



**Independent School District 834**  
**Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082**  
**School Board Business Meeting Agenda – May 27, 2021 6:00 p.m.**

- I. **Call to Order**
- II. **Roll Call**
- III. **Pledge of Allegiance**
- IV. **District Mission Statement and School Board Goals**
- V. **Approval of Agenda**
- VI. **Introductory Items**
  - A. Student Report
  - B. Recognition – NASA Rover Team, Project Green Challenge and Thuha Al-Dokhl and Shahad Abouhekel
  - C. Recognition - Mara Doe and Brynn Wurgler
- VII. **Open Forum**

Fifteen speakers will be allotted three minutes each to speak
- VIII. **Superintendent Report**
- IX. **Consent Agenda**
  - A. Minutes of May 13, 2021 Regular Meeting
  - B. Disbursement Register – May 15, 2021 – May 28, 2021
  - C. Accept Gifts and Donations - April 2021
  - D. Treasurer's Report - April 2021
  - E. Human Resources Personnel Report
- X. **Reports**
  - A. Contract Reviews – May 7, 2021 - May 20, 2021 – Dr. John Thein
  - B. Second Policy Reading (721) - Dr. Jennifer Cherry
- XI. **Board Chair Reports**
- XII. **Adjournment**
  - A. Adjourn

**Attachments:**

- 1. Policy Committee Notes
- 2. Board Member Report - Director Sherman
- 3. Board Member Report - Director Weisberg



**Agenda Item I.**  
**Date Prepared: May 4, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Call to Order  
Meeting Date: May 27, 2021

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*Background:*

The School Board Chair will call the meeting to order.

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*Recommendation:*

Board action is not required.



**Agenda Item II.**  
**Date Prepared: May 4, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Roll Call  
Meeting Date: May 27, 2021

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*Background:*

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

**Board Members**

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

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**Recommendation:**

Board action is not required.



**Agenda Item III.**  
**Date Prepared: May 20, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Pledge of Allegiance  
Meeting Date: May 27, 2021

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*Background:*

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

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

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*Recommendation:*

Board action is not required.



**Agenda Item IV.**  
**Date Prepared: May 20, 2021**  
**ISD 834 Board Meeting**

Agenda Item: District Mission and School Board Goals  
Meeting Date: May 27, 2021

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*Background:*

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

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

*A School Board member will read the School Board Goals (adopted June 2019)*

In partnership with community, parents, and students, the School Board of Stillwater Area Public Schools ensures excellence in education by:

Increasing student achievement for ALL students.

Securing long-term financial stability of the district.

Increasing community trust and engagement.

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*Recommendation:*

Board action is not required.



**Agenda Item V.**  
**Date Prepared: May 20, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Approval of the Agenda  
Meeting Date: May 27, 2021

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*Background:*

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

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*Recommendation:*

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

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



**Agenda Item VI.**  
**Date Prepared: May 4, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Introductory Items  
Meeting Date: May 27, 2021  
Student Report and District Recognition

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*Background:*

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

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*Recommendation:*

Board action is not required.



**Agenda Item VII.**  
**Date Prepared: May 25, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Open Forum  
Meeting Date: May 27, 2021

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*Background:*

If you wish to speak to the School Board, you will be able to do so at the start of the school board meeting during Open Forum. You may sign in only for yourself, not other individuals or groups, and only in person. The sign in sheet is made available at the Oak Park Building 30 minutes prior and up to the start of the meeting. Due to time limitations, we will limit the number of speakers to 15 for 3 minutes each. If you spoke at the last meeting, please consider allowing others to sign in before you. After you address the Board, please leave the podium.

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

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

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

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

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*Recommendation:*

This is for informational purposes only.



**Agenda Item VIII.**  
**Date Prepared: May 20, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Superintendent Report  
Meeting Date: May 27, 2021

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*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.

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*Recommendation:*

Board action is not required.



**Agenda Item IX. A.B.C.D.E.**  
**Date Prepared: May 21, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Consent Agenda  
Meeting Date: May 27, 2021  
Contact Person: Varies by item

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**Background:**

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

**A. School Board Regular Meeting Minutes May 13, 2021**

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

**B. Disbursement Register – May 15, 2021 – May 28, 2021**

Contact Person: Dr. John Thein, Director, Finance  
A copy of the register has been distributed to board members

**C. Accept Gifts and Donations – April 1, 2021 – April 30, 2021**

Contact Person: Dr. John Thein, Director, Finance  
A copy of the register has been distributed to board members

**D. Treasurer's Report – April 2021**

Contact Person: Dr. John Thein, Director, Finance  
A copy of the register has been distributed to board members

**E. Human Resources Personnel Report**

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

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**Recommendation:**

*BE IT RESOLVED by the School Board of Independent School District 834 – Stillwater Area Public Schools that Consent Agenda Items A through E 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  
May 13, 2021 – 6:07 p.m. Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 6:05 p.m.
- II. **Roll Call:** Present: Beverly Petrie, Chair, Alison Sherman, Vice-Chair, Matt Onken, Treasurer, Annie Porbeni, Clerk, Katie Hockert, director, Liz Weisberg, director

**Absent:** Tina Riehle, director

- III. **Pledge of Allegiance**
- IV. **District Mission Statement and School Board Goals**
- V. **Approval of the Agenda**

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

VI. **Introductory Items**

A. **Recognition**

- Director Matt Onken recognized Ryder Rogotzke. Ryder is a 10th grader at Stillwater Area High School. He will be one of ten wrestlers representing the USA at the World Championship Games in Budapest Hungary and at the Pan Am games in Mexico City this summer.
- Dr. Jennifer Cherry recognized the Stillwater Middle School Gaters 2.0 Lego League team members Will Foote, Hallie Hansen, Elena Metzger, Aidan Uglem and Owen Uglem. They designed an Ev3 robot, programmed it to perform missions, and created a project to solve the problem of people not getting enough exercise. The team earned first place in the state robot competition.

VII. **Open Forum**

There are no speakers

VIII. **Superintendent Report**

- State laws regarding face masks are still in place and we are expecting more information from Governor Walz. Last week Governor Walz announced a three-step process that will lead to an end of all COVID-19 restrictions by May 28, and an end to the masking requirement by July 1. Students will continue to wear face coverings for the rest of the school year. The Minnesota Departments of Education and Health will continue to provide guidance and recommendations for schools to ensure learning can continue safely in schools.
- We have recently celebrated School Lunch Day, Teacher Appreciation Week, Principal Appreciation, School Nurse Day and School Communicator Day. We also honored our retirees at our District's Retirement Dinner on Wednesday, May 12, 2021.
- Stillwater Area High School seniors received nearly half a million dollars in scholarships. Sixty four local

donors offered 128 scholarships to students. This year, 92 graduates were given awards totaling \$422,050 in first-year and renewable scholarships, including national scholarships.

- St. Croix Valley Area Learning Center juniors Liliana Emery and Emma Deputie organized a Denim Day on April 28 to support sexual assault survivors. They invited guest speakers (via Zoom) to inform and educate students regarding the intention of consent and preventing sexual assault and violence.
- We will be providing free meals throughout the summer to children ages of 1 and 18. There are no income limits and everyone is encouraged to take advantage of this opportunity.
- Minnesota has a waiver for the Minnesota Comprehensive Assessments (MCA) tests. The state will still collect and report data on student learning. However, due to the effects of the COVID-19 pandemic on data collection and usability, data collected during the 2020-21 school year will not be used for accountability purposes...

