



Independent School District 834
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
School Board Business Meeting Agenda – August 26, 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. **Superintendent Report**
- VII. **Open Forum**
Fifteen speakers will be allotted three minutes each to speak
- VIII. **Consent Agenda**
 - A. Minutes of August 12, 2021 Business Meeting
 - B. Minutes of August 16, 2021 Special Meeting
 - C. Minutes of August 19, 2021 Special Meeting
 - D. Disbursement Register – August 14, 2021 – August 27, 2021
 - E. Accept Gifts and Donations – July 2021
 - F. Human Resources Personnel Report
- IX. **Reports**
 - A. First Policy Reading (212) School Board Member Development - Dr. Jennifer Cherry
- X. **Action Items**
 - A. Universal Masking – Dr. Jennifer Cherry
 - B. Board Vacancy by Appointment – Chair Beverly
 - C. Policy Approval (731) Post Issuance Debt Compliance - Dr. Jennifer Cherry
 - D. Policy Approval (210) Conflict of Interest - Dr. Jennifer Cherry
 - E. Revoke Policy (201.5) Conflict of Interest - Dr. Jennifer Cherry
 - F. Renewal of District Memberships 2021-22 – Chair Beverly Petrie
- XI. **Board Chair Report**
- XII. **Adjournment**
 - A. Adjourn

Attachment:

- Finance and Operations Committee Notes
- Policy Committee Notes



Agenda Item I.
Date Prepared: June 16, 2021
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: August 26, 2021

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item II.
Date Prepared: June 16, 2021
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: August 26, 2021

Background:

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

Board Members

Beverly Petrie, Chair

Alison Sherman, Vice Chair

Matt Onken, Treasurer

Annie Porbeni, Clerk

Katie Hockert, Director

Tina Riehle, Director

Malinda Lansfeldt, Interim Superintendent, Ex-Officio

Recommendation:

Board action is not required.



Agenda Item III.
Date Prepared: June 16, 2021
ISD 834 Board Meeting

Agenda Item: Pledge of Allegiance
Meeting Date: August 26, 2021

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.

Recommendation:

Board action is not required.



Agenda Item IV.
Date Prepared: June 16, 2021
ISD 834 Board Meeting

Agenda Item: District Mission and School Board Goals
Meeting Date: August 26, 2021

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.

Recommendation:

Board action is not required.



Agenda Item V.
Date Prepared: June 16, 2021
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: August 26, 2021

Background:

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

Recommendation:

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

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



Agenda Item VI.
Date Prepared: June 16, 2021
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: August 26, 2021

Background:

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

Recommendation:

Board action is not required.



Agenda Item VII.
Date Prepared: June 16, 2021
ISD 834 Board Meeting

Agenda Item: Open Forum
Meeting Date: August 26, 2021

Background:

Those who wish to speak to the School Board will be able to do so in the beginning of the board meeting during Open Forum. You must sign up to speak. You may sign up only for yourself, not other individuals or groups, and only in person. The sign-up 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, who may speak for 3 minutes each. If you spoke at the last meeting, please consider allowing others to sign up before you.

When your name is called, please approach the podium and state your name and address, including town, before you begin your remarks. Please pay attention to the timer, who will hold up cards indicating when you are approaching the end of your time. When time is called, you may finish your sentence. After you address the Board, please leave the podium.

Stillwater Area Public Schools, District 834, welcomes input from citizens as community involvement on the issues facing our district 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. We welcome discussion of the issues but will not tolerate the targeting of individual staff or students by name, position or implication.

Because we are modeling civil discourse for our community, speakers must present their testimony in a respectful manner. Vulgarity, character attacks, or malice will not be tolerated. The Board will not deliberate, discuss, or engage in conversation with speakers during Open Forum. However, the Board may ask administration to review the concerns presented.

Recommendation:

This is for informational purposes only.



Agenda Item: Consent Agenda
Meeting Date: August 26, 2021
Contact Person: Varies by item

Agenda Item VIII. A.B.C.D.E.F.
Date Prepared: June 16, 2021
ISD 834 Board Meeting

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 August 12, 2021

Contact Person: Annie Porbeni, Clerk or Joan Hurley, Secretary

A copy of the minutes is included for your review.

B. School Board Special Meeting Minutes August 16, 2021

Contact Person: Annie Porbeni, Clerk or Joan Hurley, Secretary

A copy of the minutes is included for your review.

C. School Board Special Meeting Minutes August 19, 2021

Contact Person: Annie Porbeni, Clerk or Joan Hurley, Secretary

A copy of the minutes is included for your review.

D. Disbursement Register – August 14, 2021 – August 27, 2021

Contact Person: Dr. John Thein, Director, Finance

A copy of the register has been distributed to board members.

E. Accept Gifts and Donations – July 2021

Contact Person: Dr. John Thein, Director, Finance

A copy of the register has been distributed to board members.

F. Human Resources Personnel Report

Contact Person: Cindy Gustafson, Director, Human Resources

A summary of personnel transactions for the month is included for your review.

Recommendation:

BE IT RESOLVED by the School Board of Independent School District 834 – Stillwater Area Public Schools that Consent Agenda Items A through F 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
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
August 12, 2021 – 6:00 p.m. Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 6:08 p.m.
- II. **Roll Call:** Present: Beverly Petrie, chair, Alison Sherman, vice chair, Annie Porbeni, clerk, Matt Onken, Treasurer, Katie Hockert, director, Tina Riehle, director
- III. **Pledge of Allegiance**
- IV. **District Mission Statement and School Board Goals**
- V. **Approval of the Agenda**

Motion to amend the agenda to move action item B - Online Learning Recommendations to report item F by: Member Petrie; second by: Member Hockert; Vote: 6 ayes, 0 nays; Motion carried unanimously.

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

- VI. **Open Forum**
 - Andrea McCready, Stillwater, MN - Policy 721.1
 - Lisa Williams, Lakeland, MN - Levy and Mask Mandate
 - Amy Martin, Lakeland, MN - Masks
 - Heidi Adam, West Lakeland, MN - Masks
 - Dawn Beavers, Baytown Township - Levy, Masks, Achievement
 - Sarah VanNiemaal, Woodbury, MN - Levy, Masks
 - Ivy Miller, Woodbury, MN - Levy
 - Catherine Hobbs, Stillwater, MN - CRT
 - Sarah Greevich, Stillwater, MN - Masks
 - D'Ann Best, Stillwater, MN - Masks
 - Sheryl Lecy, Lake Elmo, MN - Mask Mandate, Levy, CRT
 - Eric Anderson, Oak Park Heights, MN - Gratitude to New Board of Education Members
 - Jim Franklin, West Lakeland, MN - Levy
 - Delaney Berger, - Masks
 - Jen Pelletier, Lake Elmo, MN - Levy, Gratitude towards the District and School Board
- VII. **Superintendent Report**
 - Welcome Caleb Drexler Booth, our new Director of Teaching and Learning.
 - Bus information will be emailed to families on Wednesday, August 25.
 - Stillwater Area High School students are promoting "Inclusion Revolution" to teachers across the midwest.
 - 2021 graduate Jacob Helke donated \$3000 to the Stillwater Area High School choir program.
 - U.S. Secretary of Education Miguel Cardona wants all schools this year to lead with a clear focus on health and safety, student wellbeing, and academic acceleration as students return to classrooms nationwide.

- As you prepare for the upcoming school year, the Minnesota Department of Revenue would like your help informing families about two state tax benefits: The Minnesota [K-12 Education Credit and K-12 Education Subtraction](#).
- Many have concerns about long term learning during this pandemic.

VIII. Consent Agenda

- Minutes of July 22, 2021 Business Meeting
- Minutes of August 5, 2021 Closed Session
- Disbursement Register – , 2021 – , 2021
- Annual Audio Video Repair Expenses
- Agreement to Provide Special Education and Related Staffing - Northeast Metro 916
- Contract for Services with Accurate Health Care
- Wold Architects and Engineers - Professional Services
- Repair and Replacement of Interactive Classroom Displays
- Human Resources Personnel Report

Motion to approve the Consent Agenda Items A,B,C,D,E,F,G,H,I by: Member Sherman; Second by: Member Onken; Vote: 5 ayes, 0 nays, 1 Abstain (Riehle): Motion carried.

IX. Reports

- Back to School Update - Superintendent Malinda Lansfeldt
Administration presented information on the first day of school for the 2021-2022 school year and provided an update for back to school planning.
- First Policy Reading (210) Conflict of Interest and (201.5) Conflict of Interest - Dr. Jennifer Cherry
This policy will be presented for a second reading at the next School Board Meeting
- Second Policy Reading (731) Post Issuance Debt Compliance - Dr. Jennifer Cherry
This policy will be presented for approval at a future School Board Meeting.
- Renew District Memberships – Chair Beverly Petrie
These District Memberships are up for renewal for the 2021-22 school year.
- Clinical Services Agreement for Physical Therapy Services – Mr. Paul Lee
Based on the IEP identified physical therapy needs of students with disabilities and district staffing models the services identified in this agreement are required to meet student needs.
- Online Learning Recommendations - Dr. Jennifer Cherry
Administration is recommending the school board approve the hiring of staff to support the K-5 online learning program. Funding for the online staffing would come from the ESSER II fund. This will be an action item at the next School Board meeting.

