



Independent School District 834
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
School Board Business Meeting Agenda - REVISED
March 3, 2022 6:30 p.m.

- I. **Recognition** – Stillwater Area High School All State Musicians
- II. **Public Comment**
Up to fifteen speakers will be allotted three minutes each to speak
- III. **Call to Order**
- IV. **Roll Call**
- V. **Pledge of Allegiance**
- VI. **Approval of Agenda**
- VII. **Student Report**
- VIII. **Superintendent Report**
- IX. **Board Chair Report**
- X. **Consent Agenda**
 - A. Minutes of February 17, 2022 Business Meeting
 - B. Minutes of February 17, 2022 Closed Session
 - C. Payment of Invoices - February 19, 2022 – March 4, 2022
 - D. Stonebridge Elementary Renovations - 2022
 - E. Stillwater High School Wind Symphony and Wind Ensemble Field Trip Tour to New Orleans
 - F. Policy 215 – Board Resignation/Vacancy Annual Review
 - G. Human Resources Personnel Report
- XI. **Action Items**
 - A. Wide Area Network Contract – Mr. John Perry
 - B. Final Policy 205 Reading - Open and Closed Meetings - Dr. Jennifer Cherry
 - C. Final Policy 214 Reading - Out of State Travel By Board Members - Dr. Jennifer Cherry
 - D. Final Policy 722 Reading - Public Data Request - Dr. Jennifer Cherry
- XII. **Reports**
 - A. Second Policy 414 Reading - Mandated Reporting of Child Neglect or Physical or Sexual Abuse - Dr. Jennifer Cherry
 - B. Second Policy 415 Reading - Mandated Reporting of Maltreatment of Vulnerable Adults - Dr. Jennifer Cherry
 - C. First Policy 201.10 Reading – Board Resignation/Vacancy – Dr. Jennifer Cherry
 - D. First Policy 202 Reading – School Board Officers – Dr. Jennifer Cherry
 - E. First Policy 201.8 Reading – Board Organization and Officers Roles – Dr. Jennifer Cherry
 - F. First Policy 201.7 Reading – Board Job Description – Dr. Jennifer cherry

Adjourn to a closed Session
Pursuant to Minnesota Statutes § 13D.05, Subd. 3(b), to discuss the purchase or sale of real properties. The properties are identified as: 10158 122nd St N, Hugo, MN 55038 (the former Withrow Elementary School property).

Reconvene to Open Meeting
- XIII. **Adjournment**
 - A. Adjourn
Attachments:
 - Finance and Operations Meeting Notes
 - Policy Meeting Notes



Agenda Item I.
Date Prepared: February 22, 2022
ISD 834 Board Meeting

Agenda Item: Recognition
Meeting Date: March 3, 2022
Recognition

Background:

An individual, team, or program will be recognized for their excellence.

Recommendation:

Board action is not required.



Agenda Item II.
Date Prepared: February 22, 2022
ISD 834 Board Meeting

Agenda Item: Public Comment
Meeting Date: March 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 III.
Date Prepared: February 22, 2022
ISD 834 Board Meeting

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

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item IV.
Date Prepared: February 22, 2022
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: March 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 – Will not be in attendance.

Malinda Lansfeldt, Interim Superintendent, Ex-Officio

Recommendation:

Board action is not required.



Agenda Item V.
Date Prepared: February 22, 2022
ISD 834 Board Meeting

Agenda Item: Pledge of Allegiance
Meeting Date: March 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 VI.
Date Prepared: February 22, 2022
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: March 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 VII.
Date Prepared: February 22, 2022
ISD 834 Board Meeting

Agenda Item: Student Report
Meeting Date: March 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 VIII.
Date Prepared: February 22, 2022
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: March 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 IX.
Date Prepared: February 22, 2022
ISD 834 Board Meeting

Agenda Item: Board Chair Report
Meeting Date: March 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: March 3, 2022
Contact Person: Varies by item

Agenda Item X. A.B.C.D.E.F.G.
Date Prepared: February 22, 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 Business Meeting Minutes February 17, 2022

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

A copy of the minutes is included for your review.

B. School Board Closed Session Minutes February 17, 2022

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

A copy of the minutes is included for your review.

C. Payment of Invoices February 19, 2022 – March 4, 2022

Contact Person: Dr. John Thein, Director, Finance

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

D. Stonebridge Elementary Renovations – 2022

Contact Person: Mr. Mark Drommerhausen, Director, Operations

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

E. Stillwater Area High School Wind Symphony and Wind Ensemble Field Trip to New Orleans

Contact Person: Dennis Lindsay and Joel Bryan, Music Teachers

A copy of the field trip approval form is included for you review.

F. Policy 215 – Board Resignation/Vacancy Annual Review

Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

A Copy of the policy is included for your review.

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

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



Independent School District No. 834 – Stillwater Area Public Schools
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
February 17, 2022 – 6:30 p.m. Meeting Minutes

I. Public Comment

- Bill English, Plymouth, MN - Transportation

II. Call to Order: The meeting was called to order at 6:31 p.m.

III. Roll Call: Present: Alison Sherman, chair, Katie Hockert, vice chair, Beverly Petrie, treasurer
Annie Porbeni, clerk, Pete Kelzenberg, director, Tina Riehle, director

Not present: Vivian Votava, director

IV. Pledge of Allegiance

V. Approval of Agenda

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

VI. Student Report

Ella provided a report on academics -

- February 14 through the 18 was Blast Week at the High school. Students enjoyed a variety of events such as a Heritage Fashion Show, a presentation from Abdulaziz Mohamed, several student panels, a student vs. teacher basketball game and a Culture Fair.
- The new flex schedule began on Monday, February 14. Students like the flexibility of being able to catch up on work and the early release option.
- Thursday, February 17 was the Trust Clubs Unified Basketball State Tournament held at the Target center.
- The Belle Choir had their treble fest on Thursday, February 17, with the middle school choirs.

Ella provided a report on activities and extracurriculars -

- Amelia shared a report on high school sporting events

VII. Superintendent Report

- School Board Members and the student representative were recognized as part of School Board Recognition Week. Superintendent Lansfeldt read a proclamation recognizing service to the district and the community and they were presented with a certificate of recognition.
- February 7 through 11 was National School Counseling Week.
- As of Monday, February 14, face coverings are strongly recommended but no longer required for students, staff and visitors in our schools. They are still required to be worn on school buses.
- The Stillwater Area High School Unified Basketball Team won the state tournament held on Thursday, February 17.

- Special Olympics Minnesota will bring the Mobile Unit Polar Plunge to the Stillwater Area High School on Monday, March 28th, 2022. Fundraising from this event will go toward Special Olympics and our Ponies TRUST Club, which supports and encourages Inclusion in our school and our community.
- The Minnesota All State High School band and orchestra will be performing at Orchestra Hall in Minneapolis on Saturday, February 19.
- Congratulations to members of the Stillwater FFA for claiming first place in three recent regional Career Development Event (CDE) competitions.
- We held a District Legislative Platform last month to share our district's legislative priorities.
- We have another Responsive Classroom Certified Teacher. Darla Simonet is a second grade teacher at Lake Elmo and has also been invited to become a national RC presenter.
- Stillwater Area High School alumni Jessie Diggins and Noah Cates are participating in the Beijing Winter Olympics. Sydney Peterson is competing in the 2022 Winter Paralympics as part of the U.S. Nordic Skiing team.
- Coolsjes Singhvi and Riddhi Singhvi have been named winners of the 2021 Congressional App Challenge. The students developed an app that predicts Type 2 diabetes with 98% accuracy - higher than the 85% accuracy in published medical work.
- A group of seventh and eighth grade special education and general education students designed and built an interactive model of what an inclusive and adapted amusement park could look like.
- Stillwater Area High School is a part of the Unified Inclusion Movement here in Minnesota and is a Unified Champion School. They achieve this honor through implementing Unified Phy Education along with our Ponies TRUST Club. TRUST is an acronym for True Respect Unifies Students Together.
- A Community Conversation to help us continue to create safe, welcoming schools will be held via Zoom on February 28th from 6:00 to 7:00 pm. You can find more information online and pre-register to receive the Zoom link.
- Kindergarten Orientation will be held on February 28 for an estimated 771 students.
- Student-led "Conference for Change" took place at the high school on Thursday, February 17. Thank you to Cornelius Rish, our cultural liaison, and other staff members for their leadership.

VIII. Board Chair Report

- Director Votava is out of the country and will miss Thursday, February 17 business meeting, Monday, February 28 special meeting and Thursday, March 3 business meeting.

IX. Consent Agenda

- Minutes of February 3, 2022 Business Session
- Minutes of February 3, 2022 Closed Meeting
- Payment of Invoices – February 5, 2022 - February 18, 2022
- Treasurer's Report - December 2021
- Oak-Land Middle School Pool Tile and Athletic Locker Replacement
- Human Resources Personnel Report

*Motion to approve item A,B,D,F by: Member Riehle; second by: Member Petrie; Vote: 6 ayes, 0 nays;
Motion carried unanimously.*

Motion to discuss item C by: Member Riehle; second by: Member Porbeni

Point of order by: Member Petrie.

Motion to be not germane by: Chair Sherman

Motion to call the question to end the discussion by: Member Hockert

*Motion to approve item C by: Member Petrie; second by: Member Porbeni; Vote: 5 ayes, 1 nay (Riehle);
Motion carried.*

X. Action Item

- A. Telecommunications & Internet Access Cluster Authorization Resolution – Mr. John Perry
Mr. Perry presented the resolution to authorize Northeast Metro Intermediate District #916 to file for the federal e-rate discounts and telecommunications/internet access equity aid on behalf of the district. This state program provides financial assistance to help with the costs of maintaining internet access, video connectivity and related telecommunications services.

Motion to approve the Telecommunications & Internet Access Cluster Authorization Resolution by: Member Kelzenberg; second by: Member Petrie; Vote: 6 ayes, 0 nays; Motion carried unanimously.