## **VII. Consent Agenda**

- A. Minutes of April 22, 2021 Regular Meeting
- B. Minutes of May 6, 2021 Special Meeting
- C. Amendment of School Board Regular Meeting Minutes June 11, 2020
- D. Disbursement Register – April 10, 2021 – April 23, 2021
- E. Math Expressions K-4 Consumable Workbooks
- F. Stillwater Middle School LTFM Classroom Project
- G. Remaining LTFM Summer Projects
- H. Skyward Financial/Student Management Licensing Fee
- I. Human Resources Personnel Report

*Motion to approve the Consent Agenda Items A,B,C,D,E, F,G,H,I by: Member Hockert; Second by: Member Porbeni ; Vote: 6 ayes, 0 nays: Motion carried unanimously.*

## **VIII. Reports**

- A. Contract and Expenditures Reviews - Dr. John Thein, Director of Finance  
This is an information report on the four contracts from April 16, 2021 - May 14, 2021 for goods and services equaling less than \$50,000.00
- B. Review of 2020-21 General Fund Budget - Dr. John Thein  
Dr. Thein reviewed the general fund budget for the 2020 - 21 school year.
- C. Second Policy Reading (704, 705, 706, 714) - Dr. Jennifer Cherry  
These policies will be presented for a final reading and approval at future School Board Meeting.
- D. First Policy Reading (721) - Dr. Jennifer Cherry  
This policy will be presented for a second reading at the next School Board Meeting
- E. Sale Day Report for the Certificate of Participation, Dr. John Thein  
Administration recommends funding the expansion of Brookview Elementary through the sale of Certificate of Participation. The Board received the sale of bond information and the resolution concerning the sale of Certificate of Participation.

## **IX. Action Items**

- A. Resolution providing sale of the Certificate of Participation, Dr. John Thein  
The proposed resolution is to award the sale of the Certificate of Participation for the Brookview expansion

*Motion to approve the sale of the Certificate of Participation will be requested.by: Member; Sherman Second by: Member Onken; Vote: 5 ayes, 1nays (Weisberg): Motion Carried.*

- B. 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  
Dr. Thein and Ms. Gustafson are recommending increasing the salary matrices to these contracts as were settled with the SCEA, Custodians and Principals groups in the second year of their contracts.

*Motion to approve the Cafeteria Employees' Organization; Tech Support and Coordinators/Supervisors/Specialists (CSS); Community Ed Leads and Assistants; District Directors, Managers, and Program Administrators Contracts to*

increase their salary matrices as was settled with the SCEA, Custodians and Principals groups in the second year of their contracts *by: Member Hockert; Second by: Member; Porbeni Vote: 6 ayes, 0 nays: Motion Carried unanimously.*

**X. Board Chair Report**

- We are in the process of an evaluation for Superintendent Lansfeldt.

**XI. Adjournment**

A. The meeting adjourned at 7:50 p.m.

*Respectfully submitted, Annie Porbeni, Clerk*

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

**RETIREMENT/RESIGNATION/RELEASE**

| NAME             | STATUS                   | ASSIGNMENT                                                | GROUP         | EFFECTIVE DATE |
|------------------|--------------------------|-----------------------------------------------------------|---------------|----------------|
| Dufresne, Karen  | Retirement<br>(17 years) | Cafeteria 5.5 hrs/day<br>Rutherford Elementary            | Cafeteria     | June 3, 2021   |
| Engels, Kristine | Resignation              | Cafeteria 4.0 hrs/day<br>Stillwater Area High School      | Cafeteria     | May 18, 2021   |
| Geffre, Shauna   | Resignation              | 1.0 FTE Special Education Teacher<br>Lily Lake Elementary | SCEA          | June 7, 2021   |
| Hansen, Kristen  | Resignation              | Co-Head Nordic Ski Coach<br>Stillwater Area High School   | Co-Curricular | May 10, 2021   |
| Snyder, Douglass | Probationary Release     | Custodian, LVL VI, 8.0 hrs/day<br>District Wide           | Custodial     | May 4, 2021    |
| Weisbrod, Daniel | Resignation              | Custodian, LVL VI, 8.0 hrs/day<br>District Wide           | Custodial     | May 26, 2021   |

**HIRES/REHIRE**

| NAME                      | ASSIGNMENT                                                   | SALARY PLACEMENT/ HOURLY RATE | REASON                | GROUP  | EFFECTIVE DATE        |
|---------------------------|--------------------------------------------------------------|-------------------------------|-----------------------|--------|-----------------------|
| Almer, Mariah             | Health Paraprofessional 6.5 hrs/day<br>Lake Elmo Elementary  | \$16.31 / hour                | 2021-2022<br>Staffing | SCPA   | 2021-2022 School Year |
| Arney, Ann                | Paraprofessional 6.0 hrs/day<br>Stillwater Middle School     | \$16.12 / hour                | 2021-2022<br>Staffing | SCPA   | 2021-2022 School Year |
| Burnett-Hein, Treytin     | Temporary Casual Custodian, 7.0 hrs/day<br>District Wide     | \$14.50 / hour                | COVID                 | Casual | May 13, 2021          |
| Campbell, Evelyn          | Behavior Paraprofessional 7.0 hrs/day<br>Andersen Elementary | \$16.50 / hour                | 2021-2022<br>Staffing | SCPA   | 2021-2022 School Year |
| Carlson, Jorden<br>Rehire | 1.0 FTE Social Studies Teacher<br>Oak-Land Middle School     | \$60,405                      | 2021-2022<br>Staffing | SCEA   | 2021-2022 School Year |
| Colwell, Patti            | Paraprofessional 4.45 hrs/day<br>Stillwater Area High School | \$16.31 / hour                | 2021-2022<br>Staffing | SCPA   | 2021-2022 School Year |
| Costa, Niklaus<br>Rehire  | 1.0 FTE Elementary Education Teacher<br>Andersen Elementary  | \$47,386                      | 2021-2022<br>Staffing | SCEA   | 2021-2022 School Year |
| Davis, Dominic            | Paraprofessional 8.0 hrs/day<br>Lake Elmo Elementary         | \$16.12 / hour                | 2021-2022<br>Staffing | SCPA   | 2021-2022 School Year |
| Durant, Kelly             | Paraprofessional 6.0 hrs/day<br>Lily Lake Elementary         | \$16.12 / hour                | 2021-2022<br>Staffing | SCPA   | 2021-2022 School Year |
| Edgell, Nichole           | Paraprofessional 6.5 hrs/day<br>Afton-Lakeland Elementary    | \$16.50 / hour                | 2021-2022<br>Staffing | SCPA   | 2021-2022 School Year |
| Eiffler, Julia            | Paraprofessional 6.0 hrs/day<br>Lily Lake Elementary         | \$16.31 / hour                | 2021-2022<br>Staffing | SCPA   | 2021-2022 School Year |
| Fanous, Soher             | Paraprofessional 6.25 hrs/day<br>Andersen Elementary         | \$16.12 / hour                | 2021-2022<br>Staffing | SCPA   | 2021-2022 School Year |
| Flynn, Regina<br>Rehire   | 1.0 FTE Kindergarten Teacher<br>Afton-Lakeland Elementary    | \$53,451                      | 2021-2022<br>Staffing | SCEA   | 2021-2022 School Year |
| Fredericks, Marisa        | Community Education Casual<br>District Wide                  | \$15.00 / hour                | Casual                | Casual | May 12, 2021          |
| Gergen, Kahlan            | Community Education Casual<br>District Wide                  | \$15.00 / hour                | Casual                | Casual | May 12, 2021          |
| Gilmore, Erin             | Paraprofessional 6.25 hrs/day<br>Andersen Elementary         | \$16.12 / hour                | 2021-2022<br>Staffing | SCPA   | 2021-2022 School Year |
| Gulbrandsen, Ann          | Paraprofessional 7.0 hrs/day<br>Oak-Land Middle School       | \$16.50 / hour                | 2021-2022<br>Staffing | SCPA   | 2021-2022 School Year |
| Hanson, Alexandra         | Health Paraprofessional 6.5 hrs/day<br>Andersen Elementary   | \$16.31 / hour                | 2021-2022<br>Staffing | SCPA   | 2021-2022 School Year |
| Hibbard, Kalyne<br>Rehire | 1.0 FTE Speech Pathologist<br>Lake Elmo Elementary           | \$54,997                      | 2021-2022<br>Staffing | SCEA   | 2021-2022 School Year |
| Huntress, Connar          | Paraprofessional 6.0 hrs/day<br>Stonebridge Elementary       | \$16.50 / hour                | 2021-2022<br>Staffing | SCPA   | 2021-2022 School Year |
| Junko, Mary               | Paraprofessional 6.25 hrs/day<br>Lily Lake Elementary        | \$16.12 / hour                | 2021-2022<br>Staffing | SCPA   | 2021-2022 School Year |
| Kohanek, Deanna           | Paraprofessional 6.0 hrs/day<br>Lily Lake Elementary         | \$16.31 / hour                | 2021-2022<br>Staffing | SCPA   | 2021-2022 School Year |

