



Independent School District 834
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
School Board Business Meeting Agenda
August 25, 2022 6:30 p.m.

- 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. Minutes of August 11, 2022 Business Meeting
 - B. Payment of Invoices – August 13, 2022 – August 26, 2022
 - C. ETS Performance – Weightlifting Program
 - D. Human Resources Personnel Report
- IX. **Action Items**
 - A. Bus Garage Restroom Project – Mr. Mark Drommerhausen
 - B. Stillwater Middle School Resource Officer (SRO) Contract – Mr. Mark Drommerhausen
 - C. Approve Policy 206 - Public Participation in School Board Meetings and Data Privacy Considerations - Dr. Jennifer Cherry
 - D. Approve Policy 207– Public Hearings - Dr. Jennifer Cherry
- X. **Reports**
 - A. First Reading Policy 905 - Advertising – Dr. Jennifer Cherry

Adjourn to a closed session pursuant to Minnesota Statutes § 13D.05, Subd. 2(b), for consideration of preliminary allegations of an individual subject to School Board authority.

Adjourn to a closed session pursuant to Minnesota Statutes § 13D.05, Subd. 3(b), for confidential attorney-client privileges.

- XI. **Adjournment**
 - A. Adjourn

Attachment:

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



Agenda Item I.
Date Prepared: August 17, 2022
ISD 834 Board Meeting

Agenda Item: Public Comment
Meeting Date: August 25, 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: August 17, 2022
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: August 25, 2022

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item III.
Date Prepared: August 17, 2022
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: August 25, 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: August 17, 2022
ISD 834 Board Meeting

Agenda Item: Pledge of Allegiance
Meeting Date: August 25, 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: August 17, 2022
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: August 25, 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: August 17, 2022
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: August 25, 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: August 17, 2022
ISD 834 Board Meeting

Agenda Item: Board Chair Report
Meeting Date: August 25, 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: August 25, 2022
Contact Person: Varies by item

Agenda Item VIII. A.B.C.D.
Date Prepared: August 17, 2022
ISD 834 Board Meeting

Background:

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

A. School Board Regular Meeting Minutes, August 11, 2022

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

A copy of the minutes is included for your review.

B. Payment of Invoices – August 13, 2022 – August 26, 2022

Contact Person: Ms. Julie Cink, Director, Finance

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

C. ETS Performance - Weightlifting Program

Contact Person: Dr. Mike Funk, Superintendent

A copy of the agreement is included for your review.

D. Human Resources Personnel Report

Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

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 D 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
August 11, 2022 – 6:30 p.m. Business Meeting Minutes

I. Recognition

- The synchronized swim team won back-to-back state titles. Stillwater outscored runner-up Wayzata 180-90 to earn their 20th state championship overall. In 50 years of competition, the Ponies synchronized swim team has not finished less than 2nd place.
- The Ponies baseball team captured their second state championship in 4 years. Stillwater dominated Farmington 8-1 in the class 4A title game. It is the third state championship for Ponies baseball, who also took home the top prize in 2018 and 1991.

II. Public Comment

- No speakers

III. Call to Order: The meeting was called to order at 6:38 p.m.

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

Not present: Tina Riehle, director, Vivian Votava, director

V. Pledge of Allegiance

VI. Approval of Agenda

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

VII. Superintendent Report

- Dr. Funk is continuing to meet with staff, school board members and community leaders to get to know what Stillwater Area Public Schools is all about. He will report back to the school board.
- The Administrative Team held a planning meeting on August 3 to review staff development initiatives for the year.
- A presenter from Solution Tree joined the district's Professional Learning Session held on August 10. The focus was developing the leaders of the professional learning communities throughout the district.
- School Board members are invited to the New Teacher Luncheon held on Tuesday, August 16 and to the All District Welcome Back assembly on Tuesday, August 23.

VIII. Board Chair Report

- Chair Sherman recognized Director Petrie for her appointment to serve on the Association of Metropolitan School Districts. Director Petrie will be serving on the Executive Committee.

IX. Consent Agenda

- A. Minutes of July 21, 2022 Business Meeting
- B. Payment of Invoices – July 23, 2022 – August 12, 2022
- C. 2022 Bridge Transitions Renovations - Early Package
- D. Allina Clinical Services
- E. Early Childhood Family Center (ECFC) Lease
- F. Adult Meal Price Increase
- G. 2021-22 Tonka Online
- H. Revoke Policy 201.3 - Operating Norms
- I. Human Resources Personnel Report

Motion to approve item A - I by: Member Sherman, second by: Member Hockert; Vote: 5 ayes, 0 nays; Motion carried unanimously.

X. Action Item

- A. Approval of the 2021-2023 Custodial Contract - Dr. Mike Funk
Under the terms of the agreement, the salary schedule was increased by 1.5% in year 1 and 2.75% in year 2 plus an extra \$1 per step.

Motion for Approval of the 2021-2023 Custodial Contract by: Member Petrie; second by: Member Kelzenberg; Vote: 5 ayes, 0 nays; Motion carried unanimously.

XI. Reports

- A. Second Reading Policy 206 - Public Participation in School Board Meetings and Data Privacy Considerations - Dr. Jennifer Cherry
Revisions to Policy 206 Public Participation in School Board Meetings were presented for a second reading. The policy will come back for a final reading and approval at a future meeting.
- B. Second Reading Policy 207 - Public Hearings - Dr. Jennifer Cherry
Public Hearings policy was presented for a second reading. The policy will come back for a final reading and approval at a future meeting.
- C. Market Research Project - Ms. Carissa Keister
School board members reviewed results of a recent market research project, which was designed to help understand the perceptions people have of our schools and better understand why families make the educational choices they do. The report also included recommendations to help the district engage with the community to envision what comes next for our district.
- D. School Board Meeting Format - Dr. Mike Funk
Superintendent Funk presented a plan for the school board to reformat its monthly meeting schedule to be more effective and efficient. The first meeting of the month would be a study session to give school board members time to examine issues in-depth prior to approval at the business meeting. The second meeting of the month would be a regular board business meeting. The board expects to make the change to this format beginning in September.

XI. Adjournment

- A. The meeting adjourned at 8:13 p.m.

Respectfully submitted, Annie Porbeni, Clerk



Agenda Item VII. C.
Date Prepared: August 19, 2022
ISD 834 Board Meeting

Consent Agenda: ETS Performance – Weightlifting Program
Meeting Date: August 25, 2022
Contact Person: Dr. Michael Funk, Superintendent

Summary:

We have had an agreement with ETS Performance since 2019 for our Weightlifting Program at our high school. This renewal agreement will be effective for the 2022-23, 2023-24, and 2024-25 school years.