XI. Reports

- A. School Board Recognition - Superintendent Malinda Lansfeldt
School Board Members and student representatives received a certificate of recognition as part of School Board Recognition Week. Superintendent Lansfeldt read a proclamation recognizing their service and commitment to the district and the community.
- B. NAPAC Report - Mr. Eric Anderson and Mr. James Tom
The board heard a presentation by the Native American Parent Advisory Committee (NAPAC) and Native American Student Alliance (NASA), which provides students and the community with educational experiences celebrating the culture and history of Native Americans. The district receives American Indian Aid Funding from the Minnesota Department of Education.
- C. Review 2021-22 General Fund Budget - Dr. John Thein
Dr. Thein shared updates to the current 2021-2022 school year budget and looked at a comparison of expenditures from January 2021 to January 2022. The 2021-2022 revised budget will be presented to the school board as an action item in March.
- D. Oak Park Learning Center - Mr. Mark Drommerhausen
School board members reviewed plans to renovate space within the Oak Park Building to house the St. Croix Valley Area Learning Center. This will come back for approval at the next business meeting.
- E. Second Policy Reading 205 - Open and Closed Meetings - Dr. Jennifer Cherry
This policy will come back for approval at the next business meeting.
- F. Second Policy Reading 214 - Out of State Travel By Board Members - Dr. Jennifer Cherry
This policy will come back for approval at the next business meeting.
- G. Second Policy 722 - Public Data Request - Dr. Jennifer Cherry
This policy will come back for approval at the next business meeting.
- H. First Policy Reading 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse - Dr. Jennifer Cherry
This policy will come to a future business meeting for a second reading.
- I. First Policy Reading 415 - Mandated Reporting of Maltreatment of Vulnerable Adults - Dr. Jennifer Cherry
This policy will come to a future business meeting for a second reading.

Adjourn to Closed Session

The board adjourned to a closed session at 8:42 p.m. Pursuant to Minnesota Statute 13D.03(b). The governing body of a public employer may by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25.

Motion by: Member Sherman to adjourn to closed session; second by: Member Hockert; Vote: 6 ayes, 0 nays, Motion carried unanimously.

Closed session adjourned to open meeting at 10:47p.m.

XII. Adjournment

A. The meeting adjourned at 10:50 p.m.

Respectfully submitted, Annie Porbeni, clerk



Independent School District 834 – Stillwater Area Public Schools
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
School Board Closed Meeting Minutes
February 17, 2022 following 6:30 p.m. Business Meeting.

I. **Call to Order:** The meeting was called to order at 6:31 p.m.

II. **Roll Call**

Board Members present: Alison Sherman, chair, Katie Hockert, vice chair, Beverly Petrie, treasurer, Annie Porbeni, clerk, Pete Kelzenberg, director, Tina Riehle, director

Others present: Malinda Lansfeldt, Cindy Gustafson, John Thein

Not Present: Vivian Votava, director

III. **Adjourn to Closed Session**

The board adjourned to a closed session at 8:42 p.m. Pursuant to Minnesota Statute 13D.03(b).

The governing body of a public employer may by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25.

Motion by: Member Sherman to adjourn to closed session; second by: Member Hockert; Vote: 6 ayes, 0 nays, Motion carried unanimously.

IV. **Adjournment**

Motion by: Member Porbeni to adjourn to open meeting; second by: Member Hockert; Vote: 6 ayes, 0 nays, Motion carried unanimously.

Meeting adjourned to the open meeting at 10:47 p.m.

Respectfully submitted by Annie Porbeni, Clerk



Agenda Item: X. D.
Date Prepared: February 23, 2022
ISD 834 Board Meeting

Agenda Item: Stonebridge Elementary Renovations - 2022
Meeting Date: March 3, 2022
Contact Person: Mark Drommerhausen, Director of Operations

Background: The Stonebridge Elementary project will renovate four classrooms on the south side of the school's Media Center and provide an ADA toilet. The renovation will upgrade a majority of the original 1971 furnishings.

The classrooms area will replace operable walls, chalkboards, case work, sinks, ceilings, flooring and lights. It will also provide domestic hot water to the four classrooms. The large gang toilet area serving these classrooms will be reconfigured to provide an ADA restroom. This reconfiguration will replace toilets, hand washing sinks, ceramic flooring, plumbing lines and ceramic wall tile.

These projects are part of the FY 2022/23 Long-Term Facilities Maintenance program. Construction costs were estimated to total \$1,114,000. Kraus-Anderson Construction Company worked with Stillwater Area Public Schools to solicit bids for the Stonebridge Elementary Renovation - 2022 project. Bids were opened on February 22, 2022. To obtain the lowest construction cost for the project, Kraus-Anderson Construction Company broke the project down into 10 separate work scopes. Their role during the renovation will be coordinating each work scope during the construction project. Stillwater Area Public Schools will enter into a separate contract with the lowest responsible bidder for each work scope.

The following is a description of the work scope and amount for each lowest responsible bidder:

Work Scope	Lowest Responsible Bidder and Amount
Work Scope 03-A: Concrete	6 bids were received. The lowest responsible bidder is George Siegfried Construction Co. of Bayport, MN for a bid total of \$17,625.00
Work Scope 06-A: Carpentry	7 bids were received. The lowest responsible bidder Ebert Construction Co. of Corcoran, MN for a bid total of \$232,200.00
Work Scope 08-F: Glass and Glazing	3 bids were received. The lowest responsible bidder is Northern Glass and Glazing of Bloomington, MN for a bid total of \$11,050.00
Work Scope 09-A: Drywall	4 bids were received. The lowest responsible bidder is Pinnacle Wall Systems of White Bear Lake, MN for a bid total of 90,935.00
Work Scope 09-B: Tile	6 bids were received. The lowest responsible bidder is Superior Tile and Terrazzo of Forest Lake, MN for a bid total of 32,000.00
Work Scope 09-C: Ceilings and Acoustical Treatment	3 bids were received. The lowest responsible bidder is Acoustics Associates, Inc. of Golden Valley, MN for a bid total of \$29,780.00
Work Scope 09-D: Flooring	6 bids were received. The lowest Responsible bidder is St. Paul Line Linoleum and Carpet of Egan, MN for a bid total of \$41,329.00

Work Scope 09-K: Painting and Wall Covering	5 bids were received. The lowest responsible bidder is FCP Services of Egan, MN for a bid total of \$15,745.00
Work Scope 23-B: Combined Mechanical	3 bids were received. The lowest responsible bidder is Northland Mechanical, Inc. of New Hope, MN for a bid total of \$189,800.00
Work Scope 26-A: Electrical	6 bids were received. The lowest responsible bidder is A.J. Moore Electric of Blaine, MN for a bid total of \$138,700.00

The total amount for the 10 work scopes is \$799,164.00. Each lowest responsible bidder has been identified per work scope. Additional costs may be incurred during the project to resolve issues not identified in the construction documents. Kraus-Anderson Construction Company recommends entering into a contract with each lowest responsible bidder identified above. Administration requests approval to award the bids to the respective bidders.

Project Name: Stonebridge Elementary Renovations - 2022

Location(s): Stonebridge Elementary

Funding: Long-Term Facilities Maintenance, \$780,614.00 and Operating Capital Facility, \$18,550.00

Item: Work Scopes: 03-A, Concrete; 06-A, Carpentry; 08-K, Interior Glass and Glazing; 09-A, Drywall; 09-B, Tile; 09-C, Ceiling & Acoustical Treatment; 09-D, Flooring; 09-K, Wall Covering and Painting; 23-B Combined Mechanical; 26-A Electrical

Amount: Total project cost \$799,164.00

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: March 3, 2022

DESCRIPTION OF REQUEST

Stonebridge Elementary Renovation-2022

The Stonebridge Elementary project will renovate four classrooms on the south side of the school's Media Center and provide an ADA toilet. The renovation will upgrade a majority of the original 1971 furnishings.

The classrooms area will replace operable walls, chalkboards, case work, sinks, ceilings, flooring and lights. It will also provide domestic hot water to the four classrooms. The large gang toilet area serving these classrooms will be reconfigured to provide an ADA restroom. This reconfiguration will replace toilets, hand washing sinks, ceramic flooring, plumbing lines and ceramic wall tile.

These projects are part of the FY 2022/23 Long-Term Facilities Maintenance program. Construction costs were estimated to total \$1,114,000. Kraus-Anderson Construction Company worked with Stillwater Area Public Schools to solicit bids for the Stonebridge Elementary Renovation - 2022 project. Bids were opened on February 22, 2022. To obtain the lowest construction cost for the project, Kraus-Anderson Construction Company broke the project down into 10 separate work scopes. Their role during the renovation will be coordinating each work scope during the construction project. Stillwater Area Public Schools will enter into a separate contract with the lowest responsible bidder for each work scope.

The following is a description of the work scope and amount for each lowest responsible bidder:

Work Scope	Lowest Responsible Bidder and Amount
Work Scope 03-A: Concrete	6 bids were received. The lowest responsible bidder is George Siegfried Construction Co. of Bayport, MN for a bid total of \$17,625.00
Work Scope 06-A: Carpentry	7 bids were received. The lowest responsible bidder Ebert Construction Co. of Corcoran, MN for a bid total of \$232,200.00
Work Scope 08-F: Glass and Glazing	3 bids were received. The lowest responsible bidder is Northern Glass and Glazing of Bloomington, MN for a bid total of \$11,050.00
Work Scope 09-A: Drywall	4 bids were received. The lowest responsible bidder is Pinnacle Wall Systems of White Bear Lake, MN for a bid total of 90,935.00
Work Scope 09-B: Tile	6 bids were received. The lowest responsible bidder is Superior Tile and Terrazzo of Forest Lake, MN for a bid total of 32,000.00
Work Scope 09-C: Ceilings and Acoustical Treatment	3 bids were received. The lowest responsible bidder is Acoustics Associates, Inc. of Golden Valley, MN for a bid total of \$29,780.00
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Work Scope 09-K: Painting and Wall Covering	5 bids were received. The lowest responsible bidder is FCP Services of Egan, MN for a bid total of \$15,745.00
Work Scope 23-B: Combined Mechanical	3 bids were received. The lowest responsible bidder is Northland Mechanical, Inc. of New Hope, MN for a bid total of \$189,800.00
Work Scope 26-A: Electrical	6 bids were received. The lowest responsible bidder is A.J. Moore Electric of Blaine, MN for a bid total of \$138,700.00

FINANCIAL IMPACT

Budget(s) Impacted: \$780,614.00 Long-Term Facility Maintenance Budget and \$18,550.00 Operating Capital Facility.

Additional costs may be incurred to remedy issues not identified in the construction bidding documents.