Break taken at 9:01 pm

Return from break at 9:10 p.m.

X. Action Items

- Clinical Services Agreement for Physical Therapy Services – Mr. Paul Lee
This was presented as a report and an action to approve the Clinical Services Agreement for Physical Services will be requested.

Motion to approve the Clinical Services Agreement for Physical Therapy Services by: Member Sherman Second by: Member Onken; Vote: 6 ayes, 0 nays: Motion carried unanimously.

- Policy Approval (705) Investments - Dr. Jennifer Cherry
Administration recommends approval of Policy Approval (705) Investments

Motion to approve Policy Approval (705) Investments. by: Member Onken; Second by: Member Hockert; Vote: 6 ayes, 0 nays: Motion carried unanimously.

- Combined Polling Locations Update – Chair Petrie

Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. **Each combined polling place must be a polling place that has been designated by a county or municipality.** The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

****Note - West Lakeland has changed the polling location from Oak-Land Middle School, 820 Manning Avenue N, Lake Elmo MN to West Lakeland Town Hall, 959 Paris Ave Circle N, West Lakeland, MN 55082****

Municipal Precinct	Polling Location
Afton W1 P1, W2 P1, W3 P1, W4 P1, Denmark	Shepard of the Valley Lutheran Church, 14107 Hudson Rd, S, Afton
Bayport	Bayport City Hall, 294 3 rd St N, Bayport
Baytown	Baytown Community Building, 4020 McDonald Dr N, Stillwater
Grant	Woodbury Lutheran Oak Hill Campus, 9050 60 th St N, Stillwater
Hugo W3 P3A, Hugo W3 P3B	Rice Lake Centre, Hugo Public Works Bldg., 6900 137 th St N, Hugo
Lake Elmo P1, Lake Elmo P2	Lake Elmo City Hall, 3800 Laverne Ave N, Lake Elmo
Lakeland, Lakeland Shores, Lake St Croix Beach, St Mary's Point	Lakeland City Hall, 690 Quinnell Ave N, Lakeland
Marine on St. Croix	Marine on St Croix City Hall, 121 Judd St, Marine On St Croix
May Township & Scandia	May Town Hall, 13939 Norell Ave N, Marine
Oak Park Heights	Oak Park Heights City Hall, 14168 Oak Park Blvd N, Stillwater
Stillwater W1 P1	First United Methodist Church, 813 Myrtle St W, Stillwater
Stillwater W1 P2	St. Paul Lutheran Church, 605 5 th St S, Stillwater
Stillwater W2 P3	Ascension Episcopal Church 214 North 3 rd St, Stillwater
Stillwater W2 P4	Trinity Lutheran Church, 115 4 th St N, Stillwater
Stillwater W3 P5	Stillwater Readiness Center (Armory), 250 Mary Knoll Dr, Stillwater
Stillwater W4 P7	Our Saviors Lutheran Church, 1616 Olive St West, Stillwater

Stillwater W4 P8	Rutherford Elementary, 115 Rutherford Rd, Stillwater
Stillwater Township	Stillwater Town Hall, 13636 90 th St N, Stillwater
West Lakeland	West Lakeland Town Hall, 959 Paris Ave Circle N, West Lakeland, MN 55082
Woodbury P7, Woodbury P8, Woodbury P9A	Brookview Elementary, 11099 Brookview Rd, Woodbury

Motion to approve Combined Polling Locations Update. by: Member Petrie; Second by: Member Sherman; Vote: 6 ayes, 0 nays: Motion carried unanimously.

D. Resolution Establishing the Procedure and Schedule to fill One School Board Vacancy by Appointment – Chair Beverly Petrie

Board member Liz Weisberg resigned her office on the School Board effective July 22, 2021. The term of the vacant position expires on the first Monday in January, 2023. Minnesota Statutes section 123B.09, subdivision 5b requires that the vacant School Board position be filled by appointment by the School Board, which appointment will continue until an individual is qualified under Minnesota Statutes section 205A.10, subdivision 3, as the successful candidate in a special election conducted for the purpose of electing an individual to serve the unexpired portion of the term of the current vacancy.

Motion to approve Resolution Establishing the Procedure and Schedule to fill One School Board Vacancy by Appointment. by: Member Petrie; Second by: Member Hockert; Vote: 6 ayes, 0 nays: Motion carried unanimously.

E. Resolution Calling a Special Election to fill a School Board Vacancy – Superintendent Malinda Lansfeldt
Minnesota Statutes section 123B.09, subdivision 5b requires that the vacant School Board position be filled by appointment by the School Board, which appointment will continue until an individual is qualified under Minnesota Statutes section 205A.10, subdivision 3, as the successful candidate in a special election conducted for the purpose of electing an individual to serve the unexpired portion of the term of the current vacancy.

Motion to approve Resolution Calling a Special Election to fill a School Board Vacancy by Appointment. by: Member Petrie; Second by: Member Onken; Vote: 6 ayes, 0 nays: Motion carried unanimously.

F. Resolution Relating to Increasing the General Education Revenue of the School District, Approving a New Referendum Revenue Authorization, Approving a New Capital Project Levy to Fund Technology – Superintendent Malinda Lansfeldt

Motion to approve Resolution Relating to Increasing the General Education Revenue of the School District, Approving a New Referendum Revenue Authorization, Approving a New Capital Project Levy to Fund Technology by: Member Petrie; Second by: Member Sherman; Vote: 5 ayes, 1 nay (Riehle): Motion carried.

XI. Board Chair Report

Nothing to report.

XII. Adjournment

A. The meeting adjourned at 10:02 p.m.

Respectfully submitted, Annie Porbeni, Clerk



Independent School District 834 – Stillwater Area Public Schools
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
School Board Special Meeting Minutes
August 16, 2021, 4:00 p.m.

- I. The Open meeting was called to order at 4:04 p.m.
- II. Roll Call: Present: Beverly Petrie, chair; Alison Sherman, vice chair; Matt Onken, treasurer, Annie Porbeni, clerk, Katie Hockert, director; Tina Riehle, director
- III. Approval of Agenda

Motion by: Member Onken; Second by: Member Porbeni; Vote: 6 ayes, 0 nays, motion carried unanimously.

- IV. Action Item.
 - A. Online Learning Recommendation – Dr. Jennifer Cherry
Administration is recommending the school board approve the hiring of staff to support the K-5 online learning program. Funding for the online staffing would come from the ESSER II fund.

Motion to approve the online learning recommendation by: Member Sherman, second by: Member Onken ; Vote: 6 ayes, 0 nays, motion carried unanimously .

- V. Adjournment
 - A. Meeting adjourned at 4:33 p.m.

Respectfully submitted by Annie Porbeni, Clerk



Independent School District 834 – Stillwater Area Public Schools
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
School Board Special Meeting Minutes
August 19, 2021, 6:30 p.m.

- I. The Open meeting was called to order at 6:30 p.m.
- II. Roll Call: Present: Beverly Petrie, chair; Alison Sherman, vice chair; Katie Hockert, director; Tina Riehle, director
- Not Present: Matt Onken, treasurer; Annie Porbeni, clerk

III. Approval of Agenda

Motion to modify and approve Agenda to interview Board Vacancy by Appointment by: Member Sherman; Second by: Member Hockert; Vote: 4 ayes, 0 nays, motion carried unanimously.

- IV. Interviews of Board Vacancy by Appointment
Five candidates interviewed for the Board Vacancy by Appointment and the selection of Board Vacancy by Appointment will take place at the August 26, 2021 School Board meeting.

SCHOOL BOARD VACANCY

Interview Schedule

Thursday, August 19, 2021

Time	Candidate
6:30 p.m.	Christopher Kunze
6:45 p.m.	Donald Hovland
7:00 p.m.	Hal DeLaRosby
7:15 p.m.	Peter Kelzenberg
7:25 p.m.	Philip St. Ores

- V. Adjournment
A. Meeting adjourned at 7:46 p.m.

