



**Independent School District 834**  
**Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082**  
**School Board Business Meeting Agenda – April 28, 2022 6:30 p.m.**

- I. **Recognition**
- 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 April 7, 2022 Special Meeting
  - B. Minutes of April 8, 2022 Special Meeting
  - C. Minutes of April 14, 2022 Business Meeting
  - D. Minutes of April 19, 2022 Special Meeting
  - E. Payment of Invoices – April 16, 2022- April 29, 2022
  - F. Accept Gifts and Donations – February and March, 2022
  - G. Treasurer's Report – February and March, 2022
  - H. Stonebridge Elementary Fall Zone Surfacing
  - I. Stillwater Middle School Fire Alarm Replacement
  - J. 2022 Stillwater Area High School Pavement Rehabilitation
  - K. Agreement to Provide Special Education and Related Staffing – Northeast Metro 916
  - L. Tyler Drive Transportation System
  - M. Human Resources Personnel Report
- XI. **Action Items**
  - A. Approval of Transportation Contract – Mr. Mark Drommerhausen
  - B. 2021-2023 SCEA Master Contract – Ms. Cindy Gustafson
- XII. **Reports**
  - A. Second Reading 201.8 – Board Organization and Officers Roles and Policy 202 – School Board Officers – Superintendent Malinda Lansfeldt
  - B. First Reading Policy 201.9 - Board Working Groups and Policy 213 - School Board Committees –Superintendent Malinda Lansfeldt
- XIII. **Adjournment**
  - A. Adjourn

Attachment:

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



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

Agenda Item: Recognition  
Meeting Date: April 28, 2022  
Recognition

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*Background:*

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

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*Recommendation:*

Board action is not required.



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

Agenda Item: Public Comment  
Meeting Date: April 28, 2022

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*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.

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*Recommendation:*

This is for informational purposes only.



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

Agenda Item: Call to Order  
Meeting Date: April 28, 2022

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*Background:*

The School Board Chair will call the meeting to order.

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*Recommendation:*

Board action is not required.



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

Agenda Item: Roll Call  
Meeting Date: April 28, 2022

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***Background:***

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

**Board Members**

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

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**Recommendation:**

Board action is not required.



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

Agenda Item: Pledge of Allegiance  
Meeting Date: April 28, 2022

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*Background:*

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

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

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*Recommendation:*

Board action is not required.



**Agenda Item VI.**  
**Date Prepared: April 22, 2022**  
**ISD 834 Board Meeting**

Agenda Item: Approval of the Agenda  
Meeting Date: April 28, 2022

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*Background:*

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

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*Recommendation:*

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

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



**Agenda Item VII.**  
**Date Prepared: April 22, 2022**  
**ISD 834 Board Meeting**

Agenda Item: Student Report  
Meeting Date: April 28, 2022  
Student Report

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*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.

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*Recommendation:*

Board action is not required.





**Agenda Item VIII.**  
**Date Prepared: April 22, 2022**  
**ISD 834 Board Meeting**

Agenda Item: Superintendent Report  
Meeting Date: April 28, 2022

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*Background:*

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

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*Recommendation:*

Board action is not required.



**Agenda Item IX.**  
**Date Prepared: April 22, 2022**  
**ISD 834 Board Meeting**

Agenda Item: Board Chair Report  
Meeting Date: April 28, 2022

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*Background:*

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

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*Recommendation:*

Board action is not required.



Agenda Item: Consent Agenda  
Meeting Date: April 28, 2022  
Contact Person: Varies by item

Agenda Item X. A.B.C.D.E.F.G.H.I.J.K.L.M.  
Date Prepared: April 22, 2022  
ISD 834 Board Meeting

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**Background:**

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

**A. School Board Special Meeting Minutes, April 7, 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, April 8, 2022**

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

A copy of the minutes is included for your review.

**C. School Board Business Meeting Minutes, April 14, 2022**

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

A copy of the minutes is included for your review.

**D. School Board Special Meeting Minutes April 19, 2022**

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

A copy of the minutes is included for your review.

**E. Payment of Invoices – April 19, 2022 – April 29, 2022**

Contact Person: Dr. John Thein, Director, Finance

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

**F. Accept Gifts and Donations – February and March 2022**

Contact Person: Dr. John Thein, Director, Finance

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

**G. Treasurer's Report - February and March 2022**

Contact Person: Dr. John Thein, Director, Finance

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

**H. Stonebridge Elementary Fall Zone Surfacing**

Contact Person: Mr. Mark Drommerhausen, Director, Operations

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

**I. Stillwater Middle School Fire Alarm Replacement**

Contact Person: Mr. Mark Drommerhausen, Director, Operations

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

**J. 2022 Stillwater Area High School Pavement Rehabilitation**

Contact Person: Mr. Mark Drommerhausen, Director, Operations

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

**K. Agreement to provide Special Education and Related Staffing – Northeast Metro 916**

Contact Person: Mr. Paul Lee, Director, Student Support Service

A copy of the agreement is included for your review.

**L. Tyler Drive Transportation System**

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

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

**M. 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

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**Recommendation:**

*BE IT RESOLVED by the School Board of Independent School District 834 – Stillwater Area Public Schools that Consent Agenda Items A through M 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  
April 7, 2022 – 5:30 p.m. Special Meeting Minutes

I. **Call to Order:** The meeting was called to order at 5:35 p.m.

II. **Roll Call**

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

III. **Approval of Agenda**

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

IV. **Interview Candidates for superintendent position**

The School Board interviewed the following four candidates as part of the second round interviews. Steven Troen, Michael Funk, Malinda Lansfeldt and Noel Schmidt. The board will deliberate and select a lone finalist on Friday, April 8.

V. **Adjournment**

A. The meeting adjourned at 10:26 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  
April 8, 2022 – 5:30 p.m. Special Meeting Minutes

I. **Call to Order:** The meeting was called to order at 5:33 p.m.

II. **Roll Call**

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

III. **Approval of Agenda**

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

IV. **Discuss Information from the Interviews/Reference Checks and Select Lone Finalist**

The board discussed the information from the second round interviews held on Thursday, April 7. They reviewed reference checks and selected Michael Funk as the lone finalist for the Superintendent position.

*Motion to extend the offer of an employment contract for the position of Stillwater Area Public School District 834 to Michael Funk contingent upon the following: that a mutually-agreeable employment contract is negotiated, and a criminal background check is completed with results acceptable to the School Board by: Member Sherman; second by: Member Hockert; Vote: 7 ayes, 0 nays; Motion carried unanimously.*

V. **Discuss and Decide Negotiations Process**

Chair Sherman and Ms. Cindy Gustafson, Director of Human Resource contacted Michael Funk, who accepted the superintendent position.

VI. **Discuss, Decide, and Schedule the Steps Necessary for the Rest of the Hiring Process**

MSBA will conduct the background check and a the negotiated contract will come to the board for approval at a future business meeting.

VII. **Adjournment**

A. The meeting adjourned at 6:07 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  
April 14, 2022 – 6:30 p.m. Meeting Minutes

**I. Recognition**

Stillwater High School students Philip Eviston, Mushtaq Ibrahim, Abbey Kovalak, Jay Lohr, Maxine Osei, and Coolsjes Singhvi have qualified for the National Business Professionals of America Tournament on May 4 through 8 in Dallas, Texas.

**II. Public Comment**

- Ava on behalf of Michael McCarthy, Stillwater MN - Middle School Event

**III. Call to Order:** The meeting was called to order at 6:53 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**

Ella provided a report on academics and activities -

- The National Honors society is hosting their blood drive at the highschool on April 22.
- The theater department concluded their performances of the Broadway's Musical Chicago.
- AP Biology and AP Environmental science classes will be releasing fish and taking a field trip to the zoo next week.
- Illiana Balok and Kiera Jelinek will be the student council presidents for the 2022 to 2023 school year.
- General student council elections will be held the last week of April.
- A Spring formal for 9th and 10th graders will be held at the highschool on April 30th
- As part of teacher appreciation, students of all age levels are gathering letters to give to their teachers in early May.

Amelia provided a report on extracurriculars -

- The Speech Team won the sectional title and are preparing to go to the state competition.
- Spring sports teams have begun and are off to a great start.

**VIII. Superintendent Report**

- Thank you to our tech department and Valley Access for the new board set up and to the communications department for sharing slides and videos at the start of the board meetings of all the wonderful things happening in our district.
- The school board has selected Dr. Michael Funk as the district's next superintendent. He is currently the superintendent of Albert Lea Area Schools and has recently been named the 2022 Minnesota Superintendent of the Year by the Minnesota Association of School Administrators.
- The Day of Silence observance is on Friday, April 22. This event is organized by students.
- Nine teachers and support staff were recognized with the 2021-2022 Partnership Award in the past two weeks..
- The Family Resource Fair will be held on Tuesday, April 26 from 5 - 8 p.m. at the Stillwater Area High School.
- The 2022-2023 Adventure Club registration is now open. The online registration form can be found on the district's webpage.
- Please join us in celebrating our amazing educators. Visit our website to quickly and easily record and submit your message.
- The Stillwater Area High School Theater department just concluded their performances of Broadway's Musical Chicago. Congratulations to all the actors and the crew for an amazing performance.
- Washington County is offering staff the online, self-paced restoration project free of charge.
- The district is feeling the impact of rising costs and inflation. Funding from the new operating levy and technology levy will be available in July 2022 and will play a vital role in stabilizing our budget in the coming years. But it's important to remember, the new levy doesn't equate to a windfall of new money.

