



Independent School District 834
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
and 806 Laurens Way, Kinghtdale, NC 27545
School Board Business Meeting Agenda – July 21, 2022 6:30 p.m.
REVISED

- I. **Public Comment**
Up to fifteen speakers will be allotted three minutes each to speak
- II. **Call to Order**
- III. **Roll Call**
- IV. **Pledge of Allegiance**
- V. **Approval of Agenda**
- VI. **Superintendent Report**
- VII. **Board Chair Report**
- VIII. **Consent Agenda**
 - A. Revised Minutes of March 31, 2022 Business Meeting
 - B. Minutes of July 7, 2022 Business Meeting
 - C. Payment of Invoices – July 9, 2022 – July 22, 2022
 - D. Policy 201.6 - Community Engagement and Public Participation Annual Review
 - E. Solution Tree Contract
 - F. Human Resources Personnel Report
- IX. **Action Items**
 - A. District Handbook – Ms. Carissa Keister
 - B. Resolution Calling the School District General Election and Resolution Calling Special Election to Fill School Board Vacancy– Chair Alison Sherman
 - C. Resolution Appointing Elections Judges for the November 8, 2022 School District General Elections - Chair Alison Sherman
 - D. Renewal of District Memberships 2022-2023 – Chair Alison Sherman
 - E. 2022-2023 Resolution for Membership in the Minnesota State High School League - Chair Alison Sherman
- X. **Reports**
 - A. Transition Remodel Update – Mr. Mark Drommerhausen
 - B. Transportation Update – Mr. Mark Drommerhausen
 - C. First Reading Policy 206 – Public Participation in School Board Meetings and Data Privacy Considerations – Dr. Jennifer Cherry
 - D. First Reading Policy 207 – Public Hearings – Dr. Jennifer Cherry
 - E. First Reading Policy 201.3 – Operating Norms– Dr. Jennifer Cherry
 - F. School Board Self-Evaluations – Chair Alison Sherman
- XI. **Adjournment**
 - A. AdjournAttachment:
 - Policy Committee Notes
 - Director Hockert Notes



Agenda Item I.
Date Prepared: June 14, 2022
ISD 834 Board Meeting

Agenda Item: Public Comment
Meeting Date: July 21, 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 II.
Date Prepared: July 14, 2022
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: July 21, 2022

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item III.
Date Prepared: July 14, 2022
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: July 21, 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

Michael Funk, Superintendent, Ex-Officio

Recommendation:

Board action is not required.



Agenda Item IV.
Date Prepared: July 14, 2022
ISD 834 Board Meeting

Agenda Item: Pledge of Allegiance
Meeting Date: July 21, 2022

Background:

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

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

Recommendation:

Board action is not required.



Agenda Item V.
Date Prepared: July 14, 2022
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: July 21, 2022

Background:

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

Recommendation:

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

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



Agenda Item VI.
Date Prepared: July 14, 2022
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: July 21, 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 VII.
Date Prepared: July 15, 2022
ISD 834 Board Meeting

Agenda Item: Board Chair Report
Meeting Date: July 21, 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: July 21, 2022
Contact Person: Varies by item

Agenda Item VIII. A.B.C.D.E.F.
Date Prepared: July 14, 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. Revised Board Business Meeting Minutes, March 31, 2022

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

A copy of the minutes is included for your review.

B. School Board Special Meeting Minutes, July 7, 2022

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

A copy of the minutes is included for your review.

C. Payment of Invoices – July 9, 2022 – July 22, 2022

Contact Person: Dr. Michael Funk, Superintendent

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

D. Policy 201.6 – Community Engagement and Public Participation Annual Review

Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

A copy of the policy has been included for your review.

E. Solution Tree Contract

Contact Person: Dr. Caleb Drexler Booth, Director, Teaching and Learning

A copy of the expenditure form is included for your review

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

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



Independent School District No. 834 – Stillwater Area Public Schools
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
March 29, 2022 – 6:00 p.m. Special Meeting Minutes
REVISED

I. **Call to Order:** The meeting was called to order at 6:03 p.m.

II. **Roll Call**

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

Not present: Tina Riehle, director

III. **Approval of Agenda**

Motion to amend the agenda and table action item C - Oak Park ALC Design Proposal Approval by: Member Sherman; second by: Member Hockert; Vote: 6 ayes, 0 nays; Motion carried unanimously.

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

IV. **Consent Agenda**

- A. Minutes of March 17, 2022 Business Meeting
- B. Minutes of March 22, 2022 Special Meeting
- C. Payment of Invoices – March 19, 2022 - April 1, 2022
- D. Ehlers Annual Continuing Disclosure and Arbitrage Reporting Services Contract
- E. Nutrition Equipment Replacement
- F. 2022-2023 Employee Medical and Dental Insurance Rate Approval
- G. Human Resources Personnel Report

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

V. **Action Items**

- A. Resolution of Intent to Issue General Obligation Facilities Maintenance Bonds - Dr. John Thein
Jodie Zesbaugh and Matthew Hammer from Ehlers reviewed the Pre-Sale report for General Obligation Facilities Maintenance Bonds, Series 2022A and the Long Term Facilities Maintenance Financing.

Motion to approve the Resolution of Intent to Issue Bonds by: Member Petrie; second by: Member Kelzenberg; Vote: 6 ayes, 0 nays; Motion carried unanimously.

- B. 2021-2022 Revised General Fund Budget/Food Service/Community Ed Budgets - Dr. John Thein

Dr. Thein presented the Draft 2021-2022 Revised Budget at the March 17, 2022, school board business meeting. The 2021-2022 Revised General Fund Budget/Food Service/Community Ed

Budgets adopted by the Board of Education is an update to the Preliminary Budget approved the previous June. The Preliminary Budget is built on conservative enrollment projections and estimates of revenues.

Fund	2021-22 Revised Budget	2021-22 Revised Expenditures
General Fund	\$119,751,137	\$119,559,802
Food Service	\$5,446,382	\$5,407,360
Community Education	\$7,113,948	\$7,349,841 \$7,349,851

Motion to approve the 2021-2022 Revised General Fund Budget/Food Service/Community Ed Budgets by: Member Porbeni; second by: Member Hockert; Vote: 6 ayes, 0 nays; Motion carried unanimously.

VI. Adjournment

A. The meeting adjourned at 6:38 p.m.

Respectfully submitted, Annie Porbeni, Clerk



Independent School District No. 834 – Stillwater Area Public Schools
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
July 7, 2022 – 8:00 a.m. Special Meeting Minutes

- I. Call to Order:** The meeting was called to order at 8:01 a.m.
- II. Roll Call:** Present: Alison Sherman, chair, Katie Hockert, vice chair, Beverly Petrie, treasurer, Pete Kelzenberg, director, Tina Riehle, director

Not present: Annie Porbeni, clerk, Vivian Votava, director

III. Approval of Agenda

Motion to approve the agenda by: Member Kelzenberg; second by: Member Petrie; Vote: 5 ayes, 0 nays; Motion carried unanimously.

IV. Consent Agenda

- A. Minutes of June 23, 2022 Business Meeting
- B. Payment of Invoices – June 25, 2022 - July 8, 2022
- C. Chromebook Cases Quote for One to One program
- D. Classroom Video (AVI)
- E. Accurate Health Care One to One Contracts
- F. Human Resources Personnel Report

Motion to approve item A, B, C, D, E, F by: Member Petrie; second by: Member Hockert; Vote: 5 ayes, 0 nays; Motion carried unanimously.

V. Adjournment

- A. The meeting adjourned at 8:03 a.m.

Respectfully submitted, Alison Sherman, Board Chair

BOARD GOVERNANCE PROCESS

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Community Engagement and Public Participation	201.6	Adopted: 08-26-2010 Revised: 08-11-2016 Renumbered: 3-11-2021	Annually

1. Positive relationships and stakeholder engagement are essential to the continued success of the Stillwater Area Public Schools. To ensure effective community engagement, the Board shall adopt a public participation model and a decision-making framework, and engage in two-way communication that is focused on student results and increases awareness, understanding, and support for the students, staff, and programs of Stillwater Area Public Schools.
 - 1.1. Effective engagement in a school district focuses on building relationships between an educational organization and its stakeholders, which:
 - 1.1.1. Is based on a systematic and continuous plan, with shared responsibility of all Board members and employees of the district, designed to improve the programs, services and reputation of the organization.
 - 1.1.2. Utilizes appropriate strategies to ensure input from students, staff, parents and the community as a means to link the entire community.
 - 1.1.3. Relies on two-way communication processes with the goal of stimulating better understanding of the objectives, accomplishments and needs of the organization, in fulfilling its mission for students.
 - 1.1.4. Requires interpreting public attitudes, opinions and beliefs, identifying and helping shape programs, policies and procedures and carrying on involvement and information activities that earn understanding and support, thereby supporting student achievement.
2. Community engagement is successful when everyone in the organization accepts responsibility for communicating effectively, building relationships, providing exceptional service, and acting as ambassadors to positively market the school district.
3. The Board shall ensure a planned and effective engagement program by:
 - 3.1. Adopting and maintaining a Strategic Plan for the school district.
 - 3.2. Adopting and operating within approved public participation and decision-making models and process.
 - 3.3. Adopting a multi-year community engagement plan to ensure communications goals and activities are consistent with the District's Strategic Plan.