Respectfully submitted by Alison Sherman, Vice Chair

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Agen, Violet	Resignation	Assistant Volleyball Coach Oak-Land Middle School	Co-Curricular	August 3, 2021
Ardito, Nick	Resignation	WEB Advisor Stillwater Middle School	Co-Curricular	May 26, 2021
Bealke, Sandy	Retirement (8 years)	Paraprofessional 6.5 hrs/day Lake Elmo Elementary	SCPA	August 5, 2021
Carlson, Vincent	Resignation	Assistant Baseball Coach Oak-Land Middle School	Co-Curricular	July 6, 2021
Clark, Renee	Retirement (11 years)	Cafeteria Manager 7.0 hrs/day Stillwater Middle School	Cafeteria	August 17, 2021
Dodds, Chelsea	Resignation	Assistant Volleyball Coach Stillwater Middle School	Co-Curricular	July 28, 2021
Fahey, Chris	Resignation	Yearbook Advisor Stillwater Middle School	Co-Curricular	June 1, 2021
Falzone, Sabrina	Retirement (17 years)	Cafeteria Manager 7.0 hrs/day Rutherford Elementary	Cafeteria	September 3, 2021
Halvorson, Ralph	Retirement (10 years)	Coordinator - Middle School Athletics Oak-Land & Stillwater Middle School	CSS	November 24, 2021
Hinnenkamp, Eve	Resignation	Assistant Volleyball Coach Oak-Land Middle School	Co-Curricular	July 28, 2021
Johnson, Denver	Resignation	Soccer Coach Stillwater Middle School	Co-Curricular	July 28, 2021
Jordan, Randy	Resignation	1.0 FTE Math Teacher Stillwater Area High School	SCEA	July 20, 2021
Junko, Elizabeth	Resignation	Paraprofessional 6.25 hrs/day Lily Lake Elementary	SCPA	August 5, 2021
Liston, Matthew	Resignation	.5 FTE Music Teacher Andersen Elementary	SCEA	July 6, 2021
Lumby, Lancer	Resignation	WEB Advisor Stillwater Middle School	Co-Curricular	May 11, 2021
Moldenhauer, Samantha	Resignation	Yearbook Advisor Oak-Land Middle School	Co-Curricular	July 6, 2021
Reed, Kelly	Resignation	Girls Lead Swim Coach Oak-Land Middle School	Co-Curricular	July 28, 2021
Schaefer, Mike	Resignation	Assistant Boys Soccer Coach Stillwater Area High School	Co-Curricular	August 4, 2021
Schifsky, Tara	Resignation	1.0 FTE Social Studies Teacher Oak-Land Middle School	SCEA	July 27, 2021
Springer, Nick	Resignation	1.0 FTE Math Teacher & Link Crew Advisor Stillwater Area High School	SCEA	July 19, 2021
Terpstra, Vanessa	Resignation	Assistant Student Council Advisor Stillwater Area High School	Co-Curricular	June 3, 2021
Wallace, Cecelia	Resignation	Assistant Volleyball Coach Stillwater Middle School	Co-Curricular	August 3, 2021
Winslow, Miles	Resignation	Boys Basketball and Softball Coach Oak-Land & Stillwater Middle School	Co-Curricular	August 5, 2021

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Byrd, Sierra	Paraprofessional 4.0 hrs/day Stonebridge Elementary	\$17.18 / hour	Replacement	SCPA	August 23, 2021
Backlund, Elizabeth	Community Education Assistant 11 hrs/week Rutherford Elementary	\$16.41 / hour	Replacement	Leads & Assistant	August 23, 2021
Carlson, Jeremy	.5 FTE Music Teacher Andersen Elementary	\$76,364.00	Replacement	SCEA	August 17, 2021
Echeverria, Luis	Custodian VI, 8.0 hrs/day Lily Lake Elementary	\$17.97 / hour	Replacement	Custodian	August 9, 2021
Fronk, Kelly	Community Education Casual PAC	\$17.50 / hour	Casual	Casual	August 5, 2021

	Stillwater Area High School				
Gerstner, Meagan	Paraprofessional 6.0 hrs/day Early Childhood Family Center	\$17.18 / hour	Replacement	SCPA	September 7, 2021
Green, Daniel	.5 FTE Special Education Teacher Stillwater Area High School	\$52,476.00	2021-2022 Staffing	SCEA	August 17, 2021
Harry, David	.8 FTE Math Teacher Stillwater Area High School	\$76,364.00	Replacement	SCEA	August 17, 2021
Hoff, Nick	Assistant Boys Soccer Coach Stillwater Area High School	\$4,654.00	Replacement	Co-Curricular	August 16, 2021
Holsten, Kristen	.8 FTE Media Specialist Afton-Lakeland & Stonebridge Elementary	\$74,264.00	2021-2022 Staffing	SCEA	August 17, 2021
Klein, Heather	1.0 FTE GATE Teacher Stillwater Middle School	\$79,535.00	Replacement	SCEA	August 23, 2021
Kuschel, Caroline	Paraprofessional 5.20 hrs/day Rutherford Elementary	\$16.31 / hour	2021-2022 Staffing	SCPA	September 7, 2021
Massihi, Liliane	Cafeteria 4.0 hrs/day Stillwater Area High School	\$15.97 / hour	Replacement	Cafeteria	August 19, 2021
McRae, Kala	Paraprofessional 6.25 hrs/day Lily Lake Elementary	\$17.18 / hour	Replacement	SCPA	August 30, 2021
Mogler, Kallianne	Assistant Girls Soccer Coach Stillwater Area High School	\$3,043.00	Replacement	Co-Curricular	August 16, 2021
Petrich, Alyson	Community Education Assistant 4.5 hrs/day Lily Lake Elementary	\$16.41 / hour	Replacement	SCPA	September 7, 2021
Reed, Stephen	Assistant Boys Soccer Coach Stillwater Area High School	\$5,012.00	Replacement	Co-Curricular	August 16, 2021
Riggs, Michelle	Secretary - Elementary Building Lake Elmo Elementary	\$19.16 / hour	Replacement	Tech Support	August 23, 2021
Schmuck, Erin	Paraprofessional 5 hrs/week Early Childhood Family Center	\$16.78 / hour	Replacement	SCPA	September 7, 2021
Serene, John	.8 FTE Math Teacher Stillwater Area High School	\$76,364.00	Replacement	SCEA	August 17, 2021
Southworth, Emily	Community Education Assistant 5.0 hrs/day Lake Elmo Elementary	\$15.84 / hour	Replacement	CE Leads & Assistant	September 7, 2021
Vack, Rachel	.8 FTE Art Teacher & Media Specialist Stillwater Area High School	\$45,565.00	Replacement	SCEA	August 17, 2021

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
McDowell, Megan	Approve	Paraprofessional 7.0 hrs/day Stillwater High School	SCPA	August 17, 2021-September 13, 2021

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Breucop de flores, Silvia	Paraprofessional 5.9 hrs/day Lake Elmo Elementary	Paraprofessional 6.5 hrs/day Lake Elmo Elementary	2021-2022 Staffing	SCPA	August 23, 2021
Duffy, Ryan	Community Education Assistant 3.5 hrs/day Afton-Lakeland Elementary	Community Education Site Lead 8.0 hrs/day Afton-Lakeland Elementary	Replacement	CE Leads & Assistant	August 23, 2021
Fischer, Amy	1.0 FTE GATE Teacher Stillwater Middle School	Curriculum Instruction Specialist Central Services	Replacement	CSS	August 23, 2021
Lickness, Janis	Paraprofessional 6.5 hrs/day Stonebridge Elementary	Paraprofessional Behavior 7.0 hrs/day Lake Elmo Elementary	2021-2022 Staffing	SCPA	August 23, 2021
Nelson, Kristine	Paraprofessional 6.0 hrs/day Stillwater Middle School	Paraprofessional 6.5 hrs/day Oak-Land Middle School	2021-2022 Staffing	SCPA	August 23, 2021
Parent, Ally	Community Education Assistant 3.5 hrs/day Andersen Elementary	Community Education Assistant FT 6.5 hrs/day Andersen Elementary	Replacement	CE Leads & Assistant	August 30, 2021
Radke, Janet	Paraprofessional 26 hrs/week Early Childhood Family Center	Paraprofessional 22 hrs/week Early Childhood Family Center	2021-2022 Staffing	SCPA	September 7, 2021
Tennant, Annie	Cafeteria Manager 6.5 hrs/day Afton-Lakeland Elementary	Cafeteria Manager 7.0 hrs/day Stillwater Middle School	Replacement	Cafeteria	August 16, 2021

NAME	Position	Reason	Group	EFFECTIVE DATE
Gulbrandsen, Ann	Yearbook Advisor Oak-Land Middle School	Replacement	Co-Curricular	August 6, 2021
Knutson, Jay	Assistant Student Council Advisor Stillwater Area High School	Replacement	Co-Curricular	August 23, 2021
Kraftson, Torry	Co-Head Nordic Ski Coach Stillwater Area High School	Replacement	Co-Curricular	August 23, 2021
Maxwell, Brandon	Peer Counseling - Shared Stillwater Area High School	Replacement	Co-Curricular	August 23, 2021
Mohamoud, Farhan	Assistant Boys Soccer Coach Stillwater Area High School	Replacement	Co-Curricular	August 16, 2021



Agenda Item IX.A.
Date Prepared: August 20, 2021
ISD 834 Board Meeting

Agenda Item: School Board Member Development Policy

Meeting Date: August 26, 2021

Contact Person: Dr. Jennifer Cherry

Summary:

The 2021 Policy Working Group will be presenting the following revised policy for its first reading.