|                             |                                                                    |                |                       |           |                                |
|-----------------------------|--------------------------------------------------------------------|----------------|-----------------------|-----------|--------------------------------|
| Konigson, Jack              | Summer Grounds Worker, 8.0 hrs/day<br>District Wide                | 12.50 / hour   | 2021-2022<br>Staffing | Custodial | May 17, 2021 - August 15, 2021 |
| Kristensen, Mary            | Paraprofessional 6.5 hrs/day<br>Afton-Lakeland Elementary          | \$16.12 / hour | 2021-2022<br>Staffing | SCPA      | 2021-2022 School Year          |
| Liljegren, Tori             | Community Education Casual<br>District Wide                        | \$12.00 / hour | Casual                | Casual    | May 4, 2021                    |
| Liston, Matthew<br>Rehire   | .50 FTE Music Teacher<br>Andersen Elementary                       | \$45,565       | 2021-2022<br>Staffing | SCEA      | 2021-2022 School Year          |
| Lockard, Leasa              | Paraprofessional 6.5 hrs/day<br>Oak-Land Middle School             | \$16.12 / hour | 2021-2022<br>Staffing | SCPA      | 2021-2022 School Year          |
| Mankowski, Ashley<br>Rehire | .80 FTE Science Teacher<br>St. Croix Valley ALC                    | \$57,674       | 2021-2022<br>Staffing | SCEA      | 2021-2022 School Year          |
| Mogren, Lori                | Paraprofessional 4.33 hrs/day<br>Brookview Elementary              | \$16.50 / hour | 2021-2022<br>Staffing | SCPA      | 2021-2022 School Year          |
| Noack, Dana                 | Paraprofessional 6.2 hrs/day<br>Oak-Land Middle School             | \$16.50 / hour | 2021-2022<br>Staffing | SCPA      | 2021-2022 School Year          |
| Normington, Angela          | Paraprofessional 5.0 hrs/day<br>Stillwater Area High School        | \$16.50 / hour | 2021-2022<br>Staffing | SCPA      | 2021-2022 School Year          |
| Puhrmann, Megan             | Community Education Casual<br>District Wide                        | \$13.25 / hour | Casual                | Casual    | May 12, 2021                   |
| Rafferty, Patrick           | Paraprofessional 6.25 hrs/day<br>Afton-Lakeland Elementary         | \$16.12 / hour | 2021-2022<br>Staffing | SCPA      | 2021-2022 School Year          |
| Roque, Alicia               | Paraprofessional 6.0 hrs/day<br>Oak-Land Middle School             | \$16.12 / hour | 2021-2022<br>Staffing | SCPA      | 2021-2022 School Year          |
| Rodriguez, Marcos           | Paraprofessional 6.5 hrs/day<br>Oak-Land Middle School             | \$16.12 / hour | 2021-2022<br>Staffing | SCPA      | 2021-2022 School Year          |
| Shaffer, Sydney             | Community Education Casual<br>District Wide                        | \$12.00 / hour | Casual                | Casual    | May 4, 2021                    |
| Schlenker, Theresa          | Health Paraprofessional 6.5 hrs/day<br>Stillwater Area High School | \$18.14 / hour | 2021-2022<br>Staffing | SCPA      | 2021-2022 School Year          |
| Sobiech, Christa            | Paraprofessional 6.25 hrs/day<br>Afton-Lakeland Elementary         | \$16.50 / hour | 2021-2022<br>Staffing | SCPA      | 2021-2022 School Year          |
| Stensland, Ashley           | Paraprofessional 6.5 hrs/day<br>Afton-Lakeland Elementary          | \$16.31 / hour | 2021-2022<br>Staffing | SCPA      | 2021-2022 School Year          |
| Taft, Granger<br>Rehire     | 1.0 FTE English Teacher<br>Stillwater Area High School             | \$51,255       | 2021-2022<br>Staffing | SCEA      | 2021-2022 School Year          |
| Thiele, Rena                | Paraprofessional 6.0 hrs/day<br>Afton-Lakeland Elementary          | \$16.12 / hour | 2021-2022<br>Staffing | SCPA      | 2021-2022 School Year          |
| Van Alstine, Tanya          | Paraprofessional 6.0 hrs/day<br>Oak-Land Middle School             | \$16.31 / hour | 2021-2022<br>Staffing | SCPA      | 2021-2022 School Year          |
| White, Jessica              | Paraprofessional 7.0 hrs/day<br>Lake Elmo Elementary               | \$16.12 / hour | 2021-2022<br>Staffing | SCPA      | 2021-2022 School Year          |
| Wight, Sydney               | Paraprofessional 7.0 hrs/day<br>Lake Elmo Elementary               | \$16.12 / hour | 2021-2022<br>Staffing | SCPA      | 2021-2022 School Year          |
| Wilson, Megan<br>Rehire     | 1.0 FTE English Teacher<br>Stillwater Middle School                | \$55,472       | 2021-2022<br>Staffing | SCEA      | 2021-2022 School Year          |
| Wimberger, Teri             | Paraprofessional 6.0 hrs/day<br>Stillwater Area High School        | \$16.50 / hour | 2021-2022<br>Staffing | SCPA      | 2021-2022 School Year          |
| Wodaszewski, Shaylene       | Paraprofessional 6.5 hrs/day<br>Oak-Land Middle School             | \$16.31 / hour | 2021-2022<br>Staffing | SCPA      | 2021-2022 School Year          |
| Zemlicka, Maddison          | Paraprofessional 4.0 hrs/day<br>Stillwater Middle School           | \$16.31 / hour | 2021-2022<br>Staffing | SCPA      | 2021-2022 School Year          |

