



Independent School District 834
Video Conference
School Board Business Meeting Agenda – April 22, 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
 - B. Recognition – Alex Steil, Minnesota Journalist of the Year Finalist
- VI. **Open Forum**

Fifteen speakers will be allotted three minutes each to speak
- VII. **Consent Agenda**
 - A. Minutes of April 8, 2021 Closed Meeting
 - B. Disbursement Register – April 10, 2021 – April 23, 2021
 - C. Accept Gifts and Donations – March 2021
 - D. Treasurer's Report – March 2021
 - E. Food Service Milk & Dairy Procurement 2021-22
 - F. Amended 2020-2021 Transportation Contract with Twin City Transportation (TCT)
 - G. Stonebridge Elementary Renovations - 2021
 - H. Andersen Elementary Roof Top Unit Replacement Project - 2021
 - I. Human Resources Personnel Report
- VIII. **Reports**
 - A. Contract Reviews - April 2, 2021- April 15, 2021 – Dr. John Thein
 - B. Federal CARES Funding Update - Dr. John Thein
 - C. Racial and Educational Equity Resolution – Dr. Jennifer Cherry
 - D. Second Policy Reading (701, 701.1, 702, 703) - Dr. Jennifer Cherry
 - E. First Policy Reading (704, 705, 706, 714) - Dr. Jennifer Cherry
 - F. Memorandum of Agreements with Cafeteria Employees' Organization; Tech Support and Coordinators/Supervisors/Specialists (CSS); Community Ed Leads and Assistants; District Directors, Managers, and Program Administrators - Dr. John Thein and Ms. Cindy Gustafson
- IX. **Action Items**
 - A. Architectural Engineering Services – Mr. Mark Drommerhausen
- X. **Board Members Reports**
 - A. Working Group Reports
 - 1. Finance and Operations – April 15, 2021 Notes attached
 - 2. Legislative
 - 3. Policy
 - B. Board Member Reports
 - C. Board Chair Report
- 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: April 12, 2021
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: April 22, 2021

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item II.
Date Prepared: April 12, 2021
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: April 22, 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: April 12, 2021
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: April 22, 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: April 1, 2021
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: April 22, 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: April 1, 2021
ISD 834 Board Meeting

Agenda Item: Introductory Items
Meeting Date: April 22, 2021
Student Report and District Recognition

Background:

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

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

Recommendation:

Board action is not required.



Agenda Item VI.
Date Prepared: April 1, 2021
ISD 834 Board Meeting

Agenda Item: Open Forum
Meeting Date: April 22, 2021

Background:

Open Forum Expectations during COVID-19 Pandemic

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

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

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

Because we are modeling civil discourse for our community, speakers must present their testimony in a respectful manner. Vulgarities, character attacks, malice or specific complaints identifying staff or students by name or implication will not be permitted.

The Board will not deliberate, discuss, or engage in conversation with speakers during open forum.

However, the Board may ask administration to review the concern(s) presented.

Recommendation:

This is for informational purposes only.



Agenda Item VII. A.B.C.D.E.F.G.H.I.
Date Prepared: April 1, 2021
ISD 834 Board Meeting

Agenda Item: Consent Agenda
Meeting Date: April 22, 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 April 8, 2021
Contact Person: Annie Porbeni, Clerk or Joan Hurley, Secretary
A copy of the minutes is included for your review.
- B. Disbursement Register – April 10, 2021 – April 23, 2021
Contact Person: Dr. John Thein, Director, Finance
A copy of the register has been distributed to board members.
- C. Accept Gifts and Donations – March 2021
Contact Person: Dr. John Thein, Director, Finance
A summary of the report is included for your review.
- D. Treasurer's Report – March 2021
Contact Person: Dr. John Thein, Director, Finance
A summary of the report is included for your review.
- E. Food Service Milk & Dairy Procurement 2021-22
Contact Person: Mr. Mark Drommerhausen, Director, Operations
A copy of the materials is included for your review
- F. Amended 2020-2021 Transportation Contract with Twin City Transportation (TCT)
Contact Person: Mr. Mark Drommerhausen, Director, Operations
A copy of the materials is included for your review
- G. Stonebridge Elementary Renovations – 2021
Contact Person: Mr. Mark Drommerhausen, Director, Operations
A copy of the materials is included for your review
- H. Andersen Elementary Roof Top Unit Replacement Project – 2021
Contact Person: Mr. Mark Drommerhausen, Director, Operations
A copy of the materials is included for your review
- I. Human Resources Personnel Report
Contact Person: Cindy Gustafson, Executive Director of Administrative Services
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 I 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
April 8, 2021 – 6:00 p.m. Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 6:09 p.m.
- II. **Roll Call:** Present: Beverly Petrie, Chair, Alison Sherman, Vice-Chair, Matt Onken, Treasurer, Annie Porbeni, Clerk, Katie Hockert, director, Tina Riehle, director, Liz Weisberg, director

III. **Approval of the Agenda**

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

IV. **Superintendent Report**

Staff members at several of our schools enjoyed a free cup of coffee over spring break, thanks to the Shepherd of the Valley Church.

The annual tornado drill is on Thursday, April 15, 2021 at 1:45 p.m.

The Senior Graduation ceremony is being planned for Saturday, June 5, 2021.

Congratulations to our 2021 Partnership Plan award recipients. Visit the [Partnership Plan Website](#).

State health officials say 752 Minnesota schools have confirmed COVID-19 cases as of this week. Please continue to wear masks, keep social distancing, avoid large gatherings, adhere to other restrictions that are still in place, get tested, stay home if you're ill or test positive.

Congratulations to Gursimart Dahry and Annika Fredeen who qualified for the National Speech and Debate Association's National Tournament.

School Board Members and the District Leadership Team met with Paula Forbes this week for professional development. Paula Forbes has been instrumental in working with our students at the high school level on equity and student voice this year.

Interim Superintendent Lansfeldt shared her vision for the immediate future and her belief in building positive relationships, having a strong focus on student and adult learning, collaboration, reflection, high standards for all and accountability for results.

V. **Introductory Items**

A. **Student Report**

Mara provided a report on academics and Student Life -

This is the first week back after Spring Break and the start of the fourth quarter. Students in the art department have been making signs to promote alcohol awareness month.

The Voices of Change conference is being held on April 16.

The Stillwater Speech Team achieved the first section win during the speech tournament on Wednesday, April 7.

Seniors interested in serving on the Graduation Committee, need to fill out the Google Form that was sent to their school email account by Sunday, April 11.

Brynn provided a report on Activities -

Mara shared an update on high school sporting events. For more information, please visit; <https://goponies.org/>.

The Wrestling team lost a close semi-final match to St. Michael-Albertville in the team portion of State.

Both the Girls hockey and Girls basketball teams lost in their quarterfinal games at state.

Spring sports have begun for all teams.

The tentative date for Senior Prom is Saturday, June 12, 2021.

B. Recognition

Brigid Sandager, a fifth-grade teacher at Anderson Elementary School in Bayport, has received the Minnesota Agriculture in the Classroom (MAITC) 2021 Outstanding Teacher Award. She will receive a \$500 stipend and up to \$1,500 in expenses to attend the 2021 National Agriculture in the Classroom Conference in Des Moines, Iowa in June.

VI. Open Forum

Dawn Beavers, Stillwater, MN - Data request and achievement in the district

Stacy Bartlett, Hudson, WI - The need for equity training at the board level

VII. Consent Agenda

- A. Minutes of February 11, 2021 Closed Meeting
- B. Minutes of March 25, 2021 Closed Meeting
- C. Minutes of March 25, 2021 Business Meeting
- D. Disbursement Register – March 27, 2021 - April 9, 2021
- E. Stillwater Middle School Track Resurfacing
- F. 2021 District Wide Pavement Rehabilitation
- G. 2020-2022 Employee Medical and Dental Insurance Rate Approval
- H. Human Resources Personnel Report

Motion to approve the Consent Agenda Items A,B,C,D and G by: Member Onken; Second by: Member Porbeni; Vote: 7 ayes, 0 nays: Motion carried unanimously.

Motion to approve the Consent Agenda Items E, F and H by: Member Riehle; Second by: Member Onken; Vote: 7 ayes, 0 nays: Motion carried unanimously

VIII. Reports

- A. Intermediate 916 Joint Powers Agreement Proposed to Member Districts - District 916 Superintendent Connie Hayes
Superintendent Hayes presented the proposed Joint Powers Agreement, which includes an equity vesting plan. The agreement will become effective on July 1, 2021.
- B. Contract and Expenditures Reviews - Dr. John Thein, Director of Finance
This is an information report on the four contracts from March 19, 2021 through April 1, 2021 for goods and services equaling less than \$50,000.00
- C. First Policy Reading: Policy 701- Establishment and Adoption of School District Budget; Policy 701.1 - Modification of School District Budget; Policy 702 – Accounting; Policy 703 - Annual Audit - Dr. Jennifer Cherry
These policies will be presented for a second reading at the April 22, 2021 School Board Meeting.
- D. Student Achievement Update - Dr. Jennifer Cherry

Dr. Cherry presented an overview of the 2019-20 and 2020-21 student achievement in literacy, math, career and college readiness through assessment and testing and how COVID impacts student achievement and performance.

IX. Action Items

- A. In-Person School Board Meetings - Mr. John Perry
Mr. Perry presented options to return to in-person meetings.

Motion to approve In-Person School Board Meetings at Oak Park Professional Development Center for board members and administration while public attendance and open forum remain online by: Member Sherman; Second by: Member Onken; Vote: 6 ayes, 1 nays (Riehle): Motion carried.

- B. 2019-202 Custodial Employees Masters Contract - Ms. Cindy Gustafson
Ms. Gustafson presented the 2019-2022 Custodial Employees Master contract.

