



Independent School District 834
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
School Board Special Meeting Agenda – October 7, 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. **Oath of Office**
- VII. **Introductory Item**
 - A. Student Report
- VIII. **Superintendent Report**
- IX. **Board Chair Report**
- X. **Consent Agenda**
 - A. Minutes of September 23, 2021 Closed Session
 - B. Minutes of September 23, 2021 Business Meeting
 - C. Disbursement Register – September 25, 2021 – October 8, 2021
 - D. Brookview Elementary Student Lockers
 - E. Human Resources Personnel Report
- XI. **Action Items**
 - A. Board Vacancy by Appointment – Chair Beverly Petrie
- XII. **Reports**
 - A. Child Care Stabilization Grant – Ms. Annette Sallman
 - B. Transportation Update – Superintendent Malinda Lansfeldt
 - C. First Policy Reading (201.3) Operating Norms – Dr. Jennifer Cherry
 - D. First Policy Reading (206) Public Participation in School Board Meetings – Dr. Jennifer Cherry
- XIII. **Open Forum**

Fifteen speakers will be allotted three minutes each to speak
- XIV. **Adjournment**
 - A. Adjourn

Attachment:

- Finance and Operations Committee Notes
- Policy Committee Notes



Agenda Item I.
Date Prepared: September 27, 2021
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: October 7, 2021

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item II.
Date Prepared: September 27, 2021
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: October 7, 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

Annie Porbeni, Clerk

Katie Hockert, Director

Chris Kunze, Director

Tina Riehle, Director

Malinda Lansfeldt, Interim Superintendent, Ex-Officio

Recommendation:

Board action is not required.



Agenda Item III.
Date Prepared: September 27, 2021
ISD 834 Board Meeting

Agenda Item: Pledge of Allegiance
Meeting Date: October 7, 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: September 27, 2021
ISD 834 Board Meeting

Agenda Item: District Mission and School Board Goals
Meeting Date: October 7, 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: September 27, 2021
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: October 7, 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:*** _____



SCHOOL BOARD MEMBER OATH OF OFFICE

It is an honor that you were selected to guide the education of our community's children. As you recite the oath of office, you assume a tremendous responsibility as a director of our school district with the duties empowered by the Minnesota Legislature. This power puts you and the other members of our school board in the position of being both morally and legally responsible for equitable, quality education of every student in the district.

In carrying out this responsibility, you will be asked to fulfill the roles of vision, structure, accountability, and advocacy. In providing vision, the board, with extensive participation of the community, envisions the community's educational future and then formulates the goals, defines the outcomes and sets the course for the public schools.

To achieve the vision, the board establishes a structure and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework.

Because as a board we must be accountable to the community, we must ensure a continuous assessment of student achievement and all conditions affecting the education of our children.

As board members, we serve as education's key advocate on behalf of students and our community schools to advance the vision for our schools.

Furthermore, we must strive to work together with the superintendent and staff to lead the district toward fulfilling the vision we have created, fostering excellence for every student in the areas of academic skills and knowledge, citizenship and personal development.

Having signed the acceptance of office and oath of office, I hereby publicly affirm my commitment to the oath of office:

I affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 834 to the best of my judgment and ability.



Agenda Item VII.
Date Prepared: September 27, 2021
ISD 834 Board Meeting

Agenda Item: Introductory Items
Meeting Date: October 7, 2021
Student Report and District Recognition

Background:

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

Recommendation:

Board action is not required.



Agenda Item VIII.
Date Prepared: September 27, 2021
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: October 7, 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 IX.
Date Prepared: September 27, 2021
ISD 834 Board Meeting

Agenda Item: Board Chair Report
Meeting Date: October 7, 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: Consent Agenda
Meeting Date: October 7, 2021
Contact Person: Varies by item

Agenda Item X. A.B.C.D.E.
Date Prepared: September 27, 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 Closed Meeting Minutes September 23, 2021

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

A copy of the minutes is included for your review.

B. School Board Regular Meeting Minutes September 23, 2021

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

A copy of the minutes is included for your review.

C. Disbursement Register – September 25, 2021 – , 2021

Contact Person: Dr. John Thein, Director, Finance

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

D. Brookview Elementary Student Lockers

Contact Person: Mr. Mark Drommerhausen, Director, Operations

A copy of the report is included for your review.

E. Human Resources Personnel Report

Contact Person: Ms. 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 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 834 – Stillwater Area Public Schools
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
School Board Closed Meeting Minutes
September 23, 2021 at 4:30 p.m. Meeting Minutes

I **Call to Order:** The meeting was called to order at 4:30 p.m.

II **Roll Call:** Board Members present: Beverly Petrie, chair, Alison Sherman, vice chair, Katie Hockert, director, Tina Riehle, director,

Not present: Annie Porbeni, clerk

Others present: Malinda Lansfeldt, Mark Drommerhausen, Brian Zeller and Steve Ogren.

III. **Adjourn to Closed Session**

The board adjourned to closed session at p.m. pursuant to Minnesota Statutes § 13D.05, Subd. 3(b), to discuss or consider offers for the purchase or sale of real properties. The properties are identified as: Vacant land-Southwest Quadrant, Highway 36 and Stillwater Boulevard, Oak Park Heights, Minnesota and 10158 122nd St N, Hugo, MN 55038 (the former Withrow Elementary School property).

Motion by: Member Petrie to adjourn to closed session; second by: Member Hockert; Vote: 4 ayes, 0 nays, Motion carried.

IV. **Adjournment**

A. Closed session adjourned at 4:57 p.m.

Respectfully submitted by Beverly Petrie, Board Chair



Independent School District No. 834 – Stillwater Area Public Schools
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
September 23, 2021 – 6:00 p.m. Special Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 4:30 p.m.
- II. **Roll Call:** Present: Beverly Petrie, Chair, Alison Sherman, Vice-Chair, Katie Hockert, director, Tina Riehle, director

Not present: Annie Porbeni, clerk

Others present: Malinda Lansfeldt, Mark Drommerhausen, Brian Zeller and Steve Ogren

Adjourn to Closed Session

Motion by Member Petrie to adjourn to closed session at p.m. pursuant to *pursuant to Minnesota Statutes § 13D.05, Subd. 3(b), to discuss or consider offers for the purchase or sale of real properties. The properties are identified as: Vacant land-Southwest Quadrant, Highway 36 and Stillwater Boulevard, Oak Park Heights, Minnesota and 10158 122nd St N, Hugo, MN 55038 (the former Withrow Elementary School property)*; Seconded by Member Hockert; Vote: 4 ayes, 0 nays, Motion carried.

Closed meeting adjourned to a work session at 4:57 p.m.

Annie Porbeni joined the Work Session at 5:00 p.m.

Break at 6:05 p.m.

Back from Break at 6:14 p.m.

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

Motion to amend the agenda to move open forum after student report by: Member Riehle; Motion failed due to lack of second.

Motion to approve the agenda by: Member Hockert; second by: Member Sherman; Vote: 4 ayes, 1 nay (Riehle); Motion carried.

VI. **Superintendent Report**

- Welcome to our Student School Board Members, Sophia Pietan and Amelia Bretl. Amelia is unable to attend the meeting today. They will provide a report on academics, student life and activities.. They also serve on the Stillwater Area High School Student Council.
- Thank you to the Greater Stillwater Chamber of Commerce for donating Chamber Bucks to district staff which equates to \$6000 in donations.
- Oak-Land Middle staff visited Cimarron families and handed out calendars and contact information.
- We are still looking for child care employees at most elementary schools. Those interested can apply on the district's website under employment.
- Supply chain issues are impacting school meals this fall and we are having to make menu substitutions.