#### LEAVES OF ABSENCE

| NAME             | STATUS  | ASSIGNMENT                                                  | GROUP     | EFFECTIVE DATE                      |
|------------------|---------|-------------------------------------------------------------|-----------|-------------------------------------|
| Johnson, Jeffrey | Approve | Custodian LVL 6, 8.0 hrs/day<br>Oak-Land Middle School      | Custodial | June 24, 2021 - July 30, 2021       |
| Kranz, Holly     | Approve | .80 FTE School Nurse<br>Oak-Land & Stillwater Middle School | SCEA      | August 23, 2021 - December 2, 2021  |
| McGibbon, Jodie  | Approve | Paraprofessional 6.5 hrs/day<br>Stillwater Middle School    | SCPA      | April 22, 2021-June 3, 2021         |
| Smith, Laura     | Approve | 1.0 FTE Kindergarten Teacher<br>Andersen Elementary         | SCEA      | August 23, 2021 - December 13, 2021 |

|                 |         |                                                           |      |                                       |
|-----------------|---------|-----------------------------------------------------------|------|---------------------------------------|
| Tomandl, Laurel | Approve | 1.0 FTE Special Education Teacher<br>Lily Lake Elementary | SCEA | September 1, 2021 - November 24, 2021 |
|-----------------|---------|-----------------------------------------------------------|------|---------------------------------------|

**ASSIGNMENT CHANGES**

| NAME                | FROM                                                                                     | TO                                                                             | REASON                | GROUP                   | EFFECTIVE DATE        |
|---------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-----------------------|-------------------------|-----------------------|
| Berg, Kaitlyn       | 1.0 FTE Speech Pathologist<br>Lily Lake & Stonebridge Elementary                         | 1.0 FTE Speech Pathologist<br>Lily Lake & Rutherford Elementary                | 2021-2022<br>Staffing | SCEA                    | 2021-2022 School Year |
| Berkhof, Jill       | 1.0 FTE Grade 3 Teacher<br>Stonebridge Elementary                                        | 1.0 FTE Grade 3 Teacher<br>Lily Lake Elementary                                | 2021-2022<br>Staffing | SCEA                    | 2021-2022 School Year |
| Christensen, Corrie | 1.0 FTE Science Teacher<br>Oak-Land Middle School                                        | 1.0 FTE Science Teacher<br>Stillwater Middle School                            | 2021-2022<br>Staffing | SCEA                    | 2021-2022 School Year |
| Christensen, Erik   | Paraprofessional 6.5 hrs/day<br>Lake Elmo Elementary                                     | Paraprofessional 7.0 hrs/day<br>Lake Elmo Elementary                           | 2021-2022<br>Staffing | SCPA                    | 2021-2022 School Year |
| Coleman, Julie      | 1.0 FTE Kindergarten Teacher<br>Brookview Elementary                                     | 1.0 FTE Instructional Coach<br>Andersen & Brookview Elementary                 | 2021-2022<br>Staffing | SCEA                    | 2021-2022 School Year |
| Corman, Val         | 1.0 FTE Instructional Coach<br>Lily Lake Elementary                                      | .50 FTE Instructional Coach<br>Rutherford Elementary                           | 2021-2022<br>Staffing | SCEA                    | 2021-2022 School Year |
| Danielson, Aaron    | 1.0 FTE Instructional Coach & Intervention<br>Stonebridge Elementary                     | 1.0 FTE Intervention & Grade 5<br>Andersen & Rutherford Elementary             | 2021-2022<br>Staffing | SCEA                    | 2021-2022 School Year |
| Davis, Wynn         | 1.0 FTE Art Teacher<br>Lake Elmo & Rutherford Elementary                                 | 1.0 FTE Art Teacher<br>Lake Elmo & Andersen Elementary                         | 2021-2022<br>Staffing | SCEA                    | 2021-2022 School Year |
| Doe, Gina           | Interim Elementary Principal<br>Brookview Elementary                                     | Elementary Principal<br>Afton-Lakeland Elementary                              | 2021-2022<br>Staffing | Principal               | 2021-2022 School Year |
| Farver, Jean        | Cafeteria 4.5 hrs/day<br>Stillwater Area High School                                     | Cafeteria 5.0 hrs/day<br>Andersen Elementary                                   | Student Need          | Cafeteria               | May 17, 2021          |
| Fiedler, Cheryl     | 1.0 FTE Grade 1 Teacher<br>Brookview Elementary                                          | 1.0 FTE Grade 1 Teacher<br>Afton-Lakeland Elementary                           | 2021-2022<br>Staffing | SCEA                    | 2021-2022 School Year |
| Fredrickson, Jessie | 1.0 FTE English Teacher<br>Oak-Land Middle School                                        | 1.0 FTE English Teacher<br>Stillwater Area High School                         | 2021-2022<br>Staffing | SCEA                    | 2021-2022 School Year |
| Hackbarth, Tim      | 1.0 FTE Kindergarten Teacher<br>Afton-Lakeland Elementary                                | 1.0 FTE Grade 1 Teacher<br>Stonebridge Elementary                              | 2021-2022<br>Staffing | SCEA                    | 2021-2022 School Year |
| Herold, Cassandra   | 1.0 FTE Orchestra Teacher<br>Afton-Lakeland, Andersen, Brookview, Lily Lake & Rutherford | 1.0 FTE Orchestra Teacher<br>Afton-Lakeland, Lake Elmo, Lily Lake & Rutherford | 2021-2022<br>Staffing | SCEA                    | 2021-2022 School Year |
| Johnson, Annie      | .50 FTE Instructional Coach<br>Brookview Elementary                                      | .50 FTE Intervention<br>Stonebridge Elementary                                 | 2021-2022<br>Staffing | SCEA                    | 2021-2022 School Year |
| Johnson, Jessica    | .50 FTE Instructional Coach<br>Andersen Elementary                                       | 1.0 FTE Grade 5 Teacher<br>Andersen Elementary                                 | 2021-2022<br>Staffing | SCEA                    | 2021-2022 School Year |
| Kirkpatrick, Don    | 1.0 FTE YCAPP Teacher<br>Oak Park                                                        | 1.0 FTE Special Education Teacher<br>Stillwater Area High School               | 2021-2022<br>Staffing | SCEA                    | 2021-2022 School Year |
| Levesseur, Tammera  | Health Care Specialist, 4.0 hrs/day<br>St. Croix Catholic                                | Health Care Specialist, 4.0 hrs/day<br>St. Croix Catholic & Transitions        | 2021-2022<br>Staffing | CSS                     | August 23, 2021       |
| Lindstrom, William  | Community Education Asst 5.5 hrs/day<br>Afton-Lakeland Elementary                        | Community Education Full Time Asst 6.5 hrs/day<br>Afton-Lakeland Elementary    | Student Need          | CE Leads<br>& Assistant | June 4, 2021          |
| Matel, Jon          | 1.0 FTE Special Education Teacher<br>Transitions                                         | 1.0 FTE Special Education Teacher<br>Stillwater Area High School               | 2021-2022<br>Staffing | SCEA                    | 2021-2022 School Year |
| Mathaus, Erin       | Paraprofessional 6.25 hrs/day<br>Oak-Land Middle School                                  | Professional 6.5 hrs/day<br>Oak-Land Middle School                             | 2021-2022<br>Staffing | SCPA                    | 2021-2022 School Year |
| O'Shea, Molly       | 1.0 FTE Elementary Education Teacher<br>Rutherford Elementary                            | .40 FTE Intervention Teacher<br>Afton-Lakeland Elementary                      | 2021-2022<br>Staffing | SCEA                    | 2021-2022 School Year |
| Peper, Tim          | Assistant Girls Basketball Coach<br>Stillwater Area High School                          | Head Girls Basketball Coach<br>Stillwater Area High School                     | Replacement           | Co-Curricular           | May 6, 2021           |
| Potter, Tanya       | .9 FTE Media Specialist<br>Brookview & Lily Lake Elementary                              | .9 FTE Media Specialist<br>Brookview & Rutherford Elementary                   | 2021-2022<br>Staffing | SCEA                    | 2021-2022 School Year |
| Quick, Corey        | 1.0 FTE English Teacher<br>Stillwater Area High School                                   | 1.0 FTE English Teacher<br>St. Croix Valley ALC                                | 2021-2022<br>Staffing | SCEA                    | 2021-2022 School Year |
| Rogers, Christopher | Interim Elementary Principal<br>Afton-Lakeland Elementary                                | Elementary Principal<br>Brookview Elementary                                   | 2021-2022<br>Staffing | Principal               | 2021-2022 School Year |
| Rose, Sonja         | 1.0 FTE Elementary Education Teacher<br>Brookview Elementary                             | 1.0 FTE Elementary Education Teacher<br>Stonebridge Elementary                 | 2021-2022<br>Staffing | SCEA                    | 2021-2022 School Year |
| Roth, Jill          | Paraprofessional 8.0 hrs/day<br>Stillwater Area High School                              | Paraprofessional 8.0 hrs/day<br>Stillwater Area High School/ALC Program        | 2021-2022<br>Staffing | SCPA                    | 2021-2022 School Year |
| Schoenecker, Nancy  | Paraprofessional 6.5 hrs/day<br>Transition Oak Park                                      | Paraprofessional 6.0 hrs/day<br>Stillwater Area High School                    | 2021-2022<br>Staffing | SCPA                    | 2021-2022 School Year |

