



Independent School District 834
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
School Board Special Meeting Agenda – March 31, 2022 6:00 p.m.

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Agenda**
- IV. **Consent Agenda**
 - A. Minutes of March 17, 2022 Business Meeting
 - B. Minutes of March 22, 2022 Special Meeting
 - C. Payment of Invoices – March 19, 2022 – April 1, 2022
 - D. Ehlers Annual Continuing Disclosure and Arbitrage Reporting Services Contract
 - E. Nutrition Equipment Replacement
 - F. 2022-2023 Employee Medical and Dental Insurance Rate Approval
 - G. Human Resources Personnel Report
- V. **Action Item**
 - A. Resolution of Intent to Issue General Obligation Facilities Maintenance Bonds - Dr. John Thein
 - B. 2021-2022 Revised General Fund Budget – Dr. John Thein
 - C. Oak Park ALC Design Proposal Approval - Mr. Mark Drommerhausen
- VI. **Adjournment**
 - A. Adjourn



Agenda Item I.
Date Prepared: March 21, 2022
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: March 31, 2022

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item II.
Date Prepared: March 21, 2022
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: March 31, 2022

Background:

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

Board Members

Alison Sherman, Chair

Katie Hockert, Vice Chair

Annie Porbeni, Clerk

Beverly Petrie, Treasurer

Pete Kelzenberg, Director

Tina Riehle, Director

Vivian Votava, Director

Malinda Lansfeldt, Interim Superintendent, Ex-Officio

Recommendation:

Board action is not required.



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

Agenda Item: Approval of the Agenda
Meeting Date: March 31, 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: Consent Agenda
Meeting Date: March 31, 2022
Contact Person: Varies by item

Agenda Item IV. A.B.C.D.E.F.G.
Date Prepared: March 21, 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 March 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 Special Meeting Minutes March 22, 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 March 19, 2022 – April 1, 2022

Contact Person: Dr. John Thein, Director, Finance

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

D. Ehlers Annual Continuing Disclosure and Arbitrage Reporting Services Contract

Contact Person: Dr. John Thein, Director, Finance

A copy of the contract is included for your review.

E. Nutrition Equipment Replacement

Contact Person: Mr. Mark Drommerhausen, Director, Operations

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

F. 2022 – 2023 Employee Medical and Dental Insurance Rate Approval

Contact Person: Ms. Cindy Gustafson, Director, Human Resources

A copy of the renewal form 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
March 17, 2022 – 6:30 p.m. Meeting Minutes

I. Recognition

The Stillwater Area High School Unified Basketball team competed at the State Tournament on Thursday, February 17, 2022 and beat Minnetonka 33-21 in the title game.

II. Public Comment

- No speakers

III. Call to Order: The meeting was called to order at 6:43 p.m.

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

V. Pledge of Allegiance

VI. Approval of Agenda

Motion to approve the agenda by: Member Petrie; second by: Member Porbeni; Vote: 7 ayes, 0 nays; Motion carried unanimously.

VII. Student Report

Soren provided a report on academics and activities -

- The National Honor Society Induction Ceremony was held on Wednesday, March 16.
- Change The Outcome was held on March 15. This free event was aimed towards increasing awareness relating to “addiction and recovery in Minnesota’s youth,” specifically opioids.
- Pathways “Who’s in the OR?” Career Conversation will be held on March 23.
- The Polar Plunge will be held at Stillwater Area High school on March 28. This event will raise awareness and funds to support the Special Olympics. The overall mission is to spread inclusion in both our academic environment and further community.
- ACT Testing will be held on March 29. Juniors who registered for testing have the opportunity to take part in the school-hosted standardized test.
- The new Wednesday office hours schedule allows for greater flexibility in student schedules, depending on their academic needs.

Ella provided a report on extracurriculars -

- Winter sports have ended and spring sports have started tryouts and early season training.

VIII. Superintendent Report

- MSBA Virtual at the Capital was held on Thursday, March 17.
- Congratulations to the state runner-up Stillwater Wrestling team. Hunter Lyden, Ryder Rogotzke and Antony Tuttle were all selected for the All State Class AAA Team.
- The Stillwater Middle School Robotics team placed 7th in the First Lego League State Championship.

- Stillwater Area High School teacher Laurie Hansen has been given a Lifetime Achievement Award by the Journalism Education Association.
- The Withrow building has been sold and the closing date is March 24.
- Stillwater Middle School and High School students have the option to receive important text messages from their school.

IX. Board Chair Report

- There will be a report at the next business meeting regarding the Board's Self Evaluation.

X. Consent Agenda

- Minutes of February 28, 2022 Closed Session and Special Meeting
- Minutes of March 3, 2022 Business Session
- Payment of Invoices – March 5, 2022 - March 18, 2022
- Accept Gifts and Donations - January 2022
- Treasurer's Report - January 2022
- Human Resources Personnel Report

Motion to approve item A, B, D, E, F by: Member; Porbeni; second by: Member Petrie; Vote: 7 ayes, 0 nays; Motion carried unanimously.

Motion to discuss item C by: Member Riehle; second by: Member Hockert; Vote: 7 ayes, 0 nays; Motion carried unanimously.

XI. Action Item

- Final Policy 414 Reading - Mandated Reporting of Child Neglect or Physical or Sexual Abuse - Dr. Jennifer Cherry
This is the final policy reading. No additional revision from the second reading at the March 3, 2022 meeting.

Motion to approve Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse by: Member Petrie; second by: Member Kelzenberg; Vote: 7 ayes, 0 nays; Motion carried unanimously.

- Final Policy 415 Reading - Mandated Reporting of Maltreatment of Vulnerable Adults - Dr. Jennifer Cherry
This is the final policy reading. No additional revision from the second reading at the March 3, 2022 meeting.

Motion to approve Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults by: Member Hockert; second by: Member Votava; Vote: 7 ayes, 0 nays; Motion carried unanimously.

- Final Policy 201.7 Reading - Board Job Description - Dr. Jennifer Cherry
This is the final reading of Policy 201.7 which is being recommended to be revoked.

Motion to revoke Policy 201.7 - Board Job Description by: Member Petrie; second by: Member Kelzenberg; Vote: 7 ayes, 0 nays; Motion carried unanimously.

- Final Policy 201.10 Reading - Board Resignation/Vacancy - Dr. Jennifer Cherry
This is the final reading of Policy 201.10 which is being recommended to be revoked.

Motion to revoke Policy 201.10 - Board Resignation/Vacancy by: Member Kelzenberg; second by: Member Porbeni; Vote: 7 ayes, 0 nays; Motion carried unanimously.

XII. Reports

- A. 2021-2022 Revised General Fund Budget - Dr. John Thein
The 2021-2022 Revised General Fund Budget is an update to the Preliminary Budget approved the previous June. The Preliminary Budget is built on conservative enrollment projections and estimates of revenues. The Revised Budget General Fund Summary is based on the October 1 student enrollment and revised revenue estimates. Action will be taken at an upcoming meeting.
- B. Elementary and Secondary Emergency Relief Funds Update - Dr. Jennifer Cherry and Dr. Caleb Drexler Booth
These one-time federal dollars are allocated to school districts to address the impact that the Novel Coronavirus Disease 2019 (COVID-19) has had, and continues to have, on schools across the Nation.
- C. First Policy 211 Reading – Criminal or Civil Actions Against School District, School Board Members, Employee or Student – Dr. Jennifer Cherry
This policy will come to a future business meeting for action.

Adjournment

- A. The meeting adjourned at 8:24 p.m.

Respectfully submitted, Annie Porbeni, clerk



Independent School District No. 834 – Stillwater Area Public Schools
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
March 22, 2022 – 4:00 p.m. Special Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 4:00 p.m.
- II. **Roll Call:** Present: Alison Sherman, chair, Katie Hockert, vice chair, Beverly Petrie, treasurer, Pete Kelzenberg, director, Tina Riehle, director, Vivian Votava, director

Not present: Annie Porbeni, clerk

III. **Approval of Agenda**

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

IV. **Consent Agenda**

- A. Stillwater Area High School Varsity Baseball Team Field Trip to Omaha, Nebraska
- B. Stillwater Area High School Business Professionals of America Field Trip to Dallas, Texas

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

V. **Action Item**

- A. Resolution Ratifying the Sale of the Withrow property – Superintendent Malinda Lansfeldt
Superintendent Lansfeldt introduced the Resolution ratifying the sale of the Withrow Property.

Motion to approve the Resolution Ratifying the Sale of the Withrow property by: Member Kelzenberg; second by: Member Hockert; Vote: 5 ayes, 1 (Riehle) nay; Motion carried.

Adjournment

- A. The meeting adjourned at 4:05 p.m.

Respectfully submitted, Alison Sherman, Chair

January 31, 2022

ANNUAL CONTINUING DISCLOSURE AND ARBITRAGE
REPORTING SERVICES CONTRACT FOR:

Independent School District No. 834 (Stillwater), Minnesota



Prepared by:

Ehlers

3060 Centre Pointe Drive

Roseville, Minnesota 55113

BUILDING COMMUNITIES. IT'S WHAT WE DO.