We guarantee we'll always have good, nutritious food for our kids to eat at school.

- Join us for the 4th Annual Pony Homecoming Carnival prior to the football game on Friday, September 24, 2021 at Stillwater Area High School campus from 4:30 to 6:30 p.m.

VII. Introductory Item

A. Student Report

Sophia provided a report on academics, Student Life and Activities -

- Students enjoyed activities this week during Spirit Week.
- The Juniors won the girls powder puff football game on Wednesday, September 22, 2021.
- Homecoming pep fest is on Friday, September 24 which includes the homecoming dance nominations.
- The homecoming game is on Friday, September 24 at 7:00 p.m. Students and fans are encouraged to wear red.
- Students are enjoying their classes and teachers this year.

VIII. Board Chair Report

- Chair Petrie read Director Matt Onken's resignation letter dated September 23, 2021. She thanked him for his time on the board.
- The board agenda has been revised due to previous board meetings.
- The Open Forum sign up form is available on the [School Board website](#) on Monday at 8:00 a.m. prior to the board meeting and expires that Wednesday at 4:00 p.m.
- Visit the [District News](#) section of the website through Sunday, October 10, 2021 and share your ideas with the school board.

IX. Action Item

- A. Policy Approval (212) School Board Member Development – Dr. Jennifer Cherry
Administration recommends approving Policy (212) School Board Member Development.

Motion to approve Policy (212) School Board Member Development by: Member Porbeni; Second by: Member Hockert; Vote: 5 ayes, 0 nays; Motion carried unanimously.

- B. Revoke Policy (201.12) Board Development and Evaluation - Dr. Jennifer Cherry
Administration recommends revoking Policy (201.12) Board Member Development

Motion to revoke Policy (201.12) Board Development and Evaluation by: Member Sherman; Second by: Member Porbeni; Vote: 5 ayes, 0 nays; Motion carried unanimously.

- C. Guiding Change: Attendance Boundaries - Mr. Mark Drommerhausen
Mr. Drommerhausen presented the guiding change report Guiding Change: Attendance Boundaries.

Motion to approve Guiding Change: Attendance Boundaries by: Member Hockert; Second by: Member Porbeni; Vote: 5 ayes, 0 nays; Motion carried unanimously.

- D. Brookview Elementary School Addition – Construction Bids - Mr. Mark Drommerhausen
Mr. Drommerhausen and representatives John Huenink from Kraus Anderson and Paul Aplikowski from Wold Architects presented a report on Brookview Elementary School Addition – Construction Bids.

Motion to approve Brookview Elementary School Addition - Construction Bids by: Member Sherman; Second by: Member Hockert; Vote: 4 ayes, 1 nay (Riehle): Motion carried.

- E. Adopt Preliminary Property Tax Levy 2021 Payable 2022 - Dr. John Thein
Dr. Thein presented a report.

Motion to approve Adopt Preliminary Property Tax Levy 2021 Payable 2022 by: Member Petrie; Second by: Member Sherman; Vote: 4 ayes, 1 nay (Riehle): Motion carried.

- F. School Board Goals 2021 - 2022 – Chair Beverly Petrie

Chair Petrie recommends to approve the 2021 - 2022 School Board Goals.

Motion to call the question by Member Sherman; Second by: Member Hockert; Vote 5 ayes, 1 nay (Riehle): Motion carried.

Motion to approve School Board Goals 2021 - 2022 by: Member Petrie; Second by: Member Sherman; Vote: 4 ayes, 1 nay (Riehle): Motion carried.

- G. Resolution to Establishing the Procedure and Schedule to Fill One School Board Vacancy by Appointment - Chair Beverly Petrie

Motion to approve Resolution to Establish the Procedure and Schedule to Fill One School Board Vacancy by Appointment by: Member Petrie; Second by: Member Porbeni; Vote: 5 ayes, 0 nay: Motion carried unanimously.

- H. Resolution Appointing Election Judges for the November 2, 2021 School District Special Elections - Chair Beverly Petrie

Motion to approve Resolution Appointing Election Judges for the November 2, 2021 School District Special Elections by: Member Petrie; Second by: Member Hockert; Vote: 5 ayes, 0 nays: Motion carried unanimously.

X. Consent Agenda

- A. Minutes of September 7, 2021 Emergency Meeting
- B. Minutes of September 9, 2021 Closed Session
- C. Minutes of September 9, 2021 Business Meeting
- D. Disbursement Register - September 11, 2021 - September 24, 2021
- E. Accept Gifts and Donations – August 2021
- F. 1st Choice Pediatric Home Care
- G. Marsh & McLennan Agency - Workers' Compensation Renewal
- H. Stillwater Middle School Gym Floor Replacement
- I. Human Resources Personnel Report

Motion to approve the Consent Agenda Items A - I by: Member Sherman; Second by: Member ;Hockert Vote: 5 ayes, 0 nays: Motion carried unanimously.

XI. Reports

- A. Transportation Update – Superintendent Malinda Lansfeldt
Administration along with Nikki Pangerl, Sara Houle and Amanda Wheelan from CESO Transportation presented a report on transportation updates.
- B. Construction Payment Process - Mr. Mark Drommerhausen, Director of Operations
Mr. Drommerhausen, John Huenink from Kraus Anderson and Paul Aplikowski from Wold Architects presented a report on the construction payment process.

XII. Open Forum

- Lisa Blake, North St. Paul, MN - BARR
- Rachel Schmeltzer, Stillwater, MN - Levy

Motion to adjourn by Member Petrie, second by: Member Hockert; Vote: 4 ayes, 1 nay (Riehle): Motion carried.

XIII. Adjournment

- A. The meeting adjourned at 8:44 p.m.

Respectfully submitted, Annie Porbeni, Clerk



Agenda Item X.D.
Date Prepared: September 27, 2021
ISD 834 Board Meeting

Consent Agenda Item: Brookview Elementary Student Lockers
Meeting Date: October 7, 2021
Contact Person: Mr. Mark Drommerhausen, Director of Operations

Background: A proposal was received from H2I Group to provide 248 student lockers for the Brookview Elementary expansion. These student lockers will match the existing ones at Brookview Elementary and are the District's standard. The pricing is part of the State of Minnesota's – Sourcewell Contract. H2I Group's proposal is in the amount of \$75,046.18.

Location(s): Brookview Elementary

Project Name: Student Lockers

Fund: Certificate of Participation/Lease Purchase with Lease Levy Authority

Fund Description: Brookview Elementary Addition

Item: 248 Student Lockers

Amount: \$75,046.18

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:** 10/7/2021

DESCRIPTION OF REQUEST

A proposal was received from H2I Group to provide 248 student lockers for the Brookview Elementary expansion. These student lockers will match the existing ones at Brookview Elementary and are the District's standard. The pricing is part of the State of Minnesota's – Sourcewell Contract. H2I Group's proposal is in the amount of \$75,046.18.

FINANCIAL IMPACT

Budget(s) Impacted: \$75,046.18 Brookview Elementary Certificate of Participation/Lease Purchase with Lease Levy Authority.

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 lockers will be delivered during the construction of the Brookview Elementary Addition.



