



REVISED

Independent School District 834

Stillwater City Hall – 216 North Fourth Street, Stillwater, MN

School Board Business Meeting Agenda – October 24, 2019 at 6:00 p.m.

- I. **Call to Order**
- II. **Roll Call**
- III. **Pledge of Allegiance**
- IV. **District Mission Statement and School Board Goals**
- V. **Approval of Agenda**
- VI. **Superintendent Report**
- VII. **Introductory Items**
 - A. Student Report
 - B. District Recognition – Summer Success – Student Leaders
- VIII. **Open Forum**

Open Forum allows for 15 speakers with each speaker receiving three minutes.
- IX. **Consent Agenda**
 - A. Minutes of October 10, 2019 Business Meeting
 - B. Disbursement Register October 12 - 25, 2019
 - C. Human Resources Personnel Report
 - D. Accept Gifts and Donations for September 2019
 - E. CSTMN (Collaborative Student Transportation Management Services) Agreement
 - F. Snow Removal Service Proposals
 - G. 2019 District Wide Renovations – Change Orders
- X. **Reports**
 - A. Career Pathways Program – Principal Rob Bach and High School Pathways Team
 - B. Community Design Team – Director Burns
 - C. School Board Building Liaisons – Community Engagement Work Group
 - D. Second Reading: Policy 410-Family and Medical Leave – Policy Work Group
 - E. Second Reading: Policy 620-Credit for Learning – Policy Work Group
- XI. **Action Items**
 - A. 2011A Certificate of Participation Refunding Resolution – Ms. Kristen Hoheisel
 - B. 2020 Legislative Platform – Legislative Work Group
 - C. Accept New Members to the World's Best Work Force Advisory Committee – Community Engagement Work Group
 - D. Combined Polling Locations – Ms. Sherri Skogen
- XII. **Board Member Reports**
 - A. Board Chair Report
 - B. Working Group Reports
 - 1. Community Engagement
 - 2. Finance and Operations
 - 3. Legislative
 - 4. Policy
 - C. Board Member Reports
- XIII. **Adjournment**
 - A. Adjourn

8:30 p.m. - School Board Closed Session



Agenda Item I.
Date Prepared: October 14, 2019
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: October 24, 2019

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item II.
Date Prepared: October 14, 2019
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: October 24, 2019

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

Mike Ptacek, Board Chair

Shelley Pearson, Vice Chair

Liz Weisberg, Treasurer

Sarah Stivland, Clerk

Mark Burns, Director

Jennifer Pelletier, Director

Tina Riehle, Director

Denise Pontrelli, Superintendent of Schools (ex-officio)

Khuluc Yang, Student Representative for 2019-2020

Elise Riniker, Student Representative for 2019-2020

Recommendation:

Board action is not required.



Agenda Item III.
Date Prepared: October 14, 2019
ISD 834 Board Meeting

Agenda Item: Pledge of Allegiance
Meeting Date: October 24, 2019

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 IV.
Date Prepared: October 14, 2019
ISD 834 Board Meeting

Agenda Item: District Mission and School Board Goals
Meeting Date: October 24, 2019

A School Board member will read the District Mission statement.

The mission of Stillwater Area Public Schools, in partnership with students, family and community, is to develop curious individuals who are active and engaged leaders in an ever-changing world by challenging all students as they travel along their personalized learning pathways.

A School Board member will read the School Board Goals (adopted June 2019)

In partnership with community, parents, and students, the School Board of Stillwater Area Public Schools ensures excellence in education by:

Increasing student achievement for ALL students.

Securing long-term financial stability of the district.

Increasing community trust and engagement.

Recommendation:

Board action is not required.



Agenda Item V.
Date Prepared: October 14, 2019
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: October 24, 2019

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: October 14, 2019
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: October 24, 2019

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: October 14, 2019
ISD 834 Board Meeting

Agenda Item: Introductory Items
Meeting Date: October 24, 2019
Student Report and District Recognition

Background:

- A. Each meeting the Student Board Members will provide updates on items of interest in the announcement category. Many times these topics develop between the time the agenda is prepared and distributed and the meeting date. Topics generally include announcement of academics, activities, arts and athletics. What is included in this item will vary each meeting depending on the nature of the topics, the school year schedule and time of activities.

- B. Each meeting an individual, team, or program will be recognized for their excellence.

Recommendation:

Board action is not required.



Agenda Item VIII.
Date Prepared: October 14, 2019
ISD 834 Board Meeting

Agenda Item: Open Forum
Meeting Date: October 24, 2019

Background:

If you wish to speak to the School Board, you will be able to do so at the start of the school board meeting during Open Forum. You may sign in only for yourself, not other individuals or groups, and only in person. The sign in sheet is made available 30 minutes prior and up to the start of the meeting. Due to time limitations, we will limit the number of speakers to 15 for 3 minutes each. If you spoke at the last meeting, please consider allowing others to sign in before you. After you address the Board, please leave the podium.

Stillwater Area School District welcomes input from citizens as community involvement fosters better decision making and improved learning experiences for all students. While comments and questions are welcome during Open Forum, law prohibits the Board from discussing concerns about individual employees or students in a public meeting. 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.

Because we are modeling civil discourse for our community, 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.

The Board will not deliberate, discuss, or engage in conversation with speakers during open forum.

However, the Board may ask administration to review the concern(s) presented.

Recommendation:

This is for informational purposes only.



Agenda Item IX. A.B.C.D.E.F.G.
Date Prepared: October 17, 2019
ISD 834 Board Meeting

Agenda Item: Consent Agenda
Meeting Date: October 24, 2019
Contact Person: Varies by item

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 Meeting Minutes October 10, 2019
Contact Person: Sarah Stivland, Clerk or Sherri Skogen, Secretary
A copy of the minutes is included for your review.
- B. Disbursement Register October 12 – October 25, 2019
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations
A copy of the register has been distributed to board members.
- C. Human Resources Personnel Report
Contact Person: Cathy Moen, Executive Director of Administrative Services
A summary of personnel transactions for the month is included for your review.
- D. Accepts Gifts and Donations for September 2019
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations
A copy of the register has been distributed to board members
- E. CSTMN (Collaborative Student Transportation Management Services) Agreement
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations
A copy of the agreement is included for your review.
- F. Snow Removal Service Proposals
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations
Copies of the contracts with Miller Excavating and Bell Excavating are included for your review.
- G. 2019 District Wide Renovations – Change Orders
Contract Person: Kristen Hoheisel, Executive Director of Finance and Operations
A copy of the change order is included for your review

Recommendation:

BE IT RESOLVED by the School Board of Independent School District 834 – Stillwater Area Public Schools that Consent Agenda Items A through G be approved as written, and a copy of the agenda items is attached to the minutes.

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



Independent School District No. 834 – Stillwater Area Public Schools
Stillwater City Hall, 216 North 4th Street, Stillwater, MN
October 10, 2019 – 6:00 p.m. Meeting Minutes

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

II. Roll Call: Present: Mike Ptacek, chair; Liz Weisberg, treasurer; Mark Burns, director; Jennifer Pelletier, director; Tina Riehle, director; Sarah Stivland, clerk; Shelley Pearson, vice chair (8:15 pm) and Superintendent Pontrelli, ex-officio.

III. Pledge of Allegiance: Board Chair Ptacek led the Pledge of Allegiance.

IV. District Mission and School Board Goals: The mission statement was read by Member Riehle and the goals were read by Member Weisberg.

V. Approval of the Agenda

Motion to approve the agenda by: Member Riehle; Second by: Member Weisberg, Vote: 6 ayes, 0 nays, Motion Carried.

VI. Superintendent's Report

Superintendent Pontrelli reported on:

- Recognized teacher Sara Damon from SAHS who authored a lesson that was the first place winner in the University of AZ Center for Middle Eastern Studies 16th Annual Lesson Plan competition.
- Attended the Best Prep Celebration – Teresa Rivera, a student from SAHS was honored for her essay on community. Theme was on Thomas Friedman's new book – 'Thank you for Being Late'.
- Attended with Dr. McDowell the EdLeader21 Conference where Dr. McDowell also presented.
- Respond to media coverage that aired on KSTP.

VII. Introductory Items

- A. Student Report: Elise Riniker and Khuluc Yang reported:
- Shortened week next week due to MEA. Pre-ACT tests for all sophomores will be provided and 300 students have signed up to take the PSAT. Debate team is competing this week-end in Rochester. NHS is hosting a blood drive. Various sporting activity results were shared.
- B. District Recognition: Superintendent Pontrelli recognized members of the high school theater group along with Mr. Grif Sadow and Mr. Brian McTier. The students were invited to participate in the International Festival Fringe in Edinburgh, Scotland this past summer and their performance was voted Best Play and Best Technical Production.

VIII. Open Forum

1. Tamara Tinkham – Lake Elmo – Dyslexia concerns amongst our students.
2. Erin Mathaus – Lake Elmo – Transition program disruption with moving of the Spanish Immersion Program to Oak Park.
3. John Franklin – West Lakeland – TV media coverage with a school board member.
4. Carl Blondin – Stillwater – TV media coverage inaccuracy.
5. Jim Franklin – West Lakeland – TV media coverage board member conduct.
6. Francis Porbeni – Against the proposal of moving the Spanish Immersion Program.

7. Alison Sherman – Disagree with the move of the Spanish Immersion Program moving to Oak Park.

IX. Consent Agenda

- A. Minutes of September 26, 2019 Special School Board Meeting
- B. Minutes of September 26, 2019 Business Meeting
- C. Disbursement Register September 29-October 11, 2019
- D. Human Resources Personnel Report
- E. Issuance of Letter: Personnel Matter

Motion by: Member Riehle to accept and approve A, B and C; Second by: Member Weisberg; Vote: 6 ayes, 0 nays, Motion Carried Unanimously.

- D. Human Resources Report was pulled by Director Weisberg to receive clarification on two positions over \$50,000.

Motion by: Member Weisberg to accept and approve Item D; Second by: Member Burns.; Vote 6 ayes, 0 nays, Motion Carried Unanimously.

- E. Issuance of Letter: Personnel Matter was pulled by Director Pelletier. The content in the letter is subjective. Opposed to the inaccurate content and lack of substance. Missed opportunity for building relationships. Inaccurate, unclear and inconsistent with district policy.

Motion by: Member Riehle to accept and approve Item E; Second by Member Stivland; Vote 4 ayes (Ptacek, Weisberg, Stivland, Riehle), 2 nays (Burns, Pelletier). Motion Carried.

