



Independent School District 834
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
and 1265 US-31 North, Traverse City, MI 49686
School Board Special Meeting Agenda – June 9, 2022 6:30 p.m.
REVISED

- I. **Recognition** – Grif Sadow
- 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. **Superintendent Report**
- VIII. **Board Chair Report**
- IX. **Consent Agenda**
 - A. Minutes of May 26, 2022 Business Meeting
 - B. Payment of Invoices – May 28, 2022 – June 20, 2022
 - C. Joint Power Agreement for Nutrition Services between Independent School District No. 834 - Stillwater and Independent School District No. 832 - Mahtomedi
 - D. New Heights School Nutrition Services Agreement
 - E. School Nutrition Program Joint Agreement with St. Croix Catholic School
 - F. Nutrition Service Milk & Dairy Distributor
 - G. Entity Name Change for Schmitt & Sons
 - H. Human Resources Personnel Report
- X. **Action Items**
 - A. 2021-2023 Principal Master Contract – Ms. Cindy Gustafson
 - B. 2021-2023 Terms and Conditions of Employment for District Directors, Managers and Program Administrators – Ms. Cindy Gustafson
 - C. 2021-2023 Terms and Conditions of Employment for Tech Support and Coordinators/Supervisors/Specialists (CSS) – Ms. Cindy Gustafson
- XI. **Reports**
 - A. Q comp Annual Report – Dr. Jennifer Cherry and Ms. Deb VanKlei
 - B. LTFM Report – Mr. Mark Drommerhausen
 - C. Review of 2021-22 General Fund Budget– Dr. John Thein
 - D. 2022-23 Draft Preliminary Budget Update - Dr. John Thein
- XII. **Adjournment**
 - A. Adjourn

Attachments:

- Finance and Operations Meeting Notes
- Policy Committee Meeting Notes



Agenda Item I.
Date Prepared: May 25, 2022
ISD 834 Board Meeting

Agenda Item: Recognition
Meeting Date: June 9, 2022
Recognition

Background:

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

Recommendation:

Board action is not required.



Agenda Item II.
Date Prepared: May 25, 2022
ISD 834 Board Meeting

Agenda Item: Public Comment
Meeting Date: June 9, 2022

Background:

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

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

We will stop the proceedings immediately if employee or student privacy issues are raised and direct the speaker to forward comments regarding individual employees or students to the superintendent.

Recommendation:

This is for informational purposes only.



Agenda Item III.
Date Prepared: May 25, 2022
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: June 9, 2022

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item IV.
Date Prepared: May 25, 2022
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: June 9, 2022

Background:

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

Board Members

Alison Sherman, Chair

Katie Hockert, Vice Chair

Annie Porbeni, Clerk

Beverly Petrie, Treasurer

Pete Kelzenberg, Director

Tina Riehle, Director

Vivian Votava, Director

Malinda Lansfeldt, Interim Superintendent, Ex-Officio

Recommendation:

Board action is not required.



Agenda Item V.
Date Prepared: May 25, 2022
ISD 834 Board Meeting

Agenda Item: Pledge of Allegiance
Meeting Date: June 9, 2022

Background:

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

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

Recommendation:

Board action is not required.



Agenda Item VI.
Date Prepared: May 25, 2022
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: June 9, 2022

Background:

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

Recommendation:

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

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



Agenda Item VII.
Date Prepared: May 25, 2022
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: June 9, 2022

Background:

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

Recommendation:

Board action is not required.



Agenda Item VIII.
Date Prepared: May 25, 2022
ISD 834 Board Meeting

Agenda Item: Board Chair Report
Meeting Date: June 9, 2022

Background:

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

Recommendation:

Board action is not required.



Agenda Item: Consent Agenda
Meeting Date: June 9, 2022
Contact Person: Varies by item

Agenda Item IX. A.B.C.D.E.F.G.H.
Date Prepared: May 25, 2022
ISD 834 Board Meeting

Background:

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

A. School Board Business Meeting Minutes, May 26, 2022

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

A copy of the minutes is included for your review.

B. Payment of Invoices – May 28, 2022 – June 20, 2022

Contact Person: Dr. John Thein, Director, Finance

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

C. Joint Power Agreement for Nutrition Services between Independent School District No. 834 - Stillwater and Independent School District No. 832 - Mahtomedi

Contact Person: Mr. Mark Drommerhausen, Director, Operations

A copy of the agreement is included for your review.

D. New Heights School Nutrition Services Agreement

Contact Person: Mr. Mark Drommerhausen, Director, Operations

A copy of the agreement is included for your review.

E. School Nutrition Program Joint Agreement with St. Croix Catholic School

Contact Person: Mr. Mark Drommerhausen, Director, Operations

A copy of the agreement is included for your review.

F. Nutrition Service Milk and Dairy Distributor for 2022-2023

Contact Person: Mr. Mark Drommerhausen, Director, Operations

A copy of the contract is included for your review.

G. Entity Name Change for Schmitt & Sons

Contact Person: Mr. Mark Drommerhausen, Director, Operations

A copy of the amended contract is included for your review.

H. Human Resources Personnel Report

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

A summary of personnel transactions for the month is included for your review

Recommendation:

***BE IT RESOLVED** by the School Board of Independent School District 834 – Stillwater Area Public Schools that Consent Agenda Items A through H 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
May 26, 2022 – 6:30 p.m. Meeting Minutes

I. Recognition

Stillwater Middle School student Riddhi Singhvi moves to National Broadcom MASTERS STEM Competition. She won several awards at this year's Minnesota State Science and Engineering Fair.

II. Public Comment

- Anna Zanko - GATE bussing
- Ekaterina Kadnikova - GATE bussing
- Cami Kirksson - GATE bussing
- Hattie Williams - GATE bussing
- Anandhi Chari - GATE bussing

III. Call to Order: The meeting was called to order at 6:55 p.m.

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

Not present: Pete Kelzenberg, director

V. Pledge of Allegiance

VI. Approval of Agenda

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

VII. Student Report

Stephen provided a report on academics and activities -

- Senior Decision Day was on May 25.
- Yearbooks were distributed to students on May 25..
- The seniors class received their caps and gowns on May 26.
- Six Stillwater Area High School students competed in the Business Professionals of America (BPA) National Leadership Conference in Dallas, Texas.
- Final tests and projects must be completed by May 27.

Ella provided a report on extracurriculars -

- Ella updated the board on

VIII. Superintendent Report

- This has been a very difficult week for our entire country as we mourn the loss of life at Robb Elementary School in Uvalde, Texas. Our thoughts are with the entire Uvalde community and we hold the families of the victims in our hearts.
- Safety training is an ongoing process and we will continue to provide training to staff, students and the community.

- A report on transportation service for next fall will be provided during the board meeting.
- We will be going out for bids in August for additional restrooms in our District's bus facility.
- Congratulations to the Stillwater speech team, which finished 11th in the nation out of 206 teams who qualified for the National Individual Events Tournament of Champions (NIETOC).
- Our high school journalists have been honored by the Minnesota High School Press Association with several Gold Medallion Awards.
- Congratulations to all the employees retiring from Stillwater Area Public Schools this school year.
- The district is consulting with Orman Guidance to conduct a comprehensive study of stakeholders in our community. [Read more.](#)
- Stonebridge students learned about the importance of pollinators through role play.
- Brea Davis and Elise Karlstad have been named Triple Threat Finalists by Hennepin Theatre Trust.
- More than four hundred thousand dollars in community scholarships were awarded to Stillwater Area High School seniors.

IX. Board Chair Report

- Nothing to report

X. Consent Agenda

- Minutes of May 12, 2022 Business Meeting
- Payment of Invoices – May 14, 2022 - May 27, 2022
- Accept Gifts and Donations - April 2022
- Treasurer's Report - April 2022
- Elementary Math Materials
- Human Resources Personnel Report

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

XI. Action Item

- Increase in Nutrition Services Cost - Mr. Mark Drommerhausen**
Administration recommends the meal prices to increase by twenty cents for breakfast and lunch at each building. Current District lunch prices are \$2.75 at the elementary, \$2.95 at the middle schools and \$3.00 at the secondary. The average cost per school lunch is \$2.80/\$2.82/\$3.02 in neighboring districts.

Motion to approve the Increase in Nutrition Services Cost by: Member Porbeni; second by: Member Petrie; Vote: 6 ayes, 0 nays; Motion carried unanimously.

- Approval of Policy 214 - School Board Committees - Dr. Jennifer Cherry**
Policy 214 has not been revised since its second reading on May 12, 2022.

Motion to approve Policy 214 - School Board Committees by: Member Hockert; second by: Member Sherman; Vote: 6 ayes, 0 nays; Motion carried unanimously.

- Revoke Policy 201.9 - Board Working Groups - Dr. Jennifer Cherry**
Policy 201.9 is redundant with Policy 213 and will be asked to be revoked.

Motion to revoke Policy 201.9 - Board Working Groups by: Member Sherman; second by: Member Votava; Vote: 6 ayes, 0 nays; Motion carried unanimously.

- D. Vendor and Trustee Change for VEBA/Health Reimbursement Accounts - Ms. Cindy Gustafson

As part of the benefit package for employees, the District offers a High Deductible Medical Plan with a VEBA Account as well as Flex Spending Accounts for Medical and Daycare Expenses. Our VEBA and Flex Accounts will be managed by OneBridge starting July 1, 2022. We needed to change carriers because our former company (Further) was acquired by another firm and will no longer offer VEBA Accounts.

Motion to approve the Vendor and Trustee Change for VEBA/Health Reimbursement Accounts by: Member Votava; second by: Member Petrie; Vote: 6 ayes, 0 nays; Motion carried unanimously.

Director Pete Kelzenberg joined the meeting at 7:20 p.m.

XII. Reports

- A. Transportation Update - Mr. Mark Drommerhausen

The district's new transportation vendor has guaranteed service to 70 routes, which is an improvement from the 65 routes in service currently. Their goal is to bring us back to pre-pandemic services (79 routes) as soon as possible. An update on their progress will be shared with the board at a future meeting.

Adjourn to closed session

The governing body of a public employer may by a majority vote in a public meeting, may decide to hold a closed session based upon the attorney-client privilege pursuant to Minnesota Statutes, section 13D.05, subdivision 3(b). The School Board needs to meet with its attorney in a confidential setting to obtain advice regarding litigation. It would be detrimental to the interests of the District to hold a public discussion with its attorney regarding the potential commencement of a lawsuit and its legal positions and strategy and Pursuant to § Minnesota Statute 13D.03(b). 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 session 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 to move to a closed session by: Member Sherman; second by: Member Hockert; Vote:7 ayes, 0 nays; Motion carried unanimously.

Adjourned to a closed session at 7:57 p.m.

Motion to adjourn to the open meeting by: Member Sherman; second by: Member Petrie; Vote:7 ayes, 0 nays; Motion carried unanimously.

Reconvened to the open meeting at 9:50 p.m.

Adjournment

- A. The meeting adjourned at 10:00 p.m.

Respectfully submitted, Annie Porbeni, Clerk



Agenda IX C.
Date Prepared: May 20, 2022
ISD 834 Board Meeting

Consent Report: Joint Powers Agreement for Nutrition Services between Independent School District No. 834 - Stillwater and Independent School District No. 832 - Mahtomedi
Meeting Date: June 9, 2022
Contact Person: Mark Drommerhausen, Director of Operations

Report Purpose:

The purpose of this report is to recommend a Joint Powers Agreement for Nutrition Services between Independent School District No. 834 - Stillwater and Independent School District No. 832 – Mahtomedi.

Summary:

The Joint Powers Agreement for Nutrition Services between Independent School District No. 834 – Stillwater and Independent School District No. 832 – Mahtomedi. This Joint Powers Agreement shall be effective from July 1, 2022 through June 30, 2024, with the option to renew the agreement for two additional year terms.

The Stillwater Area Public Schools Nutrition Services Department has been providing these services through a Joint Powers Agreement since September 2004. Kelley Linquist, Manager of Nutrition Services, would continue to run the nutrition services program for both districts under the terms of the agreement proposed. The Mahtomedi District pays an annual fee (\$112,455.00 for 2022-2023 and \$115,829.00 for 2023-2024) that reflects the costs to Stillwater in operating and managing the program. In addition, Stillwater will invoice Mahtomedi for the actual costs in salaries and benefits for employees assigned to the Mahtomedi school sites.

Administration recommends that the Board of Education approve the proposed renewal of the Joint Powers Agreement to provide Nutrition Services for ISD No. 832 - Mahtomedi for the 2022-2023 and 2023-2024 school years.

Attachment: Joint Powers Agreement

Recommendation:

Approval of the Consent Agenda will be requested.

