



Stillwater

AREA PUBLIC SCHOOLS

**Independent School District 834
Video Conference
School Board Business Meeting Agenda – February 25, 2021 6:00 p.m.**

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Agenda**
- IV. **Superintendent Report**
- V. **Introductory Items**
 - A. Student Report
- VI. **Open Forum**

Fifteen speakers will be allotted three minutes each to speak
- VII. **Consent Agenda**
 - A. Minutes of February 11, 2021 Business Meeting
 - B. Minutes of February 18, 2021 Special Meeting
 - C. Minutes of February 18, 2021 Closed Meeting
 - D. Minutes of February 23, 2021 Special Meeting
 - E. Disbursement Register – February 13, 2021 – February 26, 2021
 - F. Accepts Gifts and Donations - January 2021
 - G. Accept Treasurer's Report – January 2021
 - H. Human Resources Personnel Report
- VIII. **Reports**
 - A. On the Dial Learning Update – Interim Superintendent Lansfeldt
 - B. Contract Reviews - February 5, 2021- February 18, 2021 – Dr. John Thein
 - C. Budget Assumptions - Dr. John Thein
 - D. Policy Work Update – Dr. Jennifer Cherry
 - E. Boundary Realignment for Neighborhoods 32B North and 32B South - Mr. Mark Drommerhausen
- IX. **Action Items**
 - A. SCEA contract - Ms. Cindy Gustafson
 - B. CST Addendum - Mr. Lance Libengood
 - C. Learning Model Change – Interim Superintendent Lansfeldt
- X. **Board Member Reports**
 - A. Board Chair Report
 - B. Working Group Reports
 - 1. Finance and Operations
 - 2. Legislative
 - 3. Policy
 - C. Board Member Reports
- XI. **Adjournment**
 - A. Adjourn

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



Agenda Item I.
Date Prepared: January 26, 2021
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: February 25, 2021

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item II.
Date Prepared: January 26, 2021
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: February 25, 2021

Background:

The School Board Chair will ask the secretary to take the roll. A quorum must be established in order for the meeting to proceed.

Board Members

Beverly Petrie, Chair

Alison Sherman, Vice Chair

Matt Onken, Treasurer

Annie Porbeni, Clerk

Katie Hockert, Director

Tina Riehle, Director

Liz Weisberg, Director

Malinda Lansfeldt, Interim Superintendent, Ex-Officio

Recommendation:

Board action is not required.



**Agenda Item III.
Date Prepared: January 26, 2021
ISD 834 Board Meeting**

Agenda Item: Approval of the Agenda
Meeting Date: February 25, 2021

Background:

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

Recommendation:

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

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



Agenda Item IV.
Date Prepared: January 26, 2021
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: February 25, 2021

Background:

Each meeting the Superintendent will provide an update on items of interest in the announcement category. Many times these topics develop between the time the agenda is prepared and distributed, and the meeting date. Topics generally include announcement of attendance at district events, communications items, informational items and correspondence items worth noting. What is included in this item will vary each meeting depending on the nature of the topics, the school year schedule and time of activities.

Recommendation:

Board action is not required.



Agenda Item V.
Date Prepared: January 26, 2021
ISD 834 Board Meeting

Agenda Item: Introductory Items
Meeting Date: February 25, 2021
Student Report and District Recognition

Background:

- A. Each meeting the Student Board Members will provide updates on items of interest in the announcement category. Many times these topics develop between the time the agenda is prepared and distributed and the meeting date. Topics generally include announcement of academics, activities, arts and athletics. What is included in this item will vary each meeting depending on the nature of the topics, the school year schedule and time of activities.

 - B. Each meeting an individual, team, or program will be recognized for their excellence.
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Recommendation:

Board action is not required.



Agenda Item VI.
Date Prepared: January 26, 2021
ISD 834 Board Meeting

Agenda Item: Open Forum
Meeting Date: February 25, 2021

Background:

Open Forum Expectations during COVID-19 Pandemic

School board meetings will be held electronically until further notice. If you wish to speak to the School Board, you will be able to do so at the start of the school board meeting during Open Forum. A sign-up for Open Forum speakers will be available online on the board webpage from 3-4 p.m. on the day of the board meeting, to provide time for instructions to connect to the meeting to be sent to speakers.

You may sign in only for yourself, not other individuals or groups. The order of speakers will be established on a first-come, first-served basis. Due to time limitations, we will limit the number of speakers to 15 for 3 minutes each. You will need the ability to join the meeting electronically either by phone or online. You will receive instructions for joining the meeting 30-60 minutes prior to the start of the meeting. If you wish to speak to the School Board, you will be able to do so at the start of the school board meeting during Open Forum. If you spoke at the last meeting, please consider allowing others to speak before you.

Stillwater Area School District welcomes input from citizens as community involvement fosters better decision making and improved learning experiences for all students. While comments and questions are welcome during Open Forum, law prohibits the Board from discussing concerns about individual employees or students in a public meeting. We will stop the proceedings immediately if employee or student privacy issues are raised and direct the speaker to forward comments regarding individual employees or students to the superintendent.

Because we are modeling civil discourse for our community, speakers must present their testimony in a respectful manner. 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.

Recommendation:

This is for informational purposes only.



**Agenda Item VII. A.B.C.D.E.F.G.H.
Date Prepared: February 18, 2021
ISD 834 Board Meeting**

Agenda Item: Consent Agenda
Meeting Date: February 25, 2021
Contact Person: Varies by item

Background:

The consent agenda is a meeting practice which packages routine reports, Board meeting minutes, and other non-controversial items not requiring discussion or independent action as one agenda item. The Board will approve this 'package' of items together in one motion.

- A. School Board Regular Meeting Minutes February 11, 2021
Contact Person: Annie Porbeni, Clerk or Joan Hurley, Secretary
A copy of the minutes is included for your review.
 - B. School Board Special Meeting Minutes February 18, 2021
Contact Person: Annie Porbeni, Clerk or Joan Hurley, Secretary
A copy of the minutes is included for your review.
 - C. School Board Closed Meeting Minutes February 18, 2021
Contact Person: Annie Porbeni, Clerk or Joan Hurley, Secretary
A copy of the minutes is included for your review.
 - D. School Board Special Meeting Minutes February 23, 2021
Contact Person: Annie Porbeni, Clerk or Joan Hurley, Secretary
A copy of the minutes is included for your review.
 - E. School Board Meeting Disbursement Register February 13, 2021 – February 26, 2021
Contact Person: Dr. John Thein, Director, Finance
A copy of the register has been distributed to board members.
 - F. Accept Gifts and Donations – January 2021
Contact Person: Dr. John Thein, Director, Finance
A copy of the register has been distributed to board members.
 - G. Treasurer's Report – January 2021
Contact Person: Dr. John Thein, Director, Finance
A copy of the register has been distributed to board members.
 - H. Human Resources Personnel Report
Contact Person: Cindy Gustafson, Director of Human Resources
A summary of personnel transactions for the month is included for your review.
-

Recommendation:

BE IT RESOLVED by the School Board of Independent School District 834 – Stillwater Area Public Schools that Consent Agenda Items A through H be approved as written, and a copy of the agenda items is attached to the minutes.