X. Reports

- A. 2011A COP Refunding Discussion

The Finance and Operations Work Group asked that Mr. Rantapaa from R.W. Baird report to the full board the estimated interest cost savings associated with a potential refunding (refinancing) of the outstanding 2011A COP. Mr. Rantapaa presented the estimated interest cost savings associated with a potential refinancing of the outstanding 2011A Certificate of Participation (COPs). The COPs were issued to fund construction of the Early Child Family Center. Estimated the district might be able to save more than half a million dollars on associated taxes payable 2021 by refinancing the COPs. A Set Sale Resolution will be prepared directing the sale of bonds with a minimum threshold of \$500,000 in savings and brought to the October 24 school board meeting.

- B. Accountability Report

Ms. Larson and Ms. Fierro reported to the board the accountability measures (also referred to as Every Student Succeeds Act and the Minnesota Northstar Accountability) for the 2018-19 school year. Northstar replaced the Multiple Measures Rating. The Federal and State Accountability System have been in place for two years. Five different accountability measures that go into the Northstar System were reviewed (academic achievement, progress toward English Language Proficiency, academic programs, graduation progress, and consistent attendance). Our students continue to outperform students across the state and they are growing academically and making strong gains in Reading, Math and English Language Proficiency progress. SAHS 4 year graduation rate reached 95% and the 4-year graduation rate for Special Education was above 67% for the second year in a row. Some opportunities for growth were to continue to build capacity of staff to utilize accountability data, review instructional pacing guides with teacher to check curriculum, assessment, and standards alignment, review test specs and expectations for MCA assessments, and increase capacity of utilizing the data pieces given by the state.

8:07 pm - Break

- C. Secondary Literacy Curriculum

Ms. Larson and Ms. Latterell provided a review on the Secondary English Language Arts curriculum and provided framework on the study, evaluation, and recommendation for the curriculum adoption. We are currently in the middle of Year 2: Evaluation and Recommendations. The committee is recommending new language arts curriculum materials be purchased for middle and high school, and recommending an investment be made in professional development for staff to support the curriculum changes. The total package and actual costs due to budget cuts was provided. Approval will be requested at the next board meeting.

D. Community Design Team

Director Burns indicated there has not been a Design Team meeting since the last board meeting. October 15 the third meeting will be held. Building tours will be held over the next few weeks for design team members.

The following are all mandatory policies. The First Reading of these policies was presented by Director Stivland.

- E. Policy 410-Family and Medical Leave - no changes/comments
- F. Policy 534-Unpaid Meal Charges – Work Group will further review II. Payment of Meals, E. and bring back an updated policy at a future meeting.
- G. Policy 620-Credit for Learning – Put PSEO in the definitions section or in section V in parentheses.

XI. Action Items

A. Flex e-Learning

Dr. McDowell shared that the Flex eLearning Days was presented at the August 22 board meeting. The 2017 Legislature amended the Length of School Year; Hours of Instruction (Minn. Stat. § 120A.41) to include the option of a school district utilizing up to five e-Learning days, due to inclement weather. The days are counted as instructional days and included as hours of instruction. Administration and teacher representatives have developed a draft plan for such days. The district will call these days Flex Days. Flex/e-Learning days will provide for an uninterrupted alternate learning experience, avoid mid-year calendar reconfigurations, provide meaningful learning for all students on inclement weather days, and provide flexibility and continuity in students' learning. Flex/eLearning days will be activated after the second inclement weather day. Learning experiences will be provided in either online or offline formats. Attendance is taken via Schoology and/or assignment completion. More information about the district's e-Learning plan will be shared with families soon.

Motion to approve the use of eLearning Days beginning the 2019-2020 school year by Member Riehle; Second by: Member Weisberg, Vote: 7 ayes; 0 nays, Motion Carried Unanimously.

B. World's Best Work Force Community Strategies

Director Pearson shared the community strategies for the 2019-2020 WBWF. All board members voted for their top choice in each of the five areas.

- **All Children Ready for School:** Provide Stillwater district kindergarten readiness standards/checklists to childcare providers for dissemination to parents of 4-year-olds.
- **All Third Graders Can Read at Grade Level:** Partner with community members/agencies to establish reading buddies.
- **All Racial and Economic Achievement Gaps are Closed:** Use existing groups and new community partnerships to support authentic cultural learning in classrooms and volunteer participation opportunities.
- **All Students are Ready for Career and College:** Engage businesses to participate in a Career Exploration Fair.
- **All Students Graduate from High School:** Engage businesses to facilitate school/business partnership to increase student engagement.

Motion to approve the World's Best Work Force strategies by Member Pelletier; Second by: Member Weisberg, Vote: 6 ayes; 1 nay (Riehle), Motion Carried.

The Final Reading of the following policies were presented by Director Stivland.

C. Policy 412 – Expense Reimbursement

Motion to approve Policy 412 by: Director Stivland; Second by Director Weisberg; Vote: 7 ayes; 0 nays, Motion Carried Unanimously.

D. Policy 427 – Workload Limits for Certain Special Education Teachers

Motion to approve Policy 427 by: Director Pearson; Second by: Director Weisberg; 7 ayes; 0 nays, Motion Carried Unanimously.

E. Policy 502 – Search of Student Lockers, Desks, Personal Possessions, and Students Person

Motion to approve Policy 502 by: Director Burns; Second by: Director Weisberg; Vote: 7 ayes; 0 nays, Motion Carried Unanimously.

F. Spanish Immersion Expansion Proposal

Director Stivland discussed her idea to request for Administration to prepare and gather information and actionable plan for board consideration with some options and associated costs for expanding the Spanish Immersion Program for fall 2020. Due to some transportation challenges, some school overcrowding and a wait list for the program were a few of the reasons Director Stivland has brought this proposal forward and it should be a part of the Community Design Team process.

Director Stivland made a motion to request that the Administration explore options and gather information for a possible expansion of the Amigos Unidos immersion program. This should include an option to move the program to Oak Park Elementary and to provide transportation from all elementary schools, as well as to determine whether it is feasible to expand this program by next fall; Second by: Member Weisberg.

New Motion by Director Burns to postpone the motion until such time that the Community Design Team has reached their conclusion; Second by Director Pelletier.

Amendment amended by Chair Ptacek to postpone the motion to discuss at the next board meeting. Second by Director Pelletier.

Vote: 3 ayes (Burns, Pelletier, Ptacek); 4 nays (Riehle, Stivland, Weisberg, Pearson). Amendment fails.

Original motion by Director Stivland; Vote: 4 ayes (Stivland, Weisberg, Riehle, Ptacek); 3 nays (Burns, Pelletier, Pearson), Motion Carried.

XII. Board Member Reports

A. Board Chair Report

- Director Stivland and Chair Ptacek were elected as delegates on the assembly for MSBA.
- Divide between the board and community and we all need to come together if we want a levy or bond to pass.
- Attended SEE meeting. Commissioner will be at the next meeting and encourage attendance.

B. Working Group Reports

1. Community Engagement – Director Pearson – Met today. Mark calendars for November 6 for board members to help greet at the event sponsored by Washington County and Lakeview Hospital. Received two applications for WBWF. Will re-open this as we are looking for about five more people to serve on advisory group.
2. Finance and Operations – Director Weisberg – Met Sept 24 and discussed the Brookview finance and refinancing options. Discussed the board spending sheet which has been used. Reviewed the treasurer's

- report. Robotics team lost their funding and looking into options for financing of which Superintendent Pontrelli is working on. Discussed possible additional funding cuts.
3. Legislative – Chair Ptacek – Working on the legislative platform and calendar of events which includes a legislative breakfast. A visit to the Capital is also being planned.
 4. Policy – Director Stivland - Met October 8. Reviewed at length policy 520 on student surveys. Reviewing some of the 400 policies and will bring those as they are ready. Just started reviewing the Student Results policy and will need to engage the board more with the writing of this policy.
- C. Board Member Reports
1. Director Burns – Attended the high school kaleidoscope band concert. Made a statement at the September 12 board meeting and ask that we revisit this as it has some good advice to follow.
 2. Director Weisberg – Nothing to report
 3. Director Stivland – Intermediate District 916 hired a new finance director. District 916 has a Foundation and invites board members to make a donation. District 916 will hold an information session on October 24, for career and tech center work. It is Stillwater School Districts turn to attend the NSBA conference in April 2020. All expenses are covered by District 916. Let Sarah know if you are interested in attending.
 4. Director Pearson – Attended the high school kaleidoscope concert. Attended the Rotary event this evening where several groups from the wind symphony performed.
 5. Director Riehle - Attended a couple of SEE meetings. Principal Fields provided a tour of Oakland. Open Forum correction – no investigation was launched and reiterate attending an open posted meeting does not violate the opening meeting law.
 6. Director Pelletier – Attended the Cultural Jambalaya Diversity Awards at the Metropolitan. Kudos to the young woman in attendance. We need to bridge the divide.

XIII. Adjournment

- A. The meeting adjourned at 11:00 p.m.

Respectfully submitted, Sarah Stivland, school board clerk.

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Bruening, Helen	Resignation	Cafeteria, 4.5 hrs/day Stillwater Area High School	Cafeteria	October 2, 2019
Celentano, Jared	Resignation	Community Education Aide, 2.4 hrs/day Stonebridge Elementary	CE Leads & Assistants	October 7, 2019
Elverum, Jessica	Resignation	Paraprofessional, 6.5 hrs/day Afton-Lakeland Elementary	SCPA	October 4, 2019

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Abraha, Sara	Community Education Casual District Wide	\$15.00 / hour	Casual	Casual	October 10, 2019
Abraha, Asmeret	Community Education Casual District Wide	\$15.00 / hour	Casual	Casual	October 10, 2019
Afaye, Temitayo	Community Education Casual District Wide	\$15.00 / hour	Casual	Casual	October 10, 2019
Cirullo, Riley	Community Education Casual District Wide	\$12.00 / hour	Casual	Casual	October 10, 2019
Fanous, Soher	Paraprofessional, 4.25 hrs/day Andersen Elementary	\$16.12 / hour	2019-2020 Staffing	SCPA	October 7, 2019
Garrett, Danielle	Cafeteria, 4.5 hrs/day Mahtomedi High School	\$12.53 / hour	Replacement	Cafeteria	October 2, 2019
Isker, Takotah	Community Education Aide, 11 hrs/week Lily Lake Elementary	\$9.65 / hour	2019-2020 Staffing	CE Leads & Assistants	October 14, 2019
Roeske, Grace	Community Education Casual District Wide	\$15.00 / hour	Casual	Casual	October 10, 2019

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Reyes, Hannah	Approve	1.0 FTE Elementary Education Teacher Lake Elmo Elementary	SCEA	September 26, 2019 - December 23, 2019
Simonet, Darla	Approve	1.0 FTE Elementary Education Teacher Lake Elmo Elementary	SCEA	September 27, 2019 - November 24, 2019

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Costa, Nicklaus	.5 FTE Intervention Teacher Afton-Lakeland Elementary	.5 FTE Intervention, .1 FTE Art and .1 FTE Media Afton-Lakeland & Lake Elmo Elementary	2019-2020 Staffing	SCEA	October 3, 2019 - June 2, 2020

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Banick, Steve	Girls Basketball Coach Oak-Land Middle School	2019-2020 Staffing	Co-Curricular	November 1, 2019
Coury, Gerard	Girls Basketball Coach Oak-Land Middle School	2019-2020 Staffing	Co-Curricular	November 1, 2019
Lumby, Lancer	Wrestling Coach Oak-Land Middle School	2019-2020 Staffing	Co-Curricular	November 1, 2019
Scheidler, Jerome	School Patrol Supervisor - Shared Andersen Elementary	2019-2020 Staffing	Co-Curricular	August 26, 2019



Agenda IX. E.
Date Prepared: October 14, 2019
ISD 834 Board Meeting

Consent Report: CSTMN (Collaborative Student Transportation Management Services)

Meeting Date: October 24, 2019

Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

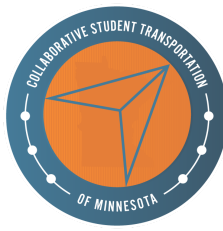
Report Purpose:

The purpose of this report is to secure an additional transportation service due to the increase of services for individual students who are in need of care and treatment, Special Education and homeless / highly mobile transportation.