January 31, 2022

Independent School District No. 834 (Stillwater), Minnesota
1875 S. Greeley Street
Stillwater, Minnesota 55082

Re: Letter of Engagement to Retain Ehlers as Dissemination Agent for Issuer Continuing Disclosure Required Under Securities and Exchange Commission (SEC) Rule 15c2-12 (the “Rule”) and as Arbitrage Consulting and Monitoring Agent Related to the Arbitrage Provisions of the Internal Revenue Code of 1986 and Related Treasury Regulations

As an issuer of municipal securities, the Independent School District No. 834 (Stillwater), Minnesota (“Issuer”) is required to comply with all continuing disclosure obligations enumerated in the Continuing Disclosure Agreement/Certificate/Undertaking (CDU) associated with each issue of securities subject to the Rule. Many Issuers have CDU’s that vary significantly from one CDU to another. Ehlers & Associates, Inc. (“Ehlers”) can help you comply with all CDU obligations as Dissemination Agent. Fulfilling this obligation requires research, preparation and filing of disclosure reports within specific time frames.

Additionally, all tax-exempt Obligations (“Obligations”) issued by or on behalf of the Issuer are subject to the arbitrage provisions of the Internal Revenue Code of 1986 and related Treasury regulations (“Tax Code”). To comply with the statute and regulations the Issuer must undertake certain analyses. Ehlers can provide arbitrage consulting and monitoring services that comply with the Tax Code and include the necessary reports and or analyses.

This Letter of Engagement (“Letter”) is being presented to memorialize and clarify the terms of the Issuer’s engagement of Ehlers as the Issuer’s Dissemination and Arbitrage Reporting Service Agent. In this regard, Ehlers agrees to provide Issuer with those services described in Appendix A and Appendix C (“Services”). Ehlers shall be entitled to compensation by the Issuer also as described in Appendix A and Appendix C.

This Letter shall be effective as of the date of its execution by the Issuer and shall remain in effect for the life of each obligation defined herein as the “Term”. Notwithstanding the foregoing, this Letter may be terminated by either party upon fifteen (15) days prior written notice.

Pertaining to Dissemination Agent

In order to perform the engagement, Issuer agrees to provide Ehlers all documents and information as are deemed necessary to fulfill the Issuer’s reporting requirements

under each respective CDU, and within the applicable timeframe(s) (“Disclosure Information”). With respect to Issuer’s obligation to report the occurrence of any event for which a material event notice (“Event Notice”) is to be filed, Issuer shall provide Disclosure Information related to the event to Ehlers within five (5) days of its occurrence. All other Disclosure Information must be provided to Ehlers within fourteen (14) days of Issuer’s receipt of any such request from Ehlers. If Issuer fails to provide any Disclosure Information to Ehlers in accordance with the foregoing, Ehlers shall not be held liable for any reason in the event that any necessary disclosure filing is not disseminated to the appropriate party within the applicable timeframe(s). Further, if for any reason Issuer fails to provide required Disclosure Information to Ehlers in accordance with the foregoing and Issuer’s delay results in any disclosure filing being after a stated deadline, Ehlers shall, without further direction or instruction from Issuer, file a notice(s) with the applicable recipient submitting information provided by Issuer, if any, and/or describing the failure and providing any other information as Ehlers deems appropriate.

Ehlers shall deem all Disclosure Information provided to it by the Issuer to be accurate and free of defect, as well as not containing any material misstatements, falsehoods, or omissions of fact. Issuer acknowledges that Ehlers shall be entitled to rely on all Disclosure Information provided by the Issuer without further investigation as to its completeness or accuracy.

Pertaining to Arbitrage Reporting Service Agent

To perform the engagement, Issuer agrees to provide Ehlers all documents and information as are deemed necessary to fulfill the Issuer’s reporting requirements related to the Tax Code, and within the applicable timeframe. Issuer agrees to provide Ehlers with timely and accurate information regarding pertinent cash and investment activity as well as pertinent revenue and expenditure activities for all funds related to the required service (“Arbitrage Information”).

The Issuer is obligated to pay arbitrage due within sixty (60) days of the related installment date. All installment date analysis information must be provided to Ehlers within thirty (30) days of Issuer’s receipt of any such request from Ehlers. The Issuer is ultimately responsible for the completion and filing of IRS Form 8038-T or 8038-R. Issuer, and not Ehlers, shall be responsible for payment of any arbitrage payment due and any interest or penalty for failure to make timely payments.

Ehlers shall deem all Arbitrage Information provided to it by the Issuer to be accurate and free of defect, as well as not containing any material misstatements, falsehoods, or omissions of fact. Issuer acknowledges that Ehlers shall be entitled to rely on all Arbitrage Information provided by the Issuer without further investigation as to its completeness or accuracy.

Unless prohibited by applicable law, Issuer shall indemnify, hold harmless and defend Ehlers from and against any damages, costs or other liabilities (including reasonable attorneys’ fees) arising from or relating to any breach of this Letter by Issuer, including, but not limited to, damages, costs and other liabilities arising out of any Disclosure or Arbitrage Information received and disseminated by Ehlers. Further, unless prohibited by applicable law, in no event shall Ehlers’ total aggregate liability

under this Letter be more than \$2,000,000 per claim, and \$2,000,000 annual aggregate during the Term then in effect notwithstanding anything contained herein. In addition, Issuer acknowledges that Ehlers shall not be responsible and/or liable for any errors, misstatements or omissions associated with any arbitration report or filing form, or for the correction thereof, that was prepared or distributed by any party other than Ehlers.

This Letter constitutes the entire agreement between the parties and is intended to supersede all agreements, whether oral or written, between the parties that were entered into relative to the subject matter hereof prior to the effective date of this Letter. No amendment or modification of this Letter shall be deemed valid unless made in writing and signed by both parties.

This Letter covers the Issuer's current outstanding Obligations and any future Obligations that Ehlers is informed about. If the Issuer agrees to contract with Ehlers for Arbitration Services, the Issuer must inform Ehlers in writing if they do not want Ehlers to provide Arbitration services on any currently outstanding and/or future individual Obligations. The Ehlers Election Form for declining the specific obligation(s) is provided in Appendix D.

If our engagement under the terms of this Letter is acceptable, please sign this Letter in the appropriate signature block below and return a signed copy to us for our records. If, however, you do not wish to engage our services, please note that election and return a copy of this Letter to us.

Please contact me if you have any questions or would like to discuss our engagement further. Sincerely,

EHLERS & ASSOCIATES, INC.

Jodie Zesbaugh

Senior Municipal Advisor

SO ACCEPTED BY ISSUER

Issuer hereby accepts this Letter and engages Ehlers to provide the services noted herein and executes this Letter as of the date noted below:

By: _____ Title: _____

Name: _____ Date: _____

SO DECLINED BY ISSUER

Issuer hereby acknowledges that it will be responsible for updating and submitting all necessary continuing disclosure and/ or arbitrage reports and filings as may be required of Issuer without the assistance of Ehlers. Issuer further acknowledges and agrees that Ehlers assumes no responsibility for the compilation and/or submission of any such continuing disclosure and/ or arbitrage reports or filings.

By: _____ Title: _____

Name: _____ Date: _____

APPENDIX A

EHLERS DISSEMINATION AGENT SERVICES AND FEES

Ehlers' continuing disclosure services are designed to assist the Issuer in meeting its continuing disclosure obligations. Depending on the size of a transaction and the total amount of debt outstanding at the time of issuance, different debt issues may be subject to different reporting requirements. Ehlers will provide the services identified below, which are reflective of the Issuer's requirements under its respective Continuing Disclosure Undertaking (CDU). In no event will Ehlers assist Issuer with assessing whether information provided or omitted as part of an annual filing is "material" or whether an event is "material" under the federal securities laws requiring the filing of an event notice pursuant to a CDU. If the Issuer accepts this letter and engages Ehlers as the Dissemination Agent, Ehlers shall provide the following services and charge the following fees:

Full Disclosure Services

Background

Since 1995, Securities and Exchange Commission (SEC) rule 15c2-12 (the "Rule") has required underwriters of municipal securities to ensure that issuers are obligated to provide periodic reporting of specific information with respect to certain issues of municipal securities. An issuer is classified as a "full disclosure" reporting entity when it issues securities subject to the Rule in an amount of \$1 million or more, and further provided that total securities subject to the Rule and currently outstanding exceed \$10 million. Full disclosure reporting entities must:

File reports consisting of specific information at least annually with the Municipal Securities Rulemaking Board's (MSRB) Electronic Municipal Market Access (EMMA) system (<http://emma.msrb.org>).

- File "Event Notices" regarding enumerated events specified in SEC rules and CDUs within 10 business days of occurrence. Event Notices are filed through the same EMMA system.

Description of Services

Issuer engages Ehlers to provide the following services in connection with the preparation and dissemination of Issuer's continuing disclosure reports and Event Notice filings in connection with all outstanding debt issues of Issuer subject to the Rule and for which continuing disclosure reports or filings are required. During the Term of the engagement, Ehlers shall provide the services hereinafter described with respect to all existing and future securities of the Issuer subject to the Rule and having continuing disclosure requirements. Ehlers shall provide these services for any other securities of the Issuer when requested in writing by the Issuer.