PROPOSAL 92363 – Sourcewell Contract 010920-DBM

To: Tony Willger	Date: 9.14.21
Stillwater Schools	Project: Brookview ES Addition
651.295.3999 cell	Location: Woodbury, MN
	Architect: Wold
Bid Date: 9.14.21	Addendum: 1,2

We propose to furnish the following as manufactured by DeBourgh Manufacturing Company using standard design, materials, construction sizes and colors. Based on Architectural Drawings & Specifications dated 8.20.21.

Specification Section: 10 51 00 Welded Lockers

Material, freight and installation **\$75,046.18**

Pricing Includes:

1. Prevailing wages.

Qualifications:

1. Pricing good for 1 production run and 1 delivery with completion not later than 12.31.22.
2. Due to the unsettled nature of “Steel Tariffs” and “Freight Regulations”, any such surcharges are not included in this proposal. Any steel or freight surcharges incurred will be passed along to the customer.
3. Due to the unsettled nature of “Epoxy Resin” materials and availability, any surcharges or product delivery disruptions which may occur are not included in this proposal. Any surcharges or delay costs will be passed along to the customer. It is highly recommended for you to review this situation with H2I for product options which currently are not affected.
4. If there is an increase in the actual cost of labor or materials charged to H2I Group in excess of 5% over our costs as of the date of this proposal: a) subsequent to making an Agreement based on this proposal, the price set forth will be increased and an updated proposal will be provided, b) after making an Agreement based on this proposal, H2I Group will submit written documentation of the increased charges for which the customer will issue a written change order or amendment to the contract/purchase order to reflect the increase for additional direct costs to H2I Group.
5. We reserve our right to a schedule extension; change orders for additional costs (including but not limited to material escalation; labor rate increases; acceleration costs; shipping costs; storage costs; administration overhead; etc.) related to any occurrence of an event which is outside of our reasonable control and which prevents us from performing our obligations (Examples but not limited to: acts of God; strikes or other labor disturbances; delays in transportation; war; acts of terrorism; epidemics; pandemics; (such as COVID-19); etc.).



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Excludes:

1. State Sales & Use Taxes. Purchaser by acceptance of this quotation agrees to furnish Tax Exemption Certificates when requested on non-taxable materials, otherwise any applicable tax will be added at time of invoicing.
2. Any Liquidated, Consequential and/or Actual Damages clauses.
3. Charges for vertical transportation, Mechanical utilities and connections, Electrical utilities and connections, Bonds, Removal of existing equipment, Traps, Ducts, Fume hood fan/blowers, Fume hood testing/balancing, Rubber/vinyl base, In-wall backing/blocking.
4. Note: Clean-up to be limited to removing all debris, dirt and rubbish accumulated as a result of our installation to a dumpster provided by others, leaving the premises broom clean and orderly.

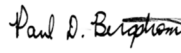
SEE PAGE 3 for Terms & Conditions

This proposal is based upon usage of the AGC/ASA/ASC "Standard Form Construction Subcontract", 1996 Edition or a subcontract form otherwise acceptable to H2I Group, Inc.

TERMS: Net 30 Days

ACCEPTED: Company _____
Name _____
Date _____

RESPECTFULLY,
H2I Group, Inc.

By 
Paul D. Bergstrom
612.963.5266 cell

Note: This quotation is offered for acceptance within 15 days and is subject to revision beyond that time.

DIR# PW-LR-1000537618

Contractors Licenses: Arizona # 327293 | California # 1060739 | Nevada C3#0084853, C26#00845851



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PROPOSAL 92363 – Sourcewell Contract 010920-DBM

H2I Group Inc. Terms and Conditions

General

These terms and conditions are a component part of the attached proposal and constitute the entire agreement between H2I Group Inc. (hereinafter H2I). By signing the proposal, Customer acknowledges that they understand and accept the proposal and the following terms and conditions. All work shall be done in accordance with the attached proposal unless otherwise provided for in writing and signed by H2I. Applicable sales, excise and use taxes are not included unless otherwise stated in the proposal. Tax exempt entities hereby agree to furnish tax exemption certificates when requested on non-taxable materials. Material Only Contracts: Responsibility for the unloading, handling, storage and installation of material transfers to the Customer upon shipment from the factory. Customer is responsible for receiving, unloading and inspecting materials and filing freight claim for any shortage or damage of materials. Delivery and freight charges are not included unless otherwise stated in the proposal.

Site Conditions

A smooth, level and clean sub-floor shall be provided or as required by H2I. Maintain environment at proper temperature (55-80 degrees F.) and humidity (35-50%) before, during and 30 days following installation. Delays due to circumstances beyond the control of H2I shall entitle H2I to an equitable adjustment of time and contract price.

Acceptance

This proposal may be accepted within 15 days subject to credit approval. H2I reserves the right to revoke this offer prior to acceptance by customer. Customer agrees that, by signing, grant authority to credit bureaus to release credit history information for the purpose of establishing credit with H2I and its subsidiaries. H2I and its subsidiaries may, if payment for work performed by H2I will pass thru from a third party require a credit application, joint check agreement with the property owner/end user if the property owner/end user is a separate entity from the Customer, a copy of the Customer's payment bond, and/or a personal guarantee, as a condition of credit approval. Customer agrees that payments received from a third party for services performed by H2I shall be held in trust and first paid to H2I for material and labor costs paid by H2I.

Installation

This proposal assumes unloading and elevator use shall be conducted during normal business hours. This proposal is based on completing the work during normal business hours. Overtime, evening and weekend work is available at additional charge. Customer agrees to provide H2I with sufficient and timely unloading facilities, dock and elevator access as needed at no additional cost to H2I. Customer shall provide temporary, secure storage for materials prior to installation. Customer shall provide adequate electrical power, lighting, water and restroom facilities during installation. Customer shall provide area that is free and clear and prepared for installation.

Engineering

All engineering, proposal drawings, specifications shall represent H2I's investment in engineering skill and development and remain the property of H2I. Such are submitted with the understanding that the information will not be disclosed or used in any way detrimental to H2I's interests.

Changes

Any requests for changes to the scope of work shall be made in writing with signed acceptance by authorized personnel from H2I and Customer.

Liability

H2I shall not be liable for damages in any form or any other claim arising out of strikes, floods, fire, accidents, or any other causes beyond our control. H2I shall not be liable for liquidated, consequential or any other damages or penalties of any kind for delays in completion of work. H2I indemnity obligations to the Customer and owner are limited to the liability created by the gross negligence of Haldeman Homme Holdings, its employees or subcontractors. In the event the terms of this agreement conflicts with the Customer's proposal or purchase order the parties acknowledge and agree the terms of this agreement shall control.

Payment

Payment in full will be due and payable thirty (30) days from invoice date. Customer agrees to pay progress-billing invoices during the course of the project reflecting partial shipment of material and/or partial completion of labor work performed. Where materials are stored or staged temporarily at the job site or in offsite or bonded warehouse, customer shall pay for materials and reasonable storage charges. The failure of the Customer to make payments within contract terms shall entitle H2I, in addition to all other rights, to suspend all work and shipments and shall further entitle H2I to an extension of time of performance of the work. No payments shall be withheld from or penalties assessed against H2I due to causes for which H2I is not responsible.