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



Independent School District No. 834 – Stillwater Area Public Schools
Video Conference
February 11, 2021 – 6:00 p.m. Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 5.00 p.m.
- II. **Roll Call:** Present: Beverly Petrie, Chair, Alison Sherman, Co-Chair, Matt Onken, Treasurer, Annie Porbeni, Clerk, Katie Hockert, director, Tina Riehle, director, Liz Weisberg, director

Adjourn to Closed Session

Motion by Member Hockert at 5:04 to adjourn to closed session pursuant to The Minnesota Open Meeting Law, Minnesota Statutes, Section §13D.03(b), allows the School Board to close a meeting to discuss negotiations; Seconded by Member Onken; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

Closed meeting adjourned to open meeting at 6:08 p.m.

III. **Approval of the Agenda**

Motion to approve the agenda by: Member Sherman; seconded by: Member Hockert; Vote: 7 ayes, 0 nays: Motion Carried Unanimously.

IV. **Superintendent Report**

- Superintendent Lansfeldt shared the online learning update.
- Nominations are being accepted for the 2020-2021 Partnership Awards.
- February 7 through 11 is National School Counseling Week. Please join us in recognizing the unique work that school counselors and social workers do at every grade level to help children reach their full potential.
- Eric Anderson had the opportunity to testify on behalf of the 2021 Increase Teachers of Color Act (H.F. 217).
- February is Black History Month. Black History Month was started by historian Carter G. Woodson in 1915 to celebrate the accomplishment and achievements of Black Americans.
- February 22 - 26 is Minnesota School Board Recognition Week. Thanks to the hard work of our school board members, our children are preparing for a bright future.
- Thank you for SB 5th grade and A/L 3rd grade class for reading. Pie in the face with Principal Rogers of A/L

V. **Introductory Items**

A. Student Report

Mara provided a report on academics and Student Life -

- Students have started their online second semester classes.
- Senior community scholarships are due on Monday, February 15, 2021 by 3:00 p.m...
- Four high school students received the Scholastic art award. Winning students will be judged for national awards.
- Stillwater concert choir and bell performed at the MMEA
- Student council has been doing the annual blast week event virtually.

Brynn provided a report on Activities -

- Mara shared an update on High school sporting events.
- School dance Team took 4th place in jazz.
- MN State high school league announced that there will be state tournaments.

B. Recognition

Superintendent Lansfeldt introduced Sara Abraha who was recently selected by Governor Walz, Lieutenant Governor Flanagan and the Women's Foundation of Minnesota to serve as one of 32 young female leaders from all over the state of Minnesota on the Young Women's Cabinet.

VI. Open Forum

- Carl Blondin - Moving forward with important projects.

VII. Consent Agenda

- A. School Board Closed Meeting Minutes January 21, 2021
Contact Person: Annie Porbeni, Clerk or Joan Hurley, Secretary
A copy of the minutes is included for your review.
- B. School Board Closed Meeting Minutes January 26, 2021
Contact Person: Annie Porbeni, Clerk or Joan Hurley, Secretary
A copy of the minutes is included for your review
- C. School Board Special Meeting Minutes January 26, 2021
Contact Person: Annie Porbeni, Clerk or Joan Hurley, Secretary
A copy of the minutes is included for your review.
- D. School Board Meeting Disbursement Register January 23 to February 11, 2021
Contact Person: Dr. John Thein, Director, Finance
A copy of the register has been distributed to board members
- E. Pay Equity Compliance Report
Contact Person: Cindy Gustafson, Director of Human Services
A copy of the report has been distributed to board members.
- F. Human Resources Personnel Report
Contact Person: Cindy Gustafson, Director of Human Services
A summary of personnel transactions for the month is included for your review.

Motion to approve the Consent Agenda Items A - E by: Member Weisberg; Second by: Member Onken; Vote: 7 ayes, 0 nays: Motion carried unanimously.

Motion to approve the Consent Agenda Items F by: Member Weisberg; Second by: Member Sherman; Vote: 7 ayes, 0 nays: Motion carried unanimously.

VIII. Reports

- A. On the Dial - Interim Superintendent Lansfeldt
Superintendent Lansfeldt shared COVID-19 data, staff vaccination update and school mitigation strategies and challenges. She reviewed the return to school timeline and shared Community Education classes and activities, sports and clubs available to students.
- B. Referendum Timeline - Interim Superintendent Lansfeldt
Superintendent Lansfeldt shared the referendum timeline and identified the key dates and School Board decision points.
- C. School Board Recognition Week - Interim Superintendent Lansfeldt
School Board recognition week is February 22 through 26, 2021. Superintendent Lansfeldt read a proclamation to the board members who will receive a certificate of appreciation.
- D. Contract and Expenditures Reviews - Dr. John Thein, Director of Finance
Dr. Thein shared seventeen contracts from January 15 to February 4, 2021.

IX. Action Items

- A. Chiller #1 Internal Inspection and Overhaul - Mark Drommerhausen, Director of Operations
Mr. Drommerhausen shared this information during Finance and Operations meeting on
January 26, 2021.

Motion to approve the Chiller #1 Internal Inspection and Overhaul by: Member Onken; Second by: Member Sherman; Vote: 7 ayes, 0 nays: Motion carried unanimously.

- B. Upper Lakes Foods, Inc. Renewal for 2021-2022 - Mark Drommerhausen, Director of Operations
Mr. Drommerhausen shared this information during Finance and Operations meeting on
February 9, 2021.

Motion to approve the Upper Lakes Foods, Inc. Renewal for 2021-2022 by: Member Porbeni; Second by Sherman: Member; Vote: 7 ayes, 0 nays: Motion carried unanimously.

X. Board Reports

- A. Board Chair Report – Nothing to report

B. Working Group Reports

1. Community Engagement - Nothing to report
2. Finance and Operations - Nothing to report
3. Legislative - This is a funding year for the legislature. They will be setting the amounts that school districts get for the next two years.
4. Policy - Nothing to report

C. Member Reports:

- Director Hockert attended her first Northeast Metro Intermediate School District 916 board meeting. She mentioned that Superintendent Hayes is retiring.
- Chair Petrie is the liaison for Lily Lake Elementary this quarter. She was glad to see students returning to school and was impressed with the creative classroom accommodations during her recent visit.

XI. Adjournment

- A. The meeting adjourned at 7:37 p.m.

Respectfully submitted, Annie Porbeni, Clerk



Independent School District No. 834 – Stillwater Area Public Schools
Video Conference
February 18, 2021 – 4:00 p.m. Special Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 4:01 p.m.
- II. **Roll Call:** Present: Beverly Petrie, chair; Alison Sherman, Vice Chair; Annie Porbeni, clerk; Matt Onken, treasurer; Kate Hockert, director.