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 and Operating Capital Facility

☐ **No**

PROGRESS MONITORING:

Work to be completed summer of 2022



February 22, 2022

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

**RE: Stonebridge Elementary School – 2022 LTFM Improvements
Contract Award Recommendation**

Dear Mr. Willger

This letter is concerning our recommendations for contract awards for the Stonebridge Elementary School – 2022 LTFM Improvements project that was bid on February 22, 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 03-A	Concrete George Siegfried Construction Bayport, MN	Base Bid \$17,625.00
WS 06-A	Carpentry Ebert Construction Corcoran, MN	Base Bid \$232,200.00
WS 08-F	Glass and Glazing Northern Glass and Glazing Bloomington, MN	Base Bid \$11,050.00
WS 09-A	Drywall Pinnacle Wall Systems White Bear Lake, MN	Base Bid \$90,935.00
WS 09-B	Tile Superior Tile & Terrazzo Forest Lake, MN	Base Bid \$32,000.00
WS 09-C	Ceiling and Acoustical Treatment Acoustics Associates Golden Valley, MN	Base Bid \$29,780.00

WS 09-D	Flooring (Resilient & Carpet)	St. Paul Linoleum & Carpet Eagan, MN	Base Bid	\$41,329.00
WS 09-K	Wall Covering and Painting	FCP Services Eagan, MN	Base Bid	\$15,745.00
WS 23-B	Combined Mechanical	Northland Mechanical New Hope, MN	Base Bid	\$189,800.00
WS 26-A	Electrical	A.J. Moore Electric Burnsville, MN	Base Bid	\$138,700.00
			Total Base Bid	\$799,164.00

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



KRAUS-ANDERSON®
Construction Company

Stonebridge Elementary School - 2022 LTFM Improvements
Stillwater, MN

BID TABULATIONS

February 22, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 03-A: Concrete

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	George Siegfried Const.	Maertens Brenny	Axel Ohman	Hollenback & Nelson	Ebert	Donald Frantz Concrete
BID SECURITY	x	x	x	x	x	x
ADDENDA REC'D.	x	x	x	x	x	x
BASE BID	\$17,625.00	\$20,000.00	\$29,890.00	\$30,000.00	\$34,800.00	\$35,750.00
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Stonebridge Elementary School - 2022 LTFM Improvements
Stillwater, MN

BID TABULATIONS

February 22, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 06-A: Carpentry

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Ebert	Parkos Const.	Maertens Brenny	CM Construction	Meisinger	Kellington
BID SECURITY	x	x	x	x	x	x
ADDENDA REC'D.	x	x	x	x	x	x
BASE BID	\$232,200.00	\$255,800.00	\$262,700.00	\$264,800.00	\$285,000.00	\$285,000.00
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Stonebridge Elementary School - 2022 LTFM Improvements
Stillwater, MN

BID TABULATIONS

February 22, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 06-A: Carpentry

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Tekton					
BID SECURITY	x					
ADDENDA REC'D.	x					
BASE BID	\$316,000.00					
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Stonebridge Elementary School - 2022 LTFM Improvements
Stillwater, MN

BID TABULATIONS

February 22, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 08-F: Glass & Glazing

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Northern Glass & Glazing	S&J Glass	Envision Glass			
BID SECURITY	x	x	x			
ADDENDA REC'D.	x	none	x			
BASE BID	\$11,050.00	\$12,400.00	\$13,600.00			
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Stonebridge Elementary School - 2022 LTFM Improvements
Stillwater, MN

BID TABULATIONS

February 22, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 09-A: Drywall

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	RTL Const.	Pinnacle Wall Systems	Commercial Drywall	SA Jordan Const.		
BID SECURITY	x	x	x	x		
ADDENDA REC'D.	none	x	x	x		
BASE BID	\$59,959.00	\$90,935.00	\$93,900.00	\$99,400.00		
COMBINED BASE BID						
	*RTL withdrew bid due to accounting error					



KRAUS-ANDERSON®
Construction Company

Stonebridge Elementary School - 2022 LTFM Improvements
Stillwater, MN

BID TABULATIONS

February 22, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 09-B: Tile

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Superior Tile & Terrazzo	Acoustics Associates	WTG	Grazzini	Advance Terrazzo & Tile	Blackhawk
BID SECURITY	x	x	x	x	x	x
ADDENDA REC'D.	x	x	x	x	x	none
BASE BID	\$32,000.00	\$35,049.00	\$44,200.00	\$45,565.00	\$61,800.00	\$73,968.00
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Stonebridge Elementary School - 2022 LTFM Improvements
Stillwater, MN

BID TABULATIONS

February 22, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 09-C: Ceiling & Acoustical Treatment

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Acoustics Associates	Arch. Sales of MN	Twin City Acoustics			
BID SECURITY	x	x	x			
ADDENDA REC'D.	x	x	x			
BASE BID	\$29,780.00	\$34,130.00	\$48,900.00			
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Stonebridge Elementary School - 2022 LTFM Improvements
Stillwater, MN

BID TABULATIONS

February 22, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 09-D: Flooring (Resilient & Carpet)

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	St. Paul Linoleum & Carpet	Floors by Beckers	MCI Carpet One	Acoustics Associates	CFS Interior and Flooring	Grazzini
BID SECURITY	x	x	x	x	x	x
ADDENDA REC'D.	x	x	x	x	none	x
BASE BID	\$41,329.00	\$47,300.00	\$50,758.00	\$50,834.00	\$52,745.00	\$59,535.00
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Stonebridge Elementary School - 2022 LTFM Improvements
Stillwater, MN

BID TABULATIONS

February 22, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 09-K: Painting and Wall Covering

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	FCP Services	Universal Drywall and Painting	Steinbrecher	Renfrow	Admiral Coatings	
BID SECURITY	x	x	x	x	x	
ADDENDA REC'D.	x	x	x	x	x	
BASE BID	\$15,745.00	\$17,450.00	\$19,700.00	\$19,838.00	\$32,000.00	
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Stonebridge Elementary School - 2022 LTFM Improvements
Stillwater, MN

BID TABULATIONS

February 22, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 23-B: Combined Mechanical

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Northland Mechanical	Peterson Sheet Metal	Climate Makers			
BID SECURITY	x	x	x			
ADDENDA REC'D.	x	x	none			
BASE BID	\$189,800.00	\$239,000.00	\$247,000.00			
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Stonebridge Elementary School - 2022 LTFM Improvements
Stillwater, MN

BID TABULATIONS

February 22, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 26-A: Electrical

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	AJ Moore	Gunnar	Phasor	Muska	Oneill Electric	NEO Electrical
BID SECURITY	x	x	x	x	x	x
ADDENDA REC'D.	x	none	x	x	x	x
BASE BID	\$138,700.00	\$144,125.00	\$148,600.00	\$149,900.00	\$179,332.00	\$184,700.00
COMBINED BASE BID						

Field Trip / Overnight Athletic Team Trip Pre-Approval Form



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

Teacher/Coach/Advisor: DENNIS LINDSEY / JOEL BRYAN Cell Phone #: (651) 324-4896

In conjunction with (team/class/organization): WIND SYMPHONY + WIND ENSEMBLE

Educational/Trip Purpose: TRIP TO NEW ORLEANS

☒ Itinerary details must be attached

Destination: KANSAS CITY, LITTLE ROCK, NEW ORLEANS, MEMPHIS, ST. LOUIS

Destination Address/Phone: SEE ITINERARY (Address, City, State) (Phone number)

Departure from school Date: 4/7/2022 Return to school Date: 4/16/2022

Depart from school Time: 8:00 AM Arrival to destination Time: Per Itin.

Departure from destination Time: _____ Return to school Time: 3:00 PM

Number of: Students/Team Members: (Attach List) 72

Directors/Coaches: 2 Names: JOEL BRYAN + DENNIS LINDSEY

Chaperones*: TBD Names: WILL BE CONFIRMED IN EARLY MARCH (8 TOTAL)

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

Mode of Travel (see back for more info): COACH BUS

Lodging Information (if overnight): AMANGOO BY SUNSHINE TRAVEL (Hotel Name, Address, City, State) (Phone number)

☒ Safety/Security Plans Reviewed HANDBOOK (Date and manner in which information provided)

☒ Discipline & Chemical Policy & Rules Reviewed HANDBOOK (Date and manner in which information provided)

Estimated Cost \$ 1795.00 per student
 Transportation \$ _____
 Housing \$ _____
 Fees \$ _____
 Supplies \$ _____
 (other) _____

Total Cost \$ <u>140,010.00</u>	
Student Cost \$ <u>1795.00</u>	District Cost \$ _____
Funding Source (i.e. grant, prof. dev., etc.): <u>STUDENT + FUNDING</u>	

Teacher/Coach Signature: [Signature] Feb 10 2022 (Date)

Department Chair/Athletic Director Approval: _____ (Date)

Building Administration Approval: [Signature] 2/10/22 (Date)

FOR OVERNIGHT FIELD TRIPS AND ATHLETIC TEAM TRIPS ONLY

District Administrative Approval: _____ (Date)

SCHOOL BOARD

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Board Resignation/Vacancy	215	Adopted: 8-26-2010 Revised: 08-09-2018	2-Year

- A. School Board vacancy occurs when a member:
1. Dies
 2. Resigns
 - a. Whenever possible, a Board member wishing to resign shall give written notice to the Board at least one month prior to the resignation date.
 3. Ceases to be a resident of the district
 4. Is unable to serve on the School Board and attend its meetings for 90 days or more because of illness or prolonged absence from the district
 5. Is removed for proper cause from the School Board through School Board action.
Vacancy Caused by an Ill or Absent Member
- B. When a School Board vacancy is caused by an ill or absent member, the position shall be filled as follows:
1. The School Board, by resolution, shall declare a vacancy to exist and the process by which the vacancy will be filled.
 2. Applications to fill the vacancy, for a period of time determined by the School Board, shall be accepted from district residents, unless the School Board determined by a majority vote that a different process will be utilized.
 3. The School Board shall fill the vacancy by a majority vote of the remaining elected members of the School Board at a regular or special meeting.
 4. The vacancy shall be filled by appointment and evidenced by a resolution, which shall be recorded in the minutes of the meeting.
 5. The vacancy shall be filled for the remainder of the unexpired term or until the ill or absent member is able to resume duties as a member of the School Board,

whichever occurs first.

- C. When a School Board vacancy is caused by reasons other than an ill or absent member, the position shall be filled as follows:
 - 1. Applications to fill the vacancy, for a period of time determined by the School Board, shall be accepted from district residents, unless the School Board determines by a majority vote that a different process will be utilized.
 - 2. The School Board shall fill the vacancy by a majority vote of the remaining elected members of the School Board at a regularly scheduled or special meeting of the School Board. The appointment shall be evidenced by a resolution entered into the minutes and shall be effective 30 days following adoption of the resolution.
 - a. An appointment to fill a vacancy shall not be effective if a petition to reject the appointee is filed with the School District Clerk. To be valid, a petition to reject an appointee must be signed by a number of eligible voters residing in the District equal to at least 5% of the total number of voters voting in the District at the most recent state general election, and must be filed within 30 days of the School Board's adoption of the resolution making the appointment. If a valid petition is filed according to the requirements, the appointment by the School Board is ineffective and the School Board must fill the vacancy with a different appointee by the procedures of this Section
 - 3. The School Board shall make the appointment by a majority vote of the remaining elected members of the School Board at a regular scheduled or special meeting of the School Board.
- D. If an appointment to a vacant position becomes effective, it shall continue until:
 - 1. A special election is held no later than the first Tuesday after the first Monday in November following the vacancy; or
 - 2. If the vacancy occurs less than 90 days prior to the first Tuesday after the first Monday in November in the year in which the vacancy occurs, the special election must be held no later than the first Tuesday after the first Monday in November of the following calendar year; or
 - 3. If the vacancy occurs less than 90 days prior to the first Tuesday after the first Monday in November in the third year of the term, or anytime during the fourth year of the term, no special election is required.
 - 4. All required elections or appointments to fill vacancies shall be for the unexpired term.

