area Public Schools) pursuant to a Refunding Lease Agreement (the "Certificates") in the total aggregate principal amount of \$\_\_\_\_\_. The proceeds of the Certificates, together with other available funds of the School District, shall provide funds to refund through a current refunding, and to pay the principal amounts being called on the 2021 to 2029 maturities of the Refunded Certificates on February 1, 2020 (the "Call Date"), and to pay related financing costs. The Refunded Certificates have not previously been refunded.

**1.02 Sale.** The Board has determined that the Certificates shall be privately sold after receipt of written proposals, as authorized pursuant to Minnesota Statutes, Section 475.60, Subdivision 2. The Board has publicly received and considered all proposals presented in conformity with the Terms of Proposal contained in the Official Statement, which are hereby ratified and confirmed in all respects and are incorporated herein by reference as though fully specified in this paragraph. The most favorable of such proposals is ascertained to be that of \_\_\_\_\_ (the "Purchaser") to

purchase the Bonds at a price of \$ \_\_\_\_\_ plus interest accrued to settlement, and upon the further terms and conditions set forth in the Terms of Proposal contained in the Official Statement and this resolution. Said proposal is hereby accepted and the sale of the Bonds is hereby awarded to said Purchaser.

**1.03 Execution of Documents.** The Chair and Clerk are authorized and directed to endorse an acceptance on both copies of the most favorable proposal and to send one copy to the Purchaser.

**1.04 Debt Service Savings.** Minnesota Statutes Section 475.67, authorizes the issuance of refunding obligations for the purpose of saving debt service costs. It is hereby found and determined that the issuance of the Refunding Certificates and the current refunding of the Refunded Certificates as contemplated by this Resolution and the Trust Agreement will result in substantial debt service savings to the Issuer.

**1.05 Redemption of Refunded Certificates.** (a) The Refunded Certificates which mature in 2021 to 2029 shall be redeemed and prepaid on February 1, 2020, in accordance with the terms and conditions of the Notice of Call for Redemption attached hereto as EXHIBIT A, which terms and conditions are hereby approved and incorporated herein by reference. The Trustee shall no less than forty-five (45) days prior to the redemption date direct the Registrar or Paying Agent for the Refunded Certificates to cause the Notice of Call for Redemption to be mailed to registered owners of the Refunded Certificates not less than thirty (30) days before the redemption date. The form of the Notice of Call may contain such additional information or different provisions concerning the redemption as may be requested by the Paying Agent for the Refunded Certificates.

In addition, the Trustee shall cause notice of redemption to be given no later than thirty (30) days after the date of issuance of the Certificates in compliance with Minnesota Statutes, Section 475.67, Subdivision 7 and shall give notice as required by Minnesota Statutes, Section 475.67, Subdivision 10 at the times and in the manner specified therein.

(b) **Compliance.** The Certificates shall provide moneys for a current refunding of the Refunded Certificates which mature in 2021 to 2029. It is hereby determined and declared that the refunding of the Refunded Certificates complies with Minnesota law, and is consistent with the covenants made with the holders thereof. The School District has observed and complied with all of the obligations and covenants made by the School Board in connection with the issuance of the Refunded Certificates.

(c) **Security.** Until retirement and prepayment of the Refunded Certificates, all provisions made for the security of the Refunded Certificates shall be observed by the School District.

(d) **Supplemental Resolution.** The resolutions of the School Board authorizing the issuance of the Refunded Certificates are hereby supplemented to the extent necessary to give effect to the provisions of this resolution.

**1.06 Compliance with Law.** All acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed precedent to the issuance of the Lease and the Certificates having been done, having happened and having been performed in regular and due form, time and manner as required by law, it is necessary for this Board to establish the form and terms of the Certificates, to approve the execution of documentation relating thereto, and to provide for the issuance of the Certificates forthwith.