Annual Filings, or More Frequently, if Required

- a. Review and catalog of all Continuing Disclosure Agreement/Certificate/Undertaking (CDU)'s of Issuer relative to current and

- future issues of securities subject to the Rule.
- b. Creation of a timetable for the anticipated schedule of events relating to the preparation of Issuer's annual (or more frequently, if required) continuing disclosure report.
- c. Collection of information from third parties and Issuer, as applicable, to the extent necessary to prepare the annual (or more frequently, if required) continuing disclosure report.
- d. Preparing the annual (or more frequently, if required) continuing disclosure report in a standardized format acceptable for submission to the EMMA system, or any future industry standard.
- e. Submission of the annual (or more frequently, if required) continuing disclosure report and any Event Notices to the designated recipient based on the applicable CDU's of Issuer and all laws, rules and regulations relative thereto.
- f. Delivering a copy of any report or notice submitted in accordance with (e. above) to Issuer for its records, as well as confirmations of receipt of filing(s).
- g. Respond to Underwriter/Investor inquiries and requests.
- h. Providing recommendations to Issuer relating to future continuing disclosure related matters.

Event Notices

- a. Informing Issuer of the types of events that may require the filing of an "Event Notice" and the required reporting period for such notices.
- b. Notifying Issuer of any information Ehlers discovers that may require the filing of an Event Notice, and preparation and filing of the required Event Notice.
- c. Upon notification by Issuer of any circumstances that may require the filing of an Event Notice, preparing, filing, and providing confirmation of filing the required Event Notice.

Description of Fees

Number of Issuer Continuing Disclosure Undertakings	Annual Fee
One (1) to three (3) CDU's	\$2,800
Four (4) to six (6) CDU's	\$3,300
Seven (7) or more CDU's	\$3,800

Plus any out of pocket expenses

Special Circumstances

If an Issuer's CDU requires periodic filings (quarterly or semiannually) in addition to the annual filings, a fee of \$500 per required CDU filing shall be assessed.

Limited Disclosure Services

Background

In 2009, the Securities and Exchange Commission put into place revised rules regarding a limited scope of continuing disclosure requirements for certain municipal securities issuers. These rules apply to any securities issued on or after July 1, 2009 in amounts of \$1 million or more and where the Issuer's total amount of principal

outstanding and subject to the Rule is less than \$10 million upon issuance. Any issuer meeting the aforementioned parameters must comply with a limited disclosure undertaking and file annual reports. Issuers subject to limited disclosure requirements must file audited financial statements (or unaudited financial statements if allowed under a CDU) on an annual basis, rather than both financial statements and operating and statistical data

Description of Services

Ehlers shall provide the following services in connection with the preparation and dissemination of Issuer's continuing disclosure reports and Event Notice filings for all current and future outstanding securities of Issuer subject to the Rule and for which continuing disclosure reports or filings are required. During the Term of the engagement, Ehlers shall provide the services hereinafter described with respect to all future issuances for which Ehlers provides municipal advisory services and that have continuing disclosure requirements. Ehlers will also provide these services for any other issues when requested in writing by the Issuer.

Annual Filings, or More Frequently, if Required

- a. Review of all Continuing Disclosure Agreement/Certificate/Undertaking (CDU)'s of Issuer relative to currently outstanding issuances.
- b. Creation of a timetable for the anticipated schedule of events relating to the dissemination of Issuer's annual updated financial information and operating data.
- c. Submitting the Issuer's annual financial statements to the designated recipient thereof based on the applicable CDU's of Issuer and all laws, rules and regulations relative thereto.
- d. Delivering a copy of any report or notice submitted in accordance with (c above) to Issuer for its records.
- e. Respond to Underwriter/Investor inquiries and requests.
- f. Providing recommendations to Issuer relating to future continuing disclosure related matters.

Event Notices

- a. Informing Issuer of the types of events that may require the filing of an "Event Notice".
- b. Notifying Issuer of any information Ehlers discovers that may require the filing of an Event Notice, and preparation and filing of the required Event Notice.
- c. Upon notification by Issuer of any circumstances that may require the filing of an Event Notice, prepare and file the required Event Notice.

Description of Fees

Limited Disclosure Services shall be provided annually for a fee of \$750.

Future Fee Changes

Ehlers reserves the right to adjust fees during the Term of the engagement without prior consent of the Issuer, but not more than annually. Prior to any fee adjustments, the Issuer will be notified in writing of the revised fees and their effective date.

APPENDIX B

EVENT NOTICES

If any one of the listed events occurs in relation to the Issuer and/or any of the Issuer's securities subject to this agreement, you must notify Ehlers at the earliest possible time to discuss the applicability and the need for any filing of an Event Notice. The Issuer may also wish to discuss the matter with its legal counsel to gauge materiality of any occurrence.

Mandatory Event Notices

- Principal and interest payment delinquencies
- Non-payment related defaults, if material
- Unscheduled draws on debt service reserves reflecting financial difficulties
- Unscheduled draws on credit enhancements reflecting financial difficulties
- Substitution of credit or liquidity providers or their failure to perform
- Adverse tax opinions, IRS notices or material events affecting the tax status of the security
- Modifications to rights of security holders, if material
- Bond calls, if material
- Defeasances
- Release, substitution or sale of property securing repayment of the securities, if material
- Rating changes
- Tender offers
- Bankruptcy, insolvency, receivership or similar event of the obligated person
- Merger, consolidation, or acquisition of the obligated person, if material
- Appointment of a successor or additional trustee, or the change of name of a trustee, if material
- Incurrence of a Financial Obligation of the obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of the obligated person, any of which affect security holders, if material; and
- •Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation of the obligated person, any of which reflect financial difficulties

Additional / Voluntary Event-Based Disclosures

- Amendment to continuing disclosure undertaking
- Change in obligated person
- Notice to investors pursuant to bond documents
- Certain communications from the Internal Revenue Service
- Secondary market purchases
- Bid for auction rate or other securities
- Capital or other financing plan
- Litigation / enforcement action
- Change of tender agent, remarketing agent, or other on-going party
- Derivative or other similar transaction
- •Other event-based disclosures

APPENDIX C

EHLERS ARBITRAGE CONSULTING AND MONITORING AGENT SERVICES AND FEES

Ehlers' arbitrage consulting and monitoring services are designed to assist the Issuer in meeting its Tax Code obligations. Depending on the size of a transaction and the total amount of debt outstanding at the time of issuance, different debt issues may be subject to different reporting requirements. Ehlers will provide the services identified below, which are reflective of the Issuer's requirements with the Tax Code. In no event will Ehlers assist Issuer with assessing whether information provided or omitted as part of an analysis will be accepted by the IRS when subject to an audit. If the Issuer accepts this letter and engages Arbitrage Consulting and Monitoring Agent, Ehlers shall provide the following services and charge the following fees:

Background

Since 1986, the Internal Revenue Service ("IRS") has enforced the arbitrage provisions of the Internal Revenue Code of 1986 and related Treasury Regulations which requires issuers and borrowers of tax-exempt obligations to confirm exemptions and make timely arbitrage payments. Issuers and borrowers often work with third party service providers who can assist with confirmation of exemptions, payments due, payments that should be recovered, and proper processing of related violations. Full arbitrage monitoring reporting entities must:

- ✓ Maintain adequate training on the requirements and methods associated with the arbitrage provisions.
- ✓ Retain records for the life of every obligation plus three (3) tax years or the extended period to the life of a refunding obligation plus three (3) tax years. Records must include documents that support the spending of all obligation gross proceeds.
- ✓ File IRS 8038-T forms within sixty (60) days of the IRS installment date for an obligation.
- ✓ File IRS 8038-R forms with two (2) years of the final maturity date for an obligation.
- ✓ Enter the IRS' Voluntary Closing Agreement Program ("VCAP") when violations are not able to be corrected by other means.

Arbitrage Consulting Services

Description of Services

Ehlers agrees to provide Issuer with a specific education on the Tax Code provisions which may include arbitrage, accounting, record retention, or even more specific subsections of the Tax Code. Training includes organized review of the IRS' current agent training materials, publications, presentations and related information. Training can be done on-site or offsite via video teleconference.

Ehlers can separately agree to provide Issuer with a specific education on the Tax Code provisions that pertain to current or future Issuer Obligations.

Description of Fees

Ehlers will charge Issuer a fee of \$300 per hour to provide the arbitrage consulting services set forth above. Ehlers will invoice Issuer for the amount due. The invoice is due and payable by the Issuer within 60 days of the invoice date.