Director Riehle is not present

III. **Approval of the Agenda**

Motion to approve the agenda by: Member Onken; seconded by: Member Sherman; Vote: 5 ayes, 0 nays: Motion Carried.

Director Weisberg joined the meeting at 4:10 p.m;

- IV. Reports
- A. Amendment to Lease Agreement - Mr. Lance Libengood
Peter Mikhail shared information regarding the district's current lease agreement with Minnehaha Properties LLC. The request of approving an amended lease agreement with Minnehaha Properties LLC at the February 23, 2021 Special Board Meeting.

V. **Adjournment to Closed Session**

Minnesota Open Meeting Law, Minnesota Statute 13D.03 allows the School Board to close a meeting to discuss contract negotiations.

Motion by: Member Petrie to approve the; Seconded by: Member Sherman; Vote: 6 ayes, 0 nays; Motion Carried.

- A. The meeting adjourned to a closed meeting at 4:22 p.m.

Chair Petrie adjourned the meeting at 4:58 p.m.

Respectfully submitted, Annie Porbeni, Clerk



Independent School District 834 – Stillwater Area Public Schools
Video Conference
School Board Closed Meeting Minutes
February 18, 2021

I The meeting was called to order at 4:01 p.m.

II Roll Call

Board Members present: Members present: Katie Hockert, Matt Oken, Bev Petrie, Annie Porbeni, Alison Sherman, Liz Weisberg;

Director Riehle is not present.

Others present: District Members present: Malinda Lansfeldt, Cindy Gustafson, Vanessa Norby, John Thein.

III. Approval of the Agenda

Motion by: Member Onken to adjourn to closed session pursuant to o discuss negotiations; Seconded by: Member Sherman; Vote: 5 ayes, 0 nays, Motion carried.

Director Weisberg joined the meeting at 4:10 p.m;

IV. The Board adjourned to a closed session to discuss contract negotiations in accordance with Minnesota Open Meeting Law, Minnesota Statutes, Section §13D.03(b), allows the School Board to close a meeting.

Motion by: Member Petrie to adjourn to closed session pursuant to o discuss negotiations; Seconded by: Member Sherman; Vote: 6 ayes, 0 nays, Motion carried.

V. Closed session adjourned at 4:22 p.m.

Respectfully submitted by Annie Porbeni, clerk.



Independent School District No. 834 – Stillwater Area Public Schools
Video Conference
February 23, 2021 – 4:00 p.m. Special Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 4:00 p.m.
- II. **Roll Call:** Present: Beverly Petrie, chair; Alison Sherman, Vice Chair; Annie Porbeni, clerk; Matt Onken, treasurer; Kate Hockert, director, Tina Riehle, director.

III. **Approval of the Agenda**

Motion to approve the agenda by: Member Hockert; seconded by: Member Sherman; Vote: 6 ayes, 0 nays: Motion carried unanimously.

Director Weisberg joined the meeting at 4:02 p.m.

IV. **Reports**

- A. Learning Model Change - Interim Superintendent Lansfeldt
Interim Superintendent Lansfeldt shared Governor Walz new strategy for returning secondary students to in-person learning. She also shared Washington County COVID-19 data, operational capacity challenges and a revised return to school timeline.

IV. **Action Item**

- A. Amendment to Lease Agreement - Mr. Lance Libengood
Peter Mikhail shared information regarding the district's current lease agreement with Minnehaha Properties LLC.

Motion to approve the property lease agreement with Minnehaha Properties LLC. by: Member Sherman; seconded by: Member Onken; Vote: 7 ayes, 0 nays: Motion carried unanimously.

V. **Adjournment**

- A. The meeting adjourned to a closed meeting at 5:12 p.m.

Respectfully submitted, Annie Porbeni, Clerk

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Acker, Gretchen	Retirement (14 years)	Paraprofessional 26 hrs/week Early Childhood Family Center	SCPA	June 15, 2021
Booker, Jessica	Resignation	Assistant Speech Coach Stillwater Area High School	Co-Curricular	January 13, 2021
Fosse, Lee Ann	Retirement (23 years)	1.0 FTE Elementary Education Teacher Lily Lake Elementary	SCEA	June 7, 2021
Humphrey, Roxanne	Retirement (22 years)	1.0 FTE Elementary Education Teacher Andersen Elementary	SCEA	June 7, 2021
Junko, Timothy	Retirement (31 years)	.80 FTE GATE Teacher Stillwater Middle School	SCEA	June 7, 2021
Kempenich, Tracy	Retirement (25 years)	1.0 FTE Elementary Education Teacher Andersen Elementary	SCEA	August 25, 2021
Langer, Emily	Resignation	Assistant LaCrosse Coach Stillwater Area High School	Co-Curricular	December 23, 2020
Munoz, Michael	Resignation	Assistant Boys Basketball Coach Stillwater Middle School	Co-Curricular	January 11, 2021
Rau, Todd	Retirement (28 years)	1.0 FTE Science Teacher Oak-Land Middle School	SCEA	June 7, 2021
Reidt, Rick	Resignation	Head Girls LaCrosse Coach Stillwater Area High School	Co-Curricular	December 22, 2020
Romportl, Frances	Retirement (33 years)	1.0 FTE Elementary Education Teacher Lily Lake Elementary	SCEA	June 7, 2021
Ryan, Mark	Resignation	Custodian VI, 8.0 hrs/day Oak-Land Middle School	Custodial	February 15, 2021
Sandager, Brigid	Retirement (16 years)	1.0 FTE Elementary Education Teacher Andersen Elementary	SCEA	June 7, 2021
Schweitzer, Danielle	Resignation	Cafeteria 4.5 hrs/day Mahtomedi High School	Cafeteria	February 12, 2021
Swager, Karen	Retirement (24 years)	1.0 FTE English Teacher St. Croix Valley ALC	SCEA	June 7, 2021
Tanski, Katlyn	Resigned	Community Education Assistant 3.0 hrs/day Rutherford Elementary	CE Leads & Assistants	January 29, 2021
Tolaas, Beth	Retirement (29 years)	1.0 FTE Elementary Education Teacher Lily Lake Elementary	SCEA	October 20, 2021
VanTassel, Susan	Retirement (6 years)	1.0 FTE Elementary Education Teacher Lake Elmo Elementary	SCEA	June 7, 2021
Varhol, Tyler	Resignation	Assistant LaCrosse Coach Stillwater Area High School	Co-Curricular	December 21, 2020