Administration recommends approval of this agreement with ETS Performance.

Recommendation:

A motion and a second to approve the ETS Performance – Weightlifting Program for Stillwater Area High School.

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



EXPENDITURE APPROVAL FORM

Fiscal Year 2022-2023

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

REQUESTED BY: Dr. Michael Funk **DATE:** August 25, 2022

DESCRIPTION OF REQUEST (Purpose, Intent, Reasoning)

We have had an agreement with ETS Performance since 2019 for our Weightlifting Program at our high school. This renewal agreement will be effective for the 2022-23, 2023-24, and 2024-25 school years.

ANTICIPATED BUDGET AREA(S) IMPACTED

Anticipated Budget Area(s) Impacted (direct/indirect costs): Stillwater Area High School Athletics

Anticipated expense: Total for three years is \$150,000.12 (each year is \$50,000.04)

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 the next three school years

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

☐ **Yes** List Source(s):

☒ **No**

NEXT STEPS (measurement and/or follow up)

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Stillwater High School & ETS

**ETS EDU Performance System Details
& Agreement to Execute Via ETS Performance HQ LLC**

ETS Performance HQ LLC Performance Services Agreement

Education-Dedication-Unification

In consideration of the mutual agreements and promises contained in this Agreement, the parties hereby agree as follows:

Agreement Terms & Termination:

The term of this agreement will begin on June 1st, 2022 and will end on May 31st, 2025. This contract may be terminated with a 60 Day written notice "IF" Ryan Englebert, Founder of ETS HQ LLC or the School board of Stillwater determines appropriate "cause" or a breach of the contract and notifies the other party. Timing of such termination and professional written notice may NOT occur within 120 days prior to the 8week Summer Program. Failure to communicate within that time period will result in a continuation of services through the summer at the agreed upon price stated within this agreement.

In all multi-year agreements, should a termination be requested from the district, ETS St. Croix LLC shall remain the sole provider of Performance Enhancement Training (at the discretion and best interest of ETS Consulting LLC) for the summer program at the agreed upon summer price for the next calendar year. In addition, if the district requests a termination early of a multi-year agreement for which the annual cost is less, the district agrees pay the difference between the agreed upon price and the price of the actual term.

Insurance:

At ETS St. Croix LLC's own expense, ETS shall maintain general Liability Insurance and professional Liability Insurance for its operations and employees through the term of this agreement. Such insurance shall be in an amount not less than one million dollars (\$2,000,000) per occurrence and three million dollars (\$3,000,000) aggregate. The district shall be named as an additional insured on the ETS St. Croix LLC's policy of Liability insurance. Within 14 days of receiving a fully executed copy of this agreement, ETS Consulting LLC shall provide the district with proof of insurance. ETS St. Croix LLC will also provide and maintain workers compensation insurance for all assigned Performance Enhancement Specialists who provide services under this agreement.

ETS St. Croix (Performance) Responsibilities:

ETS St. Croix LLC "ETS EDU Performance" will provide the school district with Performance Enhancement Specialists for whom are "ETS certified" and have been through the mandatory ETS training processes and systems to properly implement and deliver the highest quality product and service to all student athletes. Such ETS Performance Specialists will be assigned to professionally complete the services previously mentioned in the ETS EDU Performance System.

Classification and Collection of Performance Metrics:

All pre, post and in-season Performance Metrics that is completed by ETS Performance Specialists and/or ETS St. Croix LLC in relation to all Performance Systems will remain property of ETS St. Croix LLC.

Federal and State Laws Compliance:

All ETS Performance Specialists covered by this agreement will be governed in accordance with policies and procedures established by and implemented at ETS St. Croix LLC. In addition, all Performance Specialists must comply with all state and federal laws that apply to a public or private school district.

Criminal Background Check:

ETS St. Croix LLC will conduct a criminal background check on all Performance Specialists assigned to provide professional service to the school district pursuant to this agreement. Such background checks will be completed prior to the official start date of services. If at any time ETS St. Croix LLC discovers a crime convicted by an ETS Performance Specialist, ETS St. Croix LLC must communicate directly with the school district and such individual will not be allowed to perform services at the school without prior written consent from the school district.

Removal of ETS Performance Specialist:

The school district may request that a Performance Specialist be removed prior to the commencement of, or at any time during the provision of performance services, IF the district determines it's in the best of the district or the student athletes. ETS St. Croix LLC must be communicated with proper notice of such determination and abide by the request from the district and therefore provide a Performance Specialist replacement within 60 days of the request. The district shall not be discriminatory in the exercise of this right.

School Districts Responsibilities:

The school district will provide all necessary training facilities, equipment, and all miscellaneous supplies that is mutually agreed upon between the school district and ETS St. Croix LLC in order to reasonably and professionally carry out the Performance Training Services as described in this agreement. All ETS Performance Services will be performed at the space provided and or on the field, court, ice, course or appropriate playing surface provided by the district. All additional office supplies and additional performance apparel for district staff or athletes will be covered solely by the school district or athletic/activities department. The school district shall provide adequate athletic/activity passes and parking passes to ETS St. Croix LLC for all Performance Enhancement Specialists.

ETS EDU Performance Services Cost - All Inclusive:

Because of the IP protected training & nutrition systems, limited number of school partnerships available, continued interaction with ETS EDU Performance Staff, along with the continued development and progression of the ETS EDU Performance systems needed to maximize an athlete and team's success; schools must commit to a minimum agreement of 3 full calendar years. Pricing of the ETS EDU Partnership will vary depending on the school's total number of student athletes, the length of the commitment along with the number of training hours that each school requests over the course of the calendar year.

Below are the agreed upon terms between ETS St. Croix LLC and Stillwater School District.

Agreement Start Date:	June 1 st , 2022
Agreement End Date:	May 31 st , 2025
Agreement Term Length:	3 Years
Monthly Fee:	\$4,166.67

Payment for Performance Services Provided by ETS St. Croix LLC:

The monthly payment amount agreed upon between the District and ETS St. Croix LLC should be paid via check or direct deposit from the District on a monthly basis starting in September through May for the designated term of the agreement. All checks should be written out to: ETS St. Croix LLC and mailed to the following address: 741 Mount Curve Chase, Hudson WI 54016.