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: Dr. Caleb Drexler Booth

DATE: June 29, 2022

DESCRIPTION OF REQUEST

In support of the PLC Reboot, we will contract with Solution Tree to provide strategic support and leadership coaching to administrators, instructional coaches, and teacher leaders. Elements of this intensive professional development will be shared with all teachers and embedded into the processes and products of professional learning communities. The contract with Solution Tree consists of three components:

- Customized Professional Development – Strategic Planning
 - Full day training with 63 staff
 - District/school administrators with teacher leaders and teaching and learning staff will create a strategic plan to ensure the essential conditions are in place for the success of a PLC at Work and develop strategies to achieve real and lasting change.
 - Not to exceed \$8,000
- The Assessment Coaching Academy
 - 6 full days with 63 staff
 - This predefined series of consulting and professional development supports those who will lead the assessment literacy implementation at their school sites. Specific topics include assessment architecture, instructional agility, and student investment.
 - \$1,500 per participant
- Customized Professional Development – School Culture
 - Full day with all teachers
 - This session will focus on the Transforming School Culture Framework. This framework helps educators understand the dynamics of school culture from a sociological, psychological, anthropological, political, historical, and economic lens. The framework simplifies the work of transforming school culture through understanding patterns of behavior that support and undermine the development of school culture. The Solution Tree Associate will help SAPSD leaders set their district on a path of continuous improvement, self-awareness and sustainable success.
 - Not to exceed \$8,000
- Total cost not to exceed \$110,500

FINANCIAL IMPACT

Budget(s) Impacted:

Title II

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 2023-2025 as long as the numbers support the need.

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

☐ **Yes** List Source(s):
 Amount:

☐ **No**

PROGRESS MONITORING

20% of costs are billed upon receipt of contract. Remainder is invoiced upon services rendered.



Solution Tree, Inc. Purchase Agreement

Effective July 8, 2022, Solution Tree, Inc. ("Solution Tree") located at 555 N. Morton St., Bloomington, IN 47404 and Stillwater Area Public Schools ("Customer") located at 1875 S. Greeley St. South, Stillwater, MN 55082 agree as follows:

1. **Summary of Products and Services:** Customer will purchase the following Solution Tree products and services ("Products"). Additional Products may be added in a mutually agreed upon written Addendum.

Products and Services	Total
Professional Development	\$107,500.00
Total	\$107,500.00

2. **Payment Terms:** Customer will provide Solution Tree with a purchase order made out to Solution Tree, 555 N. Morton St., Bloomington, IN 47404, for the full amount due under this Agreement upon execution of this Agreement (the "Purchase Order Due Date"). A non-refundable deposit of 20% of the total amount due will be invoiced upon execution of this Agreement. The total includes any travel, lodging, and incidental expenses incurred by Solution Tree. All payments are due net 30 days from the actual date of invoice. All past due invoices are subject to a finance charge of 1.5% monthly. Solution Tree will invoice Customer off of the purchase order based on the following schedule:

Description	Payment	Expected Invoice Date
20% Deposit (non-refundable)	\$21,500.00	Upon execution of Agreement
Professional Development	\$86,000.00	Incrementally after each date

3. Professional Development

- 3.1. **Description of Services:** Solution Tree will provide a speaker ("Associate") to perform the professional development services described in Exhibit A.
- 3.2. **Presentation Materials:** Customer will reproduce any handouts and other print materials related to the services and will notify the Associate directly of any deadlines for reproduction.
 - a. All Assessment Coaching Academy handouts and print materials are included in the total cost and will be provided by Solution Tree.
- 3.3. **Venue and Audio/Visual Equipment:** Customer will provide a venue, audio/video equipment, and technical support for all sessions.
- 3.4. **Assessment Coaching Academy:** The Assessment Coaching Academy includes 63 participants. Should the number of participants exceed 63, a one-time fee of \$1,500 plus \$1,500



per additional participant will be due. If the number of participants exceeds 100, a second coach will be added in an Addendum. The Assessment Coaching Academy has a maximum of 150 participants.

4. **Resources:** Customer will purchase the following resources. Solution Tree will ship all resources after an invoice has been generated. Solution Tree will not ship any resources without a purchase order or full payment.

Title	Quantity	Price	Total
Assessment Toolkit	13	Included	Included
Assessment Coaching Academy Participant Binder	63	Included	Included
<i>Essential Assessment</i>	63	Included	Included
<i>Instructional Agility</i>	63	Included	Included
Shipping and handling	--	--	Included
Resources Total			Included

5. General Terms

5.1. Intellectual Property: Customer acknowledges that Solution Tree or Associate owns the copyrights to all tangible or electronic presentation materials, handouts, and/or program books used in conjunction with services performed under this Agreement and that no materials will be developed specifically for Customer. Solution Tree will retain all copyrights owned prior to entering this Agreement, and Customer may not reproduce any materials not designated reproducible without the express written permission of Solution Tree. All audio, video, and digital recording of the services by Customer is prohibited.

5.2. Force Majeure: If an event beyond the parties' control makes performance impossible, illegal, or commercially impracticable (a "Force Majeure Event"), the parties will proceed as follows:

- a. If a Force Majeure Event prevents services from occurring onsite, the parties will arrange for the affected services to be delivered virtually on the scheduled dates.
- b. If a Force Majeure Event prevents services from occurring as scheduled, the parties will use best efforts to reschedule or make substitutions for affected services or products.
- c. If a Force Majeure Event prevents performance entirely, neither party will have any further liability to the other party for the prevented performance.
- d. All obligations unaffected by a Force Majeure Event will remain in place.

5.3. Termination: Solution Tree may terminate this Agreement if Solution Tree has not received a purchase order by the Purchase Order Due Date.

- a. **Professional Development:** If Customer cancels any Professional Development Services within 90 days of the scheduled date for any reason but Force Majeure, Customer will reimburse Solution Tree for any reasonable business expenses incurred in anticipation of performance of this Agreement that exceed the amount of the deposit. If events beyond the parties' control make performance on the scheduled dates impossible, the parties will use best efforts to reschedule the Professional Development Services.



- b. Resource Returns and Refunds:** Resource returns and refunds will be handled by the Return Policy outlines at <https://www.solutiontree.com/customer-service/product-orders>.

5.4. Entire Agreement: This Agreement and any exhibits attached hereto constitute the entire agreement of the parties and supersede any prior or contemporaneous written or oral understanding or agreement. No waiver or modification of any of the terms of the Agreement will be effective unless made in writing and signed by both parties, and the unenforceability, invalidity, or illegality of any provision of this Agreement will not render the other provisions unenforceable, invalid, or illegal. Any waiver by either party of any default or breach hereunder will not constitute a waiver of any provision of this Agreement or of any subsequent default or breach of the same or a different kind.

This Agreement is acknowledged and accepted by Customer and Solution Tree:

Michael Funk
Superintendent
Stillwater Area Public School District

Date

Date

Solution Tree, Inc.



Exhibit A

Description of Professional Development Services

SERVICE 1: PLC at Work® Customized Workshops

Date(s): August 10, 2022

Proposed Associate(s): Jeff Byrnes

Estimated Number of Participants: 63

Participant Demographics: District and Building Administration/Coaches

Proposed Start Time: 8:00 am

Proposed End Time: 3:00 pm

Workshop Location: TBD

Cost of Service: \$6,500.00

Description of Service:

The PLC at Work associate will work with district leadership to customize these sessions based on the participants' current PLC at Work reality. The sessions will focus on deepening participants' understanding of the PLC at Work processes and addressing critical next steps to further their PLC at Work implementation. Each day will build on previous trainings and strategies provided.

Sessions may occur virtually. Virtual sessions are up to 6 hours of support.

SERVICE 2: Transforming School Culture

Date(s): January 3, 2023

Proposed Associate(s): Alexander McNeece

Estimated Number of Participants: 600

Participant Demographics: All Certified Staff K-12

Proposed Start Time: 8:00 am

Proposed End Time: 3:00 pm

Workshop Location: TBD

Cost of Service: \$6,500.00

Description of Service:

The associate will work with the school to customize these sessions based on the participants' current reality. The sessions will focus on deepening participants' understanding of school culture and effective practices and procedures that support a healthy school culture. The sessions may also address critical next steps that support staff and students.