Administration recommends that the Board approve the agreement between Independent School District No. 834 and CSTMN for the 2019-20, 2020-21 and 2021-22 school year.

Recommendation:

Approval of the Consent Agenda will be requested.



Kristen Hoheisel, Executive Director of Finance and Operations
Stillwater Area Public Schools
1875 Greeley Street S.
Stillwater, MN 55082

October 10th, 2019

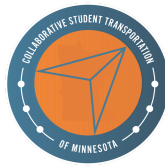
Dear Ms. Hoheisel,

Thank you for the opportunity to provide you with this proposal for collaborative transportation management services. Collaborative Student Transportation of Minnesota (CSTMN) has developed strong partnerships with school districts, charter schools, private schools and contractors across the Metro Area through our responsive service, resources and our collaborative approach. Our department is comprised of student transportation experts with individuals that specialize in routing, contractor safety and compliance, customer service, finance, technology and school communications. We strive to be an all inclusive service that serves as a positive extension of your district. Our organization is equipped and ready to fulfill all transportation needs through our vast collaborative network as we have access to all types of vehicles needed to transport your students safely and effectively.

Below you will find our service detail and authorization page for your review.

Thank you again for the opportunity and please don't hesitate to reach out if you have any questions.

Dillon LaHaye
Chief of Staff | 952.843.3164
dillon.lahaye@cstmn.org | www.cstmn.org



Section_01: Scope of Management Services

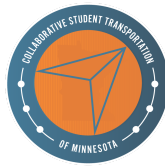
- ☐ Routing services to assure maximum efficiencies for routes as students are requested by your transportation department. Routing requests are processed within 2-3 business days depending on the request.
- ☐ Customer Service Professionals available from 6am - 6pm to support school officials and families as needed.
- ☐ Technology to communicate transportation changes, weather delays and mass messaging as needed.
- ☐ Selection, continued evaluation, negotiation, and assignment of appropriate contractors for transportation services.
- ☐ Quarterly safety and compliance audits of all assigned contractors
- ☐ Complete monthly billing summaries for annual reporting.
- ☐ GPS / Camera Verification with all selected contractors.

Section_02: Billing

- ☐ Collaborative Transportation Services
 - ☐ 10% of total cost of the contracted services
- ☐ The total cost of monthly transportation services will be invoiced by CSTMN no later than 21 days after the completion of every month that work is performed. Payment will then be due within 35 days upon receipt.

Section_03: Contract Duration

This agreement between Stillwater Area Public Schools and CSTMN for Collaborative Transportation Services would be for the 19-20 school year, 20-21 school year, 21-22 school year. This Contract can be terminated or modified due to performance failure by mutual agreement between CSTMN and Stillwater Area Public Schools with 60 days of written notice.



Section_04: Authorization to Proceed

As authorization to proceed under the Contract, please sign below, keep a copy for your records, and return a fully executed version to Collaborative Student Transportation of Minnesota, LLC.

I have carefully reviewed the above proposal and authorize CSTMN to proceed.

Customer

Stillwater Area Public Schools
1875 Greeley Street S.
Stillwater, MN 55082

Authorized Signature / Date

Authorized Printed / Title

Professional

CSTMN, LLC
615 1st Ave NE, #115
Minneapolis, MN 55413

 10-14-19

Authorized Signature / Date

Dillon LaHaye / Chief of Staff

Authorized Printed / Title



Agenda Item IX. F.
Date Prepared: October 15, 2019
ISD 834 Board Meeting

Consent Agenda Item: Snow Removal Service Proposals

Meeting Date: October 24, 2019

Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

Background:

Each year Stillwater Area Public Schools contracts out the snow removal and treatment services for all of the parking lots and playgrounds. The proposals for the service are set on equipment hourly rates. The total cost of snow removal is determined on the timing, wind direction, temperature, duration and amount of each snowfall.

Miller Excavating INC. has provided hourly pricing to remove and treat snow at Stillwater Area High School, Stillwater Middle School, Oak-Land Middle School and Lake Elmo Elementary. Bell Trucking INC. has provided hourly pricing to remove and treat snow Afton Lakeland Elementary, Andersen Elementary, Brookview Elementary, Central Services Building, Lily Lake Elementary, Rutherford Elementary, Oak Park Building and Stonebridge Elementary. Administration is seeking approval to proceed with the snow removal and treatment service proposals with each contractor at each of the respective sites as previously stated.

Location(s): District Wide

Project Name: District Wide Snow Removal

Fund: Fixed Operational Budget

Item: Snow Removal and Treatment Service

Amount: Weather Dependent

Recommendation:

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

MILLER EXCAVATING INC
3741 Stagecoach Tr N
Stillwater, MN 55082

651-439-1637

Date: September 27, 2019
Submitted to: Stillwater Area Schools
1875 S Greeley St
Stillwater, MN 55082

Attention: Tony Willger
Job Name: Snowplowing, sanding
Location: Stillwater High School, Stillwater Middle School, Oak-Land Middle School,
Lake Elmo Elementary

WE PROPOSE TO FURNISH MATERIAL, LABOR, AND EQUIPMENT TO COMPLETE THE FOLLOWING:
Snowplowing, removal, sanding for the upcoming snow season.

RATES*

LOADERS W/SNOW PUSHER	\$134.00 HR.
GRADERS W/WING	\$140.00 HR.
BOBCATS W/PLOW	\$122.00 HR.
TRUCK w/SANDER and/or PLOW	\$111.25 HR.
SAND	\$13.30 YD.
SALT /SAND - 12% MIXTURE (see note below)	\$59.15 TON**
ROCK SALT	\$189.55 TON**
TANDEM TRUCKS (14 YDS.) - HAULING SNOW	\$110.30 HR.
MAN & PICKUP, MISC EQUIPMENT	\$100.00 HR.
MINIMUM CHARGE	\$85.00

** Salt price subject to change

***NOTE:**

1. If salt percent of mixture is to be increased, price will be increased.

TERMS: Payment due upon receipt. 1.5% monthly service charge will be
assessed on balances over 30 days old.

The customer hereby agrees to indemnify Miller Excavating, Inc., its employees and agents for any and all liability, obligations, losses, damages, penalties, actions, judgements, suits, costs (including reasonable attorneys' fees), expenses or disbursements of any kind or nature whatsoever which may be imposed on, incurred by, or asserted against Miller Excavating, Inc., its employees or agents brought by a third party relating to or arising out of work described in this contract to be performed by Miller Excavating, Inc. for the customer.

ACCEPTANCE:

MILLER EXCAVATING, INC.

DATE: _____

DATE: _____

**Bell Excavating INC.
P.O. Box 775
Stillwater, MN 55082
651-439-6375**

Snow plowing contract for 2019-2020 season

10/15/2019

**ISD 834
1875 S. Greeley Street
Stillwater, MN 55082
Att: Tony Willger**

Plow unit 1- Truck w/ V-Plow and V-box Sander \$150.00 an hour.

Plow unit 2- Truck w/ V-Plow and V-box Sander \$150.00 an hour.

Plow unit 8- Wheel Loader w/ Pusher \$180.00 an hour.

Plow unit 9- Tractor w/ Hydraulic Pusher and Rear Mounted Blade or Snowblower \$180.00 an hour.

Plow unit 10- Skid Steer w/ Hydraulic Box Plow \$150.00 an hour.

Plow unit 11- Skid Steer w/ Hydraulic Box Plow \$150.00 an hour.

Plow unit 13- Skid Steer w/ Snowblower \$180.00

Plow Unit 16- Dump Truck w/ Salt/Sand Spreader.

Salt/Sand is \$116.00 a yard. (mix is 20/80)

Contact Numbers: Jon Bell 612-919-0941, Chad Bell 612-919-0942, Jacob Bell 612-919-2539



Agenda Item: IX. G.
Date Prepared: October 15, 2019
ISD 834 Board Meeting

Agenda Item: 2019 District Wide Renovations – Change Orders

Meeting Date: October 24, 2019

Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

Background: The Stillwater Area Public Schools – 2019 District Wide Renovation projects were approved at the May 9, 2019 Board of Education meeting. Decisions were made to have classrooms ready at the start of school. These items were not identified in the original plans and specifications and were not part of the original agreement with AVM Construction. They have been identified as Change Orders to the contract totaling \$109,524. The table below provides a brief explanation of changes made to the project during the summer months.

Site	Project Description
Afton-Lakeland Elementary	Change Order Number: 002. Remove abandoned heating pipes, remove abandon hose bibs and replace domestic water lines – \$30,810.00 Change Order Number: 003. Provide hot water recirculating lines and hot water to 8 classrooms – \$16,136.00 Change Order Number: 008. Relocate electrical outlets to accommodate casework - \$971.00 Change Order Number: 009. Patch exterior brick and interior cement blocks - \$9,219.00
Andersen Elementary	Change Order Number: 007. Provide outlets to accommodate cafeteria serving line - \$2,362.00 Change Order Number: 010. Install fiberglass reinforced panels behind dishwasher and at serving area – \$1,184.00
Lake Elmo Elementary	Change Order Number: 001. Remove abandoned heating pipes in Gopher Room and teacher lounge - \$7,548 Change Order Number: 011. Add sheetrock and repair plaster in Gopher Room and Special Education areas – \$3,888.00 Change Order Number: 004. Eliminate electrical outlets in hallway locations - deduct \$8,435.00
Lily Lake Elementary	Change Order Number: 005. Relocate electrical outlets to accommodate casework - \$12,226.00 Change Order Number: 012. Infill and support abandoned venting shaft \$27,685.00
Stillwater Area High School	Change Order Number: 006. Provide additional electrical connections to Main Forum Room seating - \$4,144.00
Stillwater Middle School	Change Order Number: 006. Provide additional electrical connections to Main Forum Room seating - \$4,144.00

Project Name: 2019 District Wide Renovations – Change Orders

Location(s): Various Sites

Fund: Long-Term Facilities Maintenance

Item: Changes to AVM Construction LLC. Contract

Change Order Total Amount: \$109,524.00

Recommendation:

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

AIA® Document G701™ – 2017

Change Order

PROJECT: (Name and address)
19-21 Stillwater Area Public Schools 2019
District Renovations

CONTRACT INFORMATION:
Contract For: General Construction

Date: May 10, 2019

CHANGE ORDER INFORMATION:
Change Order Number: 001

Date: October 10, 2019

OWNER: (Name and address)
Stillwater Area Public Schools
ISD #16 *834*

ARCHITECT: (Name and address)
BWBR Architects Inc.

