



Independent School District 834
Stillwater City Hall – 216 North Fourth Street, Stillwater, MN
School Board Business Meeting Agenda – September 26, 2019, 6:00 p.m.
(REVISED PACKET)

- 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
 - 1. Building Assets, Reducing Risks (BARR) – Stillwater Area Public School Staff
- VIII. Open Forum**
- IX. Consent Agenda**
 - A. Minutes of September 12, 2019 Special Meeting
 - B. Minutes of September 12, 2019 Business Meeting
 - C. Accept Gifts and Donations for August 2019
 - D. Disbursement Register September 14-September 27, 2019
 - E. Human Resources Personnel Report
 - F. Field Trip: For two teachers, 14 chaperones and approximately 100 students to travel to Kansas City, MO, April 15-19, 2020 for the Wind Symphony and Concert Orchestra to participate in a Spring Performance tour
- X. Reports**
 - A. Community Survey Results – Morris Leatherman
 - B. Community Design Team – Director Burns
- XI. Action Items**
 - A. Financial Statements FY 2019 – Mr. Aaron Nielsen, MMKR (Malloy, Montague, Karnowski, Radosevich & Co. P.A.)
 - B. Fund Expansion of Brookview Elementary School through Certificate of Participation – Matt Rantapaa, R.W. Baird
 - C. Certify the 2019 Levy Payable-2020 – Ms. Hoheisel
 - D. New/Updated Demographic Contract with Teamwork's International – Dr. McDowell
 - E. Final Reading: Policy 412-Expense Reimbursement - Policy Work Group
 - F. Final Reading: Policy 427-Workload Limits for Special Education Teachers -Policy Work Group
 - G. Final Reading: Policy 502-Search of Student Lockers, Desks, Personal Possessions, and Students Person - Policy Work Group
- XII. Board Member Reports**
 - A. Board Chair Report
 - B. Working Group Reports
 - 1. Community Engagement

2. Finance and Operations
3. Legislative
4. Personnel
5. Policy

C. Board Member Reports

XIII. Adjournment

- A. Adjourn



Agenda Item I.
Date Prepared: September 17, 2019
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: September 26, 2019

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item II.
Date Prepared: September 17, 2019
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: September 26, 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: September 17, 2019
ISD 834 Board Meeting

Agenda Item: Pledge of Allegiance
Meeting Date: September 26, 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: September 17, 2019
ISD 834 Board Meeting

Agenda Item: District Mission and School Board Goals
Meeting Date: September 26, 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: September 17, 2019
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: September 26, 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: September 17, 2019
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: September 26, 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: September 17, 2019
ISD 834 Board Meeting

Agenda Item: Introductory Items
Meeting Date: September 26, 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: September 17, 2019
ISD 834 Board Meeting

Agenda Item: Open Forum
Meeting Date: September 26, 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. 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.
Date Prepared: September 18, 2019
ISD 834 Board Meeting

Agenda Item: Consent Agenda
Meeting Date: September 26, 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 Special Meeting Minutes September 12, 2019
Contact Person: Sarah Stivland, Clerk or Sherri Skogen, Secretary
A copy of the minutes is included for your review.
- B. School Board Meeting Minutes September 12, 2019
Contact Person: Sarah Stivland, Clerk or Sherri Skogen, Secretary
A copy of the minutes is included for your review.
- C. Accept Gifts and Donations August 2019
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations
A copy of the register has been distributed to board members
- D. Disbursement Register September 14-September 27, 2019
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations
A copy of the register has been distributed to board members.
- E. 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.
- F. Field Trip
Contact Person: Bob McDowell, Assistant Superintendent
A field trip request for two teachers, 14 chaperones and approximately 100 students to travel to Kansas City, MO, April 15-April 19, 2020 for the Wind Symphony and Concert Orchestra to participate in a Spring Performance Tour.

Recommendation:

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

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



Independent School District 834 – Stillwater Area Public Schools
Stillwater City Hall, 216 North 4th Street, Stillwater, MN
School Board Closed Meeting Minutes – September 12, 2019 at 5:00 p.m.

- I. The meeting was called to order at 5:01 p.m.
- II. Roll Call
Board Members present: Chair Mike Ptacek, Mark Burns, Shelley Pearson, Jennifer Pelletier, Tina Riehle, Sarah Stivland (5:05), Liz Weisberg.

District Members present: Superintendent Denise Pontrelli, Bob McDowell, Kirsten Hoheisel, Cathy Moen,
- III. The Board adjourned to closed session at 5:03 p.m. to discuss negotiations.
Motion by: Member Pearson; Second by: Member Burns. Vote: 6 ayes, 0 nays, motion carried.
- IV. Closed session adjourned to open meeting at 5:56 p.m.
Motion by: Member Riehle; Second by: Member Stivland; Vote: 7 ayes, 0 nays, motion carried unanimously.

Respectfully submitted by Sarah Stivland, clerk.