**Joint Powers Agreement for Food Services
Between Independent School District No. 834 - Stillwater
and Independent School District No. 832 - Mahtomedi**

THIS AGREEMENT, is made and entered into by and between
Independent School District No. 832, Mahtomedi Public Schools, "Contractor"
and Independent School District No. 834, Stillwater Area Public Schools,
"Provider."

WHEREAS, the parties to this Agreement desire to make available to
each party the administrative and financial benefits of cooperative purchasing
and selling with respect to common items or services used by the parties; and

WHEREAS, the parties to this Agreement wish to combine their
purchasing powers in order to secure the most favorable terms and conditions on
the purchase of equipment, materials, services and supplies;

WHEREAS, the parties to this Agreement desire to enter into a Joint
Powers Agreement to facilitate the purchase of goods and services as described
below, pursuant to Minn. Stat. § 471.59, as amended, which authorizes political
subdivisions to enter into an agreement to exercise jointly the governmental
powers and functions each has individually

THEREFORE, in consideration of the mutual promises and covenants
contained herein, and intending to be mutually bound hereby, it is hereby agreed,
by and between the parties hereto as follows:

1. Scope of Contract

Provider shall perform consulting, management and food services operations for the Contractor. Provider shall comply with the applicable provisions of the National School Lunch Act, and United States Department of Agriculture ("USDA") regulations set forth in 7 C.F.R. § 210, and all other applicable laws, rules and regulations of federal, state and local authorities.

2. Food Service

A. Provider shall serve, on such days and at such times as requested by the District:

- a) Lunches which meet the requirements prescribed by the USDA and which provide the daily nutritional and calorie needs of children from elementary to high school age;
- b) Milk; and
- c) Such other food as may be agreed upon by the parties.

B. Provider shall cooperate with Contractor in promoting nutrition education aspects of the food service operation, in the Contractor's efforts to coordinate those aspects with classroom instruction at all student levels, and in providing nutrition education materials to classes as requested by Contractor.

C. The food service facilities shall be available at all hours for social or school events as required by Contractor; provided, however, that Contractor shall not use or allow the food service facilities to be used in such a manner or at such hours so as to impede or interfere with Provider's ability to perform its obligations hereunder.

D. Contractor shall prepare any notice to parents or guardians containing the eligibility guidelines for federal free and reduced priced meal programs, as well as a description of how the anonymity of the students receiving meals under the programs shall be protected. Contractor shall retain signature authority on the State Agency School Authority application agreement(s), free and reduced price policy statement and the claims for reimbursement.

3. Facilities and Equipment

A. Contractor shall make available to Provider all facilities required for operation of the food service, completely equipped and ready to operate. Contractor retains ownership of all such facilities, including any kitchen equipment and small wares.

B. Contractor shall make all equipment repairs and replacements and shall furnish equipment maintenance service for the premises utilized under this Agreement.

C. Provider shall be responsible for the care and cleaning of all equipment and the food preparation, storage and service counter areas to the satisfaction of the Contractor. Following meal service, the cleaning of the dining area, tables and chairs, and cleaning walls, floors, windows, and lights fixtures, shall be the responsibility of the Contractor.

D. Provider shall be responsible for the sanitary handling of garbage and trash as necessary for the food service operations and placement of trash in the building to a location designated by Contractor. Contractor shall be responsible for the removal of trash and garbage from the school building sites.

4. Health Certification

Provider shall comply with all federal, state and local laws and regulations governing the preparation, handling and serving of food, and shall procure on behalf of Contractor and keep in effect all licenses, permits and food handlers' cards as are required by law and shall comply with any posting requirements. Provider shall pay for all such required licenses, permits, food handlers' cards and health certifications and bill Contractor. Contractor will apply and pay for kitchen licenses provided by MNDH.

5. Personnel

A. Provider shall employ all necessary employees to properly staff the food service operations at Contractor's school sites. It is understood and agreed that all staff assigned by Provider to Contractor's school sites are Provider's employees and shall not, for any purposes, be considered employees of Contractor. Provider shall be responsible for hiring, firing, supervision and discipline of its employees who are assigned to the Contractor's school sites. Provider shall ensure that it meets all of its obligations to provide insurance for its employees, including but not limited to workers compensation insurance, and that any claims made by Provider's employees assigned to Contractor's school sites shall be made to Provider's insurance carriers under Provider's insurance policies.

B. Provider shall maintain an adequate supervisory staff of its employees at Contractor's school sites to assist and supervise its employees in the provision of food service under this Agreement. Provider shall provide administrative, dietetic, purchasing, and personnel advice and supervision, including an on-site manager at each school.

6. Purchasing

Provider is empowered under this Agreement to make purchases through the competitive bidding process, where the award is made to the lowest responsible bidder. When making a joint purchase, Contractor and Provider shall consult to ensure that requirements of both affected districts are included, and the specifications for the equipment, materials, services and supplies that meet the needs of both districts are included. After bids or other solicitations for joint purchases have been received by Provider, Provider shall execute purchasing document with the vendor on behalf of the Contractor. Contractor shall make payment directly to the contract vendor according to the established procedures of Contractor. Each district shall be separately accountable for its own expenditures of public funds made hereunder. No district shall assume responsibility for the accountability of funds expended by the other district.

For the 2022-23 and 2023-24 school years, Contractor shall purchase the food and supplies necessary for its food service operation based upon the competitive bid already accepted by Provider. Provider shall enter into an agreement with the contract vendor chosen for the 2022-23 and 2023-24 school years to permit Contractor to purchase based upon these accepted bids.

7. Term of Agreement and Disposition of Property upon Expiration of the Joint Powers Agreement

This Joint Powers Agreement shall be effective from July 1, 2022 through June 30, 2024, with the option to renew the Agreement for two additional year terms. Each option to renew may be exercised by written notice to Provider by May 1 of the initial contract term or the renewal term. The parties agree that they shall work cooperatively and jointly to resolve any issues which arise during the performance of this Agreement. The parties further agree that any changes made to the Agreement shall be documented in writing. Upon expiration of the Agreement, any supplies or property acquired by Contractor as a result of the Joint Powers Agreement shall remain the property of Contractor.

8. Contractor shall pay Provider an annual administrative fee of One Hundred Twelve Thousand Four Hundred Fifty-Five Dollars (\$112,455.00) for 2022-23 and One Hundred Fifteen Thousand Eight Hundred Twenty-Nine Dollars (\$115,829.00) for 2023-24 distributed equally in ten (10) installments (September through June), within ten (10) days after receipt of an invoice from Provider. This fee reflects the costs to Provider in operating and managing the program. In addition, Provider shall invoice Contractor for the actual costs in salaries, benefits and costs associated with employee contract for employees assigned to Contractor's school sites. No other costs associated with this Agreement shall be passed along to Contractor unless specifically agreed upon in writing by the parties.

9. Notices


Any notices to or communication with ISD No. 832 for purposes of this Agreement shall be sent to:

Jeff Priess
Director of Finance and Operations
Mahtomedi Public Schools
1520 Mahtomedi Avenue
Mahtomedi, Minnesota
55115

Any notices to or communication with ISD No. 834 for purposes of this Agreement shall be sent to:

Dr. John Thein
Director of Finance
Stillwater Area Public Schools
1875 South Greeley Street
Stillwater, Minnesota
55082

IN WITNESS WHEREOF, ISD No. 832 and ISD No. 834 have executed this Agreement by the signatures below and have approved this Agreement by their respective school boards, on the dates written below.



Independent School District No. 832

Date: 5/23/2022

Independent School District No. 834

Date: _____



Agenda IX.D.
Date Prepared: May 20, 2022
ISD 834 Board Meeting

Consent Agenda: New Heights School Nutrition Services Agreement

Meeting Date: June 9, 2022

Contact Person: Mark Drommerhausen, Director of Operations

Report Purpose:

The purpose of this report is to recommend a School Nutrition Program Joint Agreement with Stillwater Area Public Schools and New Heights School.

Summary:

Stillwater Area Public Schools Nutrition Services will provide meals for New Heights School located at 614 Mulberry St. W. in Stillwater, MN. The agreement will begin on September 2022 through June 2023. ISD 834 staff will prepare and provide breakfast and lunch.

Administration recommends approval of the School Nutrition Program Joint Agreement with New Heights School along with authorization to sign the necessary documents.

Attachment: New Heights School Agreement

Recommendation:

Approval of the Consent Agenda will be requested.

School Nutrition Programs

Agreement for Vended Meals Provided by a School Food Authority

School Year 2022-2023

This agreement is for a School Food Authority (SEA) that participates in School Nutrition Programs (SNP) to obtain reimbursable SNP meals from another SFA, which is referred to in this contract as the "Vendor". An *Agreement for Vended Meals Provided by a School Food Authority* must be completed each school year that the Vendor will provide meals to the SFA. This agreement template may not be used to obtain SNP meals from a commercial vendor.

Meal charges are based on the Vendor recouping at least the estimated costs of providing the meals or snacks. If actual costs are not available, the charge may be based on the total federal reimbursement that could be received for the meal or snack including the value of USDA Foods if applicable.

Competitive quotes are not needed when SNP meals will be obtained from another SFA. The Vendor and SFA may directly negotiate meal prices without additional, competitive quotes.

I. Purpose and Term

"School Food Authority" or "SFA" means the school food authority that will receive the meals and claim the meals for SNP reimbursements under the SFA's agreement with the Minnesota Department of Education (MDE).

"Vendor" means the school food authority that will provide the SNP meals.

This contract, between School Food Authority (SFA): New Heights School

SFA's Cyber-Linked Interactive Child Nutrition System (CLiCS) Sponsor Identification Number: 1000004744 and Vendor: **Stillwater Area Public Schools ISD 834**

SFA's Cyber-Linked Interactive Child Nutrition System (CUCS) Sponsor Identification Number: 1000004047 authorizes that the Vendor will provide meals, snacks or milk in accordance with this agreement and the federal regulations and policies applicable to the U.S. Department of Agriculture (USDA) Child Nutrition program(s) identified in Section II of this contract.

The contract is effective for the period of: 07/01/2022 through 6/30/2022.

Vendor will provide meals to SFA site(s) listed below or on an attached list.

Site Name	Site Address	CLiCS Number (if known)
New Heights School	614 Mulberry St. W. Stillwater, MN 55082	1000004744

SFA will notify Vendor SFA with 60 days' notice of changes to sites.

If all sites do not receive the same types of meals, describe differences between sites here:

II. Meal Requirements

A. Vendor will provide meals, snacks and/or milk that meet applicable School Nutrition Programs requirements, including revised requirements from the Healthy, Hunger-Free Kids Act of 2010 (check all programs that apply):

☒ Lunches meeting National School Lunch Program requirements,* 7 Code of Federal Regulations (CFR) 210.

☒ Breakfasts meeting School Breakfast Program requirements, 7 CFR 220.

☐ Snacks meeting Afterschool Care Snacks requirements, 7 CFR 210.

☐ Milk meeting Special Milk Program requirements, 7 CFR 215 / Minnesota Kindergarten Milk Program.

☐ Other (describe):

B. Vendor will provide meals to SFA in the following manner:

☐ Unitized meals.

☒ Bulk quantities accompanied by written instructions regarding the planned portion size for each food component.

C. Vendor will also provide (check all that apply):

☒ Eating Utensils.

☒ Condiments.

☒ Paper Items.

☒ Extra Milk.

☒ Transportation Containers.

☐ Other, describe.

III. Meal Charges and Billing

- A. SFA will pay the following fixed prices for meals that meet program requirements and are delivered in accordance with the agreement. The fixed prices are the total amount due from SFA for each meal type; Vendor will not charge other fees, or request reimbursement of any costs, in addition to the fixed meal prices.

Meal charges are based on the use of all commercial foods. Meal prices have *not* been reduced to reflect the value of SFA's USDA Foods. SFA will receive credit for its USDA Foods entitlement value as described in Section V.

Breakfast \$

Snack \$

Lunch \$

Meals (check one): ☒ include milk ☐ do not include milk

If applicable, describe other charges such as for extra milk, adult meals, and adjustments to meals to accommodate special dietary needs:

We will charge \$0.55 for all milk sold without a reimbursable meal. Adult meals should be ordered ahead of time and will be charged at \$4.25/meal. Special diet meal will be charged at \$4.00/meal to cover the extra cost of these foods. Site can order a la carte items to sell and will be charged at catering prices as needed.

Vendor SFA will bill SFA as described (include frequency of billing):

Monthly billing over 10 months, September 2022 thru June 2023.

NOTE: Neither the Minnesota Department of Education (MDE) nor USDA assumes any liability for meal payments.