|                        |                                                                            |                                                                            |                       |              |                                                                |
|------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------|-----------------------|--------------|----------------------------------------------------------------|
| Schifsky, Tara         | 1.0 FTE 6th Grade Connections Teacher<br>Oak-Land Middle School            | 1.0 FTE Social Studies Teacher<br>Stillwater Area High School              | 2021-2022<br>Staffing | SCEA         | 2021-2022 School Year                                          |
| Schmalz, Wendy         | 1.0 FTE Instructional Coach<br>Rutherford Elementary                       | 1.0 FTE Elementary Education Teacher<br>Andersen Elementary                | 2021-2022<br>Staffing | SCEA         | 2021-2022 School Year                                          |
| Singleton, Zach        | 1.0 FTE Elementary Education Teacher<br>Stonebridge Elementary             | 1.0 FTE Elementary Education Teacher<br>Lily Lake Elementary               | 2021-2022<br>Staffing | SCEA         | 2021-2022 School Year                                          |
| Sutliff-Gross, Sabrina | .9 FTE Leave of Absence<br>District Wide                                   | .9 FTE Art Teacher<br>Brookview & Rutherford Elementary                    | 2021-2022<br>Staffing | SCEA         | 2021-2022 School Year                                          |
| Swendra, Katie         | 1.0 FTE Elementary Education Teacher<br>Stonebridge Elementary             | 1.0 FTE Instructional Coach<br>Lily Lake & Stonebridge Elementary          | 2021-2022<br>Staffing | SCEA         | 2021-2022 School Year                                          |
| Valbuena, Tracey       | .40 FTE Spanish Teacher<br>Stillwater Area High School                     | .40 FTE Spanish Teacher<br>Stillwater Middle & Stillwater Area High School | 2021-2022<br>Staffing | SCEA         | 2021-2022 School Year                                          |
| Vene, Mary Jo          | 1.0 FTE Elementary Education Teacher<br>Brookview & Stonebridge Elementary | 1.0 FTE Music & Orchestra Teacher<br>Stonebridge Elementary                | 2021-2022<br>Staffing | SCEA         | 2021-2022 School Year                                          |
| Wagner, Kenneth        | Cafeteria 4.0 hrs/day<br>Mahtomedi High School                             | Cafeteria 4.0 hrs/day<br>Stillwater Area High School                       | Student Need          | Cafeteria    | May 17, 2021                                                   |
| Weisbrod, Pamela       | Secretary - Elementary Principal, 8.0 hrs/day<br>Brookview Elementary      | Secretary - Elementary Principal, 8.0 hrs/day<br>Andersen Elementary       | Replacement           | Tech Support | July 1, 2021                                                   |
| Wiggins, Jamie         | 1.0 FTE Elementary Education Teacher<br>Lake Elmo Elementary               | 1.0 FTE Elementary Education Teacher<br>Lily Lake Elementary               | 2021-2022<br>Staffing | SCEA         | 2021-2022 School Year                                          |
| Wood, Mary             | Health Paraprofessional 6.0 hrs/day<br>Transition Oak Park                 | Paraprofessional 6.0 hrs/day<br>Transition Oak Park                        | 2021-2022<br>Staffing | SCPA         | 2021-2022 School Year                                          |
| Woodard, Latoya        | IT Support Technician, 7.0 hrs.day<br>District Wide                        | IT Support Technician, 7.0 hrs.day<br>District Wide                        | 2021-2022<br>Staffing | Tech Support | July 20, 2020 - June 30, 2022<br>(temporary position extended) |
| Wulk, Natasha          | 1.0 FTE Media Specialist<br>Lake Elmo & Rutherford Elementary              | 1.0 FTE Media Specialist<br>Lake Elmo & Andersen Elementary                | 2021-2022<br>Staffing | SCEA         | 2021-2022 School Year                                          |
| Youssef, Nermeen       | Paraprofessional 6.5 hrs/day<br>Lake Elmo Elementary                       | Paraprofessional 7.0 hrs/day<br>Lake Elmo Elementary                       | 2021-2022<br>Staffing | SCPA         | 2021-2022 School Year                                          |

#### ADDITIONAL ASSIGNMENTS

| NAME               | Position                                                                  | Reason                | Group        | EFFECTIVE DATE                |
|--------------------|---------------------------------------------------------------------------|-----------------------|--------------|-------------------------------|
| Fischer, Melissa   | ESY Health Care Specialist, 3.5 hrs/day<br>Oak-Land Middle School         | 2020-2021<br>Staffing | CSS          | July 12, 2021 - July 29, 2021 |
| Kapfer, Stephanie  | Summer Success Health Care Specialist, 5.5 hrs/day<br>Andersen Elementary | 2020-2021<br>Staffing | CSS          | July 12, 2021 - July 29, 2021 |
| Zemlicka, Maddison | Technical Support/Office Clerk<br>Stillwater Middle School                | 2020-2021<br>Staffing | Tech Support | 2021-2022 School Year         |



**Agenda Item X. A.**  
**Date Prepared: May 7, 2021**  
**ISD 834 Board Meeting**

**Report Agenda:** Contract and Expenditure Reviews

**Meeting Date:** May 27, 2021

**Contact Person:** Dr. John Thein, Director of Finance

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**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 May 7, 2021 to May 20, 2021.**

- Concensus Technologies – Google apps driver annual subscription from May 22, 2021 to May 21, 2022. Cost is \$6,508.32.
- Loggers Trail Golf Course – Junior and adult classes starting June 2021 to August 2021. Cost is \$125 for juniors and \$110 for adults.
- Matrix Communications – Annual NDI phone licensing on our physical and virtual phone lines from July 2021 to June 30, 2022. Cost is \$29,946.00.
- Matrix Communications ExtremeWorks – Annual maintenance and support for our phone system server/voicemail/switching equipment. Cost is \$16,061.00.
- PowerSchool – Schoology LMS subscription from July 1, 2021 through June 30, 2022. Cost is \$34,140.25.
- The Zephyr Theatre – Production of “Madagascar, Jr.” performing at SAHS auditorium on Friday, June 25<sup>th</sup>, Saturday, June 26<sup>th</sup> and Sunday, June 27<sup>th</sup>, 2021. Cost is \$10/adults, \$7/seniors/students and \$5/children.
- Tierney – Installation of the two interactive boards that were previously purchased for students currently incarcerated at the Washington County Jail. Total cost is \$1,742.50.