Independent School District No. 834 – Stillwater Area Public Schools
Stillwater City Hall, 216 North 4th Street, Stillwater, MN
September 12, 2019 – 6:00 p.m. Meeting Minutes

I. Call to Order: The meeting was called to order at 6:05 p.m.

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

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

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

V. Approval of the Agenda

Motion to approve the agenda by: Member Riehle; Second by: Member Stivland, Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

VI. Superintendent's Report

Superintendent Pontrelli reported:

1. Welcome Rick Robbins new executive director with the Partnership Plan.
2. Due to scheduling conflicts with Morris Leatherman, the survey has been scheduled for the September 26 meeting.
3. Attended Retired Educators luncheon and shared our initiatives and what is happening in the district.
4. Superintendent Advisory Council met this week. Working consistently with three areas of focus – legislative efforts, welcoming environments, and referendums.
5. Community Design Team had its first meeting this past Tuesday. Great turn out for first meeting.
6. At a recent Finance Working Group meeting there was a question on a past executive summary report. Will add an addendum to provide additional information to the cost and total cost of the Oak Park media center.

VII. Introductory Items

Superintendent Pontrelli recognized Representative Shelly Christiansen. She was nominated as a MN School Board Association Legislator of Distinction for 2019. Recognize her advocacy for the school district and across the state. She helped with the Snow Day Relief.

VIII. Open Forum

1. Robert Dickie – Helps with housing for family and youth. Students are at their facility and asks district to help with transportation.
2. Jim Franklin – Concern with open committee meetings. Attended Community Engagement Workgroup and they discussed good plans and engagement. Thank you for your goal oriented communication.
3. Kate Niemann – Stillwater Township – Open forum is an important mechanism for public to communicate with the board members. Appreciate the board's responses when reaching out.
4. Bob Sherman – Stillwater – Resolution of superintendent dispute. Thank you to Whitson Foundation.

5. Doug Hemer – Stillwater – Sent a letter to the Board regarding mediation. Realize the requirement to waive in advance any claims the superintendent might have to actions taken was not part of the motion and apologize for the misread. Applaud Chair for not including that requirement in the motion.
6. Josh Leonard – Thank you for a great opening couple weeks. Ready Set Go conferences meant a lot. Appreciate and thank teachers and staff for their enthusiasm. Thanks for the strong leadership.

IX. Consent Agenda

- A. Minutes of August 22, 2019 Special School Board Meeting
- B. Minutes of August 22, 2019 Business Meeting
- C. Disbursement Register August 24-September 13, 2019
- D. Marsh and McLennan Agency – Workers' Compensation Renewal
- E. Additional Transportation Facility Design
- F. Human Resources Personnel Report

Motion by: Member Pelletier to remove A and B from the motion; Second by Member Stivland to remove A and B and Vote on items C-F. Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

Motion by: Member Pelletier to accept and approve items C-F; Second by: Member Riehle; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

Minutes of August 22 Special School Board meeting have one change: V. Closed Session vote change from 7 ayes to 6 ayes.

Motion by Member Burns to accept and approve the August 22 Special School Board meeting minutes with the change indicated; Second by: Member Stivland; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

Minutes of the August 22, 2019 Business Meeting change XII. Board Member Reports. C. 1. Director Riehle. Remove the sentence 'Met with auditors who indicated to update the executive summary'. Change the word unanimous to anonymous. Add to B. Working Group Reports 2. Finance and Operations. Met with auditors and think it is important to have the executive summary corrected and they agreed it was important as well.

Motion by Member Riehle to accept and approve the minutes of the August 22, 2019 Business meeting minutes with the changes indicated; Second by: Member Weisberg; Vote: 6 ayes, 1 nay (Pelletier), Motion Carried.

X. Reports

- A. Open Forum Process
The Policy Work Group reviewed Policy 206 – Public Participation in School Board Meetings. The policy indicates there is flexibility to make changes. The Work Group wants to try and keep balance with efficient use of time. The Work Group's recommendation is to give 3 minutes and expand the number of speakers to 15 with the intent to revisit in November. The work group realizes the public forum is a very important piece of open business meetings.
- B. First Day of School Report
Dr. McDowell and Ms. Hoheisel presented information on the first day of school for the 2019-20 school year. Enrollment numbers for the first day were shared, as well as family experiences with the staggered start times for grades 6-12 and the K-5 conferences. This year's focus is 'every student every day'. The Stuff the Bus Campaign statistics was also shared.

The following are all mandatory policies. The Second Reading of the following policies were presented by Director Stivland.

- C. Policy 412 – Expense Reimbursement

- D. Policy 427 – Workload Limits for Special Education Teachers
- E. Policy 502 – Search of Student Lockers, Desks, Personal Possessions, and Students Person
- F. Policy 722 – Public Data Requests – this policy was pulled due to concerns raised. The Policy Work Group will review and bring back for second review at a future meeting.

Final readings for Policy for 412, 427 and 502 will be brought to the September 26 board meeting.

XI. Action Items

A. Proposal to Consider Mediation Parameters

Chair Ptacek indicated there is a generous offer by the Whitson Foundation. In order to further consider the mediation proposed by Whitson Foundation the Chair wants to address the associated liability concerns, that he be authorized to contact the District's legal counsel to request she draft an agreement whereby the Superintendent would consent to the release of her personnel data in the course of mediation and agree to hold the District and Board harmless from any liability arising from the mediation, which must be held at Open Board meetings. The draft would be brought to future meetings for board review and approval and eventually approval by the Superintendent.