Legal References: Minn. Stat. §123B.09

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Anderson, Nancy	Retirement (29 years)	1.0 FTE Elementary Education Teacher Lily Lake Elementary	SCEA	June 6, 2022
Barnholdt, Lisa	Resignation	Assistant Principal Stillwater Middle School	Principals	March 4, 2022
Booker, Jessica	Resignation	1.0 FTE English Teacher Stillwater Area High School	SCEA	June 6, 2022
Coe, Julia	Retirement (9 years)	1.0 FTE Counselor Oak-Land Middle School	SCEA	June 6, 2022
Corman, Valerie	Retirement (31 years)	.80 FTE Instructional Coach & Intervention Rutherford Elementary	SCEA	June 6, 2022
Engesether, Beverly	Retirement (22 years)	1.0 FTE Special Education Teacher Stillwater Area High School	SCEA	June 6, 2022
Feldman, Colleen	Retirement (19 years)	1.0 FTE School Psychologist Stillwater Area High School	SCEA	June 6, 2022
Hansen, Laurie	Retirement (33 years)	1.0 FTE English Teacher Stillwater Area High School	SCEA	June 6, 2022
Keller, Richard	Retirement (27 years)	1.0 FTE Industrial Technology Teacher Stillwater Area High School	SCEA	June 6, 2022
Kostyk, Patti	Retirement (9 years)	1.0 FTE Elementary Education Teacher Brookview Elementary	SCEA	June 6, 2022
McCune, Megan	Resignation	Community Education Assistant 5.45 hrs/week Stonebridge Elementary	CE Leads & Assistants	January 31, 2022
Pearson, Grace	Resignation	Community Education Assistant 5.0 hrs/week Afton-Lakeland Elementary	CE Leads & Assistants	February 24, 2022
Pechacek, Roxanne	Retirement (14 years)	Bookkeeper, 8.0 hrs/day Stillwater Area High School	Tech Support	February 15, 2022 (revised date)
Radke, Janet	Retirement (26 years)	Paraprofessional 22.00 hrs/week Early Childhood Family Center	SCPA	May 26, 2022
Sawyer, Kane	Resignation	Community Education Assistant 13.45 hrs/week Afton-Lakeland Elementary	CE Leads & Assistants	February 11, 2022
Skare, Amy	Resignation	CE Supervisor of Youth Programs Central Services	CSS	March 18, 2022
Stensland, Ashley	Resignation	Paraprofessional 6.5 hrs/day Afton-Lakeland Elementary	SCPA	February 11, 2022
Stickan, Alane	Retirement (34 years)	1.0 FTE Elementary Education Teacher Rutherford Elementary	SCEA	June 6, 2022
Stolber, Amy	Resignation	Cafeteria 4.0 hrs/day Stillwater Area High School	Cafeteria	February 28, 2022
Vene-Loida, Mary Jo	Retirement (21 years)	1.0 FTE Music Teacher Stonebridge Elementary	SCEA	June 6, 2022
Weaver, Sandra	Retirement (32 years)	1.0 FTE Counselor Stillwater Area High School	SCEA	June 6, 2022
Wendt, Thomas	Retirement (24 years)	1.0 FTE English Teacher St. Croix Valley ALC	SCEA	June 6, 2022
Zellmer, Richard	Resignation	Assistant Boys Basketball Coach Stillwater Middle School	Co-Curricular	February 8, 2022

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Booher, Jenna	1.0 FTE Social Worker Oak-Land Middle School	\$52,476	Replacement	ESSER	February 15, 2022 - June 6, 2022
Branch, Derrick	Boys Basketball Coach Oak-Land Middle School	\$2,148	Replacement	Co-Curricular	January 20, 2022
Flanders-Turman, Dana	Homebound Teacher District Wide	\$32.64 / hour	Student Need	SCEA	February 14, 2022
LaValle, Stacie	1.0 FTE Special Education Teacher Andersen Elementary	\$52,476.00	Replacement	SCEA	February 10, 2022 - June 6, 2022
Pantila, Logan	Paraprofessional 6.5 hrs/day Oakland-Middle School	3617.18 / hour	Replacement	SCPA	February 7, 2022

Ries, Jessica	Paraprofessional 6.5 hrs/day Afton-Lakeland Elementary	\$17.18 / hour	Replacement	SCPA	February 22, 2022
Sandager, Stella	1.0 FTE ELL Teacher Afton-Lakeland & Andersen Elementary	\$63,303	ESSER	SCEA	February 16, 2022 - June 6, 2022

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Fields, Andrew	Approve	Middle School Principal Oak-Land Middle School	Principals	February 22, 2022 - April 1, 2022
Sutliff-Gross, Sabrina	Approve	.9 FTE Art Teacher Brookview & Rutherford Elementary	SCEA	March 18, 2022 - April 29, 2022
Teachout, Michael	Approve	Technology & Innovation Coach Stillwater Area High School	CSS	September 23, 2021 - February 11, 2022

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Booth, Kathleen	Cafeteria 5.5 hrs/day Stonebridge Elementary	Paraprofessional 6.5 hrs/day Oak-land Middle School	Replacement	SCPA	February 28, 2022
Giardino, Ann	Supervisor of Student Support Services Oak Park	Assistant Middle School Principal Oak-Land Middle School	Replacement	Principals	February 22, 2022 - April 1, 2022
Kane, Kyle	Assistant Middle School Principal Oak-Land Middle School	Middle School Principal Oak-Land Middle School	Replacement	Principals	February 22, 2022 - April 1, 2022
Rafferty, Patrick	Paraprofessional 6.15 hrs/day Afton-Lakeland Elementary	Paraprofessional 6.50 hrs/day Afton-Lakeland Elementary	Replacement	SCPA	February 22, 2022
Ruffini, Rhonda	.4 FTE Special Education Teacher Lily Lake Elementary	1.0 FTE Special Education Teacher Lily Lake Elementary	Replacement	SCEA	February 22, 2022 - April 19, 2022
Sobiech, Christa	Paraprofessional 6.15 hrs/day Afton-Lakeland Elementary	Paraprofessional 6.50 hrs/day Afton-Lakeland Elementary	Replacement	SCPA	February 22, 2022
Tomandl, Laurel	.6 FTE Special Education Teacher Lily Lake Elementary	Supervisor of Student Support Services Oak Park	Replacement	CSS	February 22, 2022 - April 19, 2022
Vincent, Dustin	.8 FTE Middle School Athletic Coordinator Oak-Land & Stillwater Middle School	1.0 FTE Middle School Athletic Coordinator Oak-Land & Stillwater Middle School	2021-2022 Staffing	CSS	February 22, 2022 - June 30, 2022

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Ziegler, Andrew	Assistant Boys Baseball Coach Oak-Land Middle School	Replacement	Co-Curricular	February 3, 2022



Agenda Item: XI.A.
Date Prepared: March 3, 2022
ISD 834 Board Meeting

Agenda Item: Wide Area Network Services Contract
Meeting Date: March 3, 2022
Contact Person: John Perry, Director of Learning Technology and Design Systems

Background

Stillwater Area Public Schools contracts services for leased wide area network (WAN) connections to all district buildings in order to provide high speed Internet access. The District's current WAN services contract expires on June 30, 2022. In January of 2022 the District posted a new Request for Proposals for these services and received 6 proposals from 3 companies. Those proposals were evaluated and scored in order to bring forward the lowest cost and best service for ISD#834 schools.

Location(s): District-Wide

Project Name: Wide Area Network Services

Fund: Technology, Capital

Recommendation:

Approve contract for Zayo Leased Lit Fiber Optic WAN Services 60 Months at \$9,640/Month + \$70,000 installation

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: John Perry **DATE:** 03/02/2022

DESCRIPTION OF REQUEST

Approve contract for Wide Area Network Leased Lit Fiber services from Zayo to provide network service to all school sites for Internet services.

FINANCIAL IMPACT

\$ 115,680 / Year - 5 Year Term + \$70,000 Installation

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 2020-?

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

- ☐ **Yes** List Source(s): Technology Capital
- ☒ **No**

PROGRESS MONITORING

Service levels will be monitored during the 5 year term. New RFP is expected to be posted in Year 4 for replacement or extension of services.



Stillwater

AREA PUBLIC SCHOOLS

Wide Area Network Service RFP Comparison

SELECTION CRITERIA	RFP RESPONDENTS
1. Total Cost 30%	1. Zayo Leased Lit
2. Reliability 20%	2. Arvig Leased Lit
3. High Speed 20%	3. Comcast/Matrix Option 2
4. Support 15%	4. Comcast/Matrix Option 3
5. Reputation 15%	5. Comcast/Matrix Option 1

ARVIG LEASED DARK	CURRENT SERVICE
\$114,000 / Year (Pre Discount) \$34,200 / Year (Post Discount) 10+ gbps Symmetrical Service	\$163,000 / Year (Pre Discount) \$48,900 / Year (Post Discount) 10 gbps Symmetrical Service



SERVING 403+ MARKETS



12.3 MILLION FIBER MILES



30,865 ROUTE MILES



WIDE AREA NETWORK PROPOSAL

PREPARED FOR: Stillwater Area Public Schools



IT BEGINS HERE

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Disclaimer The information, illustrations, maps, and other images contained herein is representative of Zayo's networks in general terms and should not be relied on or treated as a substitute for specific information relevant to particular circumstances. Although we make reasonable efforts to update this information, we make no representations, warranties or guarantees, whether express or implied, that the content is accurate, complete or up-to-date. Any reliance you place on such material is strictly at your own risk.

Notwithstanding anything in this Bid or Response to Stillwater Area Public Schools's Request for Proposal (RFP) to the contrary, and except as to pricing, any requirements to meet state and federal law, and governing law, if Zayo is selected to provide the services contained in this response, Stillwater Area Public Schools and Zayo agree to negotiate the terms and conditions of an agreement governing the services awarded to Zayo. In the event that Zayo and Customer are unable to mutually agree and execute an Agreement, the services shall be governed by Zayo's standard form MSA and Service Schedule, copies of which are attached as "Master Customer Agreement", "Ethernet & IP SLA", and "Customer Schedule - Dark Fiber".