#### **IX. Board Chair Report**

- Nothing to report

#### **X. Consent Agenda**

- Minutes of March 24, 2022 Special Meeting
- Minutes of March 28, 2022 Special Meeting
- Minutes of March 29, 2022 Special Meeting
- Minutes of March 31, 2022 Special Meeting
- Payment of Invoices – April 2, 2022 - April 15, 2022
- Policy 410 - Family Medical Leave Annual Review
- Human Resources Personnel Report

*Motion to approve item A-G by: Member Petrie; second by: Member Porbeni; Vote: 7 ayes, 0 nays; Motion carried unanimously.*

#### **XI. Action Item**

- Approval of Revised Policy 211 - Criminal or Civil Action Against School District School BoardMembers, Employee or Student - Dr. Jennifer Cherry  
This is the final policy reading. No additional revision from the March 17 business meeting.

*Motion to approve Revised Policy 211 - Criminal or Civil Action Against School District School BoardMembers, Employee or Student by: Member Hockert; second by: Member Kelzenberg; Vote: 7 ayes, 0 nays; Motion carried unanimously.*

#### **XII. Reports**

- Budget Expenditure Update - Dr. John Thein

School board members received an update on the district's budget expenditures. The report compared expenditures from the current year with those from the previous year at the same time.

B. Budget Assumptions and Timeline - Dr. John Thein

School board members reviewed the timeline and assumptions that will guide the development of the 2022-2023 budget. The preliminary budget will be based on a set of assumptions including, but not limited to, enrollment projections and current law and regulations. A draft of a preliminary budget is expected to come before the board in May, with approval of a preliminary budget required by June 30.

**Adjourn to Closed Session**

The School Board adjourned to a closed session at 7:31 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: 7 ayes, 0 nays, Motion carried unanimously.*

*Motion by Chair Sherman to adjourn to open meeting at 8:58 p.m. Second by: Member Petrie; Vote: 7 ayes, 0 nays; Motion carried unanimously.*

**Adjournment**

A. The meeting adjourned at 9:03 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  
April 19, 2022 – 5:30 p.m. Special Meeting Minutes

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

II. **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

III. **Approval of Agenda**

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

IV. **Approval of a Three Year Contract for the Superintendent Position**

The school board voted to enter into negotiations with Michael Funk for a three year superintendent contract contingent upon the following: that a mutually-agreeable employment contract is negotiated, and a criminal background check is completed with results acceptable to the School Board

*Motion to approve a three year contract with Michael Funk for the superintendent of Stillwater Area Public School District ISD834 by: Member Hockert; second by: Member Votava; Vote: 6 ayes, 1 nay (Riehle); Motion carried.*

V. **Adjournment**

A. The meeting adjourned at 6:11 p.m.

Respectfully submitted, Annie Porbeni, Clerk



**Agenda Item X.H.**  
**Date Prepared: April 18, 2022**  
**ISD 834 Board Meeting**

Consent Agenda Item: Stonebridge Elementary Fall Zone Surfacing  
Meeting Date: April 28, 2022  
Contact Person: Mark Drommerhausen, Director of Operations

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*Background:* St. Croix Recreation Fun Playgrounds INC. has submitted a proposal to provide and install rubberized playground surfacing for both playgrounds at Stonebridge Elementary. This surface will allow easy access to the playground structure and is a key component in facilitating lateral play for all students. The rubberized surfacing will replace the current woodchip fall surface.

The proposal from St. Croix Recreation Fun Playgrounds INC. to install rubberized fall surface on both playgrounds at Stonebridge Elementary totals \$433,469.15. This will include removing the existing fall surface material, remove adjoining bituminous surfaces, add drain tile under the surface, install a compacted stone base, install curbing and sidewalk to contain the new surfacing and provide/install the rubberized fall zone surfacing. The rubber surface will be purchased off of the State of Minnesota Contract No. 119803. Administration recommends the Board approve the proposal from St. Croix Recreation Fun Playgrounds INC.

Location(s): Stonebridge Elementary

Project Name: Stonebridge Elementary Playground Fall Zone Surfacing

Fund: General Obligations School Building Bonds 2015A Fund

Item: Playground Fall Zone Surface Replacement

Amount: St. Croix Recreation Fun Playgrounds INC., proposal \$433,469.15

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*Recommendation:*

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

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

## EXPENDITURE APPROVAL FORM

### Fiscal Year 2021-2022

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

**REQUESTED BY:** Mark Drommerhausen      **DATE:** 4/28/2022

### DESCRIPTION OF REQUEST

St. Croix Recreation Fun Playgrounds INC. has submitted a proposal to provide and install rubberized playground surfacing for both playgrounds at Stonebridge Elementary. This surface will allow easy access to the playground structure and is a key component in facilitating lateral play for all students. The rubberized surfacing will replace the current woodchip fall surface.

The proposal from St. Croix Recreation Fun Playgrounds INC. to install rubberized fall surface on both playgrounds at Stonebridge Elementary totals \$433,469.15. This will include removing the existing fall surface material, remove adjoining bituminous surfaces, add drain tile under the surface, install a compacted stone base, install curbing and sidewalk to contain the new surfacing and provide/install the rubberized fall zone surfacing. The rubber surface will be purchased off of the State of Minnesota Contract No. 119803. Administration recommends the Board approve the proposal from St. Croix Recreation Fun Playgrounds INC.

### FINANCIAL IMPACT

**Budget(s) Impacted:** \$433,469.15 General Obligations School Building Bonds 2015A Fund.

#### 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): General Obligations School Building Bonds 2015A.

☐ **No**

### PROGRESS MONITORING

The playground will be ready in August 2022.

**St. Croix Recreation Fun Playgrounds INC.**

1826 Tower Dr W  
 Stillwater, MN 55082 US  
 16514301247  
 hannah@stcroixrec.com



# Estimate

ESTIMATE # 5683

DATE 04/14/2022

**ADDRESS**

I.S.D. #834  
 Attn: Tony Willger  
 1875 South Greeley Street  
 Stillwater, MN 55082

**SHIP TO**

Stonebridge Elementary  
 900 Owens Street  
 Stillwater, MN 55082

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

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ACTIVITY	QTY	RATE	AMOUNT
<b>Area 1</b>	1	0.00	0.00T
Area 1- 13,000 SQFT Total Price \$368,382.65			
<b>POUR IN PLACE</b>	10,500	23.28	244,440.00T
POUR IN PLACE RUBBER SURFACING 10,500 SQ FT. AT 8' FALL HEIGHT PROTECTION INCLUDING INSTALL AND 4" STONE BASE, 50% BEIGE, 50% BLACK			
<b>STATE CONTRACT</b>	244,440	-0.04	-9,777.60T
STATE CONTRACT #119803 CONTRACT TO EXPIRE 7/31/22. PLEASE ENSURE ALL PO'S/ORDERS ARE ISSUED/PLACED PRIOR TO THIS DAY TO BE ELIGIBLE FOR CONTRACT PRICING & CONDITIONS. WE HOPE TO REBID/EXTEND AS ALLOWED BY THE STATE			
<b>POUR IN PLACE</b>	2,500	22.43	56,075.00T
POUR IN PLACE RUBBER SURFACING 2,500 SQ FT. AT 6' FALL HEIGHT PROTECTION INCLUDING INSTALL			
<b>STATE CONTRACT</b>	56,075	-0.04	-2,243.00T
STATE CONTRACT #119803 CONTRACT TO EXPIRE 7/31/22. PLEASE ENSURE ALL PO'S/ORDERS ARE ISSUED/PLACED PRIOR TO THIS DAY TO BE ELIGIBLE FOR CONTRACT PRICING & CONDITIONS. WE HOPE TO REBID/EXTEND AS ALLOWED BY THE STATE			
<b>Stone Base</b>	1	13,764.00	13,764.00T
Extra Stone Base For PIP 5.5"-4.5" Thick, 13,000 square feet, Installed and delivered			
<b>Concrete Curb</b>	500	45.00	22,500.00T
500 Linear Feet of 6' wide by 12" tall concrete curb w/ # 2 rebar ties			
<b>Site Demo</b>	1	19,481.25	19,481.25T
Site demo including 12" woodfiber, haul away and disposal 15,585 SQFT			
<b>Site Demo</b>	1	625.00	625.00T
Demo and haul away rocks			
<b>Drain Tile</b>	1	10,753.00	10,753.00T
Drain Tile 12" x 12" width removal of excess soil below grade, install and provide drain tile with one daylighted spot in curb, and drain basket on the north side of playground. 4" drain tile with fabric & 3/4" river rock, Cost Plus State Contract			
<b>CONCRETE</b>	660	11.50	7,590.00T
<b>SIDEWALK, 6" THICK, FROM BASKETBALL HOOP PAD WEST, BETWEEN</b>			

By signing estimate or authorizing by email or PO, purchaser is agreeing to all terms and conditions as listed on the estimate, body of emails and supplemental documents including billing terms, shipping information and model number(s), quantity and color(s).

