



**Independent School District 834**  
**Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082**  
**School Board Business Meeting Agenda – September 9, 2021 6:00 p.m.**

**Revised**

- 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 26, 2021 Business Meeting
  - B. Disbursement Register – August 28, 2021 – September 10, 2021
  - C. Student Desk and Chair Replacement
  - D. Stillwater FFA Field Trip Approval Form - Indiana
  - E. Human Resources Personnel Report
- IX. **Reports**
  - A. Back to School Report – Dr. Jennifer Cherry
  - B. Second Policy Reading (212) School Board Member Development – Dr. Jennifer Cherry
  - C. Federal CARES Funding Update – Dr. John Thein
  - D. Attendance Boundary Guiding Change - Mr. Mark Drommerhausen
  - E. School Board Goals – Chair Beverly Petrie
- X. **Board Chair Report**
- XI. **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: September 9, 2021

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*Background:*

The School Board Chair will call the meeting to order.

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*Recommendation:*

Board action is not required.



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

Agenda Item: Roll Call  
Meeting Date: September 9, 2021

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*Background:*

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

**Board Members**

Beverly Petrie, Chair

Alison Sherman, Vice Chair

Matt Onken, Treasurer

Annie Porbeni, Clerk

Katie Hockert, Director

Tina Riehle, Director

Malinda Lansfeldt, Interim Superintendent, Ex-Officio

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**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: September 9, 2021

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*Background:*

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

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

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*Recommendation:*

Board action is not required.



**Agenda Item IV.**  
**Date Prepared: August 24, 2021**  
**ISD 834 Board Meeting**

Agenda Item: District Mission and School Board Goals  
Meeting Date: September 9, 2021

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*Background:*

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

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

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

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

Increasing student achievement for ALL students.

Securing long-term financial stability of the district.

Increasing community trust and engagement.

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*Recommendation:*

Board action is not required.



**Agenda Item V.**  
**Date Prepared: August 24, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Approval of the Agenda  
Meeting Date: September 9, 2021

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*Background:*

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

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*Recommendation:*

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

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



**Agenda Item VI.**  
**Date Prepared: August 24, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Superintendent Report  
Meeting Date: September 9, 2021

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*Background:*

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

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*Recommendation:*

Board action is not required.



**Agenda Item VII.**  
**Date Prepared: August 24, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Open Forum  
Meeting Date: September 9, 2021

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*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.

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*Recommendation:*

This is for informational purposes only.





Agenda Item: Consent Agenda  
Meeting Date: September 9, 2021  
Contact Person: Varies by item

**Agenda Item VIII. A.B.C.D.E.**  
**Date Prepared: August 24, 2021**  
**ISD 834 Board Meeting**

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**Background:**

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

**A. School Board Regular Meeting Minutes September 9, 2021**

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

A copy of the minutes is included for your review.

**B. Disbursement Register – August , 2021**

Contact Person: Dr. John Thein, Director, Finance

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

**C. Student Desk and Chair Replacement**

Contact Person: Mr. Mark Drommerhausen, Director, Operations

A copy of the proposal is included for your review.

**D. Stillwater FFA Field Trip Approval Form – Indiana**

Contact Person: Mr. Glenn Boettcher

A copy of the approval form is included for your review.

**E. Human Resources Personnel Report**

Contact Person: Cindy Gustafson, Director, Human Resources

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

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**Recommendation:**

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

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



Independent School District No. 834 – Stillwater Area Public Schools  
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082  
August 26, 2021 – 6:00 p.m. Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 6:00 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 approve the agenda by: Member Onken; second by: Member Porbeni; Vote: 6 ayes, 0 nays; Motion carried unanimously.*

VI. **Superintendent Report**

- Results from the 2021 Minnesota Comprehensive Assessments will be released on Friday, August 28, 2021.
- The district would like to recognize the partnership of Community Thread and United Way Washington County East in the 2021 Stuff the Bus Supply Drive.
- For information on working for the district, visit our [Employment page](#) on our District Website.
- PowerSchool login information was sent to families during the first week of August. If you did not receive your login or are having difficulty accessing PowerSchool, please contact our Online Family Technology Support at [familyhelp@stillwaterschools.org](mailto:familyhelp@stillwaterschools.org) or 651-351-8404. [Read more.](#)
- Bus information was emailed to families on Wednesday, August 18, 2021.
- School begins for some students the week of August 30, 2021. Start dates vary for secondary and elementary grades. Please check your calendars for your child/ren's school start date.

VII. **Open Forum**

- Pam Ryder, Stillwater, MN - Mask Mandate
- Dory Herman, Stillwater, MN - Mask Mandate
- Courtney Schaan, Stillwater, MN - Mask Mandate
- Suzie Hamburg, Stillwater, MN - Mask Mandate
- Wally Petersen, Stillwater, MN - Mask Mandate
- Laura Super, Stillwater, MN - Mask Mandate and Levy Renewal
- Jessica Johnson, Stillwater, MN - Mask Mandate
- Will Raymond, Afton, MN - Levy Renewal
- Kava Zapain, Stillwater, MN - Mask Mandate and Levy Renewal
- Sandy Hayner, Stillwater, MN - Mask Mandate, Open Forum Sign Up
- Lisa Williams, Lakeland, MN - Board Policy and Mask Mandate
- Meghann Greeder, Hugo, MN - Mask Mandate
- Carrie Koelzer, - Mask Mandate
- Sarah Saldin, Stillwater, MN - Mask Mandate

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

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

#### **IX. Reports**

- A. First Policy Reading (212) School Board Member Development - Dr. Jennifer Cherry  
This policy will be presented for a second reading at the next School Board Meeting

#### **X. Action Items**

- A. Universal Masking – Dr. Jennifer Cherry  
Universal indoor masking will be required for all people in the school setting (preK-8) regardless of vaccination status effective Monday, August 30.

**Board break at 7:40 p.m.**

**Back from break at 7:45 p.m.**

*Motion to approve Universal Masking will be required for all people in the school setting (preK-8) regardless of vaccination status effective Monday, August 30 by: Member Porbeni; Second by: Member Hockert; Vote: 5 ayes, 1 nay (Riehle): Motion carried.*

- B. Board Vacancy by Appointment - Chair Bevely Petrie  
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.