Motion by: Member Ptacek to approve the Board Chair to contact the district's legal counsel to request a draft agreement whereby the Superintendent would consent to the release of her personnel data in the course of mediation and agree to hold the District and Board harmless from any liability arising from the mediation which must be held at an Open Board meeting; Second by: Member Weisberg; Vote: 2 ayes; 5 nays (Burns, Stivland, Pearson, Riehle, Pelletier), Motion Denied.

XII. Board Member Reports

A. Board Chair Report

- Community Design Team met and was impressed with the students who participated.
- Two student representatives will start at the next board meeting.
- Will add to the Working Group Reports a report from the Community Design Team at future meetings.
- Asked Director Burns to comment on the first Community Design Team. Director Burns indicated there were very enthusiastic people involved. Worked on long term vision statements. Seven meetings scheduled and they are publicly posted. There is a Long Range Planning link on the website.
- Attended AMSD last week.
- MSBA has a Delegate Assembly made up of board members. Sarah and Mike nominated as delegates.

B. Working Group Reports

1. Community Engagement – Director Pearson – Work Group met today. Will have a tent up at the Homecoming carnival from 3:30-6:30 offering a brief survey and requesting board members help at the tent. Carnival is still looking for volunteers. World's Best Work Force has a need to fill more spots. Discussed board member school liaisons and looking for feedback.
2. Finance and Operations – Director Weisberg – Meeting held on August 29th. Meetings are posted on the website.
3. Legislative – Chair Ptacek – MSBA and AMSD are developing legislative platforms. A meeting will be scheduled of the work group and we are developing a timetable of legislative important events. SEE meeting scheduled on Sept 20th with Bill Morris speaking.
4. Policy – Director Stivland – Policy Work Group met this past Tuesday and met previously on the open forum questions. Reviewing mandatory policies by the state and those with annual review. Will then go back and work through other policies. Work Group meetings are open meetings. Board needs to define what the expectations if a board member is in the audience. Next meeting is October 1.
5. Personnel – Director Pearson – No meeting.

C. Board Member Reports

1. Director Pelletier – Involved in the Pollution Prevention group with Anderson Windows as a representative from the school district. Anderson is expanding in Cottage Grove and adding 125 new jobs. Concern with the Working Group meeting and possible quorum and would appreciate more discussion. Request for finance to discuss cuts we recently had and where they fit into the future budget. Nikhi Kumaran and Abdulaziz Mohamed wanted to wish every well and having a lot of fun at the UofMN and wish new student representatives luck.
2. Director Riehle – Opportunity to attend Ready Set Go at Afton Lakeland which was a really great experience. Attended Design Team meeting. Point out that Skyward and Schoology are available in app form which is convenient for parents. Shared information of attendance at a legally open and posted board meeting on August 29.
3. Director Weisberg – Attended the Community Design Team meeting and it was very encouraging. Attended the first Partnership Plan Meeting of the year. As board liaison will be attending the Grant Committee.
4. Director Pearson – Request to look into Open Forum speaker with transportation issues for the homeless students. Superintendent Pontrelli will follow-up. Attended Back to School nights and thank staff for all their work.
5. Director Stivland –SAHS performance of Ham Luke was voted Best Play and Best Technical Production at the International Festival Fringe in Edinburgh, Scotland. The Fall Fund Drive for the Intermediate District 916 Education Foundation is going on.
6. Director Burns – The theatre group worked very hard and has made Stillwater proud. Thank staff, administration and families for making the Ready Set Go conferences as well as back to school nights successful and educational. Statement for the Chair and board members for a reminder of the board's educational goals and responsibilities. Work toward fulfilling the goals we read at the meeting.

XIII. Adjournment

- A. The meeting adjourned at 8:27 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
Anderson, Christopher	Resignation	Wrestling Coach Oak-Land Middle School	Co-Curricular	September 4, 2019
Bergstedt, Heidi	Resignation	Paraprofessional, 6 hrs/day Lake Elmo Elementary	SCPA	August 19, 2019
Fugate, Rachael	Resignation	1.0 FTE English Teacher Stillwater Middle School	SCEA	September 26, 2019
Hill, Riley	Resignation	Community Education Assistant, 2 hrs/day Rutherford Elementary	CE Leads & Assistants	September 4, 2019
Hinck, Jordan	Resignation	Community Education Assistant, 3.5 hrs/day Rutherford Elementary	CE Leads & Assistants	September 4, 2019
Ho, Minchau	Resignation	Community Education Assistant, 3.5 hrs/day Stonebridge Elementary	CE Leads & Assistants	September 4, 2019
Holmstadt, Kathy	Resignation	Cafeteria, 4.5 hrs/day Stillwater Area High School	Cafeteria	September 4, 2019
Schiltgen, Belinda	Resignation	Cafeteria, 4 hrs/day Mahtomedi High School	Cafeteria	September 13, 2019
Schroeder, Brittny	Resignation	Chevals Winter Dance Coach Stillwater Area High School	Co-Curricular	August 15, 2019
Slayton, Tracey	Resignation	Stretch & Grow Math Club Advisor Oak-Land Middle School	Co-Curricular	August 19, 2019
Wodaszewski, Shaylene	Resignation	Paraprofessional, 4.25 hrs/day Andersen Elementary	SCPA	September 6, 2019