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**Recommendation:**

This is a report for information.



**Agenda Item X. B.**  
**Date Prepared: May 20, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Policies for Second Reading  
Meeting Date: May 27, 2021  
Contact Person(s): Dr. Jennifer Cherry

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*Summary:*

The following policy will be presented for a second reading:

- Revised Policy 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources (previously SR 1.26)

The policy is included for your review.

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*Recommendation:*

This policy will come for a final reading and approval at a future Board meeting.

## Non-Instructional Operations

| POLICY TITLE                                                           | POLICY NUMBER | ADOPTED | REVIEW FREQUENCY                |
|------------------------------------------------------------------------|---------------|---------|---------------------------------|
| <b>UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES</b> | <b>721</b>    |         | <b>Review Cycle:<br/>3 Year</b> |

## I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

## II. DEFINITIONS

### A. Grants

1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

***Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.***

- B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
  1. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
  2. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
  3. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under

4. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. "Contract" means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. "Procurement by micro-purchase" is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
  2. "Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$250,000 (periodically adjusted for inflation).
  3. "Procurement by sealed bids (formal advertising)" is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
  4. "Procurement by competitive proposals" is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
  5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.
- F. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
- H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.

- I. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

### **III.CONFLICT OF INTEREST**

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.
- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

### **IV.ACCEPTABLE METHODS OF PROCUREMENT**

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district’s procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.

- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
  - 1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
  - 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
  - 3. Procurement by sealed bids (formal advertising).
  - 4. Procurement by competitive proposals. If this method is used, the following requirements apply:
    - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
    - b. Proposals must be solicited from an adequate number of qualified sources;
    - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
    - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
    - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby

competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:

- a. The item is available only from a single source;
- b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
- d. After solicitation of a number of sources, competition is determined inadequate.

I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.

K. Non-federal entities are prohibited from contracting with or making subawards under "covered transactions" to parties that are suspended or debarred or whose principals are suspended or debarred. "Covered transactions" include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.

L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

## **V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS**

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

### **B. Equipment**

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

## **VI. FINANCIAL MANAGEMENT REQUIREMENTS**

- A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.
- B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

- C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district’s compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

## **VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES**

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

B. Definitions

1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
4. “Advance payment” means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;

20. Rental costs of building and equipment;

21. Training costs; and

22. Travel costs.

D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

#### F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
  - a. Necessary for the proper and efficient performance or administration of the program.
  - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
  - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
  - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
  - e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

#### G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.

2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
3. Auditors generally presume supplanting has occurred in three situations:
  - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
  - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
  - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

#### H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district’s grants.

#### I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

### **VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING**

#### A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entitywide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

**B. Compensation – Fringe Benefits**

1. During leave.
  - a. The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:
    - b. They are provided under established written leave policies;
    - c. The costs are equitably allocated to all related activities, including federal awards; and
    - d. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect,

an implied agreement on the school district's part; or circumstances of the particular employment.

- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
  - 1. Critical and necessary for the conduct of the project;
  - 2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
  - 3. Consistent with the school district's cost accounting practices and school district policy; and
  - 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

- 1. Participation of the individual is necessary to the federal award; and
- 2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

- 1. A direct result of the individual's travel for the federal award;
- 2. Consistent with the school district's documented travel policy for all school district travel; and
- 3. Only temporary during the travel period.

***Note: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 C.F.R. § 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.***

***Legal References:***

- 2 C.F.R. § 200.12 (Capital Assets)
- 2 C.F.R. § 200.112 (Conflict of Interest)
- 2 C.F.R. § 200.113 (Mandatory Disclosures)
- 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
- 2 C.F.R. § 200.212 (Suspension and Debarment)
- 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
- 2 C.F.R. § 200.302 (Financial Management)
- 2 C.F.R. § 200.303 (Internal Controls)
- 2 C.F.R. § 200.305(b)(1) (Payment)
- 2 C.F.R. § 200.310 (Insurance Coverage)
- 2 C.F.R. § 200.311 (Real Property)
- 2 C.F.R. § 200.313(d) (Equipment)
- 2 C.F.R. § 200.314 (Supplies)
- 2 C.F.R. § 200.315 (Intangible Property)
- 2 C.F.R. § 200.318 (General Procurement Standards)
- 2 C.F.R. § 200.319(c) (Competition)
- 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
- 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
- 2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)
- 2 C.F.R. § 200.338 (Remedies for Noncompliance)
- 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
- 2 C.F.R. § 200.430 (Compensation – Personal Services)
- 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
- 2 C.F.R. § 200.447 (Insurance and Indemnification)
- 2 C.F.R. § 200.463 (Recruiting Costs)
- 2 C.F.R. § 200.464 (Relocation Costs of Employees)
- 2 C.F.R. § 200.473 (Transportation Costs)
- 2 C.F.R. § 200.474 (Travel Costs)

## STATUTORY REQUIREMENT

| POLICY TITLE                  | POLICY NUMBER    | ADOPTED                     | REVIEW FREQUENCY        |
|-------------------------------|------------------|-----------------------------|-------------------------|
| <b>Uniform Grant Guidance</b> | <b>S.R. 1.26</b> | <b>Approved: 04-13-2017</b> | <b>Three Year Cycle</b> |

1. The Board is committed to ensuring compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the District.
2. All of the requirements outlined in this policy apply to both direct grants and state-administered grants.
3. Definitions
  - 3.1. For purposes of this policy, the definitions included in this section apply.
  - 3.2. “Advance payment” means a payment that a federal awarding agency or pass-through entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.
  - 3.3. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
  - 3.4. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
  - 3.5. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or sub-award.
  - 3.6. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
  - 3.7. “Education Department General Administrative Regulations (EDGAR)” means a

compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

- 3.8. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- 3.9. “Federal award” has the meaning, depending on the context, in either 3.9.1, 3.9.2, or 3.9.3 of this definition:
  - 3.9.1. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
  - 3.9.2. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
  - 3.9.3. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
  - 3.9.4. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- 3.10. Grants
  - 3.10.1. “State Administered Grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
  - 3.10.2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.
- 3.11. “Non-Federal Entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or sub-recipient.

- 3.12. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
- 3.13. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- 3.14. Procurement Methods
- 3.14.1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$5,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
- 3.14.2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$100,000 (periodically adjusted for inflation).
- 3.14.3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
- 3.14.4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
- 3.14.5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.
- 3.15. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- 3.16. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- 3.17. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the District.

#### 4. Conflict of Interest

##### 4.1. Employee Conflict of Interest

4.1.1. No employee or officer may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee or officer has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees or officers of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the District may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the District.

4.2. Organizational Conflicts of Interest

4.2.1. The District is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.

4.3. Disclosing Conflicts of Interest

4.3.1. The District must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy if a state-administered grant.

5. Acceptable Methods of Procurement

5.1. General Procurement Standards

5.1.1. The District must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.

5.1.2. The District must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

5.1.3. The District's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.

5.1.4. The District must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

- 5.1.5. The District must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
  - 5.1.6. The District alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts.
  - 5.1.7. The District must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- 5.2. Methods of Procurement
- 5.2.1. The District must use one of the following methods of procurement:
    - 5.2.1.1. Procurement by micro-purchases
      - 5.2.1.1.1. To the extent practicable, the District must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the District considers the price to be reasonable.
    - 5.2.1.2. Procurement by small purchase procedures
      - 5.2.1.2.1. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
    - 5.2.1.3. Procurement by sealed bids (formal advertising)
    - 5.2.1.4. Procurement by competitive proposals
      - 5.2.1.4.1. If this method is used, the following requirements apply:
        - 5.2.1.4.1.1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
        - 5.2.1.4.1.2. Proposals must be solicited from an adequate number of qualified sources;

- 5.2.1.4.1.3. The District must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
- 5.2.1.4.1.4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- 5.2.1.4.1.5. The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

5.2.1.5. Procurement by noncompetitive proposals

- 5.2.1.5.1. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
  - 5.2.1.5.1.1. The item is available only from a single source;
  - 5.2.1.5.1.2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - 5.2.1.5.1.3. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the District; or
  - 5.2.1.5.1.4. After solicitation of a number of sources, competition is determined inadequate.