IV. Substitutions and Modifications for Medical or Special Dietary Needs

Vendor will substitute or modify food or beverage items as requested by SFA for students with medical or special dietary needs as specified by SFA. SFA is responsible to obtain and maintain any documentation required for SFA to claim program reimbursements.

If Vendor incurs additional costs for substitutions specified by SFA that exceed the regular meal payments, Vendor may request reimbursement from SFA for the additional costs. Neither SFA nor Vendor may charge any additional amounts to students who qualify for substitutions.

- A. Substitutions or Modifications for Students with Disability-Federal Requirement

Vendor will provide substitutions or modifications to meals, as specified by SFA, for students with a disability that restricts their diet so that they are unable to consume the regular program meals. SFA is responsible to obtain the *Special Diet Statement* for the student that is required for SFA to claim program reimbursement for the meals.

B. Lactose-Reduced Milk for Students with Lactose Intolerance- State Requirement

Vendor will make available at least one of the following types of lactose-reduced milk specified in Minnesota Statutes section 124D.114 for lactose-intolerant students whose parents have submitted written requests: lactose-reduced milk; milk fortified with lactase in liquid, tablet, granular, or other form; or milk to which lactobacillus acidophilus has been added. A portion of a lactose-reduced milk product may be poured or served from a large container. SFA is responsible to maintain the written requests on file.

C. Meal Substitutions for Students without Disability (Optional)

☐ If this box is checked, SFA has established a policy as allowed by School Nutrition Programs to offer meal substitutions that are within the meal pattern on a case-by-case basis for *students who do not have a disability* but who have special dietary needs. SFA will specify the required substitutions to Vendor.

D. Non-Dairy Fluid Milk Substitutes (Optional)

☐ If this box is checked, SFA has established a policy as allowed by School Nutrition Programs to offer one or more *non-dairy fluid milk substitutes that are nutritionally equivalent to cow's milk* to students with a medical or other special dietary need. Vendor will provide non-dairy fluid milk substitute(s) in accordance with SFA's policy. SFA will maintain the written requests that are required to claim program reimbursement for non-dairy fluid milk substitutes.

V. USDA Foods

SFA's USDA Foods entitlement value for the school year is \$ **To Be Determined** . SFA will permit MDE to transfer SFA's entitlement value for the school year to Vendor. Vendor will credit SFA for SFA's USDA Foods based on SFA's entitlement value.

Vendor will provide credits for USDA Foods to SFA at this frequency (check one):

☒ On the monthly invoice, in the set monthly credit amount based on SFA's entitlement value shown above divided by SFA's number of operating months.

SFA's number of operating months: based on 2022-2023 school calendar

Monthly credit that will be provided by Vendor (total entitlement divided by the number of operating months):\$

☐ Other frequency

☐ At the end of the contract year.

VI. Ordering and Delivering

A. SFA or sites will notify Vendor in advance of the number of meals needed.

Vendor will use an organized system for receiving orders for delivery adjustments; documenting orders for delivery adjustments; adjusting production levels, if necessary; ensuring that delivery receipts are changed to reflect adjusted meal orders; and ensuring that adjusted meal orders for each site are correctly packaged and

loaded for delivery.

Indicate deadline(s) for SFA or sites to send meal orders (such as by a set time on the previous day or the same day of the meal service) and how notice will be provided, by e-mail, telephone or in person. Indicate timeline(s) for increasing and decreasing an order that has been made. If more than one site, indicate any differences between sites. Describe here, or reference here to attached information:

B. Vendor will deliver meals as described. Include time(s) for each site.

(For each meal service, indicate time that meal will be delivered or picked up by SFA. If more than one site, indicate for each site.) Describe here, or reference here to attached information:

Site will pick up meals from designated site at 11:00 am daily

C. Responsibility for transport containers:

{Indicate whether Vendor or SFA will be responsible for cleaning transport containers and, if applicable, schedule for Vendor to pick up or SFA/Site to return transport containers. If more than one site, indicate any differences between sites.)

Describe here, or reference here to attached information: See attached

D. Other: **See attached**

VII. Recordkeeping and Availability of Records

A. Vendor agrees to maintain full and accurate records, which are required for SFA to claim reimbursements through School Nutrition Programs. Required records include: 1) daily menu records; 2) daily quantities of food prepared, by type of meal; 3) daily number of meals furnished, by type of meal.

B. Vendor and SFA agree that books and records pertaining to Vendor SFA's food service fund will be made available to SFA upon request and agrees to retain all records for inspection and audit by representatives of SFA, MDE, USDA, and U.S. General Accounting Office, at any reasonable time and place for a period of three (3) years after the final payment for the contract, except that in circumstances where audit findings have not been resolved the records must be retained beyond the three-year period until resolution of the audit.

VIII. Health and Sanitation

A. All food will be properly stored, prepared, packaged and transported free of contamination and at appropriate temperatures.

B. SFA will not pay for meals or snacks that are unwholesome or spoiled at time of delivery.

IX. SFA Control of Food Service

SFA will maintain overall responsibility for administration of the food service, in accordance with SNP regulations and policies.

SFA will:

A. Retain control of the quality, extent and general nature of the food service, including counting the numbers of reimbursable meals and claiming SNP reimbursement from MDE.

- B. Retain control of the nonprofit food service account, overall financial responsibility for the nonprofit food service operation, and meal prices.
- C. Ensure that the food service operation is in conformance with SFA's agreement with MDE to participate in SNP.
- D. Maintain all applicable health certifications for SFA site(s).
- E. Monitor vended meals to ensure the food service is in conformance with program regulations.

X. Termination

Either party may terminate this contract for cause by notice in writing as described:

(The number of days required for notice of termination is 30 days, not to exceed 60 days, must be stated.)

The contract may be terminated for convenience (no cause) if the parties mutually agree to terminate for convenience.

XI. Additional Provisions at Option of SFA and Vendor

Describe additional provisions here, or reference here to additional attached nonfinancial provisions:

ISD 834 will bill New Heights monthly for 10 months (Sep-June). Credit for commodities will be done for 9 months (Sep-May)

Agreement for Vended Meals Provided by a School Food Authority

Signatures

SFA Name: New Heights School

Authorized Representative: Thomas Kearney

Title: Principal/Superintendent

Signature of Authorized Representative:

Date:



Vendor Name: Stillwater Area Public Schools ISD #834

Authorized Representative: Dr. John Thein

Title: Director of Finance

Signature of Authorized Representative: _____

Date:

New Heights and ISD 834 Joint Agreement Additions

1. Delivery/Pick up

- a. New Heights will pick meals up from ISD 834 designated site at 11:00am daily.
- b. ISD 834 will provide the transport containers.
- c. Transport containers from prior day should be returned to ISD 834 upon pick up of current days food.

2. A la carte

- a. New Heights can purchase food from ISD 834 for a la carte sales. Items will be priced at ISD 834 catering prices.
- b. Any milk sold needs to be tracked and reported to ISD 834 and will be charged at \$0.50/carton.

3. Paper Products, etc

- a. ISD will provide utensils, napkins and condiments at no additional cost.
- b. New Heights will provide their own disposable meal trays or can order from ISD 834 at cost.

4. Lunch Ordering

- a. Lunch options will be provided in a cycle menu for fall, winter and spring.
- b. A minimum of 2 options will be provided daily for students to choose from.
- c. New Heights must order meals no later than 9:00am for the same day meals. Meals should be ordered by email to tennanta@stillwaterschools.org.
- d. New Heights will be billed for the number of meals provided.
- e. Food components will be provided in bulk and New Heights will use Offer vs Serve at service time.

5. Breakfast

- a. A 2 week cycle menu will be provided by ISD 834.
- b. Breakfast items will be provided in bulk and New Heights will you Offer vs Serve during service time.



Agenda IX.E.
Date Prepared: May 20, 2022
ISD 834 Board Meeting

Consent Report: School Nutrition Program Joint Agreement with St. Croix Catholic School
Meeting Date: June 9, 2022
Contact Person: Mark Drommerhausen, Director of Operations

Report Purpose:

The purpose of this report is to recommend a School Nutrition Program Joint Agreement with Stillwater Area Public Schools and St. Croix Catholic School.

Summary:

Stillwater Area Public Schools Nutrition Service will perform food service coordination on behalf of St. Croix Catholic School. Stillwater has been providing this service the past several years. The term of this agreement is for the 2022-2023 and 2023-2024 school years.

Kelley Linquist, Stillwater Area Public Schools Manager of Nutrition Services, and staff will provide consulting services throughout the school year. This agreement does not include any responsibility for the day to day operation of the St. Croix Catholic School Food Service Program. St. Croix Catholic may participate in the district food procurement process; and when possible, all deliveries shall be made directly to St. Croix Catholic School. This shall include food, kitchen supplies, and materials. St Croix Catholic School shall pay the district an annual fee of \$3,246.35 for 2022-2023 and \$3,343.74 for 2023-2024. The district shall invoice annually...

Administration recommends approval of the School Nutrition Program Joint Agreement with St. Croix Catholic School along with authorization to sign the necessary documents.

Attachment: School Nutrition Program Joint Agreement

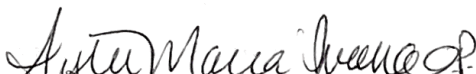
Recommendation:

Approval of the Consent Agenda will be requested.

**JOINT AGREEMENT WITH STILLWATER AREA SCHOOLS AND ST. CROIX CATHOLIC SCHOOL
SCHOOL YEARS 2022-2023 and 2023-2024**

This agreement dated April 6, 2022, between St. Croix Catholic and Stillwater Area Schools authorizes the school district to perform food service coordination functions on behalf of St. Croix Catholic School in accordance with the following guidelines and conditions. The term of this agreement is for the 2022-2023 and 2023-2024 school years.

1. All state and federal reports and backup data shall be prepared and maintained by St. Croix Catholic School.
2. The school district shall include designated St. Croix Catholic staff in appropriate district meetings.
3. St. Croix Catholic may participate in the district food ordering process; and when possible, all deliveries shall be made directly to St. Croix Catholic School. This shall include food, kitchen supplies and materials.
4. When possible, all invoices for food supplies should be sent directly to St. Croix Catholic School. St. Croix Catholic School staff shall review and approve all invoices prior to payment to outside vendors.
5. When it is necessary for the district to invoice St. Croix Catholic School, all invoices shall be paid by the 15th of the month. St. Croix Catholic School shall be responsible for the maintenance and purchase of equipment and facility.
6. Either the school district or St. Croix Catholic may cancel this contract with 30-days written notice.
7. St. Croix Catholic shall pay the district an annual fee of \$3,246.35 for 2022-2023 and \$3,343.74 for 2023-2024. The district shall invoice annually.
8. The purpose of this agreement is to provide consulting services, including USDA professional standards training, to St. Croix Catholic School in the area of food service. This agreement in no way assumes responsibility for day to day operation of the program and recognizes that staff in the St. Croix Catholic School Food Service are not employees of Stillwater School District 834.


Sister Maria Ivana, Principal
St. Croix Catholic School

Dr. John Thein
Director of Finance
Stillwater Area Public Schools

Date 5-4-22

Date _____



Agenda Item IX.F.
Date Prepared: May 20, 2022
ISD 834 Board Meeting

Consent Agenda: Nutrition Service Milk and Dairy Distributor for 2022-2023

Meeting Date: June 9, 2022

Contact Person: Mark Drommerhausen, Director of Operations

Background:

Nutrition Service Milk and Dairy Distributor for 2022-2023

Stillwater Area Public Schools, along with four (4) other school districts are in partnership to attain savings through volume buying and distribution of Milk and Dairy products. Stillwater is the fiscal reporting agent for this group. The participating districts having joint purchasing agreements with Stillwater Area Public Schools are Inver Grove Heights ISD#199, South St. Paul ISD#6, South Washington County Schools ISD#833 and Mahtomedi Public Schools ISD#832.

At the April 22, 2021 board meeting, Plainview Milk Products Cooperative was awarded the 2021-2022 contract with the option to renew for up to three additional one-year periods.

Administration recommends renewing the 2022-2023 Nutrition Service Milk and Dairy contract to Plainview Milk Products Cooperative.

Attachment: Contract and pricing adjustments.

Recommendation:

Approval of the Consent Agenda will be requested.



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:** June 9, 2022

DESCRIPTION OF REQUEST

Stillwater Area Public Schools, along with 4 other school districts are in partnership to attain savings through volume buying and distribution of Milk and Dairy products. Stillwater Area Public School is the fiscal reporting agent for these participating districts; Inver Grove Heights ISD#199, South St. Paul ISD#6, South Washington County Schools ISD#833 and Mahtomedi Public Schools ISD#832.