To cover the Summer Performance Training, the district will have two options:

1. Such payments shall be paid in full by the student athletes or their parents via a unique district branded website built in connection with www.etsperformance.com. The GymMaster software that ETS St. Croix LLC uses will provide program details along with a brief inquiry/release form that every athlete and parent must complete prior to participating in the summer program.
2. The district can elect to collect all funds through their own payment system/structure and then pay ETS St. Croix LLC the full amount collected, for which ETS St. Croix LLC will then reimburse the designated kickback percentage agreed upon to the district.

Agreement and Mutual Understanding of Relationship:

Nothing in this agreement shall be construed as an "EXCLUSIVE" partnership or joint enterprise between the District and ETS St. Croix LLC. The parties shall have no power under this agreement to take any action that could legally bind the other in an effort to prevent additional outside business for the same or similar services with another district or professional service provider. ETS St. Croix LLC is an independent contractor and retains the authority to supervise and control the personnel it employs, including all assigned Performance Enhancement Specialists. No employee of ETS St. Croix LLC including the Lead "Performance Enhancement Specialist" shall be considered an employee or agent of the school district. This agreement is between ETS St. Croix LLC and the district, and not between the district and any individual Performance Enhancement Coach.

Compliance with Laws

Each party must comply with all federal, state, and local laws and regulations applicable to their respective operations. This agreement shall be governed by and construed in accordance with the state laws for which the agreement is executed. If any provision of this agreement is held unenforceable by a court of law, the remaining portions of the agreement shall remain in full force and effect unless the remaining portions would not serve the original purpose of the agreement.

Entire Contract

The terms stated in this agreement constitute the entire agreement of the parties. No party has relied on any statement, promise, inducement or representation that is not contained in this agreement. This agreement supersedes any and all prior statements and agreements between the parties relating to the subject matter contained herein. No changes to this agreement will be valid unless both parties agree to the changes in writing.

IN WITNESS WHEREOF: the parties here to have executed this agreement as of the respective dates written below:

ETS St. Croix LLC



Ryan Englebert, Founder

8-5-22

Date

Stillwater School District

School District Representative

Date

Name Printed

Date

Title

Date

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Almer, Mariah	Resignation	Health Care Specialist, 6.5 hours/day Lake Elmo Elementary	SCPA	August 19, 2022
Carr, Amy	Resignation	College & Career Center Secretary, 7.0 hours Stillwater Area High School	Tech Support	August 9, 2022
Mishek, Gretchen	Resignation	Community Education Assistant, 10 hrs/week Early Childhood Family Center	Community Ed Leads and Assts	August 16, 2022
Nelson, David	Resignation	Paraprofessional, 6.0 hrs/day Oak-Land Middle School	SCPA	August 3, 2022
Richardson, Amy	Resignation	Nutrition Services Manager, 8.0 hours/day Stillwater Area High School	Cafeteria	October 14, 2022
Rodriguez, Marcos	Resignation	Paraprofessional, 6.5 hrs/day Oak-Land Middle School	SCPA	August 5, 2022
Roser, Timothy	Resignation	1.0 FTE Science Teacher Stillwater Area High School	SCEA	July 27, 2022
Urdahl Balz, Sarah	Resignation	Paraprofessional, 6.5 hrs/day Oak-Land Middle School	SCPA	July 18, 2022

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Anderson Cashin, Mary Rehire	Custodian Lvl VI, 8.0 hours Stillwater Area High School	\$18.89 / hour	Replacement	Custodian	August 15, 2022
Anderson Simon, Michelle Rehire	Elementary Building Secretary, 6.0 hours Brookview Elementary	\$20.50 / hour	Replacement	Tech Support	August 22, 2022
Aslakson, Sarah	Paraprofessional, 6.0 hrs/day Lake Elmo Elementary	\$16.78 / hour	2022-2023 Staffing	SCPA	August 29, 2022
Burns, Shelly	1.0 FTE Middle School Success Teacher Oak-Land Middle School	\$82,907	Replacement	SCEA	August 16, 2022
Christian, Tammie	Paraprofessional, 6.5 hrs/day Stonebridge Elementary	\$17.18 / hour	2022-2023 Staffing	SCPA	August 29, 2022
Dougherty, Amanda	Paraprofessional, 6.25 hrs/day Lily Lake Elementary	\$17.18 / hour	2022-2023 Staffing	SCPA	August 29, 2022
Drow, Stephanie	1.0 FTE LTS Counselor Stillwater Area High School	\$86,255	Replacement	SCEA	August 16, 2022
Duke, Nataya	Paraprofessional, 6.25 hrs/day Lily Lake Elementary	\$16.78 / hour	2022-2023 Staffing	SCPA	August 29, 2022
Edgell, Nichole Rehire	Paraprofessional, 3.0 hrs/day Afton-Lakeland Elementary	\$18.88 / hour	2022-2023 Staffing	SCPA	August 29, 2022
Fatema, Jinat	Paraprofessional, 6.0 hrs/day Lake Elmo Elementary	\$17.18 / hour	2022-2023 Staffing	SCPA	August 29, 2022
Germain, Joseph	Paraprofessional, 6.0 hrs/day Afton-Lakeland Elementary	\$16.98 / hour	2022-2023 Staffing	SCPA	August 29, 2022
Johannsen, Brittany	.8 FTE ELL Teacher Afton-Lakeland & Andersen Elementary	\$79,640	Replacement	SCEA	August 16, 2022
Kocur, Nicole	.40 FTE English Teacher Stillwater Area High School	\$47,520	Replacement	SCEA	August 16, 2022
Kristensen, Mary Rehire	Elem Bldg Secretary & Paraprofessional, 6.5 hrs/day Afton-Lakeland Elementary	\$20.98 & \$18.88 / hour	Replacement	Tech Support	August 29, 2022
Lundgren, Tessa Rehire	Paraprofessional, 3.5 hrs/day Afton-Lakeland Elementary	\$17.18 / hour	2022-2023 Staffing	SCPA	August 29, 2022
Matzke, Rian	.7243 FTE Preschool Teacher Early Childhood Family Center	\$60,128	Replacement	SCEA	August 16, 2022
Molin Englund, Kindra	1.0 FTE English Teacher Stillwater Area High School	\$86,255	Replacement	SCEA	August 16, 2022
Nelson, Kristine Rehire	Paraprofessional, 6.0 hrs/day Oak-Land Middle School	\$17.18 / hour	2022-2023 Staffing	SCPA	August 29, 2022
Peroza, Alberto	Paraprofessional, 5.9 hrs/day Lake Elmo Elementary	\$17.18 / hour	2022-2023 Staffing	SCPA	August 29, 2022
Pohl, Diana	1.0 FTE Science Teacher Stillwater Area High School	\$82,907	Replacement	SCEA	August 16, 2022
Wimberger, Teri Rehire	Paraprofessional, 6.0 hrs/day Stillwater Area High School	\$18.88 / hour	2022-2023 Staffing	SCPA	August 29, 2022
Wohlers, McKenna	Paraprofessional, 6.0 hrs/day Afton-Lakeland Elementary	\$17.18 / hour	2022-2023 Staffing	SCPA	August 29, 2022
Ziegler, Andrew Rehire	1.0 FTE AVID Teacher Stillwater Middle School	18 \$47,520	Replacement	SCEA	August 16, 2022