Motion to approve the 2019-2022 Custodial Employees Masters Contract by: Member Porbeni; Second by: Member Hockert; Vote: 7 ayes, 0 nays: Motion carried unanimously.

- C. 2019-2021 Principal Master Contract - Ms. Cindy Gustafson
Ms. Gustafson presented the 2019-2021 Principal Master contracts.

Motion to approve the 2019-2021 Principal Master Contract by: Member Onken; Second by: Member Sherman; Vote: 7 ayes, 0 nays: Motion carried unanimously.

- D. A Resolution providing for the Issuance and Sale of Certificates of Participation for the expansion of Brookview Elementary - Interim Superintendent Lansfeldt
Interim Superintendent Lansfeldt shared that the expansion will provide space to address overcrowding and allow for additional growth.

Motion to approve the resolution providing for the issuance and sale of certificates of participation to fund an expansion of Brookview Elementary by: Member Hockert; Second by: Member Sherman; Vote: 5 ayes, 2 nays (Riehle, Weisberg): Motion carried.

X. Board Reports

- A. Working Group Reports
1. Finance and Operations - Nothing to report
 2. Legislative - Chair Petrie shared information on the House and Senate biennium education bills.
 4. Policy - Nothing to report
- B. Member Reports:
- Director Weisberg shared that Valley Crossing was sold not closed. Would like to have the Spanish Immersion program expand for the entire district.
Director Riehle shared that she received a couple of emails regarding tech tools for literacy and fluency.
- C. Board Chair Report – Chair Petrie reminded the board of a letter from students regarding injustice among students in our school. She also read the statement regarding the commitment of the school board to continue equity work and opportunities to learn more.

XI. Adjournment

- A. The meeting adjourned at 9:00 p.m.
Respectfully submitted, Annie Porbeni, Clerk



Agenda Item VII. E.
Date Prepared: April 8, 2021
ISD 834 Board Meeting

Agenda Item: Food Service Milk and Dairy Distributor Procurement for 2021-2022

Meeting Date: April 22, 2021

Contact Person: Mark Drommerhausen, Director of Operations

Background:

Food Service Milk and Dairy Distributor Procurement for 2021-2022

Stillwater Area Public Schools, along with 4 other school districts are in partnership to attain savings through volume buying and distribution of Milk and Dairy products. Stillwater is the fiscal reporting agent for this group. Requests for Proposals (RFP) were requested in accordance with The Code of Federal Regulations Title 7 CFR 210.21, and Minnesota State Statute 123B.52. The participating districts having joint purchasing agreements with Stillwater Area Public Schools are Inver Grove Heights ISD#199, South St. Paul ISD#6, South Washington County Schools ISD#833 and Mahtomedi Public Schools ISD#832.

The RFP was advertised on March 19, 2021 and March 26, 2021. Sealed bids were opened at 10:00 a.m. on Tuesday, April 6, 2021 and were reviewed by Ms. Kelley Linquist, Supervisor of Nutrition Services.

- Bids were received from two distributors: BevSo (formerly Agropur, Inc.) and Plainview Milk Products Cooperative. Attached is the bid comparison spreadsheet.

Administration recommends that the Board award the 2021-22 Food Service Milk and Dairy contract to Plainview Milk Products Cooperative.

Attachment: Bid comparison sheet.

Recommendation:

Approval of the Food Service Milk and Dairy Distributor Procurement for 2021-2022 will be requested.



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:** April 22, 2021

DESCRIPTION OF REQUEST

Stillwater Area Public Schools, along with 4 other school districts are in partnership to attain savings through volume buying and distribution of Milk and Dairy products. Stillwater Area Public School is the fiscal reporting agent for these participating districts; Inver Grove Heights ISD#199, South St. Paul ISD#6, South Washington County Schools ISD#833 and Mahtomedi Public Schools ISD#832.

FINANCIAL IMPACT

\$ 665,479.52

Budget(s) Impacted: Total of the five member districts Food Service budget (\$120,071.75 is Stillwater's Food Service cost)

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): State Funding we would get \$4.3175 per meal
- ☐ No

PROGRESS MONITORING

Annual renewal

Stillwater Area School District 834

Milk & Dairy Recap

Bid opening, April 6, 2021

| Item Description | Pack | Est. Usage | BevSo | Total | Plainview | Total |
|------------------------|----------|------------|-----------|---------------------|-----------|---------------------|
| | | | Bid Price | | Bid Price | |
| White Skim | 1/2 Pint | 491,505 | 0.1510 | \$74,217.26 | 0.1595 | \$78,395.05 |
| White 1% | 1/2 Pint | 822,720 | 0.1569 | \$129,084.77 | 0.1657 | \$136,324.70 |
| Chocolate Skim | 1/2 Pint | 2,526,260 | 0.1630 | \$411,780.38 | 0.1725 | \$435,779.85 |
| Chocolate Skim (SS) | 1/2 Pint | 510 | 0.6890 | \$351.39 | NA | |
| Vanilla Skim (SS) | 1/2 Pint | 514 | NA | | NA | |
| Lactose Free Skim (SS) | 1/2 Pint | 9,960 | 0.6890 | \$6,862.44 | 0.6490 | \$6,464.04 |
| Chocolate 1% | Pint | 11,278 | NA | | 0.5500 | \$6,202.90 |
| White Skim | 1 Gallon | 3 | 3.2400 | \$9.72 | 2.3941 | \$7.18 |
| White 1% | 1 Gallon | 90 | 3.4070 | \$306.63 | 2.5439 | \$228.95 |
| White 2% | 1 Gallon | 17 | 3.5880 | \$61.00 | 2.6803 | \$45.57 |
| Chocolate Skim | 1 Gallon | 0 | NA | | NA | |
| Cottage Cheese 2% | 5# | 190 | NA | | 9.8200 | \$1,865.80 |
| Sour Cream Lite | 5# | 13 | 7.5930 | \$98.71 | 7.8800 | \$102.44 |
| Yogurt, Vanilla | 5# | 8 | 6.0330 | \$48.26 | 7.8800 | \$63.04 |
| Total Bid* | | | | \$622,820.55 | | \$665,479.52 |

* Total Bid is based on estimated usages of all items bid by the distributor.

Stillwater Area School District 834

Milk & Dairy Recap

Bid opening, April 6, 2021

| | | | | BevSo | | | Plainview | |
|-------------------------|-------------|-------------------|--|--------------|---------------------|--|------------------|---------------------|
| Item Description | Pack | Est. Usage | | Bid Price | Total | | Bid Price | Total |
| White Skim | 1/2 Pint | 74,516 | | 0.1510 | \$11,251.92 | | 0.1595 | \$11,885.30 |
| White 1% | 1/2 Pint | 112,924 | | 0.1569 | \$17,717.78 | | 0.1657 | \$18,711.51 |
| Chocolate Skim | 1/2 Pint | 500,982 | | 0.1630 | \$81,660.07 | | 0.1725 | \$86,419.40 |
| Chocolate Skim (SS) | 1/2 Pint | 40 | | 0.6890 | \$27.56 | | NA | |
| Vanilla Skim (SS) | 1/2 Pint | 10 | | NA | | | NA | |
| Lactose Free Skim (SS) | 1/2 Pint | 221 | | 0.6890 | \$152.27 | | 0.6490 | \$143.43 |
| Chocolate 1% | Pint | 5,008 | | NA | | | 0.5500 | \$2,754.40 |
| White Skim | 1 Gallon | 0 | | 3.2400 | \$0.00 | | 2.3941 | \$0.00 |
| White 1% | 1 Gallon | 62 | | 3.4070 | \$211.23 | | 2.5439 | \$157.72 |
| White 2% | 1 Gallon | 0 | | 3.5880 | \$0.00 | | 2.6803 | \$0.00 |
| Chocolate Skim | 1 Gallon | 0 | | NA | | | NA | |
| Cottage Cheese 2% | 5# | 0 | | NA | | | 9.8200 | \$0.00 |
| Sour Cream Lite | 5# | 0 | | 7.5930 | \$0.00 | | 7.8800 | \$0.00 |
| Yogurt, Vanilla | 5# | 0 | | 6.0330 | \$0.00 | | 7.8800 | \$0.00 |
| Total Bid* | | | | | \$111,020.82 | | | \$120,071.75 |

*** Total Bid is based on estimated usages of all items bid by the distributor.**



April 7, 2021

Becky Pearson
Plainview Milk Products Cooperative
General Manager/Controller
1701 Vermillion St.
Hasting, MN 55033

Dear Ms. Pearson:

Stillwater Area Public Schools School Board awarded the 2021-2022 milk and dairy contract to Plainview Milk Products Cooperative on April 22, 2021. This letter serves as documentation of the awarded contract for July 1, 2021 through June 30, 2022 to Plainview Milk Products Cooperative as the milk and dairy distributor for the following school districts: Inver Grove Heights #199, South St. Paul #6, South Washington County Schools #833, Mahtomedi Public Schools #832 and Stillwater Area Public Schools #834.

The undersigned hereby acknowledges that they have read and understand the bid document that outlines the terms, conditions, requirements, and specifications as outlined in the original bid document as submitted and opened on April 6, 2021. The contract vendor agrees to furnish the specified goods as outlined in the original submitted bid package (See attached documents) and acknowledges that this document constitutes a contract between the Plainview Milk Products Cooperative and Stillwater Area Public Schools.