Sessions may occur virtually. Virtual sessions are up to 6 hours of support.



Stillwater Area Public Schools Assessment Coaching Academy	
Dates	Session I: October 4-5, 2022 Session II: December 6-7, 2022 Session III: February 7-8, 2023
Cost of Service	\$94,500.00 (\$1,500.00 per participant)
Participants	63 participants – District and Building Administration/Coaches
Content	<p>Stillwater Area Public Schools Assessment Coaching Academy:</p> <p>Session 1 (Days 1 and 2): Assessment Architecture This session is designed to help leadership teams explore the complexities and demands of assessment architecture, in a manner requiring systemic change as well as change within individual educators.</p> <p>Session 2 (Days 3 and 4): Instructional Agility In this session leadership teams explore the practices that support quality decision making for instructional agility at the classroom and school level.</p> <p>Session 3 (Days 5 and 6): Student Investment This session will support leadership teams in navigating the assessment transformations necessary to guide the work of creating cultures of learning where learners play an active and crucial role in maximizing their own achievement.</p>
Facilitator(s)	Assessment Master Coach: Gib Ostheimer
Resources	<p>Each participant will receive the following:</p> <ul style="list-style-type: none"> • Assessment Coaching Academy Participant Binder (63) • <i>Essential Assessment</i> (63) • <i>Instructional Agility</i> (63) <p>Each participating school team will receive:</p> <ul style="list-style-type: none"> • <i>Assessment Toolkit</i> (13)

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Fields, Andrew	Resignation	Principal Oak-Land Middle School	Principals	August 8, 2022
Gustafson, Cynthia	Resignation	Director of Human Resources Central Services	Directors	July 22, 2022
Prestegaard, Jennifer	Resignation	1.0 FTE Counsleor Stillwater Area High School	SCEA	June 23, 2022
Tomandl, Laurel	Resignation	1.0 FTE Special Education Teacher Lily Lake Elementary	SCEA	June 23, 2022
Varela, Debra	Resignation	Secretary - Principal, 8.0 hrs/day Brookview Elementary	Tech Support	June 30, 2022

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Hemmele, Eric	1.0 FTE Counselor Stillwater Area High School	\$57,357.00	Replacement	SCEA	August 16, 2022
Jax, Shannon	Student Support Services Supervisor District Wide	\$95,580.00	Replacement	CSS	July 18, 2022
Leslie, Madison	.8 FTE Art & Media Teacher Andersen & Lake Elmo Elementary	\$51,397.00	Replacement	SCEA	August 16, 2022
Mitchell, Dawn	1.0 FTE School Social Worker Brookview Elementary	\$60,112.00	Replacement	SCEA	August 16, 2022
Olson, Angela	.7234 FTE Preschool Teacher Afton-Lakeland Elementary	\$82,907.00	Replacement	SCEA	August 16, 2022
Smith, Cory	IT Support Technician, 8.0 hrs/day District Wide	\$26.59 / hour	2022-2023 Staffing	Tech Support	July 1, 2022



Agenda Item IX. A.
Date Prepared: July 14, 2022
ISD 834 Board Meeting

Report for Action: District Handbook 2022 - 2023

Meeting Date: July 21, 2022

Contact Person: Ms. Carissa Keister, Director of Communications

Report Purpose:

Each year the district is required to inform parents/guardians of district policies, required notices, and student/parent rights and responsibilities. This information is included in the District Handbook.

The district handbook contains summaries of the various required notices, as well as an overview and links to relevant school board-approved policies. The handbook is published electronically and can be found on the district's website. Families receive multiple communications each fall directing them to the online handbook. Each year, parents/guardians are required to sign off that they have reviewed the policies, procedures and required notices contained within this handbook.

Administration requests approval of the 2022-2023 District Handbook, which is available for review at stillwaterschools.org/handbook.

Recommendation:

A motion and a second to approve the 2022-2023 District Handbook will be requested.

Motion by: _____; Second by: _____

Member _____ introduced the following resolution and called for its adoption:

RESOLUTION CALLING THE SCHOOL DISTRICT GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 834, Stillwater, State of Minnesota, as follows:

1. It is necessary for the School District to hold its general election for the purpose of electing four (4) school board members for terms of four (4) years.
2. The general election is hereby called and directed to be held in conjunction with the statewide general election on Tuesday, the 8th day of November, 2022, between the hours of 7:00 a.m. and 8:00 p.m.
3. The precincts and polling places for this election are those precincts and polling places designated by the cities, towns, or counties located in whole or in part within the School District for the statewide general election.
4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the School District is located, in whole or in part, at least seventy-four (74) days before the date of said general election. The notice shall specify the date of said general election and the office or offices to be voted on at said general election.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the School District at least ten (10) days before the date of said election.

The notice of election so posted and published shall state the time of the election, the location of each polling place, and the offices to be filled as set forth in the form of ballot below.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the School District at least four (4) days before the date of said election and to cause two sample ballots to be posted in each polling place or combined polling place on election day. The sample ballot for a polling place or combined polling place shall reflect the offices, candidates and rotation sequence on the ballot used in that polling place.


The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. Language in substantially the following form shall be used for the ballot for such general election on November 8, 2022:

**SCHOOL DISTRICT OFFICES
INDEPENDENT SCHOOL DISTRICT NO. 834
STILLWATER AREA PUBLIC SCHOOLS**

NOVEMBER 8, 2022

INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval(s) next to your choice(s) like this: 

**SCHOOL BOARD MEMBER
VOTE FOR UP TO FOUR**

- ☐ Candidate A
 - ☐ Candidate B
 - ☐ Candidate C
 - ☐ Candidate D
 - ☐ _____
write-in, if any
 - ☐ _____
write-in, if any
 - ☐ _____
write-in, if any
 - ☐ _____
write-in, if any
-

6. Optical scan ballots must be printed in black ink on white material, except that marks not to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges

must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

8. The name of each candidate to fill the vacancy in office at this general election shall be rotated with the names of the other candidates to fill the vacancy in office in the manner specified in Minnesota law.

9. The School District clerk shall make all Campaign Financial Reports required to be filed with the School District under Minnesota Statutes, Section 211A.02, available on the School District's website. The clerk must post the report on the School District's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The School District must make a report available on the School District's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

10. The individuals designated as election judges for the state general election shall act as election judges for this School District general election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvas in the manner provided for School District elections.

11. The School District clerk is hereby authorized and directed to take all necessary actions to ensure that this election is properly submitted to the electorate of the School District.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

RRM: #470701

**Extract of Minutes of
Meeting of School Board of
Independent School District No. 834 Stillwater, State of Minnesota**

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 834, Stillwater, State of Minnesota, was held in said school district on the ___th day of July, 2022, at o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION CALLING SPECIAL ELECTION TO FILL SCHOOL BOARD
VACANCY**

WHEREAS, a vacancy exists in the office of school board member with a term expiring the first Monday in January, 2025;

WHEREAS, the vacancy has occurred more than 90 days prior to the first Tuesday after the first Monday in November in the third year of the term of the seat;

WHEREAS, under these circumstances, Minn. Stat. § 123B.09, subd. 5b, requires that a special election be held no later than the first Tuesday after the first Monday in November in the year in which the vacancy occurs; and

WHEREAS, a person elected at the special election held pursuant to this resolution shall take office immediately after receiving the certificate of election, filing the bond, and taking the oath of office.

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 834, State of Minnesota, as follows:

1. A special election shall be held to elect one (1) individual to fill a vacant seat on the School Board, the term of which shall expire on January 6, 2025.

2. The clerk shall accept affidavits of candidacy for this office between 84 and 98 days before the date of the special election.

3. The special election shall be held in conjunction with the statewide election on Tuesday, the 8th day of November, 2022, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this special election are those precincts or parts of precincts located within the boundaries of the School District which have been established by the cities, towns, or counties located in whole or in part within the School District.

4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said special election. The notice shall include the date of said special election and the office to be voted on at said special election.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said election.

The notice of election so posted and published shall state the time of the election, the location of each polling place, and the offices to be filled as set forth in the form of ballot below.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said election and to cause two sample ballots to be posted in each polling place or combined polling place on election day. The sample ballot for a polling place or combined polling place shall reflect the offices, candidates and rotation sequence on the ballot used in that polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place or combined polling place on Election Day.

5. The names of candidates to fill a vacancy who have filed an affidavit of candidacy must be listed on the ballot under the separate heading "Special Election for School Board Member to fill vacancy in term expiring January 1, 2025." Their names must be listed as though they had been included by name in this resolution. The clerk

shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

6. The name of each candidate to fill the vacancy in office at this special election shall be rotated with the names of the other candidates to fill the vacancy in office in the manner specified in Minnesota law.