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Kupfer, Cynthia	Community Education Assistant, 28.0 hrs/week Early Childhood Family Center	Paraprofessional, 24.0 hrs/week Early Childhood Family Center	2022-2023 Staffing	SCPA	September 6, 2022
Schmeltzer, Rachel	1.0 FTE Vocal Music Teacher Oak-Land Middle School	.80 FTE Vocal Music Teacher Oak-Land Middle School	2022-2023 Staffing	SCEA	August 22, 2022 - June 8, 2022
Sullivan, Erica	Secretary - Elementary Building, 6.0 hours Afton-Lakeland Elementary	Secretary - Elementary Principal, 8.0 hours Brookview Elementary	Replacement	Tech Support	August 8, 2022
Youssef, Nermeen	Paraprofessional, 7.0 hrs/day Lake Elmo Elementary	Paraprofessional, 6.0 hrs/day Lake Elmo Elementary	2022-2023 Staffing	SCPA	August 29, 2022



Agenda Item: IX.A.
Date Prepared: August 22, 2022
ISD 834 Board Meeting

Agenda Item: Stillwater Transportation Facility - Toilet Room
Meeting Date: August 25, 2022
Contact Person: Mark Drommerhausen, Director of Operations

The Transportation Terminal is occupied and leased by the District's transportation provider. The project will provide three additional toilets for bus drivers and office staff within the building. The total project costs are budgeted at \$283,429. Kraus-Anderson Construction Company worked with Stillwater Area Public Schools to solicit bids for Transportation Terminal Toilet Room project. Bids were opened on August 16, 2022. To obtain the lowest construction cost for the project, Kraus-Anderson Construction Company broke the project down into 7 work scopes. Their role during the renovation will be coordinating each work scope during the project. Stillwater Area Public Schools will enter into a separate contract with the lowest responsible bidder for each work scope. The following is a description of the work scope and amount for each lowest responsible bidder:

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

Work Scope	Lowest Responsible Bidder and Amount
Work Scope 06-A: Carpentry	6 bids were received; The lowest responsible bidder Parkos Construction Company of West St. Paul, MN for a bid total of \$87,300.00
Work Scope 09-B : Tile	7 bids were received; The lowest responsible bidder is Commercial Flooring Services, LLC of Egan, MN for a bid total of \$18,619.00
Work Scope 09-C: Ceiling and Acoustical Treatment	2 bids were received. The lowest responsible bidder is Acoustics Associates, Inc. of Golden Valley, MN for a bid total of \$2,045.00
Work Scope 09-D: Flooring	3 bids were received. The lowest responsible bidder is Acoustics Associates, Inc. of Golden Valley, MN for a bid total of \$2,815.00
Work Scope 09-K: Plumbing	4 bids were received. The lowest responsible bidder is Fransen Decorating, Inc. of Milaca, MN for a bid total of \$3,000.00
Work Scope 23-B: Combined Mechanical	5 bids were received. The lowest responsible bidder is Davis Mechanical Systems, Inc. of St. Lakeville, MN for a bid total of \$76,400.00 (Nasseff Mechanical Contractors Inc. withdrew their low bid.)
Work Scope 26-A: Electrical	3 bids were received. The lowest responsible bidder is A.J. Moore Electric Inc. of Burnsville, MN for a bid total of \$19,800.00

The total amount for the 7 work scopes is \$209,979.00. Additional costs may be incurred during the project to resolve issues not identified in the construction documents. Kraus-Anderson Construction Company recommends entering into a contract with each lowest responsible bidder identified above. Administration requests approval to award the bids to the respective bidders.

Project Name: Stillwater Transportation Facility – Toilet Room

Location(s): Transportation Terminal

Fund: Capital Facility

Item: Work Scopes to include 06-A, Carpentry; 09-B, Tile; 09-C, Ceiling and Acoustical Treatment; 09-D, Flooring; 09-K, Painting; 23-B, Combined Mechanical; 26-A, Electrical

Amount: Total project cost \$283,429.00

Recommendation:

A motion and a second to approve the Stillwater Transportation Facility project and construction bids will be requested.

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

EXPENDITURE APPROVAL FORM

Fiscal Year 2022-2023

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

REQUESTED BY: Mark Drommerhausen, Director of Operations

DATE: August 25, 2022

DESCRIPTION OF REQUEST

Stillwater Transportation Facility – Additional Toilet Rooms

The Transportation Terminal is occupied and leased by the District's transportation provider. The project will provide three additional toilets for bus drivers and office staff within the building. The total project costs are budgeted at \$283,429. Kraus-Anderson Construction Company worked with Stillwater Area Public Schools to solicit bids for Transportation Terminal Toilet Room project. Bids were opened on August 16, 2022. To obtain the lowest construction cost for the project, Kraus-Anderson Construction Company broke the project down into 7 work scopes. Their role during the renovation will be coordinating each work scope during the project. Stillwater Area Public Schools will enter into a separate contract with the lowest responsible bidder for each work scope. The following is a description of the work scope and amount for each lowest responsible bidder:

Work Scope	Lowest Responsible Bidder and Amount
Work Scope 06-A: Carpentry	6 bids were received; The lowest responsible bidder Parkos Construction Company of West St. Paul, MN for a bid total of \$87,300.00
Work Scope 09-B : Tile	7 bids were received; The lowest responsible bidder is Commercial Flooring Services, LLC of Egan, MN for a bid total of \$18,619.00
Work Scope 09-C: Ceiling and Acoustical Treatment	2 bids were received. The lowest responsible bidder is Acoustics Associates, Inc. of Golden Valley, MN for a bid total of \$2,045.00
Work Scope 09-D: Flooring	3 bids were received. The lowest responsible bidder is Acoustics Associates, Inc. of Golden Valley, MN for a bid total of \$2,815.00
Work Scope 09-K: Plumbing	4 bids were received. The lowest responsible bidder is Fransen Decorating, Inc. of Milaca, MN for a bid total of \$3,000.00
Work Scope 23-B: Combined Mechanical	5 bids were received. The lowest responsible bidder is Davis Mechanical, Inc. of Lakeville, MN for a bid total of \$76,400.00 (Nasseff Mechanical Contractors Inc. withdrew their low bid.)
Work Scope 26-A: Electrical	3 bids were received. The lowest responsible bidder is A.J. Moore Electric Inc. of Burnsville, MN for a bid total of \$19,800.00

The total amount for the 7 work scopes is \$209,979.00. Additional costs may be incurred during the project to resolve issues not identified in the construction documents. Kraus-Anderson Construction Company recommends entering into a contract with each lowest responsible bidder identified above. Administration requests approval to award the bids to the respective bidders.