Sincerely,

Accepted: Becky Pearson

Dr. John Thein
Director of Finance
Stillwater Area Public Schools

By: _____
Signature
Name: _____
Print
Date: _____

INDEPENDENT SCHOOL DISTRICT NO. 834
1875 GREELEY STREET SOUTH
STILLWATER, MINNESOTA 55082

REQUEST FOR BID – MILK & DAIRY PRODUCTS

Notice is hereby given, that School Board of Independent School District No. 834, Stillwater, MN will receive sealed bids for **Milk & Dairy Products on behalf of the following Districts: Inver Grove Heights (#199), South St. Paul (#6), South Washington County (#833), Mahtomedi (#832), and Stillwater (#834).**

Milk & Dairy Products bids shall be delivered in a sealed envelope and labeled “**2021-2022 Milk & Dairy Products Bid, Attention: Kelley Linquist**” and received at the School District #834 District Office, 1875 Greeley Street South, Stillwater, MN 55082, no later than Tuesday, April 6th, 2021 at 10:00 AM Central Daylight Saving Time at which time the written bids will be opened and read aloud in Conference Room A & B.

Milk & Dairy Products bids must be submitted on the bid forms included with the specifications and signed in longhand. No oral, telegraphic, or facsimile proposals or modifications will be considered. Complete specifications and forms are available in the Nutrition Services Office at Stillwater Area School District Central Services Building, 1875 Greeley Street South, Stillwater, MN 55082.

The School Board of Independent School District No. 834, Stillwater, MN, reserves the right to accept or reject any or all bids or parts therein and waive formalities or irregularities. No bid may be withdrawn within 30-days after the scheduled opening without the consent of the School Board, Independent School District No. 834.

If further information is desired, interested parties should contact Kelley Linquist, Supervisor of Nutrition Services at linquistk@stillwaterschools.org

Published in the
Stillwater Gazette
March 19, 26, 2021



Agenda Item VII. F.
Date Prepared: April 2, 2021
ISD 834 Board Meeting

Action Items: Amended 2020-2021 Transportation Contract with Twin City Transportation (TCT)

Meeting Date: April 22, 2021

Contact Person: Sara Houle, Director of Transportation

Summary:

Due to the COVID-19 Pandemic, an amended contract was agreed upon on April 1, 2021 whereas Contractor Twin City Transportation (TCT) 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 TCT contract was provided.

Recommendation:

Approval of the new amended TCT contract will be requested.



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:** April 22, 2021

DESCRIPTION OF REQUEST

Due to the COVID-19 Pandemic, an amended contract was agreed upon on April 1, 2021 whereas Contractor Twin City Transportation (TCT) 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
TWIN CITY TRANSPORTATION, INC.**

WHEREAS, Independent School District No. 834, Stillwater Area Public Schools ("School District") and the Twin City Transportation, Inc. ("TCT") (collectively the "Parties") entered into a contract (the "Agreement") for transportation services beginning on July 1, 2017; 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 TCT 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 TCT at the rate of 84% of the contractual amount per route for routes that TCT 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. TCT 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, TCT may not lay-off or terminate the employment of its employees assigned to serve the School District, and TCT 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. TCT, 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. TCT 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, TCT 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 TCT 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 TCT, payments under this Amendment will cease, and the amounts already paid to TCT pursuant to this Amendment will be deducted from future invoices submitted by TCT.
5. This Amendment shall expire on June 30, 2021. The Parties may agree to enter into a subsequent Amendment to address routes TCT 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 July 1, 2017, 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: _____

Twin City Transportation, Inc.

By *JA Jorgensen*
Its *com*



Agenda Item: VII. G.
Date Prepared: April 14, 2020
ISD 834 Board Meeting

Agenda Item: Stonebridge Elementary Renovations - 2021
Meeting Date: April 22, 2020
Contact Person: Mark Drommerhausen, Director of Operations

Background: The Stonebridge Elementary project will renovate four classrooms on the north side of the school's Media Center and provide an ADA toilet. The renovation will upgrade a majority of the original 1971 furnishings.

The classrooms area will replace operable walls, chalkboards, case work, sinks, ceilings, flooring and lights. It will also provide domestic hot water to the four classrooms. The large gang toilet area serving these classrooms will be reconfigured to provide an ADA restroom. This reconfiguration will replace toilets, sinks, flooring, plumbing lines and ceramic wall tile.

These projects are part of the FY 2021 Long-Term Facilities Maintenance program. Construction costs were estimated to total \$891,500. Kraus-Anderson Construction Company worked with Stillwater Area Public Schools to solicit bids for the Stonebridge Elementary Renovation -2021 project. Bids were opened on April 13, 2021. To obtain the lowest construction cost for the project, Kraus-Anderson Construction Company broke the project down into 9 separate work scopes. Their role during the renovation will be coordinating each work scope during the construction project. Stillwater Area Public Schools will enter into a separate contract with the lowest responsible bidder for each work scope.

The following is a description of the work scope and amount for each lowest responsible bidder:

| Work Scope | Lowest Responsible Bidder and Amount |
|---|--|
| Work Scope 06-A: Carpentry | 8 bids were received; one bid was rejected because it was submitted to the wrong work scope. The lowest responsible bidder is George F. Cook Construction Co. of Golden Valley, MN for a bid total of \$184,200.00 |
| Work Scope 08-K: Interior Glass and Glazing | 1 bid was received. The lowest responsible bidder is Minneapolis Glass Company of Plymouth, MN for a bid total of \$17,285.00 |
| Work Scope 09-A: Drywall | 6 bids were received. The lowest responsible bidder is RTL Construction, Inc. of Shakopee, MN for a bid total of 76,969.00 |
| Work Scope 09-B: Tile | 4 bids were received. The lowest responsible bidder is Advanced Terrazzo and Tile Company of Coon Rapids, MN for a bid total of 33,600.00 |
| Work Scope 09-C: Ceilings and Acoustical Treatment | 3 bids were received. The lowest responsible bidder is Sonus Interiors, Inc. of Golden Valley, MN for a bid total of \$22,254.00 |



| | |
|--|--|
| Work Scope 09-D: Flooring | 4 bids were received. The lowest Responsible bidder is Acoustics Associates Inc. of Golden Valley, MN for a bid total of \$32,415.00 |
| Work Scope 09-K: Wall Covering and Painting | 5 bids were received. The lowest responsible bidder is Steinbrecher Painting Company of Princeton, MN for a bid total of \$14,600.00 |
| Work Scope 23-B: Combined Mechanical | 7 bids were received. The lowest responsible bidder is Master Mechanical, Inc. of Eagan, MN for a bid total of \$107,800.00 |
| Work Scope 26-A: Electrical | 6 bids were received. The lowest responsible bidder is Phasor Electrical Company of Blaine, MN for a bid total of \$113,000.00 |

The total amount for the 9 work scopes is \$602,123.00. Each lowest responsible bidder has been identified per work scope. Additional costs may be incurred during the project to resolve issues not identified in the construction documents. Kraus-Anderson Construction Company recommends entering into a contract with each lowest responsible bidder identified above. Administration requests approval to award the bids to the respective bidders.

Project Name: Stonebridge Elementary Renovations - 2021

Location(s): Stonebridge Elementary

Fund: Long-Term Facilities Maintenance

Item: Work Scopes: 06-A, Carpentry; 08-K, Interior Glass and Glazing; 09-A, Drywall; 09-B, Tile; 09-C, Ceiling & Acoustical Treatment; 09-D, Flooring; 09-K, Wall Covering and Painting; 23-B Combined Mechanical; 26-A Electrical

Amount: Total project cost \$602,123.00

Recommendation:

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

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, Director of Operations

DATE: April 22, 2020

DESCRIPTION OF REQUEST

Stonebridge Elementary Renovation-2021

The Stonebridge Elementary project will renovate four classrooms on the north side of the school's Media Center and provide an ADA toilet. The renovation will upgrade a majority of the original 1971 furnishings.

The classrooms area will replace operable walls, chalkboards, case work, sinks, ceilings, flooring and lights. It will also provide domestic hot water to the four classrooms. The large gang toilet area serving these classrooms will be reconfigured to provide an ADA restroom. This reconfiguration will replace toilets, sinks, flooring, plumbing lines and ceramic wall tile.

These projects are part of the FY 2021 Long-Term Facilities Maintenance program. Construction costs were estimated to total \$891,500. Kraus-Anderson Construction Company worked with Stillwater Area Public Schools to solicit bids for the Stonebridge Elementary Renovation -2021 project. Bids were opened on April 13, 2021. To obtain the lowest construction cost for the project, Kraus-Anderson Construction Company broke the project down into 9 separate work scopes. Their role during the renovation will be coordinating each work scope during the construction project. Stillwater Area Public Schools will enter into a separate contract with the lowest responsible bidder for each work scope.

The following is a description of the work scope and amount for each lowest responsible bidder:

1. **Work Scope 06-A: Carpentry** - 8 bids were received; one bid was rejected because it was submitted to the wrong work scope. The lowest responsible bidder is George F. Cook Construction Co. of Golden Valley, MN for a bid total of \$184,200.00
2. **Work Scope 08-K: Interior Glass and Glazing** – 1 bid was received. The lowest responsible bidder is Minneapolis Glass Company of Plymouth, MN for a bid total of \$17,285.00
3. **Work Scope 09-A: Drywall** – 6 bids were received. The lowest responsible bidder is RTL Construction, Inc. of Shakopee, MN for a bid total of 76,969.00
4. **Work Scope 09-B: Tile** – 4 bids were received. The lowest responsible bidder is Advanced Terrazzo and Tile Company of Coon Rapids, MN for a bid total of 33,600.00
5. **Work Scope 09-C: Ceilings and Acoustical Treatment** – 3 bids were received. The lowest responsible bidder is Sonus Interiors, Inc. of Golden Valley, MN for a bid total of \$22,254.00
6. **Work Scope 09-D: Flooring** – 4 bids were received. The lowest Responsible bidder is Acoustics Associates Inc. of Golden Valley, MN for a bid total of \$32,415.00
7. **Work Scope 09-K: Wall Covering and Painting** – 5 bids were received. The lowest responsible bidder is Steinbrecher Painting Company of Princeton, MN for a bid total of \$14,600.00
8. **Work Scope 23-B: Combined Mechanical** – 7 bids were received. The lowest responsible bidder is Master Mechanical, Inc. of Eagan, MN for a bid total of \$107,800.00
9. **Work Scope 26-A: Electrical** – 6 bids were received. The lowest responsible bidder is Phasor Electrical Company of Blaine, MN for a bid total of \$113,000.00

The total amount for the 9 work scopes is \$602,123.00. Each lowest responsible bidder has been identified per work scope. Additional costs may be incurred during the project to resolve issues not identified in the construction documents. Kraus-Anderson Construction Company recommends entering into a contract with each lowest responsible bidder identified above. Administration requests approval to award the bids to the respective bidders.

