



Independent School District 834
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
School Board Business Meeting Agenda – February 3, 2022
Closed Session – 5:30 p.m.
Business Meeting - 6:30 p.m.
Revised

- I. **Call to Order**
- II. **Roll Call**
Adjourn to Closed Session
Reconvene to Open Meeting
- III. **Public Comment**
Up to fifteen speakers will be allotted three minutes each to speak
- IV. **Pledge of Allegiance**
- V. **Approval of Agenda**
- VI. **Student Report**
- VII. **Superintendent Report**
- VIII. **Board Chair Report**
- IX. **Consent Agenda**
 - A. Minutes of January 20, 2022 Closed Session
 - B. Minutes of January 20, 2022 Business Meeting
 - C. Minutes of January 25, 2022 Closed Session
 - D. Payment of Invoices – January 22, 2022 - February 4, 2022
 - E. Chromebook Purchase for ECF Program
 - F. Stillwater Middle School Athletic Locker Replacement
 - G. Drivers Education Program
 - H. Policy 203.5 - School Board Meeting Agenda
 - I. Human Resources Personnel Report
- X. **Reports**
 - A. First Policy Reading 205 - Open and Closed Meetings - Dr. Jennifer Cherry
 - B. First Policy Reading 214 - Out of State Travel By Board Members - Dr. Jennifer Cherry
- XI. **Action Items**
 - A. COVID 19 Mitigation Update – Superintendent Malinda Lansfeldt
- XII. **Adjournment**
 - A. Adjourn

Attachment:

- Finance and Operations Meeting Notes
- Policy Committee Meeting Notes
- Director Report – Katie Hockert



Agenda Item I.
Date Prepared: January 24, 2022
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: February 3, 2022

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item II.
Date Prepared: January 24, 2022
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: February 3, 2022

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

Alison Sherman, Chair

Katie Hockert, Vice Chair

Annie Porbeni, Clerk

Beverly Petrie, Treasurer

Pete Kelzenberg, Director

Tina Riehle, Director

Vivian Votava, Director

Malinda Lansfeldt, Interim Superintendent, Ex-Officio

Recommendation:

Board action is not required.



Agenda Item III.
Date Prepared: January 24, 2022
ISD 834 Board Meeting

Agenda Item: Public Comment
Meeting Date: February 3, 2022

Background:

The school board encourages community input. While comments and questions are welcome, law prohibits the board from discussing concerns about individual employees or students in a public meeting. The board will not deliberate, discuss, or engage in conversation with speakers. However, the board may ask administration to review the concern(s) presented.

Speakers must present their testimony in a respectful manner. Vulgarity, character attacks, malice or specific complaints identifying staff or students by name or implication will not be permitted.

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.

Recommendation:

This is for informational purposes only.



Agenda Item IV.
Date Prepared: January 24, 2022
ISD 834 Board Meeting

Agenda Item: Pledge of Allegiance
Meeting Date: February 3, 2022

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 V.
Date Prepared: January 24, 2022
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: February 3, 2022

Background:

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

Recommendation:

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

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



Agenda Item VI.
Date Prepared: January 24, 2022
ISD 834 Board Meeting

Agenda Item: Student Report
Meeting Date: February 3, 2022
Student Report

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 VII.
Date Prepared: January 24, 2022
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: February 3, 2022

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 VIII.
Date Prepared: January 24, 2022
ISD 834 Board Meeting

Agenda Item: Board Chair Report
Meeting Date: February 3, 2022

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: February 3, 2022
Contact Person: Varies by item

Agenda Item IX. A.B.C.D.E.F.G.H.I.
Date Prepared: January 27, 2022
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 January 20, 2022

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

A copy of the minutes is included for your review.

B. School Board Business Meeting Minutes January 20, 2022

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

A copy of the minutes is included for your review.

C. School Board Closed Meeting Minutes January 25, 2022

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

A copy of the minutes is included for you review.

D. Payment of Invoices - January 22, 2022 - February 4, 2022

Contact Person: Dr. John Thein, Director, Finance

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

E. Chromebook Purchase for ECF Program

Contact Person: Mr. John Perry, Director, Learning, Technology, and Design Systems

A copy of the Expenditure Form is included for your review.

F. Stillwater Middle School Athletic Locker Replacement

Contact Person: Mr. Mark Drommerhausen, Director, Operations

A copy of the Expenditure Form is included for your review.

G. Drivers Education Program – Ms. Annette Sallman, Director, Community Education

H. Policy 203.5 – School Board Meeting Agenda

Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

A cop of the policy is included for your review.

I. 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 I be approved as written, and a copy of the agenda items is attached to the minutes.

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



Independent School District 834 – Stillwater Area Public Schools
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
School Board Closed Meeting Minutes
January 20, 2022 at 5:30 p.m.

I. **Call to Order:** The meeting was called to order at 5:34 p.m.

II. **Roll Call**

Board Members present: Alison Sherman, chair, Katie Hockert, vice chair, Beverly Petrie, treasurer, Tina Riehle, director

Others present: Malinda Lansfeldt, Mark Drommerhausen, Christian R. Shafer, attorney.

Not present: Pete Kelzenberg, director, Annie Porbeni, clerk

III. **Adjourn to Closed Session**

The board adjourned to a closed session at 5:36 p.m. The School Board must meet with its attorney in a confidential setting to obtain advice regarding pending litigation. It would be detrimental to the interest of the School District to hold a public discussion with its attorney regarding its legal positions and strategy. The matter to be discussed is Independent School District No. 834, Stillwater Area Public Schools v. Metropolitan Transportation Network, Inc. The specific subjects to be discussed, pursuant to Minn. Stat. § 13D.01, subd. 3, are the School District's legal positions, defenses, and strategies with respect to the pending litigation. Pursuant to Minnesota Statutes, section 13D.05, subd. 3(b) and the attorney-client privilege

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

Director Votava joined the meeting at 5:36 p.m.

IV. **Adjournment**

Closed session adjourned to open meeting at 6:43 p.m.

Respectfully submitted by Alison Sherman, Board Chair



Independent School District No. 834 – Stillwater Area Public Schools
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
January 20, 2022 – 6:30 p.m. Meeting Minutes

Call to Order: The meeting was called to order at 5:34 p.m.