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Borchardt, Mason	Community Education Casual District Wide	\$15.00 / hour	Replacement	Casual	February 8, 2021
Cebula, Joseph	Assistant Girls Track Coach Stillwater Area High School	\$4,128.00	Replacement	Co-Curricular	January 19, 2021
Charlsen, Julia	Assistant Alpine Ski Coach Stillwater Area High School	\$860.00	Replacement	Co-Curricular	February 5, 2021
Colwell, Patti	Paraprofessional 4.25 hrs/day Stillwater Area High School	\$16.31 / hour	Replacement	SCPA	February 9, 2021
Engels, Kristine	Cafeteria 4.0 hrs/day Stillwater Area High School	\$15.56 / hour	Replacement	Cafeteria	February 15, 2021
Haslach, William	Paraprofessional 5.0 hrs/day Stillwater Area High School	\$16.12 / hour	Replacement	SCPA	February 16, 2021
Huntress, Connar	Paraprofessional 6.0 hrs/day Stonebridge Elementary	\$16.50 / hour	Replacement	SCPA	February 3, 2021
Johnson, Shannon	Behavior Paraprofessional 7.0 hrs/day Rutherford Elementary	\$16.50 / hour	Replacement	SCPA	February 22, 2021
Kriesel, Heidi	Paraprofessional 6.0 hrs/day Lake Elmo Elementary	16.50 / hour	Replacement	SCPA	February 22, 2021

Kroschel, Lauren	Paraprofessional 13.0 hrs/week Early Childhood Family Center	\$16.12 / hour	Replacement	SCPA	February 8, 2021
Larson, Samantha	Temporary Floating Custodian District Wide	\$16.46 / hour	COVID	Casual	February 10, 2021
Massey, Adrianna	Community Education Casual District Wide	\$12.00 / hour	Replacement	Casual	February 15, 2021
Schmidt, Derrick	Community Education Casual District Wide	\$28.00 / hour	Replacement	Casual	February 9, 2021
Sheely, Ann	1.0 FTE Science Teacher Stillwater Middle School	\$43,728.00	Replacement	SCEA	February 15, 2021 - June 7, 2021
Vaughan, Mia	Community Education Casual District Wide	\$12.00 / hour	Replacement	Casual	February 15, 2021
Wazlawik, Nicholas	Assistant Nordic Ski Coach Stillwater Area High School	\$860.00	Replacement	Co-Curricular	February 3, 2021

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Knutson, Jay	Approve	Paraprofessional 6.0 hrs/day Stillwater Area High School	SCPA	February 3, 2021 - February 19, 2021
Richter, Susan	Approve	1.0 FTE Special Education Teacher Andersen Elementary	SCEA	February 8, 2021 - March 31, 2021
Roth, Jill	Approve	Paraprofessional 8.0 hrs/day Stillwater Area High School	SCPA	February 16, 2021 - March 5, 2021
Rotnem-Esworthy, Karen	Approve	Paraprofessional 6.0 hrs/day Stonebridge Elementary	SCPA	March 9, 2021 - April 20, 2021

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Alfaro-Carrillo, Karen	Community Education Assistant 4.25 hrs/day Lake Elmo Elementary	Paraprofessional 5.9 hrs/day Lake Elmo Elementary	Replacement	SCPA	February 16, 2021
Harycki, Mary	1.0 FTE Spanish Teacher Stillwater Area High School	1.2 FTE Spanish Teacher Stillwater Area High School	Student Need	SCEA	August 24, 2020 - January 22, 2021
Ritzer, Zachary	Floating Custodian, LVL VI, 8.0 hrs/day District Wide	Custodian, LVL V & VI, 8.0 hrs/day District Wide & Stillwater Area High School	Replacement	Custodial	March 1, 2021
Schoenecker, Nancy	Paraprofessional 7.0 hrs/day Stillwater Area High School	Paraprofessional 6.5 hrs/day Transition	Replacement	SCPA	February 16, 2021
Wendt, Thomas	1.0 FTE Generalist St. Croix Valley ALC	1.2 FTE Generalist St. Croix Valley ALC	Replacement	SCEA	January 25, 2021 - June 7, 2021 (estimated dates)
Yang, Kuab	Temporary Floating Custodian, LVL VI, 8.0 hrs/day District Wide	Custodian LVL VI, 8.0 hrs/day District Wide	Replacement	Custodial	February 15, 2021

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Antczak, Thane	Weight Room Advisor Oak-Land Middle School	Replacement	Co-Curricular	January 15, 2021
Bursik, Rachel	Stretch & Grow Math Advisor - Shared Oak-Land Middle School	Replacement	Co-Curricular	January 20, 2021
Kroschel, Lauren	Community Education Assistant 13 hrs/week Lake Elmo Elementary	Replacement	CE Leads & Assistants	February 8, 2021
Rapp, Evalie	Stretch & Grow Math Advisor - Shared Oak-Land Middle School	Replacement	Co-Curricular	January 20, 2021
Wodaszewski, Shaylene	Community Education Casual District Wide	Replacement	Casual	February 4, 2021



Agenda Item: VIII. A.
Date Prepared: January 26, 2021

Agenda Item: On the Dial Learning Update
Meeting Date: February 25, 2021
Contact Person: Interim Superintendent Malinda Lansfeldt

Background:

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

No Action required.



Agenda Item VIII. B.
Date Prepared: February 12, 2021
ISD 834 Board Meeting

Report Agenda: Contract and Expenditure Reviews
Meeting Date: February 25, 2021
Contact Person: Dr. John Thein, Director of Finance

Summary

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

Below is a list of contracts from February 5, 2021 to February 18, 2021.

- Affinitech – Purchased a ViewSonic TV which includes AC adapter, trolley cart with an extended warranty for Rutherford. Cost is \$3,157.41.
- Bemidji State University - MOA (Memorandum of Agreement) for Student Training experience/internship until December 30, 2025. No cost to the district.
- FLR Sanders, Inc. – Annual gymnasium recoating at middle and elementary schools for labor and materials costs for a grand total of \$33,591.60
 - Brookview – Labor - \$1,160.00 and Materials - \$1,624.00 for a total of \$2,784.00
 - OLMS - Labor - \$1,792.00 and Materials - \$2,508.80 for a total of \$4,300.80
 - SAHS - Orchestra room – Labor - \$402.80 and Materials - \$503.50 for a total of \$906.30
 - SAHS – PAC Gym – Labor - \$5,148.00 and Materials - \$6,435.00 for a total of \$11,583.00
 - SAHS – Performance Gym – Labor - \$2,400.00 and Materials - \$3,000.00 for a total of \$5,400.00
 - SAHS – Wrestling room – Labor - \$1,462.00 and Materials - \$1,827.50 for a total of \$3,289.50
 - SMS – Labor - \$2,220.00 and Materials - \$3,108.00 for a total of \$5,328.00
- Loffler Work Order Agreement – Configure and test new LDAP connector (connect uniFlow to Active Directory). Cost is \$262.50.
- Music Theatre International (MTI)/Community Ed - Production Contract Licensing for Madagascar JR Musical (\$735) and Streaming license (\$75) for performance in June 202. Total cost for licensing is \$810.00.
- Skyhawks Sports Minnesota – Variety of classes (VolleyKats, Volleyball, Soccer Tots, Baseball Tots, Baseball camp, T-ball camp, Track & Field and Flag football). Costs ranges from \$42.00 to \$79.00 per student/class.