FINANCIAL IMPACT

Budget(s) Impacted: \$283,429.00 Capital Facility Budget.

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

Is This a One-Time Expenditure?

- ☒ Yes, once implemented there will be no ongoing costs
☐ No, it will need to be funded indefinitely
☐ No, it will need to be funded for Fiscal Years 2020-?

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

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

PROGRESS MONITORING: Work to be completed by late fall of 2022



KRAUS-ANDERSON®
Construction Company

STILLWATER TRANSPORTATION FACILITY TOILET ROOM
Stillwater, MN

BID TABULATIONS

August 16, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 06-A: Carpentry

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Parkos Construction Company	Maertens-Brenny Construction Company	CM Construction Company, Inc.	Senoma, Inc. dba Century Construction Company	Meisinger Construction Company, Inc.	Ebert Inc. dba Ebert Construction
BID SECURITY	Bond	Bond	Bond	Bond	Bond	Bond
ADDENDA REC'D.	1	1	1	1	1	1
BASE BID	\$87,300.00	\$95,600.00	\$98,480.00	\$100,000.00	\$101,000.00	\$103,300.00
COMBINED BASE BID						



STILLWATER TRANSPORTATION FACILITY TOILET ROOM
Stillwater, MN

BID TABULATIONS

August 16, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 09-B: Tile

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Commercial Flooring Services, LLC	Superior Tile & Terrazzo, Inc.	Advance Terrazzo and Tile Company	Tim's Construction Group, LLC.	WTG Terrazzo & Tile, Inc.	Acoustic Associates, Inc.	Grazzini Brothers & Company
BID SECURITY	Bond	Bond	-	Bond	Bond	Bond	Bond
ADDENDA REC'D.	1	-	1	1	1	1	-
BASE BID	\$18,619.00	\$19,000.00	\$24,500.00	\$24,702.00	\$25,400.00	\$27,580.00	\$36,500.00
COMBINED BASE BID							



KRAUS-ANDERSON®
Construction Company

STILLWATER TRANSPORTATION FACILITY TOILET ROOM
Stillwater, MN

BID TABULATIONS

August 16, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 09-C: Ceiling & Acoustical Treatment

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Acoustic Associates, Inc.	Twin City Acoustics, Inc.				
BID SECURITY	Bond	Bond				
ADDENDA REC'D.	1	1				
BASE BID	\$2,045.00	\$4,870.00				
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

STILLWATER TRANSPORTATION FACILITY TOILET ROOM
Stillwater, MN

BID TABULATIONS

August 16, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 09-D: Flooring

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Acoustic Associates, Inc.	Commercial Flooring Services, LLC	St. Paul Linoleum & Carpet Company			
BID SECURITY	Bond	Bond	Bond			
ADDENDA REC'D.	1	1	1			
BASE BID	\$2,815.00	\$3,104.00	\$5,000.00			
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

STILLWATER TRANSPORTATION FACILITY TOILET ROOM
Stillwater, MN

BID TABULATIONS

August 16, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 09-K: Painting & Wall Covering

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Fransen Decorating, Inc.	Renfrow, Inc.	Universal Painting & Drywall, Inc.	Steinbrecher Painting Company		
BID SECURITY	Bond	Bond	Bond	Bond		
ADDENDA REC'D.	-	1	1	1		
BASE BID	\$3,000.00	\$3,211.00	\$3,250.00	\$4,430.00		
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

STILLWATER TRANSPORTATION FACILITY TOILET ROOM
Stillwater, MN

BID TABULATIONS

August 16, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 23-B: Combined Mechanical

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Nasseff Mechanical Contractors, Inc.	Davis Mechanical Systems, Inc.	Peterson Sheet Metal, Inc.	Sentra-Sota SheetMetal, Inc.	Ryan Mechanical, Inc.	
BID SECURITY	Bond	Bond	Bond	Bond	Bond	
ADDENDA REC'D.	1	1	1	1	1	
BASE BID	\$67,415.00	\$76,400.00	\$84,000.00	\$84,100.00	\$85,900.00	
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

STILLWATER TRANSPORTATION FACILITY TOILET ROOM
Stillwater, MN

BID TABULATIONS

August 16, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 26-A: Electrical

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	A.J. Moore Electric, Inc.	Laketown Electric Corporation	O'Neill Electric, Inc.			
BID SECURITY	Bond	Bond	Bond			
ADDENDA REC'D.	1	1	1			
BASE BID	\$19,800.00	\$21,900.00	\$30,473.00			
COMBINED BASE BID						



August 22, 2022

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

**RE: Stillwater Transportation Facility – Toilet Room
Contract Award Recommendation**

Dear Mr. Willger

This letter is concerning our recommendations for contract awards for the Stillwater Transportation Facility – Toilet Room project that was bid on August 16, 2022. Kraus-Anderson has verified bidders and we submit the following lowest responsible bidders and their bid amount.