7. Language in substantially the following form shall be included on the election ballot for the school district special election on November 8, 2022:

SCHOOL DISTRICT VACANCY
SPECIAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 834
STILLWATER AREA PUBLIC SCHOOLS

NOVEMBER 8, 2022

INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval(s) next to your choice(s) like this:



SPECIAL ELECTION FOR SCHOOL BOARD MEMBER
TO FILL VACANCY IN TERM EXPIRING JANUARY 6, 2025
VOTE FOR ONE



CANDIDATE V



CANDIDATE W



CANDIDATE X



write-in, if any

8. The school district clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

9. The school district clerk is hereby authorized and directed to take all necessary actions to ensure that this special election is properly submitted to the electorate of the school district.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

CLERK'S CERTIFICATE

STATE OF MINNESOTA)
)SS
COUNTY OF WASHINGTON)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 834, Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to the calling of a special election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this __th day of July, 2022.

BY ORDER OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 834

Annie Porbeni
CLERK OF THE SCHOOL BOARD

Dated: July __, 2022

RRM: #470699

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

Pursuant to due call and notice thereof, a Special meeting of the School Board of Independent School District No. 834 (Stillwater Area Public Schools), State of Minnesota, was duly held in said school district on July 21, 2022 at six thirty o'clock p.m., for the purpose, in part, of adopting a resolution appointing election judges.

Member _____ moved the adoption of the following Resolution:

**RESOLUTION APPOINTING ELECTION JUDGES
FOR THE NOVEMBER 8, 2022
SCHOOL DISTRICT GENERAL ELECTIONS**

BE IT RESOLVED by the School Board of Independent School District No. 834, State of Minnesota, as follows:

1. The individuals hired by the individual cities and township by EXHIBIT A, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's general elections on November 8, 2022 to act as such at the polling places and combined polling places listed on said exhibit.

2. The election judges shall act as clerks of election, count the ballots cast, and submit the results to the school board for canvass in the manner provided for other school district elections.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____. On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

EXHIBIT A

Name	Location	Address
Afton W1-P1	Shepherd of the Valley Lutheran Church	14107 Hudson Rd S, Afton MN 55001
Afton W2-P2	Shepherd of the Valley Lutheran Church	14107 Hudson Rd S, Afton MN 55001
Afton W3-P3	Shepherd of the Valley Lutheran Church	14107 Hudson Rd S, Afton MN 55001
Afton W4-P4	Shepherd of the Valley Lutheran Church	14107 Hudson Rd S, Afton MN 55001
Bayport	Bayport Fire Department	1012 5th Ave N, Bayport MN 55003
Baytown TWP	Baytown Community Center (Town Hall)	4020 McDonald Dr N, Stillwater MN 55082
Denmark TWP P2	Denmark Town Hall	14008 90th St S, Hastings MN 55033
Grant P1	Woodbury Lutheran Church Oak Hill	9050 60th St N, Grant MN 55082
Grant P2	Woodbury Lutheran Church Oak Hill	9050 60th St N, Grant MN 55082
Hugo W3-P6	Rice Lake Centre	6900 137th St N, Hugo MN 55038
Lake Elmo P1	Lake Elmo Fire Station 1	3510 Laverne Ave N, Lake Elmo MN 55042
Lake Elmo P2	Lake Elmo City Hall	3800 Laverne Ave N, Lake Elmo MN 55042
Lake St Croix Beach	City of Lake St Croix Beach City Hall	16455 20th St S, Lake St. Croix Beach MN 55043
Lakeland	Lakeland City Hall	690 Quinnell Ave N, Lakeland MN 55043
Lakeland Shores	St Croix Embrace Church	16600 7th St S, Lakeland MN 55043
Marine on St Croix	Marine on St Croix Village Hall	121 Judd St, Marine On St Croix MN 55047
May TWP	May Town Hall	13939 Norell Ave N, Stillwater MN 55082
Oak Park Heights	Oak Park Heights City Hall	14168 Oak Park Blvd N, Oak Park Heights MN 55082
St Mary's Point	St Mary's Point City Hall	16491 St Mary's Point Dr, St Mary's Point MN 55043
Scandia	Scandia Community Center	14727 209th St N, Scandia MN 55073
Stillwater TWP P1	Stillwater Township Town Hall	13636 90th St N, Stillwater MN 55082
Stillwater TWP P2	Stillwater Township Town Hall	13636 90th St N, Stillwater MN 55082
Stillwater W1-P1	St Paul Lutheran Church	609 5th St S, Stillwater MN 55082
Stillwater W2-P2	Trinity Lutheran Church	115 4th St N, Stillwater MN 55082
Stillwater W3-P3	Stillwater Evangelical Free Church	7671 Manning Ave N, Stillwater MN 55082
Stillwater W4-P4	Our Saviors Lutheran Church	1616 Olive St W, Stillwater MN 55082
West Lakeland TWP	West Lakeland Town Hall	959 Paris Ave Cir N, West Lakeland Township MN 55082
Woodbury P7	King of Kings Lutheran Church	1583 Radio Dr, Woodbury MN 55125
Woodbury P8	St John Lutheran Church	1975 St. John's Dr, Woodbury MN 55129
Woodbury P9	Brookview Elementary	11099 Brookview Road, Woodbury MN 55129
Woodbury P13	Liberty Ridge Elementary School	11395 Eagle View Blvd, Woodbury MN 55129

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 834 (Stillwater Area Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to appointing election judges for a special election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this day of _____, 2022.

Clerk



Agenda Item IX.D.
Date Prepared: July 14, 2022
ISD 834 Board Meeting

Action Item: Renewal of District Memberships 2022-2023
Meeting Date: July 21, 2022
Contact Person: Board Chair Alison Sherman

Background:

Member Organization

Membership Fee

MN School Boards Association (MSBA)

\$14,674.00

Services include: policy formats, legal advice, election advice and legislative updates to support school districts and Boards of Education.

Association of Metropolitan School Districts (AMSD)

\$11,322.00

AMSD's primary task is to lobby at the state level for the needs of metropolitan school districts. However, AMSD's Board believes that its lobbying efforts are most effective when the organization plays a role in shaping the broader public debate on K-12 issues and advocates for policies that benefit the State as a whole.

Recommendation:

A motion and a second to approve the district memberships for 2022-2023 will be requested.

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



**2022-2023 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of 834 School, County of Washington, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high schools listed below (name all high schools under your governing board):

Stillwater Area High School

(If more than four high schools, attach an additional list)

is/are authorized by this, the Governing Board of said school district or school to:

1. _____ Make new application for membership in the Minnesota State High School League;
School Enrollment (grades 9-12): _____
OR;
 X Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____
(Clerk/Secretary - Local Governing Board)

Signed: _____
(Superintendent or Head of School)

Date: _____

Date: _____

District/School Office Address: 1875 Greeley Street South, Stillwater, MN 55082

Head of School/Superintendent's Phone: 651-351-8301

Head of School/Superintendent's Email: funkm@stillwaterschools.org

This form must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2022. Retain one copy for the school files.

2022-2023 RESOLUTION FOR MEMBERSHIP

This information on page must be entered electronically on the MSHSL Resolution for Membership 2022-2023 Form on the League website once for each high school under your governing board.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

- Designated School Board Member – Tina Riehle
- Designated School Representative – Ricky Michel

208.02 ACTIVITY REPRESENTATIVES

- Boys Sports – Ricky Michel
- Girls Sports – Dawn Podolske
- Speech – Joseph Kalka
- Music – Dennis Lindsay

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

- Board Member – Tina Riehle
- Student – 2022-23 – Isabelle Adams
- Parent – Kristen Amundson
- Faculty Member - Beau LaBore

MAILING REPRESENTATIVE

By signature on the first page, I have verified that all required representatives above have been entered electronically on the MSHSL Resolution for Membership 2022-2023 Form.



Agenda Item X. A.
Date Prepared: July 12, 2022
ISD 834 Board Meeting

Report Item: Transition Remodel Update

Meeting Date: July 21, 2022

Contact Person: Mr. Mark Drommerhausen, Director of Operations

Summary:

This report is an update on the Transition remodel at the Oak Park Learning Center.

Recommendation:

This is a report for information.