**1.07 Appropriation of Funds.** The proceeds of the Refunding Lease Agreement and the Certificates, the sums to be received from U.S. Bank National Association, as Trustee under the Trust Agreement after the prepayment of the Refunded Certificates, and the amounts directly appropriated from funds on hand, each amount as enumerated in the Trust Agreement, are appropriated for the purposes specified in the Trust Agreement and shall be deposited with the Trustee pursuant to the Trust Agreement.

## **Section 2. Documentation; Certificate Terms; Execution and Delivery.**

**2.01 Financing Documents.** There will be prepared the following documents, both of which shall be placed on file in the office of the Clerk:

- (a) Refunding Lease Agreement dated as of December 11, 2019, by and between the School District and U.S. Bank Trust National Association, as trustee (the "Trustee");
- (b) Ground Lease Agreement dated as of December 11, 2019 by and between the School District and the Trustee; and
- (c) Trust Agreement dated as of December 11, 2019, by and between the School District and the Trustee.

Upon review by Bond Counsel, such documents are approved, with such variations, insertions and additions as are deemed appropriate by the parties and approved by counsel to the School District. The provisions of those agreements are approved and incorporated herein by reference.

**2.02 Execution.** Upon finalization of the documents described above, and the execution thereof by the other parties thereto, the Chair and Clerk, or other designated signatories acting on their behalf, shall execute and deliver such documents on behalf of the School District. The Chair and Clerk (or their designated signatories) shall execute on behalf

of the School District such other contracts, certifications, documents or instruments as Bond Counsel to the School District shall require (including the Continuing Disclosure Certificate), and all certifications, recitals, warranties and representations therein shall constitute the certifications, recitals, warranties and representations of the School District. Execution of any instrument or document by one or more appropriate officers of the School District shall constitute and shall be deemed conclusive evidence of the approval and authorization by the School District and the Board of the instrument or document so executed.

**2.03 Certificate Maturities, Interest Rates and Denominations.** The Trustee is authorized and directed to execute and deliver \$\_\_\_\_\_ principal amount of the Certificates pursuant to, containing the terms and provisions, and in the manner specified in the Trust Agreement, which Certificates shall mature on February 1 in the respective years and amounts stated below and shall bear interest from the date of issue until paid at the respective annual rates set forth opposite such years and amounts, as follows:

Maturity Date	Amount	Rate
(February 1)		

**2.04. Redemption of Certificates.**

**Optional Redemption. (a) Optional Redemption.** The Certificates due on or after February 1, 2028, are subject to optional redemption and prepayment, upon the School District's exercise of its option to pay the unpaid balance of the Lease Payments, in whole or in part, on February 1, 2027, and any date thereafter, from any money that may be made available for such purpose, at a price of par plus accrued interest to the redemption date.

**(b) Mandatory Redemption.**

(1) The Certificates maturing on February 1, \_\_\_\_ are subject to mandatory redemption at a redemption price equal to the principal amount of the Certificates to be redeemed plus interest accrued thereon to the date fixed for redemption on February 1 in the years and principal amounts set forth below:

Year

Amount

(2) The procedures for mandatory redemption shall be as provided in Article II of the Trust Agreement.

(c) **Extraordinary Redemption.** The Certificates shall be subject to extraordinary redemption and prepayment, in whole or in part, at the option of the District on any date, in certain cases of damage, destruction or condemnation as described in Article VI of the Lease-Purchase Agreement, and subject to a determination by the District that rebuilding, restoration and replacement of the Project would not be economically feasible. Certificates redeemed, pursuant to extraordinary redemption shall be redeemed at a price of par plus accrued interest, and, if redeemed in part, shall be redeemed in such order as the District shall determine.

**Section 3. Certifications; Rebate Requirements; Designation as Qualified Tax-Exempt Obligations, Arbitrage Reporting.**

**3.01 Arbitrage Rebate Exemption.** It is hereby found and determined that all gross proceeds of the Bonds (other than gross proceeds held in a bona fide debt service fund) will be expended for the governmental purpose for which the Bonds are issued within six (6) months of the date of issuance of the Bonds. Therefore, the Issuer shall not be required to comply with the arbitrage rebate requirements of Section 148(f) of the Code with respect to the Bonds. However, if required by federal law or regulations, the Issuer will make such calculations and rebate payments at such times and in such manner as required to comply with Section 148 of the Code and the applicable Regulations pertaining thereto.