Arbitrage Monitoring Services

Description of Services

Issuer engages Ehlers to provide the following services in connection with the preparation and distribution of Issuer's arbitrage reports, preparation of IRS filing forms, recommendations in connection with all Obligations of the Issuer subject to the Tax Code and for which arbitrage reports or filings are required. During the Term of the engagement, Ehlers shall provide the services hereinafter described with respect to all existing Obligations subject to the Tax Code and having arbitrage requirements. Ehlers shall provide these services for and any future Obligations that Ehlers is informed about. The Issuer must inform Ehlers in writing if they do not want Ehlers to provide Arbitrage services on any currently outstanding and/or future individual Obligations (see Appendix D for the Ehlers Election Form). Ehlers agrees to provide the following services to Issuer:

1. Review the following documents for each obligation:
 - a. Information Return for Tax-Exempt Governmental Obligations (Form 8038-G)
 - b. Tax Compliance Certificates
 - c. Official Statements
 - d. Addendum to Official Statements, if any
 - e. Closing Memorandums, if any
 - f. Post Sales Reports, if any
 - g. Verification Reports, if any
 - h. Prior Arbitrage Calculations, if any
 - i. Trust Indentures, if any
 - j. Credit Enhancement Agreements, if any
2. Calculate the Issuer's arbitrage liability under Section 148(f) of the Internal Revenue Code of 1986, as amended and applicable Treasury regulations in connection with each obligation, including:
 - a. Obtain nonpurpose investment transaction data for all funds related to each obligation
 - b. Review and analyze nonpurpose investment transaction data as required based on the aforementioned documents
 - c. Compute/verify the amount of spend-down penalties payable to the IRS for Obligations applying such provisions
 - d. Confirm the arbitrage yield for each obligation
 - e. Compute/verify the amount of excess earnings, if any, on nonpurpose investments and the value of those earnings as of the applicable

- computation date
 - f. Determine the rebate amounts and rebate payments due to the IRS, if any
 - g. Compute/verify the yield reduction payments due on yield restricted nonpurpose investments, if any
 - h. Assist with the purchase of State and Local Government Series of U.S. Treasuries for yield restriction of the investments, if necessary
 - i. Prepare arbitrage reports, including computational methods and assumptions used in the analysis and conclusions supporting the calculation
 - j. Prepare IRS Form 8038-T or 8038-R, if required
 - k. Obtain a legal opinion for the arbitrage reports and IRS Form 8038-T or 8038-R, if required
 - l. Deliver arbitrage reports, along with legal opinion and IRS Form 8038-T or 8038-R, if applicable
3. Maintain a system for computing and tracking the arbitrage liability and future arbitrage computation dates, as necessary.
 4. Evaluate and make recommendations on record keeping practices for those funds and accounts subject to arbitrage compliance.
 5. Apprise Issuer of any changes in the arbitrage regulations that may occur during the term of this Agreement.
 6. Issuer acknowledges that, in its sole discretion, Ehlers may contract with third parties selected by Ehlers for the performance of some of the services to be performed hereunder.

Description of Fees

Ehlers will charge Issuer a base fee per bond year per obligation to determine spending exceptions, bona fide debt service fund exemptions, penalty calculations, rebate amounts and yield reduction payments for all funds related to the Obligations. Depending on the structure of the transaction, certain complexities may require computational work that extends beyond the scope of a standard arbitrage calculation. Conversely, the amount of computational work required to prepare future arbitrage calculations may decrease due to the rapid expenditure of gross proceeds. In such instances, Ehlers will charge additional fees and/or offer discounts in accordance with the fee schedule set forth below.

Base Fee: \$1,250 per bond year

Typical Additions to Base Fee:

Commingled funds transferred \$200 per hour
proceeds, debt service excess, or
universal cap analysis

IRS Form 8038-T preparation	\$500 per form
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Atypical Additions to Base Fee:

IRS Form 8038-R preparation	\$500 to \$1,000 per form
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Discounts to Base Fee:

Discretionary discounts	To be determined by Ehlers
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Ehlers will invoice Issuer for the amount due. The invoice is due and payable by the Issuer within 60 days of the invoice date.

Limited Arbitrage Review Services

Description of Services

Issuer engages Ehlers to provide the following services in connection with the preparation and distribution of Issuer's arbitrage reviews and recommendations. During the Term of the engagement, Ehlers shall provide the services hereinafter described with respect to all identified Obligations subject to the Tax Code, having arbitrage requirements, and where arbitrage reports or filing forms are not requested. Ehlers shall provide these services for and any future Obligations that Ehlers is informed about.

Ehlers agrees to provide the following services to Issuer:

1. Review the following documents for each obligation:
 - a. Information Return for Tax-Exempt Governmental Obligations (Form 8038-G)
 - b. Tax Compliance Certificates
 - c. Official Statements
 - d. Addendum to Official Statements, if any
 - e. Closing Memorandums, if any
 - f. Post Sales Reports, if any
 - g. Verification Reports, if any
 - h. Prior Arbitrage Calculations, if any
 - i. Trust Indentures, if any
 - j. Credit Enhancement Agreements, if any
2. Calculate the Issuer's arbitrage liability under Section 148(f) of the Internal Revenue Code of 1986, as amended and applicable Treasury regulations in connection with each obligation, including:
 - a. Obtain nonpurpose investment transaction data for all funds related to each obligation
 - b. Review and analyze nonpurpose investment transaction data as required based on the aforementioned documents
 - c. Compute/verify the amount of spend-down penalties payable to the

- IRS for Obligations applying such provisions
- d. Compute/verify the amount of excess earnings, if any, on nonpurpose investments
 - e. Prepare arbitrage reviews, including computational methods and assumptions used in the analysis and conclusions supporting the review
3. Maintain a system for computing and tracking the arbitrage review status and future arbitrage computation dates, as necessary.
4. Evaluate and make recommendations on record keeping practices for those funds and accounts subject to arbitrage compliance.

Description of Fees

Ehlers will charge Issuer a review fee per obligation to determine spending exceptions, bona fide debt service fund exemptions, rebate and yield restriction amounts for all funds related to the Obligations. Ehlers will charge fees in accordance with the fee schedule set forth below.

Base Fee: \$1,000 per review

Base fee

\$1,000 per review

Ehlers will invoice Issuer for the amount due. The invoice is due and payable by the Issuer within 60 days of the invoice date.

Future Fee Changes

Ehlers reserves the right to adjust fees during the Term of the engagement without prior consent of the Issuer, but not more than annually. Prior to any fee adjustments, the Issuer will be notified in writing of the revised fees and their effective date.

APPENDIX D

Election Regarding Arbitrage Monitoring Services

Independent School District No. 834 (Stillwater), Minnesota
1875 S. Greeley Street
Stillwater, Minnesota 55082
Attention: John Thein, Director of Finance

For the following Obligation(s)

Obligation Par Amount and Legal Name

Independent School District No. 834 (Stillwater), Minnesota ("Issuer") has issued the above-referenced obligation(s) which is/are subject to the arbitrage provisions of the Internal Revenue Code of 1986 and related Treasury regulations. Issuer has elected not to retain Ehlers & Associates, Inc. ("Ehlers") to assist it in complying with the aforementioned arbitrage requirements. Ehlers shall have no liability to Issuer with respect to Issuer's actions or omissions involving the arbitrage provisions of the Internal Revenue Code of 1986 and related Treasury regulations.

Executed this ____ day of _____, 20__

By: _____ Title: _____

Name: _____ Date: _____



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

Consent Item: Nutrition Equipment Replacement

Meeting Date: March 31, 2022

Contact Person: Mr. Mark Drommerhausen, Director of Operations

Background:

Quotes were requested to replace some Nutrition Equipment at Lake Elmo Elementary, Oakland Middle, SAHS and Stonebridge Elementary.

Quotes were received by four vendors. The responsible bidder is Trimark for a total amount of \$180,548.20.

Administration recommends approval of the Nutrition Equipment Replacement with Trimark.

Recommendation:

A motion and a second to approve the Nutrition Equipment Replacement Trimark is requested.

EXPENDITURE APPROVAL FORM

Fiscal Year 2021-2022

Instructions: This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$100,000.

REQUESTED BY: Mark Drommerhausen, Director of Operations

DATE: March 31, 2022

DESCRIPTION OF REQUEST

Quotes were requested to replace some Nutrition Equipment at Lake Elmo Elementary, Oakland Middle, SAHS and Stonebridge Elementary. Four quotes were received. The responsible bidder is Trimark for a total amount of \$180,548.20.

Lake Elmo Steamer \$18,671.25 (lowest bid). Currently LE does not have a steamer and staff struggle to keep up with cooking with only the 2 combi ovens they have. This would be an additional piece of equipment for this kitchen.

OMS Rotating Oven \$20,538.05 (2nd lowest bid, recommend this one because it has a better warranty and the lowest bid was not including a necessary part). This would replace two ovens that are no longer functional and are quite old.

SAHS Rotating Oven \$22,053.33 (2nd lowest bid, recommend this one because it has a better warranty, onsite training and the lowest bid was missing a part on their bid). This would replace two ovens that haven't worked in years. The meals served at SAHS continue to grow and more oven space is needed to keep up with demand.

SAHS – 2 Steamers \$37,342.50 (2nd lowest bid, recommend this one because it has a better warranty and onsite training). This will replace two combi ovens that no longer work and are quite old. This will help the cook to keep up on cooking pasta and rice on our two biggest days.

Lake Elmo Serving Line \$45,259.74 (lowest bid). We would like to purchase 4 new pieces of equipment for the serving line that would give more room to hold both hot and cold food. The current equipment only provides 3 wells on each piece of equipment and the new ones will have 4 wells each.

Stonebridge kitchen items \$36,683.33 (lowest bid). The serving line and kitchen equipment at SB are old and in need of replacement to provide better quality food and service to our students. We would like to purchase two cold well serving wells for our serving line, a stainless steel worktable to provide more room to prep, some additional shelving, and a pass through warmer.