Customer agrees that, if the billed amount is not paid within terms, a service charge will be charged on the overdue balance at a percentage rate of 1.5% (18% ANNUAL PERCENTAGE RATE) for all accounts. If the customer fails to pay the entire unpaid balance on the account when due H2I may without further notice or demand, exercise all rights and remedies available by law for the collection of the balance due on the account. H2I reserves the option to exercise its lien rights at all times in accordance with applicable law to secure collection of amounts due. Applicant will be liable for all expenses of collection with or without suit, including all court costs and reasonable attorney's fees to the extent under applicable state law. Venue shall be the State District Court of Minnesota.

We impose a 2% surcharge on all Credit Card Transactions, which is not greater than our cost of acceptance. A surcharge will not be applied to any debit card transaction.

Disputes

Customer and H2I hereby agree that disputes between the parties which cannot be settled amicably, shall be settled through the State District Court of Minnesota.

Cancellation

An officer of H2I must approve cancellation requests in writing. In order to compensate H2I for its investment in engineering, time, processing and administrative work, approved cancellations shall be subject to cancellation charge of 25% of the contract amount plus the cost of materials produced or in production, labor or other services performed, freight, taxes and any other out of pocket expenses incurred by H2I.

Warranty

THE MANUFACTURER EXPRESS WARRANTY IS PROVIDED IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE HEREBY DISCLAIMED BY H2I.

Insurance

H2I maintains insurance and will provide certificates of insurance if requested on coverage and limits as provided by its insurance policy. No other insurance coverage is provided including waiver of subrogation or additional named insureds.

Codes

Customer, architect and/or contractor shall be responsible for all local, state and federal agency code compliance, permits, fees, design, engineering and testing. H2I does not provide professional liability or pollution insurance for any of these services. Costs for any and all such services are not included in this proposal.

Signature: _____ Name: _____ Date: _____
(Please Print)



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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Belt, Christy	Resignation	Cafeteria 5.5 hrs/day Mahtomedi High School	Cafeteria	September 24, 2021
Hodgin, Megan	Resignation	Secretary - ECSE Early Childhood Family Center	Tech Support	September 24, 2021
Olson, Diane	Retirement (15 years)	Cafeteria 5.25 hrs/day Mahtomedi Middle School	Cafeteria	January 14, 2022
Raddatz, Joel	Resignation	WEB Advisor Oak-Land Middle School	Co-Curricular	September 15, 2021
Schmeltzer, Rachel	Resignation	WEB Advisor Oak-Land Middle School	Co-Curricular	September 14, 2021

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Acharya, Mangala	Community Education Casual District Wide	\$30.00 / hour	Casual	Casual	September 13, 2021
Borrego, Alfredo	Community Education Casual District Wide	\$28.00 / hour	Casual	Casual	September 13, 2021
Sawyer, Kane	Community Education Aide Afton-Lakeland Elementary	\$10.25 / hour	Replacement	CE Leads & Assistant	September 20, 2021

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Anderson, Nancy	Approve	1.0 FTE Elementary Education Teacher Lily Lake Elementary	SCEA	November 19, 2021 - January 2, 2022
Kristensen, Mary	Approve	Paraprofessional 6.5 hrs/day Afton-Lakeland Elementary	SCPA	October 7, 2021 - October 25, 2021
Norell, Samantha	Approve	Secretary - Secondary Assistant Principal, 8.0 hrs/day Stillwater Area High School	Tech Support	September 10, 2021 - November 19, 2021

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Coleman, Audrey	Community Education Aide 8.25 hrs/week Brookview Elementary	Community Education Assistant 8.25 hrs/week Brookview Elementary	Replacement	CE Leads & Assistant	September 21, 2021
Kapsner, Todd	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 6, 2022

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Budion, Amy	Girls Tennis Coach Stillwater Middle School	2021-2022 Staffing	Co-curricular	September 9, 2021
Drommerhausen, Deb	Credit Recovery Teacher, 3 days / week St. Croix Valley ALC	Student Need	SCEA	2021-2022 school year
Klehr, Tony	Credit Recovery Teacher, 3 days / week St. Croix Valley ALC	Student Need	SCEA	2021-2022 school year
McCarthy, Kris	Credit Recovery Teacher, 3 days / week St. Croix Valley ALC	Student Need	SCEA	2021-2022 school year
Wilson, Kristen	Cross Country Coach Stillwater Middle School	2021-2022 Staffing	Co-curricular	September 9, 2021



Agenda Item XI.A.
Date Prepared: October 4, 2021
ISD 834 Board Meeting

Agenda Item: Board Vacancy by Appointment
Meeting Date: October 7, 2021
Contact Person: Beverly Petrie, Board Chair

Background:

During a Special Meeting on Thursday, October 5, 2021 three candidates interviewed for the Board Vacancy by Appointment position.

The selection of the Board Vacancy by Appointment will take place during the October 7, 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 September 17, 2021 the School Board of Independent School District No. 834 declared a vacancy to exist on the School Board following the resignation of Board member Matt Onken; and

WHEREAS, the vacant position expires on the first Monday in January 2025; and

WHEREAS, in this circumstance, Minn. Stat §123B.09, subd. 5b, requires the School Board to appoint an individual, by resolution, to serve in the vacant position until an individual is elected by special election to be held no later than November 8, 2022; 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 _____ 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 _____ 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 Member _____

The following voted in favor of the resolution: _____

The following voted against the resolution: _____

The following abstained from voting for the resolution: _____

WHEREUPON said resolution was duly declared passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 834 (Stillwater Area Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to appointing election judges for a special election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this ____ day of _____, 2021.

Clerk



Agenda Item XII.A.
Date Prepared: September 28, 2021
ISD 834 Board Meeting

Agenda Item: Child Care Stabilization Grant

Meeting Date: October 7, 2021

Contact Person: Ms. Annette Sallman, Director of Community Education

Summary:

The American Rescue Plan Act was signed into law in March 2021, providing Minnesota with additional funds designed to help stabilize the child care industry as the state continues to recover from the COVID-19 pandemic. At the end of June, the Minnesota Legislature created the Minnesota's Child Care Stabilization Grant program beginning in June 2021 and lasting until June 2023.

Base Grant funding periods are one month in length, with grants paid on a monthly basis and available through June 2023. Beginning in July 2022, Base Grant amounts will be reduced from initial monthly payment amounts, with amounts for the final month being no more than 50% of the amounts awarded in September 2021, as required in state statute.

Per state statute, programs are required to use at least 70% of the Base Grant to increase compensation, benefits or premium pay. This may include increased hourly wages, additional benefits (health, retirement, educational, etc.), or providing enhanced pay (staff bonus, hiring bonus etc.) to staff. Programs can choose how they use the 70% of Base Grant funds as long as this portion goes toward increased compensation for staff who regularly care for children.

Programs are allowed to use the 30% of Base Grant funds for reimbursements for any of the uses below, paid between Jan. 30, 2020, and Sept. 30, 2023, that have not been covered by other federal, state, tribal or local public funds.

- Personnel costs, benefits, premium pay, and employee recruitment and retention for an employee
- Rent or mortgage payments, utilities, facilities maintenance and improvements, or insurance
- Personal protective equipment, cleaning and sanitation supplies and services, or training
- Professional development related to health and safety practices
- Purchases of or updates to equipment and supplies to respond to COVID-19
- Goods and services necessary to maintain or resume child care services
- Mental health supports for children and employees
- Relief from tuition and/or copayments for families enrolled

The grant is included for your review

Recommendation:

This is a report for information





Important information on the Child Care Stabilization Base Grants

The American Rescue Plan Act was signed into law in March 2021, providing Minnesota with additional funds designed to help stabilize the child care industry as the state continues to recover from the COVID-19 pandemic. At the end of June, the [Minnesota Legislature created the Minnesota's Child Care Stabilization Grant program](#) beginning in June 2021 and lasting until June 2023.