ACTIVITY	QTY	RATE	AMOUNT
BRICK PAD AND PLAYGROUND SOUTH WEST THEN CONNECTING TO PARKING LOT TO THE SOUTH BEYOND FENCE, 660 SQFT			
<b>CONCRETE</b>	450	11.50	5,175.00T
SIDEWALK 6" THICK FROM PARKING LOT TO RAMP OF PLAYGROUND			
<b>Area 2</b>	1	0.00	0.00T
Area 2- 1,711 SQFT Total Price \$59,586.50			
<b>POUR IN PLACE</b>	1,711	23.28	39,832.08T
POUR IN PLACE RUBBER SURFACING 1,711 SQ FT. AT 8' FALL HEIGHT PROTECTION INCLUDING INSTALL AND 4" STONE BASE, 50% BEIGE, 50% BLACK			
<b>STATE CONTRACT</b>	39,832	-0.04	-1,593.28T
STATE CONTRACT #119803			
CONTRACT TO EXPIRE 7/31/22. PLEASE ENSURE ALL PO'S/ORDERS ARE ISSUED/PLACED PRIOR TO THIS DAY TO BE ELIGIBLE FOR CONTRACT PRICING & CONDITIONS.			
WE HOPE TO REBID/EXTEND AS ALLOWED BY THE STATE			
<b>Stone Base</b>	1	1,811.29	1,811.29T
Extra Stone Base For PIP 5.5"-4.5" Thick, 1,711 square feet, Installed and delivered Cost Plus State Contract			
<b>Concrete Curb</b>	165	45.00	7,425.00T
165 Linear Feet of 6' wide by 12" tall concrete curb w/ # 2 rebar ties			
<b>Site Demo</b>	1	2,138.75	2,138.75T
Site demo including 12" woodfiber, haul away and disposal 1,711			
<b>Drain Tile</b>	1	5,706.00	5,706.00T
Drain Tile 12" x 12" width removal of excess soil below grade, install and provide drain tile with one daylighted hook up in playground container and tie in to water culvert to the west of playground. 4" drain tile with fabric & 3/4" river rock, Cost Plus State Contract			
<b>BITUMINOUS PATCH</b>	1	4,266.66	4,266.66T
BITUMINOUS PATCH , COST PLUS STATE CONTRACT			
<b>BOND</b>	1	5,500.00	5,500.00T
BOND FOR CONSTRUCTION			

MATERIAL ITEMS AS QUOTED ARE GOOD FOR 30 DAYS. FREIGHT QUOTES ARE GOOD FOR 15 DUE TO FUEL UNCERTAINTIES. SALES TAX SUBJECT TO CHANGE. ADD IF NOT TAX EXEMPT OR SUPPLY EXEMPTION CERTIFICATE IF NOT ON FILE. PAYMENT TERMS ARE \$150,000 DOWN NET 30 DAYS WHEN COMPLETE. FAILURE TO PAY IN A TIMELY MANNER WILL BE SUBJECT TO INTEREST AT 1.5%/MONTH OR 18% ANNUALLY.

SUBTOTAL	433,469.15
TAX (0%)	0.00
<b>TOTAL</b>	<b>\$433,469.15</b>

ST CROIX RECREATION IS NOT LIABLE FOR INTERPRETATION OF PROJECT BIDS, DRAWINGS OR ADDENDA. IT IS THE CUSTOMER'S RESPONSIBILITY TO VERIFY ACCURACY OF MODEL NUMBER, DESCRIPTION, QUANTITY AND COLOR DIRECTLY WITH ARCHITECT OR END USER.

\*\*LEAD TIMES AND SHIPPING DATES ARE BASED ON CURRENT INVENTORY AND ARE SUBJECT TO CHANGE. WE WILL KEEP CUSTOMERS UPDATED ON ANY CHANGES PERTAINING TO ORDER WITH OPTION TO CANCEL. PLEASE BE PATIENT AS OUR VENDORS NAVIGATE SUPPLY CHAINS & NATIONAL SHORTAGES.

Accepted By

Accepted Date

By signing estimate or authorizing by email or PO, purchaser is agreeing to all terms and conditions as listed on the estimate, body of emails and supplemental documents including billing terms, shipping information and model number(s), quantity and color(s).



**Agenda Item: X.I.**  
**Date Prepared: April 18, 2022**  
**ISD 834 Board Meeting**

Agenda Item: Stillwater Middle School Fire Alarm Replacement  
Meeting Date: April 28, 2022  
Contact Person: Mark Drommerhausen, Director of Operations

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*Background:* The Stillwater Middle School Fire Alarm Replacement project will replace the school's life safety notification system. The current fire alarm system/life safety notification system has been altered multiple times to accommodate additions and mechanical upgrades. Replacing the system will satisfy a current order from the State Fire Marshal's Office. The fire alarm will be brought up to code and use voice notification.

Construction costs were estimated to be \$250,000 and will be funded by the 2023 Long-Term Facilities Maintenance fund. Three proposals were received on April 14, 2022 to replace the system. The lowest proposal is from LVC Companies, Inc. of Minneapolis, MN for a total of \$217,240.00. Hallberg Engineering recommends awarding the contract to LVC Companies Inc. Administration requests approval to award the proposal to LVC Companies Inc.

Location(s): Stillwater Middle School

Project Name: Stillwater Middle School Fire Alarm Replacement Project

Fund: LTFM

Item: Replace life safety notification system

Amount: LVC Companies, Inc. for a total of \$217,240.00

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*Recommendation:*

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

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

## EXPENDITURE APPROVAL FORM

### Fiscal Year 2022-2023

**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      **DATE:** 4/20/2022

#### DESCRIPTION OF REQUEST

The Stillwater Middle School Fire Alarm Replacement project will replace the school's life safety notification system. The current fire alarm system/life safety notification system has been altered multiple times to accommodate additions and mechanical upgrades. Replacing the system will satisfy a current order from the State Fire Marshal's Office. The fire alarm will be brought up to code and use voice notification.

Construction costs were estimated to be \$250,000 and will be funded by the 2023 Long-Term Facilities Maintenance fund. Three proposals were received on April 14, 2022 to replace the system. The lowest proposal is from LVC Companies, Inc. of Minneapolis, MN for a total of \$217,240.00. Hallberg Engineering recommends awarding the contract to LVC Companies Inc. Administration requests approval to award the proposal to LVC Companies Inc.

#### FINANCIAL IMPACT

\$217,240.00. Additional costs may be incurred to remedy issues not identified in the construction documents.

**Budget(s) Impacted:** \$217,240.00 Long-Term Facility Maintenance Budget.

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

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

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

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

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

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

☐ **No**

#### PROGRESS MONITORING

Work to be completed prior to January 2023.



April 18, 2022

Mr. Anthony Willger, Manager of Facility and Site Operations  
Stillwater Area Public Schools, ISD 834  
Central Services  
1875 South Greeley St.  
Stillwater, Minnesota 55082

Re: **Stillwater Middle School Fire Alarm Replacement Project**  
Hallberg Project No. R22-4297.000

Mr. Willger,

Attached are the bid results for the Stillwater Middle School Fire Alarm Replacement Project.

Three bids were received for the above referenced project on April 14th, 2022. LVC Companies Inc. is the apparent low bidder for this project. As a follow-up after reviewing the bid results, we have been in contact with LVC regarding the project. LVC indicated that they understand the project scope, will hold to their bid and are confident they can meet the specified project schedule and completion date.

As a result, we recommend ISD 834 accept the Base Bid and enter into a contract with LVC Companies Inc. for complete construction as follows;

<b>Total Base Bid</b>	<b>\$217,240.00</b>
-----------------------	---------------------

Sincerely,  
HALLBERG ENGINEERING, INC.

Joe Vomela

Attachments: Bid Tab





BID TABULATION

Stillwater Middle School  
Fire Alarm Replacement  
Project No. R22-4297.000  
Date: April 14, 2022  
Time: 10:00 a.m.

Company	Resp. Contractor	Ack. Add. 1	Bid Bond	Base Bid
ECSI System Integrators	X	X	X	\$252,695.00
Summit Companies	X	X	X	\$350,000.00
LVC Companies Inc.	X	X	X	\$217,240.00



**Agenda Item: X.J.**  
**Date Prepared: April 19, 2022**  
**ISD 834 Board Meeting**

Agenda Item: 2022 Stillwater Area High School Pavement Rehabilitation  
Meeting Date: April 28, 2022  
Contact Person: Mark Drommerhausen, Director of Operations

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*Background:* The sidewalks at Stillwater Area High School have shifted and cracked since they were installed in 1993. Last summer, the middle section of sidewalk at the Stillwater Area High School's main entrance was replaced. This project will replace the remaining sidewalks on each side of the main entrance located in front of the Auditorium/Cafeteria entrances and repair damaged bituminous areas within the parking lot at Stillwater Area High School. Construction costs for this project were estimated to be \$295,000 and are part of the approved FY 2023 Long-Term Facilities Maintenance funding. Four bids were received on April 19, 2022 for the Stillwater Area High School Pavement Rehabilitation project. The lowest responsible bidder is Minnesota Roadways Company from Shakopee, MN for a bid total of \$274,700. Larson Engineering is recommending them as the lowest responsible bidder. Administration is requesting a contract be awarded to Minnesota Roadways Company for the 2022 Stillwater Area High School Pavement Rehabilitation project.