FINANCIAL IMPACT

Budget(s) Impacted: \$180,548.20 Nutrition Service Budget

Is This a One-Time Expenditure?

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

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

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

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

☐ **Yes** List Source(s):

☒ **No**

PROGRESS MONITORING

Equipment will be installed summer of 2022

	Trimark		Trimark		Trimark		Trimark		Trimark		Trimark
Groen Model SSB-10GF		Blodgett Model XR8-E/Stand		Groen Model SSB-10GF		Blodgett Model XR8-G/Stand		Atlas Serving Line		Atlas Serving Line	
Equipment	\$ 18,671.25	Equipment	\$ 20,538.05	Equipment	\$ 37,342.50	Equipment	\$ 22,053.33	Equipment	\$ 44,269.74	Equipment	\$ 36,115.45
Freight		Freight		Freight		Freight		Freight	\$ 990.00	Freight	\$ 567.88
Grand Total	\$18,671.25	Grand Total	\$20,538.05	Grand Total	\$37,342.50	Grand Total	\$22,053.33	Grand Total	\$45,259.74	Grand Total	\$36,683.33

Total Cost 180,548.20



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

Consent Item: 2022-2023 Employee Medical and Dental Insurance Rate Approval

Meeting Date: March 31, 2022

Contact Person: Ms. Cindy Gustafson, Director, Human Resources

Background:

District administration has secured/established renewal rates for medical and dental insurance plans. The following is summary information related to plan renewals:

- Medical Insurance: We recommend a 6.5% increase in medical insurance premiums for the 2022-23 Plan Year. We also recommend staying with BCBS as our insurance carrier. The District continues to have a healthy fund balance for our self-insured medical plan.
- Dental: We recommend a 3% increase in dental insurance premiums for the 2022-23 Plan Year. This increase will allow the dental plan to keep up with increases for dental care and procedures. Delta Dental provides the District's Dental Insurance
- Flex Spending (FSA)NEBA: Our current FSA/VEBA vendor (Further) has been purchased by another company and will no longer offer a VEBA product. After reviewing various options, the District will be using OneBridge for our FSA and VEBA accounts starting July 1, 2022.

The District Insurance Committee has reviewed and recommends the insurance rates, effective July 1, 2022. Renewal rate information for all insurance plans is attached.

Administration recommends that the Board of Education approve the proposed insurance renewal rates for the plan year effective July 1, 2022 through June 30, 2023.

Recommendation:

A motion and a second to approve the 2022-2023 Employee Medical and Dental Insurance Rate Approval is requested.



Insurance Renewal Information 2022-2023

Insurance/Plan Contract	2021-2022 Current Rate/Month	2022-2023 Renewal Rate/Month	Increase/Decrease
<u>Health and Hospitalization Insurance~ Blue Cross & Blue Shield of Minnesota</u>			
Gold Single Plan*	\$769.07	\$819.06	\$49.99
Gold Family Plan*	\$2,192.87	\$2,335.41	\$142.54
High Deductible/ VEBA Single Plan	\$625.54	\$666.20	\$40.66
High Deductible/ VEBA Family Plan	\$1,784.89	\$1,900.91	\$116.02
* Need to add VSP vision rates to get total Gold Premium charged			
<u>Vision Insurance~ Vision Service Plan (VSP) (Note: Vision insurance provided in conjunction with Gold Plan)</u>			
Composite Employee Plan	\$11.82	\$11.82	\$0.00
Note: This rate is guaranteed through June 30, 2023.			
<u>Dental Insurance~ Delta Dental Plan of Minnesota</u>			
Self-Funded Composite Single/Family Plan	\$96.88	\$99.78	\$2.90
Note: There is a rate guarantee through June 30, 2024 on the admin fee for the self-funded plan.			
<u>Life and AD&D Insurance ~ The Standard</u>			
Composite Employee Plan	\$.14/\$1,000/month	\$.158/\$1,000/month	\$0.013
Note: This rate is guaranteed through June 30, 2024.			
<u>Supplemental Life Insurance~ The Standard</u>			
Composite Employee Life and AD&D	Age Rate Table/\$1,000/month		\$0.00
Spouse Life	Age Rate Table/\$1,000/month		\$0.00
Child Life	\$.20/\$1,000/month		\$0.00
Note: This rate is guaranteed through June 30, 2024.			
<u>Long Term Disability Insurance~ The Standard</u>			
Composite Employee Plan	\$.275/\$100	\$.295/\$100	\$0.02
Note: This rate is guaranteed through June 30, 2024.			
<u>Legal Insurance~ ARAG</u>			
Composite Employee Plan	\$22.00/month	\$22.00/month	\$0.00
Note: This rate is guaranteed through June 30, 2025.			
<u>Employee Assistance Program (EAP) ~ The Standard</u>			
Provided as a Value Add with Standard LTD/Life Insurance Plans		No Cost	\$0.00

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Bloodsaw, Latonya	Resignation	Custodian Lvl VI, 8.0 hrs/day District Wide	Custodial	April 1, 2022
Brekke, Christian	Resignation	Co-Head Nordic Ski Coach Stillwater Area High School	Co-Curricular	March 14, 2022
Detlefsen, Gary	Retirement (35 years)	Custodian Lvl VI, 8.0 hrs/day Stillwater Middle School	Custodial	May 31, 2022
Meister, Kailea	Resignation	Community Education Assistant 5.24 hrs/day Afton-Lakeland Elementary	CE Leads & Assistant	March 25, 2022
Mergens, Andrew	Release	Paraprofessional 6.25 hrs/day Lily Lake Elementary	SCPA	March 16, 2022
Michaelis, Jana	Resignation	Accounting Technician CE, 8.0 hrs/day Central Service Building	Tech Support	March 7, 2022
Neuhaus, Maxwell	Resignation	Community Education Assistant 6.35 hrs/day Brookview Elementary	CE Leads & Assistant	March 31, 2022

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Hackworthy, Ashley	Assistant Girls Golf Coach Stillwater Area High School	\$2,506	Replacement	Co-Curricular	March 22, 2022
Hallen, Laura	Paraprofessional 6.5 hrs/day Afton-Lakeland Elementary	\$17.18 / hour	Replacement	SCPA	March 28, 2022
LaValle, Stacie rehired	1.0 FTE Special Education Teacher Andersen Elementary	\$52,476	2022-2023 Staffing	SCEA	August 22, 2022
Lumby, Lancer	Assistant Track Coach Stillwater Middle School	\$2,685	Replacement	Co-Curricular	March 22, 2022
Martell, Rachel	Assistant Girls LaCrosse Coach Stillwater Area High School	\$3,580	Replacement	Co-Curricular	April 4, 2022
Miller, Ryan	Lead Track Coach Stillwater Middle School	\$2,685	Replacement	Co-Curricular	March 22, 2022
Welch, Mackenzie rehired	1.0 FTE School Psychologist Rutherford Elementary	\$71,445	2022-2023 Staffing	SCEA	August 22, 2022
Wight, Sydney rehired	1.0 FTE Special Education Teacher Lake Elmo Elementary	\$52,476	2022-2023 Staffing	SCEA	August 22, 2022

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Flom, Stephanie	Approve	.60 FTE Speech Pathologist Rutherford Elementary	SCEA	March 10, 2022 - June 6, 2022
Sellie, Theresa	Approve	Paraprofessional 6.0 hrs/day Rutherford Elementary	SCPA	May 13, 2022 - June 2, 2022
Schroepfer, Nicole	Approve	1.0 FTE Special Education Teacher Stillwater Area High School	SCEA	February 14, 2022 - May 6, 2022
Swanson, Donald	Approve	Custodian, LVL V, 8.0 hrs/day Rutherford Elementary	Custodial	January 5, 2022 - July 18, 2022

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Banick, Steve	1.0 FTE PE & DAPE Teacher Andersen, Lake Elmo & Rutherford Elementary	1.0 FTE PE & DAPE Teacher Andersen, Brookview & Rutherford Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Berg, Kaitlyn	1.0 FTE Speech Pathologist	1.0 FTE Speech Pathologist	2022-2023	SCEA	August 22, 2022

	Lily Lake & Stonebridge Elementary	Lily Lake Elementary	Staffing		
Davis, Wynn	1.0 FTE Art Teacher Andersen & Lake Elmo Elementary	1.0 FTE Art Teacher Lake Elmo & Rutherford Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Drew, Deb	.9 FTE Art & English Teacher Oak-Land Middle & Stillwater Area High School	.8 FTE Art & English Teacher Oak-Land Middle & Stillwater Area High School	2022-2023 Staffing	SCEA	August 22, 2022 - June 8, 2023
Folden, Sheila	1.0 FTE PE Teacher Rutherford Elementary	1.0 FTE PE & DAPE Teacher Lake Elmo & Rutherford Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Rambo, Joy	Paraprofessional 5.40 hrs/day Rutherford Elementary	Paraprofessional 6.0 hrs/day Rutherford Elementary	Replacement	SCPA	March 21, 2022
Smith, Sarah	.8 FTE Intervention Teacher Lake Elmo Elementary	.6 FTE Intervention Teacher Lake Elmo Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Vanderstappen, Julie	1.0 FTE Orchestra & General Music Teacher Oak-Land Middle School	.80 FTE Orchestra Teacher Oak-Land Middle School	2022-2023 Staffing	SCEA	August 22, 2022 - June 8, 2023
Wegwerth, Jason	1.0 FTE PE & DAPE Teacher Andersen & Stonebridge Elementary	1.0 FTE PE & DAPE Teacher Lake Elmo & Stonebridge Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Wulk, Natasha	1.0 FTE Media Specialist Andersen & Lake Elmo Elementary	1.0 FTE Media Specialist Lake Elmo & Rutherford Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Yates, Carrie	1.0 FTE ELL Teacher Afton-Lakeland, Andersen, Lily Lake, Rutherford & Stonebridge	1.0 FTE ELL Teacher Afton-Lakeland, Lily Lake & Rutherford	2022-2023 Staffing	SCEA	August 22, 2022