- Policy 212 – School Board Member Development

The policy is included for your review

Recommendation:

Input from Board directors and community is requested.

SCHOOL BOARD

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
School Board Member Development	212	Adopted: 08-09-2018	2-Year

I. PURPOSE

In recognition of the need for continuing in-service training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. New school board members shall attend Phase I and Phase II orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA) within 180 days, including training in school finance and management.
- B. New School Board Members will receive a school board manual and an orientation provided by the Superintendent.
- C. The School Board shall annually conduct a self-evaluation.
- D. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.
- E. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- F. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

SCHOOL BOARD

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
School Board Member Development	212	Adopted: 08-09-2018 <u>Revised:</u>	2-Year

I. PURPOSE

In recognition of the need for continuing ~~inservice~~in-service training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. New school board members shall attend Phase I and Phase II orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA) within 180 days, including training in school finance and management.
- B. New School Board Members will ~~be provided with an orientation.~~ receive a school board manual and an orientation provided by the Superintendent.
- C. The School Board shall annually conduct a self-evaluation.
- D. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.
- E. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- F. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district.

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Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)



Agenda Item X.A.
Date Prepared: July 28, 2021
ISD 834 Board Meeting

Action Item: Universal Masking
Meeting Date: August 26, 2021
Contact Person: Superintendent Malinda Lansfeldt

Background:

Our priority is to keep our students in school and learning. Masks are required for all individuals on school buses per federal regulations.

Universal indoor masking will be required for all people in the school setting (preK-8) regardless of vaccination status - effective Monday, August 30

- Masking would be required at all elementary and middle schools
- Exemption for medical health condition, disability, mental health, developmental or behavioral needs
- Masking would remain strongly recommended for grades 9-12, Transitions, and in all other district facilities

Recommendation:

A motion and a second to approve Universal Masking will be requested.

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



PreK-8 Universal Masking Requirement

School Board Meeting
August 26, 2021

Universal Masking PreK-8



Masks are required for all individuals on school buses per federal regulations

Administration Recommendation

Universal indoor masking will be required for all people in the school setting (preK-8) regardless of vaccination status - effective Monday, August 30

- Masking would be required at all elementary and middle schools
- Exemption for medical health condition, disability, mental health, developmental or behavioral needs
- Masking would remain strongly recommended for grades 9-12, Transitions, and in all other district facilities

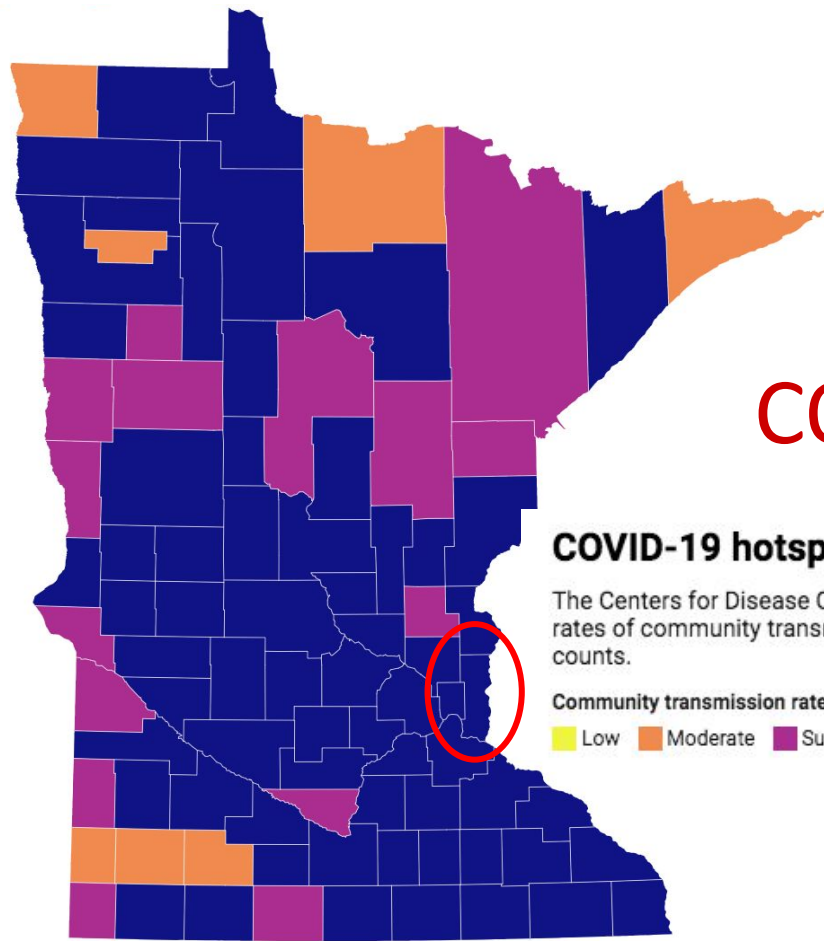
Why A Masking Requirement PreK-8

Our priority is to keep our students in school and learning

Data to consider:

- Current COVID-19 case rates in Washington County
- Delta variant's impact on children
- Recommendations from public health experts





COVID-19 Update

COVID-19 hotspots: Where masks are recommended

The Centers for Disease Control and Prevention are recommending masks in counties with substantial and high rates of community transmission. Click on a county for more details about recent and total coronavirus cases counts.

Community transmission rate

Low Moderate Substantial High

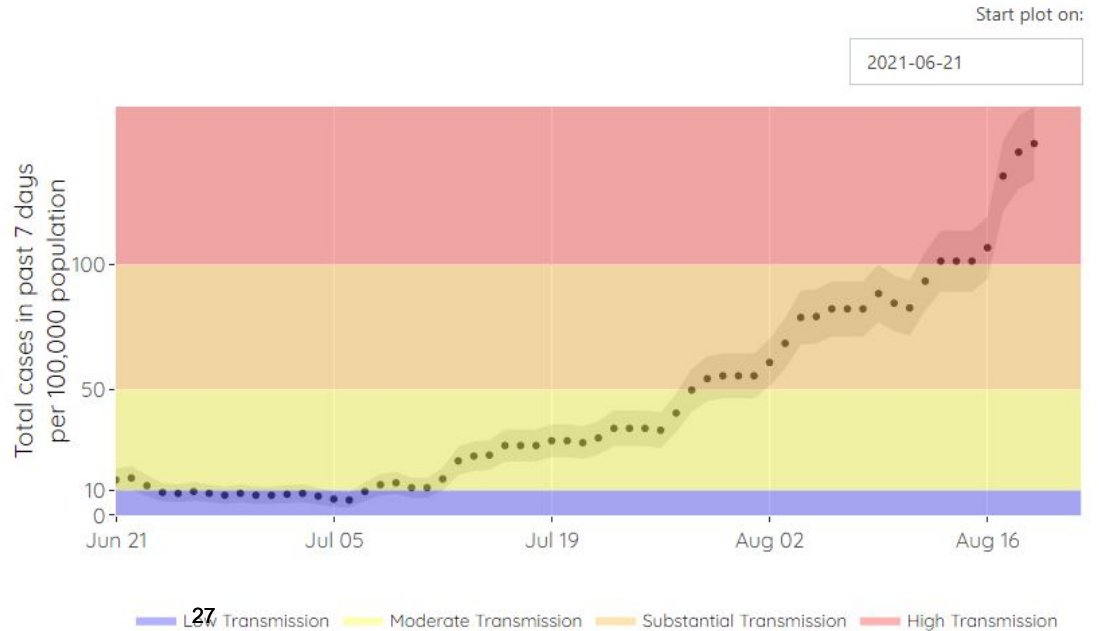
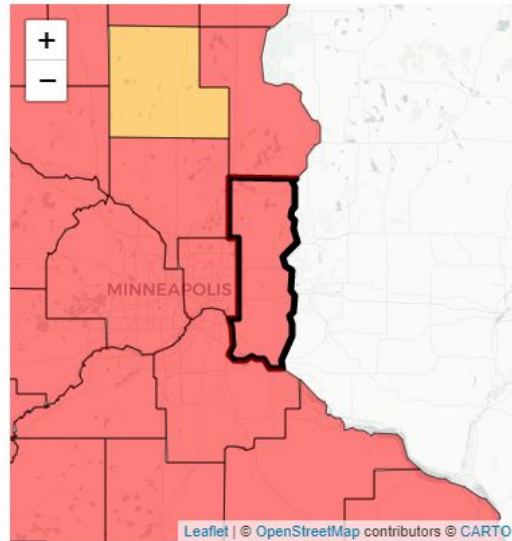
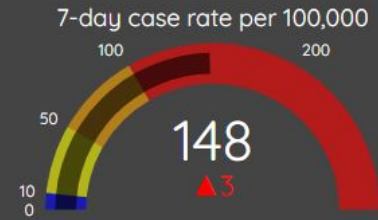
By County By School District