Location(s): Stillwater Area High School

Project Name: 2022 Stillwater Area High School Pavement Rehabilitation

Fund: Long-Term Facilities Maintenance

Item: Sidewalk replacement and bituminous repair

Amount: Minnesota Roadways Company for a bid total of \$274,700.00

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*Recommendation:*

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

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

## EXPENDITURE APPROVAL FORM

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

**REQUESTED BY:** Mark Drommerhausen      **DATE:** 4/28/2022

### DESCRIPTION OF REQUEST

The sidewalks at Stillwater Area High School have shifted and cracked since they were installed in 1993. Last summer, the middle section of sidewalk at the Stillwater Area High School's main entrance was replaced. This project will replace the remaining sidewalks on each side of the main entrance located in front of the Auditorium/Cafeteria entrances and repair damaged bituminous areas within the parking lot at Stillwater Area High School. Construction costs for this project were estimated to be \$295,000 and are part of the approved FY 2023 Long-Term Facilities Maintenance funding. Four bids were received on April 19, 2022 for the Stillwater Area High School Pavement Rehabilitation project. The lowest responsible bidder is Minnesota Roadways Company from Shakopee, MN for a bid total of \$274,700. Larson Engineering is recommending them as the lowest responsible bidder. Administration is requesting a contract be awarded to Minnesota Roadways Company for the 2022 Stillwater Area High School Pavement Rehabilitation project.

### FINANCIAL IMPACT

**\$ 274,700.00. Additional costs may be incurred to remedy issues not identified in the construction plans.**

**Budget(s) Impacted:** \$274,700.00 Long-Term Facility Maintenance Budget.

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

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

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

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

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

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

☐ **No**

### PROGRESS MONITORING

Work to be completed by August 15, 2022



**Larson**

April 19, 2022

Mr. Anthony Willger  
Stillwater Area Public Schools  
1875 South Greeley Street  
Stillwater, MN 55082

Re: Contractor Recommendation  
2022 Stillwater Area High School Pavement Rehabilitation  
Stillwater Area Public Schools  
LEMN Project No: 12226022

Dear Mr. Willger:

Based upon our review of the bid results for the above referenced project, we recommend the apparent low bidder, Minnesota Roadways, be awarded the contract in the amount of \$274,700.00.

We have experience working with Minnesota Roadways on similar projects and we have found their overall performance, workmanship, scheduling, and quality control to be good. Minnesota Roadways has also satisfactorily worked for Stillwater Area Schools on similar projects in the past.

If you have any questions, please do not hesitate to contact me at 612-991-2601.

Sincerely,  
**Larson Engineering, Inc.**

Greg A. Buchal, PE  
Project Manager

Attachment: Bid Tabulation

## BID TABULATION

<b>2022 Pavement Rehabilitation - Stillwater Area High School</b> <b>Tuesday April 19, 2022 @ 10:00am</b>						
<b>Contractor</b>	<b>Minnesota Roadways</b>	<b>Allied Blacktop</b>	<b>Siegfried Construcion</b>	<b>TA Schifsky &amp; Sons</b>		
<b>Respons Contractor Forms</b>	Yes	Yes	Yes	Yes		
<b>Bid Bond</b>	Yes	Yes	Yes	Yes		
BASE BID - Stillwater Area High School	<b>\$274,700.00</b>	\$399,898.00	\$284,989.00	\$315,000.00		
<b>UNIT PRICES</b>						
<i>UNIT PRICE #1 - Crack Sealing (LF)</i>	\$1.05	\$0.89	\$1.20	\$1.20		
<i>UNIT PRICE #2 - 6" Concrete over 6" Base (SF)</i>	\$12.50	\$11.00	\$14.00	\$10.00		
<i>UNIT PRICE #3- B612 Concrete Curb (LF)</i>	\$35.00	\$55.00	\$30.00	\$30.00		



**Agenda Item X.K.**  
**Date Prepared: April 22, 2022**  
**ISD 834 Board Meeting**

Consent Agenda Item: Agreement to Provide Special Education and Related Staffing – Northeast Metro 916

Meeting Date: April 28, 2022

Contact Person: Paul Lee, Director of Student Support Services

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*Background:*

Agreement to provide special education and related staffing - Northeast Metro 916. Based on the IEP identified needs of students with disabilities and district staffing models the services identified in this agreement are required to meet student needs. As a member district of ISD 916 we purchase services for low incident related service provider staffing including deaf and hard of hearing, occupational therapy, blind visually impaired, captionist, and physical/health impaired services. This is an annual agreement with ISD 916 based on the projected staffing needs in these required low incident licensure areas.

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*Recommendation:*

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

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

## **EXPENDITURE APPROVAL FORM**

### **Fiscal Year 2022-2023**

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

**REQUESTED BY:** Paul Lee, Director of Student Support Services **DATE:** 4/22/22

### **DESCRIPTION OF REQUEST**

Agreement To Provide Special Education and Related Staffing - Northeast Metro 916. Based on the IEP identified needs of students with disabilities and district staffing models the services identified in this agreement are required to meet student needs. As a member district of ISD 916 we purchase services for low incident related service provider staffing including deaf and hard of hearing, occupational therapy, blind visually impaired, captionaist, and physical/health impaired services. This is an annual agreement with ISD 916 based on the projected staffing needs in these required low incident licensure areas.

### **FINANCIAL IMPACT**

**Budget(s) Impacted:** Estimated \$381,000 Special education budget (740)

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

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

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

X **No**, it will need to be funded for Fiscal Years 2022-2023 as long as the numbers support the need.

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

X **Yes** List Source(s): State Special Education Funding

☐ **No**

### **PROGRESS MONITORING**

The number of students and low incident staffing services required by students is gathered and reviewed in February of each school year.

## **Agreement To Provide Special Education and Related Staffing**

This Agreement is made and entered into by and between the Northeast Metropolitan Intermediate School District No. 916 ("Northeast Metro 916") and Independent School District No. 834 ("School District") on this 1<sup>st</sup> day of July 2022, for the purpose of Northeast Metro 916 providing special education and/or related staffing to students enrolled in and receiving educational and related services at the School District.

WHEREAS, Northeast Metro 916 is a Minnesota intermediate school district providing special education and related services to students whose resident school districts request such services to be provided by Northeast Metro 916; and

WHEREAS, the School District is a Minnesota independent school district providing educational services to or for its resident students; and

WHEREAS, the School District desires Northeast Metro 916 to provide special education and/or related services to those students enrolled in and as requested by the School District; and

WHEREAS, Northeast Metro 916 is willing and has the authority to enter into an Agreement to provide special education and/or related services to students enrolled in the School District, pursuant to Minnesota Statutes, Chapter 136D;

NOW, THEREFORE, IT IS AGREED BY AND BETWEEN THE SCHOOL DISTRICT AND NORTHEAST METRO 916 AS FOLLOWS:

### **I. School District Obligations**

1. The School District shall be solely responsible for ensuring that appropriate special education and/or related services are made available to its resident students.
2. The School District shall submit any requests for educational and related services for its students in writing in any format, including electronic. Such requests shall specify the nature of the services requested, the number of students to be served, the full time equivalent (FTE) needed, and the location at which the services will be provided.
3. The School District shall be responsible to pay, on a timely basis, any and all invoices submitted by Northeast Metro 916 for the services it provides on behalf of the School District.
4. The School District shall be responsible for state and federal reporting requirements relating to the students receiving educational and/or related services under this Agreement, such as MARSS reporting.
5. The School District shall provide supervision of Northeast Metro 916 employees providing special education and/or related services at the School District, as it relates to sign-in/sign-out procedures, classroom and office usage, and similar site procedures,



although the Northeast Metro 916 employees shall remain employees only of Northeast Metro 916. The School District shall notify Northeast Metro 916 of any known non-compliance by Northeast Metro 916 employees with such School District procedures.

6. The number of days in this contract shall be determined by the Northeast Metro 916's employee's labor agreement subject to the School District's pro rata share of the FTE assignment.