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Branch, Derrick	Assistant Boys & Girls Track Coach Stillwater Middle School	Replacement	Co-Curricular	March 14, 2022



Agenda Item: V.A.
Date Prepared: March 24, 2022
ISD 834 Board Meeting

Action Item: Resolution of Intent to Issue General Obligation Facilities Maintenance Bonds

Meeting Date: March 31, 2022

Contact Person: Dr. John Thein, Director of Finance

Background:

Dr. John Thein, Director of Finance, will present a Resolution Stating the Intention of the School Board to Issue General Obligation Facilities Maintenance Bonds, Series 2022A, in the aggregate principal amount of not to exceed \$7,395,000 and taking other actions with respect thereto.

Administration recommends approval of the attached.

Recommendation:

A motion and a second to approve the Resolution of Intent to Issue General Obligation Facilities Maintenance Bonds is requested.

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

EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 834
(STILLWATER AREA PUBLIC SCHOOLS)
WASHINGTON COUNTY, MINNESOTA

Pursuant to due call and notice thereof a special meeting of the School Board of Independent School District No. 834 (Stillwater Area Public Schools), Washington County, Minnesota, was held in the School District on March 31, 2022 at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION STATING THE INTENTION OF THE SCHOOL
BOARD TO ISSUE GENERAL OBLIGATION FACILITIES
MAINTENANCE BONDS, SERIES 2022A, IN THE AGGREGATE
PRINCIPAL AMOUNT OF NOT TO EXCEED \$7,395,000 AND
TAKING OTHER ACTIONS WITH RESPECT THERETO**

BE IT RESOLVED by the School Board (the “Board”) of Independent School District No. 834 (Stillwater Area Public Schools), Washington County, Minnesota (the “District”), as follows:

1. Background. It is hereby determined that:

(a) The District is authorized under the provisions of Minnesota Statutes, Chapter 475, as amended (the “Municipal Debt Act” or “Act”), and Minnesota Statutes, Section 123B.595, as amended (“Section 123B.595”), to issue general obligation facilities maintenance bonds for the purpose of financing certain facilities and site maintenance projects approved by the Minnesota Commissioner of Education (the “Commissioner”).

(b) The Board hereby finds and determines that it is necessary and expedient to the sound financial management of the affairs of the District to issue its General Obligation Facilities Maintenance Bonds, Series 2022A (the “Bonds”), in the aggregate principal amount not to exceed \$7,395,000, pursuant to the Municipal Debt Act and Section 123B.595 to finance the costs of certain facilities and site maintenance projects of the District (collectively, the “Projects”) which are included in the District’s ten-year facilities plan (the “Plan”).

(c) The Plan approved by the Board is incorporated in this Resolution as though fully specified herein. District staff and officials are authorized and directed to submit any amendments to the Plan and the proposed issuance of the Bonds to the Commissioner for approval, as required by the Act and Section 123B.595. District staff and officials are further authorized and directed to submit to the Commissioner such additional information as may be necessary to secure such approval.

2. Covenant as to State Credit Enhancement. The District hereby covenants and obligates itself to notify the Minnesota Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55, as amended (the “Credit Enhancement Act”), to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the registrar for the Bonds (the “Registrar”) or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Registrar is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Registrar. The District understands that as a result of its covenant to be bound by the provisions of the Credit Enhancement Act, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

The District further covenants to comply with all procedures now and hereafter established by the Minnesota Departments of Management and Budget and Education pursuant to subdivision 2(c) of the Credit Enhancement Act and otherwise to take such actions as necessary to comply with that section. The

Board Chair, Clerk, Superintendent or Director of Finance and Operations of the District is authorized to execute any applicable Minnesota Department of Education forms.

3. Sale of Bonds. The Board has retained Ehlers and Associates, Inc. (the “Municipal Advisor”), to act as the independent municipal advisor for the District with respect to the offer and sale of the Bonds and, therefore, is authorized by Section 475.60, subdivision 2(9), of the Municipal Debt Act to sell the Bonds other than pursuant to a competitive sale.

4. Acceptance of Proposal. The Board shall meet at the time and place specified in the Official Statement to receive and consider proposals for the purchase of the Bonds and take any other appropriate action with respect to the Bonds.

5. Authority of Municipal Advisor. The Municipal Advisor is authorized and directed to assist the District in the preparation and dissemination of a Preliminary Official Statement to be distributed to potential purchasers of the Bonds and to open, read, and tabulate the proposals for the purchase of the Bonds for presentation to the Board. The Municipal Advisor is further authorized and directed to assist the District in the award and sale of the Bonds on behalf of the District after receipt of written proposals and to assist the District in the preparation and dissemination of a final Official Statement with respect to the Bonds.

6. Authority of Bond Counsel. The law firm of Kennedy & Graven, Chartered, is authorized to act as bond counsel for the District (“Bond Counsel”), and to assist in the preparation and review of necessary documents, certificates, and instruments related to the Bonds. The officers, employees, and agents of the District are hereby authorized to assist Bond Counsel in the preparation of such documents, certificates, and instruments.

7. Notice of Issuance of Facilities Maintenance Bonds. The Clerk is authorized and directed to publish a notice of the District’s intent to issue the Bonds in the official newspaper of the District, in substantially the form attached as EXHIBIT A hereto, as soon as reasonably practicable after adoption of this resolution, but in any event, at least twenty (20) days before the earlier of the issuance of the Bonds or the final certification of levies.

8. Reimbursement from Bond Proceeds. The District may incur certain expenditures that may be financed temporarily from sources other than the Bonds and reimbursed from the proceeds of the Bonds. Treasury Regulation § 1.150-2 (the “Reimbursement Regulations”) provides that proceeds of tax-exempt bonds allocated to reimburse expenditures originally paid from a source other than the tax-exempt bonds will not be deemed expended unless certain requirements are met. In order to preserve its ability to reimburse certain costs from proceeds of the Bonds in accordance with the Reimbursement Regulations, the District hereby makes its declaration of official intent (the “Declaration”) described below to reimburse certain costs

(a) Declaration of Intent. The District proposes to issue the Bonds to finance the costs of the Projects. The District may reimburse original expenditures made for certain costs of the Projects from the proceeds of the Bonds in an estimated maximum principal amount of \$7,395,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the Bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

(b) Declaration Made Not Later Than 60 Days. This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of the Bonds, except for the following

expenditures: (a) costs of issuance of the Bonds; (b) costs in an amount not in excess of \$100,000 or five percent (5%) of the proceeds of the Bonds; or (c) “preliminary expenditures” up to an amount not in excess of twenty (20) percent of the aggregate issue price of the Bonds that finance or are reasonably expected by the District to finance the Projects for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of the Projects, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

(c) Reasonable Expectations; Official Intent. This Declaration is an expression of the reasonable expectations of the District based on the facts and circumstances known to the District as of the date hereof. The anticipated original expenditures for the Projects and the principal amount of the Bonds described in Section 8(a), above, are consistent with the District’s budgetary and financial circumstances. No sources other than proceeds of the Bonds to be issued by the District are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the District’s budget or financial policies to pay such original expenditures. This resolution is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

(The remainder of this page is intentionally left blank.)

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

and the following voted against:

whereupon the resolution was declared duly passed and adopted.

EXHIBIT A

**NOTICE OF INTENT TO ISSUE FACILITIES MAINTENANCE BONDS
TO FINANCE PROJECTS INCLUDED IN THE DISTRICT'S
TEN-YEAR FACILITIES PLAN**

**INDEPENDENT SCHOOL DISTRICT NO. 834
(STILLWATER AREA PUBLIC SCHOOLS)
WASHINGTON COUNTY, MINNESOTA**

NOTICE IS HEREBY GIVEN that the School Board of Independent School District No. 834 (Stillwater Area Public Schools), Washington County, Minnesota (the "District"), intends to issue its General Obligation Facilities Maintenance Bonds, Series 2022A (the "Bonds"), in the aggregate principal amount not to exceed \$7,395,000, pursuant to Minnesota Statutes, Chapter 475, as amended, and Minnesota Statutes, Section 123B.595, as amended. The proceeds of the Bonds will be used to finance certain projects included in the District's ten-year facilities plan and related financing costs. A general description of the projects to be financed is as follows:

- Deferred maintenance projects included in the District's ten-year facilities plan approved by the Commissioner of Education.

The total amount of District indebtedness as of March 1, 2022, is \$74,000,000. If these proposed Bonds were issued after that date, the total indebtedness of the District at that time would be \$81,395,000.