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Banick, Amanda	Math League Co-Advisor Stillwater Area High School	\$1,047.50	2019-2020 Staffing	Co-Curricular	August 26, 2019
Bly, Amy	ECFE/Pre-K Assistant, 5.2 hrs/day Rutherford Elementary	\$15.75 / hour	2019-2020 Staffing	CE Leads & Assistants	August 26, 2019
Cargeor, Josiah	Assistant Boys Soccer Coach Stillwater Area High School	\$3,096.00	2019-2020 Staffing	Co-Curricular	August 15, 2019
Hinnenkamp, Eve	Boys Soccer Coach Oak-Land Middle School	\$1,720.00	2019-2020 Staffing	Co-Curricular	September 12, 2019
Gilbert, Madeline	Assistant Girls Swim & Dive Coach Stillwater Area High School	\$4,128.00	2019-2020 Staffing	Co-Curricular	August 12, 2019
Hambly, Tim	Community Education Instructor District Wide	\$28.00 / hour	Casual	Casual	September 16, 2019
Hinnenkamp, Eve	8th Grade Volleyball Coach Oak-Land Middle School	\$1,032.00	2019-2020 Staffing	Co-Curricular	September 13, 2019
Irmen, Daniel	Assistant Boys Hockey Coach Stillwater Area High School	\$6,192.00	2019-2020 Staffing	Co-Curricular	November 1, 2019
Kaufer, Emily	Co-Head Fall Chevals Dance Coach Stillwater Area High School	\$516.00	2019-2020 Staffing	Co-Curricular	September 12, 2019
Kennedy, Chloe	Paraprofessional, 6 hrs/day Lake Elmo Elementary	\$16.31 / hour	Replacement	SCPA	September 17, 2019
Klatt, Vanessa	ECFE/Pre-K Assistant, 5.8 hrs/day Early Childhood Family Center	\$15.75 / hour	2019-2020 Staffing	CE Leads & Assistants	September 3, 2019
Kristensen, Mary	ECFE/Pre-K Assistant, 5.2 hrs/day Afton-Lakeland Elementary	\$15.00 / hour	2019-2020 Staffing	CE Leads & Assistants	August 26, 2019
Koengeter, Madeline	Casual Avid Tutor District Wide	\$15.00 / hour	Casual	Casual	September 23, 2019
Mazzara, Rebecca	NHS & Asst. Homecoming (Shared) Advisor Stillwater Area High School	\$4,191 and \$655	2019-2020 Staffing	Co-Curricular	August 21, 2019
McKinnon, Amanda	1.0 ASL Teacher Stillwater Area High School	\$45,347.00	2019-2020 Staffing	SCEA	September 9, 2019 - June 2, 2020
Skiba, Kaela	Co-Head Fall Chevals Dance Coach Stillwater Area High School	17 \$688.00	2019-2020 Staffing	Co-Curricular	September 12, 2019

Wallace, Cecilia	7th Grade Volleyball Coach Stillwater Middle School	\$1,032.00	2019-2020 Staffing	Co-Curricular	September 17, 2019
Weiss, David	Community Education Instructor District Wide	\$35.00 / hour	Casual	Casual	September 17, 2019

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Fugate, Rachael	Approve	1.0 FTE English Teacher Stillwater Middle School	SCEA	August 19, 2019 - September 25, 2019
Soldner, Britney	Approve	Pre School Teacher Rutherford Elementary	SCEA	September 3, 2019 - December 1, 2019