Candidate	Ranking
Hal DeLaRosby	10
Donald Hovland	2
Peter Kelzenberg	8
Christopher Kunze	15
Philip St. Ores	1

*Motion to approve Board Vacancy by Appointment for Chrisopher Kunze by: Member Petrie; Second by: Member Onken; Vote: 5 ayes, 0 nays, 1 abstain (Riehle): Motion carried.*

- C. Policy Approval (731) Post Issuance Debt Compliance - Dr. Jennifer Cherry  
Administration recommends approval of Policy Approval (731) Post Issuance Debt Compliance

*Motion to approve Policy Approval (731) Post Issuance Debt Compliance by: Member Onken; Second by: Member Sherman; Vote: 6 ayes, 0 nays: Motion carried unanimously.*

- D. Policy Approval (210) Conflict of Interest - Dr. Jennifer Cherry  
Administration recommends approval of Policy Approval (210) Conflict of Interest

*Motion to approve Policy Approval (210) Conflict of Interest by: Member Sherman; Second by: Member Hockert; Vote: 6 ayes, 0 nays: Motion carried unanimously.*

- E. Revoke Policy (201.5) Conflict of Interest - Dr. Jennifer Cherry  
Policy 201.5 is redundant and will be recommended to be revoked.

*Motion to Revoke Policy (201.5) Conflict of Interest by: Member Hockert; Second by: Member Onken; Vote: 6 ayes, 0 nays: Motion carried unanimously.*

- F. Renewal of District Memberships 2021-2022 - Chair Beverly Petrie  
The renewal of MN School Boards Association (MSBA), MN State High School League (MSHSL) and Association of Metropolitan School Districts (AMSD) will be requested.

*Motion to approve Renewal of District Memberships 2021-2022 by: Member Sherman; Second by: Member Porbeni; Vote: 5 ayes, 1 nay (Riehle); Motion carried.*

**XI. Board Chair Report**

- Nothing to report.

**XII. Adjournment**

- A. The meeting adjourned at 8:04 p.m.

*Respectfully submitted, Annie Porbeni, Clerk*



**Agenda Item VIII.C.**  
**Date Prepared: August 30, 2021**  
**ISD 834 Board Meeting**

Consent Agenda Item: Student Desk and Chair Replacement  
Meeting Date: September 9, 2021  
Contact Person: Mark Drommerhausen, Director of Operations

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*Background:* A proposal was received from Innovative Office Solutions LLC for student desks and chairs. The student desks and chairs are needed to facilitate AP testing at the Stillwater Area High School in the spring of 2022. The purchase will avoid rental costs of furniture needed to facilitate the testing. After the testing, they will be used to replace desks and chairs that are broken and no longer repairable throughout Stillwater Area Public Schools.

Location(s): District Wide

Project Name: Student Desk Replacement

Fund: Capital

Fund Description: Equipment

Item: 300 student desks and chairs

Amount: \$78,912.70

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*Recommendation:*

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

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

## EXPENDITURE APPROVAL FORM

### Fiscal Year 2021-2022

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

**REQUESTED BY:** Mark Drommerhausen      **DATE:** 9/9/2021

### DESCRIPTION OF REQUEST

A proposal was received from Innovative Office Solutions LLC for student desks and chairs. The student desks and chairs are used to facilitate AP testing at the Stillwater Area High School in the spring of 2022. The purchase will avoid rental costs of furniture needed to facilitate the testing. After the testing, they will be used to replace desks and chairs that are broken and no longer repairable throughout Stillwater Area Public Schools.

### FINANCIAL IMPACT

**Budget(s) Impacted:** \$78,912.70 Capital Equipment expenditure.

#### Is This a One-Time Expenditure?

☒ **Yes**, once implemented there will be no ongoing costs

☐ **No**, it will need to be funded indefinitely

☐ **No**, it will need to be funded for Fiscal Years 2022-?

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

☐ **Yes**      List Source(s):

☒ **No**

### PROGRESS MONITORING

The desks and chairs will be delivered prior to AP testing for assembly.



952.808.9900 | 866.574.5389

INNOVATIVEOS.COM

SALES PERSON

Reed Walhof  
952-698-9219  
rwalhof@innovativeos.com

## PROPOSAL

DATE 08/25/2021  
CUSTOMER NAME STILLWATER SCHOOLS ISD 834  
CUSTOMER NUMBER 3518340  
CUSTOMER PO  
ORDER NAME Stillwater High School  
ORDER NUMBER 205238  
PROJECT NUMBER  
TERMS NET30

### BILL TO

STILLWATER SCHOOLS ISD 834  
1875 SOUTH GREELEY ST  
STILLWATER, MN 55082-6079

ATTN: Accounts Payable  
Email: accountspayable@stillwaterschools.org

### SHIP TO

STILLWATER AREA HIGH SCHOOL  
5701 STILLWATER BLVD N  
STILLWATER, MN 55082-1030

ATTN: TONY WILLGER  
Phone: 651-295-3999  
Email: WILLGERT@STILLWATER.K12.MN.US

cmERDC Contract

Requested ship date: 12/1

Smith Contract Number: ERDCSMIT.JP.MN.031424

LINE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
1	01650--4878-60-D-(CHARCOAL)-PLT--- Silhouette Desk single student, 20x27x19-31 4878-60:Pewter Mesh Laminate D:1-1/4" Top with 4mm T-Mold (CHARCOAL):Charcoal Edge Color PLT:Platinum Frame Finish ~:*** No Casters *** ~:*** No Accessories ***	300.00 Each	125.95	37,785.00
2	17576 Caster Pack	300.00 Each	46.75	14,025.00
3	11849--(CHARCOAL)-PLT-(N) Flavors 18" A Stack Chair (CHARCOAL):Charcoal Shell Color PLT:Platinum Frame Finish (N):Standard Nylon Base Glides	300.00 Each	73.15	21,945.00
4	FRTFURNCCM Smith Systems Freight is estimated only. Due to freight volatility freight estimates are subject to change throughout the duration of the project.	1.00 Each	5,157.70	5,157.70

Remit to address for deposits:  
Innovative Office Solutions, LLC PO Box  
860627  
Minneapolis, MN  
55486-0627

SUBTOTAL \$78,912.70

**TOTAL \$78,912.70**

REQUIRED DEPOSIT 50.0% \$39,456.35

PROPOSAL VALID FOR 14 DAYS

Thank you for the opportunity to partner together. Please review the quotation and let us know if you have any questions.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



952.808.9900 | 866.574.5389

INNOVATIVEOS.COM

SALES PERSON

Reed Walhof  
952-698-9219  
rwalhof@innovativeos.com

## PROPOSAL

DATE	08/25/2021
CUSTOMER NAME	STILLWATER SCHOOLS ISD 834
CUSTOMER NUMBER	3518340
CUSTOMER PO	
ORDER NAME	Stillwater High School
ORDER NUMBER	205238
PROJECT NUMBER	
TERMS	NET30

### THANK YOU FOR THE OPPORTUNITY

We are thrilled for the opportunity to partner together on your project. The terms and conditions below outline a working understanding for the project journey and is intended to set both organizations up for success. If you have questions or concerns, please contact us directly.