## II. Northeast Metro 916 Obligations

7. Northeast Metro 916 shall provide special education and/or related services as requested by the School District with appropriately licensed Northeast Metro 916 employees. Northeast Metro 916 shall be responsible for STAR reporting requirements relating to the staffing provided the School District.
8. The individuals assigned to provide special education and/or related services at the School District by Northeast Metro 916 shall be Northeast Metro 916 employees, and shall be hired, retained, assigned, directed, supervised, evaluated, compensated, disciplined or terminated by Northeast Metro 916, according to applicable Northeast Metro 916 employment agreements, Northeast Metro 916 policies and procedures and any applicable state or federal laws or regulations.
9. Despite the preceding language, the parties expect that the School District shall provide site supervision of the Northeast Metro 916 employee while providing services at the School District as it relates to sign-in/sign-out, classroom and office usage, and other site procedures. The Northeast Metro 916 employees assigned to work at the School District shall abide by any and all School District procedures of which s/he is notified.
10. Northeast Metro 916 shall set staffing reimbursement rates for the special education and related services it provides at the School District and shall issue billing invoices quarterly, consistent with the Northeast Metro 916 billing cycle. Billing shall also include reimbursement for staff mileage and travel time and the costs of supplies, equipment and overhead.
11. This Agreement shall not be construed to give rise to any employment relationship between the School District and any Northeast Metro 916 employee assigned to work at the School District.

## III. Transportation of Students

Student transportation shall be provided and paid for by the School District, as required by state and federal laws.

## IV. Data Practices

Nothing in this Agreement shall be construed to be contrary to Minnesota Statutes, Chapter 13, the Minnesota Government Data Practices Act ("MGDPA"), and in particular, Minn. Stat. § 13.32, and the Federal Educational Rights and Privacy Act, 20 U.S.C. § 1232g ("FERPA") regarding the creation and maintenance of educational records. All of the data created, collected, received, stored, used or maintained by the parties in performing functions under this Agreement

is subject to the requirements of the MGDPA and FERPA and the parties must comply with those requirements.

#### V. Insurance and Liability

Nothing in this Agreement shall constitute a waiver of the rights, privileges and benefits to which either party is entitled under Minnesota Statutes. The liability and monetary limits of liability of the School District and Northeast Metro 916 shall be governed by the Minnesota Government Tort Claims Act, Minnesota Statutes, Chapter 466, et. seq., and other applicable law. Northeast Metro 916 and the School District shall each maintain insurance against claims arising out of or relating to the provision of services under this Agreement, in an amount and of a nature consistent with each party's Board policies, procedures or practices and as required by the laws of the State of Minnesota.

#### VI. Term and Cancellation

This Agreement shall commence on the date indicated below and shall remain in effect through June 30, 2023, unless Northeast Metro and the School District mutually agree to terminate or cancel the Agreement prior to that date by 60 days written notice. Written notices under this Agreement shall be sent to:

For Northeast Metro 916:

Assistant Superintendent of Specialized Services  
Northeast Metro 916  
2540 East County Road F  
White Bear Lake, MN  
55110

For The School District:

Director of Student Support Services  
Stillwater Independent School District No. 834  
1875 Greeley St S  
Stillwater, MN  
55082

#### VII. Renewal

The parties to this Agreement may renew this Agreement if mutually agreed upon in one-year increments by executing a written renewal agreement at least sixty (60) days prior to expiration of the Agreement or any subsequent renewal period, subject to the same terms and conditions as this Agreement, or as otherwise mutually agreed upon.

### VIII. Assignment

Neither party to this Agreement shall assign, delegate or transfer any rights or obligations under this Agreement without the prior written consent of the other party.

### X. Amendments

This Agreement may be amended during the term of this Agreement and may only be amended in writing by the mutual agreement of the parties.


### XI. Entire Agreement

This Agreement contains the entire Agreement between the parties with regard to the matters set forth herein.


IN WITNESS WHEREOF, Independent School District No. 834 and Northeast Metropolitan Intermediate School District No. 916 have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

### INDEPENDENT SCHOOL DISTRICT NO. 834

\_\_\_\_\_  
School Board Chairperson Date: \_\_\_\_\_

  
Director of Student Support Services Date: 4/14/22

### NORTHEAST METROPOLITAN INTERMEDIATE SCHOOL DISTRICT NO. 916

  
School Board Chairperson Date: 4/6/22

  
Assistant Superintendent of Specialized Services Date: 3/29/22



**Agenda Item: X.L.**  
**Date Prepared: April 28, 2022**  
**ISD 834 Board Meeting**

Agenda Item: Tyler Drive Transportation System

Meeting Date: April 28, 2022

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

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*Background*

Stillwater school buses have historically had difficulty maintaining GPS connectivity to the MyStop parent app. This solution will fix the problems with GPS connectivity by installing a tablet on each bus that tracks GPS location, student attendance, provides route directions, allows alternate buses to run alternate routes, and track students to take a different bus than normal. The system is currently used with great success in neighboring districts. Funding is being provided by the Safe School Levy, a restricted funding source made available to schools to improve safety measures for our students.

Tyler Drive is being recommended because the District's transportation software provider is Tyler Technologies. Tyler Drive is a proprietary add-on being proposed under sole-source authority.

Location(s): District-Wide

Project Name: Tyler Drive Transportation System

Fund: Safe Schools Levy (restricted)

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*Recommendation:*

*A motion and a second to approve the consent agenda quote for Tyler Drive solutions of  
\$232,961 (Year 1)  
\$32,700 (Year 2)  
\$34,335 (Year 3) 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:** John Perry      **DATE:** 04/28/2022

### **DESCRIPTION OF REQUEST**

The purchase, installation, and licensing of Tyler Drive Transportation Solution.

### **FINANCIAL IMPACT**

**\$ 232,961 (Year 1)**

**\$ 32,700 (Year 2)**

**\$ 34,335 (Year 3)**

**Budget(s) Impacted:**

**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): Safe School Levy (restricted)

☐ **No**

### **PROGRESS MONITORING**

This solution will fix the problems with GPS connectivity by installing a tablet on each bus that tracks GPS location, student attendance, provides route directions, allows alternate buses to run alternate routes, and track students to take a different bus than normal. The system is currently used with great success in neighboring districts. Funding is being provided by the Safe School Levy, a restricted funding source made available to schools to improve safety measures for our students.

**Software Investment Summary for Stillwater School District #834**  
*prices are valid until May 22 2022*

Software as a Service	Quantity	Price	Extended	Discount	This Year Total	Year 2	Year 3	
Tyler Drive provided as SaaS for Tyler Drive 4 inc. Verizon 4G communications (US)	109	\$300.00	\$32,700.00	\$0.00	\$32,700.00	\$32,700.00	\$34,335.00	USD
<b>Subtotal: Application Software Maintenance Fees</b>			<b>\$32,700.00</b>	<b>\$0.00</b>	<b>\$32,700.00</b>	<b>\$32,700.00</b>	<b>\$34,335.00</b>	<b>USD</b>
Services	Quantity	Price	Extended	Discount	This Year Total	Year 2	Year 3	
Project Management (hours) (1),(2)	14	\$175.00	\$2,450.00	\$0.00	\$2,450.00			USD
Solutions Orientation (hours) (1),(2)	2	\$175.00	\$350.00	\$0.00	\$350.00			USD
Tyler Drive Configuration Training and End User Training for up to 100 drivers (hours) (1),(3)	20	\$175.00	\$3,500.00	\$0.00	\$3,500.00			USD
Tyler Drive Configuration	1	\$2,100.00	\$2,100.00	\$0.00	\$2,100.00			USD
Tyler Drive Data Analysis (hours)	33	\$175.00	\$5,775.00	\$0.00	\$5,775.00			USD
Tyler Drive Go Live Assist (hours) (1)	16	\$175.00	\$2,800.00	\$0.00	\$2,800.00			USD
<b>Subtotal: Application Services</b>			<b>\$16,975.00</b>	<b>\$0.00</b>	<b>\$16,975.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>USD</b>
<b>Sub Total One-Time Fees:</b>					<b>\$49,675.00</b>			<b>USD</b>
<b>Sub Total Software Recurring Fees **:</b>						<b>\$32,700.00</b>	<b>\$34,335.00</b>	<b>USD</b>
<b>Sub Total Telematics One-Time Fees (From Telematics Investment Summary) :</b>					<b>\$183,286.00</b>			<b>USD</b>
<b>Sub Total Telematics Recurring Fees (From Telematics Investment Summary) **:</b>						<b>\$0.00</b>	<b>\$0.00</b>	<b>USD</b>
<b>Total One-Time Fees:</b>					<b>\$232,961.00</b>			<b>USD</b>
<b>Total Recurring Fees **:</b>						<b>\$32,700.00</b>	<b>\$34,335.00</b>	<b>USD</b>
<div> <div>** Subject to annual increase after Year 3</div> <div> Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software accessible to the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the Agreement. </div> </div>								
<div> <sup>1</sup> Travel expenses for trainer and/or project manager to visit the user's site are not included and will be billed at actual costs </div>								
<div> <sup>2</sup> Online Training Classes are limited to 5 persons and are delivered in 2 hour increments. Onsite Training Classes are limited to 5 persons and are delivered in 8 hour increments </div>								
<div> <sup>3</sup> Tyler Drive training classes are limited to 50 persons. Tyler assumes that there will be 2 Tyler Drive training sessions per day when there are more than 50 persons to train </div>								