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Bader, Monica	ECFE/Pre-K Assistant, 5.8 hrs/day Early Childhood Family Center	ECFE/Pre-K Assistant, 5.8 hrs/day Early Childhood/Andersen	2019-2020 Staffing	CE Leads & Assistants	September 3, 2019
Beck, Gretchen	ECFE/Pre-K Assistant, 29 hrs/week Early Childhood Family Center	ECFE/Pre-K Assistant, 20 hrs/week Afton-Lakeland Elementary	2019-2020 Staffing	CE Leads & Assistants	September 3, 2019
Diana, Jessica	ECFE/Pre-K Assistant, 5.8 hrs/day Rutherford Elementary	ECFE/Pre-K Assistant, 5.8 hrs/day Early Childhood Family Center	2019-2020 Staffing	CE Leads & Assistants	September 3, 2019
Farver, Jean	Cafeteria, 4 hrs/day Stillwater Area High School	Cafeteria, 4.5 hrs/day Stillwater Area High School	2019-2020 Staffing	Cafeteria	September 9, 2019
Madlem, Teresa	Comm Ed Assistant, 22.5 hrs/week Lake Elmo Elementary	Comm Ed Assistant, 23.5 hrs/week Lake Elmo Elementary	2019-2020 Staffing	CE Leads & Assistants	September 3, 2019
Mooney, Jennifer	Paraprofessional, 6 hrs/day Afton-Lakeland Elementary	Paraprofessional, 6.5 hrs/day Afton-Lakeland Elementary	2019-2020 Staffing	SCPA	September 9, 2019
Monheim, Gretchen	Paraprofessional, 6 hrs/day Stillwater Area High School	Paraprofessional, 6.5 hrs/day Stillwater Area High School	2019-2020 Staffing	SCPA	August 27, 2019
Nord, Stephanie	Math League Advisor Stillwater Area High School	Math League Co-Advisor Stillwater Area High School	2019-2020 Staffing	SCEA	August 26, 2019
O'brien, Amanda	ECFE/Pre-K Assistant, 2 hrs/day Early Childhood Family Center	ECFE/Pre-K Assistant, 5.2 hrs/day Lily Lake Elementary	2019-2020 Staffing	CE Leads & Assistants	August 28, 2019
Rydeen, Kristi	ECFE/Pre-K Assistant, 11 hrs/week Early Childhood Family Center	ECFE/Pre-K Assistant, 18 hrs/week Early Childhood Family Center	2019-2020 Staffing	CE Leads & Assistants	September 3, 2019
Schoenecker, Nancy	Paraprofessional, 6 hrs/day Stillwater Area High School	Paraprofessional, 7 hrs/day Stillwater Area High School	2019-2020 Staffing	SCPA	August 27, 2019
Schroeder, Sue	ECFE/Pre-K Assistant, 4 hrs/day Afton-Lakeland Elementary	ECFE/Pre-K Assistant, 5.2 hrs/day Early Childhood Family Center	2019-2020 Staffing	CE Leads & Assistants	September 3, 2019
Scott, Laura	ECFE/Pre-K Assistant, 5.24 hrs/day Rutherford Elementary	ECFE/Pre-K Assistant, 5 hrs/day Rutherford Elementary	2019-2020 Staffing	CE Leads & Assistants	September 3, 2019
Wohlers, Pam	Paraprofessional, 6.25 hrs/day Stillwater Area High School	Paraprofessional, 6.75 hrs/day Stillwater Area High School	2019-2020 Staffing	SCPA	August 27, 2019

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Banick, Steve	Credit Recovery Teacher St. Croix Valley ALC	2019-2020 Staffing	SCEA	August 28, 2019
Berg, Ellie	Assistant NHS Advisor Stillwater Area High School	2019-2020 Staffing	Co-Curricular	August 26, 2019
Drommerhausen, Deb	Credit Recovery Teacher St. Croix Valley ALC	2019-2020 Staffing	SCEA	August 28, 2019
Klehr, Tony	Credit Recovery Teacher St. Croix Valley ALC	2019-2020 Staffing	SCEA	August 28, 2019
Hamilton, Leah	Girls Tennis Coach Stillwater Middle School	2019-2020 Staffing	Co-Curricular	September 3, 2019
Hammond, Laura	Assistant Debate Coach Stillwater Area High School	2019-2020 Staffing	Co-Curricular	August 5, 2019
Hassenstab, Erik	Girls Tennis Coach Stillwater Middle School	2019-2020 Staffing	Co-Curricular	August 20, 2019

Hillstrom, Jacqueline	Cross Country Coach Stillwater Middle School	2019-2020 Staffing	Co-Curricular	August 27, 2019
Kalka, Joe	Head Speech Coach Stillwater Area High School	2019-2020 Staffing	Co-Curricular	September 12, 2019
McCarthy, Kris	Credit Recovery Teacher St. Croix Valley ALC	2019-2020 Staffing	SCEA	August 28, 2019
Nielsen, Amy	7th Grade Volleyball Coach Oak-Land Middle School	2019-2020 Staffing	Co-Curricular	August 20, 2019
Petty, Doug	Physics Advisor Stillwater Area High School	2019-2020 Staffing	Co-Curricular	August 5, 2019
Schultz, Hannah	Swim Coach Stillwater Middle School	2019-2020 Staffing	Co-Curricular	August 27, 2019



Agenda Item: X. A.
Date Prepared: September 19, 2019
ISD 834 Board Meeting

Report for Information: Community Survey
Meeting Date: September 26, 2019
Contact Person: Carissa Keister, Manager, Community Engagement

Summary: The Morris Leatherman Group will be presenting results from the Community Survey, which was conducted in August to assess the attitudes and opinions of residents and parents about the Stillwater Area Schools on a variety of areas, including:

- *Perception of education quality and offerings*
 - *District Referendum Atmospherics*
 - *Future Facility Needs*
-