AN INTRODUCTION

Executive Summary

Zayo is pleased to offer its proposal for Stillwater Area Public Schools. This proposal meets and exceeds the guidelines set forth for connectivity in all areas of Stillwater Area Public Schools's RFP. Zayo is wholly aligned with Stillwater Area Public Schools's mission to bring cost-effective, high-bandwidth connectivity to Stillwater Area Public Schools in order to support the highest level of learning for students today and into the future; in fact, Zayo's solution meets and exceeds USAC's bandwidth recommendations for each student. Zayo is determined to create a successful, long-term partnership with Stillwater Area Public Schools and invest into the communities Stillwater Area Public Schools serves.

Stillwater Area Public Schools is looking to partner with an infrastructure provider to enhance its current offering to its member districts and to modernize the classroom experience for all students; Zayo is an ideal partner to deliver that infrastructure. Reliable, dedicated network solutions require clear synergies between the deployment of physical fiber assets, optical/ ethernet equipment management, Tier 1 internet access, and ensuring a service that can be backed by industry-leading service-level agreements that include 24/7/365 NOC support. Zayo consolidates all of those elements into one provider that owns all assets, end-to-end, and can customize those components to suit the exact needs of Stillwater Area Public Schools. Zayo's solution will minimize the support and operations requirements and save considerable budget dollars when compared to the most competitive market rates from other carriers. Zayo's proposal cannot be matched by its competitors and is differentiated in this proposal to Stillwater Area Public Schools in the following ways:

Zayo's Network Design. Zayo's design gives Stillwater Area Public Schools a cost-effective, resilient, future-proofed network that will seamlessly scale over the life of the contract as bandwidth demands grow; it meets and exceeds USAC per student bandwidth guidelines. Stillwater Area Public Schools has the ability to scale to terabytes of network traffic with Zayo's solution.

- Zayo is a Tier 1 provider. Zayo will deliver the network over fiber-optic cable dedicated to Stillwater Area Public Schools as a single subscriber...the most secure and scalable network design in the market.
- Zayo will own, operate, monitor, and maintain all fiber, datacenter, and electronics assets (in a lit scenario). Since Stillwater Area Public Schools will be built as a private network, the Stillwater Area Public Schools network will be able to bypass the "Carrier Cloud", which means it will not be affected by aggregated network traffic of other customers like local exchange carriers (ATT, Verizon, CenturyLink, etc). Unlike other providers, Zayo's solution for Stillwater Area Public Schools will be free from outside interference, interception or interruption.
- Zayo's expertise lies in delivering lit and dark fiber infrastructure, operating a global IP backbone, and creating colocation and managed-cloud solutions for K12 and Fortune 1000 customers. Zayo will bring that expertise to bear in its proposed infrastructure and internet access bids. When Stillwater Area Public Schools selects Zayo's core or comprehensive recommendation for infrastructure and internet access, Stillwater Area Public Schools offloads the requirement to staff engineers capable of operating this kind of a complex network.



- Zayo has also been successful in all awarded USAC Special Construction funding options; in fact, Zayo was awarded more Special Construction dollars than any other carrier participating in the E-Rate program... more than \$123M applicant requests for Special Construction were requested for Zayo solutions in the last E-Rate cycle, closing in March of 2018.

Zayo: Infrastructure, Technology, Billing, Support, and Maintenance from One Vendor. Zayo will deliver the solution, premise-to-premise, on Zayo-owned fiber and equipment, enhancing the stability and driving positive support outcomes. Unlike other operators, the Stillwater Area Public Schools network will be privately dedicated to Stillwater Area Public Schools and Zayo will have complete responsibility and accountability for the network. This will eliminate finger-pointing among multiple underlying infrastructure and internet-access providers. In addition to Zayo's customer support organization, Zayo has partnered with OneTel, who provides additional assistance with sales, engineering, project management and billing. OneTel, on behalf of Zayo will work closely with your organization on all aspects of the Zayo services you select.

Local Support Team with Escalation Paths to Executive Leadership. In the event of an outage, NOC support is provided by Zayo-badged, support technicians who are trained, certified, and capable of complete resolution in Zayo's local offices. Zayo will take complete ownership in the event of an outage. Zayo views Stillwater Area Public Schools as a premier customer, which ensures Stillwater Area Public Schools will have immediate access to Zayo's operational management team, including access to the cell phone number of the Senior Vice President of Network Operations.

Zayo's Network Implementation and Turnup. Zayo's experience in procurement, project implementation, and E-Rate audits ensures a timely delivery of a USAC approved solution.

- Zayo has had more than 20 successful USAC-approved special construction audits since the second modernization order; other carriers suffer more than 60 percent of their applications being denied. Zayo has a proven track record of significantly improving those percentages and providing the appropriate information to succeed under these audit conditions.
- Zayo is an active network provider and is qualified to begin construction as soon as Stillwater Area Public Schools receives funding commitment from USAC (or sooner if liability terms can be reached); historically, Zayo's competitors have experienced significant unforeseen challenges in this regard.

Sincerely,

Jack Lansford
E-rate Account Executive | Zayo Group, LLC



SERVING 403+ MARKETS



12.3 MILLION FIBER MILES



30,865 ROUTE MILES




Pricing



Zayo - Private Dedicated Network

Customer	Stillwater School District
Term	60 Months
E-Rate Discount	40%
Zayo SPIN	143023855



Pricing Schedule

Location	Bandwidth	Monthly Recurring	Non-Recurring - Fiber Splicing
Stillwater Area High School - Primary MDF	10G x 10G	\$482.00	\$2,916.67
Aon-Lakeland Elementary School	10G x 10G	\$482.00	\$2,916.67
Andersen Elementary School	10G x 10G	\$482.00	\$2,916.67
Lake Elmo Elementary School	10G x 10G	\$482.00	\$2,916.67
Lily Lake Elementary School	10G x 10G	\$482.00	\$2,916.67
Oak Park Building	10G x 10G	\$482.00	\$2,916.67
Rutherford Elementary School	10G x 10G	\$482.00	\$2,916.67
Stonebridge Elementary School	10G x 10G	\$482.00	\$2,916.67
Oak-Land Middle School	10G x 10G	\$482.00	\$2,916.67
Stillwater Junior High School	10G x 10G	\$482.00	\$2,916.67
Central Services Building	10G x 10G	\$482.00	\$2,916.67
Brookview Elementary	10G x 10G	\$482.00	\$2,916.67
Location	Bandwidth	Monthly Recurring	Non-Recurring - Fiber Splicing
Stillwater Junior High School - Secondary MDF	10G x 10G	\$482.00	\$2,916.67
Aon-Lakeland Elementary School	10G x 10G	\$482.00	\$2,916.67
Andersen Elementary School	10G x 10G	\$482.00	\$2,916.67
Lake Elmo Elementary School	10G x 10G	\$482.00	\$2,916.67
Lily Lake Elementary School	10G x 10G	\$482.00	\$2,916.67
Oak Park Building	10G x 10G	\$482.00	\$2,916.67
Rutherford Elementary School	10G x 10G	\$482.00	\$2,916.67
Stonebridge Elementary School	10G x 10G	\$482.00	\$2,916.67
Oak-Land Middle School	10G x 10G	\$482.00	\$2,916.67
Central Services Building	10G x 10G	\$482.00	\$2,916.67
Brookview Elementary	10G x 10G	\$482.00	\$2,916.67
Stillwater Area High School	10G x 10G	\$482.00	\$2,916.67

Total

\$9,640.00

\$70,000.00

Additional Details

Taxes and Fees:	<p>Taxes and fees are not included in the above pricing and are estimated at an additional 6.08% as follows:</p> <p>Property Tax Surcharge: - 2.69%</p> <p>Other Fees and Surcharges (non tax exempt charges) - 3.39%</p>
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Agenda Item: XI.B.
Date Prepared: February 18, 2022
ISD 834 Board Meeting

Report for Information: Final Reading Policy 205 Open and Closed Meetings
Meeting Date: March 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 final reading.

The policy is included for your review

Recommendation:

A motion and a second to approve Policy 205 – Open and Closed Meetings will be requested.

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

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: XI.C.
Date Prepared: February 18, 2022
ISD 834 Board Meeting

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

Meeting Date: March 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 final reading.

The policy is included for your review

Recommendation:

A motion and a second to approve Policy 214 Out of State Travel By Board Members will be requested.

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

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: XI.D.
Date Prepared: February 18, 2022
ISD 834 Board Meeting

Report for Information: Final Reading Policy 722 Data Request
Meeting Date: March 3, 2022
Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

The 2022 Policy Working Group will be presenting revised Data Request Policy 722 for a final reading.

The revised policy is included for your review

Recommendation:

A motion and a second to approve Policy 722 Data Request will be requested.

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

NON-INSTRUCTIONAL OPERATIONS

POLICY TITLE	POLICY NUMBER	ADOPTED/REVIEWED	REVIEW FREQUENCY
PUBLIC DATA REQUESTS	722	12-12-2019	3 Year

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

~~The purpose of this policy is to set forth the procedure regarding a public request to inspect or obtain public data and to comply with the Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes Chapter 13, and Minn Rules Ch 1205.0100-1205.2000.~~

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data.

- ~~A. All data collected, created, received, maintained or disseminated by the School District, which is classified by state statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district in this policy.~~
- ~~B. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.~~
- ~~C. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.~~

III. DEFINITIONS

A. Government Data

“Government data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

B. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form

and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment.

C. Public Data

"Public data" means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

D. Responsible Authority

"Responsible authority" means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

E. Summary Data

"Summary data" means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

IV. REQUESTS FOR PUBLIC DATA

A. All requests for public data must be made in writing directed to the responsible authority. ~~Data Practices Designee(s).~~

1. A request for public data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact the requestor (such as phone number, address, or email address).
2. A requestor is not required to explain the reason for the data request.
3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - (3) The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
 2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
 3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
 4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
 5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 - 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested; ~~and~~
 - c. ~~and~~ Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 - 1. The estimated costs of preparing the summary data, if any; and ~~one of the following:~~
 - a. 2. The summary data requested; or
 - ~~b.~~ 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 - ~~c.~~ 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. COSTS

- A. Public Data
 - 1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or

electronically sending the data, unless the cost is specifically set by statute or rule.

(1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).

(2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

2. All charges must be paid for in cash in advance of receiving the copies.

~~3. The requestor will not be charged for time spent separating public from non-public data.~~

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.