### QUOTES AND PRICING

Please review your final project plan and quote to confirm it will fit your space and workplace needs. Quoted prices are good for 14 days from the date of the proposal. Due to the volatile transportation conditions in 2021, freight will be billed based upon actual. Unless otherwise noted, prices quoted do not include sales, use, excise, or other applicable taxes. Any applicable taxes will be added or adjusted on the invoice at the time of billing. Buyers exempt from taxes should provide Innovative with copies of exemption certificates prior to placing the order.

### DESIGN AND ORDERING

Innovative's Design team will work with you and/or your team to design a space that is customized to your budget, style and unique needs to transform your space/s and bring your vision to life. If you do not want to move forward with us on a project, the design work remains the exclusive property of Innovative Office Solutions and we reserve the right to invoice you for the design costs incurred.

### NEED FOR DEPOSITS

A deposit of 50% of the order is required on all projects in excess of \$5,000. The deposit is essential as our vendor partners require payment from us when placing orders. Once the deposit is received, we will place your order. Payments must be in the form of check, ACH or wire transfer. Credit cards are not accepted for deposits or other furniture payments over \$5,000.

### PAYMENT TERMS

Our Innovative team will send invoices following delivery and installation completion. To ensure a seamless accounting experience, please send payment within 30 days of the invoice date. It is not uncommon for a project to be substantially complete, except for a few punch list items. We appreciate you paying your invoice in full. Innovative will complete your project when outstanding items and/or parts become available.

### CHANGES

Once we receive the sign off on design plan and proposed budget, your order will be placed. Due to the customization of many projects, once orders are placed, most products are not returnable. Modifications or cancellations may result in cancellation or restocking charges by our manufacturer partners. Unfortunately, we will need to invoice you if such charges are incurred. Where a Scope of Work is included with this Agreement, costs resulting from changes in the scope of the project, including any additional requirements or restrictions placed on Innovative will be added to the project price. When Innovative becomes aware of the nature and impact of the change, you will be notified, and all project paperwork will be updated as necessary. In this instance, a revised quote will be generated for signoff.

### PROJECT DELAYS AND STORAGE

We understand projects are occasionally delayed. This may mean you are unable to accept product from us as scheduled. When this occurs, Innovative will store your items at no charge for up to 30 days to provide you with additional time to ensure your space is ready for installation. After 30 days, we will provide a quote to continue to store your product, as we want to make sure it is safe and in a secure location.

### DELIVERY AND RECEIPT OF PRODUCT

We will contact you once we are notified your product has been shipped and is on its way. Your product will be delivered during regular business hours. In order to provide an exceptional delivery experience, we ask that you inform us of any unique circumstances that a driver or install team may face during a delivery. This may include such challenges as a downtown location or the need for a liftgate. Providing us with this information ensures that product is delivered to the proper location within your facility and will reduce the chances of damage to any of the items.

We kindly ask you to inspect all product directly shipped and/or delivered and brought onto the job site as scheduled. If you discover product has been damaged or shipped in error during the receiving process, please notify us within 24 hours to ensure that appropriate claims can be





952.808.9900 | 866.574.5389

INNOVATIVEOS.COM

SALES PERSON

Reed Walhof  
952-698-9219  
rwalhof@innovativeos.com

## PROPOSAL

DATE	08/25/2021
CUSTOMER NAME	STILLWATER SCHOOLS ISD 834
CUSTOMER NUMBER	3518340
CUSTOMER PO	
ORDER NAME	Stillwater High School
ORDER NUMBER	205238
PROJECT NUMBER	
TERMS	NET30

filed. After product arrives at your site, any loss or damage caused by other trades or by weather, fire or other elements is your responsibility.

### INSTALLATION PREMISES CONDITIONS

It is our sincere priority to make sure the installation of your product is timely, professional, and as efficient as possible. To facilitate this, we ask the site to be clean, clear, and free of debris prior to installation. The jobsite should have proper lighting, heat, power source, hoisting and/or elevator service and suitable unobstructed dock space and a secured staging area. The job site shall also be free of the interference of other trades in the area where installation is taking place.

We understand in certain situations spaces are not ready for installation when the initial date was scheduled. If this is the case, please provide at least a 48-hour notice so we can keep your project on track to the best of our ability. If proper, timely communication does not occur, unfortunately additional charges may be invoiced to cover costs incurred. Our Installation Team installs product based on the final approved layout. If there are any changes to the final plan, please make sure these are addressed prior to the installation date.

### WARRANTY

Each manufacturing partner of Innovative has a warranty standard. For more information on warranty details, reach out to your Innovative Account Executive. Warrantied product replacements may require billable installation services.

### CLAIMS

Innovative will help resolve claims concerning damaged and/or defective product, materials and/or workmanship made within the warranty period as stated by the manufacturer, supplier, or fabricator. We will arrange for the repair or replacement of any damaged or defective items and/or installation to make sure the project is successful.

### FORCE MAJEURE

We will do our absolute best to ensure we can secure and install your product, but if there are reasons beyond our control, Innovative will not be liable. Reasons include but are not limited to, strikes, pandemics, embargos, war or other breakout of hostilities, acts of God, machinery breakdowns, delays of carriers or suppliers, and domestic or foreign governmental acts or regulations.

### GOVERNING LAW

This agreement shall be governed by and construed according to the laws of the State of Minnesota.

### ARBITRATION

We want to make this a true partnership and resolve any issues that may occur. Any controversies or claims arising relating to this contract will be settled by arbitration administered by the American Arbitration Association. They will fall under its commercial rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court with authority. The award shall include the costs of arbitration and the legal fees of the prevailing party.