Roll Call: Present: Alison Sherman, chair, Katie Hockert, vice chair, Beverly Petrie, treasurer, Tina Riehle, director

Adjourn to Closed Session

The board adjourned to a closed session at 5:36 p.m. The School Board must meet with its attorney in a confidential setting to obtain advice regarding pending litigation. It would be detrimental to the interest of the School District to hold a public discussion with its attorney regarding its legal positions and strategy. The matter to be discussed is Independent School District No. 834, Stillwater Area Public Schools v. Metropolitan Transportation Network, Inc. The specific subjects to be discussed, pursuant to Minn. Stat. § 13D.01, subd. 3, are the School District's legal positions, defenses, and strategies with respect to the pending litigation. Pursuant to Minnesota Statutes, section 13D.05, subd. 3(b) and the attorney-client privilege

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

Director Votava joined the meeting at 5:36 p.m.

Director Kelzenberg joined the meeting at 6:25 p.m.

Closed session adjourned to open meeting at 6:43 p.m.

I. Recognition

Superintendent Lansfeldt and the School Board recognized members of the high school Ag Communication, Fish and Wildlife and Small Animal/Vet Science teams. The Stillwater FFA continued their successful year with strong showings in recent virtual Career Development Events (CDE).

II. Public Comment

- Erica Oesterreich, Stillwater, MN - Keeping kids safe from gun violence with Be SMART
- Jessica Johnson, Stillwater, MN - Masking Mandates
- Michael Adams, Stillwater, MN - Universal Masking

III. Call to Order: The meeting was called to order prior to adjourning to the closed session.

IV. Roll Call: Roll call was taken prior to adjourning to the closed session.

V. Pledge of Allegiance

Break taken at 7:08 p.m.

Back from break at 7:25 p.m.

VI. Approval of Agenda

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

VII. Student Report

Amelia provided a report on academics -

- Adeline Foote and Ryan Potter are semifinalists for the National Merit Scholarship Program.
- Students are preparing for Semester 1 finals on Friday, January 21, 2022.
- Option 2 for next year's school calendar was popular among students. Many of them liked the aspect of a 2 week long winter break and more days off dispersed throughout the school year.
- There is a range of opinions from having masks optional to going online. The most agreed upon is that there should be a mask mandate among students and staff with the option of online and in person.

Ella provided a report on activities and extracurriculars -

- Winter sports are in full force.
- The Wrestling team has a current season record of 14-1 with their first loss against STMA.
- The Boys Basketball team is 8-5 and just lost to Park on the 14th and won against Roseville on the 18th. Max Shikenjanski broke the all-time school record of leading scorer.
- Our Gymnastics team won their meet at Lakeville this weekend with a season high score of 146.500.
- Girl's hockey won Tuesday against Woodbury 6-0.
- Boy's hockey lost against Hill Murray 0-6 on Tuesday and won against Irondale Wednesday, 4-2.
- Our Varsity dance team went to the Tartan invite competition, placing first in jazz and second in kick.
- Girls Basketball beat Roseville on Tuesday, making them 6-1.
- Both Alpine teams have begun races and remained undefeated.
- Both Nordic teams placed second at the Battle Creek ski meet on Monday.

VIII. Superintendent Report

- Thank you to Tom Lee for doing an amazing job filling in as the Interim Principal at Rutherford Elementary this year.
- Our district lost a beloved bus driver this past week. Kem Heintz has driven a bus in our district for more than fifteen years and also served as a bus mechanic. Our condolences to the Heintz family.
- A new community vaccination site is now open in Oakdale at Inwood Oaks. Please visit our website for more information.
- Supply chain issues continue to make it difficult for our kitchens to provide students with milk and water. We are asking families to please send a reusable water bottle with students every day. The community can also donate disposable cups for students who forget water bottles.
- Thank you to all the high school students who have been sharing their input regarding masking, mental health needs and the request to add classes such as home economics.

IX. Board Chair Report

- Nothing to report.

X. Consent Agenda

- A. Minutes of January 4, 2022 Special Meeting
- B. Minutes of January 6, 2022 Business Meeting
- C. Payment of Invoices - January 8, 2022- January 21, 2022
- D. Accept Gifts and Donations - November and December, 2021
- E. Treasurer's Report - November 2021
- F. Brookview Elementary Classroom Furniture
- G. 2022 Multi-Site Partial Roof Replacement
- H. Summer 2022 Multi-Site LTFM Improvements
- I. Stillwater Area High School Newspaper Field Trip to Los Angeles, California
- J. Human Resources Personnel Report

Motion to approve item A-J by: Member Hockert; second by: Member Petrie; Vote: 6 ayes, 0 nays; Motion carried unanimously.

XI. Action Items

- A. COVID 19 Mitigation Update - Superintendent Malinda Lansfeldt
Superintendent Lansfeldt shared the revised resolution mandating the use of masks in all Stillwater Area Public Schools.

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

Motion to adopt the Resolution Mandating the Use of Masks in All Stillwater Area Public Schools by: Member Hockert; second by: Member Petrie; Vote: 5 ayes, 1 nay (Riehle) ; Motion carried.

- B. Legislative Platform - Superintendent Malinda Lansfeldt
The Legislative Working Group developed a list of priorities for District 834.
The school board members had the opportunity to provide feedback on the platform. Once the priorities are approved this information will be shared with district legislative representatives.

Motion to approve the Legislative Platform by: Member Petrie, second by: Member Kelzenberg; Vote: 6 ayes, 0 nays; Motion carried unanimously.

- C. 2022-23 School District Calendar - Dr. Jennifer Cherry
Two calendar options were presented to the board during the January 5, 2022 business meeting. Option 2 is being requested for approval which begins August 29 and ends June 7 with longer Thanksgiving and Winter breaks, and more days in semester one than in semester two to support student orientation.

Motion to approve Option 2 of the 2022-2023 Calendar by: Member Petrie, second by: Member Hockert; Vote: 6 ayes, 0 nays; Motion carried unanimously.

- D. Policy 204 - School Board Meeting Minutes - Dr. Jennifer Cherry
This is the final reading of Policy 204 and will be requested for approval.

Motion to approve Policy 204 - School Board Meeting Minutes by: Member Hockert; second by: Member Kelzenberg; Vote: 6 ayes, 0 nays; Motion carried unanimously.

- E. Revoke Policy 201.1 - Board Purpose - Dr. Jennifer Cherry
This is the final reading of Policy 201.1 which is being recommended to be revoked.

Motion to revoke Policy 201.1 - Board Purpose by: Member Petrie; second by: Member Hockert; Vote: 6 ayes, 0 nays; Motion carried unanimously.