### 5.3. Competition

5.3.1. The District must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

5.3.1.1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

5.3.1.2. Identify all requirements which those making an offer must fulfill and all other factors to be used in evaluating bids or proposals.

5.4. The District must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the District must not preclude potential bidders from qualifying during the solicitation period.

5.5. Non-federal entities are prohibited from contracting with or making sub-awards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.

5.6. All non-procurement transactions entered into by a recipient (i.e., sub-awards to sub-recipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

## 6. Managing Equipment and Safeguarding Assets

### 6.1. Property Standards

6.1.1. The District must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

- 6.1.2. The District must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

## 6.2. Equipment

- 6.2.1. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

- 6.2.1.1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.

- 6.2.1.2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

- 6.2.1.3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.

- 6.2.1.4. Adequate maintenance procedures must be developed to keep property in good condition.

- 6.2.1.5. If the District is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

## 7. Financial Management Requirements

### 7.1. Financial Management

- 7.1.1. The District's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

### 7.2. Payment

- 7.2.1. The District must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the District and the financial management systems that meet the standards for fund control.
- 7.2.2. Advance payments to a District must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the District in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The District must make timely payment to contractors in accordance with the contract provisions.

### 7.3. Internal Controls

- 7.3.1. The District must establish and maintain effective internal control over the federal award that provides reasonable assurance that the District is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- 7.3.2. The District must comply with federal statutes, regulations, and the terms and conditions of the federal award.
- 7.3.3. The District must also evaluate and monitor the District’s compliance with statutes, regulations, and the terms and conditions of the federal award.
- 7.3.4. The District must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- 7.3.5. The District must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

## 8. Allowable Use of Funds and Cost Principles

### 8.1. Allowable Use of Funds.

- 8.1.1. The District administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

### 8.2. Allowable Costs

- 8.2.1. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:
- 8.2.1.1. Advisory councils;
  - 8.2.1.2. Audit costs and related services;
  - 8.2.1.3. Bonding costs;
  - 8.2.1.4. Communication costs;
  - 8.2.1.5. Compensation for personal services;
  - 8.2.1.6. Depreciation and use allowances;
  - 8.2.1.7. Employee morale, health, and welfare costs;
  - 8.2.1.8. Equipment and other capital expenditures;
  - 8.2.1.9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
  - 8.2.1.10. Insurance and indemnification;
  - 8.2.1.11. Maintenance, operations, and repairs;
  - 8.2.1.12. Materials and supplies costs;
  - 8.2.1.13. Meetings and conferences;
  - 8.2.1.14. Memberships, subscriptions, and professional activity costs;
  - 8.2.1.15. Security costs;
  - 8.2.1.16. Professional service costs;
  - 8.2.1.17. Proposal costs;
  - 8.2.1.18. Publication and printing costs;
  - 8.2.1.19. Rearrangement and alteration costs;
  - 8.2.1.20. Rental costs of building and equipment;
  - 8.2.1.21. Training costs; and
  - 8.2.1.22. Travel costs.

8.3. Costs Forbidden by Federal Law

- 8.3.1. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:
- 8.3.1.1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
  - 8.3.1.2. Alcoholic beverages;
  - 8.3.1.3. Bad debts;
  - 8.3.1.4. Contingency provisions (with limited exceptions);
  - 8.3.1.5. Fundraising and investment management costs (with limited exceptions);
  - 8.3.1.6. Donations;
  - 8.3.1.7. Contributions;
  - 8.3.1.8. Entertainment (amusement, diversion, and social activities and any associated costs);
  - 8.3.1.9. Fines and penalties;
  - 8.3.1.10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
  - 8.3.1.11. Goods or services for personal use;
  - 8.3.1.12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
  - 8.3.1.13. Religious use;
  - 8.3.1.14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
  - 8.3.1.15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
  - 8.3.1.16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

#### 8.4. Program Allowability

8.4.1. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

- 8.4.1.1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
- 8.4.1.2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
- 8.4.1.3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

#### 8.5. Federal Cost Principles

8.5.1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:

- 8.5.1.1. Necessary for the proper and efficient performance or administration of the program.
- 8.5.1.2. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
- 8.5.1.3. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
- 8.5.1.4. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.

- 8.5.1.5. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

## 8.6. Program Specific Fiscal Rules

- 8.6.1. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds:

- 8.6.1.1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
- 8.6.1.2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
- 8.6.1.3. Auditors generally presume supplanting has occurred in three situations:
  - 8.6.1.3.1. District uses federal funds to provide services that the District is required to make available under other federal, state, or local laws.
  - 8.6.1.3.2. District uses federal funds to provide services that the District provided with state or local funds in the prior year.
  - 8.6.1.3.3. District uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the District provides with state or local funds to nonparticipating students.
- 8.6.1.4. These presumptions apply differently in different federal programs and also in - program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

## 8.7. Approved Plans, Budgets, and Special Conditions

8.7.1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.

8.7.2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the District's grants.

## 8.8. Training

8.8.1. The District will provide training on the allowable use of federal funds to all staff involved in federal programs.

8.8.2. The District will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

## 8.9. Employee Sanctions

8.9.1. Any District employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

# 9. Compensation

## 9.1. Personal Services

9.1.1. Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

9.1.1.1. Is reasonable for the services rendered and conforms to the established written policy of the District consistently applied to both federal and non-federal activities; and

9.1.1.2. Follows an appointment made in accordance with a District's written policies and meets the requirements of federal statute, where applicable.

9.1.2. Unless an arrangement is specifically authorized by a federal awarding agency, a District must follow its written non-federal, entity-wide policies and practices concerning the permissible extent of professional services that can be provided outside the District for non-organizational compensation.

## 9.2. Fringe Benefits

### 9.2.1. During leave

9.2.1.1. The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- 9.2.1.1.1. They are provided under established written leave policies;
    - 9.2.1.1.2. The costs are equitably allocated to all related activities, including federal awards; and
    - 9.2.1.1.3. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the District.
  - 9.2.1.2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the District's accounting practices.
- 9.2.2. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the District follows a consistent costing policy.
- 9.2.3. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the District.
- 9.2.4. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the District.
- 9.2.5. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the District's part; or circumstances of the particular employment.
- 9.3. Insurance and Indemnification
  - 9.3.1. Types and extent and cost of coverage are in accordance with the District's policy and sound business practice.
- 9.4. Recruiting Costs
  - 9.4.1. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
    - 9.4.1.1. Critical and necessary for the conduct of the project;

- 9.4.1.2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
- 9.4.1.3. Consistent with the District's cost accounting practices and District policy; and
- 9.4.1.4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.

## 9.5. Relocation Costs of Employees

- 9.5.1. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the District's reimbursement policy.