EXPENDITURE APPROVAL FORM (Continued)

FINANCIAL IMPACT

Budget(s) Impacted: \$602,123.00 Long-Term Facility Maintenance Budget.

Additional costs may be incurred to remedy issues not identified in the construction bidding documents.

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 2020-?

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

- ☒ **Yes** List Source(s): Long-Term Facilities Maintenance
☐ **No**

PROGRESS MONITORING:

Work to be completed summer of 2021

April 14, 2021

Mr. Anthony V. Willger
 Stillwater Area Public Schools – ISD #834
 1875 Greeley Street South
 Stillwater, MN 55082

RE: Stillwater Public Schools – Stonebridge Elementary LTFM – Bid Verification

Dear Mr. Willger:

This letter is concerning the contract awards for the Stillwater Public Schools – Stonebridge Elementary School LTFM project that was bid on April 13, 2021. Kraus-Anderson has verified bidders and we submit the following lowest responsible bidders and their bid amount.

| Work Scope | Contractor, City, State | Bid Amount |
|-------------------|--------------------------------|-------------------|
|-------------------|--------------------------------|-------------------|

| | | | | |
|---------|---------------------------------|---|----------|--------------|
| WS 06-A | Carpentry | George F. Cook Construction Co. Golden Valley, MN | Base Bid | \$184,200.00 |
| WS 08-K | Interior Glass and Glazing | Minneapolis Glass Company Plymouth, MN | Base Bid | \$17,285.00 |
| WS 09-A | Drywall | RTL Construction, Inc. Shakopee, MN | Base Bid | \$76,969.00 |
| WS 09-B | Tile | Advanced Terrazzo and Tile Company, Inc. Coon Rapids, MN | Base Bid | \$33,600.00 |
| WS 09-C | Ceilings & Acoustical Treatment | Sonus Interiors, Inc. Golden Valley, MN | Base Bid | \$22,254.00 |
| WS | Flooring | Acoustics Associates, Inc. | Base Bid | \$32,415.00 |

| | | | | |
|------------|---------------------|---|----------|--------------|
| WS 23-B | Combined Mechanical | Master Mechanical, Inc. Eagan, MN | Base Bid | \$107,800.00 |
| WS 26-A | Electrical | Phasor Electrical Company Blaine, MN | Base Bid | \$113,000.00 |

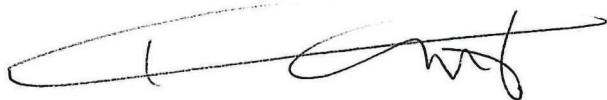
The total amount of the Base Bids is **\$602,123.00**

We have enclosed the Bid Tabulation sheets that reflect the bids received.

If you have any questions regarding this information, please do not hesitate to contact me at 612-590-9264.

Very truly yours,

KRAUS-ANDERSON® CONSTRUCTION COMPANY



Khalid Maye
Project Manager



BID TABULATIONS

4/13/21 2:00 PM

OWNER: Stillwater Public Schools

ARCHITECT: Wold Architects and Engineers

WS 06-A: Carpentry

[illegible]



BID TABULATIONS

4/13/21 2:00 PM

WS 08-K: Interior Glass & Glazing

ARCHITECT: Wold Architects and Engineers

29



BID TABULATIONS

4/13/21 2:00 PM

OWNER: Stillwater Public Schools

ARCHITECT: Wold Architects and Engineers

WS 09-A: Drywall

[illegible]



BID TABULATIONS

4/13/21 2:00 PM

OWNER: Stillwater Public Schools

ARCHITECT: Wold Architects and Engineers

WS 09-B: Tile

[illegible]



BID TABULATIONS

4/13/21 2:00 PM

OWNER: Stillwater Public Schools

ARCHITECT: Wold Architects and Engineers

WS 09-C: Ceilings & Acoustical Treatment

[illegible]



BID TABULATIONS

4/13/21 2:00 PM

OWNER: Stillwater Public Schools

ARCHITECT: Wold Architects and Engineers

WS 09-D: Flooring

33



BID TABULATIONS

4/13/21 2:00 PM

OWNER: Stillwater Public Schools

ARCHITECT: Wold Architects and Engineers

WS 09-K: Wall Covering & Painting

34



BID TABULATIONS

4/13/21 2:00 PM

OWNER: Stillwater Public Schools

ARCHITECT: Wold Architects and Engineers

WS 23-B:Combined Mechanical

35



BID TABULATIONS

4/13/21 2:00 PM

OWNER: Stillwater Public Schools

ARCHITECT: Wold Architects and Engineers

WS 26-A: Electrical36



Agenda Item: VII. H.
Date Prepared: April 9, 2021
ISD 834 Board Meeting

Agenda Item: Andersen Elementary Roof Top Unit Replacement Project - 2021
Meeting Date: April 22, 2021
Contact Person: Mark Drommerhausen, Director of Operations

Background: The Andersen Elementary Roof Top Unit Replacement Project - 2021 will replace three roof top units serving the Media Center and perimeter offices/classrooms. The roof top units were installed in 1996 and have served their useful life.

Construction costs were estimated to be \$160,000 and will be funded by the 2021 Long-Term Facilities Maintenance fund. Three proposals were received on April 8, 2021 to replace the three roof top units. The lowest proposal is from Horwitz Inc. of New Hope, MN for a total of \$152,752.00. Hallberg Engineering recommends awarding the contract to them. Administration requests approval to award the proposal to Horwitz Inc.

Location(s): Andersen Elementary

Project Name: Andersen Elementary Roof Top Unit Replacement Project – 2021

Fund: Long-Term Facilities Maintenance

Item: Replace three roof top units

Amount: Horwitz Inc. for a total of \$152,752.00

Recommendation:

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

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:** 4/9/2021

DESCRIPTION OF REQUEST

The Andersen Elementary Roof Top Unit Replacement Project - 2021 will replace three roof top units serving the Media Center and perimeter offices/classrooms. The roof top units were installed in 1996 and have served their useful life.

Construction costs were estimated to be \$160,000 and will be funded by the 2021 Long-Term Facilities Maintenance fund. Three proposals were received on April 8, 2021 to replace the three roof top units. The lowest proposal is from Horwitz Inc. of New Hope, MN for a total of \$152,752.00. Hallberg Engineering recommends awarding the contract to them. Administration requests approval to award the proposal to Horwitz Inc.

FINANCIAL IMPACT

\$152,752. Additional costs may be incurred to remedy issues not identified in the construction plans.

Budget(s) Impacted: \$152,752.00 Long-Term Facility Maintenance 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 2020-?

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

☒ **Yes** List Source(s): Long-Term Facilities Maintenance

☐ **No**

PROGRESS MONITORING

Work to be completed prior to September 2021.



April 12, 2021

Anthony V. Willger
Manager of Facility and Site Operations
Stillwater Area Public Schools
1875 South Greeley St.
Stillwater, MN 55082

Re: Andersen Elementary School Rooftop Project-2021
Project No. R21-4058.000

Dear Mr. Willger,

Quotes for the above referenced project were received on Thursday, April 8th, 2020 at 2:00 p.m. Horwitz was the apparent low quote.

Summit Companies

| | | |
|----------|---------------------|-------|
| Base Bid | \$152,752.00 | Total |
| | | |
| | | |

We have spoken to a representative of Horwitz and they have indicated that they will hold to their quote and are able to complete the project on schedule.

We recommend the contract be awarded to **Horwitz** in the amount of **\$152,752.00**.

Feel free to call if you have any questions.

Sincerely,

HALLBERG ENGINEERING, INC.

Tom Gunderson

Enclosure: Quote Tab
Completed Quote Form



QUOTE TABULATION

Independent School District 834
Stillwater Area Schools
Andersen Elementary School
Rooftop Project-2021
Project No. R21-4058.000

Date: 4/8/21
Time: 2:00 p.m.

| COMPANY | Base Bid | Bid Bond and Responsible Contractor Forms |
|---------|--------------|---|
| Horwitz | \$152,752.00 | x |
| NAC | \$164,840.00 | X |
| Thelen | \$198,000.00 | x |
| | | |
| | | |
| | | |
| | | |



QUOTE TABULATION

Independent School District 834
Stillwater Area Schools
Andersen Elementary School
Rooftop Project-2021
Project No. R21-4058.000

Date: 4/8/21
Time: 2:00 p.m.

| COMPANY | Base Bid | Bid Bond and Responsible Contractor Forms |
|---------|--------------|---|
| Horwitz | \$152,752.00 | x |
| NAC | \$164,840.00 | X |
| Thelen | \$198,000.00 | x |
| | | |
| | | |
| | | |
| | | |

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

RETIREMENT/RESIGNATION/RELEASE

| NAME | STATUS | ASSIGNMENT | GROUP | EFFECTIVE DATE |
|---------------------|------------------------|--|---------------|----------------|
| Allen, Molly | Resignation | 9th Grade Girls Soccer Coach Stillwater Area High School | Co-Curricular | March 17, 2021 |
| Bartholomew, Alissa | Resignation | .4 FTE Occupational Therapist Early Childhood Family Center | SCEA | March 26, 2021 |
| Ford, Cristin | Rescinding Resignation | 1.0 FTE Special Education Teacher Lake Elmo Elementary | SCEA | April 6, 2021 |
| Leopold, Carolyn | Retirement | Cafeteria 6.5 hrs/day Lake Elmo Elementary | Cafeteria | June 3, 2021 |
| Leslie, Madison | Probationary Release | .8 FTE Art and Media Teacher Andersen Elementary | SCEA | June 7, 2021 |
| Smith, Laurel | Resignation | Paraprofessional 25 hrs/week Stillwater Area High School | SCPA | April 15, 2021 |