### THANK YOU FOR YOUR PARTNERSHIP

Innovative Office Solutions is built upon a "relationships matter" belief system, and every project matters to us. We are thankful for the opportunity to partner together and we look forward to serving you!

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



## Field Trip / Overnight Athletic Team Trip Pre-Approval Form

*Sent to CSB  
9/3/2021*

**PLEASE REVIEW FIELD TRIP PROCEDURES/REQUIREMENTS ON  
BACK OF FORM PRIOR TO SUBMITTING FOR APPROVAL.**

**Teacher/Coach/Advisor:** Glenn Boettcher **Cell Phone #:** 651-338-6926

**In conjunction with (team/class/organization):** Stillwater FFA

**Educational/Trip Purpose:** National FFA Convention and Expo/Career Show

- Develop premier leadership, personal growth, and career success
- Explore career opportunities with colleges and employers in the Agriculture, Food, and Natural Resources (AFNR) Career Cluster
- Evaluate the nature and scope of the Agriculture, Food & Natural Resources Career Cluster and the role of agriculture, food, and natural resources (AFNR) in society and the economy

☐ **Itinerary details must be attached**

**Destination:** Indiana Convention Center

**Destination Address/Phone:** 100 South Capitol Ave, Indianapolis, IN Ph. 317-262-3400  
(Address, City, State) (Phone number)

**Departure Date:** 10/26/21 (after school) **Return Date:** 10/30/21

**Departure Time:** 7:30 pm Tuesday **Return Time:** 11:30 pm Saturday

**Number of:** Students/Team Members: (Attach List) 8  
Directors/Coaches: 1 Names: Glenn Boettcher  
Chaperones\*: 0 Names: NA

\* All chaperones must have a completed and approved criminal background check.

**Mode of Travel (see back for more info):** Charter Bus with Region 4 delegation; Holt Bus Company. 245 Cokato St SW, Cokato MN 55321 Ph. (320) 286-5315; Email: wdtours@farmerstel.net

**Lodging Information (if overnight):** MN State Block; Region 4 Delegation; Holiday Inn Carmel  
251 Pennsylvania Parkway, Indianapolis IN 46280; 1 317 5744600

☐ **Safety/Security Plans Reviewed 9/15 – signed permission forms**

(Date and manner in which information provided)

☐ **Discipline & Chemical Policy & Rules Reviewed 9/15 – signed permission forms**

(Date and manner in which information provided)

Estimated Cost \$4,800  
Transportation \$  
Housing \$  
Fees \$  
Sub \$ 300  
Package\* \$ 4,500

**Total Cost \$ 4800**

**Student Cost \$ 4000 District/Perkins Funds Cost \$ 800**

**Funding Source (i.e. grant, etc.):** Perkins, FFA,

\*Charter coach, Hotel, Registration (\$500\* 8 members) + (\$500 \* 1 advisor)

**Teacher/Coach Signature:**

Glenn Boettcher

8/23/21

(Date)

**Department Chair/Athletic Director Approval:**

Glenn Boettcher

8/23/21

(Date)

**Building Administration Approval:**

John C. Boettcher

8/31/21

(Date)

**FOR OVERNIGHT FIELD TRIPS AND ATHLETIC TEAM TRIPS ONLY**

**District Administrative Approval:**

John C. Boettcher

9/7/21

(Date)

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

**RETIREMENT/RESIGNATION/RELEASE**

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Kummer, Jeanelle	Resignation	Cafeteria 4.5 hrs/day Lake Elmo Elementary School	Cafeteria	August 23, 2021
Odegard, Kara	Resignation	1.0 FTE Math Teacher Stillwater Area High School	SCEA	August 8, 2021

**HIRES/REHIRES**

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Alfaro, Karen	Paraprofessional 5.9 hrs/day Lake Elmo Elementary School	\$16.78 / hour	Replacement	SCPA	August 23, 2021
Belt, Christy	Cafeteria 5.5 hrs/day Mahtomedi High School	\$15.97 / hour	Replacement	Cafeteria	September 7, 2021
Gebreslassie, Freweynie	Cafeteria 4.0 hrs/day Stillwater Area High School	\$15.97 / hour	Replacement	Cafeteria	August 30, 2021
Hammerschmidt, Adam	Cafeteria 4.0 hrs/day Stillwater Area High School	\$15.97 / hour	Replacement	Cafeteria	August 30, 2021
Hansen, Catherine	1.0 FTE Online Elementary Teacher District Wide Elementary	\$60,405.00	COVID	SCEA	August 23, 2021 - January 21, 2022
Heinselmann, Tanner	Assistant Boys Soccer Coach Stillwater Area High School	\$4,296.00	Replacement	Co-Curricular	August 16, 2021
Kindler, Ann	1.0 FTE Elementary Teacher Rutherford Elementary	\$63,303.00	COVID	SCEA	August 23, 2021 - January 21, 2022
Klein, Heather	1.0 FTE GATE & Math Teacher Stillwater Middle School	\$79,535.00	Replacement	SCEA	August 23, 2021
Lattimore, Benjamin	.5 FTE Business Teacher Stillwater Area Public Schools	\$47,251.00	2021-2022 Staffing	SCEA	August 17, 2021
Lavergne, Amber	Secretary, Instructional Support Services, 8.0 hrs/day, 220 days Central Services	\$19.65 / hour	Replacement	Tech Support	August 18, 2021
Mowery, Lily	Community Education Assistant 4.5 hrs/day Rutherford Elementary	\$15.63 / hour	Replacement	CE Leads & Assistant	September 7, 2021
Luttinen, William	Assistant Boys Soccer Coach Stillwater Area High School	\$3,222.00	Replacement	Co-Curricular	August 16, 2021
Norton, Andrea	Community Education Assistant 5.5 hrs/day Lily Lake Elementary	\$16.41 / hour	Replacement	CE Leads & Assistant	September 7, 2021
Salsberg, Amanda	1.0 FTE Science Teacher Oak-Land Middle School	\$45,565.00	Replacement	SCEA	August 19, 2021
Steil, Brian	Paraprofessional 6.0 hrs/day Stillwater Area High School	\$17.18 / hour	Replacement	SCPA	August 30, 2021
Thao, Jennie	Paraprofessional 6.0 hrs/day Rutherford Elementary	\$17.18 / hour	Replacement	SCPA	September 7, 2021
Whisler, Brianna	1.0 FTE Elementary Teacher Lily Lake Elementary	\$45,565.00	COVID	SCEA	August 23, 2021 - January 21, 2022
Ullrich, Justin	Community Education Casual PAC District Wide	\$17.50 / hour	Casual	Casual	August 19, 2021
Wilhem, McKenzie	Community Education Assistant 4.5 hrs/day Andersen Elementary School	\$15.63 / hour	Replacement	CE Leads & Assistant	September 7, 2021