**Telematics Investment Summary for Stillwater School District #834**  
*prices are valid until May 22 2022*

Telematics		Quantity	Price	Extended	Discount	This Year Total	Year 2 Renewal
<b>Installation</b>							
	<b>Telematics Professional Install Including (1) (1)</b>	1	\$25,506.00	\$25,506.00	\$0.00	\$25,506.00	
INST-T-P-0	Professional Installation - Tyler Drive, 0 I/Os up to 109 units						
INST-T-ST	Professional Install - Tyler Drive Student Tracking Device up to 109 units						
INST-T-SIT	Tyler Drive Self Install Training (1)	1	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00	
<b>Subtotal: Installation</b>						<b>\$28,006.00</b>	
<b>Student Ridership</b>							
TYD01CARD	Student RFID Cards, Box of 200	42	\$390.00	\$16,380.00	\$0.00	\$16,380.00	
TYD-SR-02	Student Reader Kit for Tyler Drive	109	\$205.00	\$22,345.00	\$0.00	\$22,345.00	
TYD-SR-WEDGE	Student Reader For PC (Wedge)	1	\$205.00	\$205.00	\$0.00	\$205.00	
<b>Subtotal: Student Ridership</b>						<b>\$38,930.00</b>	
<b>Tyler Drive</b>							
TYD04PKG	Tyler Drive 4 (4G) for Verizon(US) (includes bumper and wall charger for tablet)	109	\$1,050.00	\$114,450.00	\$0.00	\$114,450.00	
TYD04MNTKIT-Inc	Dock with built in lock, mounting arm and power cord- included with TYDV4	109	inc.		\$0.00	inc.	
<b>Subtotal: Tyler Drive</b>						<b>\$114,450.00</b>	
<b>Accessories</b>							
SHIPPING	Shipping and Handling	1	\$1,900.00	\$1,900.00	\$0.00	\$1,900.00	
<b>Subtotal: Accessories</b>						<b>\$1,900.00</b>	\$0.00
<b>Sub Total Telematics One-Time Fees:</b>						<b>\$183,286.00</b>	
<b>Sub Total Telematics Recurring Fees **:</b>							<b>\$0.00</b>
** Subject to annual increase after year three							
Tyler reserves the right to substitute hardware of equal or greater value for the same price							

<sup>1</sup> Travel expenses on installations of 89 and fewer vehicles are not included and will be billed at actual costs. Travel expenses on installations of 90 and more vehicles, a single day of travel expenses will be billed at actual costs.

Quote prepared on April 22, 2022  
Version 39a

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

**RETIREMENT/RESIGNATION/RELEASE**

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Bailey, Linda	Resigned	Cafeteria 4.5 hrs/day Mahtomedi High School	Cafeteria	April 22, 2022
Hall, Pamela	Resigned	Cafeteria 6.5 hrs/day Mahtomedi High School	Cafeteria	April 25, 2022
Hallen, Laura	Resigned	Paraprofessional 6.0 hrs/day Afton-Lakeland Elementary	SCPA	April 22, 2022
Kostyk, Patti	Retirement Rescinded	1.0 FTE Elementary Education Teacher Brookview Elementary	SCEA	April 19, 2022
Morsching, Julia	Resigned	Paraprofessional 6.0 hrs/day Stillwater Area High School	SCPA	April 22, 2022

**HIRES/REHIRES**

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Donnay, Angela	Community Education Assistant 6 hrs/week Early Childhood Family Center	\$15.84 / hour	Replacement	CE Leads & Assistant	April 11, 2022
Fritsche, Craig	Summer Grounds Crew District Wide	\$14.50 / hour	2021-2022 Staffing	Custodial	April 18, 2022 - October 15, 2022
Grimes, Samuel rehired	1.0 FTE Social Studies Teacher Stillwater Area High School	\$55,433	2022-2023 Staffing	SCEA	August 22, 2022
Guttsen, Paula	Cafeteria 4.0 hrs/day Stillwater Area High School	\$15.97 / hour	Replacement	Cafeteria	April 13, 2022
Hartman, Megan	Supervisor - CE Youth Programs Central Services	\$87,534	Replacement	CSS	May 9, 2022
Harvieux, Maten	Paraprofessional 6.0 hrs/day Lily Lake Elementary	\$16.98 / hour	Replacement	SCPA	April 18, 2022
Hymes, Jennifer rehired	1.0 FTE Science Teacher Stillwater Middle School	\$63,303	Replacement	SCEA	August 22, 2022
Kalka, Joseph rehired	.80 FTE Social Studies Teacher Stillwater Area High School	\$52,476	2022-2023 Staffing	SCEA	August 22, 2022
Potucek, Scott	Assistant Tennis Coach Stillwater Middle School	\$1,790	Student Need	Co-Curricular	April 14, 2022 - June 3, 2022
Quiroz, Wendy	Due Process Secretary, 7.5 hrs/day Lake Elmo & Rutherford Elementary	\$19.65 / hour	Replacement	Tech Support	April 15, 2022
Rambo, Samantha	1.0 FTE Special Education Teacher Stillwater Middle School	\$51,302	2022-2023 Staffing	SCEA	August 22, 2022
Reichow, Maria rehired	1.0 FTE Student Engagement Specialist Stillwater Middle School	\$69,462	ESSER	SCEA	August 22, 2022 - June 8, 2023
Sandager, Stella rehired	.6 FTE ELL Teacher Andersen & Rutherford Elementary	\$69,462	ESSER	SCEA	August 22, 2022 - June 8, 2023
Swartz, Zoe	Paraprofessional 6.25 hrs/day Lily Lake Elementary	\$17.18 / hour	Replacement	SCPA	April 25, 2022

**LEAVES OF ABSENCE**

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Engelstad, Michelle	Approve	1.0 FTE Math Teacher St. Croix Valley ALC	SCEA	September 8, 2020 - June 6, 2022 (revised dates)
Koenen, Krista	Approve	1.0 FTE Counselor Stillwater Area High School	SCEA	February 1, 2022 - June 8, 2023 (revised dates)
Lindgren, Rachel	Approve	Cafeteria 4.0 hrs/day Pankalo	Cafeteria	April 5, 2022 - May 17, 2022

**ASSIGNMENT CHANGES**

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Anderson, Kristine	Paraprofessional 6.5 hrs/day Stillwater Middle School	Paraprofessional 5.0 hrs/day Stillwater Middle School	2022-2023 Staffing	SCPA	September 1, 2022



Bartosiewski, Jenny	1.0 FTE Special Education Teacher Lake Elmo Elementary	1.0 FTE Special Education Teacher Stillwater Area High School	Replacement	SCEA	August 22, 2022
Hickey, Breda	Due Process Secretary, 7.5 hrs/day Lily Lake & Stonebridge Elementary	Due Process Secretary, 6.0 hrs/day Lily Lake & Stonebridge Elementary	2021-2022 Staffing	Tech Support	April 5, 2022
Jorgensen, Melissa	1.0 FTE Elementary Education Teacher Lake Elmo Elementary	1.0 FTE Elementary Education Teacher Brookview Elementary	2022-2023 Staffing	SCEA	August 22, 2022
McCarthy, Tami	Cafeteria 5.0 hrs/day Stillwater Area High school	Cafeteria 6.0 hrs/day Mahtomedi High School	Replacement	Cafeteria	April 25, 2022
Potter, Lisa	1.0 FTE Intervention Teacher Lily Lake Elementary	1.0 FTE Intervention Teacher Lily Lake & Rutherford Elementary	2022-2023 Staffing	SCEA	August 22, 2022
Tesfaye, Meseret	Health Care Specialist, 6.5 hrs/day District Wide	Health Care Specialist, 6.5 hrs/day Lake Elmo Elementary	2022-2023 Staffing	CSS	August 22, 2022

#### ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Harry, David	Assistant Track Coach Oak-Land Middle School	Replacement	Co-Curricular	April 12, 2022
Kapfer, Stephanie	Summer Success Health Care Specialist, 5.5 hrs/day Andersen Elementary	2021-2022 Staffing	CSS	July 18, 2022 - August 4, 2022



**Agenda Item XI. A.**  
**Date Prepared: April 19, 2022**  
**ISD 834 Board Meeting**

**Agenda Item:** Transportation Contract & Sublease Agreement  
**Meeting Date:** April 28, 2022  
**Contact Person:** Mark Drommerhausen, Director of Operations

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**Summary:**

Mr. Drommerhausen presented to the Finance & Operations meeting on April 20, 2022 that Stillwater Area Public Schools received a written quotation for transportation of resident public, nonpublic, and charter school children. The district entered into direct negotiations with Schmitty & Sons to provide our transportation services.

Administration recommends a six year transportation contract and a six year sublease agreement with Schmitty & Sons Transportation at our Lake Elmo bus terminal.

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**Recommendation:**

A motion and a second to approve the transportation contract and sublease agreement with Schmitty & Sons.

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



**Agenda Item XI. B.**  
**Date Prepared: April 21, 2022**  
**ISD 834 Board Meeting**

Agenda Item: 2021-2023 SCEA Master Contract  
Meeting Date: April 28, 2022  
Contact Person: Cindy Gustafson, Director of Human Resources

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*Background:*

The Master Contract for the St. Croix Education Association expired on June 30, 2021.