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

Stillwater Area School District

2019 Residential Study

The Morris Leatherman Company

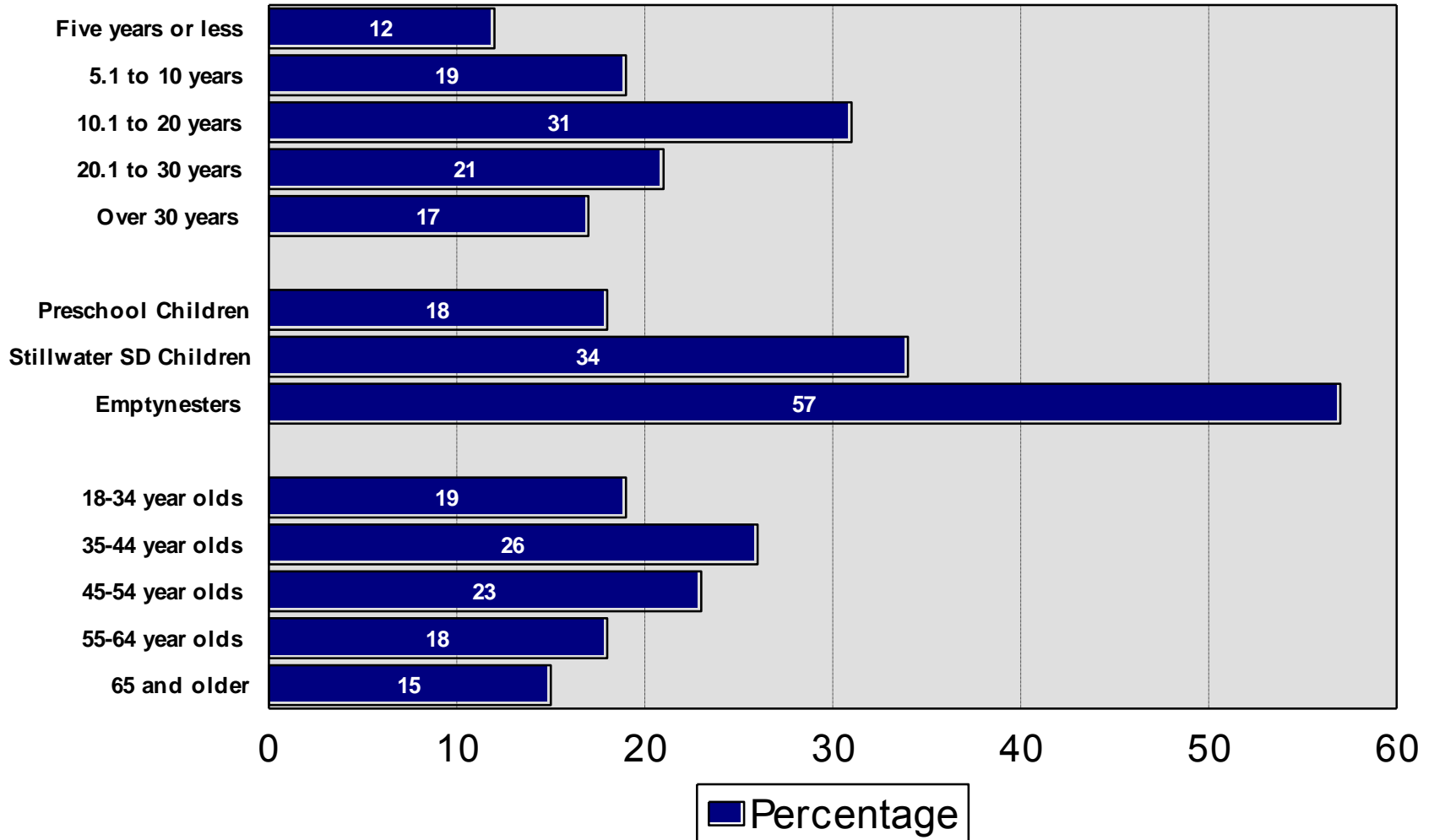
Survey Methodology

2019 Stillwater Area School District Study

- ① 400 random sample of Stillwater Area School District residents
- ① 300 random sample of Stillwater Area School District parents
- ① Telephone interviews conducted between August 12th and 29th, 2019
- ① Average interview time of 23 minutes
- ① Non-response rate of 4.5%
- ① Residential sample projectable within +/- 4.0% in 95 out of 100 cases
- ① Parent sample projectable within +/- 5.5% in 95 out of 100 cases