**LEAVES OF ABSENCE**

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Mc Ginnis, Allison	Approve	Paraprofessional 7.0 hrs/day Stillwater Area High School	SCPA	September 7, 2021-September 30, 2021
Nelson, Jennifer	Approve	1.0 FTE Elementary Education Teacher Lake Elmo Elementary	SCEA	August 23, 2021 - October 28, 2021
Smith, Andrew	Approve	1.0 FTE English Teacher Stillwater Area High School	SCEA	August 23, 2021 - November 15, 2021

**ASSIGNMENT CHANGES**

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Bethke, Shane	Cafeteria 4.0 hrs/day Stillwater Area High School	Cafeteria 4.5 hrs/day Stillwater Area High School	2021-2022 Staffing	Cafeteria	August 30, 2021
Blackwell, June	Paraprofessional 8.0 hrs/day Oak-Land Middle School	Paraprofessional 7.3 hrs/day Oak-Land Middle School	2021-2022 Staffing	SCPA	August 30, 2021
Byrd, Sierra	Paraprofessional 4.0 hrs/day Stonebridge Elementary School	Paraprofessional 6.5 hrs/day Stonebridge Elementary School	Replacement	SCPA	August 23, 2021
Echeverria, Dana	Cafeteria 4.0 hrs/day Stillwater Area High School	Cafeteria 4.5 hrs/day Lake Elmo Elementary School	Replacement	Cafeteria	August 25, 2021
Evans, Katie	Cafeteria 5.0 hrs/day Stillwater Area High School	Cafeteria Assistant Manager 7.0 hrs/day Stillwater Area High School	2021-2022 Staffing	Cafeteria	August 23, 2021
Farver, Jean	Cafeteria 5.0 hrs/day Andersen Elementary School	Cafeteria Manager 6.5 hrs/day Rutherford Elementary School	Replacement	Cafeteria	August 17, 2021
Hall, Pamela	Cafeteria Assistant Manager 7.0 hrs/day Stillwater Area High School	Cafeteria Manager 6.5 hrs/day Afton-Lakeland Elementary School	Replacement	Cafeteria	August 17, 2021
Hart, Phylcia	Cafeteria 4.0 hrs/day Oak-Land Middle School	Cafeteria 5.25 hrs/day Oak-Land Middle School	2021-2022 Staffing	Cafeteria	August 30, 2021
Hymes, Jennifer	.40 FTE Science Teacher Stillwater Area High School	.80 FTE Science Teacher Stillwater Area High School	2021-2022 Staffing	SCEA	August 23, 2021
Keller, Rich	1.0 FTE Industrial Technology Teacher Stillwater Area High School	1.2 FTE Industrial Technology Teacher Stillwater Area High School	2021-2022 Staffing	SCEA	August 23, 2021 - June 4, 2022
Kraftson, Torry	.80 FTE Math & Industrial Technology Teacher Stillwater Area High School	1.0 FTE Math Teacher Stillwater Area High School	2021-2022 Staffing	SCEA	August 23, 2021 - June 4, 2022
Mathaus, Erin	Paraprofessional 6.5 hrs/day Oak-Land Middle School	Paraprofessional 7.2 hrs/day Oak-Land Middle School	2021-2022 Staffing	SCPA	August 30, 2021
McCarthy, Tami	Cafeteria 4.5 hrs/day Stillwater Area High School	Cafeteria 5.0 hrs/day Stillwater Area High School	Replacement	Cafeteria	August 25, 2021
Mulvihill, Michele	Cafeteria 4.0 hrs/day Oak-Land Middle School	Cafeteria 5.25 hrs/day Oak-Land Middle School	2021-2022 Staffing	Cafeteria	August 30, 2021
Musser, Kent	1.0 FTE Orchestra Teacher Stillwater Area High School	1.0 FTE Orchestra Teacher Andersen, Brookview & Stillwater Area High School	2021-2022 Staffing	SCEA	August 23, 2021
Noack, Dana	Paraprofessional 6.0 hrs/day Oak-Land Middle School	Paraprofessional 6.5 hrs/day Rutherford Elementary School	Replacement	SCPA	August 30, 2021
O'Shea, Molly	.4 FTE Intervention Teacher Afton-Lakeland Elementary	1.0 FTE Online Elementary Teacher District Wide	COVID	SCEA	August 23, 2021 - January 21, 2022
Shelton, Alyssa	.7 FTE PE / DAPE Teacher Stillwater Middle School	.9 FTE PE / DAPE Teacher Stillwater Middle School	2021-2022 Staffing	SCEA	August 23, 2021
Sherlock, Michelle	Cafeteria 5.0 hrs/day Oak-Land Middle School	Cafeteria 5.5 hrs/day Oak-Land Middle School	2021-2022 Staffing	Cafeteria	August 30, 2021
Thompson, Tina	Paraprofessional, 5.05 hrs/day Early Childhood Family Center	.57 FTE Pre-School Teacher Early Childhood Family Center	2021-2022 Staffing	SCEA	August 17, 2021 - June 6, 2022
Van Alstine, Tanya	Paraprofessional, 6.0 hrs/day Oak-Land Middle School	Paraprofessional, 6.2 hrs/day Oak-Land Middle School	Replacement	SCPA	August 23, 2021
Williams, Ashley	Cafeteria 3.0 hrs/day Oak-Land Middle School	Cafeteria 4.75 hrs/day Oak-Land Middle School	2021-2022 Staffing	Cafeteria	August 30, 2021

**ADDITIONAL ASSIGNMENTS**

NAME	Position	Reason	Group	EFFECTIVE DATE
Mobroten, Robin	Community Education Assistant 1.1 hrs/day Lake Elmo Elementary School	Replacement	CE Leads & Assistants	September 7, 2021
Peterson, Melissa	Community Education Assistant 1.5 hrs/day Lake Elmo Elementary School	Replacement	CE Leads & Assistants	September 7, 2021
Richie, Joann	Community Education Assistant 1.45 hrs/day Rutherford Elementary School	Replacement	CE Leads & Assistants	September 7, 2021