- F. School Board Committee Assignments and Working Groups 2022 Chair Alison Sherman
Board members were encouraged to contact Chair Sherman prior to the January 20, 2022 business meeting with their interest for a specific School Board Representative and Sub-Committee for 2022.

Motion to approve the School Board Committee Assignments and Working Groups 2022 by: Member Kelzenberg; second by: Member Votava; Vote: 6 ayes, 0 nays; Motion carried unanimously.

XII. Adjournment

- A. The meeting adjourned at 8:31 p.m.

Respectfully submitted, Alison Sherman, Board Chair



Independent School District 834 – Stillwater Area Public Schools
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
School Board Closed Meeting Minutes
January 25, 2022 at 7:05 p.m.

I. **Call to Order:** The meeting was called to order at 7:05 p.m.

II. **Roll Call**

Board Members present: Alison Sherman, chair, Katie Hockert, vice chair, Beverly Petrie, treasurer, Annie Porbeni, clerk, Vivian Votava, director

Others present: Malinda Lansfeldt, Mark Drommerhausen, Christian R. Shafer, attorney.

Not present: Pete Kelzenberg, director, Tina Riehle, director

III. **Adjourn to Closed Session**

The board adjourned to a closed session at 7:06 p.m. The School Board must meet with its attorney in a confidential setting to obtain advice regarding pending litigation. It would be detrimental to the interest of the School District to hold a public discussion with its attorney regarding its legal positions and strategy. The matter to be discussed is Independent School District No. 834, Stillwater Area Public Schools v. Metropolitan Transportation Network, Inc. The specific subjects to be discussed, pursuant to Minn. Stat. § 13D.01, subd. 3, are the School District's legal positions, defenses, and strategies with respect to the pending litigation. Pursuant to Minnesota Statutes, section 13D.05, subd. 3(b) and the attorney-client privilege

Motion by: Member Sherman to adjourn to closed session; second by: Member Petrie; Vote: 5 ayes, 0 nays, Motion carried.

Closed session adjourned to open meeting at 8:11 p.m.

IV. **Adjournment**

Meeting adjourned at 8:15 p.m.

Respectfully submitted by Alison Sherman, Board Chair



Agenda Item: IX.E.
Date Prepared: February 3, 2022
ISD 834 Board Meeting

Agenda Item: Chromebook Purchase for ECF Program
Meeting Date: February 3, 2022
Contact Person: John Perry, Director of Learning Technology

Background: ISD834 has access to Emergency Connectivity Funding (ECF) for the purpose of supporting students at home with a computer for homework or distance learning needs. As part of the program, it requires justification for each device requested. To fill that need, the District made a form available to parents that allows them to request a device.

This request for 475 devices is the second order that we will be making under the ECF program. ECF funding covers the first \$400/device. Devices, with licensing and setup support cost \$432 currently. We anticipate this order will be accepted by the ECF program whereby ECF will be directly invoiced for \$190,000 and ISD834 will be invoiced for \$15,200. Since the liability for payment falls to us in a case where the ECF program rejects our submission, we are opening a PO for the total amount and will reverse the remaining encumbrance at such a time when the ECF program processes their payment.

Location(s): All

Project Name: Chromebook Purchase for ECF Program

Fund: Technology Capital, ECF Grant

Amount: \$205,200.00 (\$15,200 to be invoiced to ISD834)

Recommendation:

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

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

QUOTE CONFIRMATION



DEAR SHAE GREEN,

Thank you for considering CDW•G LLC for your computing needs. The details of your quote are below.
[Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MNQZ546	1/11/2022	ACER C741L	3980182	\$205,200.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Acer Chromebook 511 C741L - 11.6" - Snapdragon 7c Kryo 468 - 4 GB RAM - 32 Mfg. Part#: NX.A72AA.001 Contract: Sourcewell# 081419 Tech Catalog- (Chromebook ONLY) (081419-CDW)	475	6394285	\$390.00	\$185,250.00
CDWG EDU White Glove Service for Chromebooks and Chrome OS Devices T1 Mfg. Part#: CDWCHROMEOSVC1 UNSPSC: 43232401 Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	475	3254461	\$6.00	\$2,850.00
CDW Intermediate Custom Asset Tag/Label applied to a device (CDW Configs) Mfg. Part#: INTERMD CSTM TAG UNSPSC: 81111511 Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	475	500817	\$5.00	\$2,375.00
Google Chrome Education Upgrade Mfg. Part#: CROS-SW-DIS-EDU-NEW Electronic distribution - NO MEDIA Contract: Sourcewell# 081419 Tech Catalog- (Chromebook ONLY) (081419-CDW)	475	5988499	\$31.00	\$14,725.00
INSTALL SUMMARY				
ITEM	QTY	CDW#		
Acer Chromebook 511 C741L - 11.6" - Snapdragon 7c Kryo 468 - 4 GB RAM - 32 **ITEMS TO BE INSTALLED** CDWG EDU White Glove Service for Chromebooks and Chrome OS Devices T1 CDW Intermediate Custom Asset Tag/Label applied to a device (CDW Configs)	475	6394285		
	475	3254461		
	475	500817		

PURCHASER BILLING INFO	SUBTOTAL	\$205,200.00
Billing Address: STILLWATER SCHOOL DIST. #834 1875 GREELEY ST S STILLWATER, MN 55082-6094 Phone: (651) 351-8340 Payment Terms: NET 30-VERBAL	SHIPPING	\$0.00
	SALES TAX	\$0.00
	GRAND TOTAL	\$205,200.00
	Please remit payments to:	
DELIVER TO		

Shipping Address: STILLWATER SCHOOL DIST. #834 SHAE GREEN 1875 GREELEY ST S STILLWATER, MN 55082-6094 Phone: (651) 351-8340 Shipping Method: UPS FREIGHT LTL, DOCK TO DOCK	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515
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Need Assistance? CDW•G LLC SALES CONTACT INFORMATION



Oleg Krylov

(866) 770-0358

olegkry@cdwg.com

LEASE OPTIONS

FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$205,200.00	\$5,446.01/Month	\$205,200.00	\$6,305.80/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
 For more information, contact a CDW account manager

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Agenda Item: IX. F.
Date Prepared: January 25, 2022
ISD 834 Board Meeting

Agenda Item: Stillwater Middle School Athletic Locker Replacement
Meeting Date: February 3, 2022
Contact Person: Mark Drommerhausen, Director of Operations

Bids were requested to replace the athletic lockers at Stillwater Middle School as part of the District Wide 2022 LTFM Multi-Site Project. The proposed athletic locker's construction and product specifications from the bidders needed additional time to evaluate and were not part of District Wide 2022 LTFM Multi-Site Project, approved at the January 20, 2022 Board of Education Meeting.