~~The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.~~

2. The school district may assess costs associated with the preparation of summary data as follows:

- a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems
- b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

~~VI. DISTRICT PROCEDURES FOR INSPECTION OF PUBLIC DATA~~

~~A. The District's procedures for inspection of public data are as follows:~~

- ~~1. Data can be inspected at the District's Central Services building, Monday through Friday, during regular business hours.~~
- ~~2. Because the District is required by law to preserve public records and documents, a District employee will be in the room when data is inspected.~~
- ~~3. Inspection will be scheduled at a time that is mutually agreeable to the individual making the data request and the District employee.~~

- ~~4. Because the District is required by law to preserve public records and documents, the District will make any copies requested.~~
- ~~5. Individuals requesting data may not take District documents or data out of the District's office to make copies.~~
- ~~6. A requestor may choose to use their own scanner, portable copy machine, or camera to make copies of requested data, however, will be required to mark/flag those pages that were copied, scanned or photographed.~~

VII. DEFINITIONS - MOVED TO SECTION III.

A. Government Data

“Government data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

B. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment.

C. Public Data

“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

D. Responsible Authority

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law.

E. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

Data Practices Contacts

Responsible Authority:

Malinda Lansfeldt
Central Services Building
1875 Greeley Street South
Phone: 651.351.8301
Email: lansfeldtm@stillwaterschools.org

Data Practices Compliance Official:

Jennifer Cherry
Central Services Building
1875 Greeley Street South
Phone: 651.351.8391
Email: cherryj@stillwaterschools.org

Data Practices Designee(s):

Cynthia Gustafson
Central Services Building
1875 Greeley Street South
Phone: 651.351.8311
Email: humanresources@stillwaterschools.org

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

INDEPENDENT SCHOOL DISTRICT NO. 834
PUBLIC DATA REQUEST FORM POLICY 722-7F

1. Please complete the following form to submit a request for public data.
2. Confirmation of your request will be completed within 2 business days or as soon as practicable.
3. The requestor's contact information (phone number, address, or email address) is required.
Clarification about the request may be needed before the district may provide a response.
4. Requestor of summary data will be informed within 10 business days of the receipt of a request of the following:
 - a. The estimated costs of preparing the summary data, if any; and
 - b. The summary data requested; or
 - c. The expected date the summary data will be available and reasons for delay; or
 - d. Reason why the data is not available.
5. The district will strive to respond to all requests in a timely manner. The school district's response time may be affected by:
 - a. The size and complexity of the particular request;
 - b. Redactions of the data, as required; and
 - c. The volume of requests made within a particular period of time.
6. Questions about the public data request process or status of a particular request may be directed to: humanresources@stillwaterschools.org

TO BE COMPLETED BY THE REQUESTOR

REQUESTOR NAME (NOT REQUIRED):	PHONE NUMBER:*
ADDRESS:*	EMAIL ADDRESS:*
DATE OF REQUEST:	
DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page if necessary)	
MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:	
INSPECTION ONLY _____ COPIES ONLY** _____ BOTH INSPECTION AND COPIES _____ **	
**Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.	

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

Stillwater Area Public Schools complies with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data.



Agenda Item: XII.A.
Date Prepared: February 18, 2022
ISD 834 Board Meeting

Report for Information: Second Reading Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse

Meeting Date: March 3, 2022

Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

The 2022 Policy Working Group will be presenting the revised Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 414 for a second reading.

The policy is included for your review

Recommendation:

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

EMPLOYEES / PERSONNEL

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Mandated Reporting of Child Neglect or Physical or Sexual Abuse	414	08-23-2001 Renumbered: 03-11-2021	3-Years Annual

~~It is the policy of I.S.D. 834 to fully comply with Minnesota Statute regarding the report of suspected child maltreatment. All I.S.D. 834 staff, including volunteers and paid consultants, will be held responsible for complying with the law requiring the reporting of suspected physical or sexual abuse and conditions of neglect, including educational neglect, involving minors.~~

ADMINISTRATIVE PROCEDURES AND REGULATIONS

GENERAL STATEMENT OF PROCEDURES RELATED TO THE MANDATORY REPORTING OBLIGATION OF CHILD MALTREATMENT FOR DISTRICT 834 EMPLOYEES

~~It shall be a violation of this policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.~~

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. Ch. 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
 - 1. is not likely to occur and could not have been prevented by exercise of due

care; and

2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Juvenile Safety and Placement) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being maltreated or has been maltreated ~~neglected or physically or sexually abused, or has been neglected or physically or sexually abused~~ within the preceding three years.
- E. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- F. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child’s physical or mental health when reasonably able to do so;
 2. failure to protect a child from conditions or actions ~~which imminently and that~~ seriously endanger the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after ~~(considering factors as the child’s age, mental ability, physical condition, length of absence, the or environment, whether~~ when the child is unable to care for the child’s own basic needs or safety, or the basic needs or safety of another child in his or her care) ~~or~~;
 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 5. prenatal exposure to a controlled substance as defined in state law used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
 6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 6, Clause (5);

7. ~~Neglect also includes~~ chronic and severe use of alcohol or a controlled substance by a ~~parent or~~ person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child, which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not ~~include spiritual means or prayer for treatment or care of disease where occur solely because the child's parent, guardian, or other the person responsible for the child's care in good faith has selectsed and depends upon spiritual means or prayer such means for treatment or care of disease or remedial care of the child in lieu, except where the lack of medical care may cause imminent and serious danger to the child's health.~~

- G. "Nonmaltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

~~("Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.)~~ Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not

include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following ~~that are done in anger or without regard to the safety of the child~~: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6 ~~of Minnesota Statutes~~; (7) striking a child under age one on the face or head; (8) ~~striking a child who is at least age one but under age four on the face or head, which results in an injury~~; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or ~~giving the child~~ other substances that substantially affect the child's behavior, motor coordination, or judgment, or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379, including, but not limited to, tying, caging, or chaining; or (11) ~~in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.~~

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, ~~or~~ by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- M. "Threatened injury" means a statement, overt act, condition, or status that

represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm; (2) been found to be palpably unfit; (3) committed an act that resulted in an involuntary termination of parental rights; (4) , or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative.

IV. REPORTING PROCEDURES

- A. A mandated reporter ~~as defined herein~~ shall immediately report the ~~neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the Minnesota Department of Children, Families & Learning,~~ information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report.
- B. An oral report shall be made immediately by telephone or otherwise, The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) ~~to the Minnesota Department of Children, Families & Learning,~~ to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. ~~The~~ Any report shall be of sufficient content to identify the child, any person believed to be responsible for the ~~abuse or neglect~~ maltreatment of the child if the person is known, the nature and extent of the ~~abuse or neglect~~ maltreatment, and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who ~~knows or has reason to believe that a child is neglected or physically or sexually abused, as defined by Minnesota law and this policy, or has been neglected or physically or sexually abused within the preceding three years, and fails to report is guilty of a misdemeanor, and such a failure to report~~

~~may result in discipline.~~ may be subject to criminal penalties and/or discipline, up to and including termination of employment.

- G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report. ~~Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.~~
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. **Knowingly** or recklessly making a false report also may result in discipline.

V. INVESTIGATION

- A. The responsibility for **assessing or** investigating reports of suspected **maltreatment** ~~neglect or physical or sexual abuse~~ rests with the appropriate state, county, or local agency or agencies. **The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan.** The investigating agency may interview the child at school. The interview may take place outside the presence of **the alleged offender or parent, legal guardian, or** school official. The investigating agency, not the school, is responsible for **either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care.** School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable, and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school

employees when an interview is conducted on school premises.

- D. Where the alleged offender perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)

Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)



Agenda Item: XII.B.
Date Prepared: February 18, 2022
ISD 834 Board Meeting

Report for Information: Second Reading Policy 415 Mandated Reporting of Maltreatment of Vulnerable Adults

Meeting Date: March 3, 2022

Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

The 2022 Policy Working Group will be presenting Mandated Reporting of Maltreatment of Vulnerable Adults Policy 415 for a second reading. This is a new policy for #834.

The proposed policy is included for your review.

Recommendation:

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

EMPLOYEES / PERSONNEL

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Mandated Reporting of Maltreatment of Vulnerable Adults	415		Annual

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.

B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

A. “Mandated Reporters” means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.

B. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.

C. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.

D. “Abuse” means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322;

and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 2.

E. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.

F. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.

H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.

I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)

Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)

Minn. Stat. §§ 609.221-609.224 (Assault)

Minn. Stat. § 609.234 (Crimes Against the Person)

Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)



Agenda Item: XII.C.
Date Prepared: February 23, 2022
ISD 834 Board Meeting

Report for Information: First Reading Policy 201.10 – Board Resignation/Vacancy

Meeting Date: March 3, 2022

Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

The 2022 Policy Working Group will be presenting the Board Resignation/Vacancy Policy 201.10 for a first reading.

Policy 201.10 is redundant with Policy 215 – Board Resignation/Vacancy which is being brought for review without changes on the consent agenda tonight, March 3, 2022.

The policy is included for your review

Recommendation:

Action to revoke Policy 201.10 will be requested at a future meeting. Input from Board Directors and community is requested.

BOARD GOVERNANCE PROCESS

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Board Resignation/Vacancy	201.10	Adopted: 08-26-2010 Revised: 08-11-2016 Renumbered: 3-11-2021	Annually

1. Board Vacancy

1.1. A Board vacancy occurs when a member:

1.1.1. Dies

1.1.2. Resigns

1.1.2.1. Whenever possible, a Board member wishing to resign shall give written notice to the Board at least one month prior to the resignation date.

1.1.3. Ceases to be a resident of the district

1.1.4. Is unable to serve on the Board and attend its meetings for 90 days or more because of illness or prolonged absence from the district

1.1.5. Is removed from the Board through Board action

2. Vacancy Caused by an Ill or Absent Member

2.1. When a Board vacancy is caused by an ill or absent member, the position shall be filled as follows:

2.1.1. The Board, by resolution, shall declare a vacancy to exist.

2.1.2. Applications to fill the vacancy shall be accepted from district residents.

2.1.3. The Board shall fill the vacancy by a majority vote of the remaining elected members of the Board at a regular or special meeting.

2.1.4. The vacancy shall be filled by appointment and put into a resolution, which shall be recorded in the minutes of the meeting

2.1.5. The vacancy shall be filled for the remainder of the unexpired term or until the ill or absent member is able to resume duties as a member of the Board, whichever occurs first.

3. Vacancies for Reasons other than an Ill or Absent Member

3.1. When a Board vacancy is caused by reasons other than an ill or absent member, the position shall be filled as follows:

3.1.1. Applications to fill the vacancy shall be accepted from district residents.

3.1.2. The Board shall fill the vacancy by a majority vote of the remaining elected members of the Board at a regularly scheduled or special meeting of the Board. The appointment shall be evidenced by a resolution entered into the minutes and shall be effective 30 days following adoption of the resolution.