HIRES/REHIRE

| NAME | ASSIGNMENT | SALARY PLACEMENT/ HOURLY RATE | REASON | GROUP | EFFECTIVE DATE |
|-----------------|--|-------------------------------|-------------|-----------------------|--------------------------------|
| Crist, Sarah | Community Education Casual District Wide | \$20.00 / hour | Casual | Casual | April 12, 2021 |
| Gipple, Emily | Community Education Assistant 7 hrs/week Stonebridge Elementary | \$15.00 / hour | Replacement | CE Leads & Assistants | April 19, 2021 |
| Hart, Anna | Assistant Girls Lacrosse Coach Stillwater Area High School | \$3,580.00 | Replacement | Co-Curricular | April 6, 2021 |
| LaBelle, Sofia | Community Education Casual District Wide | \$12.00 / hour | Casual | Casual | April 1, 2021 |
| Larson, Remi | Assistant Girls Lacrosse Coach Stillwater Area High School | \$3,401.00 | Replacement | Co-Curricular | April 6, 2021 |
| Moore, Matthew | Summer Grounds Crew District Wide | \$12.50 / hour | Replacement | Custodial | May 24, 2021 - August 15, 2021 |
| Murphy, Joseph | Assistant Boys Golf Coach Stillwater Area High School | \$2,864.00 | Replacement | Co-Curricular | April 7, 2021 |
| Novak, Mitchell | Summer Grounds Crew District Wide | \$12.50 / hour | Replacement | Custodial | May 17, 2021 - August 15, 2021 |
| Parker, Aaron | Summer Grounds Crew District Wide | \$12.50 / hour | Replacement | Custodial | May 17, 2021 - August 15, 2021 |

LEAVES OF ABSENCE

| NAME | STATUS | ASSIGNMENT | GROUP | EFFECTIVE DATE |
|--------------------|----------|---|--------------|-------------------------------|
| Beckers, Christine | Approved | Administrative Assistant to the Director of Community Education Central Services | Tech Support | March 25, 2021 - May 24, 2021 |

ADDITIONAL ASSIGNMENTS

| NAME | Position | Reason | Group | EFFECTIVE DATE |
|-----------------|---|------------|---------------|----------------|
| Kraftson, Torry | Assistant Track Coach Oak-Land Middle School | \$1,432.00 | Co-Curricular | March 23, 2021 |
| Weiss, Mike | Weight Room Supervisor Stillwater Area High School | \$2,864.00 | Co-Curricular | Winter 2021 |



Agenda Item VIII. A.
Date Prepared: April 2, 2021
ISD 834 Board Meeting

Report Agenda: Contract and Expenditure Reviews
Meeting Date: April 22, 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 April 2, 2021 to April 15, 2021.

- Affinitex – One installed projector placed at Oakland Middle School in the music room. Cost is \$1,895.79.
- Autumn Enloe Nutrition, LLC – Adult Enrichment Classes online – Spring Clean Your Eating Routine, Helping Your Picky Eater Thrive and Your Guide to Gut Health in April & May 2021. Cost is \$20 per class.
- Illuminate Education – FastBridge Assessment System annual subscription from July 1, 2021 to June 30, 2022. Cost is \$34,060.50.
- Johnson Controls – Chiller leak repairs (system 1-valve leaking on the liquid line and system 2-suction transducer valve failed) at Oak Park. Cost is \$9,952.00.
- KidCreate Studio – Grades 1st – 6th various day camp classes - cost is \$96.00 per child (4 days) and various Art Kits classes - cost is \$12.00 per kit. Starting June through August 2021
- LifeTouch Yearbook Sales Agreement for spring 2020-2021 – Andersen Elementary ordered 176 yearbooks. Approximate cost is \$2,300.64 (includes yearbook and shipping).
- Lynn Hasel, Certified Ayurveda Practitioner – Instructor for YogaTone and YogaTone Candlelight for upcoming sessions held every Wednesday from April 14th to May 26th, 2021. Cost is \$84 a person for the class.
- Miller Excavating, Inc. – Labor and equipment to sweep parking lots/roads as requested for all of our district properties. Cost is approximately \$3,700.00.
- Music Together in the Valley LLC – Online parent/child/early childhood music classes from newborn to preschoolers from June to August 2021. Cost is \$116.00 for the first registered child in a family and an additional \$83.00 for each participating sibling 8 months or older.



- Pictures Over Stillwater – 2021 Spring/Summer online or in person classes for student ages 12-17. Drones-Recreational Use for Beginners and Drone Aerial Photography and Video. Cost is \$35 per student.
- PowerSchool (student system) – License and subscription fees, professional services and setup fees. Cost is \$14,437.50.
- Rather Bee Crafting – Register online to purchase the following kits. Barn Quilt Painting Kits – cost is \$40 per kit and Reversible porch sign kits - cost is \$38 per child.
- State of Minnesota Grant Contract Agreement – Stillwater Area High School was awarded a grant up to \$500 for purchasing and delivery of gravel for the trails in our ELC.
- Summit Companies – During the annual sprinkler inspection at Lily Lake, the control valve was leaking in the kitchen hood system. Replacement cost is \$1,350.00.
- Tech Academy/Computer Explorers – Various Technology Classes/Camps (Extreme coding, Video Production for YouTube, Mini Game Builder, etc.) from June 1 to September 1, 2021. Cost varies from \$95 to \$120 per participant.
- Trinity Lutheran Church – Stillwater Area High School is using this space to do a choir recording on Sunday, May 23, 2021. Cost is \$100.00.

Recommendation:

This is a report for information.



Agenda Item VIII. B.
Date Prepared: April 15, 2021
ISD 834 Board Meeting

Report: Federal CARES Funding Update

Meeting Date: April 22, 2021

Contact Person: Dr. John Thein, Director of Finance

Summary:

Included in your School Board Packet are documents that review the three major pieces of the Federal Corona Virus funding legislation. The funding relief packages reviewed included the:

- The Corona Virus Aid, Relief, and Economic Security Act
- The Corona Virus Response and Relief Supplemental Appropriations Act
- American Rescue Plan Act of 2021

The presentation will include authorized uses, when the funds will be available, the application process and the timeline for submission to the Minnesota Department of Education. It will also include where the Corona Virus Funds, once received, may be spent by the school district. Future steps concerning the access and use of the Corona Virus Funds will be outlined for the School Board with time available for questions.

A copy of the Federal CARES Funding Update was provided.

Recommendation:

This is a report.



Federal CARES Funds Update

April 15, 2021

Curiosity Thrives Here

Federal Relief – Education Funding

3 Key Pieces of Federal Financial Legislation:

- **Corona Virus Aid, Relief, and Economic Security Act** – passed on March 27, 2020
- **Corona Virus Response and Relief Supplemental Appropriations Act** – signed in to law on December 27, 2020
- **American Rescue Plan Act of 2021** – signed into law on March 11, 2021

CARES Act (March 2020) - Funding

Education Stabilization Fund – CARES Round 1

- **Must be spent by September 30, 2022**
- **Governor's Emergency Relief Fund (GEER)**
- **Elementary & Secondary School Emergency Relief (ESSER)**
 - **Funds must be spent by September 30, 2022**
- **Corona Virus Relief Funds (CRF)**
 - **Spending concluded on December 31, 2020**

GEER Fund Authorized Uses

(Governor's Emergency Relief Fund)

- Technology Access
- Summer School Programming
 - Increase staffing
 - Transportation
- Grants, focused on underserved communities
- Non Public Schools Participate

ESSER Fund Authorized Uses

(Elementary and Secondary School Emergency Relief)

- Activities authorized by federal education law
- COVID preparedness and response activities with other agencies
- Resources to address school needs
- Activities to address the unique needs of our learners including outreach and service delivery

ESSER Fund Authorized Uses (Contd.)

- Developing and implementing procedures and systems to improve district preparedness and response
- Training and professional development for staff on sanitation and mitigation
- Purchasing supplies to sanitize and clean schools

ESSER Fund Authorized Uses (Contd.)

- Planning for and coordinating during long-term closures, including provision of meals, required childcare resources, and access to technology
- Purchasing educational technology
- Mental health services and support

ESSER Fund Authorized Uses (Contd.)