**3.02 Designation as Qualified Tax-Exempt Obligations.** The Board finds that the reasonably anticipated amount of qualified tax-exempt obligations (other than private activity bonds) which will be issued by the School District during calendar year 2019 will not exceed \$10,000,000. Thus, the Lease and the Certificates are hereby designated as "Qualified Tax-Exempt Obligations" for the purposes of Section 265 of the Code relating to the deduction of interest expenses allocable to the Certificates by financial institutions.

**3.03 Authentication of Transcript.** The officers of the School District and the County Auditors of each County in which the School District is located in whole or in part are hereby authorized and directed to prepare and furnish to the Original Purchaser of said Certificates, and to the attorneys approving legality of the issuance thereof, certified copies of all proceedings and records of the School District relating to said Certificates and to the financial condition and affairs of the School District, and such other affidavits, certificates



and information as may be required to show the facts relating to the legality and marketability of said Certificates as they appear from the books and records under their custody and control or as otherwise known to them, and all such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the School District as to the facts recited therein.

**3.04 Covenant to Continue Tax Exemption.** The School District covenants and agrees with the Owners from time to time of the Certificates herein authorized, that it will not take, or permit to be taken by any of its officers, employees or agents, any action which would cause the interest payable on the Certificates to become subject to taxation under the United States Internal Revenue Code; and that it will take, or it will cause its officers, employees or agents to take, all affirmative actions within its powers which may be necessary to insure that such interest will not become subject to taxation under the Internal Revenue Code. The term "Internal Revenue Code" or "Code" as used herein includes the Internal Revenue Code of 1986, as amended, and all regulations, amended regulations and proposed regulations issued thereunder, as now existing, or as hereafter amended or proposed.

**3.05 Official Statement.** The furnishing of the Official Statement to prospective purchasers of the Certificates is hereby ratified and confirmed, insofar as the same relates to the Certificates and the sale thereof.

**3.06 Information Reporting.** For purposes of compliance with the provisions of Section 149(e) of the Code, the School District shall submit to the Secretary of the Treasury, not later than the 15th day of the second calendar month after the close of the calendar quarter in which the Bonds are issued, a statement concerning the issue which meets the requirements of Section 149(e) (2).

**3.07 Continuing Disclosure.** The Chair and the School District Clerk are authorized and directed to execute and deliver a Continuing Disclosure Certificate to assist the Participating Underwriters in complying with SEC Rule 15c2-12(b)(5) for full disclosure (The "Rule"). The Continuing Disclosure Certificate shall be entered into for the benefit of the Holders of the Certificates and shall constitute the written undertaking required by the Rule to provide or cause to be provided to the MSRB, in an electronic format through the use of the Electronic Municipal Market Access system ("EMMA"), the annual financial information specified therein and to give notice of the occurrence of the Listed Events specified therein, each in the manner specified therein, as required by the Rule. The provisions of the Continuing Disclosure Certificate are incorporated herein as though fully specified in this paragraph.

**3.08 Payment of Issuance Expenses.** The School District authorizes the Trustee on behalf of the School District to pay issuance expenses from Certificate proceeds on the closing date.

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.



# CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28.

PRODUCER	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
	E-MAIL:		
	ADDRESS:		
	PRODUCER:		
	CUSTOMER ID:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED	INSURER A:		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

### COVERAGES

CERTIFICATE NUMBER: \_\_\_\_\_

REVISION NUMBER: \_\_\_\_\_

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS
	PROPERTY				BUILDING	\$
	CAUSES OF LOSS				PERSONAL PROPERTY	\$
	BASIC				BUSINESS INCOME	\$
	BROAD				EXTRA EXPENSE	\$
	SPECIAL				RENTAL VALUE	\$
	EARTHQUAKE				BLANKET BUILDING	\$
	WIND				BLANKET PERS PROP	\$
	FLOOD				BLANKET BLDG & PP	\$
						\$
						\$
	INLAND MARINE	TYPE OF POLICY				\$
	CAUSES OF LOSS					\$
	NAMED PERILS	POLICY NUMBER				\$
	CRIME					\$
	TYPE OF POLICY					\$
						\$
	BOILER & MACHINERY					\$
	EQUIPMENT BREAKDOWN					\$
						\$
						\$

SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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**Agenda Item X. B.**  
**Date Prepared: November 15, 2019**  
**ISD 834 Board Meeting**

Action Item: School Board Building Liaisons  
Meeting Date: November 21, 2019  
Contact Person: Community Engagement Work Group

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*Summary:*

The School Board Building Liaisons program and schedule was shared at the October 24, 2019 meeting.

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*Recommendation:*

A motion and a second to approve the school board building liaisons program and schedule.

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**Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_



## SCHOOL BOARD LIAISONS

School Board liaisons exist so that all board members have multiple opportunities to connect with our schools throughout the school year. Board members understand the importance of building strong connections with each of the schools in the district, and the presence of board members in the schools aids the board in making the best decisions possible as they better understand the needs of students.

School Board members will be assigned two schools/programs per semester and will rotate through remaining schools. After four years, every board member will have rotated through every school. It is requested that at a minimum, board members schedule a tour with the principal and attend at least one other meeting/event throughout the semester.

Notes regarding the liaison assignments:

- Since board members make all decisions with the good of the entire district in mind, the assignments are not meant to be advocacy positions but to allow board members to gain a broader perspective about the district.
- School board members do not get involved in administrative issues at individual schools but refer concerns to appropriate staff or the superintendent.
- Board members are not limited to only attending events at their assigned school(s).
- The seats will remain constant when new board members are elected

These rotations would start after November 14 approval of the 2019-2020 school year and would be as follows:



## SCHOOL BOARD LIAISONS

<b>2019-2020 Semester 1 (current semester)</b>		
<b>School</b>	<b>School</b>	<b>Board Member</b>
Afton Lakeland	ALC	Mark Burns
Andersen	ECFC	Shelley Pearson
Brookview	GATE	Jennifer Pelletier
Lake Elmo	OMS	Mike Ptacek
Lily Lake	SAHS	Tina Riehle
Rutherford	SMS	Sarah Stivland
Stonebridge	Transitions	Elizabeth Weisberg
<b>2019-2020 Semester 2</b>		
Afton Lakeland	ALC	Shelley Pearson
Andersen	ECFC	Jennifer Pelletier
Brookview	GATE	Mike Ptacek
Lake Elmo	OMS	Tina Riehle
Lily Lake	SAHS	Sarah Stivland
Rutherford	SMS	Elizabeth Weisberg
Stonebridge	Transitions	Mark Burns
<b>2020-2021 Semester 1</b>		
Afton Lakeland	ALC	Jennifer Pelletier
Andersen	ECFC	Mike Ptacek
Brookview	GATE	Tina Riehle
Lake Elmo	OMS	Sarah Stivland
Lily Lake	SAHS	Elizabeth Weisberg
Rutherford	SMS	Mark Burns
Stonebridge	Transitions	Shelley Pearson
<b>2020-2021 Semester 2</b>		
Afton Lakeland	ALC	Mike Ptacek or new board member
Andersen	ECFC	Tina Riehle
Brookview	GATE	Sarah Stivland or new board member
Lake Elmo	OMS	Elizabeth Weisberg
Lily Lake	SAHS	Mark Burns
Rutherford	SMS	Shelley Pearson
Stonebridge	Transitions	Jennifer Pelletier or new board member



**Agenda Item: X. C.**  
**Date Prepared: November 15, 2018**  
**ISD 834 Board Meeting**

Action Item: School Calendar 2020-2021  
Meeting Date: November 21, 2018  
Contact Person: Dr. McDowell, Assistant Superintendent

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**Summary:**

The school calendar was presented to the school board at their November 14 business meeting. This fall a committee was convened on multiple occasions to develop a calendar proposal for the school board. The committee consisted of parents, student, teachers, building administrators and district staff.