CONTRACTOR: (Name and address)
AVM Construction LLC

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Additional Mechanical Revisions at Lake Elmo Elementary.....ADD - \$7,548.00

The original Contract Sum was	\$	1,488,300.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	1,488,300.00
The Contract Sum will be increased by this Change Order in the amount of	\$	7,548.00
The new Contract Sum including this Change Order will be	\$	1,495,848.00

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

BWBR Architects, Inc.
ARCHITECT (Firm name)


SIGNATURE

Peter G. Smith, AIA

PRINTED NAME AND TITLE

10/11/2019
DATE

AVM Construction LLC
CONTRACTOR (Firm name)


SIGNATURE

, Michael C. Klun

PRINTED NAME AND TITLE

October 10, 2019
DATE

Stillwater Area Public Schools - ISD #16 *834*
OWNER (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE

AIA® Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
19-21 Stillwater Area Public Schools 2019
District Renovations

CONTRACT INFORMATION:
Contract For: General Construction

Date: May 10, 2019

CHANGE ORDER INFORMATION:
Change Order Number: 002

Date: Ocotober 10, 2019

OWNER: *(Name and address)*
Stillwater Area Public Schools
ISD #16 **834**

ARCHITECT: *(Name and address)*
BWBR Architects Inc.

CONTRACTOR: *(Name and address)*
AVM Construction LLC

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Add for Replacing and Insulating Cold Water Lines at Afton Lakeland Elementar.....ADD - \$30,810.00

The original Contract Sum was	\$	1,488,300.00
The net change by previously authorized Change Orders	\$	7,548.00
The Contract Sum prior to this Change Order was	\$	1,495,848.00
The Contract Sum will be increased by this Change Order in the amount of	\$	30,810.00
The new Contract Sum including this Change Order will be	\$	1,526,658.00

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

BWBR Architects, Inc.
ARCHITECT *(Firm name)*

SIGNATURE

Peter G. Smith, AIA

PRINTED NAME AND TITLE

10/11/2019
DATE

AVM Construction LLC
CONTRACTOR *(Firm name)*

SIGNATURE

Michael C. Klun

PRINTED NAME AND TITLE

October 10, 2019
DATE

Stillwater Area Public Schools - ISD #16 **834**
OWNER *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE

AIA® Document G701™ – 2017

Change Order

PROJECT: (Name and address)
19-21 Stillwater Area Public Schools 2019
District Renovations

CONTRACT INFORMATION:
Contract For: General Construction

Date: May 10, 2019

CHANGE ORDER INFORMATION:
Change Order Number: 003

Date: October 10, 2019

OWNER: (Name and address)
Stillwater Area Public Schools
ISD #16 ⁸³⁴

ARCHITECT: (Name and address)
BWBR Architects Inc.

CONTRACTOR: (Name and address)
AVM Construction LLC

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Add Hot Water Recirculation Lines at Afton Lakeland Elementary.....ADD - \$16,136.00

The original Contract Sum was	\$ 1,488,300.00
The net change by previously authorized Change Orders	\$ 38,358.00
The Contract Sum prior to this Change Order was	\$ 1,526,658.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 16,136.00
The new Contract Sum including this Change Order will be	\$ 1,542,794.00

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

BWBR Architects, Inc.

ARCHITECT (Firm name)

SIGNATURE

Peter G. Smith, AIA

PRINTED NAME AND TITLE

10/11/2019

DATE

AVM Construction LLC

CONTRACTOR (Firm name)

SIGNATURE

Michael C. Klun

PRINTED NAME AND TITLE

October 10, 2019

DATE

Stillwater Area Public Schools - ISD #16 ⁸³⁴

OWNER (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE



AIA® Document G701™ – 2017

Change Order

PROJECT: (Name and address)
19-21 Stillwater Area Public Schools 2019
District Renovations

CONTRACT INFORMATION:
Contract For: General Construction

Date: May 10, 2019

CHANGE ORDER INFORMATION:
Change Order Number: 004

Date: Ocotober 10, 2019

OWNER: (Name and address)
Stillwater Area Public Schools
ISD #16-834

ARCHITECT: (Name and address)
BWBR Architects Inc.

CONTRACTOR: (Name and address)
AVM Construction LLC

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)


Deduct Electrical Revisions at Lake Elmo Elementary.....DEDUCT - \$8,453.00

The original Contract Sum was	\$ 1,488,300.00
The net change by previously authorized Change Orders	\$ 54,494.00
The Contract Sum prior to this Change Order was	\$ 1,542,794.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 8,435.00
The new Contract Sum including this Change Order will be	\$ 1,534,359.00

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

BWBR Architects, Inc.
ARCHITECT (Firm name)

SIGNATURE
Peter G. Smith, AIA
PRINTED NAME AND TITLE
10/11/2019
DATE

AVM Construction LLC
CONTRACTOR (Firm name)

SIGNATURE
Michael C. Klun
PRINTED NAME AND TITLE
October 10, 2019
DATE

Stillwater Area Public Schools - ISD #16-834
OWNER (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE

AIA Document G701™ – 2017

Change Order

PROJECT: (Name and address)
19-21 Stillwater Area Public Schools 2019
District Renovations

CONTRACT INFORMATION:
Contract For: General Construction

Date: May 10, 2019

CHANGE ORDER INFORMATION:
Change Order Number: 005

Date: Ocotober 10, 2019

OWNER: (Name and address)
Stillwater Area Public Schools
ISD #16 *834*

ARCHITECT: (Name and address)
BWBR Architects Inc.

CONTRACTOR: (Name and address)
AVM Construction LLC

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Additional Electrical Revisions at Lily Lake Elementary.....ADD - \$12,226.00

The original Contract Sum was	\$ 1,488,300.00
The net change by previously authorized Change Orders	\$ 46,059.00
The Contract Sum prior to this Change Order was	\$ 1,534,359.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 12,226.00
The new Contract Sum including this Change Order will be	\$ 1,546,585.00

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

BWBR Architects, Inc.

ARCHITECT (Firm name)

SIGNATURE

Peter G. Smith, AIA

PRINTED NAME AND TITLE

10/11/2019

DATE

AVM Construction LLC

CONTRACTOR (Firm name)

SIGNATURE

, Michael C. Klun

PRINTED NAME AND TITLE

October 10, 2019

DATE

Stillwater Area Public Schools - ISD #16 *834*

OWNER (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE

AIA® Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
19-21 Stillwater Area Public Schools 2019
District Renovations

CONTRACT INFORMATION:
Contract For: General Construction

Date: May 10, 2019

CHANGE ORDER INFORMATION:
Change Order Number: 006

Date: Ocotober 10, 2019

OWNER: *(Name and address)*
Stillwater Area Public Schools
ISD #16834

ARCHITECT: *(Name and address)*
BWBR Architects Inc.

CONTRACTOR: *(Name and address)*
AVM Construction LLC

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Additional Electrical Revisions at the High School.....ADD - \$4,144.00

The original Contract Sum was	\$	1,488,300.00
The net change by previously authorized Change Orders	\$	58,285.00
The Contract Sum prior to this Change Order was	\$	1,546,585.00
The Contract Sum will be increased by this Change Order in the amount of	\$	4,144.00
The new Contract Sum including this Change Order will be	\$	1,550,729.00

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

BWBR Architects, Inc.

ARCHITECT *(Firm name)*

SIGNATURE

Peter G. Smith, AIA

PRINTED NAME AND TITLE

10/11/2019

DATE

AVM Construction LLC

CONTRACTOR *(Firm name)*

SIGNATURE

, Michael C. Klun

PRINTED NAME AND TITLE

October 10, 2019

DATE

Stillwater Area Public Schools - ISD #16834

OWNER *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE

AIA® Document G701™ – 2017

Change Order

PROJECT: (Name and address)
19-21 Stillwater Area Public Schools 2019
District Renovations

CONTRACT INFORMATION:
Contract For: General Construction

Date: May 10, 2019

CHANGE ORDER INFORMATION:
Change Order Number: 007

Date: October 10, 2019

OWNER: (Name and address)
Stillwater Area Public Schools
ISD #16 834

ARCHITECT: (Name and address)
BWBR Architects Inc.

CONTRACTOR: (Name and address)
AVM Construction LLC

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Additional Electrical Revisions at Anderson Elementary.....ADD - \$2,362.00

The original Contract Sum was	\$	1,488,300.00
The net change by previously authorized Change Orders	\$	62,429.00
The Contract Sum prior to this Change Order was	\$	1,550,729.00
The Contract Sum will be increased by this Change Order in the amount of	\$	2,362.00
The new Contract Sum including this Change Order will be	\$	1,553,091.00

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

BWBR Architects, Inc.
ARCHITECT (Firm name)

SIGNATURE

Peter G. Smith, AIA

PRINTED NAME AND TITLE

10/11/2019
DATE

AVM Construction LLC
CONTRACTOR (Firm name)

SIGNATURE

Michael C. Klun

PRINTED NAME AND TITLE

October 10, 2019
DATE

Stillwater Area Public Schools - ISD #16 834
OWNER (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE

AIA® Document G701™ – 2017

Change Order

PROJECT: (Name and address)
19-21 Stillwater Area Public Schools 2019
District Renovations

CONTRACT INFORMATION:
Contract For: General Construction

Date: May 10, 2019

CHANGE ORDER INFORMATION:
Change Order Number: 008

Date: Ocotober 10, 2019

OWNER: (Name and address)
Stillwater Area Public Schools
ISD #16 834

ARCHITECT: (Name and address)
BWBR Architects Inc.