BY ORDER OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 834
(STILLWATER AREA PUBLIC SCHOOLS),
WASHINGTON COUNTY, MINNESOTA

Dated: _____, 2022

/s/ _____
Clerk
Independent School District No. 834 (Stillwater Area
Public Schools), Washington County, Minnesota

STATE OF MINNESOTA)
)
)
 COUNTY OF WASHINGTON) ss.
)
 INDEPENDENT SCHOOL)
 DISTRICT NO. 834)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 834 (Stillwater Area Public Schools), Washington County, Minnesota (the “District”), hereby certify that I have carefully compared the attached and foregoing extract of minutes of a special meeting of the School Board of the District held on the date specified above, with the original minutes on file in my office and the extract is a full, true, and correct copy of the minutes, insofar as they relate to authorizing the issuance of the District’s General Obligation Facilities Maintenance Bonds, Series 2022A, in the maximum aggregate principal amount of \$7,395,000.

WITNESS My hand as such Clerk this ____ day of _____, 2022.

 Clerk
 Independent School District No. 834 (Stillwater Area
 Public Schools), Washington County, Minnesota



Agenda Item V.B.
Date Prepared: March 17, 2022
ISD 834 Board Meeting

Action Item: 2021-2022 Revised General Fund Budget/Food Service/Community Ed Budgets
Meeting Date: March 31, 2022
Contact Person: Dr. John Thein, Director of Finance

Summary:

Dr. Thein presented the Draft 2021-2022 Revised Budget at the March 17, 2022, school board business meeting.

The 2021-2022 Revised General Fund Budget adopted by the Board of Education is an update to the Preliminary Budget approved the previous June. The Preliminary Budget is built on conservative enrollment projections and estimates of revenues.

A copy of the 2021-2022 Revised General Fund Budget and the 2021-2022 Revised Food Service/Community Ed Budgets was provided.

Recommendation:

A motion and a second to approve the 2021-2022 Revised General Fund Budget/Food Service/Community Ed Budgets is requested.

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

**Stillwater Area Public Schools
REVISED 2021-2022 GENERAL FUND BUDGET**

March 31, 2022

Comparison to Actual 2020-2021 and Preliminary 2021-2022 Budget

	<u>Actual 2020-2021</u>	<u>Preliminary 2021-2022</u>	<u>Revised 2021-2022</u>	<u>% of Total</u>	<u>Line</u>
General Fund Revenue					
Property Taxes	\$ 27,443,738	\$ 29,589,143	\$ 29,626,542	24.7%	1
State Aids & Credits	78,546,667	76,073,550	81,711,264	68.2%	2
Federal Aid	4,594,383	6,815,391	4,747,231	4.0%	3
Grants	134,546	-	-	0.0%	4
Other Local Revenue	1,587,555	1,843,100	1,423,100	1.2%	5
Extra/Co Curricular Fees	409,970	553,000	553,000	0.5%	6
Donations/Student Activity	496,478	1,690,000	1,690,000	1.4%	7
Total General Fund Revenue	<u>\$ 113,213,337</u>	<u>\$ 116,564,184</u>	<u>\$ 119,751,137</u>	100.0%	8
General Fund Expenditures					
District & School Administration	\$ 4,097,726	\$ 3,464,205	\$ 3,656,061	3.1%	9
District Support Services	7,021,886	3,749,313	3,915,681	3.3%	10
Regular Instruction and Vocational Instruction	52,486,203	50,451,028	51,007,907	42.7%	11
Special Education	21,263,770	21,882,302	21,822,652	18.3%	12
Instructional Support Services	6,881,670	6,410,530	6,754,226	5.6%	13
Pupil Support Services	4,494,617	4,452,464	5,080,088	4.2%	14
Transportation (Pupil Support)	8,380,626	8,948,381	8,878,517	7.4%	15
Operations and Maintenance	15,241,907	17,931,072	17,978,670	15.0%	16
Prop/Liability Insurance	497,990	466,000	466,000	0.4%	17
Total General Fund Expenditures	<u>\$ 120,366,394</u>	<u>\$ 117,755,295</u>	<u>\$ 119,559,802</u>	100.0%	18
Projected Unassigned Fund Balance			\$5,367,418		19

Stillwater Area Public Schools
REVISED 2021-2022 FOOD SERVICE/COMMUNITY EDUCATION BUDGETS

March 31, 2022

Comparison to Actual 2020-2021 and Preliminary 2021-2022 Budget

	<u>Actual 2020-2021</u>	<u>Preliminary 2021-2022</u>	<u>Revised 2021-2022</u>	<u>% of Total</u>	<u>Line</u>
Food Service Fund Revenue					
State Aids & Credits	\$ 37,587	\$ 182,500	\$ 170,000	3.1%	1
Federal Aid	2,878,069	1,242,460	3,956,676	72.6%	2
Sales	702,496	3,128,934	1,319,706	24.2%	3
Total Food Service Fund Revenue	<u>\$ 3,618,152</u>	<u>\$ 4,553,894</u>	<u>\$ 5,446,382</u>	100.0%	4
Food Service Fund Expenditures					
Salary and Benefits	\$ 1,981,607	\$ 2,156,445	\$ 2,151,676	39.8%	5
Purchased Services	85,522	326,150	256,000	4.7%	6
Supplies and Materials	1,178,142	1,883,459	2,645,109	48.9%	7
Capital Expenditures	8,073	107,000	351,000	6.5%	8
Other	5,127	2,470	3,575	0.1%	9
Total Food Service Fund Expenditures	<u>\$ 3,258,470</u>	<u>\$ 4,475,524</u>	<u>\$ 5,407,360</u>	100.0%	10
Projected Food Service Fund Balance			\$ 1,532,545		11
Community Education Fund Revenue					
Property Taxes	\$ 964,738	\$ 1,008,027	\$ 1,000,031	14.1%	12
State Aids & Credits	1,070,384	868,512	1,061,641	14.9%	13
Federal Aid	460,673	4,933	104,253	1.5%	14
Fees	2,734,530	5,234,760	4,948,023	69.6%	15
Total Community Education Fund Revenue	<u>\$ 5,230,325</u>	<u>\$ 7,116,232</u>	<u>\$ 7,113,948</u>	100.0%	16
Community Education Fund Expenditures					
Salary and Benefits	\$ 5,068,405	\$ 5,556,056	\$ 5,798,346	78.9%	17
Purchased Services	562,037	1,138,327	1,217,812	16.6%	18
Supplies and Materials	145,193	296,488	285,402	3.9%	19
Capital Expenditures	-	35,500	18,379	0.3%	20
Other	39,864	27,173	29,912	0.4%	21
Total Community Education Fund Expenditures	<u>\$ 5,815,499</u>	<u>\$ 7,053,544</u>	<u>\$ 7,349,851</u>	100.0%	22
Projected Community Education Fund Balance			\$ (235,769)		23



Agenda Item V.C.
Date Prepared: February 24, 2022
ISD 834 Board Meeting

Action Item: Oak Park Learning Center

Meeting Date: March 31, 2022

Contact Person: Mr. Mark Drommerhausen, Director of Operations

Summary:

Mr. Drommerhausen presented an update on the ALC design on the proposed Oak Park Learning Center at the February 17, 2022 school board business meeting.

Administration recommends approval of the ALC design.

Recommendation:

A motion and a second to approve the ALC Design is requested.