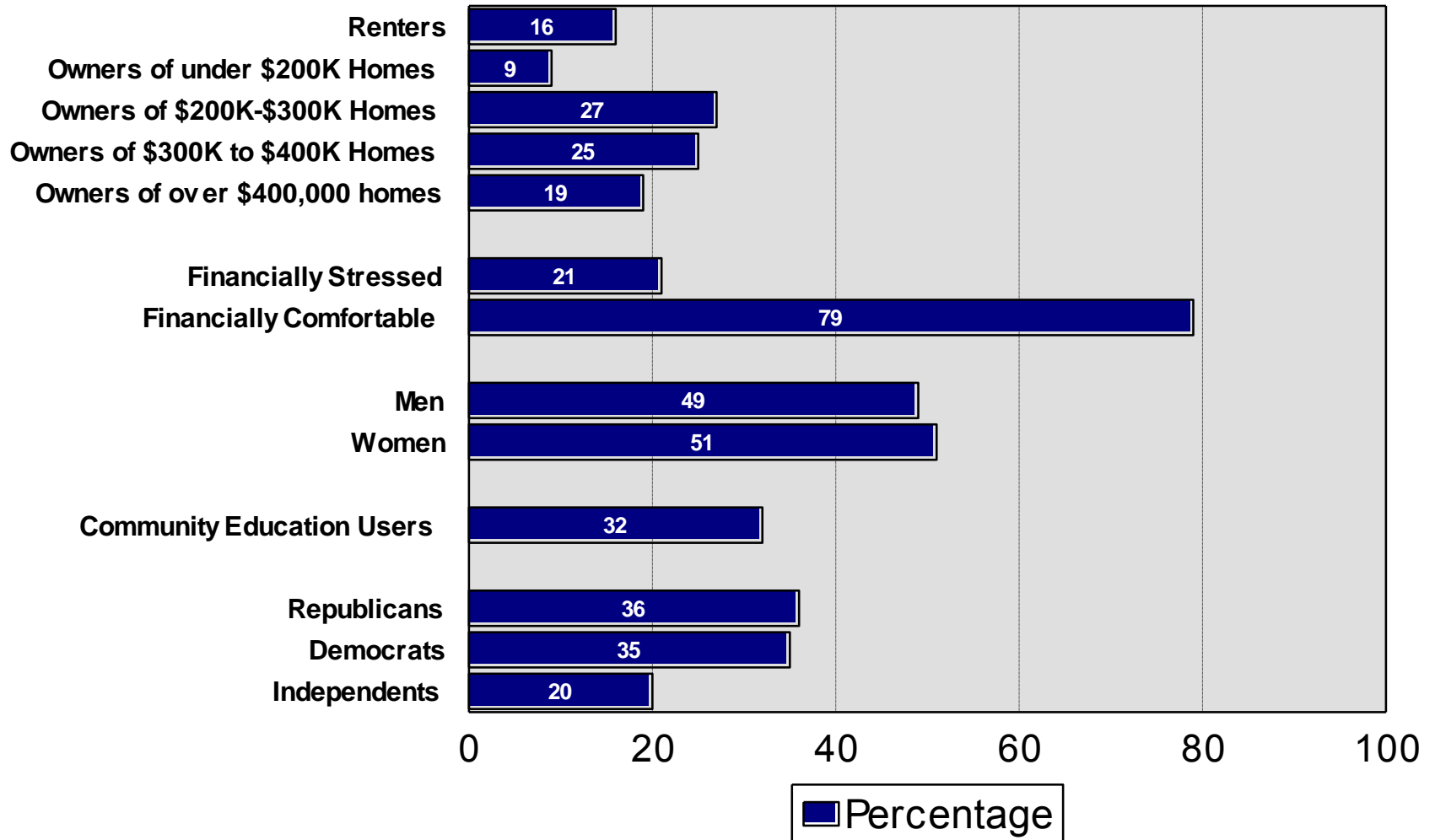
Demographics I

2019 Stillwater Area School District Study



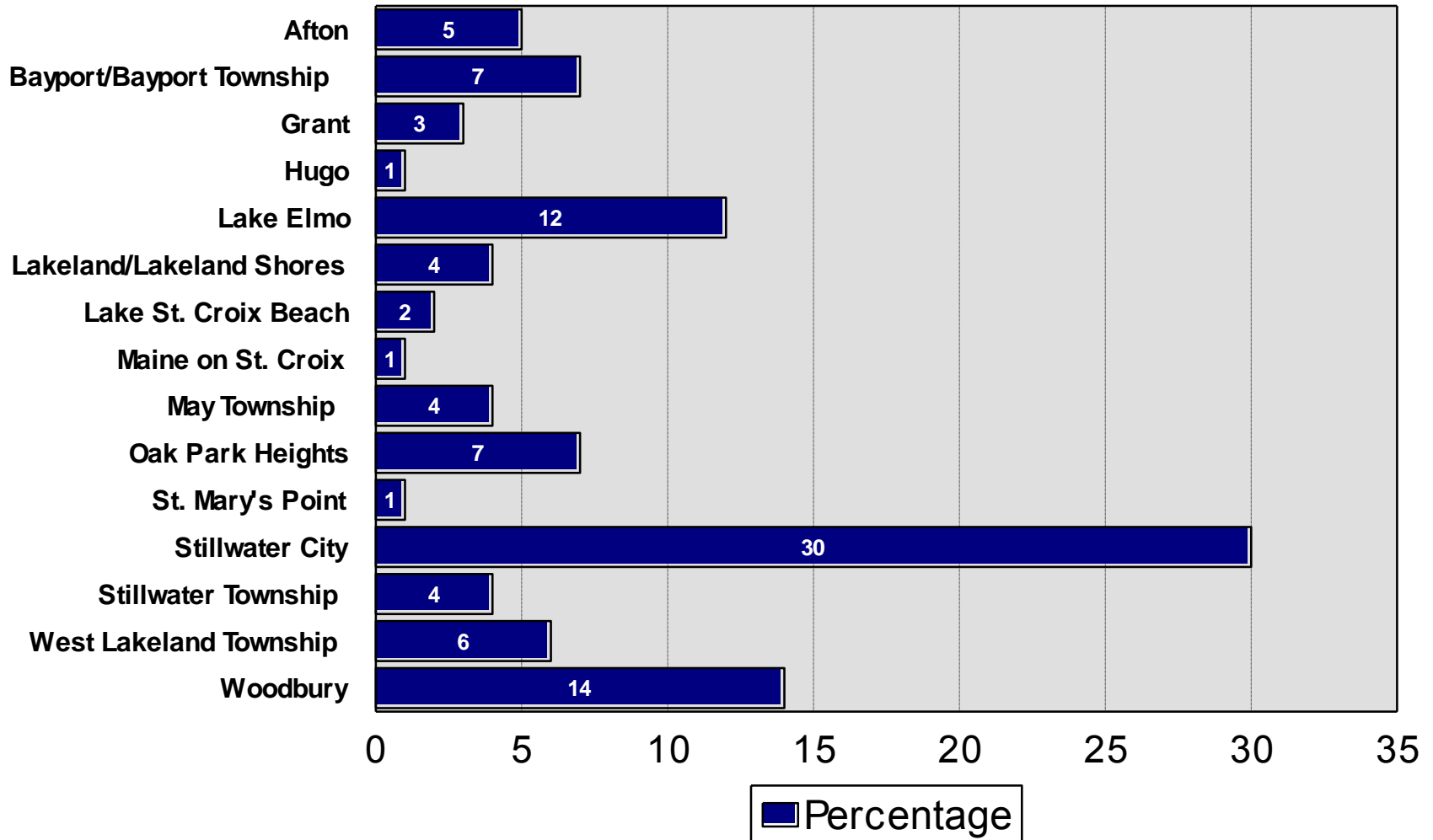
Demographics II