**Agenda Item: VIII. A.**  
**Date Prepared: September 16, 2020**  
**ISD 834 Board Meeting**

Agenda Item: First Day of School Update  
Meeting Date: September 9, 2021  
Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

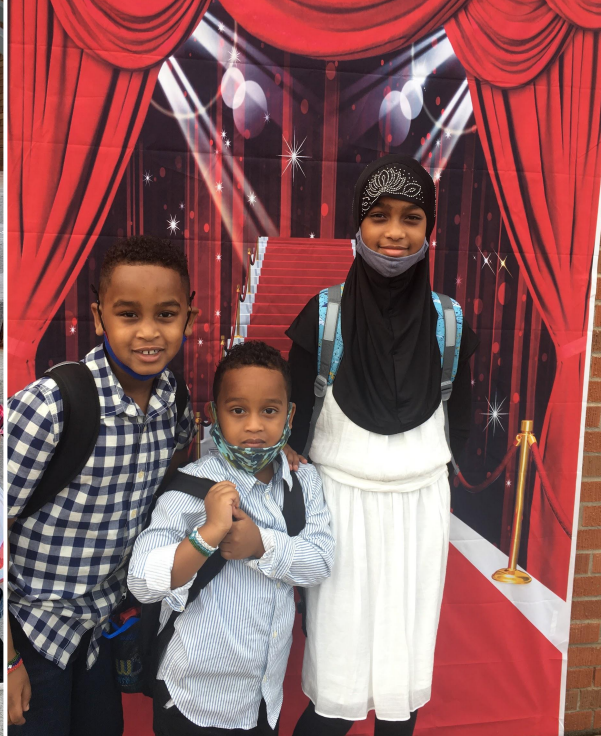
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*Background:*

Administration will present information on the first day of school for the 2021-2022 school year.

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No Action required.



# Back To School 2021-2022

*School Board Report - Sept. 9, 2021*



# Welcome Students!

**Total first day enrollment  
= 8,341 total students**

- 3,414 elementary students
- 4,737 secondary students
- 190 early childhood special education

## K-12+ Enrollment

**Fall 2020  
(Oct. 1)**

**8,102  
students**

**Spring 2021  
(May 31)**

**8,089  
students**

**Fall 2021  
(Sept. 7)**

**8,151  
students**

**Anticipated decrease  
of 154 students**

- Graduated 698 seniors
- Incoming kindergarten class of 544 students

**Increase of 49 students  
from last year**

# First Day By The Numbers



## Food Service

- 978 breakfasts served
- 4,532 lunches served

## School Age Care

- 595 students enrolled

## Early Childhood

- 327 preK and 211 ECCE students



# Transportation Update

- Focus available drivers on routes based on priority:
  - **Priority 1:** Students living 2 miles or further from schools; students with disabilities who require specialized transportation; and others required by law to transport
  - **Priority 2:** Students within 2 miles; and others who do not have statutory right to transportation
- Reroute buses to create neighborhood hubs and maximize efficiency
- Explore adjusting school bell times
- Explore transportation reimbursement

# Thank You, Community!

## 2021 STUFF THE BUS CAMPAIGN STATISTICS:

- **\$47,000** raised for school supply donations - an increase of 46% from 2020
- **203 households received donations**
- 464 students received donations
- 65 teachers “shopped” for supplies for their classrooms
- 53 Teacher Kits provided to Afton-Lakeland and Andersen Elementary Schools
- 394 volunteers



**Agenda Item IX.B.**  
**Date Prepared: September 2, 2021**  
**ISD 834 Board Meeting**

**Agenda Item:** School Board Member Development Policy

**Meeting Date:** September 9, 2021

**Contact Person:** Dr. Jennifer Cherry

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**Summary:**

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

- Policy 212 – School Board Member Development

The policy is included for your review

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**Recommendation:**

Input from Board directors and community is requested.

**SCHOOL BOARD**

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

**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 and the School Board Chair.
- 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 Revised:	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 and the School Board Chair.**
- 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 IX. C.**  
**Date Prepared: September 2, 2021**  
**ISD 834 Board Meeting**

**Report Agenda:** Federal CARES Funding Update

**Meeting Date:** September 9, 2021

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

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***Summary:***

Enclosed is an update on the Federal CARES Funding.

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***Recommendation:***

This is a report for information.



*Coronavirus Aid, Relief, and Economic Security Act (CARES)*

# Federal Funding Update

Report to School Board - September 9, 2021

# Federal CARES Funding Update

## Revenue for Fiscal 2020-2021:

Finance Code	Funds Available	Application Status	Budgeted	Encumbered
150	\$ 251,409	Approved	Unbudgeted	Unencumbered
151	\$ 236,450	Approved	Budgeted	Encumbered
152	\$ 178,024	Approved	Budgeted	Encumbered
153	\$ 87,251	Approved	Budgeted	Encumbered
154	\$2,118,344	Approved	Budgeted	Encumbered
155	\$ 875,418	Approved	Unbudgeted	Unencumbered
160	\$1,572,852	Not Approved	Unbudgeted	Unencumbered
161	<u>\$ 393,213</u>	Not Approved	Unbudgeted	Unencumbered
<b>Total</b>	<b>\$5,712,961</b>			

Amount of CARES Funding Spend in 2020 - 2021	<b>\$2,620,069</b>
Amount of CARES Funding Encumbered for 2021 - 2022 Not Received	<b>\$1,126,827</b>
Amount of CARES Funding remaining to be Submitted and Approved	<b><u>\$1,966,065</u></b>
<b>Total</b>	<b>\$5,712,961</b>



# Federal CARES Funding Update

## Expenditures for Fiscal 2020-2021:

Finance Code	Description of Expense	Amount
151	School Age Child Care	\$232,247
	Operations & Maint.	\$663
	Non-Public	\$3,540
152	Instructional Supplies	\$1,702
	Food Service: Summer Meals for Students	\$174,860
	Non-Public Funds	\$1,462
153	Instructional Technology	\$85,700
	Instructional Supplies	\$287
	Non-public	\$1,264
154	Technology Services	\$1,071,440
	Kindergarten	\$17,928
	Elementary	\$77,194
	Secondary	\$274,677
	School Age Child Care	\$217,329
	Staff Development	\$13,145