Bridge Transitions Renovation

July 21, 2022 School Board Update



Design Process & Stakeholder Involvement

- 8-10 staff members and district admin participated
 - *Nearly 95% of Transitions staff*
- 6 meetings over 2-3 month timeline
- Designed spaces to best meet needs of students now and into the future

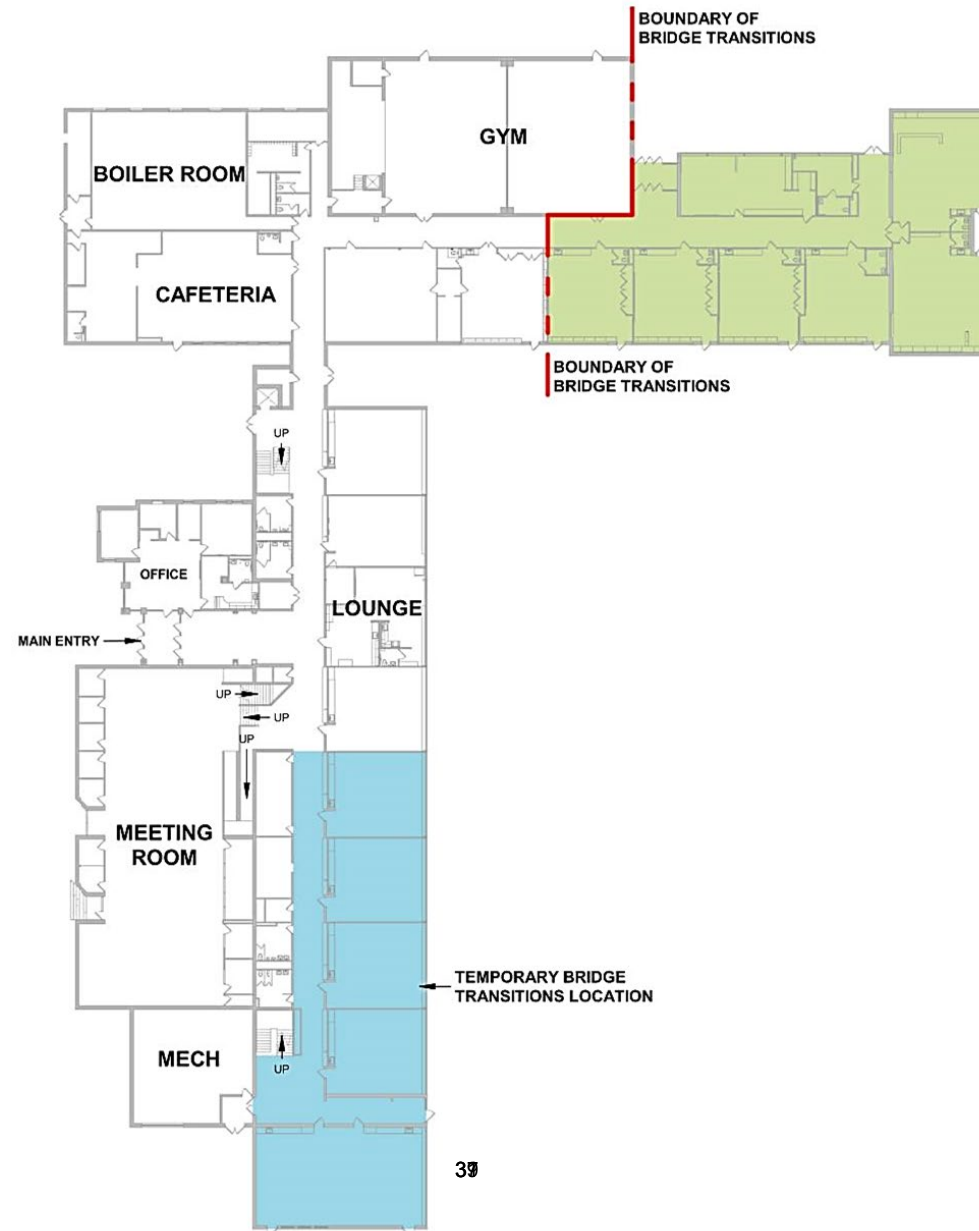


Bridge Transitions Design Criteria:

- Create intentionally designed space for life-skill learning environments
- Provide a more professional-like atmosphere for users
- Create space for social interaction and collaboration
- Solutions should allow for student independence yet be supervisable
- Provide space for sensory, gross and fine motor skill development
- Access adjacent to parking to ease access to transportation for off-site job and service project activities



Oak Park Building Plan Diagram





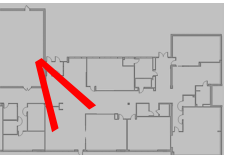
Bridge Transitions Plan Diagram

- LEARNING SPACE
- COLLABORATION SPACE
- CIRCULATION
- SHARED SPACE
- STAFF / MEETING SPACE
- TOILET / STORAGE





ENTRY VIEW 1





ENTRY VIEW 2



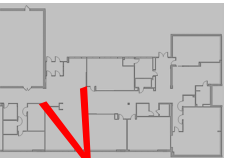


LIFE SKILLS KITCHEN VIEW 1



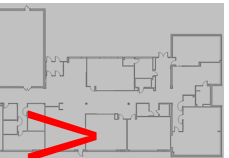


LIFE SKILLS KITCHEN VIEW 2



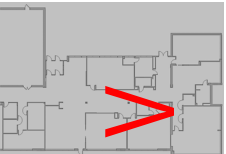


LIFE SKILLS KITCHEN VIEW 3





FLEXIBLE LEARNING / COLLABORATION AREA



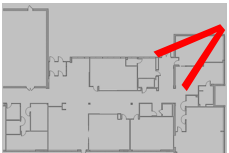


CLASSROOM VIEW





PAES LAB VIEW





HOME LIVING VIEW



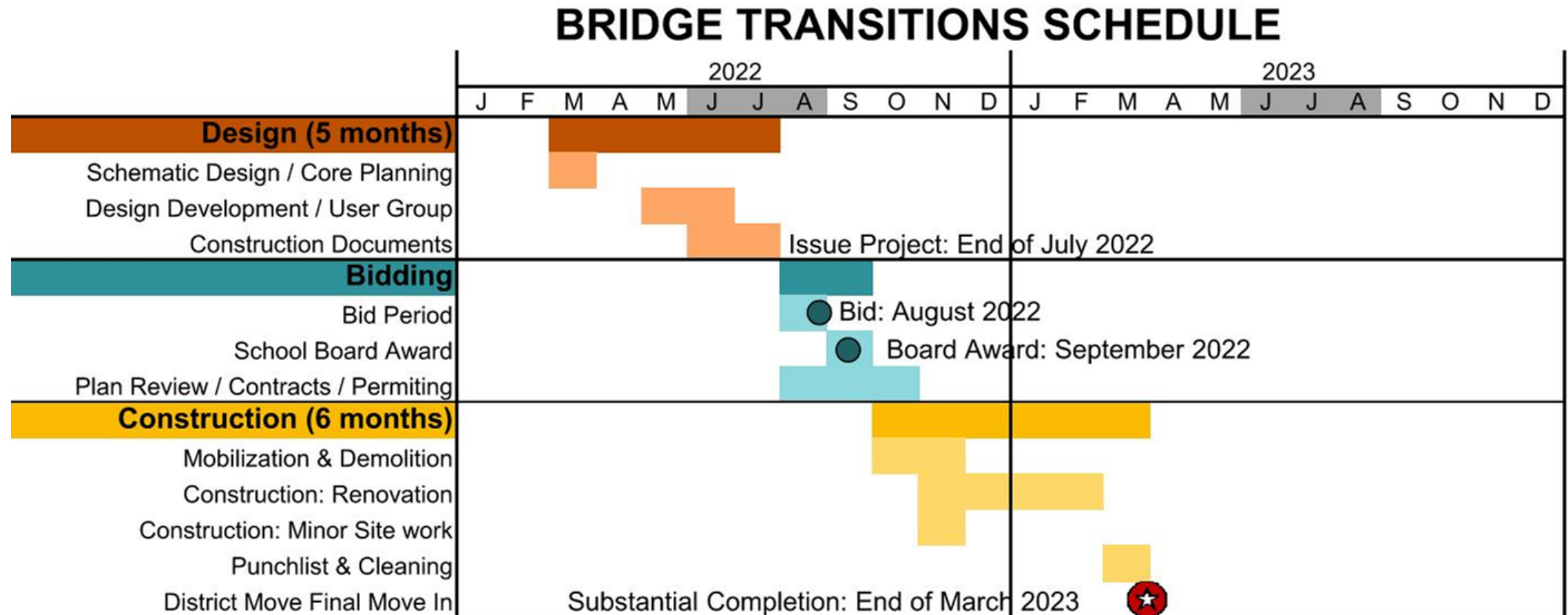


PRODUCTION LAB / CLERICAL LAB VIEW





Project Schedule





Tracking On Budget!

Overall Project Budget \$3.8 Million

(approved at January 6, 2022 Board Meeting)

- Construction Budget of \$3.5 Million

(Mechanical units and door hardware procured through competitive proposals to improve delivery time)

- Soft Cost Budget (A/E, Permits, Testing, etc.) of \$385,000
- (FF&E) Furniture, Fixtures and Equipment are not included in the Project Budget





Next Steps

Early Bid Packages (Hardware & Mechanical Units):

- Issued Drawings: June 30
- Bids Due: July 26
- Finance & Ops Meeting: August 3
- Full Board Approval: August 11

Full Construction Package

- Issue Drawings: August 4
- Bids Due: August 25
- Finance & Ops Meeting: August 31
- Full Board Approval: September 8



QUESTIONS?