- Planning and implementing activities related to summer learning and supplemental afterschool programs
- Other activities that are necessary to maintain the operation of and continuity of district educational services and continuing to employ existing staff

CRF Fund Authorized Uses

(Corona Virus Relief Funds)

- Operational costs – cleaning and screening supplies, PPE, and transportation costs
- Supporting student, family and educator needs:
 - Technology devices and internet access
 - Tutors/mentors
 - Translation services
 - School-aged care for essential workers
 - Professional development
- Activities necessary to maintain the operation of and continuity of educational services



CRRSAA (December 2020) – Funding

(Corona Virus Response and Relief Supplement Appropriations Act)

- Additional Funds for Education Stabilization Fund – CARES Round 2
 - Must be spent by September 30, 2023
- Additional ESSER Funds with added uses
 - Addressing academic support amongst students
 - School Facility repairs and improvements
 - Inspection, testing, maintenance, and other projects designed to improve the indoor air quality in facilities

American Rescue Plan – ARP (March 2021)

- Additional Funds for Education Stabilization Fund – CARES Round 3
 - GEER Fund
 - ESSER Fund
- Awaiting allocation amounts and spending restrictions from MDE– anticipated after April 9
- Must be spent by September 30, 2024

Accessing Federal Funds

- Funds are only available for specified period of time
- One-time funds
- Application and budgets must be submitted and approved for access
- May use funds only for qualified expenses

CARES Federal Revenue Summary

| CARES FUNDING SOURCES | CFR Funds | CARES I | CARES II | CARES III | |
|-----------------------------------|------------------------|----------------------|----------------------|-----------------|------------------------|
| | <u>July - Dec 2020</u> | <u>Mar-2020</u> | <u>Dec-2020</u> | <u>Mar-2021</u> | <u>TOTAL</u> |
| GEER Funds - CARES Act I | | \$ 87,251.00 | | | |
| ESSER Funds (90%) CARES Act I | | \$ 236,450.00 | | | |
| ESSER Funds (9.5%) - CARES Act I | | \$ 178,024.00 | | | |
| CRF Funds - CARES Act I | \$ 2,118,344.00 | | | | |
| ESSER Funds - CARES II (CRRSAA) | | | \$ 992,181.00 | | |
| ESSER Funds - CARES III (ARP Act) | | | | TBD | |
| Total CARES Funds YTD | \$ 2,118,344.00 | \$ 501,725.00 | \$ 992,181.00 | TBD | \$ 3,612,250.00 |

CARES Federal Expenses

| | CFR Funds | CARES I | CARES II | CARES III | |
|----------------------------|------------------------|----------------------|----------------------|-----------------|------------------------|
| | <u>July - Dec 2020</u> | <u>Mar-2020</u> | <u>Dec-2020</u> | <u>Mar-2021</u> | <u>TOTAL</u> |
| Technology | X | X | X | | |
| Summer Programming | | | X | | |
| Kindergarten | X | | | | |
| Elementary Education | X | | | | |
| To Be Determined | | | X | | |
| Secondary Education | X | | | | |
| Staff Development | X | | | | |
| Operations and Maintenance | X | | X | | |
| Health Services | X | X | X | | |
| Summer Meals | X | X | | | |
| School Age Care | X | X | | | |
| Total Expenses | \$ 2,118,344.00 | \$ 501,725.00 | \$ 992,181.00 | TBD | \$ 3,612,250.00 |

What's Next?

- Await further information on accessing CARES II funding
- Await further information on CARES Round 3
- Continued development of next year's budget
- Provide updates as needed



Questions?

General Fund Object Expenditure Comparison

| <u>April 1, 2020</u> <u>YTD Expenditures</u> | <u>% of Budget</u> | <u>April 1, 2021</u> <u>YTD Expenditures</u> | <u>% of Budget</u> | <u>Program</u> |
|---|--------------------|---|--------------------|----------------|
| \$34,364,244 | 60.4% | \$35,689,062 | 62.0% | Salaries |
| \$16,130,035 | 65.5% | \$17,315,276 | 67.2% | Benefits |
| \$11,655,361 | 58.7% | \$11,945,403 | 58.6% | Services |
| \$ 2,258,019 | 75.1% | \$ 4,628,525 | 156.4% | Tech/Sup. |
| \$ 2,948,215 | 37.4% | \$ 2,173,295 | 32.5% | Cap.Out. |
| \$ 825,187 | 99.9% | \$ 819,588 | 98.0% | Loan |
| <u>\$ 96,546</u> | <u>49.1%</u> | <u>\$ 68,800</u> | <u>33.3%</u> | Dues |
| \$68,277,611 | 60.3% | \$72,639,952 | 63.5% | Totals |

Things to Consider:

- *Enrollment Decrease
- *Contract Settlements Not Included
- *COVID Expenditures YTD
- *Federal Funding YTD
- *Transportation/Subs/Utilities
- *Other

General Fund Program Code Comparison

| <u>April 1, 2020</u> <u>YTD Expenditures</u> | <u>Difference</u> | <u>April 1, 2021</u> <u>YTD Expenditures</u> | <u>% of Change</u> | <u>Object Area</u> |
|---|-------------------|---|--------------------|--------------------|
| \$ 2,610,215 | \$ 395,128 | \$ 3,005,343 | 15.1% | Admin. |
| \$ 3,356,456 | \$2,603,269 | \$ 5,959,725 | 77.6% | Dist. Sup. |
| \$27,727,222 | \$1,161,701 | \$28,888,923 | 4.2% | Reg. Inst. |
| \$ 850,923 | \$ 3,920 | \$ 854,843 | 0.5% | Vocat. Inst. |
| \$12,552,061 | \$ -178,825 | \$12,373,236 | -1.4% | Spec. Ed. |
| \$ 3,950,923 | \$ -120,110 | \$ 3,830,813 | -3.0% | Inst. Sup. |
| \$ 7,173,770 | \$ 369,023 | \$ 7,542,793 | 5.1% | Pupil Sup. |
| \$ 9,747,363 | \$ -34,081 | \$ 9,713,282 | -0.4% | Oper/Main. |
| <u>\$ 308,675</u> | <u>\$ 162,314</u> | <u>\$ 470,989</u> | <u>52.6%</u> | Insurance |
| \$68,277,611 | \$4,362,341 | \$72,639,952 | 6.4% | Totals |

Things to Consider:

- * Administrative Changes
- * Technology Upgrades, COVID Funding
- * Contract Settlements not Included
- * Enrollment Changes
- * Transportation Timing
- * COVID Safety Expenditures
- * Staffing adjustments
- * Other



Agenda Item VIII. C.
Date Prepared: April 19, 2021
ISD 834 Board Meeting

Consent Agenda Item: Racial and Educational Equity Resolution
Meeting Date: April 22, 2021
Contact Person: Dr. Jennifer Cherry

Background:

The Stillwater Area Public School District recognizes the need to take decisive action to provide safe, affirming and engaging learning environments for all students and create a more welcoming and supportive educational experience for our students of color.

District administrators will be engaging with various stakeholders to draft a Racial and Educational Equity Resolution. A timeline for this work will be presented.

Recommendation:

This is a report for information.



Agenda Item VIII. D.
Date Prepared: April 15, 2021
ISD 834 Board Meeting

Agenda Item: Policies for Second Reading
Meeting Date: April 22, 2021
Contact Person(s): Dr. Jennifer Cherry

Summary:

The following policies will be presented for their second reading:

- Policy 701- Establishment and Adoption of School District Budget
- Policy 701.1 - Modification of School District Budget
- Policy 702 – Accounting
- Policy 703 - Annual Audit

Policy 721.1 Board Approval for Contracts and Expenditures has also been reviewed by the Policy Working Group for consideration.

The policies are included for your review.

Recommendation:

These policies will come for a final reading and approval at the next Board meeting.

Non-Instructional Operations

| POLICY TITLE | POLICY NUMBER | ADOPTED | REVIEW FREQUENCY |
|---|---------------|---------|---------------------------------|
| ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET | 701 | | Review Cycle: 3 Year |

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

III. REQUIREMENT

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minn. Stat. § 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete

budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minn. Stat. § 123B.10.

- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirements)

Non-Instructional Operations

| POLICY TITLE | POLICY NUMBER | ADOPTED | REVIEW FREQUENCY |
|---|---------------|---------|---------------------------------|
| MODIFICATION OF SCHOOL DISTRICT BUDGET | 701.1 | | Review Cycle: 3 Year |

I. PURPOSE

The purpose of this policy is to establish procedures for the modification of the school district's adopted revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to modify its revenue and expenditure budgets in accordance with the applicable provisions of law.

III. REQUIREMENT

- A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.
- B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent or designee shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member's own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.
- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.
- D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent or designee shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

Legal References: Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)

Non-Instructional Operations

| POLICY TITLE | POLICY NUMBER | ADOPTED | REVIEW FREQUENCY |
|-------------------|---------------|---------|---------------------------------|
| ACCOUNTING | 702 | | Review Cycle: 3 Year |

I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts provided for in guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to Minn. Stat. § 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minn. Stat. § 123B.79, as amended, or other applicable statute.

V. REPORTING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minn. Stat. § 123B.10 in the manner specified therein.

Legal References:

- Minn. Stat. § 123B.02 (School District Powers)
- Minn. Stat. § 123B.09 (School Board Powers)
- Minn. Stat. § 123B.10 (Publication of Financial Information)
- Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)
- Minn. Stat. § 123B.75 (Revenue)
- Minn. Stat. § 123B.76 (Expenditures)
- Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
- Minn. Stat. § 123B.78 (Cash Flow, Revenues, Borrowing, Deficits)
- Minn. Stat. § 123B.79 (Permanent Fund Transfers)
- Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

Non-Instructional Operations

| POLICY TITLE | POLICY NUMBER | ADOPTED | REVIEW FREQUENCY |
|---------------------|---------------|---------|-----------------------------|
| ANNUAL AUDIT | 703 | | Review Cycle: 3 Year |

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. The school board shall enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minn. Stat. § 123B.14, Subd. 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.

- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance Audit Guide issued by the Office of the State Auditor.
- F. Each year, the school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)
Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)
Minn.Stat. § 123B.77, Subds. 2 and 3 (Audited Financial Statements; Statement for Comparison and Correction)

| POLICY TITLE | POLICY NUMBER | ADOPTED | REVIEW FREQUENCY |
|---|---------------|--------------------------|------------------|
| Board Approval of Contracts and Expenditures | 721.1 | Adopted: 12.17.20 | |

I. PURPOSE

To provide a clear and consistent process for Board required approval of contracts and expenditures.