Washington County

Population (2019 estimated): 262,440

Data as of August 19, 2021

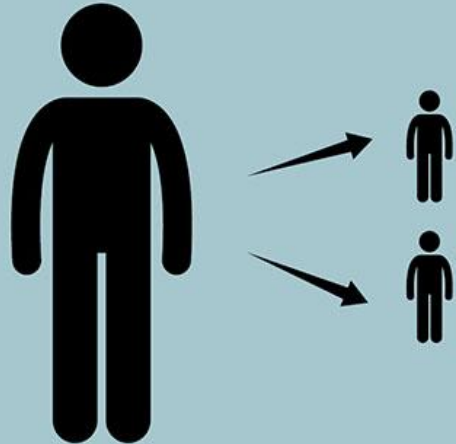
☐ Display one-week forecast



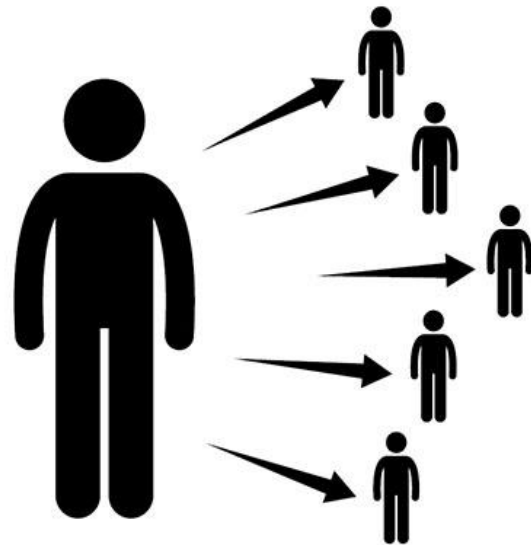
Source: jwolfson.shinyapps.io/school_openings/

The Delta variant is more contagious than previous strains—it may cause more than **2x** as many infections

ORIGINAL COVID-19 STRAIN



DELTA VARIANT



Who Has Tested Positive for COVID in Minnesota?

MN Weekly Testing and Positivity by Age Band 8/13/2021

	Week of:	Positivity Rates		Tests/10,000	
		7/25/2021	8/1/2021	7/25/2021	8/1/2021
AGES	0-9	3.25%	4.33%	160.1	194.0
	10-19	5.81%	6.50%	144.0	187.8
	20-29	5.83%	5.82%	232.5	312.7
	30-39	4.95%	5.43%	238.1	322.0
	40-49	4.73%	5.30%	190.9	262.7
	50-59	4.00%	4.46%	158.8	215.3
	60-69	3.34%	3.61%	175.9	235.2
	70-79	2.80%	3.50%	212.9	269.1
	80+	1.94%	1.98%	288.3	395.2

What The Experts Are Saying

Centers for Disease Control (CDC) - 8/5/21

“Due to the circulating and highly contagious Delta variant, CDC recommends universal indoor masking by all students (age 2 and older), staff, teachers, and visitors to K-12 schools, regardless of vaccination status.”

Minnesota Department of Health (MDH) - 7/28/21

“Universal indoor masking is recommended for all people in the school setting (ages 2 years and older), including teachers, staff, students, and visitors to schools, regardless of vaccination status..., **particularly in areas of substantial to high transmission.**”³⁰

American Academy of Pediatrics

“All students older than 2 years and all school staff should wear face masks at school (unless medical or developmental conditions prohibit use).”



Stillwater
AREA PUBLIC SCHOOLS

What Our Neighbors Are Doing

Forest Lake Area Schools: Masks recommended

Hastings: Vote on recommendation Aug. 25

Mahtomedi Public Schools: Masks required for all students, staff and visitors

North St. Paul -Maplewood-Oakdale Schools:
Masks required for all students, staff and visitors

South Washington County Schools:
Masks required age 2 through grade 8 in school settings

White Bear Lake Area Schools:
Masks required for all ages 2+ in district buildings

Other districts with mask requirements:

- Burnsville-Savage
-Eagan
- Duluth
- Edina
- Fridley
- St. Paul
- Minneapolis
- Mounds View
- Robbinsdale
- Rochester

Keep Kids In School!

Students who are in close contact with an individual who tests positive for COVID-19 may not need to quarantine based on the following factors:

FOR STUDENTS

Fully Vaccinated		Mask		Learning Environment
	+		=	
	+		=	
	+		=	
	+		=	 Quarantine

Exceptions To Masking

Medical Disability

- Medical physician (MD or DO)
- Advanced Practice Registered Nurse (APRN)
- Physician Assistant (PA)

Educational Disability

- Individualized Education Plans (IEP) team decision

COVID Testing

Vault at-home test kit available,
if requested, by any student/staff

District Drop-Off Locations

Tuesday and Thursday by 10 a.m.

- Oak-Land Middle School
- Stillwater Middle School

Community Testing

Families should consult with
their physician or local, county or
state health organizations to
learn more about COVID-19
testing.

Or visit:

[mn.gov/covid19/get-tested/
testing-locations](https://mn.gov/covid19/get-tested/testing-locations)

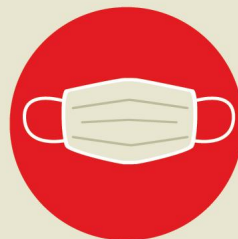
Safety Measures

- Handwashing/hand sanitizing stations
- Masking
- Physical distancing, when possible
- Daily cleaning
- Increased ventilation
- No visitors or field trips K-5 (first semester)

How will we keep students and staff safe?



Hand Hygiene



Face Coverings



Physical Distancing
as possible



Daily Cleaning



Fresh air



Limited Visitors

Questions

Member _____ introduced the following and moved its adoption:

RESOLUTION MANDATING THE
USE OF MASKS IN ALL PRE-K THROUGH 8TH GRADE STILLWATER AREA
PUBLIC SCHOOLS BUILDINGS

WHEREAS, the COVID-19 infection rate has risen during the summer of 2021 on a national, statewide, and local basis; and

WHEREAS, all individuals currently are required to wear masks while in public transportation hubs and on all public transportation (airplanes, public buses, etc.), including school buses (both public and private); and

WHEREAS, the MDH, following guidance from the Centers for Disease Control and Prevention ("CDC"), recommends "universal indoor masking for all people in a school setting (ages 2 and older), including teachers, staff, students, and visitors to schools, regardless of vaccination status;" and

WHEREAS, it is difficult to monitor and enforce mask requirements that are not universal; and

WHEREAS, according to the Minnesota Department of Health ("MDH"), "because children under 12 years of age are not yet eligible to be vaccinated and because children age 12 to 15 are only recently eligible, there is an increased risk of COVID-19 transmission in school settings."

BE IT RESOLVED, that the School Board of Independent School District No. 834, Stillwater Area Public Schools:

1. Mandates and requires universal indoor masking for all people in a pre-K through 8th grade school settings, including all teachers, staff, students, and visitors, regardless of vaccination status.
2. Consistent with CDC and MDH guidance, this mandate does not apply to:
 - a. Individuals who cannot wear a mask or cannot safely wear a mask because of a disability as defined by the Americans with Disabilities Act, 42 U.S.C. 12101 et seq.;

- b. Individuals for whom wearing a mask would create a risk to workplace health, safety, or job duty as determined by the relevant workplace safety guidelines or federal regulations;
 - c. Individuals who are actively struggling to breathe, are unconscious, or are unable to remove a mask without help;
 - d. Individuals in certain situations (e.g., swimming or other activities that will soak or submerge a face covering in water) where masks are unsafe.
- 3. Consistent with prior directives from the State of Minnesota:
 - a. Staff may remove masks when working alone, including when alone in an office, classroom, vehicle, cubicle with walls at least face level when social distancing is maintained, or other enclosed work area;
 - b. Staff, students, and other persons present indoors in a school setting may temporarily remove masks in the following situations:
 - i. When eating or drinking;
 - ii. During performances involving singing, acting, public speaking, or playing musical instruments that make wearing a mask difficult or impracticable;
 - iii. In response to requests to verify an identity for lawful purposes;
 - iv. When communicating with an individual who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult;
 - v. While receiving a service—including nursing, medical, or personal care services—that cannot be performed or would be difficult to perform when the individual receiving the service is wearing a mask.
- 4. The District will take corrective action for any violation of this policy. Such corrective action will be consistent with the law and regulations, District policies and handbooks, and any relevant collective bargaining agreements.