3.1.2.1. An appointment to fill a vacancy shall not be effective if a petition to reject the appointee is filed with the School District Clerk. To be valid, a petition to reject an appointee must be signed by a number of eligible voters residing in the District equal to at least 5% of the total number of voters voting in the District at the most recent state general election, and must be filed within 30 days of the Board's adoption of the resolution making the appointment. If a valid petition is filed according to the requirements, the appointment by the School Board is ineffective and the Board must name a new appointee. The Board shall make the appointment by a majority vote of the remaining elected members of the Board at a regular scheduled or special meeting of the Board.

3.1.3. If an appointment to a vacant position becomes effective, it shall continue until:

3.1.3.1. A special election is held no later than the first Tuesday after the first Monday in November following the vacancy; or

3.1.3.2. If the vacancy occurs less than 90 days prior to the first Tuesday after the first Monday in November in the year in which the vacancy occurs, the special election must be held no later than the first Tuesday after the first Monday in November of the following calendar year; or

3.1.3.3. If the vacancy occurs less than 90 days prior to the first Tuesday after the first Monday in November in the third year of the term, no special election is required.

3.1.4. All required elections or appointments to fill vacancies shall be for the unexpired term.



Agenda Item: XII.D.
Date Prepared: February 23, 2022
ISD 834 Board Meeting

Report for Information: First Reading Policy 202 – School Board Officers
Meeting Date: March 3, 2022
Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

The 2022 Policy Working Group will be presenting the School Board Officers Policy 202 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
School Board Officers	202	Adopted: 07-12-2018	2-Year

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a vice chair, a clerk, and a treasurer.
- B. The superintendent shall serve as an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a vice chair, a clerk, and a treasurer. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The responsibilities of clerk and treasurer may be delegated to District staff.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person.

IV. OFFICER'S RESPONSIBILITIES

A. Chair

- 1. Presides at all meeting of the school board, countersign all orders upon the treasurer for claims allowed by the school board represent the school district in all actions, and perform all duties a chair usually performs. ~~The Chair has the following duties and responsibilities;~~

~~c. Exercises his/her duties under the state law, including but not limited to, the authorization for payment of claims as required by law.~~

~~d. Represents the district in all actions and performs all the duties usually incumbent on such officer.~~

- ~~e. Provides leadership to the Board and ensures the faithful execution of the Board's processes, exercises interpretive responsibilities with integrity, reflects the spirit and intent of the Board's policies.~~
 - ~~f. Monitors Board actions to assure that they are consistent with the Board's own rules and policies and with other obligations imposed by agencies whose authority supersedes the board's own authority;~~
 - ~~g. Conducts Board meetings using the authority normally vested in the Chair as described in Minnesota Statute and Robert's Rules of Order;~~
 - ~~h. Ensures that deliberations are fair, open, productive, efficient and orderly and that only Board matters are discussed;~~
 - ~~i. Leads periodic Board self assessments to ensure continuous process improvement.~~
 - ~~j. Facilitates the annual transition of Board officers.~~
 - ~~k. Makes interpretive decisions of Board policies using reasonable judgment.~~
 - ~~l. Compiles and facilitates the Board's annual evaluation of the Superintendent.~~
 - ~~m. Represents the Board as its official spokesperson about issues decided by the Board and other matters related to official board business.~~
 - ~~n. Delegates authority, when appropriate, to other Board members.~~
 - ~~o. Executes all documents authorized by the Board, except as otherwise provided by law or board action.~~
 - ~~p. Appoints Board members, annually, to Board working groups and liaison assignments.~~
 - ~~q. Taking into consideration agenda items proposed by Board members, works in concert with the Superintendent to develop proposed Board meeting agendas consistent with the Board's annual calendar.~~
2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the order. ~~The Chair is not authorized to:~~
- ~~a. Exercise any authority as an individual to supervise or direct the Superintendent.~~
- B. Vice-Chair
1. Serves, with all the power and duties, in the absence of the Chair. ~~a. The Vice-Chair has the following authority and duties:~~
 - ~~b. Assists Chair as requested in the execution of Chair responsibilities.~~

C. Treasurer

1. The treasurer shall deposit the funds of the school district in the official depository. ~~The Treasurer has the following duties:~~
 - a. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
 - b. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.
 - c. ~~Enters and maintains the records of itemized counts of all expenses of the district~~
 - d. ~~Annually reviews superintendent's contract to ascertain status on compensation and benefits~~
 - e. ~~Reviews district expenses against the budget~~
 - f. ~~Serves on the Finance Board working group.~~

D. Clerk

1. ~~The Clerk has the following duties:~~ The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
 - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the commissioner certified reports, showing:
 - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
 - (2) length of school term and enrollment and attendance by grades; and
 - (3) other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all

claims, to be countersigned by the chair.

7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

~~9. Signs documents as required.~~

~~10. The clerk shall perform any other record keeping and accounting as prescribed by state law.~~

~~11. Serves on the Board's Policy working group.~~

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
 - d. superintend school grading practices and examinations for promotions;
 - e. make reports required by the commissioner; and
 - f. perform other duties prescribed by the school board.

Legal References: Minn. Stat. § 123B.12 (Finance)
Minn. Stat. § 123B.14 (Officers)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)



Agenda Item: XII.E.
Date Prepared: February 23, 2022
ISD 834 Board Meeting

Report for Information: First Reading Policy 201.8 – Board Organization and Officers Roles

Meeting Date: March 3, 2022

Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

The 2022 Policy Working Group will be presenting the Board Organization and Officers Roles Policy 201.8 for a first reading.

Policy 201.8 is redundant with Policy 202 – School Board Officers which is being brought for a first reading tonight, March 3, 2022.

The policy is included for your review

Recommendation:

Action to revoke Policy 201.8 will be requested at a future meeting. Input from Board directors and community is requested.

BOARD GOVERNANCE PROCESS

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Board Organization and Officers Roles	201.8	Adopted: 08-26-2010 Revised: 08-11-2016 Renumbered: 3-11-2021	Annually

1. The annual organizational meeting of the Board of Education shall be held at the first regular meeting in January. Newly elected Board members shall take the oath of office following the acceptance of the agenda.
2. The election of a Chair, Vice Chair, Clerk and Treasurer for the ensuing year shall then be held. All members are eligible to hold office.
3. Each officer shall be elected by a majority of the members of the Board present. The term of each office shall be for a period of one year. Each officer shall perform the official duties of the office and such other functions as are required by law or designated by the Board. Any officer of the Board may be removed from their officer role by a majority vote of the Board, in accordance with Board Governance Policy 11.0.
4. The members of the Board shall receive a stipend voted upon and approved at the annual organizational meeting.
5. Chair
 - 5.1. The Chair has the following authority and duties:
 - 5.1.1. When present, presides over all meetings of the Board.
 - 5.1.2. Exercises his/her duties under the state law, including but not limited to, the authorization for payment of claims as required by law.
 - 5.1.3. Represents the district in all actions and performs all the duties usually incumbent on such officer.
 - 5.1.4. Provides leadership to the Board and ensures the faithful execution of the Board's processes, exercises interpretive responsibilities with integrity, reflects the spirit and intent of the Board's policies.
 - 5.1.5. Monitors Board actions to assure that they are consistent with the Board's own rules and policies and with other obligations imposed by agencies whose authority supersedes the board's own authority;

- 5.1.6. Conducts Board meetings using the authority normally vested in the Chair as described in Minnesota Statute and Robert's Rules of Order;
 - 5.1.7. Ensures that deliberations are fair, open, productive, efficient and orderly and that only Board matters are discussed;
 - 5.1.8. Leads periodic Board self assessments to ensure continuous process improvement.
 - 5.1.9. Facilitates the annual transition of Board officers.
 - 5.1.10. Makes interpretive decisions of Board policies in the Board Governance Process and Board-Superintendent Relationship sections, using reasonable judgment.
 - 5.1.11. Compiles and facilitates the Board's annual evaluation of the Superintendent.
 - 5.1.12. Represents the Board as its official spokesperson about issues decided by the Board and other matters related to official board business.
 - 5.1.13. Delegates authority, when appropriate, to other Board members but the Chair remains accountable for members' use of delegated authority.
 - 5.1.14. Executes all documents authorized by the Board, except as otherwise provided by law.
 - 5.1.15. Appoints Board members, annually, to Board working groups and liaison assignments.
 - 5.1.16. Taking into consideration agenda items proposed by Board members, works in concert with the Superintendent to develop proposed Board meeting agendas consistent with the Board's annual calendar.
- 5.2. The Chair is not authorized to:
- 5.2.1. Make any interpretive decisions about policies created by the Board in the Results and Superintendent Limitations policy areas. Operational interpretation of these policies is the responsibility of the Superintendent.
 - 5.2.2. Exercise any authority as an individual to supervise or direct the Superintendent.

6. Vice-Chair

- 6.1. The Vice-Chair has the following authority and duties:
 - 6.1.1. Serves, with all the power and duties, in the absence of the Chair.
 - 6.1.2. Assists Chair as requested in the execution of Chair responsibilities.
 - 6.1.3. Serves as official time keeper when open forums occur.

7. Clerk

7.1. The Clerk has the following duties:

- 7.1.1. Keeps a record of all Board meetings of the district and the Board.
- 7.1.2. Signs and approves the payment of funds for claims and wages as required by law.
- 7.1.3. Performs such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
 - 7.1.3.1. Notifies, within three days after an election, all persons elected of their election.
- 7.1.4. By September 30 of each year:
 - 7.1.4.1. Furnishes to the auditor of the proper county an attested copy of the Clerk's record, showing the amount of proposed property tax voted by the district or the Board for school purposes.
- 7.1.5. Assures accuracy and completeness of Board meeting minutes.
- 7.1.6. Assures that Board policies are accurately recorded, maintained, posted, and current.
- 7.1.7. Signs documents as required.
- 7.1.8. Serves on the Board's Policy working group.

8. Treasurer

8.1. The Treasurer has the following duties:

- 8.1.1. Deposits funds of the district in the official depository.
- 8.1.2. Makes all reports which may be called for by the Board and performs all duties usually incumbent on such officer.
- 8.1.3. In the event there are insufficient funds, claims shall be processed in accordance with state law.
- 8.1.4. Enters and maintains the records of itemized counts of all expenses of the district
- 8.1.5. Annually reviews superintendent's contract to ascertain status on compensation and benefits.
- 8.1.6. Reviews district expenses against the budget.
- 8.1.7. Serves on the Finance Board working group.



Agenda Item: XII.F.
Date Prepared: February 23, 2022
ISD 834 Board Meeting

Report for Information: First Reading Policy 201.7 – Board Job Description

Meeting Date: March 3, 2022

Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

The 2022 Policy Working Group will be presenting the Board Description Policy 201.7 for a first reading.

Policy 201.7 is redundant with Policy 201 – Legal Status of the School Board which the board last took action on January 6, 2022.

The policy is included for your review

Recommendation:

Action to revoke Policy 201.7 will be requested at a future meeting. Input from Board directors and community is requested.