## CARES Funding Approved, Encumbered but not Received Fiscal Year 2021 - 2022:

Finance Code	Description of Application	Amount
150	Governor's Summer Support Funds	\$251,409
155	Elementary & Secondary Relief Funds	<u>\$ 875,418</u>
<b>Total</b>	(\$350,000 Encumbered for Summer Programming)	\$ 1,126,827

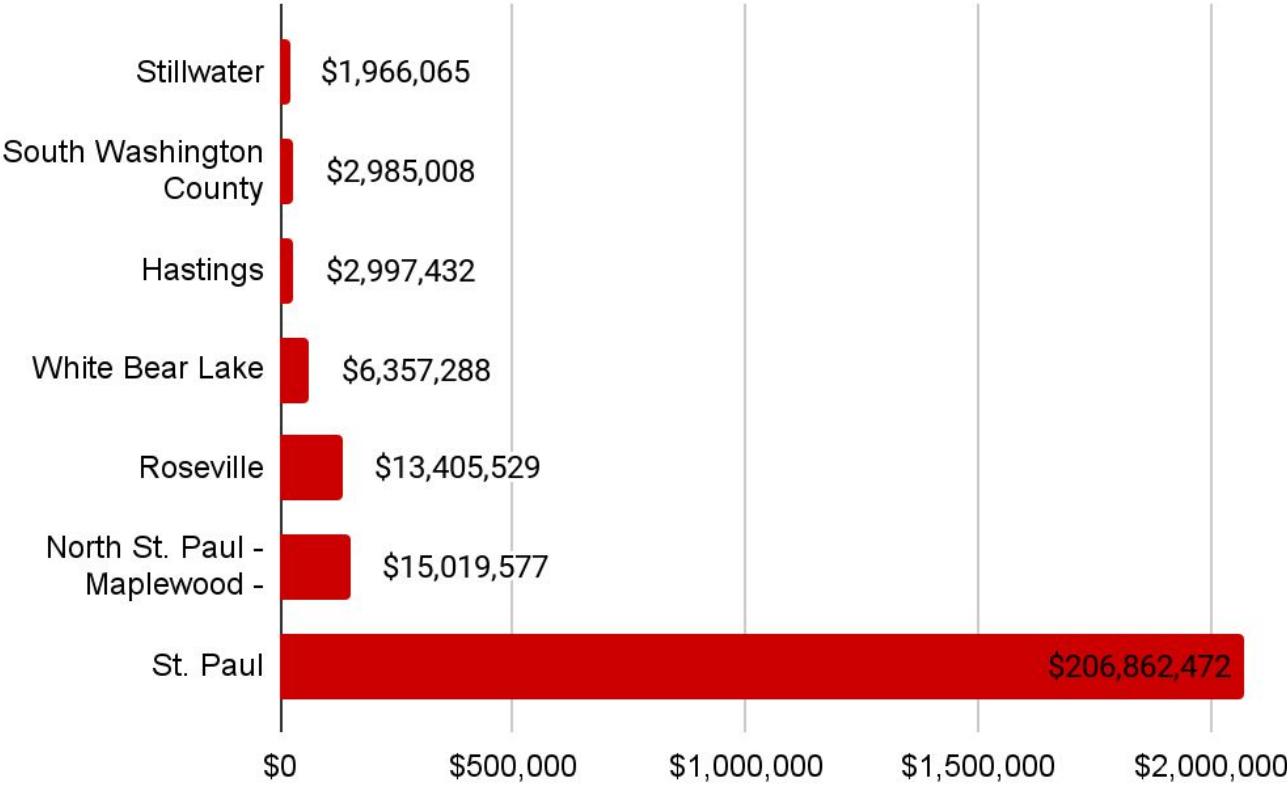
## CARES Funding Available but not Approved or Encumbered or Submitted Fiscal Year 2021-2022:

Finance Code	Description	Amount
160	ESSER III for Local Educational Authority	\$1,572,852
161	ESSER III Learning Recovery Activities	<u>\$ 393,213</u>
<b>Total</b>		\$1,966,065

## CARES Funding Overview:

Fiscal Year Expenditures 2020 - 21	\$2,620,069
CARES Funding Approved, Encumbered but not Received	\$1,126,827
CARES Funding Available but not Approved or Submitted	<u>\$1,966,065</u>
<b>Total CARES Funding</b>	<b>\$5,712,961</b>

# ESSER III Allocations





**Agenda Item IX. D.**  
**Date Prepared: August 31, 2021**  
**ISD 834 Board Meeting**

Report Agenda: Guiding Change: Attendance Boundaries  
Meeting Date: September 9, 2021  
Contact Person: Mark Drommerhausen, Director of Operations

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*Background:*

At the August 31, 2021 Finance and Operations Working Group meeting, Mark Drommerhausen presented a draft of the Guiding Change: Attendance Boundaries document.

A copy of the draft Guiding Change: Attendance Boundaries document is attached for review.

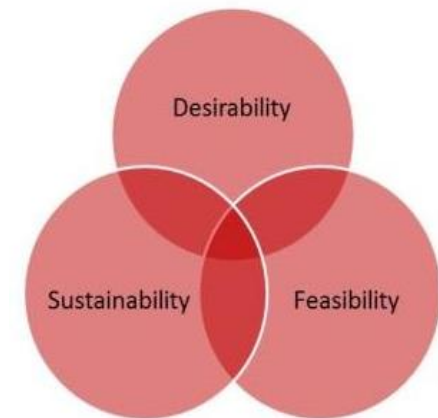
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*Recommendation:*

This is a report for information. Action will be requested at the September 23, 2021 school board business meeting.