Please read the following information carefully. The Child Care Stabilization Base Grant differs in many important ways from the COVID-19 Public Health Support Funds for Child Care program, which concluded in May 2021.

Base Grant award amounts

[State statute requires base grant amounts to be determined based on the number of full-time equivalent staff](#) who regularly care for children in the program, including sole proprietors (i.e. family child care providers) or independent contractors. "Regularly cares for children" is defined as a paid staff person whose job description or responsibilities include interacting with, caring for, and supervising children enrolled in the program. The determination about which employees, sole proprietors or independent contractors regularly care for children is at the discretion of each provider receiving a base grant.

Providers who have recently received payments through the Child Care Assistance Program, Early Learning Scholarships, or both will be eligible for one 10% increase to their Base Grant per funding period.

Base Grant funding periods are one month in length, with grants paid on a monthly basis and available through June 2023. Beginning in July 2022, Base Grant amounts will be reduced from initial monthly payment amounts, with amounts for the final month being no more than 50% of the amounts awarded in September 2021, as required in [state statute](#).

Understanding the Base Grant formula

The Base Grant is calculated based on the number of full-time equivalent (FTE) staff who regularly care for children in the program. For grant purposes, one FTE is a staff member who works 32 or more hours per week. Part-time staff hours must be calculated based a 32-hour week. The Child Care Stabilization Grant FTE Worksheet will assist with FTE calculations based on the total number of hours each staff member worked during the funding period.

The Base Grant is calculated by taking the starting rate, which is currently \$430, and multiplying that by the number of FTE staff who work in a program.

Below are some examples of how the monthly Base Grant amount is calculated.

Example 1: Family child care provider who has a paid helper assisting 16 hours per week has 1.5 FTEs (the provider is one FTE, and the paid helper is half of an FTE). For this family child care program, \$430 is multiplied by 1.5 FTEs, which equals a \$645 Base Grant.

Example 2: A child care center operates with 16.75 FTEs. For this program, \$430 is multiplied by 16.75 FTEs, which equals a \$7,202.50 Base Grant.

Example 3: A certified center is operating with 8.25 FTEs. For this program, \$430 is multiplied by 8.25 FTEs, which equals a \$3,547.50 Base Grant.

Programs may be eligible for an increased Base Grant award amount if they serve children of families with low incomes, as documented through payments they recently received from the Child Care Assistance Program, Early Learning Scholarship program, or both. These programs will receive an additional 10% bonus on top of their Base Grant. For example, a program with a Base Grant of \$1,935 would receive an additional \$193.50, for a total award of \$2,128.50.

Base Grant eligibility

Child care program types eligible for funds include:

- Family and group family licensed under [Minnesota Rules, Chapter 9502](#)
- Child care centers licensed under [Minnesota Rules, Chapter 9503](#)
- Certified license-exempt child care centers under [Minnesota Statutes, Chapter 245H](#)
- Tribally licensed child care programs
- Legal non-licensed providers who are authorized by Child Care Assistance Program under [Minnesota Statutes, Chapter 119B.125](#) and serving eligible families under [Minnesota Statutes, Chapter 119B](#).

In addition, the above eligible programs must be licensed, certified or registered and in good standing throughout the funding period with the Minnesota Department of Human Services (under Minnesota Rules, Chapters 9502, 9503, 245H or 119B) or their tribe. This means the program must not have been:

- The subject of a current or past finding of fraud
- Prohibited from receiving public funds under Minnesota Statutes, Section 245.095
- Under revocation or under temporary immediate suspension.

To receive these funds, an eligible program, as described above, must have been operating and serving children on the first day of the funding period and must attest in writing that the program continued to operate and serve children during the full funding period. Please refer to the [Base Grant FAQ](#) for more details on eligibility requirements of each grant.

Application process

The Minnesota Department of Human Services is continuing to use the online application process used in previous funding rounds and will send emails with application information and a link to a personalized application to all eligible providers. Applications for the Base Grants open at the end of each funding period.

Upcoming Base Grant funding periods for 2021

Funding period	Application period
Aug. 15, 2021 – Sept. 14, 2021	Sept. 15, 2021 – Sept. 22, 2021
Sept. 15, 2021 – Oct. 14, 2021	Oct. 15, 2021 – Oct. 22, 2021
Oct. 15, 2021 – Nov. 14, 2021	Nov. 15, 2021 – Nov. 22, 2021
Nov. 15, 2021 – Dec. 14, 2021	Dec. 15, 2021 – Dec. 22, 2021

Requirements of accepting a Base Grant

Providers who accept a Base Grant must attest in writing to meet the following requirements during the funding period.

Requirement	What this means
When open and providing services, providers attest in writing to implement policies in line with guidance and orders from corresponding state, tribal, and local authorities and, to the greatest extent possible, guidance from the Centers for Disease Control and Prevention (CDC).	Per the federal Child Care Stabilization Grant law , providers agree to implement the guidance provided from the CDC, to the extent possible. This guidance may change and providers are encouraged to frequently review the guidance available at cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html .
Pay staff at least the same amount in weekly wages and maintain the same benefits (such as health insurance and retirement, if applicable).	Per federal law , providers receiving grants agree to maintain wages (i.e. total weekly pay) for all staff during the funding period. This means that if an employee receives an hourly wage, then the total weekly wages earned must remain the same. Employers are also required to maintain the same level of staff benefits over the duration of the funding period. All staff includes lead teachers, aides, and staff that are employed by the child care provider to work in transportation, food preparation, and any other staff that the provider employs. Employees who voluntarily reduce their hours, for example requesting a reduced work schedule or requesting to take unpaid leave, may have their weekly wages reduced based on the voluntary request for reduced hours or leave.
Use at least 70% of the Base Grant to provide increased compensation, benefits, or premium pay to all paid employees, sole proprietors (i.e. family child care provider), or independent contractors who regularly care for children, unless granted a waiver from the Minnesota Department of Human Services.	Per state statute , programs are required to use at least 70% of the Base Grant to increase compensation, benefits or premium pay. This may include increased hourly wages, additional benefits (health, retirement, educational, etc.), or providing enhanced pay (staff bonus, hiring bonus etc.) to staff. Programs can choose how they use the 70% of Base Grant funds as long as this portion goes toward

Requirement	What this means
	increased compensation for staff who regularly care for children. Grant recipients may request a waiver from the requirement to use at least 70% of the Base Grant to provide increased compensation, benefits or premium pay, if they cannot due to restrictions included in agreements with employee bargaining units, or if the program is experiencing unusual and significant financial hardship.
Provide relief from copayments and tuition payments for the families enrolled, to the extent possible, and prioritize such relief for families struggling to make either type of payment.	Per federal law, providers, to the extent possible, will use these funds to provide relief from copayments or tuition payments for families enrolled in their program. If a provider is unable to provide relief from copayments and tuition payments for all families enrolled in the program, they should prioritize doing so for families most in need of relief and target families earning below 85% of the state median income. Refer to page 3 of the Child Care Assistance Program copayment schedules document for a table with 85% of the state median income by household size.
Report/update program capacity information through the Provider Business Update Tool at least every six weeks.	The Update Tool is available at mnpbu.naccraware.net/#!/login, and allows programs to update their capacity. Programs that have never used the Update Tool before can refer to these instructions for using the Update Tool. For further assistance, email updatetool@parentaware.org. Plan to complete this survey, at a minimum, once every six weeks to ensure that the data remains current. Data from the Update Tool is used to update the map and survey data that are shared publicly through parentaware.org. This information helps parents of young children get connected to programs when they are looking for child care.