FINANCIAL IMPACT

\$ 1,075,622.52 **Budget(s) Impacted:** Total of the five member districts Food Service budget (\$194,062.23 is Stillwater's Food Service cost)

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 _____

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

- ☒ Yes List Source(s): State Funding we would get \$ TBD per meal
- ☐ No

PROGRESS MONITORING

Annual renewal

Stillwater Area School District 834

Milk & Dairy Recap

Price Increase effective 7-1-22

			Plainview	
Item Description	Pack	Est. Usage	Bid Price	Total
White Skim	1/2 Pint	491,505	0.2580	\$126,808.29
White 1%	1/2 Pint	822,720	0.2751	\$226,330.27
Chocolate Skim	1/2 Pint	2,526,260	0.2781	\$702,552.91
Lactose Free Skim (SS)	1/2 Pint	9,960	0.7188	\$7,159.25
Chocolate 1%	Pint	11,278	0.8035	\$9,061.87
White Skim	1 Gallon	3	3.9809	\$11.94
White 1%	1 Gallon	90	4.2877	\$385.89
White 2%	1 Gallon	17	4.5980	\$78.17
Cottage Cheese 2%	5#	190	15.7320	\$2,989.08
Sour Cream Lite	5#	13	13.2960	\$172.85
Yogurt, Vanilla	5#	8	9.0000	\$72.00
Total Bid*				\$1,075,622.52

*** Total Bid is based on estimated usages of all items bid by the distributor.**

Stillwater Area School District 834

Milk & Dairy Recap

Price Increase effective 7-1-22

Item Description	Pack	Est. Usage	Plainview	
			Bid Price	Total
White Skim	1/2 Pint	74,516	0.2580	\$19,225.13
White 1%	1/2 Pint	112,924	0.2751	\$31,065.39
Chocolate Skim	1/2 Pint	500,982	0.2781	\$139,323.09
Lactose Free Skim (SS)	1/2 Pint	221	0.7188	\$158.85
Chocolate 1%	Pint	5,008	0.8035	\$4,023.93
White Skim	1 Gallon	0	3.9809	\$0.00
White 1%	1 Gallon	62	4.2877	\$265.84
White 2%	1 Gallon	0	4.5980	\$0.00
Cottage Cheese 2%	5#	0	15.7320	\$0.00
Sour Cream Lite	5#	0	13.2960	\$0.00
Yogurt, Vanilla	5#	0	9.0000	\$0.00
Total Bid*				\$194,062.23

Item Description	Pack	SW	MA	SWC	IGH	SSP	Total
White Skim	1/2 Pint	74,516	18,502	280,000	49,437	69,050	491,505
White 1%	1/2 Pint	112,924	58,275	443,000	100,571	107,950	822,720
Chocolate Skim	1/2 Pint	500,982	156,700	1,118,200	383,628	366,750	2,526,260
Chocolate Skim (SS)	1/2 Pint	40	2			468	510
Vanilla Skim (SS)	1/2 Pint	10	0		312	192	514
Lactose Free Skim (SS)	1/2 Pint	221	65	6,200	648	2,826	9,960
Chocolate 1%	Pint	5,008	6,720				11,728
White Skim	1 Gallon				3		3
White 1%	1 Gallon	62	22			6	90
White 2%	1 Gallon		4			13	17
Chocolate Skim	1 Gallon		0				0
Cottage Cheese 2%	5#		0		156	34	190
Sour Cream Lite	5#		0		4	9	13
Yogurt, Vanilla	5#		0			8	8



Stillwater

AREA PUBLIC SCHOOLS

Independent School District 834
1875 South Greeley Street | Stillwater, Minnesota 55082
Tel: 651.351.8340 | fax: 651.351.8380
www.stillwaterschools.org

June 9, 2022

Becky Pearson
Plainview Milk Products Cooperative
General Manager/Controller
1701 Vermillion St.
Hastings, MN 55033

Dear Ms. Pearson:

Stillwater Area Public Schools School Board renewed the 2022-2023 milk and dairy contract to Plainview Milk Products Cooperative on June 9, 2022 with the option to renew for up to two additional one-year periods.

This letter serves as documentation of the renewed contract for July 1, 2022 through June 30, 2023 to Plainview Milk Products Cooperative as the milk and dairy distributor for the following school districts: Inver Grove Heights #199, South St. Paul #6, South Washington County Schools #833, Mahtomedi Public Schools #832 and Stillwater Area Public Schools #834.

Sincerely,

Dr. John Thein
Director of Finance
Stillwater Area Public Schools

Accepted: Becky Pearson

By: _____
Signature

Name: _____
Print

Date: _____



Hastings Creamery LLC

1701 Vermillion St.

P.O. Box 217

Hastings, MN 55033

Phone: (651) 437-9414

Stillwater Bid Group

May 23rd, 2022

Reference: Hastings Creamery LLC updated pricing for 2022-2023 school year

Hastings Creamery LLC is offering you the attached pricing adjustments for the upcoming 2022-2023 school year due to the many increases in packaging, ingredients and fuel that we've experienced this last year. Below are some examples of these increases over and above the raw milk increases you have seen monthly based on the escalator. We hope to continue providing Valley View Farms products to your bid group for the remaining years stated in the original bid. We are proud to be your supplier.

Cartons	15% increase over the last year
Plastic Bottles	20% increase over the last year
Plastic Caps	18% increase over the last year
Vitamins	13% increase over the last year
Chocolate Powders	31% increase for upcoming school year
Sugar	30% increase for upcoming school year
Chemicals for plant production	11% increase effective 5/1/22
Fuel for delivering	50% increase as diesel fuel prices have doubled
Country View Dairy	10% increase since original bid
Westby Creamery	20% increase since original bid

If you are in agreement with the attached pricing adjustment for 2022-2023 school year, please print, sign, date and return to Hastings Creamery LLC via email. reshia@hastingscreamery.com

Print Name: _____ Position/Title: _____

Signature: _____ Date: _____

Sincerely,

Reshia Gogerty
Controller

Management Signature: _____

Date: _____

Valley View
FARMS
Dairy Products





Hastings Creamery LLC

1701 Vermillion St.

P.O. Box 217

Hastings, MN 55033

Phone: (651) 437-9414

Stillwater Bid Group 2022-2023

Prices quoted are based on May 2022 pricing.

Product	May 2022	
1% ½ pints	\$0.2751 per unit	
Skim ½ pints	\$0.2580 per unit	
Chocolate Skim ½ pints	\$0.2781 per unit	
Lactose Free Skim ½ pints	\$0.7188 per unit	Lactose 8oz new pack size is 24ct
Chocolate 1% Pints	\$0.8035 per unit	
2% Gallons	\$4.5980 per unit	
1% Gallons	\$4.2877 per unit	
Skim Gallons	\$3.9809 per unit	
5# Cottage cheese	\$15.7320 per unit	
5# Sour Cream	\$13.2960 per unit	
5# Yogurt	\$9.00 per unit	
5# Greek Yogurt	\$9.90 per unit	

Prices change monthly based on the attached escalator.





Hastings Creamery LLC

1701 Vermillion St.

P.O. Box 217

Hastings, MN 55033

Phone: (651) 437-9414

Milk Escalator Clause School Year 2022-2023

Class 1 price for 3.5% Milk: May 2022 \$30.10 per cwt.

The information below is based on the cost of skim milk and butterfat announced by the Federal Order Market 30 and over-order premiums charged for raw milk.

Skim Milk cost for: May 2022 \$19.64 per cwt.

For each \$.10/cwt increase or decrease in the cost of skim milk, prices will adjust at the following rates.

Item	Whole	2%	1%	Skim
Gallon	.00864/Gal.	.00864/Gal.	.00864/Gal.	.00864/Gal.
Half Gallon	.00432/64oz	.00432/64oz	.00432/64oz	.00432/64oz
½ Pint	.00054/8oz.	.00054/8oz.	.00054/8oz.	.00054/8oz.
Half n Half Quart	\$0.00216			

Butterfat cost for: May 2022 \$3.1838 per pound

For each \$.10/lb. increase or decrease in the cost of butterfat, prices will adjust at the following rates.

Item	Whole	2%	1%	Skim
Gallon	.02864/Gal	.01744/Gal	.00864/Gal	.00096/Gal
Half Gallon	.01432/64 oz.	.00872/64 oz.	.00432/64 oz.	.00048/64 oz.
½ Pint	.00179/8oz.	.00109/8oz.	.00054/8oz.	.00006/8oz.
Half n Half Quart	\$0.0231			

Cultured Products: The following Items will adjust based on the Class 2 Mover from the Fed Milk Market order 30 advanced price

	<u>Skim</u>	<u>Butterfat</u>
Low Fat Yogurt	\$0.01/lb.	\$0.004/lb.
Low Fat Cottage Cheese	\$0.022 /5 lb.	\$0.01 /lb.
Regular Sour Cream	\$0.02/ 5 lb.	\$0.03/lb.

All additional items purchased would be at our wholesale prices.





Agenda Item IX.G.
Date Prepared: June 1, 2022
ISD 834 Board Meeting

Consent Agenda: Entity Name Change for Schmitt & Sons
Meeting Date: June 9, 2022
Contact Person: Mark Drommerhausen, Director of Operations

Summary:

Mr. Drommerhausen presented to the Finance & Operations meeting on June 1, 2022 that Stillwater Area Public Schools received a proposed amendment to change the Schmitt & Sons entity name to Schmitt & Sons School Buses Stillwater LLC.

Administration recommends approval of this proposed amendment.

Recommendation:

Approval of the Consent Agenda will be requested.

FIRST AMENDMENT TO PRIMARY STUDENT TRANSPORTATION AGREEMENT

THIS FIRST AMENDMENT TO PRIMARY STUDENT TRANSPORTATION AGREEMENT (this “**First Amendment**”) is made and entered into effective as of May ___, 2022 (the “**Effective Date**”), by and between Independent School District No. 834 (Stillwater Area Public Schools), a Minnesota public corporation with its Central Services Office located at 1875 Greeley Street South, Stillwater, MN 55082 (“**School District**”), Schmitt & Sons Transportation, Inc., a Minnesota corporation with its executive office at 3100 State Highway 13, Burnsville, MN 55337 (“**S&S Transportation**”), and Schmitt & Sons School Buses (Stillwater) LLC, a Minnesota limited liability company with its executive office at 22750 Pillsbury Avenue, Lakeville, MN 55044 (“**S&S Stillwater**”).

RECITALS:

WHEREAS, School District and S&S Transportation (as the “Company” thereunder) entered into that certain Primary Student Transportation Agreement, dated to be effective April 28, 2022, but executed by School District on May 2, 2022, and by S&S Transportation on April 26, 2022 (the “**PSTA**”), whereby the School District retained the “Company” to provide bus transportation services to certain of the students served by the School District during the school year; and

WHEREAS, the parties hereto desire to amend the PSTA to reflect that the correct “Company” should be S&S Stillwater.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

1. **Definitions.** All defined terms shall have the meaning given in the PSTA, unless otherwise set forth herein.

2. **S&S Stillwater as Company.** S&S Transportation hereby assigns and transfers to S&S Stillwater all of its rights, interests and obligations as “Company” under the PSTA, and S&S Stillwater hereby accepts and agrees to assume and perform all such rights, interests and obligations. S&S Stillwater shall be considered for all purposes the “Company” under the PSTA.

3. **Miscellaneous.** This First Amendment is integrated into and made a part of the PSTA. Except as specifically otherwise provided herein, all other terms and conditions of the PSTA, as hereby amended, are ratified and confirmed and shall remain unchanged and in full force and effect. In the event of any conflict between this First Amendment and the PSTA, the terms and conditions of this First Amendment shall govern and control. The PSTA, as amended by this First Amendment, constitutes the understanding between the parties relating to the subject matter of this First Amendment, and all prior agreements, proposals, negotiations, understandings and correspondence between the parties in this regard, whether written or oral, are superseded and merged with the PSTA, as amended by this First Amendment. The parties

have obtained any and all necessary consents and/or approvals prior to executing this First Amendment. This First Amendment is binding on and inures to the benefit of the parties and their respective successors and assigns. This First Amendment may be executed in any number of counterparts, each of which, when taken together, shall constitute one and the same document. For purposes of binding the parties, pdf and scanned copies of signatures shall be deemed to be the same as originals.

[Signature Page to Follow]

24070018v1

IN WITNESS WHEREOF, the undersigned have caused this First Amendment to be executed and delivered by their respective authorized representatives, effective as of the day and year first above written.