## 9.6. Travel Costs

- 9.6.1. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the District's non-federally funded activities and in accordance with the District's reimbursement policies.
- 9.6.2. Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the District in its regular operations according to the District's written reimbursement and/or travel policies.
- 9.6.3. In addition, when costs are charged directly to the federal award, documentation must justify the following:
  - 9.6.3.1. Participation of the individual is necessary to the federal award; and
  - 9.6.3.2. The costs are reasonable and consistent with the District's established travel policy.
- 9.6.4. Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:
  - 9.6.4.1. A direct result of the individual's travel for the federal award;
  - 9.6.4.2. Consistent with the District's documented travel policy for all District travel; and
  - 9.6.4.3. Only temporary during the travel period.

## ~~9.7. Non Compliance~~

~~9.7.1. The Board understands that if the District fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 C.F.R. § 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances:~~

~~9.7.1.1. Temporarily withhold cash payments pending correction of the deficiency by the District or more severe enforcement action by the DOE or MDE;~~

~~9.7.1.2. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;~~

~~9.7.1.3. Wholly or partly suspend or terminate the federal award;~~

~~9.7.1.4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE);~~

~~9.7.1.5. Withhold further federal awards for the project or program; and/or~~

~~9.7.1.6. Take other remedies that may be legally available.~~



**Agenda Item XI.**  
**Date Prepared: May 20, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Board Chair Reports  
Meeting Date: May 27, 2021

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*Background:*

Each meeting the Board Chair 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. What is included in this item will vary each meeting depending on the nature of the topics, the school year schedule and time of activities

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*Recommendation:*

Board action is not required.



**Agenda Item XII. A.**  
**Date Prepared: May 4, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Adjournment  
Meeting Date: May 27, 2021  
Contact Person: School Board Chair

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The meeting must formally adjourn.



Stillwater School Board  
Policy Meeting Notes  
May 19, 2021

Present: Katie Hockert, Bev Petrie, Annie Porbeni, Jennifer Cherry, Joan Hurley, John Thein

#### Agenda

- Introduce new policy: Post Issuance Debt Compliance
- Review any updates or new information on financial policy since last board meetings
- Look over Racial and Educational Equity Resolution

#### Highlights of Discussion

- Ehlers, our financial consulting firm, recommended we look at adopting a Post Issuance Debt Compliance Policy since we are utilizing lease levies
  - This would be an important policy to have if audited by the IRS
  - There is no MSBA model policy since it does not apply to every district
  - Ehlers drew up a template for us which has already been reviewed by our legal counsel
  - Other districts with examples of this policy are Rosemount-Apple Valley-Eagan (ISD196), South Washington (ISD 833), and Osseo (ISD 279)
- John Thein discussed staff concerns regarding the new documentation required by Policy 705
- Katie Hockert reached out to Tina Riehle regarding the comment made at 5/17/21 work session that questions about policy are not being addressed. No response before today's policy meeting.
- Directors were asked to preview the Racial and Educational Equity Resolution draft which will be presented as a report at the 5/27/21 board meeting
- No comments from board members on Policy 721's first reading or Policies 704, 706, or 713's second readings to discuss.

#### What's next

- Policy 721 will be brought to the board for a second reading on May 27.
- Policies 701, 701.1, 702, 703, 704, 705, 706 & 714 have completed two readings and will be held for adoption at the June 10 meeting to ensure new policies are in place before the next fiscal year begins.
- Administration will continue updating financial procedures to be ready by adoption of the updated 700 series on June 10, 2021.
- More research to be done on the new Post Issuance Debt Compliance Policy and discuss findings at the next meeting on June 2, 2021.

Next Meeting: June 2, 2021 at 12-1pm

Respectfully submitted by: Katie Hockert

Date: 5/19/21

The end of the school year is an exciting time for students, families, and staff. Watching seniors graduate is a time filled with excitement as well as some sadness. We will miss those students moving on, yet we are so eager to see what path these young people will pursue. Congratulations Pony Graduates – much success and happiness in whatever your post-graduation plans are.

Thank you to our current student school board representatives, Mara and Brynn for serving on the school board this year. The board is fortunate to have student representatives willing to dedicate such a significant amount of time serving on the school board. Student voice is invaluable, and I found it especially helpful during this unprecedented pandemic year. Congratulations and best of luck Mara and Brynn!

The board was invited to attend the district's employee retirement dinner. What a memorable night to be able to witness. It was such a privilege to hear so many heartfelt and inspiring stories of dedication to our Pony students and families. To all our district's retiring teachers, paraprofessionals, custodians, food service professionals, and so many others, I would like to sincerely thank you for all you have done to make this such a wonderful district for students to learn and grow. Enjoy your well-deserved retirements!

Last week the board was invited by NAPAC (Native American Parent Advisory Committee) to attend the inaugural graduation celebration for our Native American high students at Lakeside Park in Bayport. Many Native cultures present eagle feathers to individuals who have accomplished or preformed a brave act in support of the community. As graduates, our district's Native students have done both these acts. They are representatives of their peer group and their Native heritage, and by reaching graduation they set examples for future generations. It was an honor to attend. Congratulations to the students and their families.

I've learned so much serving as a liaison to Stonebridge Elementary and the district's Bridge Transition program this semester. I was able to see how much work the Stonebridge PTA did this year for students and families to make this year feel as normal as possible. The hours of work that go into planning special events – essentially transferring the unique culture of Stonebridge into an online environment. I look forward to coming back to Stonebridge to tour the building again with Principal Berg after the construction work taking place this summer to provide a more optimal learning environment for our students and staff is completed. The Bridge Transition program serves students 18-21 with disabilities. The programming teaches students essential life and job skills. In addition to touring the Transition program at the district's Oak Park building and talking to staff and students, I was able to tour another district to compare programming. I look forward to continuing to learn more about this important district program during my board tenure.

Respectfully,

Alison Sherman

Submitted on May 20, 2021

May 20, 2021

District Families,

I regret that I must address you in this way and am unable to speak about this subject at the upcoming board meeting. Although the board has not voted on any new procedure, the portion of board meetings for board member reports, has been eliminated and this is the only way I have of communicating about community issues that have not made the agenda. I regret that we seem to be backsliding into a time when questions, open discussion, and transparency are frowned upon.

I want the community to know that the upcoming 2021 Graduation ceremony never came before the board for a vote. Although I asked about plans for the ceremony at many meetings, I was consistently told planning was in process. I was glad graduates and community members were allowed a voice and I was truly looking forward to the popular decision that was made to hold graduation at Pony Stadium. My issue is that this agreed upon plan has now been changed.

I believe this change has the potential to be detrimental to our community. Although the CDC has declared individuals that are vaccinated to be safe if unmasked, they maintain that unvaccinated individuals continue to be at risk if unmasked. Each graduate will be issued six tickets for attendance. We will have no ability to social distance in the Roy Wilkins Auditorium if 4,000 are in attendance. We will have no ability to monitor cold symptoms of individuals as they enter. We will have no ability to ensure that unvaccinated citizens are properly masked. I believe this ceremony has the potential to be a super-spreader event and my family will not be attending to watch my son graduate. My graduating son, who is fully vaccinated, elected to participate in the ceremony, so I will be there to hand him his diploma. I regret that the district put me in this uncomfortable position.

I asked the administration and the current board chair why the topic of the graduation ceremony never came before the board. The board chair responded that "...if you are thinking that this would be a topic for discussion and action by the board, I don't see that happening." And, "I believe we would be facing gangs of students and parents with pitchforks if the district had not made this change." I feel strongly that this subject should have come before the board. I also feel strongly that we should have honored the community input and held a safe ceremony outside at Pony Stadium. I truly hope administration has discussed any fallout resulting from any community health issues with necessary entities. As the board has not been allowed input, any super-spreader issues lie firmly with district administration.

Sincerely,  
Elizabeth Weisberg  
Board of Directors