The District has recently reached agreement on the terms and conditions of employment for the 2021-2023 Master Contract with the St. Croix Education Association, covering the period of July 1, 2021 through June 30, 2023.

Information regarding the updates will be provided to the Board. Administration recommends approval of the Master Contract.

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*Recommendation:*

A motion and second will be requested to approve the Master Contract with the St. Croix Education Association.

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



**Agenda Item: XII.A.**  
**Date Prepared: April 20, 2022**  
**ISD 834 Board Meeting**

Report for Information: Second Reading Policy 201.8 – Board Organization and Officers Roles and Policy 202 – School Board Officers

Meeting Date: April 28, 2022

Contact Person: Superintendent Malinda Lansfeldt

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***Background:***

The 2022 Policy Working Group will be presenting the School Board Officers Policy 202 and the Board Organization Policy 201.8 for a second reading.

Policy 202 has been revised since its first reading and a newly developed document of responsibilities of school board officers (included).

Policy 201.8 is redundant with Policy 202 and will be asked to be revoked when Policy 202 is revised.

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***Recommendation:***

Input from Board directors and community is requested. This will come back for a final 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, non-voting 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**

The Chair has the following duties and responsibilities:

1. Presides at all meetings 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.
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.

~~e. 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.~~

~~3. The Chair is not authorized to:~~

- ~~a. Exercise any authority as an individual to supervise or direct the Superintendent.~~

**B. Vice-Chair**

~~The Vice-Chair has the following authority and duties:~~

- 1. Serves, with all the power and duties, in the absence of the Chair.
- ~~Assists Chair as requested in the execution of Chair responsibilities.~~

**C. Treasurer**

The Treasurer has the following duties:

- 1. The treasurer shall deposit the funds of the school district in the official depository.
- 2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
- 3. 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.

- ~~a. Enters and maintains the records of itemized counts of all expenses of the district~~
- ~~b. Annually reviews superintendent's contract to ascertain status on compensation and~~

- ~~e. Reviews district expenses against the budget.~~
- ~~d. Serves on the Finance Board working group.~~

#### D. Clerk

1. 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.

~~1. The Clerk has the following duties:~~

- ~~a. The clerk shall keep a record of all meetings in the books provided.~~
- ~~2. 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.~~
- ~~3. 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.~~
- ~~4. 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.~~
- ~~5. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.~~
- ~~6. The clerk shall perform the duties of the chair in the event of the chair's and the vice chair's temporary absences.~~
- ~~7. Signs documents as required.~~
- ~~8. The clerk shall perform any other record keeping and accounting as prescribed by~~

~~state law.~~  
~~9. 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)





## **Responsibilities of School Board Officers to Accompany Policy 202 – School Board Officers**

**Review Cycle:** To be reviewed in accordance with Policy 202.

**Adopted:**

### **School Board Duties (see policy 201)**

- Hires and conducts evaluations of the superintendent
- Executes oversight of human, financial, and facility resources
- Sets policy
- Set School Board Operating Procedures
- Sets parameters for collective bargaining
- Serves as a bridge to the community and advocates for the district's public schools

### **Chair Duties**

*Minnesota statute 123b.14 Sub 2 & 4 describes some duties for the school board chair. In addition, chair duties include the following:*

- Monitors Board actions to ensure 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 (see policy 201)
- Conducts Board meetings using the authority normally vested in the Chair as described in Minnesota Statute and Robert's Rules of Order (see policy 203 & 203.1)
- Ensures that deliberations are fair, open, productive, efficient, and orderly, and that only Board matters are discussed (see policy 203 & 203.1)
- Leads periodic Board self-assessments to ensure continuous process improvement (see policy 212)
- Compiles and facilitates the Board's annual evaluation of the Superintendent (see policy 302.2 & 304)
- Executes all documents authorized by the Board, except as otherwise provided by law or board action (see policy 202)
- Appoints Board members, annually, to Board committees and liaison assignments (see policy 213)
- Taking into consideration agenda items proposed by Board members, works with the Superintendent to develop proposed Board meeting agendas consistent with the Board's annual calendar (see policy 203.5)
- Is careful not to act as an individual to supervise or direct the Superintendent (see policy 201)

### **Vice Chair Duties**

*The position of vice chair does not appear in statute. The Stillwater School Board has traditionally functioned with a*

*vice chair. The duties include the following:*

- Performs chair duties during absence of the chair
- May perform additional duties as assigned by the chair or board

### **Treasurer Duties**

*Minnesota statute 123B.14, 123B.12, 123B.26, 271.425 describes duties for the treasurer.*

- *The board delegates all duties a treasurer normally performs to the Director of Finance.*

### **Clerk Duties**

*Minnesota statute 123B.14 Sub 7 describes duties for the clerk..*

- Working in conjunction with the assistant board clerk, the clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings, open and closed, and other required records of the school board. (see policy 204)

“The persons who perform the duties of the clerk and treasurer need not be members of the board and the board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the Office of Business Affairs.” ([Minn. Stat. 123B.14, sub. 1](#)) In practice, when a single person performs the duties of clerk and treasurer, that person often delegates at least some of the duties to others.

[Historical Chart of Stillwater Officers](#)

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

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.B.**  
**Date Prepared: April 20, 2022**  
**ISD 834 Board Meeting**

Report for Information: First Reading Policy 201.9 – Board Working Groups and Policy 213 – School Board Committees

Meeting Date: April 28, 2022

Contact Person: Superintendent Malinda Lansfeldt

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***Background:***

The 2022 Policy Working Group will be presenting the Board Working Groups Policy 201.9 and the School Board Committees Policy 213 for a first reading.

Policy 201.9 is redundant with Policy 213 and will be asked to be revoked at a future meeting

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***Recommendation:***

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

## SCHOOL BOARD

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>School Board Committees</b>	<b>213</b>	<b>Adopted: 08-09-2018</b>	<b>2 Year</b>

### I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees of the school board. ~~The school board has determined that certain permanent standing committees or working groups, as described in this policy, facilitate the operation of the school board and the school district.~~

### II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees when it is determined that a committee process facilitates the mission of the school board. ~~A school board committee or working group will be formed by school board resolution which shall outline the duties and purpose of the committee or working group.~~
- B. A committee ~~or working group~~ is advisory in nature and has only such authority as specified by the school board
- C. The school board will receive reports or recommendations from a committee ~~or working group~~ for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- D. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- E. ~~A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.~~

### III. APPOINTMENT OF COMMITTEES ~~WORKING GROUPS~~

The school board has determined that certain permanent standing committees, as described in this policy, facilitate the operation of the school board and the school district. The school board reserves the right to limit, create or abolish any standing or ad hoc committees for specific purposes as it deems appropriate.

- A. The school board hereby appoints the following standing committees ~~working groups~~:
  - 1. Policy Review - The Policy Review Committee ~~working group~~, which shall include the

- ~~Clerk~~, shall work with the Superintendent and/or designee(s) in the review of District policies. The group shall recommend proposed changes to the entire Board, for consideration and approval.
2. Finance and Operations - The Finance and Operations ~~Committee working group, which shall include the Treasurer,~~ shall work with the Superintendent and/or designee(s) in matters relative to the district's finances and operations. This working group shall provide consultation and perspective regarding district financial decisions before presentation to the entire Board.
- B. The school board hereby appoints the following ad hoc committees:
1. ~~Personnel—The Personnel working group shall work with the Superintendent and/or designee(s) on issues related to personnel. This group shall provide consultation and perspective relative to district personnel issues and shall represent the entire Board on grievance issues.~~
  2. Legislative – The Legislative ~~Committee working group~~ shall work with the Superintendent and/or designee(s) ~~to develop a district specific legislative platform regarding legislative issues.~~ This group shall advocate for ~~the board's approved legislative platform~~ and monitor legislation that impacts the education of students ~~while the legislature is in session.~~ The ~~committee and~~ The committee shall provide updates to the entire Board regarding issues that affect the District. ~~It is the responsibility of every board member to advocate for legislation that supports the education of our students.~~
  3. Community Engagement - The Community Engagement ~~Committee working group~~ shall convene at the request of the board after they are given a clear mission and parameters for community engagement work assigned. ~~work with the superintendent and manager of community engagement and/or designee(s) to provide opportunities to engage residents in conversations about the school district. The group will help to determine engagement topics, identify key audiences, and plan various opportunities (both in person and online) to gather community feedback.~~ The ~~committee working group~~ recommendations will then be presented ~~their work~~ to the entire board ~~and discuss the results.~~
- C. The school board chair shall appoint the members and designate the chair of each ~~committee working group.~~
- D. The school board will approve, by resolution, for each ~~committee working group~~, the members, the term and the charge or mission of each such committee.
- ~~E.—The working group chair shall report the actions of the school board working group at the next business meeting.~~
- ~~F.—The authority of a working group of the school board is advisory only and is limited to making recommendations to the school board, unless otherwise established by action of the School Board.~~

#### IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of standing or ad hoc committees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A standing or ad hoc committee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a standing or ad hoc committee shall be by majority vote and be consistent with the governing rules of the school board.