The Stillwater Middle School locker replacement is part of the FY23 Long-Term Facilities Maintenance program. Replacement costs were estimated to total \$270,000. We received 3 bids on January 6, 2022 to replace the athletic lockers at Stillwater Middle School. The lowest responsible bidder is Olympus Lockers and Storage Products, Inc. of Eden Prairie, MN for a bid total of \$197,414.00. Kraus-Anderson Construction Company recommends entering into a contract with Olympus Lockers and Storage Products, Inc. Administration requests approval of the contract to replace the athletic lockers at Stillwater Middle School.

Project Name: Stillwater Middle School Athletic Locker Replacement

Location(s): Stillwater Middle School

Fund: Long-Term Facilities Maintenance

Item: Athletic Locker Replacement

Amount: \$197,414.00

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 \$100,000.

REQUESTED BY: Mark Drommerhausen, Director of Operations

DATE: February 3, 2022

DESCRIPTION OF REQUEST

Bids were requested to replace the athletic lockers at Stillwater Middle School as part of the District Wide 2022 LTFM Multi-Site Project. The proposed athletic locker's construction and product specifications from the bidders needed additional time to evaluate and were not part of District Wide 2022 LTFM Multi-Site Project, approved at the January 20, 2022 Board of Education Meeting.

The Stillwater Middle School locker replacement is part of the FY23 Long-Term Facilities Maintenance program. Replacement costs were estimated to total \$270,000. We received 3 bids on January 6, 2022 to replace the athletic lockers at Stillwater Middle School. The lowest responsible bidder is Olympus Lockers and Storage Products, Inc. of Eden Prairie, MN for a bid total of \$197,414.00. Kraus-Anderson Construction Company recommends entering into a contract with Olympus Lockers and Storage Products, Inc. Administration requests approval of the contract to replace the athletic lockers at Stillwater Middle School.

FINANCIAL IMPACT

Budget(s) Impacted: \$197,414.00 Long-Term Facilities Maintenance Budget

Is This a One-Time Expenditure?

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

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

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

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

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

☐ **No**

PROGRESS MONITORING

Work to be completed summer of 2022

January 26, 2022

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

**RE: Stillwater Multisite Improvements – 2022 LTFM
 Contract Award Recommendation**

Dear Mr. Willger

This letter is concerning our recommendation for contract award for the Stillwater Multisite Improvements – 2022 LTFM project that was bid on January 6, 2022. Kraus-Anderson has verified bidders and we submit the following lowest responsible bidders and their bid amount.

Work Scope		Contractor, City, State		Bid Amount
WS 10-J	Athletic Lockers	Olympus Lockers & Storage Products, Inc. Note: The original low bid was rejected for non-conforming product.	Base Bid	\$197,414.00
		Total Base Bid		\$197,414.00

If you have any questions regarding this information, please do not hesitate to contact me at 651-447-3247

Very truly yours,

KRAUS-ANDERSON® CONSTRUCTION COMPANY



Mike Phillips
 Project Manager



ARCHITECT: Wold Architects & Engineers

BID TABULATIONS

January 6, 2022 @ 2:00PM

WORK SCOPE 10-J: Athletic Lockers

22



Agenda Item IX.G.
Dated Prepared: January 27, 2022
ISD 834 Board Meeting

Consent Agenda: Drivers Education
Meeting Date: February 3, 2022
Contact Person: Annette Sallman

Summary:

Community Education offers drivers education classes for students. Although the contract does not guarantee a certain number of participants and therefore we do not know the total expense, we will generally exceed \$100,000 in a single year. The contract with Safeway Driving School will be for the period of July 2022 through July 2024. Community Education will charge a fee per participant with financial assistance available for those who qualify. The fee will cover all direct and indirect costs for this program.

Location: Stillwater Area High School
Project Name: Drivers Education
Fund: Community Education
Amount: ~\$100,000, depending on student enrollment

Recommendation:

Approval of Consent Agenda item will be requested.



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 \$100,000.

REQUESTED BY: Annette Sallman **DATE:** 1/26/22

DESCRIPTION OF REQUEST

Community Education offers drivers education classes for students. Although the contract does not guarantee a certain number of participants and therefore we do not know the total expense, we will generally exceed \$100,000 in a single year.

FINANCIAL IMPACT

Budget(s) Impacted:

Community education charges the participant the direct cost of the class plus the overhead expenses associated with providing the class (coordination, marketing, registration, credit card fees, etc.) Historically, community education has generated around 19% revenue to cover the overhead costs.

Is This a One-Time Expenditure?

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

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

X **No**, it will need to be funded for Fiscal Years __June 2022-2024__ as long as the numbers support the need.

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

X **Yes** List Source(s): The participants pay a registration fee that will generate revenue.
Amount: ~\$424 per student

☐ **No**

PROGRESS MONITORING



A+ Driving School North, Inc.
2051 County Road E White Bear Lake, MN 55110
651.653.3959 www.APlusDrivingSchool.net

A+ Driving School offers the following quote for Drivers Education classes:
Price would include 30 hours of classroom instruction (both in-person and teleconferenced) and 6 hours of behind the wheel instruction as required by Minnesota State Rule 7411.

1. Fee amount paid to A+ Driving School per student of \$340
(applies June 1,2022- May 31,2023)
2. Fee amount paid to A+ Driving School per student of \$350
(applies June 1,2023- May 31,2024)

Further rate increases would be agreed upon ahead of time between A+ Driving School and Stillwater Public Schools.

For additional details, please contact Pete Hosmer at A+ Driving School.

A handwritten signature in black ink, appearing to read 'Pete Hosmer'.

Pete Hosmer
A+ Driving School



January 26, 2022

Amy Skare-Klecker
Stillwater Community Education

Proposal to increase fee for driver's education program, effective July 1, 2022.

Year 1 (from July 1, 2022 to June 30th, 2023) :

Safeway fee for Student enrolled in Classroom and Behind-the-wheel lessons - \$340

Safeway fee for scholarship students enrolled in Classroom and Behind-the-wheel lessons - \$315

Year 2 (from July 1, 2023 to June 30th, 2024) :

Safeway fee for Student enrolled in Classroom and Behind-the-wheel lessons - \$350

Safeway fee for scholarship students enrolled in Classroom and Behind-the-wheel lessons - \$325

Amy, your partnership is longstanding with us and we value our relationship. We hope that we can continue to provide driver's education for your families.