Work Scope	Contractor, City, State	Bid Amount
WS 06-A	Carpentry Parkos Construction Company West St. Paul, MN	Base Bid \$87,300.00
WS 09-B	Tile Commercial Flooring Services, LLC. Eagan, MN	Base Bid \$18,619.00
WS 09-C	Ceiling and Acoustical Treatment Acoustics Associates, Inc. Golden Valley, MN	Base Bid \$2,045.00
WS 09-D	Flooring Acoustics Associates, Inc. Golden Valley, MN	Base Bid \$2,815.00
WS 09-K	Painting Fransen Decorating, Inc. Milaca, MN	Base Bid \$3,000.00
WS 23-B	Combined Mechanical Davis Mechanical Systems, Inc. Lakeville, MN <i>*Nasseff Mechanical Contractors, Inc. withdrew their bid. See Bid Tabs for additional information.</i>	Base Bid \$76,400.00

WS 26-A	Electrical	A.J. Moore Electric, Inc. Burnsville, MN	Base Bid	\$19,800.00
		Total Base Bid		\$209,979.00

If you have any questions regarding this information, please do not hesitate to contact me at 651-447-3247

Very truly yours,

KRAUS-ANDERSON® CONSTRUCTION COMPANY



Mike Phillips
Project Manager



Agenda Item: I.X. B.
Date Prepared: August 17, 2022
ISD 834 Board Meeting

Action Items: School Resource Officer for Stillwater Middle School
Meeting Date: August 25, 2022
Contact Person: Mark Drommerhausen, Director of Operations

Summary:

This service agreement provides the district with a School Resource Officer for Stillwater Middle School.

This will be effective for the 2022-23, 2023-24 and 2024-25 school years.

Administration recommends approval of this service agreement with the City of Stillwater.

Recommendation:

A motion and a second to approve the School Resource Officer for Stillwater Middle School.

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



EXPENDITURE APPROVAL FORM

Fiscal Year 2022-2023

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

REQUESTED BY: Mark Drommerhausen **DATE:** August 25, 2022

DESCRIPTION OF REQUEST (Purpose, Intent, Reasoning)

This agreement provides the district with a school resource officer for Stillwater Middle School. The district shall pay the City of Stillwater seventy-five percent of the annualized Personnel Costs of the SRO. The agreement will be in effect for the following school years: 2022-2023; 2023-2024; 2024-2025

ANTICIPATED BUDGET AREA(S) IMPACTED

Anticipated Budget Area(s) Impacted (direct/indirect costs): Safe Schools Budget

Anticipated expense: (8/1/22-12/31/22 is approximately \$46,189 and 1/1/23-6/30/23 is approximately \$57,324.

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 the next three school years

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

☒ **Yes** List Source(s): Safe Schools Budget

☐ **No**

NEXT STEPS (measurement and/or follow up)

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AGREEMENT
FOR
LAW ENFORCEMENT
SERVICES

This agreement ("Agreement") is made and entered into this _____ by and between the City of Stillwater ("City") and the Stillwater Area Public Schools ISD #834 ("School District") for the provision of law enforcement services to the School District by the City.

Whereas, the School District is desirous of contracting for the performance by the City of the hereinafter described law enforcement functions through the Stillwater Police Department; and

Whereas, the City is agreeable to rendering such services on the term and conditions hereinafter set forth; and

Whereas, this Agreement is authorized and provided for by the provisions of Minnesota Statutes, Sections 471.59 and 436.05.

NOW, THEREFORE, pursuant to the terms of the aforementioned statutes and in consideration of the mutual promises contained herein, it is mutually agreed between the City and School District as follows:

I. Scope of Services

1. The City, through the Stillwater Police Department ("Police Department"), agrees to provide law enforcement services to the School District to the extent and in the manner hereinafter set forth:
 - a. Except as otherwise specifically set forth herein, such law enforcement services shall only encompass duties and functions of the type coming within the jurisdiction of the customarily rendered by said Chief of Police under law.
 - b. The law enforcement services provided shall include a officer who will have primary responsibility in serving as a resource person to faculty, classroom members and school administrators in the prevention and diversion of juvenile behavior problems, The officer will also provide enforcement of the Juvenile Code of the State as said code related to the School District, and other state and local laws.

2. The City shall furnish and supply all necessary labor, equipment, communication facilities and dispatching, supervision and oversight of job duties related to law enforcement activities, and supplies necessary to provide the services required by this agreement. The School District shall, under the direction of the Principal, furnish a secure office location for the employee to work, a district office phone, a district computer, as well as supervision and oversight of job duties and work schedules related to the safety of the students and school property. Under the terms of this agreement, the SRO is considered a "School Official" with responsibilities for supporting the safe education of students within the district.
3. Violations of laws or ordinances for which an arrest is made shall be prosecuted in the appropriate court(s) of the City under the laws of the State of Minnesota or ordinances of the School District, and the fines, if any, shall be remitted in accordance with the laws of the State of Minnesota.
4. The officer will normally be scheduled to work an eight (8) hour shift concurrent with the regular school day or special school activities. The scheduled may be changed from time to time to best serve the needs of the School District. The officer shall serve as a full-time school resource deputy throughout the school year. The school calendar is attached and will be provided when the school board approves it in future years.

II. Assumption of Liability/Insurance

1. Except as otherwise provided herein, the School District shall not assume any liability for the direct payment of any salaries, wages, or other compensation of any City personnel providing law enforcement services to the School District under this Agreement and the City hereby assumes said liabilities.
2. Except as otherwise provided herein, the School District shall not be liable for compensation or indemnity to any City employee for injury or sickness arising out of their employment with the City and/or provision of law enforcement services to the School District, and the City agrees to hold harmless the School District against any such claims.
3. School districts are not able to enter into indemnification provisions. Therefore, each party of this contract agrees to be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for acts of the other party and the result thereof. The liability of both the City and School District shall be governed by the provisions of the Municipal Torts Claim Act and other applicable law.
4. The City agrees to maintain during the term of this Agreement, automobile, general liability, workers' compensation, and professional liability insurance or self-insurance in amounts deemed appropriate by the City.

5. All City personnel performing duties pursuant to this Agreement shall at all times and for all purposes be considered employees of the City.

III. Payment

1. The School District agrees to pay the City the actual direct costs and expenses of providing the School District with the law enforcement services provided for by this Agreement, including the full-time services of .75 full-time equivalent (FTE) officer. The City will assign the officer to other duties when school is not in session and shall pay all personnel costs for the period.
2. Direct costs and expenses shall mean the salaries, employer's public employee retirements contributions, workers' compensation premiums, and vacation pay of the dedicated employees of the City who perform the law enforcement services to the School District under this Agreement, as well as other related and customary costs incurred by the City as a direct result of providing the law enforcement services to the School District under this Agreement. Direct costs and expenses shall not include items of cost and expense attributable to services and facilities provided or available to the School District which by state law the City must provide. Computation of actual costs hereunder shall be made by the Police Department, Budgeting and Accounting Division.
3. The City shall bill the School district on a semi-annual basis for the provision of services under this Agreement, and the School District shall pay the amount required under this Agreement on a semi-annual basis by directing to the City a check or voucher payable to the City of Stillwater.
4. For the 08/01/2022 –12/31/2022 school year, the salary is expected to be approximately \$46,189.00. For the 01/01/2023-06/30/2023 school year, the salary is expected to be \$57,324.00. The school district will pay 75% of the actual salary and benefits for the term of the contract.