- D. The standing or ad hoc committee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a standing or ad hoc committee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A standing or ad hoc committee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

**Legal References:** Minn. Stat. Ch. 13D (Open Meeting Law)

## BOARD GOVERNANCE PROCESS

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>Board Working Groups</b>	<b>201.9</b>	<b>Adopted: 08-26-2010 Revised: 08-11-2016 Renumbered: 3-11-2021</b>	<b>Annually</b>

### 1. Board Working Groups

1.1. The Board may create working groups if they are deemed helpful to assist the Board in the performance of its responsibilities. If working groups are established, they shall be used exclusively to support the work of the Board.

1.2. Board working groups and other such entities, by whatever name created by the Board, shall not be used to oversee the staff. Working groups customarily shall prepare recommendations for Board consideration.

1.3. Board working groups may not speak or make decisions on behalf of the Board unless specifically authorized by the Board. The responsibilities and authority of all Board working groups are carefully stated in this policy to assure that members fully understand their duties and extent of authority, and to assure that committee work shall not usurp or conflict with the Board's own authority or conflict with authority delegated to the Superintendent.

1.4. Board established working groups are as follows:

1.4.1. Policy Review - The Policy Review working group, which shall include the Clerk, shall work with the Superintendent and/or designee(s) in the review of District policies. The group shall submit proposed changes to the entire Board, for approval.

1.4.2. Finance and Operations - The Finance and Operations working group, which shall include the Treasurer, shall work with the Superintendent and/or designee(s) in matters relative to the district's finances and operations. This working group shall provide consultation and perspective regarding district financial decisions before presentation to the entire Board.

1.4.3. Personnel - The Personnel working group shall work with the Superintendent and/or designee(s) on issues related to personnel. This group shall provide consultation and perspective relative to district personnel issues and shall represent the entire Board on grievance issues.

1.4.4. Legislative - The Legislative working group shall work with the Superintendent and/or designee(s) regarding legislative issues. This group shall advocate for and monitor legislation that impacts the education of students and shall provide updates to the entire Board regarding issues that affect the District.



Agenda Item: Adjournment  
Meeting Date: April 28, 2022  
Contact Person: School Board Chair

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

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The meeting must formally adjourn.



Stillwater School Board  
Finance & Operations Meeting Notes  
April 20, 2022

Attendees: Malinda Lansfeldt, Mark Drommerhausen, John Thein, Jennifer Cherry, John Perry, Linda Moncrief, Beverly Petrie, Pete Kelzenberg, Alison Sherman, Joan Hurley, Mike Funk, Derrick Agate, Nikki Pangerl, Jason Schoolmeesters, Amanda Wheelan

**I. Stonebridge Playground Rubber Surface**

M. Drommerhausen presented information on the rubber surface that is proposed to be installed under the Stonebridge playgrounds. This \$433,469 project will be paid from the 2015 bond proceeds and will be done by St. Croix Recreation Fun Playgrounds. It will come before the board on April 27.

**II. Stillwater Middle School Fire Alarm Replacement**

M. Drommerhausen reported that the school's current fire alarm system/life safety notification system has been altered multiple times to accommodate additions and mechanical upgrades. Replacing the system will satisfy a current order from the State Fire Marshal's Office. The low responsible bid of \$217,240 was from LVC Companies. The project will be paid through the district's Long Term Facility Maintenance fund. The proposal will come before the board on April 27.

**III. Stillwater Area High School Sidewalk Repair**

M. Drommerhausen reported that the sidewalks at Stillwater Area High School have shifted and cracked since they were installed in 1993. Last summer, the middle section of sidewalk at the Stillwater Area High School's main entrance was replaced. This project will replace the remaining sidewalks on each side of the main entrance located in front of the Auditorium/Cafeteria entrances and repair damaged bituminous areas within the parking lot at Stillwater Area High School. The lowest responsible bid of \$274,700 was received from Minnesota Roadways Company. The proposal will come before the board on April 27.

**IV. New Transportation Contract**

Administration presented preliminary details of a contract that will come before the board on April 27 to provide busing services beginning on July 1. The new busing company is Schmitt & Sons. Final details will be presented at the board meeting.

*Respectfully submitted by Beverly Petrie*



Stillwater School Board  
Policy Meeting Notes  
April 20, 2022

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

#### Agenda

- Continue review of policies from last meeting
- Review new policies

#### Highlights of Discussion

- Policy 202: School Board Officers reviewed suggested edits on procedural document
  - Determined procedural document should be included in board orientation materials
  - Move 202 to board for second reading on 4/28/22 business meeting
  - 201.8 is redundant with 202
- Policy 213: School Board Committees edits reviewed
  - Move 213 to board for first reading on 4/28/22
  - 201.9 is redundant with 213
- Ran out of time again before discussing feedback on the Policy 209 package (209, 201.3, 209.1, 201.11) or continuing work on the Community Engagement package of (206, 201.3, 201.6, 207)

#### What's next

- For 4/28/22 board meeting: second reading on 202 with procedural document & 201.8, first reading on 213, 201.9
- Resume discussion of Board Code of Conduct Policy Package (209 & 201.4, 209.1 & 201.11), and Community Engagement Package (206, 201.3, 201.6, 207)
- New Policies 601, 603, 604, 606.1, 606.2

Respectfully submitted by: Katie Hockert

Date: 4/20/22

Next Meeting of Policy Committee: May 4, 2022

**TO:** Northeast Metro 916 Board of Education

**FROM:** Dr. Val Rae Boe

**DATE:** April 11, 2022

**RE:** April 6 Board of Education Meeting Talking Points

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

Members absent: Yener-622.

**Calendar Dates:**

- Wednesday, May 11: WELS N at 8:00 a.m., South Campus at 9:00 a.m., and Quora Education Center at 10:30 a.m.
- Friday, June 3, 2022: Area Learning Centers graduation at 6:00 p.m. at Quora Education Center
- Monday, June 6, 2022: South Campus graduation at 12:00 p.m. at South Campus Education Center
- Monday, June 6, 2022: Quora Secondary School graduation at 4:30 (Learning Community 7) and 6:00 p.m. (Learning Communities 3,4, and 5) at Quora Education Center
- Tuesday, June 7, 2022: WELS-North graduation at 5:00 p.m. at Quora Education Center.

**NSBA Conference Report:** Member Katie Hockert from Stillwater and Member Melinda Dols from South Washington County attended the NSBA conference in San Diego last week. They attended sessions on Advocacy & Politics, Community Engagement, Equity, Mental Health, and Dealing with Negative People. They both reported it was a wonderful learning experience and they were provided with valuable information to bring back to 916, as well as their own Boards.

**Diversity, Equity, and Inclusion Spring Update:** Shanaya Walker, DEI manager, presented on some of the projects she has been working on since starting in this role on January 1, 2022. She has been looking at things that 916 has been doing well and building upon those things. She has also been looking at where there are gaps. She noted that 916 does not have a lot of BIPOC Family Engagement and her goal is to have a Parent Advisory Group. She spoke of the Equity Retreat that site equity teams and their program managers will be participating in in June and the Equity Policy that district leadership has been working on that will reinforce the equity commitments that have been made as a district. Lastly, Shanaya shared that a team attended a Racial Harm Workshop with the goal of creating a Critical Response Protocol to racial harm within the district.

**First Reading of Annual School Board Policy 414:** A first reading was done of Policy 414. MSBA made several changes that Board Members were encouraged to read over before the next meeting when this policy would be approved.

**Approval of School Board Policies:** Approved School Board Policies 714 Fund Balances and 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources, both of which were done as a First Reading in March.

Approved School Board Policies 410, 415, 506, 514, 522, 522 Form, 616, and 806 as part of the annual review. It was determined that these policies had minor or no changes necessary to the existing policies.

**Resolution Discontinuing and Reducing Educational Programs:** Due to decreased enrollment, a 0.3 FTE Program reduction will be in Skills for Life and a 0.3 FTE Program reduction will be made in PAES Plus, both at Career and Tech.

**Approval of the 2022-23 School Calendar:** The School Board approved the FY23 school calendar. Two student contact days have been added back into the calendar in place of two professional development days since the first reading in March as the district continues to participate in negotiations with the unions.

**Resolution Recognizing Years of Service:** 916 will be recognizing 33 staff who have completed ten, fifteen, twenty, twenty-five or thirty years of service in 2022.

**Renewal of Insurance Policies:** The School Board approved the renewal of the Workers' Compensation Insurance with United Heartland, Property, Casualty, Liability and Errors & Omissions Insurance with Hanover, and Cyber Liability Insurance with Crum and Forster.

**Long Term Facility Maintenance:** The school board voted to approve a resolution that allows member districts to contribute levy dollars to Northeast Metro ISD 916's long-term facilities maintenance (LTFM). LTFM pays for expenditures such as fire safety, asbestos removal, roof systems, indoor air quality, and other projects that benefit students from all member districts. This was approved for the 2023-24 School Year in the amount of \$277,298.

**Contract Ratification:** The School Board voted to ratify the contract between the School District and Local 284 for July 1, 2021 through June 20, 2023. The schedule improvement includes a 2% increase the first year and a 2.25% increase the second year and step movement each year.