SCHOOL DISTRICT:

INDEPENDENT SCHOOL DISTRICT NO.
834 (STILLWATER AREA PUBLIC
SCHOOLS), a Minnesota public corporation

By: _____
Name: _____
Title: _____

S&S TRANSPORTATION:

SCHMITTY & SONS
TRANSPORTATION, INC., a Minnesota
corporation

By:  _____
Name: William V. Forbord, Jr.
Title: Chief Operating Officer

S&S STILLWATER:

SCHMITTY & SONS SCHOOL BUSES
(STILLWATER), LLC, a Minnesota limited
liability company

By: _____
Name: William V. Forbord, Jr.
Title: Chief Operating Officer

FIRST AMENDMENT TO LEASE AGREEMENT

THIS FIRST AMENDMENT TO LEASE (this “**First Amendment**”) is made and entered into effective as of May __, 2022 (the “**Effective Date**”), by and between Independent School District No. 834 (Stillwater Area Public Schools), a Minnesota public corporation with its District Office at 1875 Greeley Street South, Stillwater, MN 55082 (“**Landlord**”), Schmitt & Sons Transportation, Inc., a Minnesota corporation with its executive office at 3100 State Highway 13, Burnsville, MN 55337 (“**S&S Transportation**”), and Schmitt & Sons School Buses (Stillwater) LLC, a Minnesota limited liability company with its executive office at 22750 Pillsbury Avenue, Lakeville, MN 55044 (“**S&S Stillwater**”).

RECITALS:

WHEREAS, Landlord and S&S Transportation (as the “Tenant” thereunder) entered into that certain Lease Agreement, dated to be effective July 1, 2022, but executed by Landlord on May 2, 2022, and by S&S Transportation on April 21, 2022 (the “**Lease**”), for the premises located at 11530 Hudson Boulevard North, Lake Elmo, MN 55042 (the “**Premises**”); and

WHEREAS, the parties hereto desire to amend the Lease to reflect that the correct “Tenant” should be S&S Stillwater.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

1. **Definitions.** All defined terms shall have the meaning given in the Lease, unless otherwise set forth herein.

2. **S&S Stillwater as Tenant.** S&S Transportation hereby assigns and transfers to S&S Stillwater all of its rights, interests and obligations as “Tenant” under the Lease, and S&S Stillwater hereby accepts and agrees to assume and perform all such rights, interests and obligations. S&S Stillwater shall be considered for all purposes the “Tenant” under the Lease.

3. **Miscellaneous.** This First Amendment is integrated into and made a part of the Lease. Except as specifically otherwise provided herein, all other terms and conditions of the Lease, as hereby amended, are ratified and confirmed and shall remain unchanged and in full force and effect. In the event of any conflict between this First Amendment and the Lease, the terms and conditions of this First Amendment shall govern and control. The Lease, as amended by this First Amendment, constitutes the understanding between the parties relating to the subject matter of this First Amendment, and all prior agreements, proposals, negotiations, understandings and correspondence between the parties in this regard, whether written or oral, are superseded and merged with the Lease, as amended by this First Amendment. The parties have obtained any and all necessary consents and/or approvals prior to executing this First Amendment. This First Amendment is binding on and inures to the benefit of the parties and their respective successors and assigns. This First Amendment may be executed in any number of counterparts, each of which, when taken together, shall constitute one and the same document. For purposes of binding the parties, pdf and scanned copies of signatures shall be deemed to be the same as originals.

[Signature Page to Follow]

24068801v1

IN WITNESS WHEREOF, the undersigned have caused this First Amendment to be executed and delivered by their respective authorized representatives, effective as of the day and year first above written.


LANDLORD:

INDEPENDENT SCHOOL DISTRICT NO.
834 (STILLWATER AREA PUBLIC
SCHOOLS), a Minnesota public corporation

By: _____
Name: _____
Title: _____

S&S TRANSPORTATION:

SCHMITTY & SONS
TRANSPORTATION, INC., a Minnesota
corporation

By:  _____
Name: William V. Forbord, Jr.
Title: Chief Operating Officer

S&S STILLWATER:

SCHMITTY & SONS SCHOOL BUSES
(STILLWATER), LLC, a Minnesota limited
liability company

By: _____
Name: William V. Forbord, Jr.
Title: Chief Operating Officer

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Donnay, Angie	Resignation	Community Education Assistant 9.5 hrs/week Early Childhood Family Center	CE Leads & Assistant	May 26, 2022
Forrest, Caitlyn	Resignation	CE Accounting Technician Central Services	Tech Support	June 8, 2022
Lindstrom, William	Resignation	Community Education Assistant FT 8.0 hrs/day Afton-Lakeland Elementary	CE Leads & Assistant	June 2, 2022
Ostertag, Theresa	Retirement (27 years)	Paraprofessional 6.5 hrs/day Afton-Lakeland Elementary	SCPA	June 2, 2022
Yarrington, Cynthia	Resignation	Parent Educator Early Childhood Family Center	SCEA	August 13, 2022

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Alfaro-Carillo, Karen	Paraprofessional 6.0 hrs/day Lake Elmo Elementary	\$16.78 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Almer, Mariah	Health Paraprofessional 6.5 hrs/day Afton-Lakeland Elementary	\$18.98 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Bass-Funke, Adriaunna	Paraprofessional 6.5 hrs/day Stillwater Middle School	\$16.98 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Booth, Kathleen	Paraprofessional 6.5 hrs/day Oak-Land Middle School	\$17.18 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Buschette, Sara	Paraprofessional 6.5 hrs/day Afton-Lakeland Elementary	\$17.18 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Campbell, Evelyn	Paraprofessional 7.0 hrs/day Andersen Elementary	\$18.88 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Colwell, Patti	Paraprofessional 6.0 hrs/day Stillwater Area High School	\$16.98 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Costa, Nicklaus rehired	1.0 FTE Kindergarten Teacher Brookview Elementary	\$53,455	2022-2023 Staffing	SCEA	August 22, 2022
Eiffler, Julia	Paraprofessional 6.0 hrs/day Lily Lake Elementary	\$17.18 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Giedde, Teale	1.0 FTE Special Education Teacher Oak-Land Middle School	\$81,262	2022-2023 Staffing	SCEA	August 16, 2022
Gilmore, Erin	Paraprofessional 6.25 hrs/day Andersen Elementary	\$16.98 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Gulbrandsen, Ann	Paraprofessional 7.0 hrs/day Oak-Land Middle School	\$18.88 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Harvieux, Maren	Paraprofessional 6.0 hrs/day Lily Lake Elementary	\$16.98 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Hasach, Keri	Paraprofessional 6.0 hrs/day Lily Lake Elementary	\$16.98 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Hein, Katherine	Paraprofessional 6.15 hrs/day Rutherford Elementary	\$17.18 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Hoffman, Melissa	1.0 FTE Special Education Teacher Early Childhood Family Center	\$69,187	2022-2023 Staffing	SCEA	August 16, 2022
Johnson, Shannon	Paraprofessional Behavioral 7.0 hrs/day Rutherford Elementary	\$17.18 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Kindler, Annmarie rehired	1.0 FTE Grade 3 Teacher Rutherford Elementary	\$72,507	2022-2023 Staffing	SCEA	August 22, 2022
Kinnear, Mitchell	Custodian, Lvl IVB, 8.0 hrs/day Stillwater Middle School	\$22.83 / hour	Replacement	Custodial	June 20, 2022
Kohanek, Deanna	Paraprofessional 6.0 hrs/day Lily Lake Elementary	\$17.18 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Lampright, Mary	Paraprofessional 6.0 hrs/day Rutherford Elementary	\$18.88 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Lockard, Leasa	Paraprofessional 7.2 hrs/day Oak-Land Middle School	\$16.98 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Nelson, David	Paraprofessional 6.2 hrs/day Oak-Land Middle School	4617.18 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year

Nelson, Kristine	Paraprofessional 6.0 hrs/day Oak-Land Middle School	\$17.18 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Nielsen, Birgitte rehired	1.0 FTE Kindergarten Teacher Brookview Elementary	\$65,265	2022-2023 Staffing	SCEA	August 22, 2022
Noack, Dana	Paraprofessional 6.5 hrs/day Rutherford Elementary	\$18.88 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Pantila, Logan	Paraprofessional 6.5 hrs/day Oak-Land Middle School	\$17.18 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Price, Heather	Paraprofessional 6.5 hrs/day Oak-Land Middle School	\$16.78 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Ries, Jessica	Paraprofessional 6.5 hrs/day Afton-Lakeland Elementary	\$17.18 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Schilling, Andrea	Paraprofessional 6.0 hrs/day Stillwater Middle School	\$17.18 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Schlenker, Theresa	Health Paraprofessional 6.5 hrs/day Stillwater Area High School	\$20.88 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Spaulding, Melissa	Paraprofessional 6.5 hrs/day Lake Elmo Elementary	\$17.18 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Thao, Jennie	Paraprofessional 6.0 hrs/day Rutherford Elementary	\$17.18 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Van Alstine, Tanya	Paraprofessional 6.5 hrs/day Oak-Land Middle School	\$17.18 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Wilgren, Jon	Paraprofessional 6.5 hrs/day Stillwater Middle School	\$17.18 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Wimberger, Terri	Paraprofessional 6.0 hrs/day Stillwater Area High School	\$18.88 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year
Wulf, Mikal	Paraprofessional 6.0 hrs/day Stillwater Middle School	\$17.18 / hour	2022-2023 Staffing	SCPA	2022-2023 School Year

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Benson, Gina	Paraprofessional 6.5 hrs/day Lake Elmo Elementary	Paraprofessional 7.0 hrs/day Lake Elmo Elementary	Replacement	SCPA	2022-2023 School Year
Edgell, Nichole	Paraprofessional 4.3 hrs/day Afton-Lakeland Elementary	Paraprofessional 6.0 hrs/day Afton-Lakeland Elementary	Replacement	SCPA	2022-2023 School Year
Henning, Michelle	Paraprofessional 6.25 hrs/day Lily Lake Elementary	Paraprofessional 6.5 hrs/day Stillwater Middle School	Replacement	SCPA	2022-2023 School Year
Miller, Melissa	Health Paraprofessional 6.5 hrs/day Brookview Elementary	Health Paraprofessional 6.5 hrs/day Andersen Elementary	Replacement	SCPA	2022-2023 School Year
O'Connor, Shari	Cafeteria 4.0 hrs/day Stillwater Area High School	Cafeteria 5.5 hrs/day Oak-Land Middle School	Replacement	Cafeteria	2022-2023 School Year
Peterson, Melissa	Paraprofessional 6.0 hrs/day Lake Elmo Elementary	Paraprofessional 7.55 hrs/day Lake Elmo Elementary	Replacement	SCPA	2022-2023 School Year
Peterson, Tera	1.0 FTE Mid Level Support & Health Teacher Oak-Land Middle School	1.0 FTE BARR Coordinator Stillwater Area High School	Replacement	SCEA	August 22, 2022
Rauchwarter, Emily	Paraprofessional 6.5 hrs/day Stillwater Middle School	Paraprofessional 4.0 hrs/day Stillwater Middle School	Replacement	SCPA	2022-2023 School Year
Shortridge, Lorrie	Paraprofessional 6.5 hrs/day Oak-Land Middle School	Paraprofessional 6.5 hrs/day Stillwater Area High School	Replacement	SCPA	2022-2023 School Year

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Adamle, Mary	NHS Advisor Oak-Land Middle School	Replacement	Co-Curricular	August 22, 2022



Agenda Item X.A.
Date Prepared: June 1, 2022
ISD 834 Board Meeting

Agenda Item: 2021-2023 Principal Master Contract
Meeting Date: June 9, 2022
Contact Person: Cindy Gustafson, Director of Human Resources

Background:

The Master Contract for Principals 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 Principals, covering the period of July 1, 2021 through June 30, 2023.

Information regarding the updates will be provided to the Board. Settlement is within board parameters.
Administration recommends approval of the Master Contract.

Recommendation:

A motion and second will be requested to approve the Master Contract with Principals.

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



Agenda Item X.B.
Date Prepared: June 1, 2022
ISD 834 Board Meeting

Agenda Item: 2021-2023 Terms and Conditions of Employment for District Directors, Managers, and Program Administrators

Meeting Date: June 9, 2022

Contact Person: Cindy Gustafson, Director of Human Resources

Background:

The Terms and Conditions of Employment for the District Directors, Managers, and Program Administrators expired on June 30, 2021.

The District has recently updated the Terms and Conditions of Employment for 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 updated Terms and Conditions of Employment.

Recommendation:

A motion and second will be requested to approve the updated Terms and Conditions of Employment for the District Directors, Managers, and Program Administrators.