Thank you!

SCHOOL BOARD

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
School Board Meeting Agenda	203.2 203.5	Adopted: 07-12-2018	2-Year Review Cycle

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. ~~Whenever possible~~, the agenda and ~~materials supporting documents~~ shall be sent to the school board members six (6) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any materials relating to the agenda items of the meeting which are distributed shall be available in the meeting room for inspection by the public while the school board considers the agenda item. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Germain, Chloe	Resignation	Cafeteria 4.0 hrs/day Stillwater Area High School	Cafeteria	January 14, 2022
Kaliher, Molly	Resignation	1.0 FTE Special Education Teacher on a Leave of Absence District Wide	SCEA	June 2, 2022

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Chmielewski, Victoria	Community Education Assistant 2.75 hrs/day Early Childhood Family Center	\$15.63 / hour	Replacement	CE Leads & Assistants	January 25, 2022
Costello, Andrew	Assistant Boys Basketball Coach Oak-Land Middle School	\$2,148	Replacement	Co-curricular	January 13, 2022
Jonason, Kristina	1.0 FTE LTS Elementary Teacher Brookview Elementary	\$51,114	Replacement	ESSER	January 24, 2022 - June 6, 2022
Hooiker, Heather	Paraprofessional 6.0 hrs/day Rutherford Elementary	\$17.18 / hour	Replacement	SCPA	January 26, 2022
Litvinchik, Larisa	Cafeteria 4.0 hrs/day Stillwater Area High School	\$15.98 / hour	Replacement	Cafeteria	January 25, 2022
Pearson, Grace	Community Education Assistant 1.0 hrs/day Afton-Lakeland Elementary	\$15.84 / hour	Replacement	CE Leads & Assistants	January 20, 2022
Schulze, Molly	.80 FTE Intervention Teacher Stonebridge Elementary	\$57,654	Student Need	ESSER	January 24, 2022 - June 6, 2022
Wells-O'Malley, Cynthia	Community Education Assistant 4.0 hrs/day Afton-Lakeland Elementary	\$16.41 / hour	Replacement	CE Leads & Assistants	January 25, 2022
Ziegler, Andrew	Paraprofessional 6.5 hrs/day Oak-Land Middle School	\$17.18 / hour	Replacement	SCPA	January 25, 2022

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Stadsvold, Bobbi Jo	Approve	1.0 FTE Elementary Education Teacher Afton-Lakeland Elementary	SCEA	February 15, 2022 - March 17, 2022

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Ball, Marin	.6 FTE Intervention Teacher Afton-Lakeland Elementary	ESSER	SCEA	January 24, 2022 - June 6, 2022



Agenda Item: X.A.
Date Prepared: January 27, 2022
ISD 834 Board Meeting

Report for Information: First Reading Policy 205 Open and Closed Meetings

Meeting Date: February 3, 2022

Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

The 2022 Policy Working Group will be presenting Open and Closed Meetings Policy 205 for a first reading.

The policy is included for your review

Recommendation:

Input from Board directors and community is requested. This will come back for a second reading at the next business meeting.

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Open and Closed Meetings	205	Adopted: 07-12-2018	2-Year Review Cycle

I. PURPOSE

The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the requirements of the Minnesota Open Meeting Law which require that meetings be closed to protect private data or permit closure to serve the public interest.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

“Meeting” means a gathering of at least a quorum of school board members or a committee or subcommittee of school board members ~~with decision-making authority~~ at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public, ~~rather than communication between a quorum of school board members~~. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from

the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- (a) For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board, on the school district's website and any other forms of communication deemed appropriate by the school district. The school board's actions at the special meeting are limited to those topics included in the notice.
- (b) The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- (c) The notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- (d) A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- (e) Requests for notice of special meetings shall expire at the end of the school year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.
- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. 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 school board members.

- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

8. Meetings Conducted by Interactive Technology

A meeting may be conducted virtually by interactive technology or other similar electronic means in compliance with Minn. Stat. § 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

- 1. In any open meeting, a copy of any materials relating to agenda items which are distributed to members for the meeting shall be available in the meeting room for inspection by the public while the school board considers the agenda item.

2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, ~~(a) decide to hold a closed meeting as required or permitted under the Minnesota Open Meeting Law, including but not limited to:~~ consider strategy for labor negotiations strategy, including negotiation strategies or development or discussion ~~or~~ and review of labor negotiation proposals.
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to board authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to board authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. ~~communications~~ Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the Dismissal of a licensed teachers shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing. ~~or students when such hearings are held before the school board.~~
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.

- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data. ~~Dismissal Hearing for licensed or non-licensed head varsity coaches when such hearings are held before the school board.~~
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:

~~For discussions related to the purchase or sale of real or personal property, including:~~

- 1) to determine the asking price for real or personal property to be sold by the school district;
- 2) to review confidential or nonpublic appraisal data; and
- 3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- a. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.

- b. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- c. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies and/or recommendations regarding public services, infrastructure, and facilities, where disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.
- ~~e. To discuss certain private data such as data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minor or vulnerable adults; active investigative data collected or created by law enforcement agencies; educational data; or an individual's personal medical records.~~
- ~~f. Closed meetings (except for attorney-client privilege) must be electronically recorded at the expense of the school district and preserved for the particular length of time required under the Minnesota Open Meeting Law. Recordings of closed meetings are not available to the public, unless the district determines that all or part of the recording is classified as public data. Data subjects may have a right to all or part of the recording under the Minnesota Government Data Practices Act.~~

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be

preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

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

Minn. Stat. Ch. 13D (Open Meeting Law)

Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)

Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)

Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)

Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)

Minn. Rules Part 5510.2810 (Bureau of Mediation Services)



Agenda Item: X.B.
Date Prepared: January 27, 2022
ISD 834 Board Meeting

Report for Information: First Reading Policy 214 Out of State Travel By Board Members

Meeting Date: February 3, 2022

Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

The 2022 Policy Working Group will be presenting Out of State Travel By Board Members Policy 214 for a first reading.

The policy is included for your review

Recommendation:

Input from Board directors and community is requested. This will come back for a second reading at the next business meeting.

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Out of State Travel By Board Members	214	Adopted: 08-09-2018	2-Year

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to ~~regional, national meetings of the National School Boards Association, or other~~ out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board. ~~chair. If the chair seeks reimbursement, it should be preapproved by the vice chair.~~

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and all other reasonable and necessary expenses must be attached to the reimbursement form.