Agenda Item X. B.
Date Prepared: July 12, 2022
ISD 834 Board Meeting

Report Agenda: Transportation Update
Meeting Date: July 21, 2022
Contact Person: Mr. Mark Drommerhausen, Director of Transportation

Summary:

Administration will provide an update on our transportation services for 2022-23.

Recommendation:

This is a report for information.



Transportation Update

July 21, 2022

Restoring service to pre-pandemic level

- **Elementary (preK-5)**
Students living .5 miles or further from school
- **Secondary (grades 6-12)**
Students living 1 mile or further from school
- **GATE (Gifted & Talented Education)**
Students living 1 mile or further from Stillwater Middle School
- Students in grades K-8 automatically scheduled to route
- High school students (9-12) need to [register for transportation](#)



Agenda Item: X.C.
Date Prepared: May 13, 2022
ISD 834 Board Meeting

Report for Information: First Reading Policy 206 – Public Participation in School Board Meetings and Data Privacy Considerations

Meeting Date: July 21, 2022

Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

Revisions to Policy 206 Public Participation in School Board Meetings is being presented for a first reading. Proposed changes include adding Data Privacy Considerations to the policy, which is in alignment with MSBA Model Policy. Proposed additions include Definitions, Rights to Privacy, Complaints, and Penalties for Violation of Data Privacy.

Recommendation:

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



POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Public Participation in School Board Meetings and Data Privacy Considerations	206	Adopted: 07-12-2018 REVISED:	2-Year Review Cycle Annual

I. PURPOSE

The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.

The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

The policy of the school board is to encourage discussion by citizens of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.

The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.

B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the

basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.
- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
 4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. ~~III.~~ THE PUBLIC'S OPPORTUNITY TO BE HEARD

- A. The school board will strive to give all citizens of the school district an opportunity to be heard and to have concerns considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. ~~Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).~~

VI. ~~IV.~~ PROCEDURES GENERAL GUIDELINES

A. Agenda Items

1. ~~Citizens~~ **Persons** who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The citizen should provide his or her name, ~~address~~, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. **Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.**
3. The School Board Chair and Superintendent shall determine whether to place a matter on the tentative agenda, in accordance with Policy 203.5.
4. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals

who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.

5. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. ~~Open Forum~~ Public Comment

The school board shall normally provide a specified period of time when citizens may address the school board on any topic, subject to the limitations of this policy. When such period is provided, the school board will specify the time limit for each speaker

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

E. Limitations

1. Personnel matters, student matters, subjects with data privacy concerns, or matters which may be potentially defamatory or otherwise unlawful shall not be considered in public, but shall be processed as determined by the school board in accordance with applicable school board policy and applicable law.

2. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
3. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
4. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)



Agenda Item: X.D.
Date Prepared: May 13, 2022
ISD 834 Board Meeting

Report for Information: First Reading Policy 207 – Public Hearings
Meeting Date: July 21, 2022
Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

The 2022 Policy Working Group will be presenting the Public Hearings Policy 207 for a first reading.

Public hearings are required by law to be held concerning certain issues, such as truth in taxation (Minn. Stat. § 275.065).

Proposed revisions are aligned with the MSBA Model Policy for Public Hearings.

Recommendation:

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

SCHOOL BOARD

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Public Hearings	207	Adopted: 07-12-2018 Revised:	2-Year Review Cycle Annual

I. PURPOSE

The school board recognizes the importance of obtaining public input on matters properly before the school board during a public hearing. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

~~In order for~~ For the school board to efficiently receive public input on matters properly before the school board, the school board establishes the procedures set forth in this policy ~~are established by the school board~~.

III. PROCEDURES

A. Public Hearings

Public hearings are required by law ~~to be held~~ concerning certain issues, including but not limited to, school closings (Minn. Stat. § 123B.51), education district establishment (Minn. Stat. § 123A.15), and agreements for secondary education (Minn. Stat. § 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the discretion of the school board.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

C. Public Participation

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete the information on the electronic sign in sheet. Any request to address the school board after the commencement of the hearing will be granted only at the school board's discretion ~~of the school board chair~~.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name and address of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.

2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.
3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. If the school board requires designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as the school board otherwise determines.
4. Privilege to Speak: A school board member should direct remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
5. Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary to provide an orderly, efficient, and fair opportunity to be heard.

~~To encourage community participation and to conduct public hearings efficiently, the following processes apply to people who wish to address the School Board:~~

- ~~1. —Each individual will be given up to five minutes to address the school board. To ensure all have equal time, individuals may not merge allocated speaking minutes or defer allocated minutes to other speakers.~~
- ~~2. —Individuals addressing the school board should provide their name and address, and identify any group they are representing.~~
- ~~3. —Individuals must present testimony in a respectful and professional manner. Vulgarity, profanity, character attacks or abuse or specific complaints identifying staff or students will not be permitted.~~
- ~~4. —Written statements may be provided to school board members by individuals who do not wish to speak. If an individual wishes to provide statements, they are expected to provide eight copies to be distributed to board members and the superintendent.~~
- ~~5. —The School Board will not respond to or discuss comments, but will consider all public input gathered during the hearings.~~
- ~~6. —Presentations may be permitted with advance notice, but must fit within the speaker's five minutes.~~
- ~~7. —The board chair or designee will terminate the remarks of any individual that does not adhere to the established guidelines.~~

Legal References: Minn. Stat. § 123A.15 (~~Establishing~~ Education Districts ~~Establishment~~)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123B.51 (School Closings)



Agenda Item: X.E.
Date Prepared: May 13, 2022
ISD 834 Board Meeting

Report for Information: First Reading Policy 201.3 – Operating Norms

Meeting Date: July 21, 2022

Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

Operating Norms Policy 201.3 is redundant with other School Board Policies. It is presented for a first reading with recommendation to revoke.

Content in Policy 201.3 overlaps with the following:

- Section 1: Policy 201 Legal Status of School Board

- Section 2: Policy 202 School Board Officers

- Sections 3, 4, 5, 6: Policy 209 Code of Conduct

- Section 7: Policy 205 Open and Closed Meetings, Policy 202 School Board Officers, Policy 203 Operation of School Board Governing Rules, Policy 203.5 School Board Meeting Agenda, Policy 206 Public Participation in School Board Meetings, and Policy 204 School Board Meeting Minutes

Recommendation:

Revoke Policy 201.3 – Operating Norms

SCHOOL BOARD

Operating Norms	201.3	Adopted: 08-26-2010 Revised: 8-11-2016 Renumbered: 03-11-2021	Annually

1. Board members recognize that the highest care, management and control of the district is vested in the Board. The Board shall carry out this responsibility through the establishment of District policies by which the schools are to be administered. The administration of the educational and operational management shall be delegated to the Superintendent.
2. The Board shall cultivate a sense of group responsibility. The Board shall be solely responsible and accountable for excellence in governing. The Board shall use the expertise of individual Board members to enhance the ability of the Board as a body but shall not substitute individual judgments for the Board's collective judgment.
3. Board member accountability to the entire school district supersedes:
 - 3.1. Any loyalty a Board member may have to other advocacy or interest groups
 - 3.2. Any loyalty based upon membership on other boards or staffs
 - 3.3. Any conflicts based upon the personal interests of any Board member
4. How We Relate to One Another
 - 4.1. Board members should feel free to express their opinions and beliefs about issues. Discussions will be open and candor encouraged. Honest disagreements are legitimate and have an appropriate place on the Board; however, Board members shall respect one another's opinions and shall not criticize one another in an inappropriate manner.
 - 4.2. Board members shall focus on issues rather than personalities
5. How We Communicate
 - 5.1. Board members shall establish and maintain open channels of communication with each other..

5.2. Board members shall receive the same information and data which are necessary for decision making. Much of that information will come from the Office of the Superintendent and s/he shall ensure that each member has equal access to this information.

5.3. Board members who are absent or late to meetings shall take the initiative to find out what they may have missed. If Board members know they are going to be absent, they must notify the Board Chair or the Superintendent.

5.4. Board members shall channel requests for information, reports, etc., through the Superintendent and Board Chair

5.5. Board members shall remain informed concerning state and federal laws and regulations affecting education.

5.6. Board members shall exercise honesty in all written and interpersonal interactions

5.7. Board members shall protect the integrity and promote the positive image of the district and one another

5.8. Private and confidential data must always be protected in accordance with the Minnesota Government Data Practices Act. Communication among Board members via email, or any other channel/form of communication, shall be in compliance with the Minnesota Government Data Practices Act.

6. How We Govern

6.1. Board members shall seek and, whenever possible, support solutions that they believe will provide the greatest benefit to the largest number of students.