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



Agenda Item X.C.
Date Prepared: June 1, 2022
ISD 834 Board Meeting

Agenda Item: 2021-2023 Terms and Conditions of Employment for Tech Support and Coordinators/Supervisors/Specialists (CSS)

Meeting Date: June 9, 2022

Contact Person: Cindy Gustafson, Director of Human Resources

Background:

The Terms and Conditions of Employment for the Tech Support and Coordinators/Supervisors/Specialists (CSS) employees expired on June 30, 2021.

The District has recently updated the Terms and Conditions of Employment for 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 updated Terms and Conditions of Employment.

Recommendation:

A motion and second will be requested to approve the updated Terms and Conditions of Employment for the Tech Support and CSS employee groups.

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



Agenda Item XI. A.
Date Prepared: June 2, 2022
ISD 834 Board Meeting

Report: Q-Comp Update
Meeting Date: June 9, 2022
Contact Person: Dr. Jennifer Cherry and Ms. Deb VanKlei

Summary:

Dr. Cherry and Ms. VanKlei will provide a brief history of the district's Q-Comp program (Alternative Teacher Professional Pay System) and how it is used to improve student learning by providing job-embedded professional development to teachers.

Recommendation:

This is a report for information.



Q-Comp Annual Report

Presented to the School Board
June 9, 2022

What is Q-Comp?

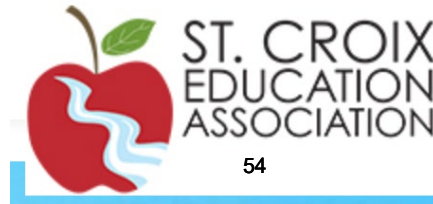
The purpose of the Alternative Teacher Professional Pay System (ATPPS, commonly known as “Q Comp”) is for participating programs to improve student learning through:

- Recruiting and retain highly qualified teachers
- Encouraging highly qualified teachers to undertake challenging assignments and support teachers’ roles in improving students’ educational achievement
- Providing incentives to encourage teachers to improve their knowledge and instructional skills

Source: [MDE QComp Guiding Document](#) | [Minnesota Statutes, section 122A.414](#)

Q-Comp History

- Began ground work in 2014
- Implemented Stillwater's plan in 2016-2017
- Completed year six in 2020-2021
- Added local levy FY23



Stillwater Q-Comp Purpose

1. Improve instructional practices
2. Improve student learning
3. Improve trust and partnership between employees and administration
4. Provide additional professional opportunities and compensation

Source: Q Comp Plan Guiding Document



The 4 Q-Comp Components

1. Career ladder opportunities
2. Job-embedded professional development
3. Teacher Development Evaluation Plan (TDEP)
4. Performance pay



Q-Comp Component 1 | Career Ladder

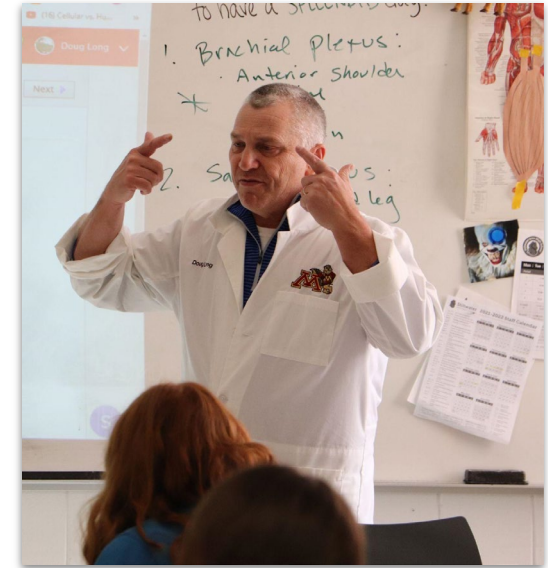
- *Instructional Coach
- *PLC team lead
- *PLC/PD building leads
- Mentor
- Q-Comp Lead
- Special Education Site Liaison



**Program enhancements*

Q-Comp Component 2 | Job-Embedded Professional Development

- *Professional Learning Communities
- *Learning Pathways
- Instructional Coaching
- Mentor partnership & collaboration
- Curriculum Snapshots



**Program enhancements*

Q-Comp Component 3 | Teacher Development Evaluation Plan

- Goal setting (District, Site, Individual)
- Peer review
- Probationary learning visits
- Observation/evaluation
- Reflection



Q-Comp Component 4 | Performance Pay

- Met school-wide achievement goal
- Met student achievement goal
- Completion of TDEP
- *Completion of Learning Pathway



**Program enhancements*

Our Focus for 2021-2022

Meet with stakeholders to continue the improvement of the TDEP process to create meaningful job-embedded professional learning and timely feedback for staff through reflective practice	<ul style="list-style-type: none">● Brought the Design thinking process (focus groups) to every building in the district● Identified professional development and PLC processes to start, stop, improve and continue● pull data from the Qcomp survey● Administrative feedback
Create a plan for meaningful professional learning opportunities for Special Education, Specialist and Licensed staff through job-embedded professional learning	<ul style="list-style-type: none">● Met with all SPED on April 15th
Continue development of the Mentor Program	<ul style="list-style-type: none">● Year 1 - 52 new staff● Year 2- 27 staff● Year 3- beginning in 22-23 SY

What We Are Doing Well



1. Providing 1:1 Mentor for new staff
2. Instructional Coaching support through job-embedded professional learning
3. Building systems of collegial support and professional growth through our probationary learning visits and peer review process

Opportunities to Grow

1. Continue creating systems for job-embedded PD which occurs during the school day with our Mentors and Instructional Coaches
2. Provide mentors for probationary staff in year 3
3. Provide meaning and connection for our Special Education staff, Specialists, non-classroom staff with goals, with professional learning
4. Create professional development that is meaningful to all staff
5. PLC structure

Our Focus for 2022-2023

- PLC reboot
- Learning pathways
- Instructional Coaches playbook

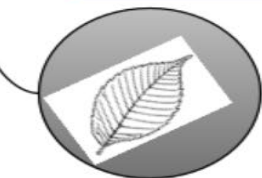


PLC Reboot 3-Year Proposed Plan

Now Spring 2022	IDEATION	The instructional coaching PLC workgroup, along with Teaching & Learning, begin to lay out the proposed foundations of Stillwater's PLC Reboot that will play a part in aligning and fostering job-embedded PD. PLC Building Leads (job description here) are to be identified by May 2022 to support the next Planning phase.
Year 1 2022-2023	PLANNING	PLC Building Leads will be trained at the start of the school year and will then meet on a monthly basis with instructional coaches. The work this year will focus on developing the structures and processes of PLCs, including the PLC handbook and alignment with job-embedded PD. Throughout this school year, there will be a district-wide focus of professional development around DATA to build foundational knowledge of all staff around using data to respond to students' needs. This knowledge will prepare staff for data focused PLCs. PLC Team Leads (job description to come) are to be identified by May 2023.
Year 2 2023-2024	IMPLEMENT	Leadership structure (Building Leads & Team Leads), PLC processes and foundational knowledge around data are now in place. PLCs are better equipped to be data focused and will follow the general processes laid out in the PLC handbook. This year will be the first year of "rebooted" PLCs.
Year 3 2024-2025	DIG DEEPER	A process of reflection will allow PLCs to enter a deeper level of work. Knowledge around the Four Essential PLC Questions, data and responding to students' needs will continue to grow. ⁶⁵ This is a year of fine-tuning.

Job-embedded Professional Development Catalyst for Change

Learning Pathways



Induction Phase

1-3 year teachers,
teachers new to the
district, or grade
level/content
changes



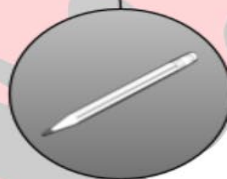
Individualized Coaching

Any teaching staff



Building Cohorts

Any teacher not in an induction phase:
based on campus needs



District Cohorts

Any teacher not in an
induction phase; based on
district initiatives



Mentor teacher

3+year teachers who
have demonstrated a
record of assisting
students to achieve
performance
improvements



Self-sustained study

Teachers with campus admin
approval

Instructional Coaches Playbook | High Impact Teaching

Practices

Table of Contents	Strategy (One Pager → Checklist → Activities with Plans)
Content Planning <ul style="list-style-type: none"> • 5D Purpose • PLC Question 1: What do we want students to know/be able to do? 	<ul style="list-style-type: none"> • Universal Design • Guiding/Essential Questions • Learning Maps • Success Criteria
Instruction <ul style="list-style-type: none"> • 5D Student Engagement • 5D Curriculum and Pedagogy • PLC Question 2: How will we know if they have learned it? 	<ul style="list-style-type: none"> • Writing to Learn • Universal Design • Quality Questioning • Collaborative Processing • Organizing Structures • Critical Reading Process
Formative Assessment <ul style="list-style-type: none"> • 5D Assessment for Student Learning • PLC Questions 3: How will we respond when they don't learn? • PLC Questions 4: How will we respond when they already know it? 	<ul style="list-style-type: none"> • Formative assessments • Formative feedback to inform teaching/Differentiation • Collecting evidence of student progress • Student self-assessment
Community Building <ul style="list-style-type: none"> • 5D Classroom Environment and Culture 	<ul style="list-style-type: none"> • Culturally Responsive Classroom Environment • Classroom Management • Relationship Building → student to student & student to teacher

Challenges

1. Daily Schedule- time for teacher collaboration and reflective practice during the school day
2. Limited number of professional development days
3. PLC time- frequency and duration
4. Ongoing sub shortages



Questions



Agenda Item XI.B.
Date Prepared: May 31, 2022
ISD 834 Board Meeting

Report item: Long-term Facilities Maintenance 10 year Plan
Meeting Date: June 9, 2022
Contact Person: Mark Drommerhausen, Director of Operations
Action Timeline: June 23, 2022

Report Purpose:

The purpose of this report is to provide a comprehensive list of projects that qualify for long-term facility maintenance funding. The listed items will be prioritized to create information needed to complete the required Long-term Facility Maintenance application.

The Long-term Facility Maintenance application must include a Long-term Facilities Maintenance Revenue Application – Ten Year Expenditure, Long-Term Facility Maintenance Revenue Projection, Statement of Assurances and School Board resolution/meeting minutes adopting the LTFM ten-year plan.

To qualify for a 2023 payable property tax levy, the 2024 Ten Year Plan must be adopted and submitted to the Department of Education.

Attachments:
Comprehensive project list

Recommendation:

This is a report for action. Action will be requested at the June 23, 2022 school board business meeting and will contain the following four components:

- Long-term Facilities Maintenance Revenue Application - Ten Year Expenditure plan
- Long-term Facilities Maintenance Revenue Projection
- Statement of Assurances
- School Board resolution



EXPENDITURE APPROVAL FORM

REQUESTED BY: Mark Drommerhausen, Director of Operations

DATE: June 9, 2022

DESCRIPTION OF REQUEST

Finance	Category	
347	Physical Hazards	\$85,000
349	Other Hazardous Materials	\$75,000
352	Environmental Health & Safety Management	\$210,000
358	Asbestos Removal and Encapsulation	\$60,000
363	Fire Safety	\$250,000
366	Indoor Air Quality	\$50,000
	Total Health and Safety Capital Projects	<u>\$730,000</u>
	Health and Safety, Projects Costing > \$100,000 per Site	
358	Asbestos Removal and Encapsulation	\$0
363	Fire Safety	\$0
366	Indoor Air Quality	\$0
	Total Health and Safety Capital Projects \$100,000 or More	<u>\$0</u>
	Accessibility	
Finance	Category	
367	Accessibility	<u>\$0</u>
	Deferred Capital Expenditures and Maintenance Projects	
Finance	Category	
368	Building Envelope	\$187,000
369	Building Hardware and Equipment	\$538,000
370	Electrical	\$608,000
379	Interior Surfaces	\$1,345,000
380	Mechanical Systems	\$1,760,000
381	Plumbing	\$1,358,000
382	Professional Services and Salary	\$1,175,000
383	Roof Systems	\$1,079,000
384	Site Projects	\$755,000
	Total Deferred Capital Expense and Maintenance	<u>\$8,805,000</u>
Total Annual 10 Year Plan Expenditures		<u>\$9,535,000</u>

FINANCIAL IMPACT

The above description is summary of the proposed FY24 Long-Term Facilities Maintenance (LTFM) program projects. This is a preliminary plan that can be modified as needs and priorities change. The approval of the expenditures is required to complete the LTFM application.

Budget(s) Impacted: Fiscal Year 2024 Long-Term Facility Maintenance Budget total of \$9,535,000

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 2021-?