IV. Cooperation of Parties

1. To facilitate the City's performance pursuant to this Agreement, the School District and City shall work together to achieve the objectives of this Agreement for the benefit of the school. Each party to this Agreement shall designate a liaison for the purposes stated above. Meetings of the liaisons can be called by any of the parties as requested.
2. The personnel selected for the position shall be determined by the Police Department in cooperation with the School District. The manner and standards of performance, discipline and control of personnel, methods of providing law enforcement services, and other matters incident to the performance of the law enforcement services under

this Agreement shall be determined by the Police Department. The Police Department will seek input from the School District throughout the evaluation process of the officer.

3. In the event the School District notifies the City that it is dissatisfied with the assignment of personnel for the performance of services under this Agreement and requests a change in assigned personnel, the City shall make a reasonable effort to effect a change in the assignment of personnel, provided that such a change does not jeopardize the ability of the City to provide services to other areas of Stillwater in a timely and efficient manner.

V. Additional Terms

1. It is understood that this Agreement contains the entire agreement between the parties, and that no statement, promises, or inducements made by any party hereto, or any officer, agent, or employee of any party hereto which is not contained in this written Agreement shall be valid and binding. This Agreement may not be modified except in writing, signed by all parties.
2. The effective date of this Agreement is _____.
3. This Agreement shall remain in effect for a period of three (3) years, unless earlier terminated by operation of the law or pursuant to Section V(4). This Agreement shall automatically renew for a period of one (1) year following the expiration of the initial three (3) year term and/or any renewal term.
4. This Agreement may not be terminated by any party during the first (1) year from the effective date of the Agreement. This Agreement may be terminated at any time and without any financial penalty during the second or third year and/or any renewal term of the Agreement by giving the other party written notice ninety (90) days prior to the termination date.

[The remainder of this page is intentionally left blank.]

5. Notice shall be sent:

- a. To the City: City of Stillwater
Attention: City Administrator
216 4th Street North
Stillwater, Minnesota 55082
- b. To the School District: Stillwater Area Public Schools ISD
1875 Greeley Street South
Stillwater, Minnesota 55082
- c. To the Police Department: Stillwater Police Department
Attention: Chief of Police
216 4th Street North
Stillwater, Minnesota 55082

6. This Agreement may not be assigned without the written consent of all parties.

7. This Agreement shall be construed under the laws of the State of Minnesota.

8. If any provision of this Agreement shall be held to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

[The remainder of this page is intentionally left blank.]

IN WITNESS WHEREOF, the School District has caused this Agreement to be signed by its Superintendent and attested to by its Clerk, and the City has caused this Agreement to be signed by its Mayor and City Clerk, and seal of the City and School District affixed thereto.

STILLWATER AREA PUBLIC SCHOOLS ISD #834

By: _____
Its Superintendent

Dated: _____

ATTEST:

By: _____
Its Clerk

IN WITNESS WHEREOF, the School District has caused this Agreement to be signed by its Superintendent and attested to by its Clerk, and the City has caused this Agreement to be signed by its Mayor and City Clerk, and the seal of the City and School District affixed thereto.

CITY OF STILLWATER,

MINNESOTA By: _____

Its Mayor

Dated: _____

ATTEST:

By: _____

Its City Clerk



Agenda Item: IX.C.
Date Prepared: August 17, 2022
ISD 834 Board Meeting

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

Meeting Date: August 25, 2022

Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

Revisions to Policy 206 Public Participation in School Board Meetings is being presented for a final reading.

Recommendation:

A motion and a second to approve Policy 206 – Public Participation in School Board Meetings and Data Privacy Considerations will be requested.

Motion by _____, Second by: _____; Vote: _____

SCHOOL BOARD

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

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.

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~~ individual should provide his or her name, contact information, ~~address~~, the name of the 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~~ individuals 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)

Public Comment Procedures

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: IX.D.
Date Prepared: August 17, 2022
ISD 834 Board Meeting

Report for Information: Final Reading Policy 207 – Public Hearings
Meeting Date: August 25, 2022
Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

Public Hearings Policy 207 is being presented for a final reading.

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

Recommendation:

A motion and a second to approve Policy 207 – Public Hearings will be requested.

Motion by: _____, Second by: _____, Vote: _____

SCHOOL BOARD

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.~~

Public Participation Procedure

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.A.
Date Prepared: August 17, 2022
ISD 834 Board Meeting

Report for Information: First Reading Policy 905 – Advertising
Meeting Date: August 25, 2022
Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

Advertising Policy 905 is being presented for a first reading. This is a new policy for the district. The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in school district facilities and grounds.

Recommendation:

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

SCHOOL/COMMUNITY RELATIONS

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Advertising	905	Adopted:	3 Year Cycle

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

II. GENERAL STATEMENT OF POLICY

The school district's policy is that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

III. ADVERTISING GUIDELINES

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic, or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in the publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.
- B. The superintendent may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A. above will apply. Advertising will not be allowed outside the specific area approved by the superintendent. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.
- C. Donations which include or carry advertisements must be approved by the school board.
- D. The school district or a school may acknowledge a donation it has received from an organization by displaying a "donated by," "sponsored in part by," or a similar by-line with the organization's name and/or symbol on the item. Examples include activity programs or yearbooks.

- E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the superintendent. Advertising will be limited to the specific event or purpose approved by the superintendent.
- F. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- G. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent or designee regarding the scope and amount of such revenues.

Legal References: Minn. Stat. § 123B.93 (Advertising on School Buses)
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)



Closed Session

Notice is hereby given that the school board of Independent School District No. 834 – Stillwater Area Public Schools will hold a Closed session pursuant to Minnesota Statutes § 13D.05, Subd. 2(b), for consideration of preliminary allegations of an individual subject to school board authority following the report section of the 6:30 p.m. business meeting on Thursday, August 25, 2022 at the Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082.

Posted: August 22, 2022

Joan Hurley

Executive Assistant

651-351-8455

hurleyj@stillwaterschools.org



Closed Session

Notice is hereby given that the school board of Independent School District No. 834 – Stillwater Area Public Schools will hold a Closed session pursuant to Minnesota Statutes § 13D.05, Subd. 2(b), for a confidential attorney-client privileges following the report section of the 6:30 p.m. business meeting on Thursday, August 25, 2022 at the Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082.