6.2. The Board shall work in partnership with the Superintendent, staff, students, parents and the community.

6.3. The Board shall deliberate in many voices prior to Board action, but govern in one voice representing the District

6.4. Once the Board has taken action, Board members shall support the official position of the District

6.5. Board members should take risks in confronting differences of opinion. Board members are encouraged to fully participate and to disagree about issues to

ensure full discussion in Board meetings, however, they must be careful that adherence to a point of view does not prolong discussion.

6.6. In order to facilitate constructive resolution of problems at the most appropriate administrative level, when Board members receive questions and concerns from members of the community they shall direct the individual to the appropriate administrator in the District, or the Superintendent if appropriate administrator is unknown.

6.7. Board members shall recognize and respect that their authority only exists when a quorum of the Board meets and not as individual Board members, except as authorized by law or delegated by the Board, through Board action.

6.8. Individual Board members shall not contact Board legal counsel regarding Superintendent performance evaluation without approval of the full Board.

6.9. Legal matters, other than Superintendent performance evaluation, shall be forwarded to the Superintendent to investigate as necessary.

6.10. Board members recognize that the Superintendent is bound only to decisions made by the Board as a whole.

6.11. Board members shall contact the Superintendent at least one work day prior to a Board meeting if they have concerns about agenda items and/or posted materials. This does not limit Board discussion or questions after presentation of materials.

6.12. Board members shall maintain focus on common goals.

7. How We Conduct Meetings

7.1. Generally, the Board shall conduct one business meeting and one learning session each month. Business meetings shall take place on the second Thursday of the month and learning sessions shall take place on the fourth Thursday of the month, with exceptions in cases of holidays, school vacation conflicts, or other unanticipated conflicts.

7.1.1. During learning sessions, the Board shall discuss such things as planning, upcoming business meeting topics, and other topics deemed appropriate by the Board.

7.1.2. The Board may vary from the number and/or timing of business meetings and learning sessions in order to accommodate the business of the District in compliance with the requirements of the Minnesota Open Meeting Law.

7.2. A special meeting of the Board may be called by providing written notice at least three days before the date of the meeting. Notice shall include the date, time, place and purpose of the meeting and shall be posted on the District's website, the front window of the administrative office of the District, and mailed or otherwise delivered to each person who has filed a written request for notice of special meetings with the District.

7.3. An emergency meeting of the Board may be called by the Chair, or a quorum, by telephone or by any other method to notify the members of the Board. . Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the Board members. Notice shall include the subject of the meeting. Posted or published notice of an emergency meeting is not required. No action shall be taken at an emergency meeting, except related to emergency for which it is called.

7.4. The first meeting in January shall be an Organizational meeting. During this meeting, the Board shall select a Chair, Vice Chair, Clerk, Treasurer and other officers as the Board sees fit, and shall establish a schedule of regular monthly meetings of the Board.

7.5. Meetings of the Board shall be open to the public, unless closed by the Board pursuant to the Open Meeting Law

7.6. The Board recognizes the importance of public notice of all meetings. Prior to each meeting, the district shall post the agenda on the district website and furnish a copy of the agenda to District's official newspaper and to any citizen who requests the information.

7.7. Board members shall make all reasonable effort to attend all Board meetings and learning sessions.7.2. A special meeting of the Board may be called by providing written notice at least three days before the date of the meeting. Notice shall include the date, time, place and purpose of the meeting and shall be posted on the District's website, the front window of the administrative office of the District, and mailed or otherwise delivered to each person who has filed a written request for notice of special meetings with the District.

7.8. Board members shall prepare for discussions in advance and review the materials distributed prior to a meeting. Neither the Superintendent nor individual

Board members shall put one another in a position to discuss items or make recommendations in the absence of appropriate information and preparation.

7.9. The Board shall transact all business at meetings of the Board with a quorum of members, in accordance with the Open Meeting Law.

7.10. Board meetings and deliberations shall be conducted according to Minnesota Statute where applicable and then by Robert's Rules of Order, using the authority normally vested in the Board Chair as described in Robert's Rules of Order. The use of Robert's Rules may be suspended at any meeting by a majority vote.

7.11. Board members shall limit discussion to the agenda.

7.12. Prior to the Board business meeting or learning session, the Superintendent, in consultation with the Board Chair, shall prepare the agenda for each meeting.

7.12.1. Board members may request to have an item(s) added to a business meeting or learning session by:

7.12.1.1. Making a request at a Board learning session to add the topic to an upcoming meeting agenda. If the addition of the topic is supported by a majority of Board members, the recommendation shall be forwarded to the Board Chair

7.12.1.2. Generally, items shall not be added to the agenda during a meeting unless they cannot be delayed until a subsequent meeting. Board members should make every effort to submit their request for the addition of an agenda item through discussion at a Board learning session; however, if an item cannot be delayed until a subsequent meeting, during the "Accept Agenda" portion of the meeting, a Board member may make a motion to add it to the agenda. If there is a second to the motion and majority support, the item shall be added.

7.13. Input from students, staff, parents, and community members in major decisions can be a valuable form of assistance to the Board. Open forum is an opportunity to address the Board. Individuals who wish to address the Board may do so regardless of whether or not a topic is on the agenda.

7.13.1. At least 30 minutes prior to each meeting, a sign-up sheet will be available at the meeting site for individuals to sign up to address the Board. Only those whose names and addresses appear on the sign-up sheet at the time the meeting is called to order shall be permitted to address the Board.

7.13.2. Up to 12 speakers shall be provided a maximum of five minutes to address the Board, unless an exception is granted by the Board Chair.

7.13.3. Speakers will not be allowed to verbally attack, disparage, or potentially defame individual Board members, employees or students, nor may speakers use vulgar or profane language. Also, speakers may be precluded from disclosing personally identifiable private data regarding employees or students

7.13.4 Speakers unwilling to conform to the rules or time constraints may be told his/her privilege of speaking has ended.

7.13.5. Board members shall listen respectfully to issues brought to them by the community. They may ask questions for clarification from the speaker but will not engage in debate. The Board shall not deliberate or take action during the open forum regarding an issue presented.

7.13.6. If follow-up by administration is necessary, the Chair shall request that the Superintendent follow up on the matter

7.13.7. When the Board Chair proceeds with the meeting, audience comments are no longer in order; however, the Board members retain the right to call on District administrators for information to assist the Board in its deliberations.

7.14. The minutes of the proceedings of the Board at the previous meeting, together with the next agenda and related materials, shall be provided to the Board before the time of the next regular meeting.

7.14.1. The minutes of the preceding meeting shall be approved by the Board at the next regular business meeting

7.14.2. A copy of all motions and resolutions shall be carefully recorded. The names of those who make motions, those who second motions, and those voting “aye” or “nay” shall be recorded, except when the vote is unanimous.

7.14.3. The official minutes shall be kept as the permanent record of the Board after being reviewed by the Clerk of the Board.

7.14.4. All records of the Board shall be available to citizens for inspection at the Central Services Building, except data classified as private or confidential under the Minnesota Government Data Practices Act.

7.14.5. The official proceedings of the Board or a summary of the proceedings must be published in the official newspaper within 30 days of the meeting at which the proceedings occurred.



Agenda Item: X.F.
Date Prepared: July 13, 2022
ISD 834 Board Meeting

Report: School Board Self-Evaluations

Meeting Date: July 21, 2022

Contact Person: School Board Chair, Alison Sherman

Summary:

The Board Chair will provide the school board with two options to conduct its board self-evaluation.

Recommendation:

This is a report for information only.



Board Chair Report - Board Self Evaluation

July 21, 2022

Why Conduct School Board Self Evaluations?

- Professional development is important – moves us toward becoming a high-performance board.
- Promotes continuous improvement to help the board become more effective in its role of governance and oversight.
- Identifies opportunities for learning, growth, and development.
- Helps build a stronger Superintendent-Board team, which has a positive impact on students, staff, and the community.
- Results can often help identify annual board goals.
- Celebrates what the board is doing well.



Board Evaluation

The Five Standards of School Board Management, 72 Questions:

- CONDUCT & ETHICS
- VISION
- STRUCTURE
- ACCOUNTABILITY
- ADVOCACY

Standards for School Board Leadership

The Role of the School Board

As the entity legally charged with governing a school district, each school board is responsible to its community for governing efficiently and leading effectively to provide for equitable education, resulting in high student achievement.

The following five standards are essential to being an effective, high-performing school board team.

Standard 1: Conduct and Ethics

The school board, as a whole, provides leadership to the community on behalf of the school district by conducting its business in a fair, respectful, legal, and responsible manner.