CONTRACTOR: (Name and address)
AVM Construction LLC

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Additional Electrical Revisions at Afton Lakeland.....ADD - \$971.00

The original Contract Sum was	\$	1,488,300.00
The net change by previously authorized Change Orders	\$	64,791.00
The Contract Sum prior to this Change Order was	\$	1,553,091.00
The Contract Sum will be increased by this Change Order in the amount of	\$	971.00
The new Contract Sum including this Change Order will be	\$	1,554,062.00

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

BWBR Architects, Inc.
ARCHITECT (Firm name)

SIGNATURE

Peter G. Smith, AIA

PRINTED NAME AND TITLE

10/11/2019

DATE

AVM Construction LLC
CONTRACTOR (Firm name)

SIGNATURE

Michael C. Klun

PRINTED NAME AND TITLE

October 10, 2019

DATE

Stillwater Area Public Schools - ISD #16 834
OWNER (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE

AIA® Document G701™ – 2017

Change Order

PROJECT: (Name and address)
19-21 Stillwater Area Public Schools 2019
District Renovations

CONTRACT INFORMATION:
Contract For: General Construction

Date: May 10, 2019

CHANGE ORDER INFORMATION:
Change Order Number: 009

Date: Ocotober 10, 2019

OWNER: (Name and address)
Stillwater Area Public Schools
ISD #16 **834**

ARCHITECT: (Name and address)
BWBR Architects Inc.

CONTRACTOR: (Name and address)
AVM Construction LLC

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Additional Architectural Revisions at Afton Lakeland Elementary.....ADD - \$9,219.00

The original Contract Sum was	\$	1,488,300.00
The net change by previously authorized Change Orders	\$	65,762.00
The Contract Sum prior to this Change Order was	\$	1,554,062.00
The Contract Sum will be increased by this Change Order in the amount of	\$	9,219.00
The new Contract Sum including this Change Order will be	\$	1,563,281.00

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

BWBR Architects, Inc.
ARCHITECT (Firm name)

SIGNATURE

Peter G. Smith, AIA

PRINTED NAME AND TITLE

10/11/2019
DATE

AVM Construction LLC
CONTRACTOR (Firm name)

SIGNATURE

, Michael C. Klun - Vice President

PRINTED NAME AND TITLE

October 10, 2019
DATE

Stillwater Area Public Schools - ISD #16 **834**
OWNER (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE



AIA® Document G701™ – 2017

Change Order

PROJECT: (Name and address)
19-21 Stillwater Area Public Schools 2019
District Renovations

CONTRACT INFORMATION:
Contract For: General Construction

CHANGE ORDER INFORMATION:
Change Order Number: 010

Date: May 10, 2019

Date: Ocotober 10, 2019

OWNER: (Name and address)
Stillwater Area Public Schools
ISD #16-834

ARCHITECT: (Name and address)
BWBR Architects Inc.

CONTRACTOR: (Name and address)
AVM Construction LLC

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Additional Architectural Revisions at Anderson Elementary.....ADD - \$1,184.00

The original Contract Sum was	\$ 1,488,300.00
The net change by previously authorized Change Orders	\$ 74,981.00
The Contract Sum prior to this Change Order was	\$ 1,563,281.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 1,184.00
The new Contract Sum including this Change Order will be	\$ 1,564,465.00

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

BWBR Architects, Inc.

ARCHITECT (Firm name)

SIGNATURE

Peter G. Smith, AIA

PRINTED NAME AND TITLE

10/11/2019

DATE

AVM Construction LLC

CONTRACTOR (Firm name)

SIGNATURE

, Michael C. Klun - Vice President

PRINTED NAME AND TITLE

October 10, 2019

DATE

Stillwater Area Public Schools - ISD #16-834

OWNER (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE

AIA® Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
19-21 Stillwater Area Public Schools 2019
District Renovations

CONTRACT INFORMATION:
Contract For: General Construction

Date: May 10, 2019

CHANGE ORDER INFORMATION:
Change Order Number: 011

Date: Ocotober 10, 2019

OWNER: *(Name and address)*
Stillwater Area Public Schools
ISD #16 934

ARCHITECT: *(Name and address)*
BWBR Architects Inc.

CONTRACTOR: *(Name and address)*
AVM Construction LLC

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Additional Architectural Revisions at Lake Elmo Elementary.....ADD - \$3,888.00

The original Contract Sum was	\$	1,488,300.00
The net change by previously authorized Change Orders	\$	76,165.00
The Contract Sum prior to this Change Order was	\$	1,564,465.00
The Contract Sum will be increased by this Change Order in the amount of	\$	3,888.00
The new Contract Sum including this Change Order will be	\$	1,568,353.00

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

BWBR Architects, Inc.

ARCHITECT *(Firm name)*

SIGNATURE

Peter G. Smith, AIA

PRINTED NAME AND TITLE

10/11/2019
DATE

AVM Construction LLC

CONTRACTOR *(Firm name)*

SIGNATURE

, Michael C. Klun - Vice President

PRINTED NAME AND TITLE

October 10, 2019
DATE

Stillwater Area Public Schools - ISD #16 934

OWNER *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE

AIA® Document G701™ – 2017

Change Order

PROJECT: (Name and address)
19-21 Stillwater Area Public Schools 2019
District Renovations

CONTRACT INFORMATION:
Contract For: General Construction

Date: May 10, 2019

CHANGE ORDER INFORMATION:
Change Order Number: 012

Date: October 10, 2019

OWNER: (Name and address)
Stillwater Area Public Schools
ISD #16 834

ARCHITECT: (Name and address)
BWBR Architects Inc.

CONTRACTOR: (Name and address)
AVM Construction LLC

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Additional Architectural Revisions at Lily Lake Elementary.....ADD - \$27,685.00

The original Contract Sum was	\$ 1,488,300.00
The net change by previously authorized Change Orders	\$ 80,053.00
The Contract Sum prior to this Change Order was	\$ 1,568,353.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 27,685.00
The new Contract Sum including this Change Order will be	\$ 1,596,038.00

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

BWBR Architects, Inc.

ARCHITECT (Firm name)

SIGNATURE

Peter G. Smith, AIA

PRINTED NAME AND TITLE

10/11/2019

DATE

AVM Construction LLC

CONTRACTOR (Firm name)

SIGNATURE

, Michael C. Klun - Vice President

PRINTED NAME AND TITLE

October 10, 2019

DATE

Stillwater Area Public Schools - ISD #16 834

OWNER (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE

AIA® Document G701™ – 2017

Change Order

PROJECT: <i>(Name and address)</i> 19-21 Stillwater Area Public Schools 2019 District Renovations	CONTRACT INFORMATION: Contract For: General Construction Date: May 10, 2019	CHANGE ORDER INFORMATION: Change Order Number: 013 Date: Ocotober 10, 2019
OWNER: <i>(Name and address)</i> Stillwater Area Public Schools ISD #16-834	ARCHITECT: <i>(Name and address)</i> BWBR Architects Inc.	CONTRACTOR: <i>(Name and address)</i> AVM Construction LLC

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Additional Architectural Revisions at Middle School.....ADD - \$1,786.00

The original Contract Sum was	\$ 1,488,300.00
The net change by previously authorized Change Orders	\$ 107,738.00
The Contract Sum prior to this Change Order was	\$ 1,596,038.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 1,786.00
The new Contract Sum including this Change Order will be	\$ 1,597,824.00

The Contract Time will be increased by Zero (0) days.
 The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

BWBR Architects, Inc. ARCHITECT <i>(Firm name)</i>  SIGNATURE Peter G. Smith, AIA PRINTED NAME AND TITLE 10/11/2019 DATE	AVM Construction LLC CONTRACTOR <i>(Firm name)</i>  SIGNATURE , Michael C. Klun - Vice President PRINTED NAME AND TITLE October 10, 2019 DATE	Stillwater Area Public Schools - ISD #16-834 OWNER <i>(Firm name)</i> SIGNATURE PRINTED NAME AND TITLE DATE
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Agenda Item X. A.
Date Prepared: October 18, 2019
ISD 834 Board Meeting

Report for Information: Career Pathways Program
Meeting Date: October 24, 2019
Contact Person: Principal Rob Bach

Summary:

High school staff will present information about the Career Pathways program being developed for 2020-2021. The program is designed to enhance academic achievement, provide more relevance to what students are learning, and offer more real-world opportunities. Through Pathways, students will better understand their career options, get hands-on experience in a variety of areas, and leave high school with marketable skills and experiences.

Recommendation:

This is a report for information. Action will not be requested.



PATHWAY POSSIBLE

School Board Meeting - Oct. 24, 2019

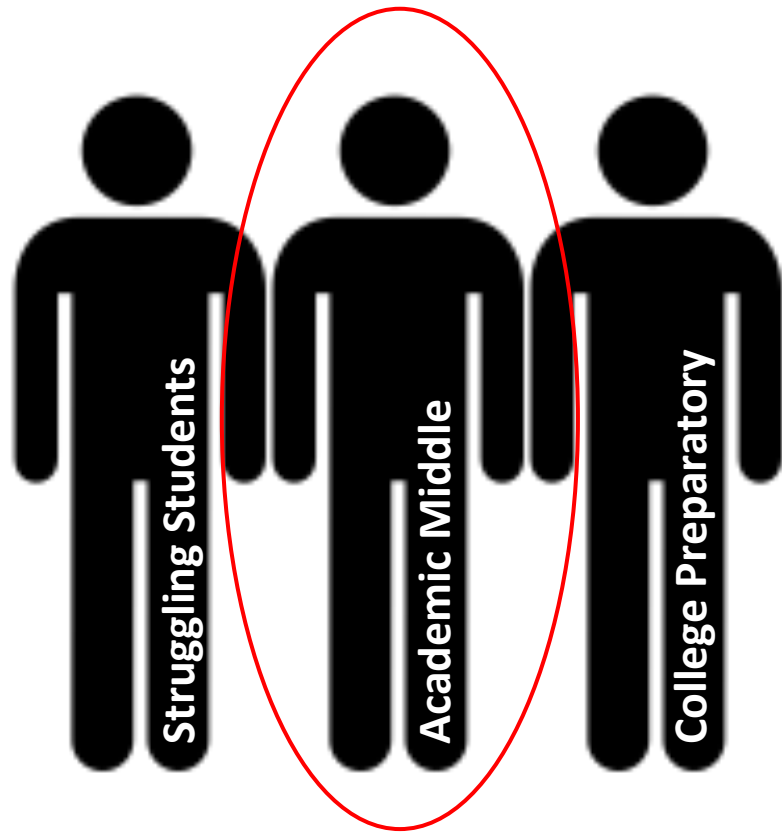
SAHS

Innovation Team

Designing With Students in Mind

The team's objective is to redesign the high school experience to better meet the needs of ALL students.

Innovation Team includes teachers, students and administrators



Empathy Work Completed 2018-19

Students feel ...

- **overwhelmed** with the amount of homework.
- there is **not enough time** to do work.
- like there aren't enough extended learning opportunities (beyond school offerings).
- like they do not understand what **skills are needed beyond high schools**, and/or qualify as skills instruction.
- like they don't have **enough time** in their schedule or that the schedule is flexible enough.
- unaware of the **relevance of our course offerings**.