- St. Cloud State University – MOA (Memorandum of Agreement) for Student Training experience/internship until January 31, 2026. No cost to the district.
- Washington County Dept of Health & Environment – 2021 Sewage System Operating permit renewal for Afton-Lakeland. Cost is \$209.00.
- Winona State University - MOA (Memorandum of Agreement) for Student Training experience/internship until June 30, 2025. No cost to the district.

Recommendation:

This is a report for information.



Agenda Item VIII. C.
Date Prepared: February 16, 2021
ISD 834 Board Meeting

Report Agenda: Budget Assumptions
Meeting Date: February 25, 2021
Contact Person: Dr. John Thein, Director of Finance

Summary:

Enclosed in your packet are documents concerning the 2021-2022 General Fund Budget Timeline and General Fund Budget building assumptions for both revenue and expenditures. Administration will provide a verbal update on the 2020-2021 Fiscal Year. The agenda includes time for questions.

Recommendation:

This is a report for information.



2021 – 2022
Budget Discussion
February 25, 2021

Tonight's Agenda

- 2021-2022 Budget Timeline
- 2021-2022 Budget Assumption
- Update on 2020-2021 Fiscal Year
- Questions

2021-2022 Budget Timeline

February

- Develop Budget Assumptions/Timelines
- Update School Board

March

- Develops revenue projections
- Budget worksheets shared to all buildings and departments
- Budget update provided to the School Board

April

- Budgets due back to Finance Department

May

- Initial 2021-22 budget reviewed by Finance Department
- DRAFT 2021-22 budget is reviewed with School Board

June

- June 10, 2021 approval of the Preliminary Budget for 2021-2022 school year



2021-2022

Stillwater General Fund Budget Assumption

Revenues:

- Zero percent increase in per-pupil formula allowance
- Levy revenue will be based on the December 2020 approved levy
- Enrollment will be projected using the most current information from the enrollment department
- No increase in statewide appropriation for Special Education
- Any increase in State or Federal CARES or ESSER revenue will be provided by the Finance Department
- Other revenue will be based on 2020-2021 levels
- Use of the Fund Balance may be required to partially offset the lack of funding increases at the local, State and Federal levels

Expenditures:

- Initial staffing levels similar to 2020-2021 or less
- Maintain current programs
- Assume 2020-21 salaries if settled
- Increase in medical insurance at 3%
- Focus resource on student achievement goals
- No change in allocation for instructional supplies
- Estimate 2% - 3% staff retirements
- Staff retirements and resignations will be replaced by the best qualified person at the most reasonable cost
- Staff adjustment will match enrollment changes by grade level
- Spending in reserve categories will follow State Statute (i.e. Safe Schools, Staff Development, Integration)
- Assumptions are general guidelines based on our best estimates with today's information



Questions ?



Stillwater
AREA PUBLIC SCHOOLS



Agenda Item: VIII. D.
Date Prepared: February 16, 2021

Agenda Item: Policy Work Update
Meeting Date: February 25, 2021
Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

Stillwater Area Public Schools is in the process of reviewing and revising School Board Policies. The Policy Working Group calendar has been posted. The committee will meet each Wednesday at noon one week prior to School Board meetings, beginning March 3. Priority actions will include: 1. Alignment of policy numbering system, 2. Mandatory policies, 3. Policy review cycle. The Policy Working Group will be bringing reports and recommendations to the full school board for review and action.

No Action required.



Policy Working Group Update

School Board Meeting
February 25, 2021

Timeline

- Policy Working Group will start meeting March 3, 2021 at noon
 - Will meet Wednesdays week prior to each board meeting
- Meetings open to the public, but meeting virtually at this time

Our Work

- Convert the policy numbering system to Minnesota School Board Association's (MSBA) Model Policies
- Ensure mandatory policies are updated and in place
- Implement a review cycle of all school district policies



Agenda Item VIII. E.
Date Prepared: February 19, 2021
ISD 834 Board Meeting

Report for Information: Attendance Area 32B North and 32B South Realignment

Meeting Date: February 25, 2021

Contact Person: Mark Drommerhausen, Director of Operations

Action Timeline: March 11, 2021

Summary:

The addition of housing developments at the corner of Hudson Road and Settlers Ridge Parkway in Woodbury, MN has allowed us to look at our attendance boundaries for neighborhoods 32B North (which is currently assigned to Lake Elmo Elementary) and 32B South (which is currently assigned to Brookview Elementary).

The majority of the housing development is within the Lake Elmo Elementary attendance boundary but there is a small portion that is zoned for Brookview Elementary.

Administration is recommending the housing developments attend Lake Elmo Elementary and adjust the 32B North and 32B South boundaries accordingly. A draft of the proposed change will be provided.

Recommendation:

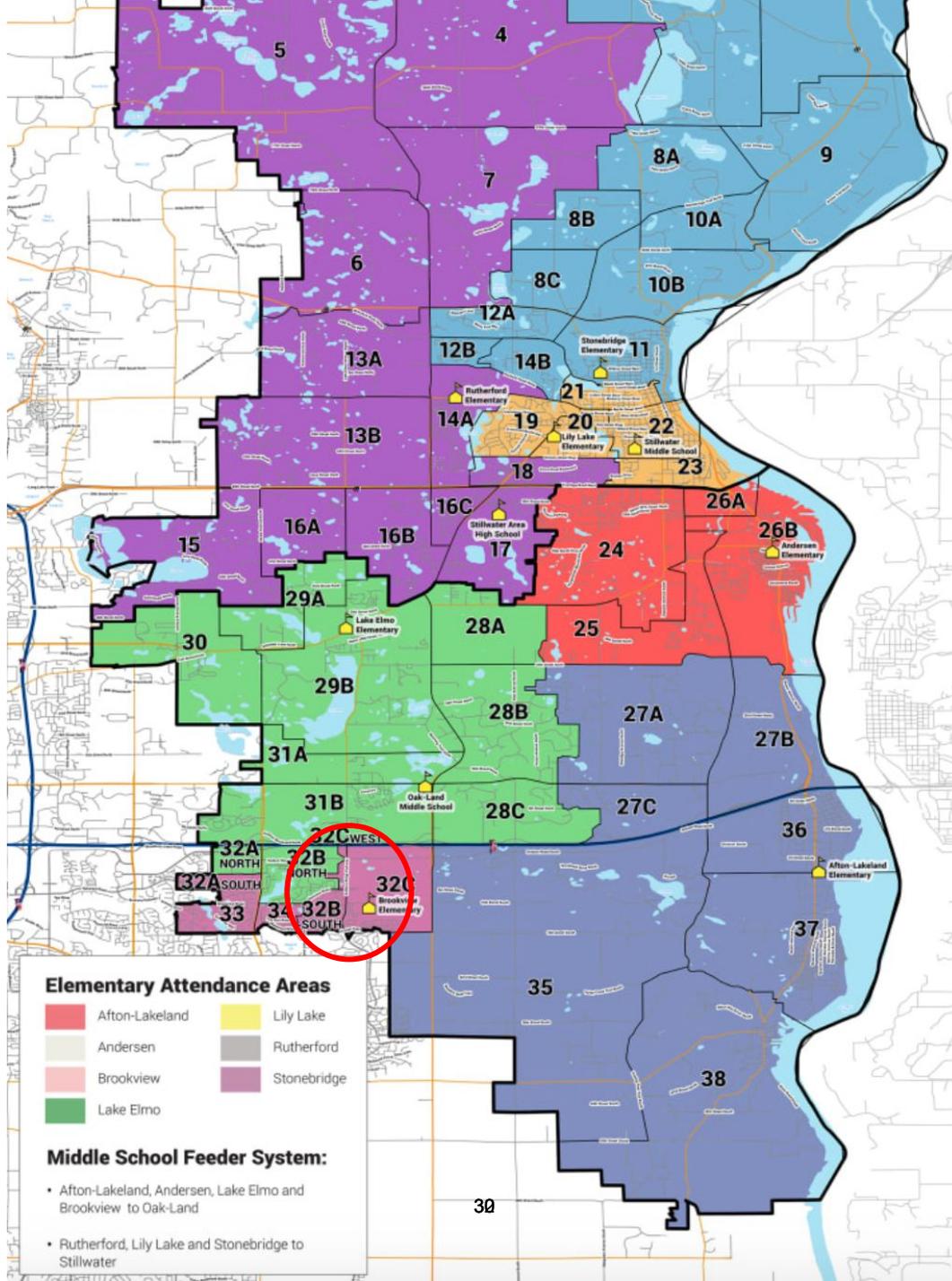
This is a report for information. Action will be requested at the March 11, 2021 School Board business meeting.