It is the committee's and administration's recommendation that the school board approve either Calendar A or B for the 2020-2021 school year.

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**Recommendation:**

Action to approve the 2020-2021 School Calendar Option A or B (before Labor Day start) is requested.

**Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_



**Agenda Item X. D.  
Date Prepared: November 15, 2019  
ISD 834 Board Meeting**

Action Item: Policies for Final Reading  
Meeting Date: November 21, 2019  
Contact Person(s): Policy Working Group

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*Summary:*

The 2019 Policy Working Group will be presenting the following policy for final reading.

D. Policy 534 – Unpaid Meal Charges will replace SR 1.27

The policy is included for your review.

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*Recommendation:*

A motion and a second to approve Policy 534 – Unpaid Meal Charges and to remove SR 1.27 will be requested.

**Motion by:** \_\_\_\_\_ **Second by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_



POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<u><del>Delinquent Meal Accounts</del></u> <u><del>Unpaid Meal Charges</del></u>	<del>S.R. 1-27</del> <u>534</u>	<del>Adopted: 06-8-17</del> <del>Revised:</del>	<del>3 year</del>

~~*[Note: United States Department of Agriculture (USDA) Policy Memorandum SP 46-2016 requires all School Food Authorities (i.e., school districts) operating federal school meal programs to have a written and clearly communicated system to address unpaid meal charges by July 1, 2017. USDA Policy Memorandum SP 23-2017 clarified that school districts could adopt a “policy” or “standard practice.” Although this document is styled as a “policy,” school districts may establish and implement a set of written procedures instead of a policy, provided that the written document explains how the school district will handle situations where students eligible to receive reduced-price or paid meals do not have money in their account or in hand to cover the cost of their meals at the time of service. The policy or standard practice must be implemented throughout the school district.]*~~

~~*[Note: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.]*~~

~~*[Note: School districts must follow appropriate debt collection practices when attempting to recover unpaid meal charges.]*~~

## I. PURPOSE

The purpose of this policy is to ensure that students have access to receive healthy and nutritious meals through the school district’s nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals, as well as to maintain the financial integrity of the school nutrition program.

## II. PAYMENT OF MEALS

~~*[Note: Payment systems and procedures will likely vary from school district to school district. The school district should select one of the following options and delete the remaining options.]*~~

A. Funds may be deposited into student lunch account(s) via Fee Pay, cash, or check.

B. Households may apply for free or reduced price meals anytime during the school year.

~~*[OPTION 1: All meal purchases are to be prepaid before meal service begins. [Insert description for how families may add money to students’ accounts (e.g., electronic payment options, pay at the school office, etc.).] A student who does not have sufficient funds will not be allowed to charge meals or a la carte items until additional money is deposited in the student’s account.]*~~

~~[OPTION 2: Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$[insert amount] or [insert number of meals] to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).]]~~

~~————[OPTION 3: Insert a school district specific process for payment of meals.]~~

~~CB. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced price meals regardless of account balance.~~

~~DC. Students will be allowed to participate in the school lunch program regardless of meal account balance, however, parents will continue to be responsible to pay for all meal charges, including negative balances. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.~~

~~D. —The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal (\$[insert amount]) will be charged to the student's account or otherwise charged to the student.~~

~~E. —When a student has a negative account balance, the student will not be allowed to charge a snack item.~~

~~D.F. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.~~

### III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

~~A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero of a low account balance when the account is at or below \$5.00, by one or more of the following methods:-~~

~~————Families will be notified of a low account balance when the account is at or below \$10.00, by one or more of the following methods:~~