## GUIDING CHANGE: Boundary Adjustments 2021 *DRAFT*

<i>Current Reality</i>	<i>Desired Result</i>	<i>Unacceptable Means</i>
<ul style="list-style-type: none"> <li>• Growth in the southern part of the district</li> <li>• Overcrowding at Brookview and Lake Elmo Elementary schools.</li> <li>• Overcrowding at Oak-Land Middle School.</li> <li>• Space available in central and northern elementary schools and Stillwater Middle School</li> <li>• Feeder System to Middle School (elementary schools aligned with a middle school).</li> <li>• Bus beyond ½ mile for elementary students.</li> <li>• Bus beyond 1 mile for secondary students.</li> <li>• Provide transportation to non-public and charter schools.</li> <li>• Open enrollment transportation begins at the nearest boundary.</li> <li>• Classroom space set aside for pre-K programming at each of our elementary schools.</li> </ul>	<ul style="list-style-type: none"> <li>• Decisions will be based on the best interests of ALL district students.</li> <li>• A boundary plan will be created that positions us for our current needs and minimize future changes.</li> <li>• Feedback from various stakeholders will be gathered to provide insight (School Board, administrative team, staff, and community group).</li> <li>• Provide for a safe and efficient transportation system within board policy and procedures.</li> <li>• Provide for the efficient utilization of district facilities to enhance learning opportunities for all students.</li> <li>• Balance enrollment at elementary schools.</li> <li>• Balance enrollment to middle school philosophy in both buildings.</li> <li>• Alternate and open enrollments will be sent back to their designated attendance area to start the process at the elementary and middle school levels (exception: GATE, Amigos Unidos and Special Education site-based programs).</li> <li>• Keep the Feeder System to Middle Schools.</li> <li>• To the extent possible, keep neighborhoods together (This does not mean that students will be sent to the school nearest their home, but rather that all students within a neighborhood be sent to the same school).</li> </ul>	<ul style="list-style-type: none"> <li>• We will not violate state laws, school board policy, or negotiated agreements.</li> <li>• We will not violate class size ranges for each grade level section.</li> <li>• We will not create racially isolated schools.</li> </ul>





**Agenda Item IX. E.**  
**Date Prepared: September 2, 2021**  
**ISD 834 Board Meeting**

Agenda Item: School Board Goals 2021-2022  
Meeting Date: September 9, 2021  
Contact Person: Beverly Petrie, Board Chair

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*Background:*

The School Board Chair will give an update on the progress of the 2021-2022 School Board Goals. The School Board has been working on the 2021-2022 School Board Goals during the July 14, 2021 and on August 12, 2021 work sessions.

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*Recommendation:*

This is a report for information and discussion.

# SCHOOL BOARD GOALS

## 2021-2022

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

<b>GOALS</b>	<b>STRATEGIES</b>	<b>How We Will Measure Success / Progress</b>
<i>Increase student achievement for ALL students</i>	<ul style="list-style-type: none"> <li>● Policies concerning achievement are current and aligned to best practice</li> </ul>	<ul style="list-style-type: none"> <li>● Review and update 600 Series Education Program Policies (Curriculum and Instruction)</li> </ul>
<i>Secure long-term financial stability of the district</i>	<ul style="list-style-type: none"> <li>● Work to pass the operating levy and capital projects levy</li> <li>● Prepare for a potential future bond</li> <li>● Financial policies are current and aligned to best practice</li> </ul>	<ul style="list-style-type: none"> <li>● Referendum passes in November 2021</li> <li>● Revisit CDT recommendations in light of current situation</li> <li>● Complete review and changes to policy series 700</li> </ul>
<i>Increase Community Trust and Engagement</i>	<ul style="list-style-type: none"> <li>● Implement inclusive superintendent search</li> <li>● Improve board collaboration and conduct</li> <li>● Implement boundary changes with transparency and inclusivity</li> </ul>	<ul style="list-style-type: none"> <li>● Hire a superintendent</li> <li>● Complete review and changes to policy series 200 and implement board self-evaluation</li> <li>● Complete boundary changes</li> </ul>

**DRAFT September 9, 2021**



**Agenda Item X.**  
**Date Prepared: August 24, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Board Chair Report  
Meeting Date: September 9, 2021

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*Background:*

Each meeting the Board Chair board will provide updates on items of interest in the announcement category. Many times these topics develop between the time the agenda is prepared and distributed, and the meeting date. What is included in this item will vary each meeting depending on the nature of the topics, the school year schedule and time of activities

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*Recommendation:*

Board action is not required.





**Agenda Item XI. A.**  
**Date Prepared: August 24, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Adjournment  
Meeting Date: September 9, 2021  
Contact Person: School Board Chair

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The meeting must formally adjourn.

## Finance and Operations Committee Report from August 31, 2021

The following items were discussed:

### **1. Federal CARES funding update**

- A report of the CARES funding will come to the board at the September 9th meeting.

### **2. Boundary Adjustments**

- Current reality - growth and overcrowding in southern part of district
- Desired result - balanced settings
- Unacceptable means - no violations of state laws, staying at specified class ranges, no racially isolated buildings

### **3. Student Desks and Chairs District Wide**

- Proposal of \$78912.70 from Innovative Office Solutions
- 300 Desks and Chairs for AP testing for the Spring of 2022
- Paid for out of Capitol through state contract, so there is no bidding by the district
- This is a part of the approved yearly budget
- This usually covers about 30 classroom upgrades yearly

### **4. Brookview Expansion Hollow Core Concrete Planks**

- Important to bid the planks out separately to get them ordered and here on time.
- The amount includes the tax and this will be taken off as we are tax exempt.
- Essentially we are getting in line so they will get them made on time.
- Should be prepared in February.
- Total bid is \$146,280 less tax came from Molin, as the other two were higher at \$157,000 and \$282,000.
- This project was already approved by the board through the Brookview Expansion lease levy.

### **5. LTFM budget reports**

- A detailed budget for each project will be shared with the board and community showing the amount budgeted, a cost overage, or underage when the project is completed.



Stillwater School Board  
Policy Meeting Notes  
September 1, 2021

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

#### Agenda

- Review of 200 series policies already in progress
- Follow up on policy 212 board member feedback for onboarding

#### Highlights of Discussion

- Discussed policy 212: School Board Member Development
  - Director Hockert sent compilation of board member feedback to Dr. Cherry and Superintendent Lansfeldt to review and provide feedback before manual is assembled
  - Goal is to have the manual in place before onboarding the next newly elected member in November 2021.
  - Made additional minor change in wording of 212 to include board chair in onboarding of new board members along with superintendent
  - Recommend revoking 201.12 as duplicate policy when action is taken
- Discussed Policy 206: Public Participation in School Board Meetings
  - Parts of multiple old policies also address public participation and need to be cleaned up
  - Current procedures and practice need to be adjusted to better align with policy
  - Will work to adjust wording for introducing open forum to better align with policy

#### What's next

- Second Reading on Policy 212 at the 9/7/21 board meeting
- Dr. Cherry organized rest of 200 series and asked Director Hockert to review them for next meeting
- Work on procedures to better align with Policy 206

Next Meeting: September 15, 2021 at 12-1pm

Respectfully submitted by: Katie Hockert  
Date: 9/1/21