Our Plan to Redesign SAHS

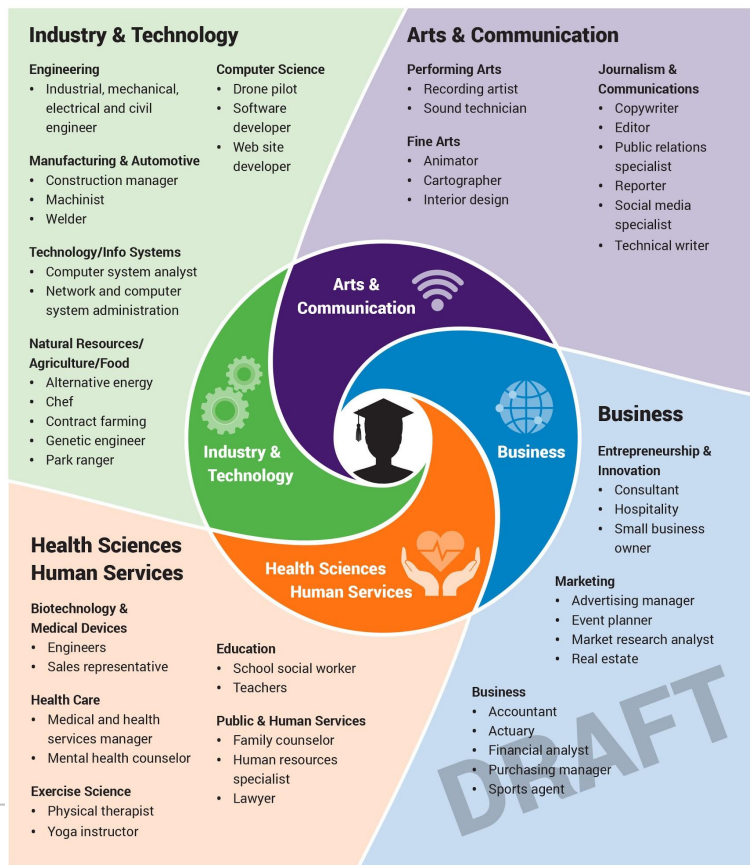
Academic Achievement	Relevance	Opportunities
Meeting the needs of <u>ALL</u> student with renewed focus on the “academic middle”	Developing career pathways and programs of study based on industry and regional college programs	Creating options for students to apply experiential learning through partnerships with local businesses

Why Career Pathways?

- Help students understand career options
- Provide students with hands-on experiences in a variety of areas
- Allow students to leave high school with marketable skills and experiences
- Gives students a competitive advantage for whatever comes next:
 - Technical program, certification, associate degree, four-year degree, employment, or military

PATHWAY 2 POSSIBLE

Pick a pathway. Explore a program of study. Learn about potential in-demand careers.



Our Vision for Pathways



We've aligned our current course offerings within Pathways

4 Path

Health Sciences & Human Services

* It is recommended that students attending a 4 year private college, complete 3 years of a World Language.

	Biotechnology & Medical devices	Health Care	Exercise Science	Education	Public & Human Services
Grade 9	<ul style="list-style-type: none"> Human Anatomy & Medical Terminology 	<ul style="list-style-type: none"> Anthropology Animal Care and Management Human Anatomy & Medical Terminology 	<ul style="list-style-type: none"> Personal Fitness Fitness for Life Human Anatomy & Medical Terminology 	<ul style="list-style-type: none"> Speech Unified PE 	
Grade 10	<ul style="list-style-type: none"> Personal Fitness Fitness for Life 	<ul style="list-style-type: none"> Personal Fitness Fitness for Life Veterinary Science 	<ul style="list-style-type: none"> Food Science Weight Training 		<ul style="list-style-type: none"> Law and Justice Fish and Wildlife
Grade 11	<ul style="list-style-type: none"> Weight Training Biotechnology 	<ul style="list-style-type: none"> Biotechnology Fish and Wildlife Psychology 1 Psychology 2 Team Sports AP Psychology CIS Human Physiology Chemistry AP Chemistry 	<ul style="list-style-type: none"> Advanced Weight Training 	<ul style="list-style-type: none"> Psychology 1 Psychology 2 AP Psychology 	<ul style="list-style-type: none"> Psychology 1 Psychology 2 AP Psychology Sociology
Grade 12	<ul style="list-style-type: none"> 916 Medical Careers CIS Human Physiology AP Statistics 	<ul style="list-style-type: none"> Sociology CIS Animal Science 916 Medical Careers 916 Dental Occupations 916 EMT 	<ul style="list-style-type: none"> CIS Human Anatomy & Physiology 	<ul style="list-style-type: none"> Sociology 916 Careers in Education CIS Exploring the Teaching Profession 	<ul style="list-style-type: none"> 916 Law Enforcement Criminal Justice 916 Cosmetology 916 EMT Photography 1
After School Opp.			<ul style="list-style-type: none"> Pony Power Rock Climbing Club MSHSL Sports 	<ul style="list-style-type: none"> Senior Council Student Council Prom Planning Mock Trial 	<ul style="list-style-type: none"> Senior Council Student Council Prom Planning Young Democrats Young Republicans Bizaa Amnesty International Model UN Mock Trial

Resources

Language.

Computer Science
<ul style="list-style-type: none"> Geometry with Computer Science
<ul style="list-style-type: none"> AP Computer Science Principles
<ul style="list-style-type: none"> AP Computer Science A & B
<ul style="list-style-type: none"> Computer Science Advanced Topics

Opportunities: Building Relevancy, Community Partnerships and Academic Achievement

- Mentorships
- Internships or externships
- Partner/career guided project-based learning
- Capstone Experience
- Extracurricular Activities

Ways to offer more flexible scheduling to make time for applied learning:

- Credit by assessment
- Dual credit
- Online courses

Potential Partners:

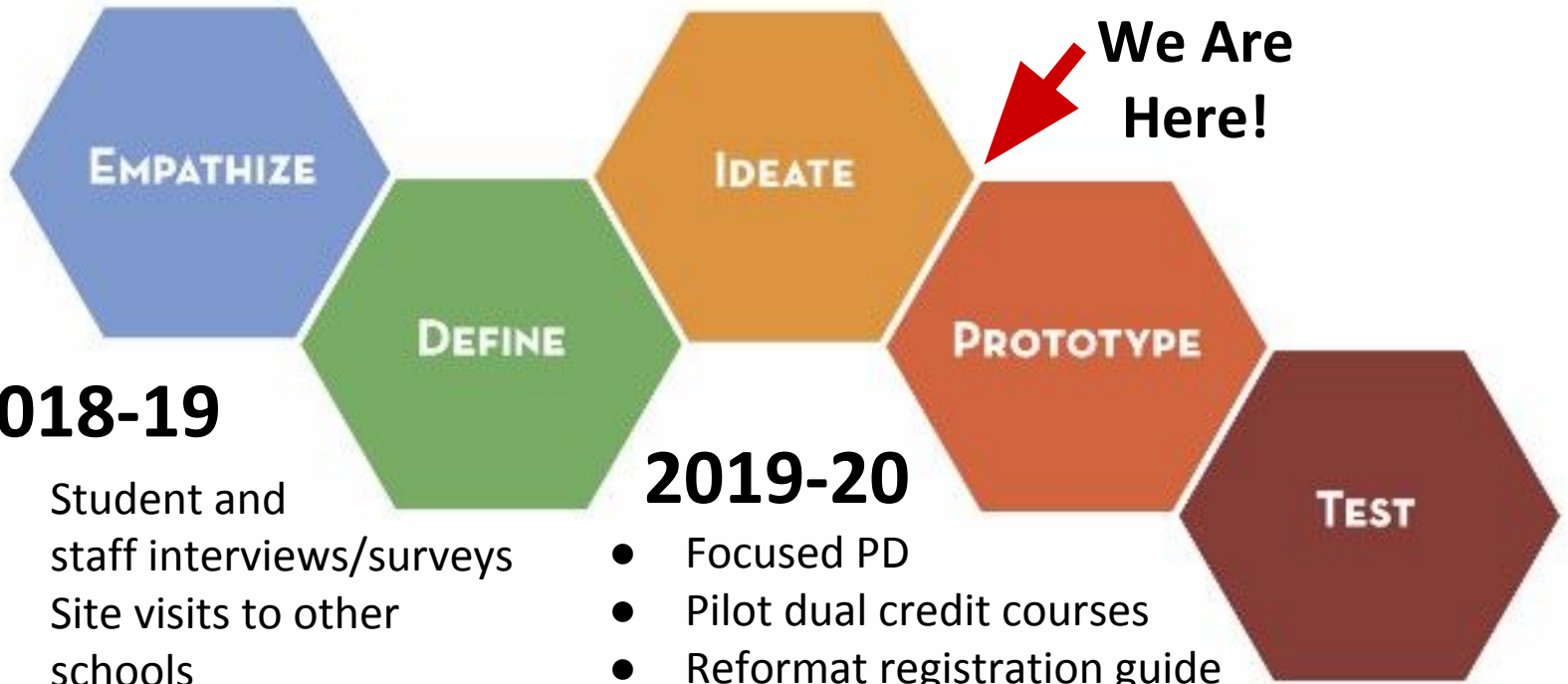
Lakeview Health - Twin Cities Orthopedic - 3M -
Andersen Windows - Zephyr Theater - Story Ark -
WOLD Architects - Kraus Anderson

2018-19

- Student and staff interviews/surveys
- Site visits to other schools
- Research/data collection
- Identify Pathways, align current class offerings

2019-20

- Focused PD
- Pilot dual credit courses
- Reformat registration guide
- Flex Time opportunities linked to career day
- Partner with Century College
- Develop business partnerships
- Explore scheduling options
- ⁴⁷Consider freshmen experience





Questions?



Agenda Item X. B.
Date Prepared: October 14, 2019
ISD 834 Board Meeting

Report for Information: Community Design Team
Meeting Date: October 24, 2019
Contact Person: Director Mark Burns

Summary:

Director Burns will report updates from the Community Design Team.

Recommendation:

This is a report for information. Action will not be requested.



Agenda Item X. C.
Date Prepared: October 15, 2019
ISD 834 Board Meeting

Action Item: School Board Building Liaisons

Meeting Date: October 24, 2019

Contact Person: Community Engagement Work Group

Summary:

The Community Engagement Working Group will discuss potential building liaisons for school board members.

Recommendation:

This is a report for information. Action will not be requested.



Agenda Item X. D.E.
Date Prepared: October 17, 2019
ISD 834 Board Meeting

Meeting Date: October 24, 2019
Contact Person(s): Policy Working Group
Action Item: Policies for Second Reading

Summary:

The 2019 Policy Working Group will be presenting these policies for their second reading.