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



Oak Park Learning Center: ALC Update

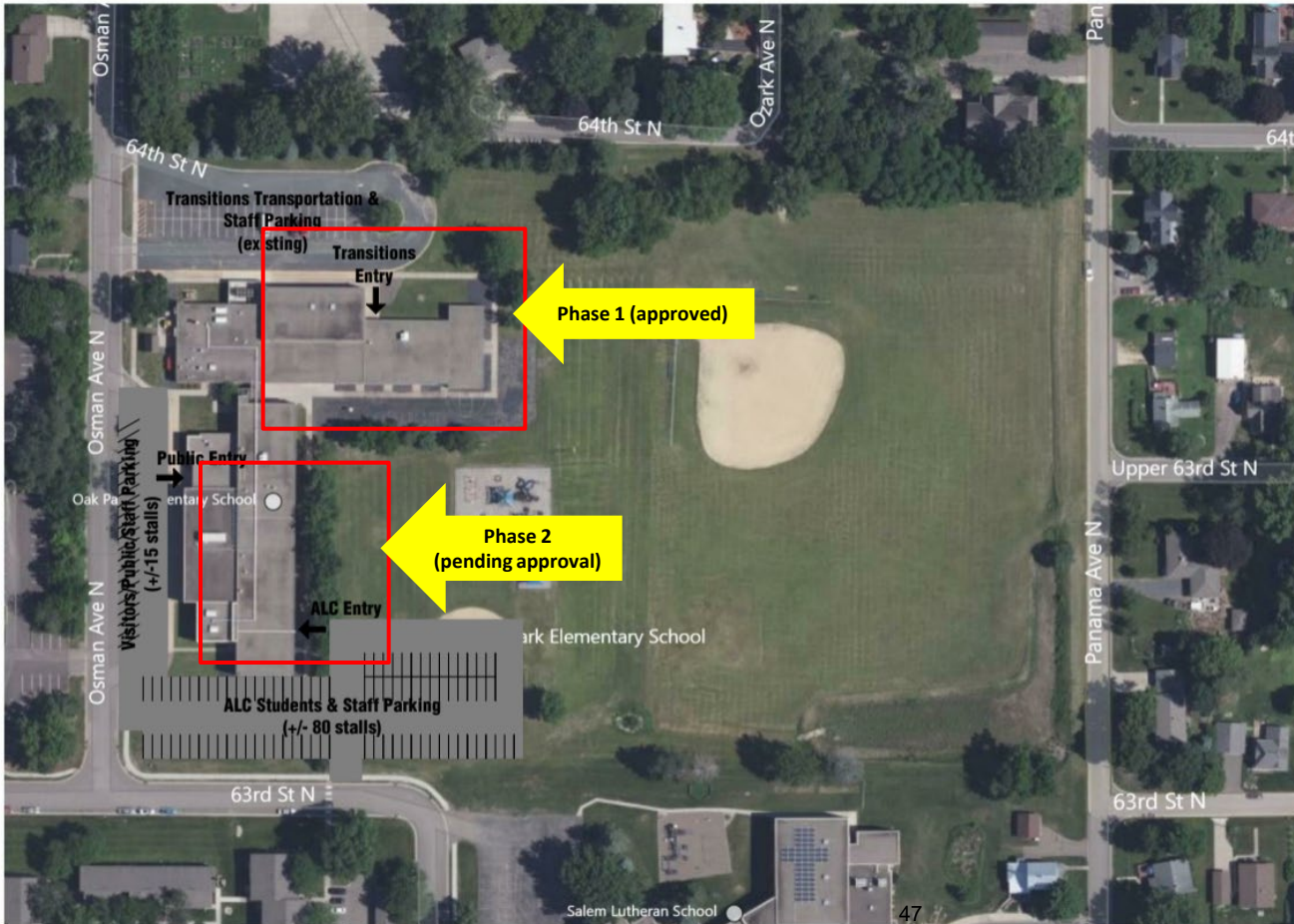
Presented to the school board
March 31, 2022

Our Vision for Oak Park Learning Center

Create a center for **learning, collaboration** and **community** within the Oak Park Building

- ☒ ***Summer 2022:*** Create home for Bridge Transitions 18-21
- ☐ **Design an inviting alternative environment for ALC students**
- ☐ **Develop a welcoming learning space for the community**
 - Professional Learning Center, daytime and evening Community Education classes, facility rental, gym space and more

DRAFT



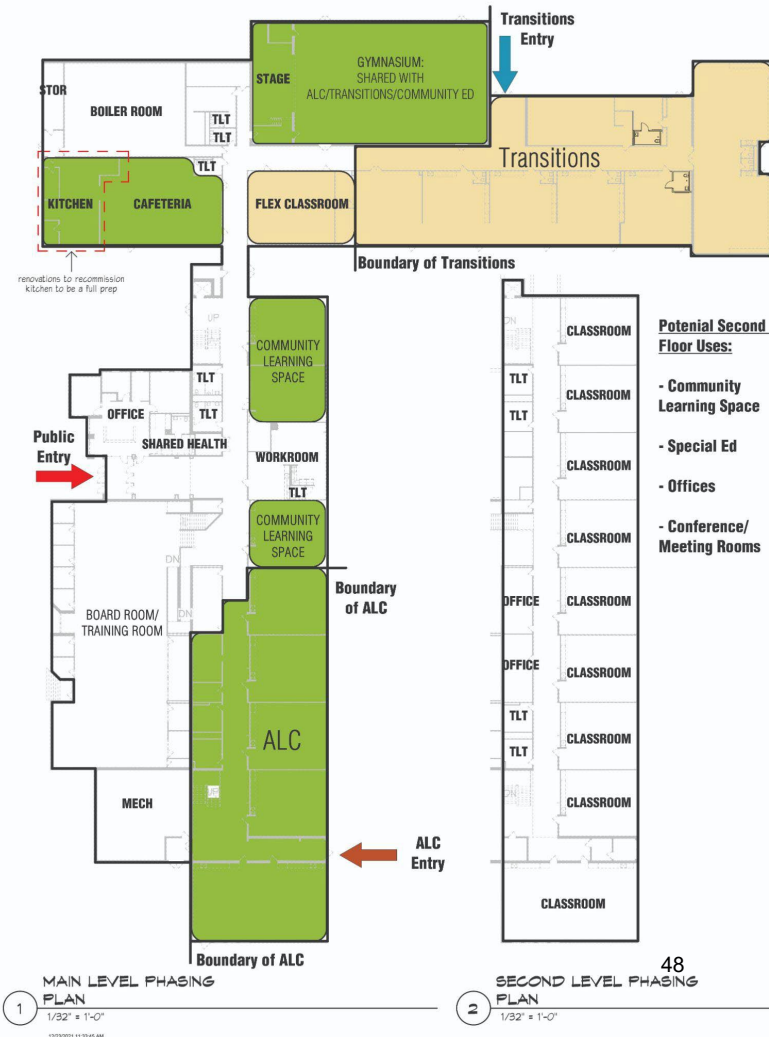
Phase 1:

- Approved by school board 1/6/22
- Work to begin summer 2022

Phase 2

- Pending board approval
- Work would begin spring/summer 2023

DRAFT



Summary of Discussion with Stakeholders

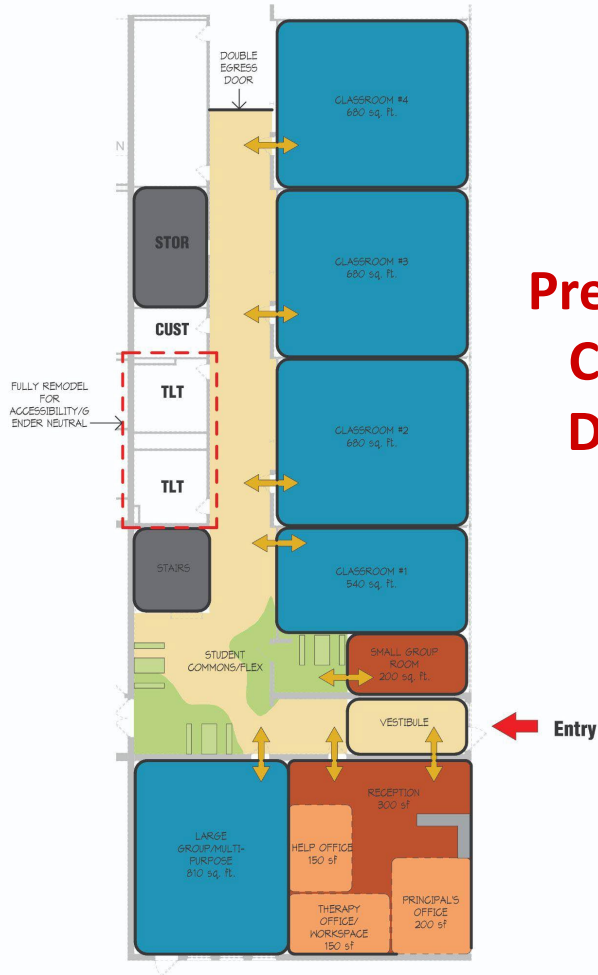
Users want:

- Flexible spaces that could serve a variety of purposes
- Common area for gathering, large projects, and collaborative activities
- Spaces to accommodate hands-on learning
- Shared building resources to maximize opportunities
- Outdoor spaces
- Opportunities for physical activity

“ALC students have unique needs and the design of the space should empower their opportunities to be successful.”

-User group member

Preliminary Concept Drawing



**Revised
Concept**
(based on user
feedback)

REVISED: Estimated Facility Improvement Costs

Phase 1 - Summer 2022

Transitions	\$3.8 million
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Phase 2 - 2022-2023/Summer 2023

ALC and shared spaces	~~\$4.6 million~~ \$4.9 million
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Total	~~\$8.4 million~~ \$8.7 million
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Changes from original estimate:

- Removing walls to create more flexible learning spaces; more collaborative areas
- Additional 500 square feet for small group meeting area, collaborative space
- Moving entry for improved security and supervision

	Estimated Cost	Possible Funding Sources
Phase 1 - Summer 2022		
Transitions classrooms	\$3.8 million	● LTFM: \$1.5 - \$1.8 million ● Capital Outlay: \$1.75 - \$2.1 million ● Capital Outlay Fund Balance (including sale of property): \$1 million
Phase 2 - 2022-2023/Summer 2023		
ALC	Revised estimate: \$3.5 million	● LTFM: \$1.5 - \$1.8 million ● Capital Outlay: \$1.1 - \$1.3 million ● Capital Outlay Fund Balance (including sale of property): \$1 .5 million
Shared spaces	\$1.4 million	● LTFM: \$900,000 ● Capital Outlay: \$500,000 ● Capital Outlay Fund Balance (including sale of property): \$500,000



Questions



Agenda Item: Adjournment
Meeting Date: March 31, 2022
Contact Person: School Board Chair

Agenda Item VI. A.
Date Prepared: March 21, 2022
ISD 834 Board Meeting

The meeting must formally adjourn.