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

☒ **Yes** List Source(s): Long-Term Facilities Maintenance 2023 payable property tax

☐ **No**

PROGRESS MONITORING

2024 Long-Term Facilities Maintenance program

Long Term Facilities Maintenance -- FY24													
Project	Site		Project Cost	Building Envelope 368	Building Hardware Equipment 369	Electrical 370	Interior Surfaces 379	Mechanical Systems 380	Plumbing 381	Salary / Professional 382	Roofing 383	Site Projects 384	
Replace hallway ceilings	Afton-Lakeland		\$24,000				\$24,000						
Sealcoat playground	Afton-Lakeland		\$25,000									\$25,000	
Replace hallway light fixtures	Afton-Lakeland		\$38,000			\$38,000							
Replace operable walls in Media Center	Afton-Lakeland		\$12,000		\$12,000								
Replace doors and hardware	Afton-Lakeland		\$40,000		\$40,000								
Replace restroom plumbing fixtures	Afton-Lakeland		\$180,000						\$180,000				
Replace Ceramic tile	Afton-Lakeland		\$45,000				\$45,000						
Provide ADA student restroom	Afton-Lakeland		\$85,000						\$85,000				
	Site Total	\$449,000											
Replace Media Center ceiling	Andersen		\$80,000				\$80,000						
Replace casework	Andersen		\$50,000				\$50,000						
Replace Media Center light fixtures	Andersen		\$65,000			\$65,000							
Replace doors and hardware	Andersen		\$35,000			\$35,000							
Replace Media Center flooring	Andersen		\$40,000				\$40,000						
	Site Total	\$270,000											
Paint circulation common areas	Brookview		\$15,000				\$15,000						
	Site Total	\$15,000											
Replace hallway carpeting	Central Services Building		\$8,000				\$8,000						
Replace exterior door	Central Services Building		\$12,000	\$12,000									
	Site Total	\$20,000											
Bituminous repair and replacement	District Wide		\$95,000									\$95,000	
Replace security controls hardware	District Wide		\$300,000		\$300,000								
Replace failed steam traps	District Wide		\$20,000						\$20,000				
Replace lift station pumps and controls	District Wide		\$25,000						\$25,000				
Replace failed electrical motors and controls	District Wide		\$90,000			\$90,000							
Replace sprinkler lines and valves	District Wide		\$65,000									\$65,000	
Replace leaking heating coils and exchangers	District Wide		\$55,000					\$55,000					
Replace failed roofing materials and associated systems	District Wide		\$40,000								\$40,000		
Project management costs, district salaries and fees	District Wide		\$150,000							\$150,000			
Owners Representative	District Wide		\$350,000							\$350,000			
Project design and quality control for buildings	District Wide		\$675,000							\$675,000			
	District Wide Total	\$1,865,000											

Long Term Facilities Maintenance -- FY24													
Replace entryway flooring	ECFC		\$5,000				\$5,000						
Replace fall surface on Playground	ECFC		\$125,000									\$125,000	
	Site Total	\$130,000											
Replace carpeting in classrooms	Lake Elmo		\$30,000				\$30,000						
Replace interior doors and hardware	Lake Elmo		\$20,000		\$20,000								
Replace steam actuators	Lake Elmo		\$5,000						\$5,000				
	Site Total	\$55,000											
Replace sloped roof over office and cafeteria	Lily Lake		\$890,000								\$890,000		
Provide insulation over office to prevent ice damming	Lily Lake		\$149,000								\$149,000		
Provide ADA toilets for staff	Lily Lake		\$130,000						\$130,000				
Replace ceramic tile in restrooms	Lily Lake		\$42,000				\$42,000						
Replace restroom fixtures in student restrooms	Lily Lake		\$60,000						\$60,000				
Replace exhaust fans	Lily Lake		\$30,000					\$30,000					
Replace plumbing lines	Lily Lake		\$170,000						\$170,000				
Replace exterior doors	Lily Lake		\$30,000	\$30,000									
Mill and overlay playground bituminous surface	Lily Lake		\$180,000									\$180,000	
	Site Total	\$1,681,000											
Replace domestic main water lines	Oak Park		\$200,000						\$200,000				
Replace domestic hot water heater	Oak Park		\$50,000					\$50,000					
Replace domestic steam boiler	Oak Park		\$750,000					\$750,000					
Replace light fixtures	Oak Park		\$45,000			\$45,000							
Replace ceilings and ductwork distribution	Oak Park		\$100,000			\$100,000							
Replace interior doors and hardware	Oak Park		\$80,000		\$80,000								
	Site Total	\$1,225,000											
Replace exterior doors	Oak-Land Middle School		\$30,000						\$30,000				
Insulate above ceiling to prevent water lines from freezing	Oak-Land Middle School		\$10,000				\$10,000						
Provide ADA restrooms for staff	Oak-Land Middle School		\$120,000						\$120,000				
Replace 10 skylights	Oak-Land Middle School		\$45,000	\$45,000									
	Site Total	\$205,000											
Replace 2 RTU's	Rutherford		\$750,000					\$750,000					
Replace exterior caulk in precast panels	Rutherford		\$50,000	\$50,000									
	Site Total	\$800,000											

Long Term Facilities Maintenance -- FY24													
Crack seal parking lot	Stillwater Area High School		\$30,000									\$30,000	
Replace second floor hallway ceilings	Stillwater Area High School		\$95,000				\$95,000						
Replace second floor hallway light fixtures	Stillwater Area High School		\$110,000			\$110,000							
Replace drop cords in tech ed classrooms	Stillwater Area High School		\$30,000			\$30,000							
Replace sidewalks	Stillwater Area High School		\$220,000									\$220,000	
Replace building HVAC controls	Stillwater Area High School		\$50,000					\$50,000					
Replace Auditorium seating	Stillwater Area High School		\$155,000				\$155,000						
Replace Auditorium lighting for seating area	Stillwater Area High School		\$25,000					\$25,000					
Replace entryway flooring	Stillwater Area High School		\$25,000				\$25,000						
Replace exterior doors and hardware	Stillwater Area High School		\$50,000	\$50,000									
Replace restroom fixtures	Stillwater Area High School		\$15,000						\$15,000				
Replace building signage	Stillwater Area High School		\$16,000				\$16,000						
Replace water coolers	Stillwater Area High School		\$8,000						\$8,000				
Replace 3 VFD's	Stillwater Area High School		\$15,000			\$15,000							
	Site Total	\$844,000											
Replace interior doors	Stillwater Middle School		\$50,000		\$50,000								
Replace ceilings in classrooms	Stillwater Middle School		\$75,000				\$75,000						
Replace light fixtures in classrooms	Stillwater Middle School		\$80,000			\$80,000							
Replace casework in classrooms	Stillwater Middle School		\$120,000				\$120,000						
Replace sound atinuation in music rooms	Stillwater Middle School		\$40,000				\$40,000						
Paint interior classrooms	Stillwater Middle School		\$25,000				\$25,000						
Replace carpeting	Stillwater Middle School		\$65,000				\$65,000						
Replace VCT	Stillwater Middle School		\$45,000				\$45,000						
	Site Total	\$500,000											
Sealcoat parking lot	Stonebridge		\$100,000						\$100,000				
Sealcoat playground	Stonebridge		\$15,000									\$15,000	
Replace building heating and cooling controls	Stonebridge		\$50,000					\$50,000					
Replace chalkboards in 4 classrooms	Stonebridge		\$30,000						\$30,000				
Replace operable walls	Stonebridge		\$35,000				\$35,000						
Provide ADA restrooms in lower level classroom areas	Stonebridge		\$150,000						\$150,000				
Replace ceramic tile in lower level restrooms (2)	Stonebridge		\$120,000				\$120,000						
Replace gang hand washing sink in lower level restroom areas	Stonebridge		\$25,000						\$25,000				
Replace restroom partitions	Stonebridge		\$30,000				\$30,000						
Replace flooring in lower level classrooms	Stonebridge		\$30,000				\$30,000						
Replace casework, sinks and water lines in classrooms	Stonebridge		\$120,000				\$120,000						
Replace worn doors and hardware	Stonebridge		\$36,000		\$36,000								
Replace water cooler	Stonebridge		\$5,000						\$5,000				
	Site Total	\$746,000											

Long Term Facilities Maintenance -- FY24													
	Total FY24	\$8,805,000	\$8,805,000	\$187,000	\$538,000	\$608,000	\$1,345,000	\$1,760,000	\$1,358,000	\$1,175,000	\$1,079,000	\$755,000	\$8,805,000
Category													
Physical Hazards	\$85,000												
Other Hazardous Materials	\$75,000												
Environmental Health & Safety Management	\$210,000												
Asbestos Removal and Encapsulation	\$60,000												
Fire Safety	\$250,000												
Indoor Air Quality	\$50,000												
Total Health and Safety Capital Projects	\$730,000												
Health and Safety, Projects Costing > \$100,000 per Site													
Asbestos Removal and Encapsulation	\$0												
Fire Safety	\$0												
Indoor Air Quality	\$0												
Total Health and Safety Capital Projects \$100,000 or More	\$0												
Accessibility													
Category													
Accessibility	\$0												
Deferred Capital Expenditures and Maintenance Projects													
Category													
Building Envelope	\$187,000												
Building Hardware and Equipment	\$538,000												
Electrical	\$608,000												
Interior Surfaces	\$1,345,000												
Mechanical Systems	\$1,760,000												
Plumbing	\$1,358,000												
Professional Services and Salary	\$1,175,000												
Roof Systems	\$1,079,000												
Site Projects	\$755,000												
Total Deferred Capital Expense and Maintenance	\$8,805,000												
Total Annual 10 Year Plan Expenditures	\$9,535,000												



Agenda Item XI. C.
Date Prepared: May 30, 2022
ISD 834 Board Meeting

Report Agenda: Review of 2021-22 General Fund Budget

Meeting Date: June 9, 2022

Contact Person: Dr. John Thein, Director of Finance

Summary:

Enclosed in your packet are documents concerning the 2021-2022 General Fund Budget. The exhibits in the packet include:

- Exhibit A: Budget Facts and Information Concerning 2021-2022 Fund Balance Projections
- Exhibit B: Preliminary General Fund Review
- Exhibit C: Comparison of Object Code Expenditures
- Exhibit D: Comparison of Program Code Expenditures
- Exhibit E: 2021-22 Expenditures, Revenue and Fund Balance Projections

Recommendation:

This is a report for information.

Stillwater Public Schools/District 834

Budget Information, Facts and Projections

June 7, 2022

**“Wise leaders use the most current facts
and information to make the best
decision possible.”**

Author Unknown

Exhibit A: This document provides background information concerning the exhibits included in the School Board meeting packet.

Exhibit B: The School Board packet includes a document titled Exhibit B. This document contains the amount of the July 1, 2021 General Fund Balance and the Revised General Fund Budget 2021 - 2022 revenue, expenditures and fund balance from June of 2021. These projected numbers were arrived at using the current Stillwater Area Schools audit and most up to date information available.

Despite the fact that the revised 21-22 budget revenue and expenditures will not be completely received or expended, the information is important because it provides a starting point for the School Board as they look to the 2022 - 23 school year and the conclusion of the current fiscal year. The financial facts necessary and helpful in planning for 2022 - 2023 include the projected unassigned General Fund balance, estimated Capital and LTFM balances plus amounts set aside due to restrictions, commitments and the assignment of District funds. This information will provide a jumping off point, which will allow the School Board to use these projections along with the most current data to make sound financial decisions.

Exhibit C: To assist the School Board in planning the financial future of the School District, the Finance Department has included an overview of the General Fund object code expenditures. This exhibit includes the year-to-date expenditures from June 1, 2021, the percent of the budget spent during that period of time and expenditures plus the percentage of expenditures from the same period of time in the 2021 - 2022 budget cycle.

It is notable, from the data, that the current expenditures are slightly more than during the past fiscal year. This is mainly due to the contract settlements, and expenditures related to the COVID 19 pandemic. A projection of estimated year end expenditures are also included in this exhibit. This estimate is based on the expenditures during the final one month of the past budget period with a 0.3% increase for the final month of the current fiscal year.

Exhibit D: Also included in the packet is a breakdown of all the program code expenditures during the first 11 months of each fiscal year. You will notice the total amounts are the same as the object data sheet (except for rounding) but the line data is presented in a different manner.