Attendance Area 32B North and 32B South Realignment

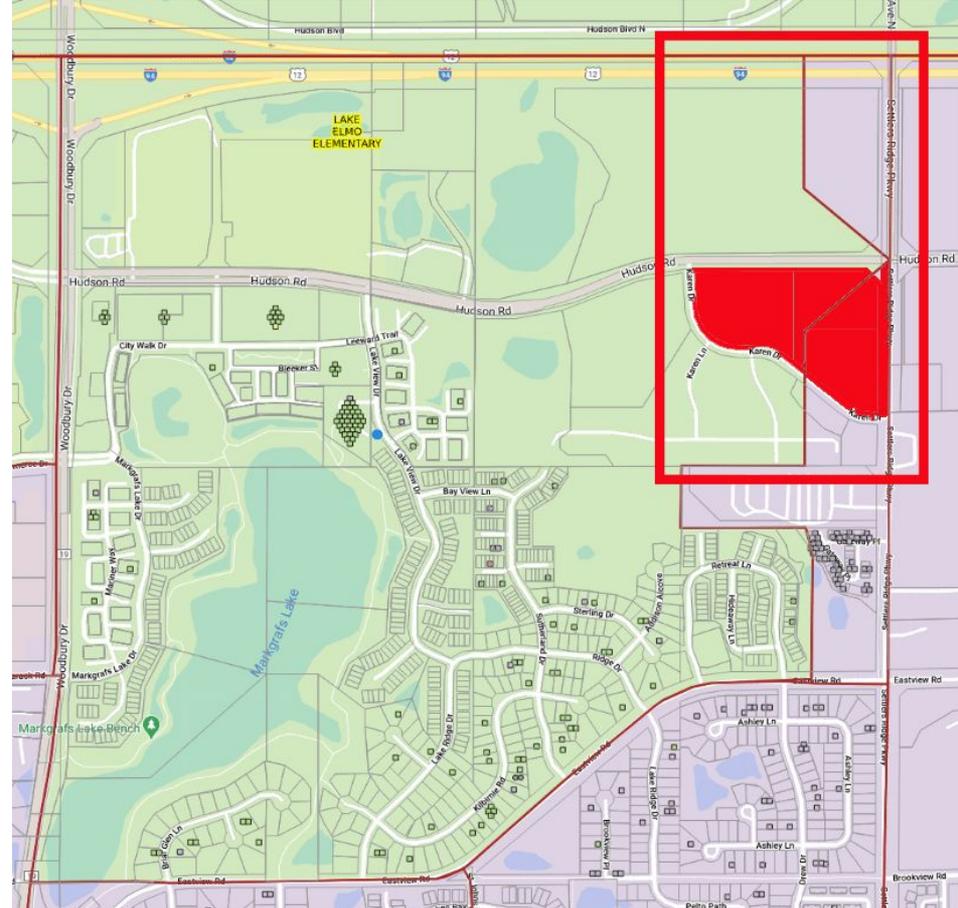
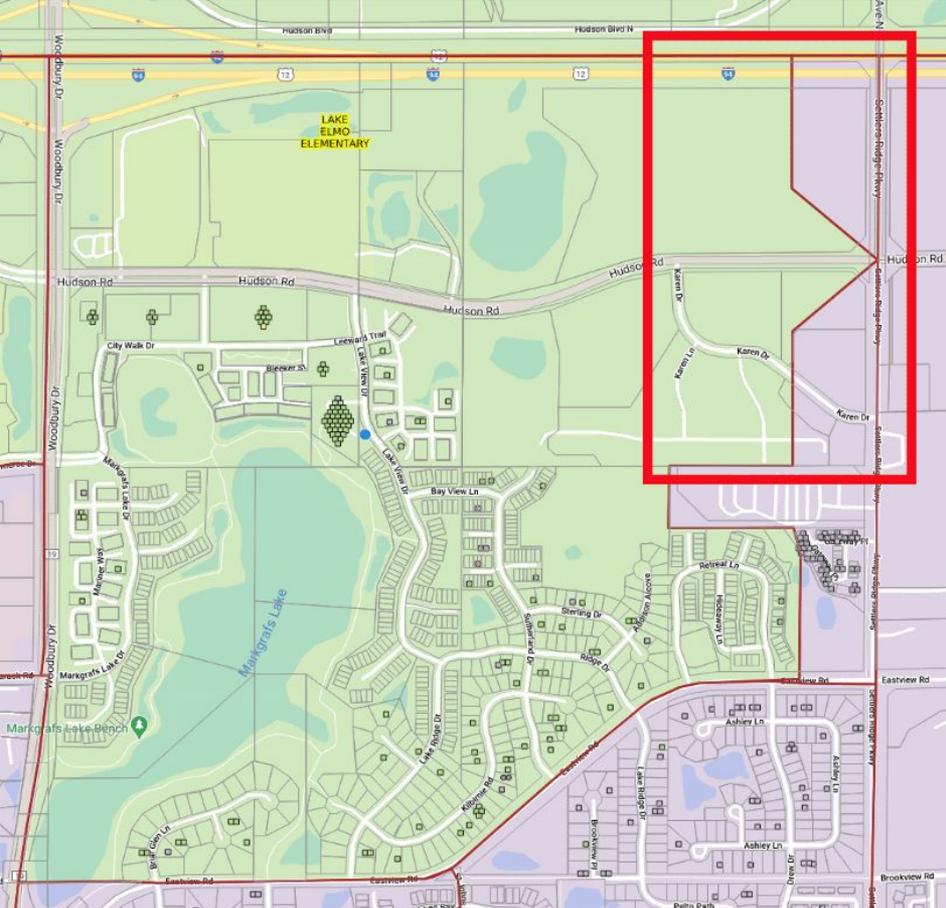
February, 25 2021