BOARD GOVERNANCE PROCESS

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Board Job Description	201.7	Adopted: 08-26-2010 Revised: 08-11-2016 Renumbered: 3-11-2021	Annually

1. The Board's job is to represent, lead and serve the district and to govern the organization by establishing expectations for student achievement and quality operational performance, and monitoring actual performance against those expectations. The Board shall develop policies, and set the direction required for high quality education and for the responsible stewardship of resources, both human and economic, on behalf of the Stillwater Area Public Schools' community. The Board delegates to the Superintendent, the responsibility to lead, manage and assess the programs and processes of Stillwater Area Public Schools.
2. The responsibilities of the Board include:
 - 2.1. Legal responsibility for the care, management and control of the public schools in Stillwater Area Public Schools.
 - 2.2. Civic responsibility of providing quality education, a service essential to the life of the community.
 - 2.3. Economic responsibility for prudent management of public resources.
 - 2.4. Moral and ethical responsibility to function impartially to assure the greatest good to the greatest number at all times.
3. The functions of the Board are as follows:
 - 3.1. Partner in planning efforts with the Superintendent, assisted by school personnel. The Superintendent will recommend a course of action for the Board; it is then the Board's prerogative to accept (with or without modifications) or reject the Superintendent's recommendations. In some cases, the Board may choose to initiate their own course of action.
 - 3.1.1. To accomplish its stated objectives, the Board shall follow an annual agenda which includes continuing assessment, monitoring and refinement of *Results* policies, meetings with various community and staff groups, and activities to improve Board performance through education and enriched input and deliberation. Accordingly:

- 3.1.1.1. The planning cycle shall begin each year in June, in order that administrative decision-making and budgeting can be based on accomplishing a one-year segment of the Board's most recent statement of long-term results.
- 3.1.1.2. The planning cycle shall start the Board's development of its agenda for the next year and may include such things as:
 - 3.1.1.2.1. Scheduled discussions and consultations with selected groups and persons whose opinions will be helpful to the Board.
 - 3.1.1.2.2. Education discussions on governance matters, including orientation of new Board members in the Board's governance process, and periodic discussion by the Board about means to improve its own process.
 - 3.1.1.2.3. Education related to *Results* policies (e.g. presentation by futurists, demographers, advocacy groups, staff, etc.)
 - 3.1.1.2.4. Scheduled review and discussion of the district's progress toward achieving the *Results* policies and the strategies used to achieve them.
- 3.2. Direct, control and inspire the district through the careful establishment of policies, reflecting the Board's values and perspectives.
 - 3.2.1. The Board shall develop and follow an annual policy review plan and shall produce written governing policies, at a broad level, which address:
 - 3.2.1.1. Board Governance Process: Definition of the Board's own work, the process it shall employ and conditions within which it shall accomplish and monitor that work
 - 3.2.1.2. Results: The intended outcomes for the students served by the organization
 - 3.2.1.3. Statutory Requirements: Legal requirements with which the district must comply
 - 3.2.1.4. Superintendent-Board Relationship: The relationship of the Superintendent and the Board, including the role and specified authority of the Superintendent, and the process for monitoring organizational and Superintendent performance
 - 3.2.1.5. Superintendent Limitations: The Board's values about operational matters delegated to the Superintendent, including actions and conditions to be accomplished and those prohibited

- 3.2.2. The Board develops policies for regular and systematic evaluation of district programs and performance, and Board operations, to ensure progress toward educational and fiscal goals.
- 3.2.3. The Board develops effective policies which provide direction for the operation of the district and delegates authority to the Superintendent for their administration.
- 3.2.4. The Board develops policies which ensure systematic communication that the Board, administration, staff, students, and community are fully informed and that the staff understands the community's aspirations for its schools.
- 3.2.5. Develops policies which promote efficiency and cost effectiveness, in accordance with standard accounting principles.
- 3.3. Direct the Superintendent to review all *Statutory Requirement* policies, and others scheduled for review, annually, and update the Board on changes.
 - 3.3.1. District administration shall review, and seek legal opinion as appropriate, on policies and recommend changes to the Board policy working group.
 - 3.3.2. The Board policy working group shall review and determine if changes are needed. Recommended policy changes shall be presented to the full Board at a Board learning session.
 - 3.3.3. Upon agreement by the Policy working group and the full Board, recommended changes shall be presented to the full Board in two readings with action requested at the second meeting.
- 3.4. Follow the laws of the State of Minnesota, as documented in the *Statutory Requirements* policies, approve salary schedules, and have the right and responsibility to call an election on a bond or levy issue.
- 3.5. Appraise the work of its schools, and through monitoring reports, determine whether progress toward the District Strategic Plan is being made, ensuring *Results* policies are the focus of organizational performance.
- 3.6. Determine whether or not Stillwater Area Public Schools' funds are being wisely spent and aligned with the District's Strategic Plan. The Strategic Plan shall be assessed annually, and the Board shall be responsible for making changes to expenditures to maximize the growth toward the Strategic Plan.
- 3.7. Evaluate the Superintendent annually.
- 3.8. Provide the link between Stillwater Area Public Schools and the people of the District. Board members are to be advocates for legislation that supports the goals of the District and serve as liaisons representing Stillwater Area Public Schools to other Boards and organizations.
 - 3.8.1. Keep the public informed regarding the operation of the schools.

- 3.8.2. Listening to and understanding the concerns expressed by the community is important. Public concerns related to the day to day operations of the district are most appropriately addressed and resolved by the staff of the district. To that end, using the following procedures, the Board, as a whole and as individual members will:
 - 3.8.2.1. Listen to the concern
 - 3.8.2.2. Express appreciation to the individual for making the Board aware of the concern and explain that the Board and Superintendent have established a progressive process for handling concerns
 - 3.8.2.3. Ask if the concern has been discussed with the person immediately responsible, or the immediate supervisor of the person
 - 3.8.2.4. Tell the person or group with the concern that we support resolving the concern through the appropriate channels
 - 3.8.2.5. Assure the person or group that the Superintendent will be informed of the concern, if requested, and when appropriate.
- 3.9. Adopt an annual budget and communicate the purpose and programs of the budget to the citizenry. The Board shall appoint an independent auditor to conduct an annual external review of the district's financial condition and report directly to the Board and the citizens of the District.
- 3.10. Establish parameters for negotiations.
- 3.11. Set goals for itself and annually evaluate its performance in meeting those goals. The Board's performance shall be monitored through *Board Governance* and *Board-Superintendent Relationship* policies.
- 3.12. Perform the quasi-judicial and due process functions of the Board, pursuant to state and federal law and the District's collective bargaining agreements.
- 3.13. Work cooperatively with other local, state and national agencies that are dedicated to education and youth services to fulfill the mission of the district. The resources and expertise available from such agencies can enhance the instructional program and assist the district's personnel in meeting the needs of students and parents.



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

Agenda Item XIII. A.
Date Prepared: February 22, 2022
ISD 834 Board Meeting

The meeting must formally adjourn.



Stillwater School Board
Finance & Operations Meeting Notes
Feb. 24, 2022

Attendees: Malinda Lansfeldt, Mark Drommerhausen, John Thein, John Perry, Linda Moncrief, Beverly Petrie, Alison Sherman, Pete Kelzenberg

I. RFP for WAN network services

J. Perry presented information about bids that were received to provide fiber optic connections between buildings for Internet connections. The two lowest bids were from Arvig and Zayo, and were nearly identical in cost. Perry is checking a few small details, and will bring a recommendation for one of the two companies to the next board meeting.

II. Construction work at Stonebridge

M. Drommerhausen presented information about work that will be done at Stonebridge Elementary this summer to renovate four classrooms on the south side of the school's Media Center and provide an ADA toilet. The renovation will upgrade a majority of the original 1971 furnishings. The classrooms area will replace movable walls, chalkboards, case work, sinks, ceilings, flooring and lights. It will also provide domestic hot water to the four classrooms. The large gang toilet area serving these classrooms will be reconfigured to provide an ADA restroom. This reconfiguration will replace toilets, hand washing sinks, ceramic flooring, plumbing lines and ceramic wall tile. These projects are part of the FY 2022/23 Long-Term Facilities Maintenance plan. The project was broken into component parts to potentially receive more economical bids. The project was estimated to cost \$1,114,000, but the total cost for the 10 work projects is \$799,164. Board approval will be requested at the March 3 meeting.

Respectfully submitted by Beverly Petrie



Stillwater School Board
Policy Meeting Notes
February 23, 2022

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

Agenda

- Updating website re: recent policy work
- Follow up on policies from last meeting
- Review new policies

Highlights of Discussion

- Clarified process for adding newly adopted and revised policies to the website to keep that up to date. Katie will follow up with Joan.
- No comments received after second reading of 205 & 214. No additional adjustments made.
 - Move 205 & 214 for action at 3/3/22 board meeting
- Comments on policy 722 were on implementation of policy. No changes made to wording of policy 722 or procedural form. Updates made only on formatting after section IV.
 - Move 722 & procedural form to action at 3/3/22 board meeting
- No updates requested to policy 414 or 415. No changes made to policies.
 - Bring 414 & 415 for a second reading at 3/3/22 board meeting
- Reviewed policy 215: Board Resignation/Vacancy. No changes made. Policy is repeating statute.
 - Board review on consent at 3/3/22 board meeting.
- Reviewed policy 201.10: Board Resignation/Vacancy. Redundant with 215. Recommended for revocation.
 - First reading to revoke 201.10 at 3/3/22 board meeting.
- Reviewed policy 201.7: Board Job Description. Redundant with 201: Legal Status of School Board. This policy is not rooted in statute and offers a procedural description of the role of board members which could be used elsewhere. Recommended for revocation.
 - First reading to revoke 201.7 at 3/3/22 board meeting.
- Reviewed policy 202: School Board Officers. Brought into better alignment with MSBA model policy 202 by removing redundancy and unnecessary verbiage.
 - First reading of 202 at 3/3/22 board meeting.
- Reviewed 201.8: Board Organization and Officers Roles. Redundant with 202. Recommended for revocation.
 - First reading to revoke 201.8 at 3/3/22 board meeting.
- Began review of 213: School Board Committees. Discussed defining in policy which committees are standing vs ad hoc. Conversation will continue at our next policy meeting.

What's next

- March 3 board meeting-action on 205, 214, 722 with procedure, second reading of 414 & 415, first reading on 201.10, 201.7, 202, 201.8, and consent review of 215.
- Continued discussion of 213 & 201.9
- New policies up next: 209, 201.4, 201.11, 209.1, 211

Respectfully submitted by: Katie Hockert

Date: 2/23/22

Next Meeting of Policy Committee: March 2, 2022