The percentage of change showed a small increase during the last month due to the contract settlements and operational costs. It is projected that the percentage of change from one fiscal year to the next will be approximately 0.3% increase. This means that the current budget (entire General Fund) will be over spent by around \$100,000 plus. The data shows increases in district operational costs, substitute's staff (due to COVID) plus amounts paid out in legal and contract expenditures. Meeting the technology needs of distant learning required the school district to continue making major investments in individual devices, network improvements and building technology upgrades. These expenditures in 2022-23 will be covered by the voter approved technology levy. The expenditures for the current fiscal year **do not** include the complete total of Federal COVID funding or other resources available to the district.

Exhibit E: The final exhibit document is a projection of year ending expenditures, revenues and Fund Balance projections. There is also an estimate on the 5% district fund balance requirement. The projected unassigned General Fund Balance is estimated at 4,300,000+ or approximately 4% of reserved expenditures.

Please know that additional funds may be available in the current fiscal year or during the 2022 - 2023 budget year. COVID/ESSER funds, restricted funds for staff development and safe schools plus other assigned funds may be available for future budget adjustments. Reserving a decision on these funds will allow the School Board and District Administration the flexibility to use these additional sources of support to meet the district financial needs as the situation dictates.

I look forward to addressing any questions you may have conferencing the exhibits or financial projections.

General Fund Review

Exhibit B	Estimated Revenue	Estimated Expenditures	Revenue/Expenditures Balance	Fund Balance
General Fund Balance 7/1/2021				\$ 21,550,000.00
Estimated Categorical General Fund Revenue 21/22	\$ 110,975,000.00			
Estimated Categorical General Fund Expenditures 21/22		\$ 110,525,000.00		
Estimated Categorical General Fund Change			\$ 450,000.00	
Estimated Capital Outlay Revenue 21/22	\$ 3,300,000.00			
Estimated Capital Outlay Expenditures		\$ 3,600,000.00		
Estimated Capital Outlay Fund Change			\$ (300,000.00)	
Estimated LTFM & Other Revenue 21/22	\$ 5,000,000.00			
Estimated LTFM & Other Expenditures 21/22		\$ 5,250,000.00		
Estimated LTFM & Other Fund Change			\$ (250,000.00)	
Estimated Total Revenue, Expenditures Changes Balance	\$ 119,275,000.00	\$ 119,375,000.00	\$ (100,000.00)	
Estimated Budgeted General Fund Balance 6/30/22				\$ 21,450,000.00
5% of Total Categorical Expenditures	\$ 5,603,750.00			
Estimated Unassigned General Fund Balance 7/1/22	\$ 4,330,000.00			
Estimated Capital Fund Balance 7/1/22	\$ 8,000,000.00			
Estimated LTFM & Other Fund Balance 7/1/22	\$ 6,000,000.00			
Estimated Prepaid Expenditures	\$ 100,000.00			
Estimated Restricted Funds	\$ 1,070,000.00			
Estimated Assigned Funds	\$ 1,950,000.00			
Estimated General Fund Balance 7/1/22	\$ 21,450,000.00			\$ 21,450,000.00

General Fund Object Expenditure Comparison Exhibit C

<u>June 1, 2021 YTD Expenditures</u>	<u>% of Budget</u>	<u>June 1, 2022 YTD Expenditures</u>	<u>% of Budget</u>	<u>Object</u>
\$48,475,606	84.2%	\$48,209,734	82.1%	Salaries
\$22,529,498	87.4%	\$22,291,973	81.2%	Benefits
\$16,095,215	78.9%	\$18,066,976	88.6%	Services
\$ 5,151,834	174.0%	\$ 2,946,218	86.3%	Tech/Sup.
\$ 2,427,011	36.3%	\$ 3,627,172	43.1%	Cap.Out.
\$ 819,588	97.5%	\$ 723,400	100.0%	Loan
\$ 90,715	43.9%	\$ 48,954	24.8%	Dues
<hr/>				
\$95,589,470	83.5%	\$95,914,430	80.4%	Totals

General Fund Program Code Comparison Exhibit D

<u>June 1, 2021 YTD Expenditures</u>	<u>Difference</u>	<u>June 1, 2022 YTD Expenditures</u>	<u>% of Change</u>	<u>Program Area</u>
\$ 3,653,730	\$ -424,374	\$ 3,229,356	-11.6%	Admin.
\$ 6,799,602	\$ -2,357,866	\$ 4,441,736	-34.7%	Dist. Sup.
\$39,189,663	\$ -245,871	\$38,943,792	-0.6%	Reg. Inst.
\$ 1,286,700	\$ 15,419	\$ 1,302,119	1.1%	Vocat. Inst.
\$16,803,055	\$ 1,157,383	\$17,960,438	6.9%	Spec. Ed.
\$ 5,061,757	\$ -278,422	\$ 4,783,335	-5.5%	Inst. Sup.
\$10,435,322	\$ -418,096	\$10,017,226	-4.0%	Pupil Sup.
\$11,878,648	\$ 2,894,706	\$14,773,354	24.4%	Oper/Main.
\$ 480,989	\$ -17,921	\$ 463,068	-37.3%	Insurance
\$95,589,470	\$ 324,960	\$95,914,430	0.3%	Totals

Expenditures and Revenue Update

Exhibit E

Expenditures:

Current Expenditures 6/1/2022	\$ 95,900,000.00
Estimated Expenditures June 2022	\$ 23,475,000.00
Estimated Expenditures 21/22	\$ 119,375,000.00

Revenues:

Current Revenue 6/1/2022	\$ 83,500,000.00
Estimated Revenue June 2022	\$ 35,775,000.00
21/22 Budget	\$119,275,000
Fees, Donations & Misc.	\$ 1,200,000
COVID Federal Funding	(\$ 1,400,000)
Medical Assistance	<u>\$ 200,000</u>
Estimated 21/22 Revenue	\$119,275,000
	\$ 119,275,000.00

Fund Balance Estimate:

Fund Balance 7/1/21	\$ 4,430,000.00
Estimated Revenue	\$ 119,275,000.00
Estimated Expenditures	\$ (119,375,000.00)
Estimated Fund Balance 6/30/21	\$ 4,330,000.00
5% of Budget Expenditures	\$ 5,603,750.00



Agenda Item XI. D.
Date Prepared: May 23, 2022
ISD 834 Board Meeting

Report: 2022-23 Draft Preliminary Budget Update
Meeting Date: June 9, 2022
Contact Person: Dr. John Thein, Director of Finance
Action Timeline: June 23, 2022

Summary:

The Board of Education is required by law to adopt a preliminary budget by June 30, 2022. Administration will recommend approval of the 2022-2023 Preliminary Budget at the June 23, 2022 board business meeting.

A copy of the 2022-2023 **Draft** Preliminary Budget was provided.

Recommendation:

This is a report. Action will be requested at the June 23, 2022 school board business meeting.

Stillwater Area Public Schools
DRAFT PRELIMINARY 2022-2023 GENERAL FUND BUDGET

June 7, 2022

Comparison to Actual 2020-2021, Revised 2021-2022 and Preliminary 2022-2023 Budgets

	<u>Actual 2020-2021</u>	<u>Revised 2021-2022</u>	<u>Preliminary 2022-2023</u>	<u>% of Total</u>	<u>Line</u>
General Fund Revenue					
Property Taxes	\$ 27,443,738	\$ 29,626,542	\$ 37,300,000	29.6%	1
State Aids & Credits	78,546,667	81,711,264	81,850,000	65.0%	2
Federal Aid	4,594,383	4,747,231	2,750,000	2.2%	3
Grants	134,546	-	-	0.0%	4
Other Local Revenue	1,587,555	1,423,100	1,550,000	1.2%	5
Extra/Co Curricular Fees	409,970	553,000	750,000	0.6%	6
Donations/Student Activity	<u>496,478</u>	<u>1,690,000</u>	<u>1,750,000</u>	1.4%	7
Total General Fund Revenue	<u>\$ 113,213,337</u>	<u>\$ 119,751,137</u>	<u>\$ 125,950,000</u>	100.0%	8
General Fund Expenditures					
District & School Administration	\$ 4,097,726	\$ 3,656,061	\$ 3,652,383	3.0%	9
District Support Services	7,021,886	3,915,681	4,052,626	3.3%	10
Regular Instruction and Vocational Instruction	52,486,203	51,007,907	52,383,266	42.4%	11
Special Education	21,263,770	21,822,652	22,475,000	18.2%	12
Instructional Support Services	6,881,670	6,754,226	7,360,488	6.0%	13
Pupil Support Services	4,494,617	5,080,088	4,770,654	3.9%	14
Transportation (Pupil Support)	8,380,626	8,878,517	10,028,000	8.1%	15
Operations and Maintenance	15,241,907	17,978,670	18,500,000	15.0%	16
Prop/Liability Insurance	<u>497,990</u>	<u>466,000</u>	<u>465,000</u>	0.4%	17
Total General Fund Expenditures	<u>\$ 120,366,394</u>	<u>\$ 119,559,802</u>	<u>\$ 123,687,417</u>	100.0%	18



Agenda Item: Adjournment
Meeting Date: June 9, 2022
Contact Person: School Board Chair

Agenda Item XII. A.
Date Prepared: May 25, 2022
ISD 834 Board Meeting

The meeting must formally adjourn.



Stillwater School Board
Finance & Operations Meeting Notes
June 1, 2022

Attendees: Mark Drommerhausen, John Thein, Mike Funk, Linda Moncrief, Beverly Petrie, Pete Kelzenberg, Alison Sherman, Joan Hurley

I. Draft of budget for 2022-23

J. Thein presented a draft of the budget for 2022-23. It will be presented to the full board at the next business meeting, and action to approve the budget must be taken by the end of June.

II. Food Service Joint Powers Agreement

M. Drommerhausen presented information on a Joint Powers Agreement between District 834 and the Mahtomedi School District for District 834 to provide food service for 2022-2024. It will be presented to the full board at the June 9 business meeting.

III. Food Service agreement with New Heights charter school

M. Drommerhausen presented a proposed agreement for District 834 to provide packaged lunches to New Heights charter school for the coming school year. It will be presented to the full board at the June 9 business meeting.

IV. St. Croix Catholic nutrition services agreement

M. Drommerhausen presented details of an agreement by District 834 to provide lunches to St. Croix Catholic for 2022-24. It will be presented to the full board at the June 9 business meeting.

V. Milk and Dairy purchases for 2022-23

M. Drommerhausen presented information on a purchasing contract for milk and dairy products for the coming school year. The district participates in a purchasing program with four other school districts. It will be presented to the full board at the June 9 business meeting.

VI. Schmittty and Sons name change

The district's new bus vendor has proposed an amendment to the contract that would change its name, for the purposes of its Stillwater operations, to S&S Stillwater. It will be presented to the full board at the June 9 business meeting.

VII. Proposed Long Term Facility Maintenance expenditures for Fiscal Year 2024

M. Drommerhausen presented a proposed list of projects to maintain buildings that it plans to undertake in the summer of 2023. The projects total \$9.5 million. It will be presented to the full board at the June 9 business meeting.

Respectfully submitted by Beverly Petrie



Stillwater School Board
Policy Meeting Notes
June 1, 2022

Present: Katie Hockert, Bev Petrie, Annie Porbeni, Jennifer Cherry, Joan Hurley, Caleb Drexler-Booth

Agenda

- Continue review of 200s policies from last meeting
- Begin review of 600s

Highlights of Discussion

- Community Engagement package of (206, 201.3, 201.6, 207)
 - Katie reported historical information on last 206 revisions
 - Bev reported on research of neighboring districts changes to their public comment
 - Noted ISD 833 & 832 had good procedures
 - Connected with 832 and confirmed they are still pleased with the changes made to procedures
 - Work needed on bringing 206 into alignment with newest version of MSBA model policy
 - Procedures from 833 or 832 to be linked (not in policy) as a starting point for board discussion
 - Tabled 201.6 and requested some input from District Communications team on this policy and integrating feedback from Dec 21 work session
 - Tabled 207 & 201.3 until next meeting when discussion of the whole package continues
- Introduction to 600 series-601, 603, 604, 606
 - Staff has been working extensively on these 4 policies over the past several months to build them out with structures that align with World's Best Workforce goals and statutory requirements.
 - Policies 606.1 & 606.2 slated for revocation
 - 606.2 integrated into new 606
 - Board Learning/Work session will be planned to bring School Board up to speed on work proposed and provide input as the board has final authority on curriculum.
 - Policy committee will bring preliminary questions to our next meeting to help staff frame out work session and anticipate some questions from the board

What's next

- Resume discussion of Community Engagement Package (206, 201.3, 201.6, 207)
- 600 series Learning/Work session feedback from policy committee
- New Policies: 524: Educational Technology revisions, add 522: Title IX & new advertising policy

Respectfully submitted by: Katie Hockert

Submission date: 6/1/22

Next Meeting of Policy Committee: June 15, 2022