Curiosity Thrives Here



Current

New Apartments



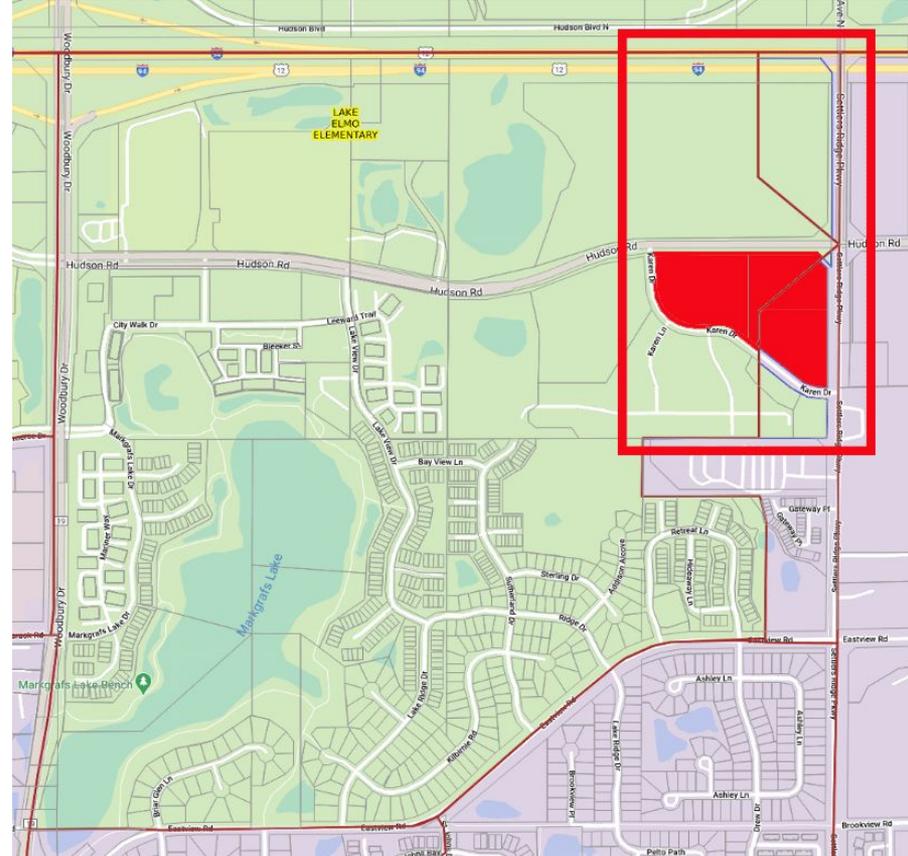
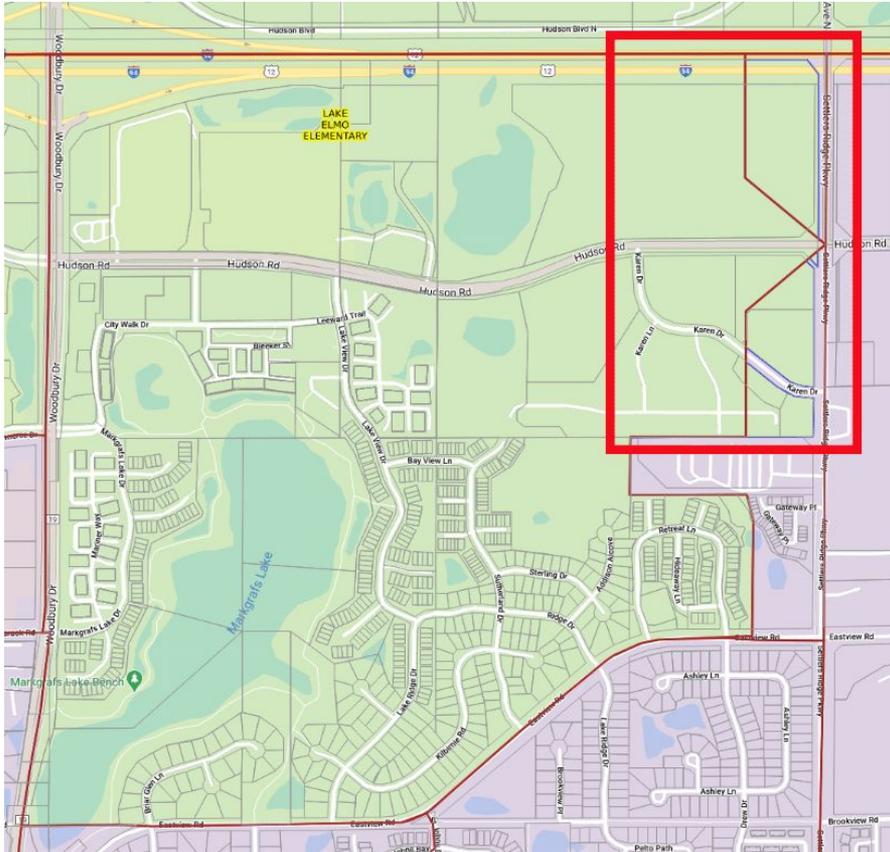
Stillwater
AREA PUBLIC SCHOOLS

 Lake Elmo

 Brookview

Proposed

New Apartments





Questions?



Agenda Item IX. A.
Date Prepared: February 18, 2021
ISD 834 Board Meeting

Agenda Item: 2019-2021 SCEA Master Contract
Meeting Date: February 25, 2021
Contact Person: Cindy Gustafson, Executive Director of Administrative Services

Background:

The Master Contract for the St. Croix Education Association expired on June 30, 2019.

The District has recently reached agreement on the terms and conditions of employment for the 2019-2021 Master Contract with the St. Croix Education Association, covering the period of July 1, 2019 through June 30, 2021.

Information regarding the updates will be provided to the Board. Administration recommends approval of the Master Contract.

Recommendation:

A motion and second will be requested to approve the Master Contract with the St. Croix Education Association.

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



Agenda Item IX. B.
Date Prepared: February 16, 2021
ISD 834 Board Meeting

Action Items: Amended 2020-2021 Transportation Contract with CSTMN
Meeting Date: February 25, 2021
Contact Person: Lance Libengood, Director of Transportation

Summary:

Due to the COVID-19 Pandemic, an amended contract was agreed upon on February 1, 2021 whereas Contractor Collaborative Student Transportation (CSTMN) and Stillwater Area Public School agreed to pay 84% of the contracted rates that was currently in place for FY21 for previously scheduled district school days that transportation was not provided due COVID-19. District agrees to pay Contractor based on payment timeline as indicated in current existing contract. It was stated that Contractor will use the funds to continue paying personnel utilized in the service of this contract.

Administration recommends approval of the new amended contract.