5. The School Board will review this resolution as necessary in light of new information regarding the transmission of COVID-19, including, but not necessarily limited to: changes to case rates; guidance from the CDC, MDH, Minnesota Department of Education, and/or any other applicable authorities; and, minimally, prior to the start of academic quarters 2, 3, and 4 (November 9, 2021, January 25, 2022, April 4, 2022).
6. This Resolution becomes effective as of 7:00 AM, Monday, August 30, 2021.
7. To the extent that the School Board has previously adopted any resolution, motion, policy, or practice inconsistent with this Resolution, this Resolution is controlling during the period that this Resolution is in effect.

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

and the following voted against:

whereupon said resolution was declared duly passed and adopted.



Agenda Item X.B.
Date Prepared: August 25, 2021
ISD 834 Board Meeting

Agenda Item: Board Vacancy by Appointment
Meeting Date: August 26, 2021
Contact Person: Beverly Petrie, Board Chair

Background:

During a Special Meeting on Thursday, August 19, 2021 five candidates interviewed for the Board Vacancy by Appointment position.

The selection of the Board Vacancy by Appointment will take place during the August 26, 2021 School Board meeting.

Voting will be conducted by paper ballot.

- Each board member will rank their top 3 candidates (3 being your top choice)
- The votes of each candidate will be read and announced.
- Votes will be recorded in the minutes of the meeting.

Selection of Board Member by Appointment

Nomination by: _____ **Seconded by:** _____ **Vote:** _____

RESOLUTION APPOINTING A SCHOOL BOARD MEMBER

Board Member _____ moved for adoption of the following resolution:

WHEREAS, on **[date that the School Board took the action]** the School Board of Independent School District No. 834 declared a vacancy to exist on the School Board following the resignation of Board member Liz Weisberg; and

WHEREAS, the vacant position expires on the first Monday in January 2023; and

WHEREAS, upon the existence of a vacancy Minn. Stat §123B.09, subd. 5b requires the School Board, by resolution, to appoint an individual to serve in the vacant position until an individual is elected by special election at the time of the next general election; and

WHEREAS, the School Board has completed the process to consider applicants to serve in the vacant School Board position; and

WHEREAS, the School Board has determined that **[insert name]** is an individual who is eligible and qualified to serve in the vacant position until a successor is elected by special election at the time of the next general election.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 834 that **[insert name]** is hereby appointed to fill the vacant position and serve on the School Board until a special election is held and a successor qualifies for office. The appointment shall be effective on the 31st day following this resolution, absent receipt of a valid petition rejecting the appointee in compliance with the requirements under Minn. Stat. §123B.09, subd 5b(b).

The motion for the foregoing resolution was seconded by _____

The following voted in favor of the resolution:

The following voted against the resolution:

WHEREUPON said resolution was duly declared passed and adopted.



Agenda Item X.C.
Date Prepared: August 20, 2021
ISD 834 Board Meeting

Agenda Item: Post Issuance Debt Compliance Policy 731 - 2nd Reading
Meeting Date: August 26, 2021
Contact Person: Dr. Jennifer Cherry

Summary:

The 2021 Policy Working Group will be presenting the following policy for approval

- Policy 731 Post Issuance Debt Compliance

The IRS encourages issuers and beneficiaries of tax-exempt obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

Stillwater Area Public Schools desires to monitor these obligations to ensure compliance with the IRS Code, Treasury Regulations and the SEC Rule. To help ensure compliance, the District has developed the following attached policy (the "Post-Issuance Debt Compliance Policy").

The tax-exempt status of a debt obligation is contingent on compliance with all applicable state and federal laws at the time of issuance and throughout the term of the obligation. Such compliance requires Stillwater Area Public Schools to undertake certain recordkeeping and computational activities.

The policy is included for your review

Recommendation:

A motion and a second to approve Policy 731 – Post Issuance Debt Compliance will be requested.

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

Non-Instructional Operations

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Post-Issuance Debt Compliance Policy	731		Review Cycle: 3 Year

I. PURPOSE

The purpose of this policy is to help ensure that all debt obligations will be in compliance with all applicable federal regulations.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with Internal Revenue Code and Treasury Regulations and to safeguard against potential SEC Rule 15c2-12 violations.

III. OBJECTIVE

The District desires to monitor these obligations to ensure compliance with the IRS Code, Treasury Regulations and the SEC Rule. To help ensure compliance, the District has developed the following policy (the “Post-Issuance Debt Compliance Policy”). The Post-Issuance Debt Compliance Policy shall apply to the obligations of bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

IV. BACKGROUND

A. IRS

The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the “Code”) and regulations promulgated thereunder (“Treasury Regulations”) governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various “Tax Credit” Bonds). The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

B. SEC

The Securities and Exchange Commission (SEC) is responsible for enforcing compliance with the SEC Rule 15c2-12 (the “Rule”). Governments or governmental entities issuing obligations generally have a requirement to meet specific continuing disclosure standards set forth in continuing disclosure agreements

(“CDA”). Unless the issuer, obligated person, or a specific obligation is exempt from compliance with CDAs, these agreements are entered into at the time of obligation issuance to enable underwriter(s) to comply with the Rule.

The Rule sets forth certain obligations of:

1. underwriters to receive, review and disseminate official statements prepared by issuers of most primary offerings of municipal securities,
2. underwriters to obtain CDAs from issuers and other obligated persons to provide material event disclosure and annual financial information on a continuing basis, and
3. broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities transactions in the secondary market.

The SEC encourages issuers and beneficiaries to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against Rule violations.

When obligations are issued, the CDA commits the issuer or obligated person to provide certain annual financial information and material event notices to the public. Issuers and other obligated persons may also choose to provide periodic, voluntary financial information and filings to investors in addition to fulfilling the specific responsibilities delineated in their CDA. It is important to note that issuers and other obligated persons should not give any one investor certain information that is not readily available to all market participants by disseminating information to the marketplace, at large. Issuers and other obligated persons should be aware that any disclosure activities determined to be “communicating to the market” can be subject to regulatory scrutiny.

V.PRIVATE ACTIVITY BONDS

- A. The District may issue tax-exempt obligations that are “private activity” bonds because either
1. the bonds finance a facility that is owned by the District but used by one or more qualified 501(c)(3) organizations, or
 2. the bonds are so-called “conduit bonds”, where the proceeds are loaned to a qualified 501(c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain manufacturing projects and certain affordable housing projects).

Prior to the issuance of either of these types of bonds, the Director of Finance shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance Policy.

- B. In a case where compliance activities are reasonably within the control of a private party (i.e., a 501(c)(3) organization or conduit borrower), the Director of Finance may determine that all or some portion of compliance responsibilities described in this Post-Issuance Debt Compliance Policy shall be assigned to the relevant party.

- C. In the case of conduit bonds, the conduit borrower will be assigned all compliance responsibilities other than those required to be undertaken by the District under federal law.

- D. In a case where the Director of Finance is concerned about the compliance ability of a private party, the Director of Finance may require that a trustee or other independent third party be retained to

assist with record keeping for the obligation and/or that the trustee or such third party be responsible for all or some portion of the compliance responsibilities.

VI. PROCEDURES

A. The Director of Finance of the District is designated as the District's agent who is responsible for post-issuance compliance of these obligations.

B. The Director of Finance shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in corresponding procedures (the "Post-Issuance Debt Compliance Procedures"). At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:

1. General Post-Issuance Compliance
2. General Recordkeeping
3. Arbitrage Yield Restriction and Rebate Recordkeeping
4. Expenditure and Asset Documentation to be Assembled and Retained
5. Miscellaneous Documentation to be Assembled and Retained
6. Additional Undertakings and Activities that Support Sections 1 through 5 above
7. Continuing Disclosure Obligations
8. Compliance with Future Requirements

C. The Director of Finance shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Director of Finance will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.

D. The Director of Finance or any other individuals responsible for assisting the Director of Finance in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.

E. Most of the provisions of this Post-Issuance Debt Compliance Policy are not applicable to taxable governmental obligations unless there is a reasonable possibility that the District may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the District shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this Post-Issuance Debt Compliance Policy.

F. The Director of Finance is additionally authorized to seek the advice, as necessary, of bond counsel and/or its financial advisor to ensure the District is in compliance with this Post-Issuance Debt Compliance Policy.



Agenda Item X.D.
Date Prepared: August 20, 2021
ISD 834 Board Meeting

Agenda Item: Conflict of Interest Policy
Meeting Date: August 26, 2021
Contact Person: Dr. Jennifer Cherry

Summary:

The 2021 Policy Working Group will be presenting the following policy for approval

Policy 210 and Policy 201.5 are titled Conflict of Interest and include similar content. Policy 210 is presented for review with minor format changes. Policy 201.5 is redundant and will be recommended to be revoked.