II. GENERAL STATEMENT OF POLICY

- A. Pursuant to MN Statute 123B.09 subd. 6, “no contract shall be made or authorized, except at a regular meeting of the board or at a special meeting at which all members are present or of which all members have had notice”. This policy provides the process by which District Administration shall provide proposed contracts or expenditures, above \$50,000 in value, prior to execution, to the board for consideration. This process applies to all contracts and expenditures, including, but not limited to contracts for goods and services, purchase agreements, construction projects, real estate, and new staff positions.
- B. All projects whose total value in sum exceeds \$50,000 are subject to this process.
- C. The **Expenditure Approval Form** will be used to facilitate this process. See attached.
- D. Contracts which fall within the board authorized administrative authority, those less than \$50,000, shall also be brought to the board for information in a report format.

III. OBJECTIVES

- A. The objectives of this policy are as follows:
- B. To apply consistent standards for consideration of contracts and expenditures
- C. To maintain a balanced budget, ensure program sustainability; consider return on investments and impact on student achievement.
- D. To ensure competitive pricing, strengthen internal controls, and enhance transparency.
- E. To assist the board in oversight, in keeping with its fiduciary duties and obligations.

IV. PROCESS

1. An administrator with budgetary authority will submit a request to the appropriate Board Working Group for initial review.
2. The administrator(s) attends the Board Working Group meeting to present the request.
3. The Working Group and administrators submit the request to the School Board, along with a recommendation for approval or non-approval. The request appears on a board agenda as an action item or consent item.
4. Prior to the board meeting at which the request will be considered, the administrators must provide to the board:
 - a. A completed Expenditure Approval Form
 - b. All pertinent documentation and information, including any requests for bids, request for proposals, request for quotes, along with the rubrics, scoring, responses, etc. for the replies to these.
 - c. Proposals and other information who is a party to the proposed contract or expenditure.

- d. Data classified as private data under the Minnesota Government Data Practices Act (i.e. contracts subject to the competitive bidding law under MN Stat. Section 471.345) must be submitted to the board separate from the public board packet, and in a manner that protects private data.
5. Upon approval, the board may also set expectations for regular progress reports and information regarding the project or purchase.

Legal Reference: MN statutes: 471.345; 123B.09



Agenda Item VIII. E.
Date Prepared: April 15, 2021
ISD 834 Board Meeting

Agenda Item: Policies for First Reading
Meeting Date: April 22, 2021
Contact Person(s): Dr. Jennifer Cherry

Summary:

The following policies will be presented for their first reading:

- New Policy 704 Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System
- Revise Policy 705 - Investments (previously R 5.5 Investments)
- Revise Policy 706 – Acceptance of Gifts (previously R 4.6.12 Gifting)
- Revise Policy 714 – Fund Balances (previously R 5.4 Fund Balance)

The policies are included for your review.

Recommendation:

These policies will come for a second reading at the next Board meeting.

Non-Instructional Operations

| POLICY TITLE | POLICY NUMBER | ADOPTED | REVIEW FREQUENCY |
|--|---------------|---------|---------------------------------|
| DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM | 704 | | Review Cycle: 3 Year |

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

Legal References: Minn. Stat. § 123B.02 (School District Powers)
 Minn. Stat. § 123B.09 (School Board Powers)
 Minn. Stat. § 123B.51 (Schoolhouse and Sites; Access for Noncurricular Purposes)

Non-Instructional Operations

| POLICY TITLE | POLICY NUMBER | ADOPTED | REVIEW FREQUENCY |
|--------------|---------------|---------|---------------------------------|
| INVESTMENTS | 705 | | Review Cycle: 3 Year |

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Ch. 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

- A. The _____ of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming

telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minn. Stat. § 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7. Investment of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
 - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
 - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
 - 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered

to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. § 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.
- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.

- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIV. REPORTING REQUIREMENTS

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.
- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions,

depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

Legal References: Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)
Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)
Minn. Stat. § 118A.03 (Depositories and Collateral)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (Delivery and Safekeeping)
Minn. Stat. § 356A.06, Subd. 7 (Authorized Investment Securities)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

RESULTS

| POLICY TITLE | POLICY NUMBER | ADOPTED | REVIEW FREQUENCY |
|--------------------|---------------|-------------------|------------------|
| Investments | R 5.5 | 06-23-2011 | Annual |

1. The school district will comply with all state laws relating to investments and guarantees that investments meet certain primary criteria. This includes all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the School Board through formal action.
2. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Ch. 118A, 356A.06 and any other applicable law or written administrative procedures.
3. The primary criteria for the investment of the funds of the school district, in priority order, are as follows:
 - 3.1. Safety and Security
 - 3.1.1. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 - 3.2. Liquidity
 - 3.2.1. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
 - 3.3. Return and Yield
 - 3.3.1. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.
4. The Assistant Superintendent for Business and Administrative Services is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the School Board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.

- 4.1. The standard of conduct regarding school district investments to be applied by the investment officer shall be the “prudent person standard.” Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security’s performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.
- 4.2. The investment officer shall routinely monitor existing investments and the contents of the school district’s investment portfolio, the available markets, and the relative value of competing investment instruments.
- 4.3. The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the School Board and shall be annually reviewed for compliance by the school district’s independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.
5. All officials and employees who are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from any conflicts of interest and/or personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.
6. The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an Other Post-employment Benefits (OPEB) trust or trust account established pursuant to Minn. Stat. § 471.6175 to pay post-employment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7. Investment of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

7. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects or OPEB and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
8. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
 - 8.1. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.
9. Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.
10. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
11. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

12. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. § 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.
13. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
14. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.
15. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the School Board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
16. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.
17. The School Board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the School Board to designate a depository. The School Board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.
18. The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

Non-Instructional Operations

| POLICY TITLE | POLICY NUMBER | ADOPTED | REVIEW FREQUENCY |
|---------------------|---------------|---------|-------------------------|
| ACCEPTANCE OF GIFTS | 706 | | Review Cycle: 3 Year |

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

[Note: This voting requirement and gift use provision is specified by Minn. Stat. § 465.03.]

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References: Minn. Stat. § 123B.02, Subd. 6 (Bequests, Donations, Gifts)
 Minn. Stat. § 465.03 (Gifts)



RESULTS

| Policy Title | Policy Level | Date Approved |
|----------------|-----------------|---|
| Gifting | R 4.6.12 | First Reading: 9-09-04 Approved: 9-23-04 |

It is the policy of the I.S.D. 834 Board of Education to accept gifts and donations that are consistent with the mission of Stillwater Area Schools and enhance the quality of education for its students. All gifts and donations shall comply with the statutory requirements of the State of Minnesota, applicable Internal Revenue codes, and administrative procedures and regulations.

ADMINISTRATIVE PROCEDURES AND REGULATIONS

I. Definitions

Gifts and donations to Stillwater Area Schools, The Partnership Plan for Stillwater Area Schools and other agents of I.S.D. 834 include monetary, in-kind or equipment given by groups, organizations, businesses, or individuals for the purpose of enhancing either I.S.D. 834's educational programs and/or physical facilities.

II. Procedures and Requirements for acceptance of gifts and donations

1. The source of the contribution must be acceptable to the Board.
2. Acceptance of the gift must not result in undesirable or hidden costs to I.S.D. 834.
3. Acceptance of a gift shall not be in conflict with any provision of school policy, IRS code or state law.
4. Gifts are not subject to the same equitability guidelines as revenues generated by local taxes and state and federal aid; therefore, they can be applied to specific programs or individual schools if so desired.
5. The gift shall not be inappropriate or harmful to the education of students or residents.
6. The acceptance of a gift shall not imply or require I.S.D. 834 endorsement of any product, service or individual.
7. It shall be a violation of this policy for any employee to solicit, accept, or receive as personal property or for personal benefit, either by direct or indirect means, a gift of greater than nominal value from a student, parent, or other individual or organization.
8. It shall be a violation of this policy for any employee to solicit, accept, or receive a gift of greater than nominal value from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of nominal value that are of a promotional or public relations nature.
9. Contributions to specific school programs shall be free of any entanglement that would place restrictions on those programs.
10. Gifts to initiate new programs shall not be accepted until a plan is in place for the continuation of such a program once the contributed funds are exhausted. If gifts from a single source are tied to the initiation of a new program, but do not cover the full range of anticipated program costs, the Board or its agent must:
 - a. require that gifts from additional sources that cover any remaining costs be in-hand;

- b. authorize I.S.D. 834 or its agents to cover any anticipated program costs not covered by the gift.
- 11. The Board or its agent makes the final determination on the acceptability of a gift.
- 12. All gifts become property of I.S.D. 834 under the Board or its agent's jurisdiction.
- 13. Donors will receive special recognition for their gifts unless otherwise stipulated by the donor.
- 14. Gifts applied to equipment purchases may be recognized on an attached nameplate or prominent display board, as approved by the Board. Content shall be limited to the name, location, and/or logo of the person, company, or agency making the contribution. Promotions to purchase or otherwise use a donor's particular product or service are deemed to be improper.
- 15. The Board of Education retains the right to name I.S.D. 834 facilities and fields. While the Board does not solicit gifts that are constrained by naming requests, the Board will consider substantial gifts that contain such a naming request only if it is understood that the Board retains decision-making authority regarding acceptance of such gifts.
- 16. I.S.D. 834 may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens. The property shall not be used for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members. (Statutory Requirement).

Non-Instructional Operations

| POLICY TITLE | POLICY NUMBER | ADOPTED | REVIEW FREQUENCY |
|----------------------|---------------|---------|---------------------------------|
| Fund Balances | 714 | | Review Cycle: 3 Year |

[Note: The provisions of this policy include the provisions of Statement No. 54 of the Governmental Accounting Standards Board (GASB).]

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. “Assigned” fund balance amounts are comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.
- D. “Fund balance” means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. “Nonspendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.

- G. "Unassigned" fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. "Unrestricted" fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of [____ percent of the annual budget.] [____ months of operating expenses.]

[Note: School districts need to select one of the bracketed choices above and fill in the blank. The other bracketed choice should be deleted. If a minimum fund balance is specified, a stabilization arrangement such as that specified in Part IX below that sets aside specific stabilization amounts may not be necessary.]