Programs that accept Base Grants must agree **NOT** to:

Requirement	What this means
Furlough or lay off employees.	Per federal law , providers must attest in writing not to require an employee to involuntarily take time off without pay (i.e. layoff staff). In the event of a temporary closure due to public health guidance issued by the Minnesota Department of Health, Minnesota Department of Human Services and/or the provider's local public health agency, employers would need to continue to pay their employees at the same rate of pay.
Use these funds to pay taxes.	Per federal law , providers are prohibited from using these funds to pay taxes.
Use these funds for items that have already been paid for by other federal, state, tribal and/or local public funding.	Providers accepting these funds must ensure the funds are not used to pay for any allowable use that has already been paid for with other federal, state, tribal or local public funds. Examples of other funding sources may include Peacetime Emergency Child Care grants, COVID-19 Public Health Support Funds for Child Care, Tribal Child Care Stabilization Grant funds, forgiven Paycheck Protection Program loans, Child Care Aware Regional Grants, and others. Base Grant funds are intended to cover additional allowable costs that are not covered by other support programs. If uncertain whether the source of funding from other support programs is public, programs should verify with the organization that provided that support.

Allowable uses of Base Grant funds

Programs may use the funds for one or more of the following options:

- Personnel costs, benefits, premium pay, and recruitment and retention; this allows programs to pay for expenses such as:
 - Personnel costs (payroll, salaries, new hires, etc.)
 - Employee benefits (health, dental, vision insurance)
 - Premium pay or bonus for staff

- Retirement costs and contributions
- Educational costs (professional development, training, scholarships, etc.)
- Paid sick or family leave
- Support for getting the COVID-19 vaccine (appointments, paid sick leave, transportation)
- Rent or mortgage payments, utilities, or insurance; this allows programs to pay for expenses such as:
 - Rent or making payments on any mortgage obligation, including payments that are past due from Jan. 31, 2020 or later
 - A business's utility bills (heat, electric, phone, Wi-Fi service, etc.)
 - Liability and/or accident insurance, transportation insurance, homeowner's insurance, business insurance, etc.
 - Late fees or charges from late payments
- Facilities maintenance and improvements; this allows programs to pay for expenses such as minor renovations and minor improvements that are necessary to address COVID-19 concerns, including:
 - Building or upgrading playgrounds and outdoor learning spaces
 - Renovating bathrooms
 - Installing ramps, railings, etc., for accessibility
 - Removing non-load bearing walls to create more space for social distancing
 - Replacing carpet with linoleum or another easily cleaned surface
 - Installing touch-free faucets or light switches
- Health and safety equipment, supplies and training; this allows programs to pay for expenses such as:
 - Personal protective equipment (gloves, masks, digital thermometers, face shields, changing table paper, etc.)
 - Cleaning and sanitation supplies and services (cleaning/disinfecting wipes, ventilation systems, vacuums, washer/dryer, bleach, hand sanitizer, spray bottles, paper towels, soaps, garbage bags, professional cleaning and sanitation services, independent cleaning services, etc.)
 - Training and professional development on health and safety practices
- Purchases of or updates to equipment and supplies to respond to COVID-19; this allows programs to pay for expenses such as:
 - Indoor and outdoor equipment and supplies (portable partitions, plastic shields, sink installation, disposable utensils and dishes, COVID-19 signage, storage containers, etc.)
 - Business items needed to respond to new challenges (software for tracking attendance, communicating with parents, etc.)
 - Technology upgrades for collecting data and reporting to lead agencies (software purchases, technical assistance, etc.)
- Goods and services necessary to maintain or resume child care services; this allows programs to pay for expenses such as:
 - Food, food service equipment and materials, materials for play, learning, eating, diapering, toileting, and safe sleep

- Business training and business support services (child care tracking online systems, etc.), child care management services (online payroll systems, accounting services, etc.), food services, transportation, janitorial or cleaning services, and professional development for staff
- Mental health supports for children and employees; this allows programs to pay for expenses such as:
 - Mental health supports for staff (such as staff training and development, team building, resiliency and stress management, staffing patterns and schedules, program materials and supplies, a mental health library)
 - Toys to spark conversations with children about emotions and stress
 - Family engagement (parent/teacher conferences, books and other materials children can take home, activities like family game nights).

Please note that grant money **cannot** be used for construction or major renovations or remodeling. Including structural changes to foundations and loadbearing walls, or extensive alterations of a facility.

Base Grant funds can be used for any of the options above, for expenses incurred between Jan. 31, 2020, and Sept. 30, 2023. Providers accepting these funds must ensure the funds are not used to pay for any allowable use that has already been paid for with other federal, state, tribal or local public funds.

Questions?

Contact Child Care Aware at 651-290-9704 or by email at supportfunds@childcareawaremn.org.

- Si necesita ayuda para comprender esta carta, comuníquese con Vanessa Carrasco Berliz vcarrasco@thinksmall.org, 651-641-6660
- Hadaad ubaahantahay caawimaad fahanka warqadan, fadlan la xiriir Iman Warsame, iwarsame@thinksmall.org, 651-641-6673
- Yog tias koj xav tau kev pab nkag siab tsab ntawv no, thov hu rau Julie Yang JYang@thinksmall.org, 651-366-6792

Child Care Aware of Minnesota will use Language Line Services for languages other than Spanish, Hmong and Somali; they can be reached by phone at 651-290-9704 or by email at supportfunds@childcareawaremn.org.



For accessible formats of this information or assistance with additional equal access to human services, write to dhs.info@state.mn.us, call 651-431-4000, or use your preferred relay service. ADA1 (1-18)



Agenda Item XII. B.
Date Prepared: September 30, 2021
ISD 834 Board Meeting

Report Agenda: Transportation Update
Meeting Date: October 7, 2021
Contact Person: Ms. Malinda Lansfeldt, Superintendent

Summary:

Administration will provide an update on our transportation services.

Recommendation:

This is a report for information.



Transportation Update

School Board Report - Oct. 7, 2021

Transportation Plan

- Prioritize available busing to meet state requirements:
 - Busing may not be available for students living within 2 miles of school
 - Busing may not be available for all GATE students
- Create neighborhood hubs
- Continue to recruit new drivers
 - As drivers become available, add back routes to students in 2 mile no bus zone

Prioritized Routes

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

Timeline for New Bus Routes

Friday, Sept. 24:

- Families living within 2 miles of school were notified that busing may not be available

Wednesday, Oct. 27:

- New bus routes, pick up/drop off times sent to families

Wednesday, Nov. 3:

- New routes implemented





Our students need you to help them get to school!

Getting students to school has been a challenge this fall, but you can help! Our contractor has immediate openings for bus drivers. This is a fun and flexible job perfect for college students, retirees, parents or anyone with free time who loves kids!

- Flexible hours: Work in the morning, in the afternoon, or drive sports teams to events in the evenings.
- Paid training and starting pay of \$25 per hour

Please note bus drivers are employees of the bus company and not of Stillwater Area Public Schools.