- Policy 210 – Conflict of Interest.

Recommendation:

A motion and a second to approve Policy 210 – Conflict of Interest will be requested.

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

**SCHOOL BOARD**

Conflict of Interest	210	Adopted: 08-09-2018 Renumbered: 08-12-2021	2-Year

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

A. Under Minn. Stat. §471.87, a school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom. Such circumstances constitute a “statutory” conflict of interest, which cannot be cured by a board member abstaining from a vote.

B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member notwithstanding a statutory conflict of interest:

1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the school board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;
2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;

3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
 4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member must file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the Contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
 5. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
 6. In addition to the statutory conflict of interest prohibited under Minn. Stat. §471.87, a school board member may not participate in a decision when he/she has a direct interest in the outcome of the proceedings. Such determination shall be made on a case-by-case basis. School board members must abstain from voting on a matter in which he/she has a direct conflict of interest.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting where all school board members are present, contract for employment with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$8,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all school board members are present, that employment must be immediately terminated and that school board member will have no further rights to employment while serving as a school board member in the school district.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a school board member is a member of the class of

employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In order for the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

A. The school board can hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.

B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40(Teacher Hiring, Dismissal)
Minn. Stat. § 123B.195 (Board Member's Right to Employment)
Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)
Minn. Stat. § 471.88, (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Conflict of Interest	210	Adopted: 08-09-2018 Renumbered: 08-12-2021	2-Year

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

A. Under Minn. Stat. §471.87, a school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom. Such circumstances constitute a “statutory” conflict of interest, which cannot be cured by a board member abstaining from a vote.

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B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member notwithstanding a statutory conflict of interest:

1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the school board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;

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2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;

3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;

4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:

a. The school board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.

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b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.

c. Before a claim is paid, the interested school board member must file with the clerk of the school board an affidavit stating:

- (1) The name of the school board member and the office held;
- (2) An itemization of the goods or services furnished;
- (3) The contract price;
- (4) The reasonable value;
- (5) The interest of the school board member in the contract; and
- (6) That to the best of the school board member's knowledge and belief, the

Contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.

5. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

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6. In addition to the statutory conflict of interest prohibited under Minn. Stat. §471.87, a school board member may not participate in a decision when he/she has a direct interest in the outcome of the proceedings. Such determination shall be made on a case-by-case basis. School board members must abstain from voting on a matter in which he/she has a direct conflict of interest.

C. In the following circumstances, the school board may as an exception, by majority vote at a meeting where all school board members are present, contract for employment with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$8,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all school board members are present, that employment must be immediately terminated and that school board member will have no further rights to employment while serving as a school board member in the school district.

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D. The school board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In order for the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member

spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board can hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

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V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40(Teacher Hiring, Dismissal)
Minn. Stat. § 123B.195 (Board Member's Right to Employment)
Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)
Minn. Stat. § 471.88, (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)

BOARD GOVERNANCE PROCESS

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Conflict of Interest	201.5	Adopted: 08-26-2010 Revised: 08-11-2016 Renumbered: 3-11-21	Annually

1. Public office is a trust created by the confidence the electorate has in the integrity of local government officials for the common good and for the benefit of the people. Board members need to maintain and protect the public trust placed in them by the electorate of the school district. This is accomplished through policies that observe state statutes regarding conflicts of interests and conducting school district business in a manner designed to avoid any conflict of interest, or the appearance of impropriety.
 - 1.1. Common law conflicts of interest are those where a Board member has a direct interest in the outcome of a matter before the Board. The factors to consider in making a determination as to whether a common law conflict exists are:
 - 1.1.1. The nature of the decision being made;
 - 1.1.2. The nature of the financial/monetary interest;
 - 1.1.3. The number of Board members making the decision who are interested;
 - 1.1.4. The need, if any, to have interested persons make the decision; and
 - 1.1.5. The other means available, if any, such as the opportunity for review, that serve to ensure that the Board member(s) will not act arbitrarily to further their personal interests.
 - 1.2. Statutory conflicts of interest are those governed by Minnesota Statutes.
2. The Board shall avoid any conflict of interest or appearance thereof. Accordingly, a Board member with a common law conflict of interest shall abstain from deliberation and voting on any matter in which he/she has a disqualifying conflict of interest.
3. The Board may contract for goods and services in conformance with statutory conflict of interest laws.
 - 3.1. A Board member who is authorized to take part in any manner in making any sale, lease, or contract in official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.

- 3.2. The Board may, in the following circumstances, contract for goods or services where a Board member has a voluntary personal financial interest by unanimous vote:
- 3.2.1. In the designation of a bank or savings association in which the Board member is interested as an authorized depository for school district funds and as a source of borrowing, if such deposited funds are protected in accordance with chapter 118A. However, any Board member having such an interest shall disclose that interest and the disclosure shall be entered into the Board minutes. Disclosure must be made when such bank or savings association is first designated as a depository or as a source of borrowing, or when such Board member is elected, whichever is later, and such disclosure shall serve as notice of such interest and need not be made with each successive transaction.
 - 3.2.2. In the designation of an official newspaper, or publication of official matters therein, in which the Board member has interest when it is the only newspaper complying with statutory or charter requirements relating to the designation of publication.
 - 3.2.3. A contract with a cooperative association of which the Board member is a shareholder or stockholder but not an officer or manager.
 - 3.2.4. A contract for which competitive bids are not required by law if the following procedures are followed:
 - 3.2.4.1. The Board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as, or lower than, the price at which the commodity services could be obtained elsewhere.
 - 3.2.4.2. In case of an emergency when the contract cannot be authorized in advance, payment of the claims shall be authorized by a like resolution in which the facts of the emergency are also stated.
 - 3.2.4.3. Before a claim is paid, the interested Board member must file with the Board Clerk an affidavit stating:
 - 3.2.4.3.1. The name of the Board member and the office held;
 - 3.2.4.3.2. An itemization of the commodity or services furnished;
 - 3.2.4.3.3. The contract price;
 - 3.2.4.3.4. The reasonable value;
 - 3.2.4.3.5. The interest of the Board member in the contract; and
 - 3.2.4.3.6. That to the best of the Board member's knowledge and belief the contract price is as low as, or lower than, the price at which the commodity or services could be obtained from other sources.

- 3.2.5. A Board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- 3.2.6. As an exception, the Board may, by majority vote at a meeting where all Board members are present, contract for services with a Board member of the district in the following circumstance:
 - 3.2.6.1. A Board member may be newly employed or may continue to be employed by the district as an employee only if there is a reasonable expectation at the beginning of the fiscal year, or at the time the contract is entered into or extended, that the amount to be earned by that officer under that contract or employment relationship shall not exceed \$8,000 in that fiscal year. If the Board member does not receive majority approval to be initially employed or to continue in employment at a meeting at which all Board members are present, that employment is immediately terminated and that Board member has no further rights to employment while serving as a Board member in the district.
 - 3.2.6.2. The Board may contract with a class of school district employees such as teachers or custodians where the spouse of a Board member is a member of the class of employees contracting with the Board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. The Board must have a majority of disinterested Board members vote to approve the contract, direct the Board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.
- 3.2.7. The Board must hire or dismiss teachers at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher shall be made or authorized except upon the unanimous vote of the full Board.
- 3.2.8. A teacher related by blood or marriage within the fourth degree, computed by civil law, to a Board member shall not be hired except by unanimous vote of the full Board.
- 4. A Board member with a personal financial interest in a sale, lease or contract with the school district which was entered into before the Board member took office and presents an actual or potential conflict of interest, must immediately notify the Board of such interest. The Board member must refrain from participating in any subsequent action relating to the sale, lease, or contract. At the time of renewal of such sale, lease, or contract, the Board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services described above, and if the procedures provided in this policy are followed.

5. The determination as to whether a conflict of interest exists is to be made by the Board. Any Board member who has an actual or potential conflict shall notify the Board of such conflict immediately. The Board member shall thereafter cooperate with the Board as necessary for the Board to make its determination.



Agenda Item X.E.
Date Prepared: August 20, 2021
ISD 834 Board Meeting

Agenda Item: Conflict of Interest Policy
Meeting Date: August 26, 2021
Contact Person: Dr. Jennifer Cherry

Summary:

The 2021 Policy Working Group will be presenting the following policy for approval

Policy 210 and Policy 201.5 are titled Conflict of Interest and include similar content. Policy 201.5 is redundant and will be recommended to be revoked.

- Policy 201.5 – Conflict of Interest.

Recommendation:

A motion and a second to revoke Policy 201.5 – Conflict of Interest will be requested.