D. Policy 410-Family and Medical Leave

E. Policy 620-Credit for Learning – added definition on page two - PSEO

The policies are included for your review.

Recommendation:

This is a report for future action. Action will be requested at the November 14, 2019 business meeting.

SCHOOL DISTRICT ADMINISTRATION

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Family and Medical Leave	410	Adopted:	Annually

~~*[Note: School districts are required by statute to have a policy addressing these issues.]*~~

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. “Covered service member” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period

of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Military caregiver leave” means leave taken to care for a covered service_member with a serious injury or illness.
- E. “Next of kin of a covered service_member” means the nearest blood relative other than the covered service_member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service_member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered service_member, all such family members shall be considered the covered service_member’s next of kin, and the employee may take FMLA leave to provide care to the covered service_member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service_member’s only next of kin.
- F. “Outpatient status” means, with respect to a covered service_member who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:

1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 2. to attend military events and related activities of a covered military member;
 3. to address issues related to childcare and school activities of a covered military member's child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member;
 8. to address parental care needs; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any

additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

- a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
 3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
 4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
 5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:

- (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school

district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.

10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered service member being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits

and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Service ~~m~~Member Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service_member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service_member. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a service_member includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered service_member and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered service_member with a serious injury or illness.

5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered service member and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.

3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave and Accommodations)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

~~**Cross References:** MSBA Service Manual, Chapter 13, School Law Bulletin "M" (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees—Family and Medical Leave Act Summary)~~



EDUCATION PROGRAMS

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Credit for Learning	<u>620</u>	Adopted:	<u>3-year</u>

~~*[Note: School districts statutorily are required to provide students with credit for approved post-secondary courses, as set forth in Section V.; online learning courses, as set forth in Section VI.; and accelerated or advanced academic courses offered by a higher education institution or nonprofit public agency, as set forth in Section VII. Additionally, school districts are required by statute to identify whether the school district offers weighted grades and, if it does, identify the courses for which a student may earn a weighted grade (Section VIII). Optional provisions related to awarding credit to students transferring from out-of-state, private, or home schools and the issuance of student grades for purposes of awarding certain honors, as set forth in Section IV., are not required by statute. Therefore, the language contained in Section IV. is suggested language, and a school district may or may not include this section or may modify this section at its discretion.]*~~

I. PURPOSE

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding student's credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. "Accredited school" means a school that is accredited by an accrediting agency, recognized according to Minn. Stat. § 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (MDE).
- B. "Blended learning" is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.

- C. “Commissioner” means the Commissioner of MDE.
- D. “Concurrent Enrollment” means college courses offered at the high school, usually taught by a trained high school teacher. These are offered in partnership with a college or university. Students who successfully complete these courses generate both high school and transcribed college credit from the partnering postsecondary institution
- E. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- ~~EF~~. “Eligible institution” means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center **accreditor recognized by the United States Department of Education**, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.
- ~~GF~~. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- ~~HG~~. “Online learning” is a form of digital learning delivered by an approved online learning provider.
- ~~IH~~. “Online learning provider” is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- J. **“Post secondary enrollment options” (PSEO) is a dual credit program that allows high school students to simultaneously earn high school and college credit through enrollment in and successful completion of college-level courses on a college campus or online. Students may take PSEO courses on a full- or part-time basis. The PSEO program provides students with a greater variety of class offerings as well as the opportunity to pursue more challenging coursework than may be available at the high school. The tuition, fees and required textbooks are at no cost to students.**
- ~~I.~~ K. “Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.
- ~~J.~~ ~~“Concurrent Enrollment” means college courses offered at the high school, usually taught by a trained high school teacher. These are offered in partnership with a college or university. Students who successfully complete these courses generate both high school and transcribed college credit from the partnering postsecondary institution.~~

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
- ~~2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least *insert number* credits from the school district.~~

B. Transfer of Academic Requirements from Other Schools

1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - ~~b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least *insert number* credits from the school district.~~
 - be. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements ~~but is comparable to elective credits offered by the school district for graduation~~, the student may be provided elective credit applied toward graduation requirements. ~~Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.~~
 - ~~d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.~~
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.

- a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
- b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
- c. In the event the content of a course taken at a non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements, ~~it may be but is comparable to elective credits offered by the school district for graduation,~~ the student may be provided elective credit applied toward graduation requirements.
- d. ~~If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.~~
- e. ~~Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.~~

V. POST-SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minn. Stat. § 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
 3. When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.

4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation ~~but is comparable to elective credits offered by the school district for graduation~~, the school district may provide elective credit and the grade ~~may~~will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 6. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

VI. CREDIT FROM ONLINE LEARNING COURSES

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.
- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.
- D. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- E. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade may be recorded on the student's transcript as an elective course credit applied toward graduation requirements.

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. In the event the content of the course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- ~~DE.~~ When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- ~~ED.~~ In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade may~~will~~ be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- ~~FE.~~ If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. Concurrent Enrollment

- A. Students who successfully complete these courses generate both high school and transcribed college credit from the partnering postsecondary institution.
- B. Students must follow registration procedures established through the higher educational institution to receive credit.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

~~IX.VIII.~~ WEIGHTED GRADES

~~*[Note: School districts must identify in policy whether they offer courses with weighted grades. Therefore, school districts must include one of the following options in their policies.]*~~

- A. ~~The school district does not offer weighted grades.~~

~~for~~

- A. The school district offers weighted grades for courses that are identified as more rigorous or academically challenging as follows:

~~*List the types of courses that will be awarded weighted grades and the multiplier, similar to the following examples.*~~

1. A grade awarded in an Advanced Placement course will be multiplied by a factor of 1.2 ~~(i.e., 1.07)~~.
 - ~~2. A grade awarded in an Honors course will be multiplied by a factor of _____.~~
 - ~~23.~~ A grade awarded in a College In the Schools course will be multiplied by a factor of 1.2.
 - ~~4. A grade awarded in a course taken through a Post-Secondary Enrollment Options program will be multiplied by a factor of _____.~~
 - ~~35.~~ A grade awarded in a course in a concurrent ~~enrollment~~ enrollment course will be multiplied by a factor of 1.2.
- B. Honors courses and PSEO courses are not awarded weighted grades, and do not use a multiplier.
- C. The school district will update its website prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.

IX. PROCESS FOR AWARDING CREDIT

- A. The student's counselor ~~The building principal~~ will be responsible for carrying out the process to award credits and grades pursuant to this policy. In the event of disputes, the building principal will decide. ~~notify students in writing of the decision as to~~ how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section ~~IX~~.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the

course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota’s Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program, [Credits toward graduation](#))
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Cross References: ~~MSBA/MASA Model Policy 104 (School District Mission Statement)~~
~~MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)~~
~~MSBA/MASA Model Policy 613 (Graduation Requirements)~~
~~MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)~~
~~MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)~~
~~MSBA/MASA Model Policy 616 (School District System Accountability)~~
~~MSBA/MASA Model Policy 618 (Assessment of Student Achievement)~~
~~MSBA/MASA Model Policy 624 (Online Learning Options)~~



Agenda Item XI.A.
Date Prepared: October 15, 2019
ISD 834 Board Meeting

Agenda Item: 2011A COP Refunding Resolution
Meeting Date: October 24, 2019
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations
Action Timeline: October 24, 2019

Summary:

At the October 10, 2019 board business meeting, Matt Rantapaa from R. W. Baird presented the estimated interest cost savings associated with a potential refunding (refinancing) of the outstanding 2011A COP.

Administration recommends approval of the attached.

Recommendation:

Administration recommends that the Board adopt the resolution to move forward with the sale of Refunding Certificates of Participation with a minimum savings goal of \$500,000.

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

**CERTIFICATION OF MINUTES
RELATING TO
REFUNDING CERTIFICATES OF PARTICIPATION, SERIES 2019A**

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 834
(STILLWATER AREA PUBLIC SCHOOLS)
STILLWATER, MINNESOTA

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A _____ meeting held on _____, 2019, at _____ o'clock p.m., in the
School District.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD
TO ISSUE A LEASE-PURCHASE FINANCING AND
REFUNDING CERTIFICATES OF PARTICIPATION, SERIES 2019A**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this _____ day of _____,
2019

School District Clerk

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

HELD: _____, 2019

Pursuant to due call and notice thereof, a _____ meeting of the School Board of Independent School District No. 834 (Stillwater Area Public Schools), State of Minnesota, was duly held on _____, 2019, at _____ o'clock p.m.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD
TO ISSUE A LEASE-PURCHASE FINANCING AND
REFUNDING CERTIFICATES OF PARTICIPATION, SERIES 2019A**

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

1. The Board hereby finds it is necessary and expedient for Independent School District No. 834 (Stillwater Area Public Schools) (the "District") to enter into a Ground Lease Agreement, a Refunding Lease Agreement and a Trust Agreement and to sell and issue its Refunding Certificates of Participation, Series 2019A Evidencing the Proportionate Interest of the Registered Owners thereof in Lease Payments to be made by Independent School District No. 834 (Stillwater Area Public Schools) pursuant to a Refunding Lease Agreement (the "Refunding Certificates") in the total aggregate principal amount of approximately \$5,840,000. The proceeds of the Refunding Certificates, together with other available funds of the District, shall provide funds to refund, through a current refunding, the Certificates of Participation, Series 2011A maturing in the years 2021 to 2029, aggregating \$5,970,000 in principal amount and dated as of June 1, 2011, by and between U.S. Bank National Association, as Lessor, and the District, as Lessee (the "Refunded Certificates"). The Refunded Certificates have not previously been refunded.

2. The Board, having been advised by Robert W. Baird & Co. (herein "Baird"), its independent municipal advisor, hereby determines that this issue shall be privately sold after receipt of written proposals, as authorized pursuant to Minnesota Statutes, Section 475.60, Subdivision 2, as amended.

3. The Board is hereby authorized to approve the sale of the Refunding Certificates in an aggregate principal amount of approximately \$5,840,000 and to execute a Bond Purchase Agreement for the purchase of the Refunding Certificates, provided the total savings from the refunding is at least \$500,000.

4. Baird is authorized to prepare an Official Statement related to the sale of the Refunding Certificates and to open, read and tabulate the proposals for presentation to the Board.

5. The Board shall meet at the time and place specified in the notice of sale contained in the Official Statement to receive and consider the proposals for the purchase of the Certificates. The Chair and Clerk are authorized and directed to endorse an acceptance on both copies of the most favorable proposal and to send one copy to the Purchaser.

6. If the Board has not approved the sale of the Refunding Certificates and the Chair and Clerk have not executed the related Bond Purchase Agreement by May 1, 2020, this resolution shall expire.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____, 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.



Agenda Item XI. B.
Date Prepared: October 16, 2019
ISD 834 Board Meeting

Agenda Item: 2020 Legislative Platform
Meeting Date: October 24, 2019
Contact Person(s): Legislative Working Group

Background:

Each year the school board develops a Legislative Platform outlining the District's priorities to share with legislators who represent District 834 at the State Capitol.