B. Automobile travel shall be reimbursed at the mileage rate set by the Internal Revenue Service. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

C. Amounts to be reimbursed shall be within the school board's approved budget allocations.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References:

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

Minn. Stat. § 471.661 (Out-of-State Travel)

Minn. Stat. § 471.665 (Mileage Allowances)

Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)

Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)



Agenda Item: X.C.
Date Prepared: January 27, 2022
ISD 834 Board Meeting

Report for Information: COVID 19 Mitigation Update

Meeting Date: February 3, 2022

Contact Person: Superintendent Malinda Lansfeldt and Assistant Superintendent Dr. Jennifer Cherry

Background:

Administration will present an update to the Board of Education on COVID-19 cases in schools and the community. The following COVID-19 mitigation strategies will be reviewed:

1. COVID testing
2. Vaccinations
3. Mask requirements

Indicators for changes to the mask resolution will be presented for consideration at a future meeting.

This is a report for information.



COVID-19 Response

District-Wide Update

Presented to School Board
February 3, 2022

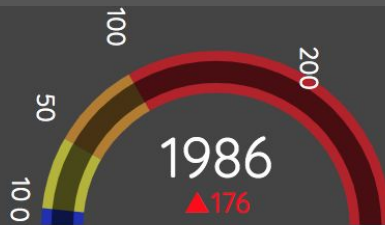
Stillwater Area Public School District

ZIP codes: 55001, 55003, 55038, 55042, 55043, 55047, 55082, 55125, 55129

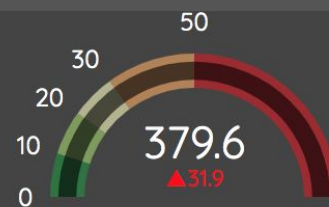
(excludes ZIP codes where less than 0.25 square miles of land area is within district boundaries)