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

BOARD GOVERNANCE PROCESS

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Conflict of Interest	201.5	Adopted: 08-26-2010 Revised: 08-11-2016 Renumbered: 3-11-21	Annually

1. Public office is a trust created by the confidence the electorate has in the integrity of local government officials for the common good and for the benefit of the people. Board members need to maintain and protect the public trust placed in them by the electorate of the school district. This is accomplished through policies that observe state statutes regarding conflicts of interests and conducting school district business in a manner designed to avoid any conflict of interest, or the appearance of impropriety.
 - 1.1. Common law conflicts of interest are those where a Board member has a direct interest in the outcome of a matter before the Board. The factors to consider in making a determination as to whether a common law conflict exists are:
 - 1.1.1. The nature of the decision being made;
 - 1.1.2. The nature of the financial/monetary interest;
 - 1.1.3. The number of Board members making the decision who are interested;
 - 1.1.4. The need, if any, to have interested persons make the decision; and
 - 1.1.5. The other means available, if any, such as the opportunity for review, that serve to ensure that the Board member(s) will not act arbitrarily to further their personal interests.
 - 1.2. Statutory conflicts of interest are those governed by Minnesota Statutes.
2. The Board shall avoid any conflict of interest or appearance thereof. Accordingly, a Board member with a common law conflict of interest shall abstain from deliberation and voting on any matter in which he/she has a disqualifying conflict of interest.
3. The Board may contract for goods and services in conformance with statutory conflict of interest laws.
 - 3.1. A Board member who is authorized to take part in any manner in making any sale, lease, or contract in official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.

- 3.2. The Board may, in the following circumstances, contract for goods or services where a Board member has a voluntary personal financial interest by unanimous vote:
- 3.2.1. In the designation of a bank or savings association in which the Board member is interested as an authorized depository for school district funds and as a source of borrowing, if such deposited funds are protected in accordance with chapter 118A. However, any Board member having such an interest shall disclose that interest and the disclosure shall be entered into the Board minutes. Disclosure must be made when such bank or savings association is first designated as a depository or as a source of borrowing, or when such Board member is elected, whichever is later, and such disclosure shall serve as notice of such interest and need not be made with each successive transaction.
 - 3.2.2. In the designation of an official newspaper, or publication of official matters therein, in which the Board member has interest when it is the only newspaper complying with statutory or charter requirements relating to the designation of publication.
 - 3.2.3. A contract with a cooperative association of which the Board member is a shareholder or stockholder but not an officer or manager.
 - 3.2.4. A contract for which competitive bids are not required by law if the following procedures are followed:
 - 3.2.4.1. The Board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as, or lower than, the price at which the commodity services could be obtained elsewhere.
 - 3.2.4.2. In case of an emergency when the contract cannot be authorized in advance, payment of the claims shall be authorized by a like resolution in which the facts of the emergency are also stated.
 - 3.2.4.3. Before a claim is paid, the interested Board member must file with the Board Clerk an affidavit stating:
 - 3.2.4.3.1. The name of the Board member and the office held;
 - 3.2.4.3.2. An itemization of the commodity or services furnished;
 - 3.2.4.3.3. The contract price;
 - 3.2.4.3.4. The reasonable value;
 - 3.2.4.3.5. The interest of the Board member in the contract; and
 - 3.2.4.3.6. That to the best of the Board member's knowledge and belief the contract price is as low as, or lower than, the price at which the commodity or services could be obtained from other sources.

- 3.2.5. A Board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- 3.2.6. As an exception, the Board may, by majority vote at a meeting where all Board members are present, contract for services with a Board member of the district in the following circumstance:
 - 3.2.6.1. A Board member may be newly employed or may continue to be employed by the district as an employee only if there is a reasonable expectation at the beginning of the fiscal year, or at the time the contract is entered into or extended, that the amount to be earned by that officer under that contract or employment relationship shall not exceed \$8,000 in that fiscal year. If the Board member does not receive majority approval to be initially employed or to continue in employment at a meeting at which all Board members are present, that employment is immediately terminated and that Board member has no further rights to employment while serving as a Board member in the district.
 - 3.2.6.2. The Board may contract with a class of school district employees such as teachers or custodians where the spouse of a Board member is a member of the class of employees contracting with the Board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. The Board must have a majority of disinterested Board members vote to approve the contract, direct the Board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.
- 3.2.7. The Board must hire or dismiss teachers at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher shall be made or authorized except upon the unanimous vote of the full Board.
- 3.2.8. A teacher related by blood or marriage within the fourth degree, computed by civil law, to a Board member shall not be hired except by unanimous vote of the full Board.
- 4. A Board member with a personal financial interest in a sale, lease or contract with the school district which was entered into before the Board member took office and presents an actual or potential conflict of interest, must immediately notify the Board of such interest. The Board member must refrain from participating in any subsequent action relating to the sale, lease, or contract. At the time of renewal of such sale, lease, or contract, the Board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services described above, and if the procedures provided in this policy are followed.

5. The determination as to whether a conflict of interest exists is to be made by the Board. Any Board member who has an actual or potential conflict shall notify the Board of such conflict immediately. The Board member shall thereafter cooperate with the Board as necessary for the Board to make its determination.



Agenda Item X.F.
Date Prepared: July 28, 2021
ISD 834 Board Meeting

Action Item: Renewal of District Memberships 2021-2022
Meeting Date: August 26, 2021
Contact Person: Board Chair Petrie

Background:

Member Organization

Membership Fee

MN School Boards Association (MSBA)

\$14,727.00

Services include: policy formats, legal advice, election advice and legislative updates to support school districts and Boards of Education.

MN State High Schools League (MSHSL)

No Fee

Supervises and regulates interscholastic athletic and fine art events. *There is no fee however, board action is required for participation.*

Association of Metropolitan School Districts (AMSD)

\$11,328.00

AMSD's primary task is to lobby at the state level for the needs of metropolitan school districts. However, AMSD's Board believes that its lobbying efforts are most effective when the organization plays a role in shaping the broader public debate on K-12 issues and advocates for policies that benefit the State as a whole.

Recommendation:

A motion and a second to approve the district memberships for 2021-2022 will be requested.

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



Agenda Item XI.
Date Prepared: June 16, 2021
ISD 834 Board Meeting

Agenda Item: Board Chair Report
Meeting Date: August 26, 2021

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

Recommendation:

Board action is not required.



Agenda Item XII. A.
Date Prepared: June 16, 2021
ISD 834 Board Meeting

Agenda Item: Adjournment
Meeting Date: August 26, 2021
Contact Person: School Board Chair

The meeting must formally adjourn.

The following items were discussed:

1. WOLD Architects Brookview Elementary Fee Letter

- The entire building project for BV was approved in the April 22nd meeting by the full board.
- The first installment of \$89,000 was on the disbursements register in the last meeting board packet. More will be coming as the project progresses.
- It was discussed by the working group that since this was a part of the budgeted BV extension levy that was approved by the entire board, contracts within the budget do not need to come to the Finance and Operations committee for approval. They have already been approved. This is consistent with surrounding district practices.
- In the event the entire project has cost overruns exceeding the original levied amount, the board will need to be consulted.
- The same process will be used for all projects that have been approved by the board.
- It was also suggested a report at the end of the summer would come to the board for all projects completed along with their costs.

2. The FO meeting scheduled for 9/2/2021 will be moved back to its original date of 8/31/2021 and the FO meeting scheduled for 9/14/2021 will be moved to 9/16/2021 to accommodate some upcoming projects for SMS.



Stillwater School Board
Policy Meeting Notes
August 18, 2021

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

Agenda

- Review of 200 series policies already in progress
- Discuss framework for 600 series as directed by the board at the August 12 Work Session on goal setting

Highlights of Discussion

- Minor adjustment in wording of policy 212: School Board Member Development
 - Director Hockert will solicit feedback from board members regarding onboarding experiences to inform administration in developing an onboarding manual and orientation
 - Procedures will also elaborate on board self evaluation process
 - Goal is to have the manual in place before onboarding the next newly elected member in November 2021.
 - Recommend revoking 201.12 as duplicate policy
- Dr. Cherry identified top priorities to begin in 600 series of policies along with important stakeholders to involve.
 - Reaffirmed our focus as a policy committee to be on student achievement in alignment with board goals for this year.

What's next

- Report on Policy 212 at the 8/26/21 board meeting
- Action on Policy 210 with revocation of 201.5 as duplicate policy at 8/26/21 board meeting-no feedback received after report at 8/12/21 meeting
- Action on Policy 731 at 8/26/21 board meeting-no feedback received after second reading at 8/12/21 meeting
- Director Hockert will provide administration with feedback from board members regarding onboarding feedback before the next policy committee meeting.

Next Meeting: September 1, 2021 at 12-1pm

Respectfully submitted by: Katie Hockert

Date: 8/18/21