Apply now at [Metrotn.com/careers](https://metrotn.com/careers)

**Now
Hiring
YOU!**

What's Next:

- Continue to recruit new bus drivers
- Explore options for district staff to also drive bus
- Meet with state officials, other superintendents to develop long-term solutions
- Continue to increase route efficiency

NOTE: Students who do not utilize transportation for 10 days in a row may be dropped from a bus route.

Questions?



Agenda Item XII. C.
Date Prepared: September 29, 2021
ISD 834 Board Meeting

Agenda Item: First Reading Policy 201.3 Operating Norms
Meeting Date: October 7, 2021
Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Summary:

The 2021 Policy Working Group will be requesting to revoke Policy 201.3 Operating Norms.

The policy is included for your review

Recommendation:

This policy will come for a final reading at the next Board meeting.



Operating Norms	201.3	Adopted: 08-26-201 Revised: 8-11-2016 Renumbered: 03-11-2021	Annually

1. Board members recognize that the highest care, management and control of the district is vested in the Board. The Board shall carry out this responsibility through the establishment of District policies by which the schools are to be administered. The administration of the educational and operational management shall be delegated to the Superintendent.
2. The Board shall cultivate a sense of group responsibility. The Board shall be solely responsible and accountable for excellence in governing. The Board shall use the expertise of individual Board members to enhance the ability of the Board as a body but shall not substitute individual judgments for the Board's collective judgment.
3. Board member accountability to the entire school district supersedes:
 - 3.1. Any loyalty a Board member may have to other advocacy or interest groups
 - 3.2. Any loyalty based upon membership on other boards or staffs
 - 3.3. Any conflicts based upon the personal interests of any Board member
4. How We Relate to One Another
 - 4.1. Board members should feel free to express their opinions and beliefs about issues. Discussions will be open and candor encouraged. Honest disagreements are legitimate and have an appropriate place on the Board; however, Board members shall respect one another's opinions and shall not criticize one another in an inappropriate manner.
 - 4.2. Board members shall focus on issues rather than personalities
5. How We Communicate
 - 5.1. Board members shall establish and maintain open channels of communication with each other..

5.2. Board members shall receive the same information and data which are necessary for decision making. Much of that information will come from the Office of the Superintendent and s/he shall ensure that each member has equal access to this information.

5.3. Board members who are absent or late to meetings shall take the initiative to find out what they may have missed. If Board members know they are going to be absent, they must notify the Board Chair or the Superintendent.

5.4. Board members shall channel requests for information, reports, etc., through the Superintendent and Board Chair

5.5. Board members shall remain informed concerning state and federal laws and regulations affecting education.

5.6. Board members shall exercise honesty in all written and interpersonal interactions

5.7. Board members shall protect the integrity and promote the positive image of the district and one another

5.8. Private and confidential data must always be protected in accordance with the Minnesota Government Data Practices Act. Communication among Board members via email, or any other channel/form of communication, shall be in compliance with the Minnesota Government Data Practices Act.

6. How We Govern

6.1. Board members shall seek and, whenever possible, support solutions that they believe will provide the greatest benefit to the largest number of students.

6.2. The Board shall work in partnership with the Superintendent, staff, students, parents and the community.

6.3. The Board shall deliberate in many voices prior to Board action, but govern in one voice representing the District

6.4. Once the Board has taken action, Board members shall support the official position of the District

6.5. Board members should take risks in confronting differences of opinion. Board members are encouraged to fully participate and to disagree about issues to

ensure full discussion in Board meetings, however, they must be careful that adherence to a point of view does not prolong discussion.

6.6. In order to facilitate constructive resolution of problems at the most appropriate administrative level, when Board members receive questions and concerns from members of the community they shall direct the individual to the appropriate administrator in the District, or the Superintendent if appropriate administrator is unknown.

6.7. Board members shall recognize and respect that their authority only exists when a quorum of the Board meets and not as individual Board members, except as authorized by law or delegated by the Board, through Board action.

6.8. Individual Board members shall not contact Board legal counsel regarding Superintendent performance evaluation without approval of the full Board.

6.9. Legal matters, other than Superintendent performance evaluation, shall be forwarded to the Superintendent to investigate as necessary.

6.10. Board members recognize that the Superintendent is bound only to decisions made by the Board as a whole.

6.11. Board members shall contact the Superintendent at least one work day prior to a Board meeting if they have concerns about agenda items and/or posted materials. This does not limit Board discussion or questions after presentation of materials.

6.12. Board members shall maintain focus on common goals.

7. How We Conduct Meetings

7.1. Generally, the Board shall conduct one business meeting and one learning session each month. Business meetings shall take place on the second Thursday of the month and learning sessions shall take place on the fourth Thursday of the month, with exceptions in cases of holidays, school vacation conflicts, or other unanticipated conflicts.

7.1.1. During learning sessions, the Board shall discuss such things as planning, upcoming business meeting topics, and other topics deemed appropriate by the Board.

7.1.2. The Board may vary from the number and/or timing of business meetings and learning sessions in order to accommodate the business of the District in compliance with the requirements of the Minnesota Open Meeting Law.

7.2. A special meeting of the Board may be called by providing written notice at least three days before the date of the meeting. Notice shall include the date, time, place and purpose of the meeting and shall be posted on the District's website, the front window of the administrative office of the District, and mailed or otherwise delivered to each person who has filed a written request for notice of special meetings with the District.

7.3. An emergency meeting of the Board may be called by the Chair, or a quorum, by telephone or by any other method to notify the members of the Board. . Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the Board members. Notice shall include the subject of the meeting. Posted or published notice of an emergency meeting is not required. No action shall be taken at an emergency meeting, except related to emergency for which it is called.

7.4. The first meeting in January shall be an Organizational meeting. During this meeting, the Board shall select a Chair, Vice Chair, Clerk, Treasurer and other officers as the Board sees fit, and shall establish a schedule of regular monthly meetings of the Board.

7.5. Meetings of the Board shall be open to the public, unless closed by the Board pursuant to the Open Meeting Law

7.6. The Board recognizes the importance of public notice of all meetings. Prior to each meeting, the district shall post the agenda on the district website and furnish a copy of the agenda to District's official newspaper and to any citizen who requests the information.

7.7. Board members shall make all reasonable effort to attend all Board meetings and learning sessions.7.2. A special meeting of the Board may be called by providing written notice at least three days before the date of the meeting. Notice shall include the date, time, place and purpose of the meeting and shall be posted on the District's website, the front window of the administrative office of the District, and mailed or otherwise delivered to each person who has filed a written request for notice of special meetings with the District.

7.8. Board members shall prepare for discussions in advance and review the materials distributed prior to a meeting. Neither the Superintendent nor individual

Board members shall put one another in a position to discuss items or make recommendations in the absence of appropriate information and preparation.

7.9. The Board shall transact all business at meetings of the Board with a quorum of members, in accordance with the Open Meeting Law.

7.10. Board meetings and deliberations shall be conducted according to Minnesota Statute where applicable and then by Robert's Rules of Order, using the authority normally vested in the Board Chair as described in Robert's Rules of Order. The use of Robert's Rules may be suspended at any meeting by a majority vote.

7.11. Board members shall limit discussion to the agenda.

7.12. Prior to the Board business meeting or learning session, the Superintendent, in consultation with the Board Chair, shall prepare the agenda for each meeting.