Data as of January 27, 2022

7-day case rate per 100,000

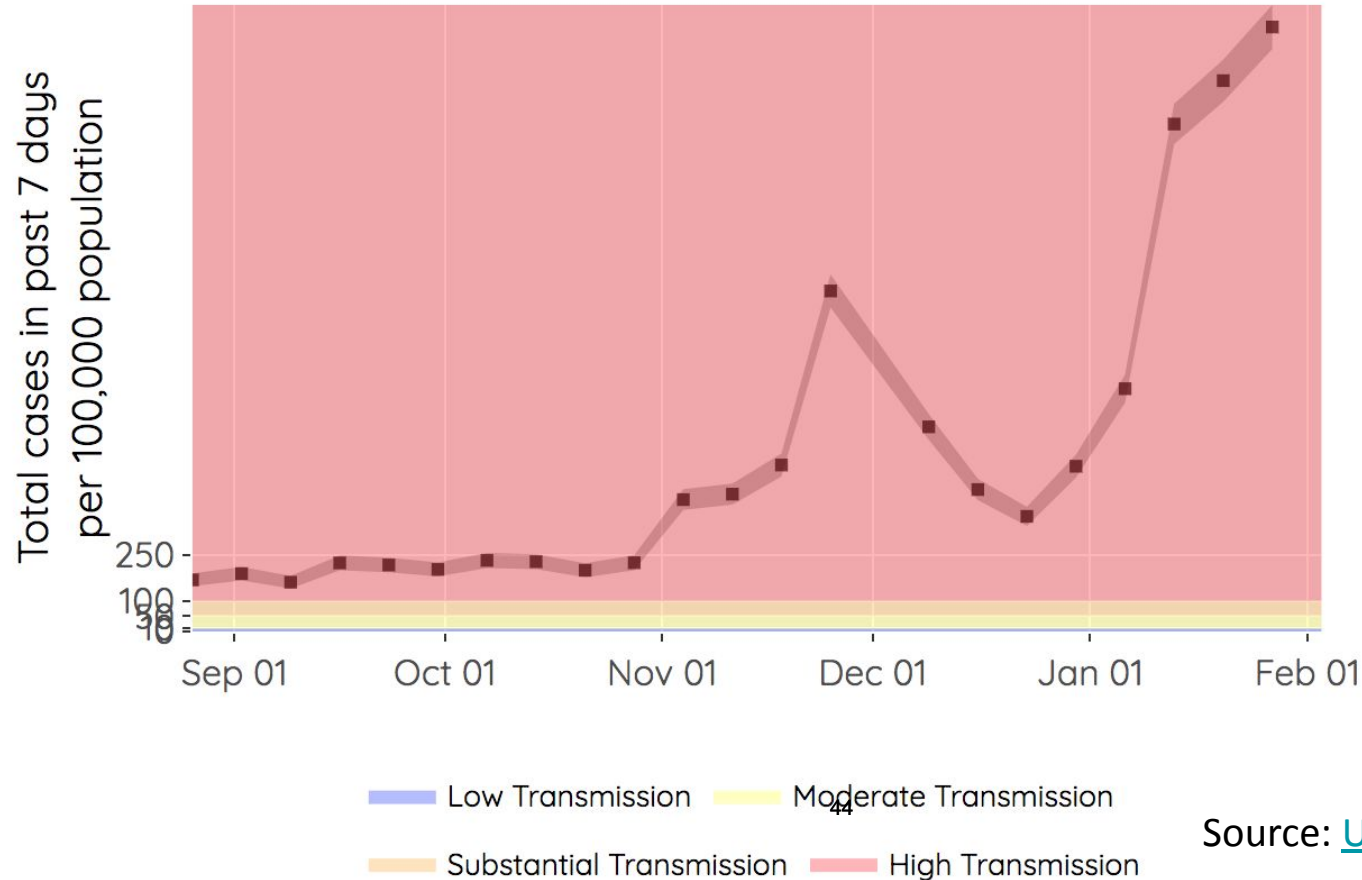


4-day case rate per 10,000



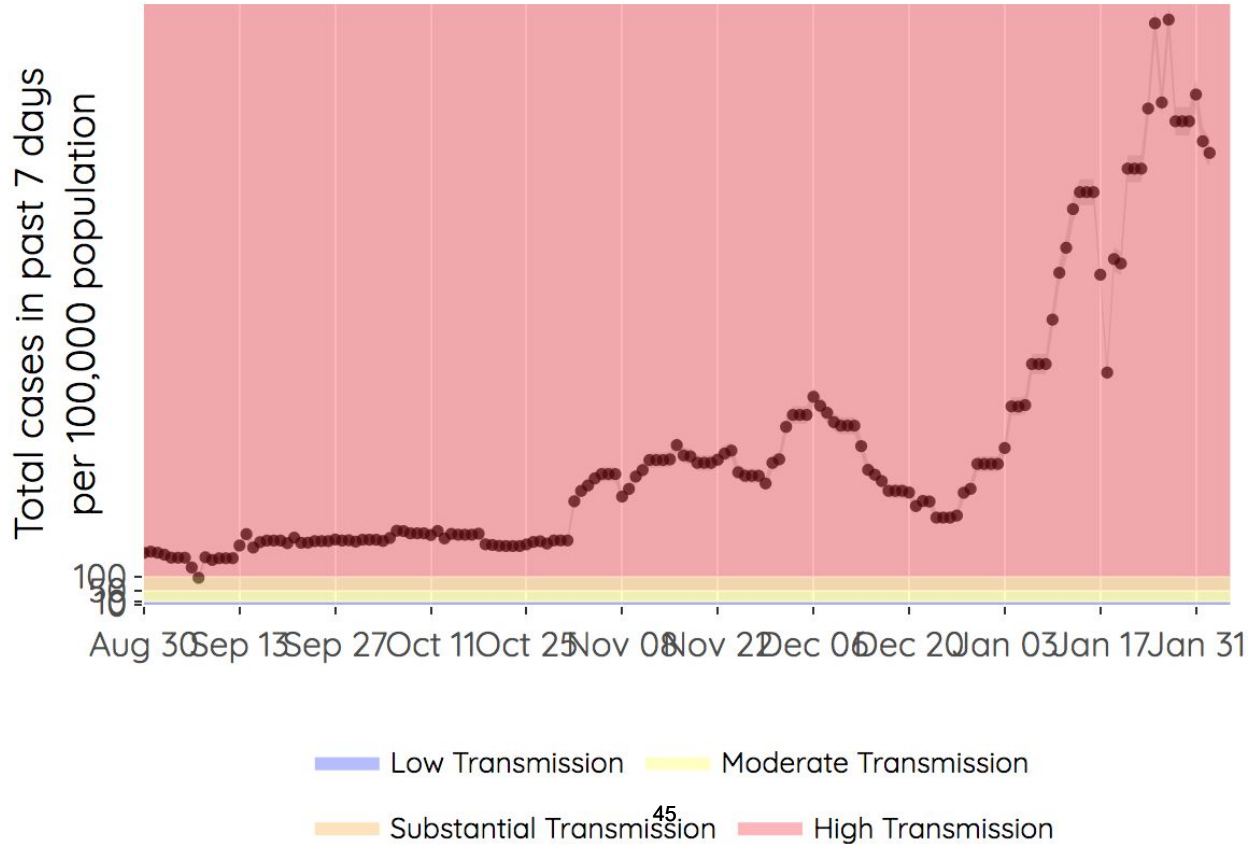
Source: [University of Minnesota](https://www.minnstate.edu/covid19/)

Stillwater Area Public Schools (1/27/22)



Source: [University of Minnesota](#)

Washington County (2/2/22)



Source:

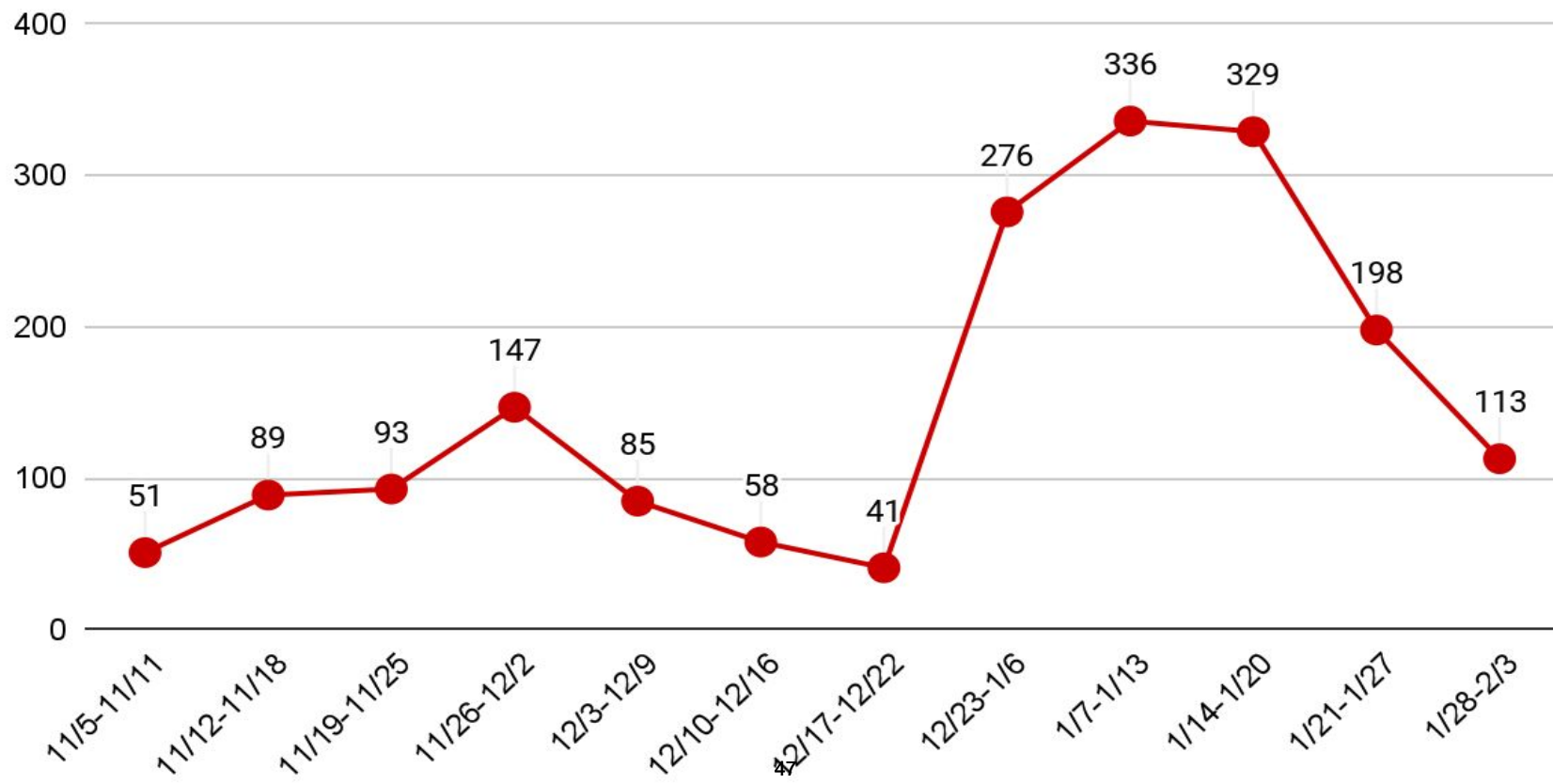
[University of
Minnesota](#)