The members of the Legislative Working Group have met and developed a platform and prepared a 2020 Legislative Platform for Stillwater Area Public Schools.

Members of the working group will introduce the priorities included on this year's platform.

The School Board will take action on the final version of the 2020 Legislative Platform.

Recommendation:

Action on the 2020 Legislative Platform will be requested.

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

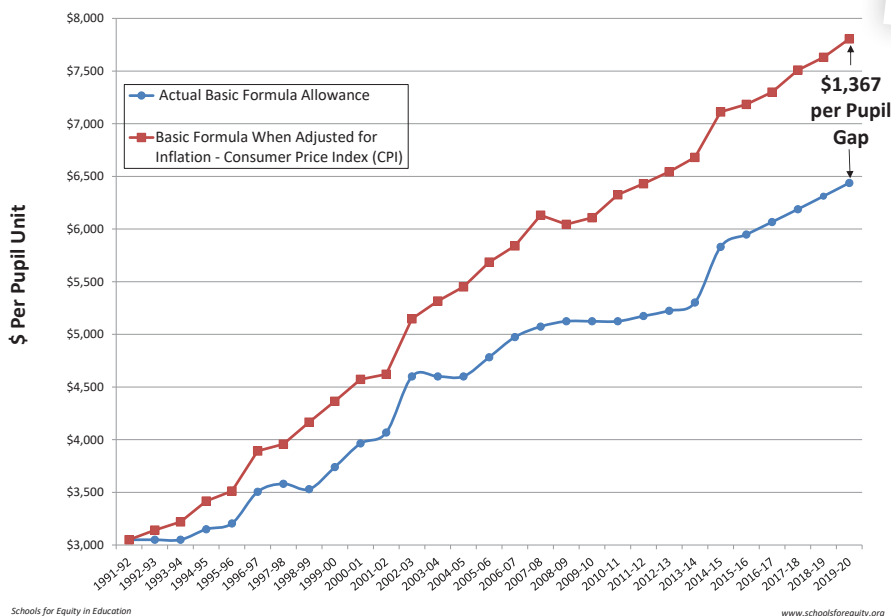


2020 District 834 Legislative Platform

Approved by the School Board on XXXX, 2019

1. Increase the basic general education funding formula

- For the past 17 years, the average general education formula increase has not kept pace with rising costs (see chart below).
- Stillwater relies on state funding for approximately 68% of its general fund revenue.
- We are below the cap for our operating levy and do not have a capital projects levy for technology, which means our schools have fewer local resources available to students than many other school districts.
- Our existing operating levy will need to be renewed or replaced by voters by November 2021 or we'll lose approximately \$12 million in annual funding.



3. Increase funding to support mental health initiatives and increase the physical safety/security of our schools

- Additional staff members, as well as additional training for existing staff, are needed to address the increasingly complex mental health needs of our students.
- Community partners and numerous grants help provide our schools with additional mental health supports, but these initiatives are not sustainable nor do they meet all of our needs.
- During the 2018-2019 school year, we submitted \$1.325 million in grant requests to the Minnesota Department of Education to address building security concerns across the district - these grant requests were unfunded.

2. Further increase the state's share of special education funding and reduce paperwork for special educators



- Special education costs for the district have increased by 84% from 2012 to 2019.
- Special education funding from the state and federal sources cover only about 67% of the total special education costs in Stillwater.
- Paperwork burdens special educators, giving them less time to teach students and contributing to burn-out and a shortage of qualified special education teachers.



Thank You For Your Continued Support!



2019-2020 School Board

Mark Burns

burnsm@stillwaterschools.org

Shelley Pearson

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Jennifer Pelletier

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Mike Ptacek (board chair)

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School Board Voicemailbox:

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Denise Pontrelli, Superintendent

Office: 651-351-8301

pontrellid@stillwaterschools.org

Who We Are:

The Stillwater Area Public School District serves about 8,400 students from 18 unique communities along the St. Croix River – from Marine to Afton and a portion of Woodbury. Our boundaries stretch 30 miles and cover approximately 150 square miles.



2019 Legislative Impact

As a result of the 2019 legislative session our district received approximately \$2 million in new funding for fiscal year 2020. Every dollar is being invested to support the operations of our school district. Thank you for supporting our students.

Here's a quick breakdown of what the \$2 million in funding for fiscal year 2020 means for Stillwater Area Public Schools:

- **General Education Formula Increase:** This increase helped, but didn't fully match the rising costs of insurance, transportation, technology, new initiatives, and pending negotiated salaries for all employee groups.

To balance our budget (revenues and expenditures) while maintaining an unassigned fund balance of 5%, our school board felt obligated to approve \$2.095 million in budget reductions for the current school year.

- **Special Education (cross-subsidy) Aid:** The increased special education aid approved in 2019 will provide an estimated \$800,00 for our district. This helps offset the growing costs of special education. However, even with this increase, millions of dollars from our general fund goes toward the cross subsidy the unreimbursed cost of required special education by the state or federal governments..
- **Safe Schools Supplemental Aid:** Our district received \$289,708 in one-time safe schools supplemental aid.

More information is available upon request or at stillwaterschools.org



Agenda Item: XI. C.
Date Prepared: October 17, 2019
ISD 834 Board Meeting

Report for Action: World's Best Work Force Advisory Committee
Meeting Date: October 24, 2019
Contact Person: Community Engagement Working Group

Summary:

The working group is recommending the board approve additional members to the World's Best Work Force Advisory Committee.

Team member names will be made public following approval of the school board.

Recommendation:

A motion and a second to approve the additional members to the World's Best Work Force Advisory Committee will be requested.

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



Agenda Item XI. D.
Date Prepared: October 15, 2019
ISD 834 Board Meeting

Report for Action: Combined Polling Locations 2020
Meeting Date: October 24, 2019
Contact Person: Ms. Sherri Skogen
Action Timeline: October 24, 2019

Summary:

A new election law from the 2017 legislative session (Chapter 92, Article 2) requires school districts to approve a resolution to combine polling places. This resolution must be approved by December 31 of each year and a copy of the resolution must be submitted to the County Auditor. However, due to it being an election year the deadline has been moved to December 1.

All school districts will need to pass a resolution annually establishing combined polling places for any potential special elections in the upcoming year, even if the polling places never change.

These are polling locations that would be used in the event of a special election.

Recommendation:

A motion and a second to approve the resolution for the 2020 Combined Polling Locations will be requested.

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



RESOLUTION ESTABLISHING COMBINED POLLING PLACES FOR MULTIPLE PRECINCTS AND DESIGNATING HOURS DURING WHICH THE POLLING PLACES WILL REMAIN OPEN FOR VOTING FOR SCHOOL DISTRICT ELECTIONS NOT HELD ON THE DAY OF A STATEWIDE ELECTION.

BE IT RESOLVED by the School Board of Independent School District 834, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.
2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. **Each combined polling place must be a polling place that has been designated by a county or municipality.** The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

Municipal Precinct	Polling Location
Afton W1 P1, W2 P1, W3 P1, W4 P1, Denmark	Shepard of the Valley Lutheran Church, 14107 Hudson Rd, S, Afton
Bayport	Bayport City Hall, 294 3 rd St N, Bayport
Baytown	Baytown Community Building, 4020 McDonald Dr N, Stillwater
Grant	Woodbury Lutheran Oak Hill Campus, 9050 60 th St N, Stillwater
Hugo W3 P3A, Hugo W3 P3B	Rice Lake Centre, Hugo Public Works Bldg., 6900 137 th St N, Hugo
Lake Elmo P1, Lake Elmo P2	Lake Elmo City Hall, 3800 Laverne Ave N, Lake Elmo
Lakeland, Lakeland Shores, Lake St Croix Beach, St Mary's Point	Lakeland City Hall, 690 Quinnell Ave N, Lakeland
Marine on St. Croix	Marine on St Croix City Hall, 121 Judd St, Marine On St Croix
May Township & Scandia	May Town Hall, 13939 Norell Ave N, Marine
Oak Park Heights	Oak Park Heights City Hall, 14168 Oak Park Blvd N, Stillwater
Stillwater W1 P1	First United Methodist Church, 813 Myrtle St W, Stillwater
Stillwater W1 P2	St. Paul Lutheran Church, 605 5 th St S, Stillwater
Stillwater W2 P3	Ascension Episcopal Church 214 North 3 rd St, Stillwater
Stillwater W2 P4	Trinity Lutheran Church, 115 4 th St N, Stillwater
Stillwater W3 P5	Stillwater Readiness Center (Armory), 250 Mary Knoll Dr, Stillwater
Stillwater W4 P7	Our Saviors Lutheran Church, 1616 Olive St West, Stillwater
Stillwater W4 P8	Rutherford Elementary, 115 Rutherford Rd, Stillwater
Stillwater Township	Stillwater Town Hall, 13636 90 th St N, Stillwater
West Lakeland	Oak-Land Middle School, 820 Manning Avenue N, Lake Elmo
Woodbury P7, Woodbury P8, Woodbury P9A	Brookview Elementary, 11099 Brookview Rd, Woodbury

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling place will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 a.m. and 8:00 p.m.
4. The clerk is directed to file a certified copy of this resolution with the county auditors for each of the counties in which the school district is located in whole or in part, within thirty (30) days after its adoption.
5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

Motion for the adoption of the foregoing resolution to approve the combined polling locations for 2020 by: _____
_____. Second by: _____

Vote: _____ Ayes _____ Nays

Signature: _____
Sarah Stivland, School Board Clerk

Date: _____



Agenda Item XII. A.B.C.
Date Prepared: October 14, 2019
ISD 834 Board Meeting

Agenda Item: School Board Reports
Meeting Date: October 24, 2019

Background:

- A. Board Chair Report
- B. Working Group Reports
 - 1. Community Engagement
 - 2. Finance and Operations
 - 3. Legislative
 - 4. Policy
- C. Board Member Reports

Each meeting the Board Chair and the members of the school 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. Topics generally include announcement of attendance at district events, working group updates, 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 XIII.
Date Prepared: October 14, 2019
ISD 834 Board Meeting

Agenda Item: Adjournment
Meeting Date: October 24, 2019
Contact Person: School Board Chair

Background:
The meeting must be adjourned formally.



Agenda Item: XVI.
Date Prepared: October 18, 2019
ISD 834 Board Meeting

Agenda Item: Closed Session
Meeting Date: October 24, 2019
Contact Person: Mike Ptacek, Board Chair

Summary:

Closed portion of meeting under the Open Meeting Law, Minnesota Statutes Section 13D.05, subdivision 3(b), for attorney-client privileged communication regarding threatened litigation arising out of allegations of defamation from an employee's attorney.