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

[Note: The school board determines this order.]

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: _____. *[Specify individual(s), such as the superintendent, business manager, etc., or an entity, such as the finance committee, authorized to make these assignments.]* Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. STABILIZATION ARRANGEMENTS

[Note: If the school board has established any arrangement(s) for emergencies and other contingencies, the description(s) should be included in this section. The school board needs to specifically define the circumstances or conditions when these amounts may be used, which must be unanticipated adverse financial or economic circumstances. These circumstances or conditions cannot be situations that are expected to or which occur routinely. Stabilization arrangements should be reported as restricted or committed if they meet

the criteria or, otherwise, should be reported as unassigned. They should not be reported as assigned. If the school board does not have any such arrangements, this section should be deleted.]

X. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

[Note: The school board should determine the review period adequate for their school district and change “an annual” to “a quarterly” or “a monthly” or some other time frame if appropriate.]

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

| POLICY TITLE | POLICY NUMBER | ADOPTED | REVIEW FREQUENCY |
|---------------------|---------------|---|------------------|
| Fund Balance | R 5.4 | 06-23-2011 Revised: 08-28-2014 | Annual |

1. The school district's financial operations will comply with the Governmental Accounting Standards Board (GASB), including the fund balance reporting guidelines as specified in GASB Statement No. 54.
2. The school district will maintain a minimum unassigned general fund balance of five percent of the annual projected expenditures.
3. If the unassigned general fund balance is projected to fall below five percent, the Superintendent shall recommend to the School Board, a list of actions to be taken to ensure the required fund balance is maintained. Such recommendation shall include, but is not limited to:
 - 3.1. Not implementing new programming unless related expenses are matched directly by a revenue source;
 - 3.2. Adjustment of allocations for textbooks and non-capital supplies;
 - 3.3. Examination of all expenditure programs for areas where expenditure levels have historically been lower than budgeted levels;
 - 3.4. Review of options for transfer of funds between accounts in order to maximize utilization of available funding sources;
 - 3.5. Adjustment of allocations for all district staffing.
4. The school district shall classify its fund balances in its various funds in one or more of the following five classifications: non-spendable, restricted, committed, assigned, and unassigned.
5. Definitions
 - 5.1. For the purposes of this policy, the definitions included in this section apply:
 - 5.1.1. "Enabling legislation" means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.
 - 5.1.2. "Fund balance" means the arithmetic difference between the assets and liabilities reported in a school district fund.

- 5.1.3. “Non-spendable” fund balance means amounts comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently un-spendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- 5.1.4. “Restricted” fund balance means amounts comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- 5.1.5. “Unrestricted” fund balance means the amount of fund balance left after determining both non-spendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.
- 5.1.5.1. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the School Board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- 5.1.5.2. “Assigned” means fund balance amounts comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- 5.1.5.3. “Unassigned” fund balance means amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of non-spendable, restricted, and committed fund balances exceed the total net resources of that fund.

6. The following is a summary of the fund balance components defined in Section four above:

| Component | | Definition |
|---------------|------------|--|
| Non-spendable | | Inherently non-spendable (i.e. inventories and pre-pays) |
| Restricted | | Externally enforceable limitations on use (generally called reserved) |
| Unrestricted | Committed | Self-imposed limitations set in place by the highest level of decision-making authority (School Board) prior to the end of the fiscal year in which they apply |
| | Assigned | Limitations resulting from intended use set in place by delegated body or official |
| | Unassigned | Residual net resources |

7. If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.
8. A majority vote of the School Board is required to commit a fund balance to a specific purpose (committed) and subsequently to remove or change any constraint so adopted by the Board.
9. The School Board, by majority vote, may commit fund balances to be used for specific purposes when appropriate. The Board also delegates the power to assign fund balances to the Superintendent and Director of Finance. Assignments so made shall be reported to the School Board annually, either separately or as part of ongoing reporting by the assigning party if other than the School Board.
10. An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.
11. The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.



Agenda Item VIII. F.
Date Prepared: April 19, 2021
ISD 834 Board Meeting

Agenda Item: Memorandum of Agreements with Cafeteria Employees' Organization; Tech Support and Coordinators/Supervisors/Specialists (CSS); Community Ed Leads and Assistants; District Directors, Managers, and Program Administrators

Meeting Date: April 22, 2021

Contact Person: Dr. John Thein, Director of Finance and Ms. Cindy Gustafson, Director of Human Resources

Background:

After approval of the Master Contracts for the Cafeteria Employees' Organization; Tech Support and Coordinators/Supervisors/Specialists (CSS); Community Ed Leads and Assistants; District Directors, Managers, and Program Administrators, it was determined that negotiation parameters would be revised.

The administration is requesting approval to enter into memos of agreement with the Cafeteria Employees' Organization; Tech Support and Coordinators/Supervisors/Specialists (CSS); Community Ed Leads and Assistants; District Directors, Managers, and Program Administrators to increase their salary matrices as was settled with the SCEA, Custodians and Principals groups in the second year of their contracts.

Recommendation:

This is a report for information



Agenda Item IX. A.
Date Prepared: April 19, 2021
ISD 834 Board Meeting

Action Item: Architectural Engineering Services

Meeting Date: April 22, 2021

Contact Person: Mark Drommerhausen, Director of Operations

Summary:

On October 16th and October 23rd, 2020, Stillwater Area Public Schools advertised for written proposals from Architectural Engineering Services on an as needed basis including, but not limited to: assistance with planning and preparation for a facility bond referendum, project design, and services to administer construction projects to the extent required depending the District's use of a construction manager or not.

On Monday, November 2, 2020, Stillwater Area Public Schools received written proposals from seventeen Architectural and Engineering Services to provide concept planning of proposed projects included in a bond referendum, attend District planning meetings, assist in public information meetings leading to a successful bond referendum, and upon a successful bond referendum create bidding documents, review bids, provide contracts, approve submittals, issue change orders, certify payments and administer construction projects.

The district's RFP review committee met on December 2, 2020 to review the proposals and narrowed it down to three. On Thursday, April 15, 2021, the Finance and Operation Working Group reviewed the finally three proposals and administration is recommending Wold as the firm to provide the district Architectural and Engineering Services.

Recommendation:

A motion and a second to approve the Wold contract will be requested.

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



Agenda Item X. A. B.C.
Date Prepared: April 1, 2021
ISD 834 Board Meeting

Agenda Item: School Board Reports
Meeting Date: April 22, 2021

Background:

- A. Working Group Reports
 - 1. Finance and Operations – April 15, 2021 Notes attached.
 - 2. Legislative
 - 3. Policy
- B. Board Member Reports
- C. Board Chair Report

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.

Finance and Operations Committee Report from April 15, 2021

The following items were discussed:

- 1. Amended 20-21 Transportation Contract with Twin City Transportation (TCT)**
 - The contract with TCT was renegotiated to 84% pay out due to Covid 19.
 - This is the same agreement made with the other two transportations partners of the district.
- 2. LTFM - Stonebridge Elementary Bid for Classroom Work**
 - Four classrooms on the north side of the media center will be reconfigured and some other remodeling will be done, including some bathrooms to come into compliance with the ADA (Americans with Disabilities Act)
 - Classroom teachers were involved with the planning to make sure of the best placement
 - The estimated cost was for \$891,500 and Krauss Anderson put the bids into 9 scopes.
 - The total of the 9 scopes came in at \$602,123 or about \$288,000 below budget.
 - John Huenink expressed that commercial construction costs are running about 15% below normal at this time.
- 3. LTFM - Anderson Elementary Rooftop Maintenance**
 - Anderson Elementary is in need of roof repair for 3 of its units that were last under maintenance in 1996.
 - The lifespan has come to an end and this maintenance is due.
 - 3 proposals were accepted.
 - The project was budgeted for \$160,000.
 - The bid that was accepted was for Horwitz who came in at \$155,752 or about \$4000 below budget.
 - The other 2 bids were from NAC \$164,840 and Thelen \$198,000.
- 4. Food Service Milk and Dairy Distributor Procurement for 2021-22**
 - Stillwater District is a part of a five district consortium for purchasing dairy products.
 - Two bids were accepted for the 2021-22 school year from BevSo \$622,820.55 and Plainview Milk Products \$665,479.52
 - Though Plainview came in higher, it was preferred to go with them due to previous good service.
 - The district worked with BevSo last year and had many problems including but not limited to poor customer service, spoiled milk, student and community member complaints with the product and problems with transportation of the product.
 - Stillwater's portion of the increased cost will be roughly \$9000 for 2021-22.
- 5. CARES Funding update**
 - John Thein shared the CARES I, II & III funding as well as the GEER, ESSER, ARP
 - To date Stillwater Public Schools has received \$3,612,250 in supplemental funding for Covid 19
 - The CARES III portion could total another \$3,000,000

6. Year over year budget expenses comparison

- John Thein shared the district expenditures from April 1, 2020 in comparison with April 1, 2021.
- To date the General Fund expenditures are up about 3.3% from \$68,277,611 to \$72,639,952.
- The biggest change was in the technology needs due to distance learning and the need for technology to support staff and students.
- The next biggest change was in the Administration costs.

7. Architect selection for the Brookview expansion

- In late 2020 bids were taken from 17 architectural firms
- In December 2020 the board narrowed the list down to 3 including WOLD, KHB and ATSR
- A rubric was used to score each firm
- Director Onken, Director Weisberg and Director Sherman did another scoring rubric for the final 3
- The results will be shared with the board as well as administrations recommendations
- The firm chosen will work on the extension of Brookview and future bonding projects



Agenda Item XI. A.
Date Prepared: March 11, 2021
ISD 834 Board Meeting

Agenda Item: Adjournment
Meeting Date: April 8, 2021
Contact Person: School Board Chair

The meeting must formally adjourn.