Posted: August 22, 2022

Joan Hurley

Executive Assistant

651-351-8455

hurleyj@stillwaterschools.org



Agenda Item: Adjournment
Meeting Date: August 25, 2022
Contact Person: School Board Chair

Agenda Item XI. A.
Date Prepared: August 17, 2022
ISD 834 Board Meeting

The meeting must formally adjourn.



Stillwater School Board
Finance & Operations Meeting Notes
Aug. 17, 2022

Attendees: Mark Drommerhausen, Mike Funk, Jennifer Cherry, Mike Phillips (Kraus-Anderson), Linda Moncrief, Beverly Petrie, Pete Kelzenberg, Alison Sherman, Joan Hurley

I. Bus garage restroom project

M. Drommerhausen presented information on an addition to the restroom facilities in the new bus garage. The project was broken down into seven parts in an effort to gain the best bids for each scope. The total cost of the project, including carpentry, tile, ceiling and acoustical treatment, flooring, plumbing, mechanical, and electrical, is \$274,444. This amount is more than was estimated, owing to the small size of the project and inflation effects. Kraus-Anderson will coordinate work on the project.

II. School Resource Officer at Stillwater Middle School

M. Drommerhausen presented information on a three-year contract with the city of Stillwater to provide a school resource officer for Stillwater Middle School. In the first year, the amount paid to the city is \$103,000. The contract represents an increase from a part-time to a full-time position. The contract will be paid from the district's Safe Schools levy.

Respectfully submitted by Beverly Petrie



Stillwater School Board
Policy Meeting Notes
August 17, 2022

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

Agenda

- Review Board feedback on Community Engagement Package (206, 207)
- Update on Spring 2022 Student Stakeholder input
- Review Policy 905: Advertising & Policy 904: Distribution of Materials on SD Property by Non-School Persons
- Review and update Policy 806: Crisis Management

Highlights of Discussion

- No comments from the second reading of Policy 206: Public Participation in School Board
 - Moving to action at 8/25/22 board meeting
- No comments from the second reading of Policy 207: Public Hearings
 - Moving to action at 8/25/22 board meeting
- Dr. Cherry shared upcoming work on student discipline policies and procedures
- Resumed discussion of Policy 905: Advertising
 - Reviewed input from staff
 - Moving to first reading at 8/25/22 board meeting
- 904: Distrib of Materials on School District Property by Nonschool Persons
 - Reviewed updates from latest MSBA model policy
 - Will continue review next time

What's next

- Review first reading feedback on Policy 905
- Continue discussion of Policy 904
- Begin Policy 806: Crisis Management
- Curriculum Policy Learning/Work Session scheduled for Sept 8 Study Session
 - Postpone committee work on 600 series until after the work session

Respectfully submitted by: Katie Hockert

Submission date: 8/17/22

Next Meeting of Policy Committee: Aug 31, 2022



TO: Northeast Metro 916 Board of Education
FROM: Val Rae Boe
DATE: August 11, 2022
RE: August 3 Board of Education Meeting Talking Points

Members present: Palmer-13, Starck-14, Forsberg-16, Oksnevad-282, Westerman-621, Yener-622, Clark-623, Donovan-832, and Hockert-834.

Members absent: Knisely-12, Daniels-624, Keto-831, and Dols-833.

- **Legislative Update:** Valerie Dosland, lobbyist, gave the school board an update on the 2022 legislative session. She spoke about the frustrating end to the legislative session which resulted in significant differences between the House and Senate on E12 funding bills, and legislature going home without passing most spending bills, a bonding bill, or a tax bill. Valerie also spoke of a few bills that did pass including the Student Data Privacy Act, a mental health funding package, a pensions policy bill and lastly, money over the next three years for broadband grants. She said there was talk of a special session so the legislature could finish their work but nothing came of that discussion. Of specific interest to the Intermediates, Governor Walz allocated \$4 million in federal ARP funds to the Intermediates for innovative mental health grants- 916 will receive \$1.3 million dollars.
- **Board committees:** Marilyn Forsberg, school board chair, reviewed the 21-22 committees and will recommend board member appointments in September to the Metro Educational Cooperative Service Unit (ECSU), Association of Metropolitan School Districts (AMSD), and the 916 Education Foundation. The Executive Committee served as the Personnel Committee for the previous school year. There will be further discussion at the September Board Retreat about what this committee will look like going forward. Board Members were encouraged to email Chair Forsberg if they are interested in serving on any of the committees.
- **QComp:** Megan McAllister, director of human resources, reviewed the QComp results for 2022. She highlighted that 98.7% of eligible employees received either their full or a reduced amount of their incentive pay and 49.5% met their individual goal.
- **Organizational chart:** The school board approved the district's organizational chart for the 2022-23 school year. Changes to note included the resignation of Ann Peterson,

principal to all three ALC's. Her position will not be replaced, instead the three vice principals have become principals in their respective programs and the assistant principal positions have been eliminated. Quora has added an additional assistant manager position which was filled by Kelly Meir.

- **Approval of Contracts:** The School Board approved several contracts including:
 - 916 and Avanti Center to provide educational services
 - 916 and Ramsey County for SRO's at Quora Education Center
 - 916 and Aris Clinic to provide educational services
 - 916 and Canvas Health to provide TAP services
- **Approval of Food Service Agreements:** The School Board approved food service agreements for the 2021-22 school year with Columbia Heights ISD #13 for Metro Heights Academy, Roseville ISD #623 for Quora Education Center and with White Bear Lake ISD#624 for Bellaire, Mahtomedi Academy, South Campus, and WELS North.
- **Approval of School Board Policies:** The School Board approved the following policies which were presented as a first reading in June: Equity (109), Harassment and Violence (413), Harassment and Violence Report (413 Form), Technology Responsible Use and Safety Policy (524), Technology Responsible Use Agreement (524 Form), Cloud Storage (524 Guidelines), and Social Media Policy (524.1)
- **Substitute Teacher, Educational Assistant Specialist and Education Assistant Pay Rates for FY23:** The School Board approved the rates for substitute teachers (\$175/day) and educational assistant specialists (first step on the salary scale) for the 22-23 school year. These services are provided to 916 through Teachers on Call and the rates were increased for the first time in approximately 10 years. Sub fill rates have decreased considerably over the last few years.
- **Board Forum:** Member Hockert from Stillwater shared a handout she had prepared for her district highlighting the open house she attended for the 916 student built house in North St Paul. That handout is attached. Many Board Members attended and were very impressed with the house and the student knowledge and excitement that surrounded the project.

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.