An effective, high-performing school board strives to meet the following benchmarks:

- Recognize the school board team consists of school board members and the superintendent and evaluates its performance at least annually.
- Take full responsibility for its activity and behavior at and away from the school board table.
- Encourage its members to express their individual opinions, respect others' opinions, and vote according to their convictions.
- Speak with one voice after reaching a decision.
- Spend time on board governance work rather than staff work - focuses on the ends not the means.
- Provide for orientation and ongoing training for all school board members.
- Follow established policies, including the chain-of-command, by directing people with concerns to the appropriate staff.
- Set an example of respectful and civil leadership.

Standard 2: Vision

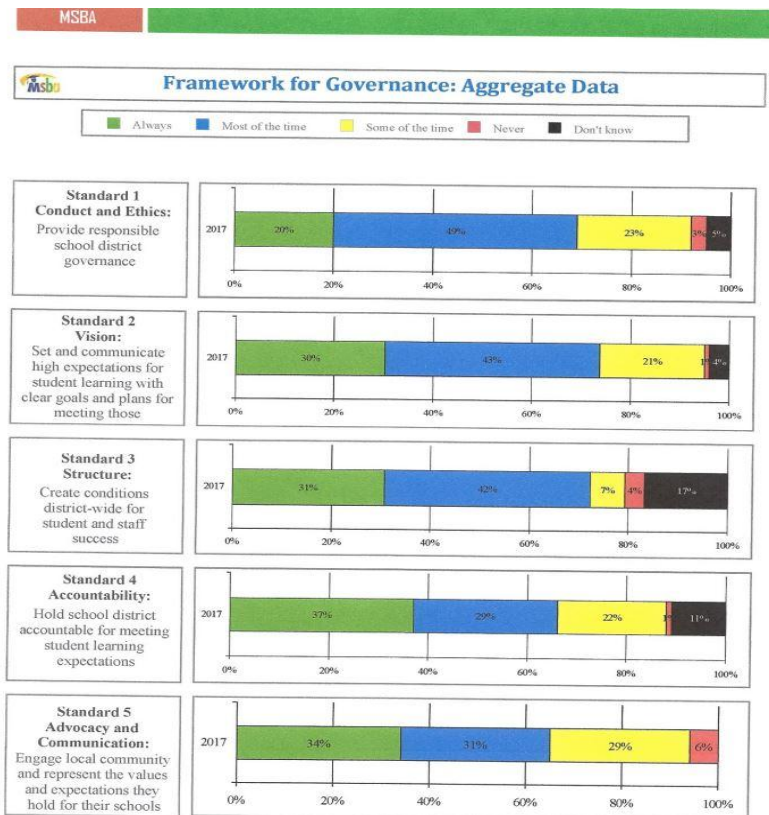
The school board, with community input, envisions the educational future of the community and then formulates the goals, defines the outcomes, and sets the course for the school district.

An effective, high-performing school board strives to meet the following benchmarks:

- Use clear, focused, attainable, and measurable goals and outcomes to support gains in student achievement.
- Develop a strategic plan which includes well crafted school district belief statements, mission statement, vision statement, goals, and objectives that enable the school board to evaluate school district performance.
- Regularly monitor the strategic plan to evaluate progress toward goal achievement and school district success.
- Ensure that the school district belief statements, mission statement, vision statement, goals, and objectives are reflected in school board policies, mirrored in the budget planning and implementation efforts, and is supported district-wide.
- Communicate the strategic plan and the progress to the community.

MSBA Board Evaluation: Option 1

- No cost
- One page summary
- Information available by standard, not individual question
- No professional facilitation



MSBA Board Evaluation: Option 2

- Comprehensive 27-page report
- Professionally guided board discussion
 - Average 2-3 hours. No additional cost if exceeds 3 hours.
- Assistance identifying possible board/superintendent goals
- Cost \$995
 - Cost by Board Director: \$125
 - Cost by Student: \$0.13



MSBA Self-Evaluation Report

Standard 1 Conduct and Ethics

Provide responsible school district governance by:

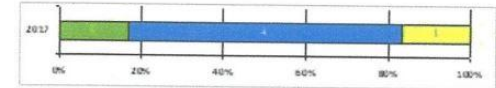
Benchmark of Success B

Ensuring the board is accountable and open to the public, including seeking divergent perspectives in its decision-making process.

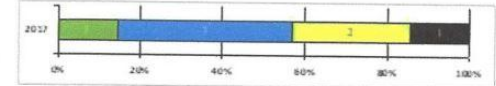
Always Most of the time Some of the time Never Don't know

To what extent does our board:

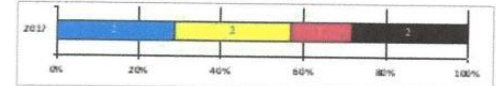
Q 5 Provide information to the public that supports board discussions and decisions?



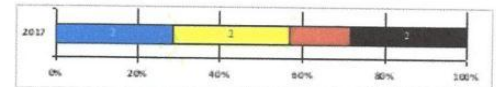
Q 6 Follow a defined process for gathering input prior to making critical decisions?



Q 7 Carry out annual assessments of its performance?



Q 8 Set goals for its improvement?



Next Steps

- Questions
- Board discussion
- Direction on board's preference



Agenda Item: Adjournment
Meeting Date: July 21, 2022
Contact Person: School Board Chair

Agenda Item XI. A.
Date Prepared: July 14, 2022
ISD 834 Board Meeting

The meeting must formally adjourn.



Stillwater School Board
Policy Meeting Notes
July 13, 2022

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

Agenda

- Resume work on Community Engagement Package
- Introduce new Advertising Policy 905

Highlights of Discussion

- Reviewed updates to policy 207: Public Hearings from the Community Engagement package. Updates made were in alignment with newest 2022 version of the MSBA model policy
 - Discussed more detailed procedural elements removed to allow the board to better align with current practices for public comment. This allows more flexibility and consistency in practice.
 - Also discussed how public hearings (207) are different from public comment (206) and the necessity of both policies.
 - Policy 207 is moving to its first reading at the July 21, 2022 Business Meeting
- Reviewed a document that summarizes work to date on community engagement board member suggestions given at the December 21, 2021 work session. This document will be shared with board members as this policy package is introduced.
- Introduced policy 905: Advertising. This would be a new policy. Staff will review the model and the committee will review feedback at a future committee meeting.

What's next

- Review feedback on Community Engagement Package (206, 207, 201.3)
- Resume discussion of policy 905
- Curriculum Policy Learning/Work Session postponed until August
 - Postpone committee work on 600 series until after the work session
- Potentially review 524 and/or 522 if updated model policies are available

Respectfully submitted by: Katie Hockert

Submission date: 7/13/22

Next Meeting of Policy Committee: July 27, 2022

Directors Report for July 21, 2022
Katie Hockert, 916 Representative from 834
ISD 916 Update: Open (Student Built) House~July 13, 2022



Students in the Construction Occupations Program at 916 Career and Tech hosted an open house this week. The house was gorgeous and the neighbors just loved it. This single-family home (number 28 for this program) was built in partnership with the city of North St. Paul (who owns/provides resources for the home build), 916 Career and Tech (whose students work in collaboration with the instructor, Tom Spehn, and alongside subcontractors to construct most aspects of the home), St. Paul College (whose cabinetmaking students build

and install the cabinets), and Century College (whose interior design students are responsible for many aspects of the cabinet design, color palette, flooring, hardware, etc).

Eight students from Stillwater Area High School contributed to all aspects of building this home during the 21-22 school year. The home was open to the public for viewing last week Wednesday, July 13, and students, families, legislators, neighbors, and community leaders came to celebrate this amazing accomplishment alongside our students Miguel Acosta, Cade Coleman, Erik Houle, Sean Pineda, Samuel Spivey, Jacob Swanson, Antony Tuttle, Jesus Valdovinos and their families. The home will be sold by the city and profits are reinvested in future projects to continue this program. (Photo features 834 student Erik Houle with instructor Tom Spehn.)



Of the nearly 1,000 students enrolled at 916 Career and Tech this year, more than 115 students came from Stillwater Area Schools. We are excited to report that 392 [college credits were earned](#) by 60 of the ISD 834 students. That is over SIX credits per student on average. Not to mention the myriad of [industry certifications that were earned this year](#).



ISD 916 continues to partner with Stillwater Schools in ways that compliment and capstone our Career Pathways as well as diversify options for students. The early college credits earned at 916 Career and Tech are unique in that they are in a highly supported (low-risk) environment and allow our students to remain fully rostered in our district. These programs produce students with professional skills, industry certifications and early college credits that lead to post-secondary success. This gives our students a real

advantage that will last a lifetime.

Photo features Principal Rob Bach, Asst. Principal Matt Kraft, Pathways Coordinator Bob Manning, 834 student Erik Houle, board members Alison Sherman & Katie Hockert. Board member Pete Kelzenberg also attended the event. Special thanks to 916 Career & Tech Principal Jill Stewart-Kellar for providing the statistics and details in this report.