A copy of the new amended CSTMN contract was provided.

Recommendation:

A motion and a second to approve the new amended CSTMN contract will be requested.

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



EXPENDITURE APPROVAL FORM
Fiscal Year 2020-2021

Instructions: This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$50,000.

REQUESTED BY: Mark Drommerhausen **DATE:** Feb 17, 2021

DESCRIPTION OF REQUEST

Due to the COVID-19 Pandemic, an amended contract was agreed upon on February 1, 2021 whereas Contractor Collaborative Student Transportation (CSTMN) and Stillwater Area Public School agreed to pay 84% of the contracted rates that was currently in place for FY21 for previously scheduled district school days that transportation was not provided due COVID-19.

FINANCIAL IMPACT

\$ 84% of routes not run due to COVID-19 **Budget(s) Impacted:** Transportation budget

Is This a One-Time Expenditure?

- Yes, once implemented there will be no ongoing costs
- No, it will need to be funded indefinitely
- No, it will need to be funded for Fiscal Years _____

Is there an off-setting revenue source(s)?

- Yes List Source(s): _____ Amount: _____
- No

PROGRESS MONITORING

Due to COVID-19 Pandemic, this amended contract adjustment will end June 30, 2021.

**AMENDMENT TO THE AGREEMENT
FOR STUDENT TRANSPORTATION
BETWEEN
INDEPENDENT SCHOOL DISTRICT NO. 834
AND
COLLABORATIVE STUDENT TRANSPORTATION**

WHEREAS, Independent School District No. 834, Stillwater Area Public Schools (“School District”) and Collaborative Student Transportation (“CST”) (collectively the “Parties”) entered into a contract (the “Agreement”) for transportation services beginning on October 25, 2019; and

WHEREAS, the School District is subject to various Governor’s Orders and recommendations/guidelines by the Minnesota Department of Health/Minnesota Department of Education/local health department, as well as guidance by the Center for Disease Control, related to the COVID-19 pandemic; and

WHEREAS, as part of the School District’s Safe Schools Plan, it may deem it necessary to implement a hybrid or distance learning instructional plan that results in a reduction or suspension of bus transportation routes for students; and

WHEREAS, the Parties wish to amend the Agreement to provide for partial payment to CST for routes that cannot be driven due to a change in the instructional plan.

NOW, THEREFORE, the Parties mutually agree as follows:

1. After full execution of this Amendment and School Board approval, the School District will pay CST at the rate of 84% of the contractual amount per route for routes that CST could not drive due to changes in the School District’s Safe Schools instructional plan. Specific routes and schedules will be based on enrollment and student transportation needs during the 2020-2021 school year only. The routes to which the 84% payment obligation applies are only those previously scheduled by the District for the 2020-2021 school year and were subsequently not required due to the District’s hybrid or distance learning instruction plan. CST will submit separate invoices, subject to District review, for routes which were not driven due to changes in the School District’s Safe Schools instructional plan. Payment of approved invoices will include an 84% per route payment for only those routes described in this paragraph.
2. It is specifically understood and agreed that this Amendment for partial payment for routes applies only to and from home to school routes; no payment will be made for extra-curricular, co-curricular, field trip routes, or any other routes not driven due to changes in the School District’s Safe Schools Plan. Also, this Amendment does not apply to fuel costs.

3. As a condition for this Amendment and receipt of the payments set forth in Paragraph No. 1, CST may not lay-off or terminate the employment of its employees assigned to serve the School District, and CST must pay such employees their full regular wages and benefits, without reduction for routes not driven due to changes in the School District's instructional plan. CST, however, still maintains its right to terminate employment of employees for cause and/or in accordance with its progressive discipline policy from the date of this agreement through June 30, 2021. CST agrees to furnish evidence of compliance with this paragraph, by individual employee, if requested by the School District.

4. As a condition for this Amendment, CST must disclose the details, as requested by the School District, of any state or federal aid it has received or applied for to defray the fiscal impact of the COVID-19 pandemic (i.e. Paycheck Protection Plan, Small Business Loan). If CST receives state or federal aid, the Parties will attempt to mutually agree as to whether and in what amount the aid will affect the payment obligations under this Amendment. If the Parties do not reach an agreement, with 10 days' notice to CST, payments under this Amendment will cease, and the amounts already paid to CST pursuant to this Amendment will be deducted from future invoices submitted by CST.

5. This Amendment shall expire on June 30, 2021. The Parties may agree to enter into a subsequent Amendment to address routes CST is not able to drive due to changes in the School District's Safe Schools instructional plan.

6. Except as otherwise expressly provided in this Amendment, all of the terms, conditions and provisions of the October 25, 2019, Agreement between the Parties shall remain in full force and effect.

IN WITNESS WHEREOF, this Amendment is executed on the dates indicated below. It is specifically agreed and understood that this Amendment is valid only if approved by action of the School Board of the School District.

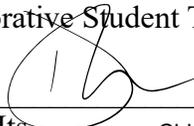
Date: _____

Independent School District No. 834

By _____
 Its _____

Date: 02-01-21

Collaborative Student Transportation

By  _____
 Its _____ Chief of Staff



Agenda Item IX. C.
Date Prepared: February 18, 2021
ISD 834 Board Meeting

Agenda Item: Learning Model Change
Meeting Date: February 25, 2021
Contact Person: Interim Superintendent Lansfeldt

Background:

On February 17 Governor Walz announced a new strategy for returning secondary students to in-person learning. Under the new guidance, districts may choose to implement a hybrid or in-person learning model for secondary students if they can meet the health and safety mitigation strategies outlined in the [updated Safe Learning Plan](#).

District staff has reviewed the state’s new guidance and is recommending an adjusted Return to School Timeline for middle and high schools students.

Recommendation

Administration recommends adjusting the Return to School Timeline to bring all students in grades 6-8 and GATE back for in-person learning on March 1 and all students in grades 9-12 on March 8. Students would attend school 4 days a week and continue to learn from home on “C” days.

A motion and a second to approve the learning model change will be requested.

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



Agenda Item X. A. B. C.
Date Prepared: January 26, 2021
ISD 834 Board Meeting

Agenda Item: School Board Reports
Meeting Date: February 25, 2021

Background:

- A. Board Chair Report
- B. Working Group Reports
 - 1. Finance and Operations
 - 2. Legislative
 - 3. Policy
- C. Board Member Reports

Each meeting the Board Chair and the members of the school board will provide updates on items of interest in the announcement category. Many times these topics develop between the time the agenda is prepared and distributed, and the meeting date. Topics generally include announcement of attendance at district events, working group updates, communications items, informational items and correspondence items worth noting. What is included in this item will vary each meeting depending on the nature of the topics, the school year schedule and time of activities.

Recommendation:

Board action is not required.



Agenda Item XI. A.
Date Prepared: January 26, 2021
ISD 834 Board Meeting

Agenda Item: Adjournment
Meeting Date: February 25, 2021
Contact Person: School Board Chair

The meeting must formally adjourn.