COVID-19 Dashboard

Data reflects confirmed cases in Stillwater Area Public Schools (students and staff) since the first day of school

SCHOOL	Students & Staff Week of 01/28/22-2/3/22	Cumulative COVID Cases
Early Childhood Family Center (ECFC)	3	46
Afton-Lakeland Elementary	7	137
Andersen Elementary	3	104
Brookview Elementary	3	113
Lake Elmo Elementary	18	210
Lily Lake Elementary	4	109
Rutherford Elementary	8	142
Stonebridge Elementary	9	98
Oak-Land Middle	15	231
Stillwater Middle	12	184
Stillwater Area High School (includes St. Croix Valley ALC)	31	540
Transitions	46	9

COVID Weekly Case Numbers: Staff and Students



Next Steps

- Continue to monitor COVID case rates and trends
- If weekly case rates continue to decline, remove mask mandate on Feb. 14, 2022
- If weekly case rates do not decline, re-evaluate universal masking requirement on Feb. 17, 2022





Questions



Agenda Item: Adjournment
Meeting Date: February 3, 2022
Contact Person: School Board Chair

Agenda Item XI. A.
Date Prepared: January 24, 2022
ISD 834 Board Meeting

The meeting must formally adjourn.



Stillwater School Board
Finance & Operations Meeting Notes
January 27, 2022, 2:30 pm

Attendees: Malinda Lansfeldt, Jennifer Cherry, Mark Drommerhausen, John Thein, John Perry, Annette Sallman, Amy Berge, Alison Sherman, Beverly Petrie, Pete Kelzenberg

I. SMS Lockers

M. Drommerhausen presented three bids to replace the athletic lockers in the boys' and girls' locker rooms at Stillwater Middle School, which have been in place for decades. Representatives from Kraus-Anderson and Wold Architects recommended that the district choose the bid by Olympus Lockers and Storage Products, of Eden Prairie, which was considered to be the lowest responsible bidder. The bid of \$197,414 was well below the estimated cost of \$270,000. This project will be completed this summer as part of the Long-Term Facilities Maintenance schedule of projects for 2022.

II. Drivers' Education contract

A. Sallman presented information in regard to a contract to provide drivers' education training through the Community Education department. Every two years, the department seeks informal bids from drivers' education firms in the area to provide these services. There were identical bids from two firms. Sallman recommends that the district stay with its longtime provider, Safeway Driving School.

III. Chromebook purchase through the Emergency Connectivity Funding (ECF) program

J. Perry presented information about the proposed purchase of 475 Chromebooks, with the majority of funding provided by a grant from the ECF program. The grant will pay for \$190,000 of the \$205,200 cost, and the district will be responsible for \$15,200. Students who currently have school-issued individual Chromebooks can trade them in for one of the new devices, which will give the district a collection of computers that will remain at the school(s) to allow for state-mandated testing that is required to be done on computers.

Respectfully submitted by Beverly Petrie



Stillwater School Board
Policy Meeting Notes
January 27, 2022

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

Agenda

- Expectations & Goals for 2022
- Continue policy review following the index

Highlights of Discussion

- Goals for this year include:
 - Continuing to clean up policies by updating according to MSBA model policies and eliminating redundancy and contradictions
 - Keeping pace with the policy index timeline
 - Investigated the MSBA policy audit service but determined our current index already serves us well
 - Working toward reviewing $\frac{1}{3}$ of our 150 policies this year
 - Set schedule for Policy Committee to continue meeting on alternating Wednesdays 12-1pm
- Update on 722-modifications of form to include procedure still in progress
- New Policies:
 - 205: Open and Closed Meetings- Changes made to bring this policy in alignment with MSBA model policy. Additional clarifying language added.
 - Ready for first reading at Feb 3 business meeting
 - 214: Out of State Travel by Board Members-Changes made to bring this policy in alignment with MSBA model policy. Minor additional edits to make it more concise.
 - Ready for first reading at Feb 3 business meeting
 - 203.2/203.5: School Board Meeting Agenda-Renumber this to align with MSBA model policy number to eliminate confusion. Minor clarifying language added but no substantial changes to content.
 - Ready for review on Consent at Feb 3 business meeting

What's next

- Feb 3-First read on 205 & 214, consent on 203.2/203.5
- Review updated procedure for 722
- Policies up next: 215, 201.10, 207, 414, 415, 213, 201.9

Respectfully submitted by: Katie
Hockert Date: 1/27/22
Next Meeting: February 9, 2022

TO: Northeast Metro 916 Board of Education

FROM: Val Rae Boe

DATE: January 20, 2022

RE: January 12 Board of Education Meeting Talking Points

Members present: Knisely-12, Palmer-13, Starck-14, Forsberg-16, Oksnevad-282, Westerman-621, Yener-622, Clark-623, Daniels-624, Keto-831, Donovan-832, and Dols-833, and Hockert-834.

Election of officers and board compensation: The school board elected Marilyn Forsberg as chair, Laura Palmer as vice chair, Kevin Donovan as clerk, and Alex Keto as treasurer. The school board also voted to maintain the current compensation for board members, which is between \$5,000 and \$5,700 per year depending on the individual's role on the board.

Audit report: The school board received a financial report for the 2020-21 school year, prepared by the auditor (MMKR) for Northeast Metro 916. The auditor found one deficiency in the District's internal controls over compliance in the subrecipient monitoring requirements and a corrective action plan has been put into place. There were no instances of noncompliance with laws and regulations.

Board Policy: The School Board voted to approve School Board Policy 491 Mandatory COVID 19 Vaccination or Testing and Face Coverings.

Contract Ratification: The School Board voted to ratify the contract between the School District and the Managers and Assistant Managers for July 1, 2021 through June 20, 2023. The schedule improvement includes a 1% increase and step movement each year.

Pay Equity Report: The School Board approved the submission of the 2021 Pay Equity Report on or before January 31, 2022.

Approval of 2022 Legislative Platform: The Board voted to approve the 2022 legislative platform to be used as a resource during the 2022 legislative session in addressing major issues for the intermediate school districts.