~~1. School Messenger~~

~~Account balance letter(s)~~

~~2. Personal or automated phone call~~

~~3. Email~~

4. Text Message

B. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

C. Families will be notified of an outstanding negative balance ~~once the negative balance reaches \$[insert amount] or [insert number of meals] via automated phone call and email sent to the household. Families will be notified by [insert the method used to notify families (e.g., automated calling system, email, letters sent home)].~~

~~When the account balance exceeds negative \$10, the school nutrition services manager will contact the family via telephone.~~

D. When the account balance reaches negative \$25, the Nutrition Services sSupervisor and/or the bBuilding Pprincipal or designee will contact the parent/guardian via telephone.

E. When an account balance reaches negative \$50, the account shall be considered a delinquent debt and the District shall notify the family via letter. Such letter shall notify the family of the expectation that the account be brought to a positive balance within ten days, and will include an application for free ~~or~~ reduced price lunch (if one is not already on file).

F. When an account balance reaches negative \$50, the District reserves the right to ~~may~~ prohibit participation by the student (and siblings) in any future fee based programs such as, but not limited to, field trips, sports, and senior activities in fee based programs, until such time as the balance is paid in full.

#### **IV. UNPAID MEAL CHARGES**

A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.

B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

C. ~~Negative balances of more than \$[insert amount], not paid prior to [enter time period (e.g., end of the month, end of the semester, end of the school year)], will be turned over to the superintendent or superintendent's designee for collection.~~ Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

D. ~~Other than Collection Agencies, t~~The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

#### **V. COMMUNICATION OF POLICY**

- A. This policy and any pertinent supporting information shall be provided in writing (~~i.e., mail, email, back-to-school packet, student handbook, etc.~~) to:
1. all households at or before the start of each school year;
  2. students and families who transfer into the school district, at the time of enrollment; and
  3. all school district personnel who are responsible for enforcing this policy.
- B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

**Legal References:** Minn. Stat. § 124D.111, Subd. 4 Lunch Aid; Food Service Accounting; No fees  
 42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)  
 7 C.F.R. § 210 *et seq.* (National School Lunch Program Regulations)  
 7 C.F.R. § 220.8 (~~School Breakfast Program~~ Meal Requirements for Breakfast  
 Regulations)  
Minn. Op. Atty. Gen. 169j (May 14, 2019) (Letter to Ricker)  
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal  
Charge Policies (2016)  
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on  
Collection of Delinquent Meal Payments (2016)  
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and  
Q&A



**Agenda Item X. E.  
Dated Prepared: November 15, 2019  
ISD 834 Board Meeting**

Report for Action: Secondary ELA Curriculum Purchase  
Meeting Date: November 21, 2019  
Contact Person: Ms. Rachel Larson, Director of Learning & Student Engagement,  
Ms. Melinda Fierro, Coordinator of Assessments  
Action Timeline: November 21, 2019

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*Summary:*

It is the policy of I.S.D. 834 that it shall develop and maintain an articulated, aligned curriculum for pre-kindergarten through grade twelve with standards for student performance set at or above state and national expectations. The administration will provide a curriculum framework process that will be used by district administrators and teachers for curriculum reviews, major purchases of instructional materials, and new course development.

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*Recommendation:*

A motion and a second that the school board approve the secondary English Language Arts curriculum.

**Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_



**Agenda Item XI. A. B.C.  
Date Prepared: November 14, 2019  
ISD 834 Board Meeting**

Agenda Item: School Board Reports  
Meeting Date: November 21, 2019

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*Background:*

- A. Chairperson Report
  
- B. Working Group Reports
  - 1. Community Engagement
  - 2. Finance and Operations
  - 3. Legislative
  - 5. 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.

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*Recommendation:*

Board action is not required.



**Agenda Item XII.**  
**Date Prepared: November 15, 2019**  
**ISD 834 Board Meeting**

Agenda Item: Adjournment  
Meeting Date: November 21, 2019  
Contact Person: School Board Chair

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*Background:*  
The meeting must be adjourned formally.

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