7.12.1. Board members may request to have an item(s) added to a business meeting or learning session by:

7.12.1.1. Making a request at a Board learning session to add the topic to an upcoming meeting agenda. If the addition of the topic is supported by a majority of Board members, the recommendation shall be forwarded to the Board Chair

7.12.1.2. Generally, items shall not be added to the agenda during a meeting unless they cannot be delayed until a subsequent meeting. Board members should make every effort to submit their request for the addition of an agenda item through discussion at a Board learning session; however, if an item cannot be delayed until a subsequent meeting, during the "Accept Agenda" portion of the meeting, a Board member may make a motion to add it to the agenda. If there is a second to the motion and majority support, the item shall be added.

7.13. Input from students, staff, parents, and community members in major decisions can be a valuable form of assistance to the Board. Open forum is an opportunity to address the Board. Individuals who wish to address the Board may do so regardless of whether or not a topic is on the agenda.

7.13.1. At least 30 minutes prior to each meeting, a sign-up sheet will be available at the meeting site for individuals to sign up to address the Board. Only those whose names and addresses appear on the sign-up sheet at the time the meeting is called to order shall be permitted to address the Board.

7.13.2. Up to 12 speakers shall be provided a maximum of five minutes to address the Board, unless an exception is granted by the Board Chair.

7.13.3. Speakers will not be allowed to verbally attack, disparage, or potentially defame individual Board members, employees or students, nor may speakers use vulgar or profane language. Also, speakers may be precluded from disclosing personally identifiable private data regarding employees or students

7.13.4 Speakers unwilling to conform to the rules or time constraints may be told his/her privilege of speaking has ended.

7.13.5. Board members shall listen respectfully to issues brought to them by the community. They may ask questions for clarification from the speaker but will not engage in debate. The Board shall not deliberate or take action during the open forum regarding an issue presented.

7.13.6. If follow-up by administration is necessary, the Chair shall request that the Superintendent follow up on the matter

7.13.7. When the Board Chair proceeds with the meeting, audience comments are no longer in order; however, the Board members retain the right to call on District administrators for information to assist the Board in its deliberations.

7.14. The minutes of the proceedings of the Board at the previous meeting, together with the next agenda and related materials, shall be provided to the Board before the time of the next regular meeting.

7.14.1. The minutes of the preceding meeting shall be approved by the Board at the next regular business meeting

7.14.2. A copy of all motions and resolutions shall be carefully recorded. The names of those who make motions, those who second motions, and those voting “aye” or “nay” shall be recorded, except when the vote is unanimous.

7.14.3. The official minutes shall be kept as the permanent record of the Board after being reviewed by the Clerk of the Board.

7.14.4. All records of the Board shall be available to citizens for inspection at the Central Services Building, except data classified as private or confidential under the Minnesota Government Data Practices Act.

7.14.5. The official proceedings of the Board or a summary of the proceedings must be published in the official newspaper within 30 days of the meeting at which the proceedings occurred.



Agenda Item XII. D.
Date Prepared: September 29, 2021
ISD 834 Board Meeting

Agenda Item: First Reading Policy 206 Public Participation in School Board Meetings
Meeting Date: October 7, 2021
Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Summary:

The 2021 Policy Working Group will be presenting Policy 206 for a first reading.

The policy is included for your review

Recommendation:

This policy will come for a final reading at the next Board meeting.

SCHOOL BOARD

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Public Participation in School Board Meetings	206	Adopted: 07-12-2018	2-Year Review Cycle

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by citizens of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all citizens of the school district an opportunity to be heard and to have concerns considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions.

IV. PROCEDURES

- A. Agenda Items
 - 1. Citizens who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The citizen should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
 - 2. The School Board Chair and Superintendent shall determine whether to place a matter on the tentative agenda, in accordance with ~~Policy 203.5~~ **Policy 203.2**.

3. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.

B. Open Forum

1. The school board shall normally provide a specified period of time when citizens may address the school board on any topic, subject to the limitations of this policy. When such period is provided, the school board will specify the time limit for each speaker
2. The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

C. Limitations

1. Personnel matters, student matters, subjects with data privacy concerns, or matters which may be potentially defamatory or otherwise unlawful shall not be considered in public, but shall be processed as determined by the school board in accordance with applicable school board policy and applicable law.
2. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
3. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
4. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)



Agenda Item XIII.
Date Prepared: September 27, 2021
ISD 834 Board Meeting

Agenda Item: Open Forum
Meeting Date: October 7, 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. Sign-up will be available electronically the week of a board meeting beginning at 8 a.m. on Monday and closing at 4 p.m. on Wednesday. You will receive a notification upon submitting your online form.

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, you may sign up to speak this week, but your name will be placed on a waitlist. If speaking slots remain after the signup time ends, names from the waitlist will be added to the speaking list in order of the time that individuals signed up. You will be notified if you are scheduled to speak.

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: Adjournment
Meeting Date: October 7, 2021
Contact Person: School Board Chair

Agenda Item XIV. A.
Date Prepared: September 27, 2021
ISD 834 Board Meeting

The meeting must formally adjourn.



Stillwater School Board Finance Operations Meeting Notes
September 28, 2021

Attendees: Alison Sherman, Mark Drommerhausen, John Thein, Malinda Lansfeldt

1. Brookview Lockers - Mark Drommerhausen
 - a. The total cost is \$75,046.18 for 248 lockers.
 - b. The cost falls within board approved expenditures.
 - c. The original estimated impact to the budget for lockers was approximately \$119,000.
 - d. Costs came in under estimated costs.

2. CESO - Transportation Additional Customer Service Staff Contract - Malinda Lansfeldt
 - a. The superintendent authorized a one-month addition to the transportation management services contract with CESO.
 - b. Cost is \$8,000 for two additional dedicated customer service representatives to address record high call volumes.
 - c. CESO is the primary customer service and telephone support to families, transportation contractors, and district staff.
 - d. This additional cost includes necessary rerouting work.



Stillwater School Board
Policy Meeting Notes
September 21, 2021

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

Agenda

- Continue review of 200 series policies already in progress
- Follow up on policy 212 onboarding manual
- Continue discussion of public participation and community engagement procedural changes
- Discuss Policy 206: Public Participation in School Board Meetings & 201.3: Operating Norms

Highlights of Discussion

- Policy 212 onboarding manual document has been reviewed by Cherry & Hockert.
 - Hockert will organize items along a timeline, prioritizing information to be given to new board members from initial contact after elections through the first three months of their first term.
 - Timeline will be sent to committee members for review before our next policy meeting on Oct 13, then will be reviewed by the whole board after PWG consensus is reached.
 - Still on track to have project completed in time for new board member seated in November 2021
- Committee discussed additional procedural changes for open forum. Further changes are still to be determined by the board chair and superintendent before the next meeting.
 - Community engagement has begun with Crowdicity. Response will be used to inform procedural changes to Open Forum after policies have been reviewed.
- Policy 201.3: Operating Norms was reviewed.
 - Determined to be redundant with other policies and too procedural. It is also in conflict with other policies and working practices.
 - Recommendation to revoke
- Policy 206: Public Participation in School Board Meeting was reviewed
 - Minor changes made which don't change the meaning

What's next

- Timeline for Onboarding Manual to be reviewed at next meeting on Oct 13
- Dr. Cherry organized rest of 200 series and asked Director Hockert to review them
- Begin review of Policy 201.6 & 203.1 at next Policy Committee meeting
- Review comments from community discussion around public communication with the board.

Next Meeting: October 13, 2021 at 12-1pm

Respectfully submitted by: Katie Hockert

Date: 9/29/21