2019 Stillwater Area School District Study



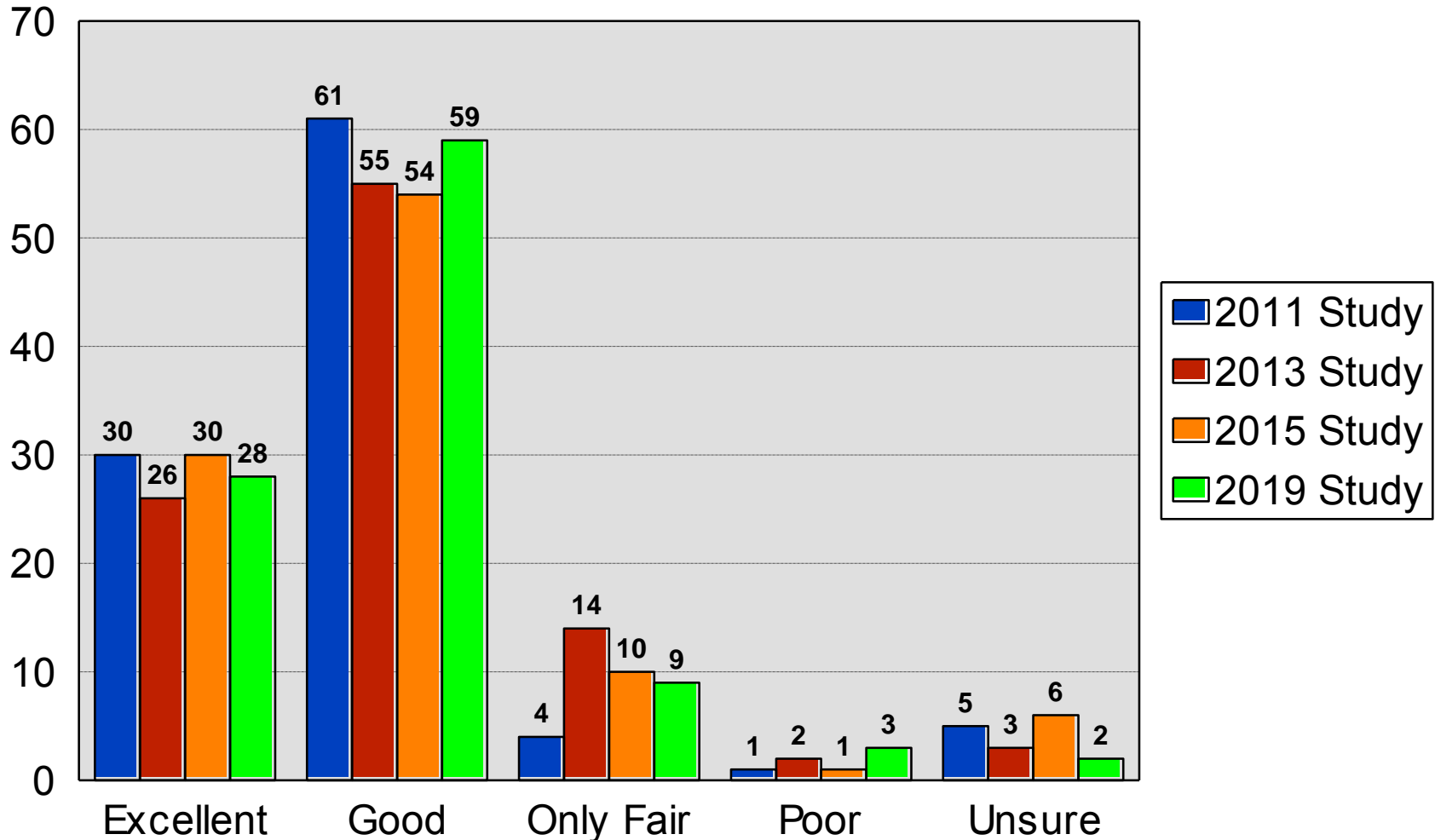
Demographics III

2019 Stillwater Area School District Study



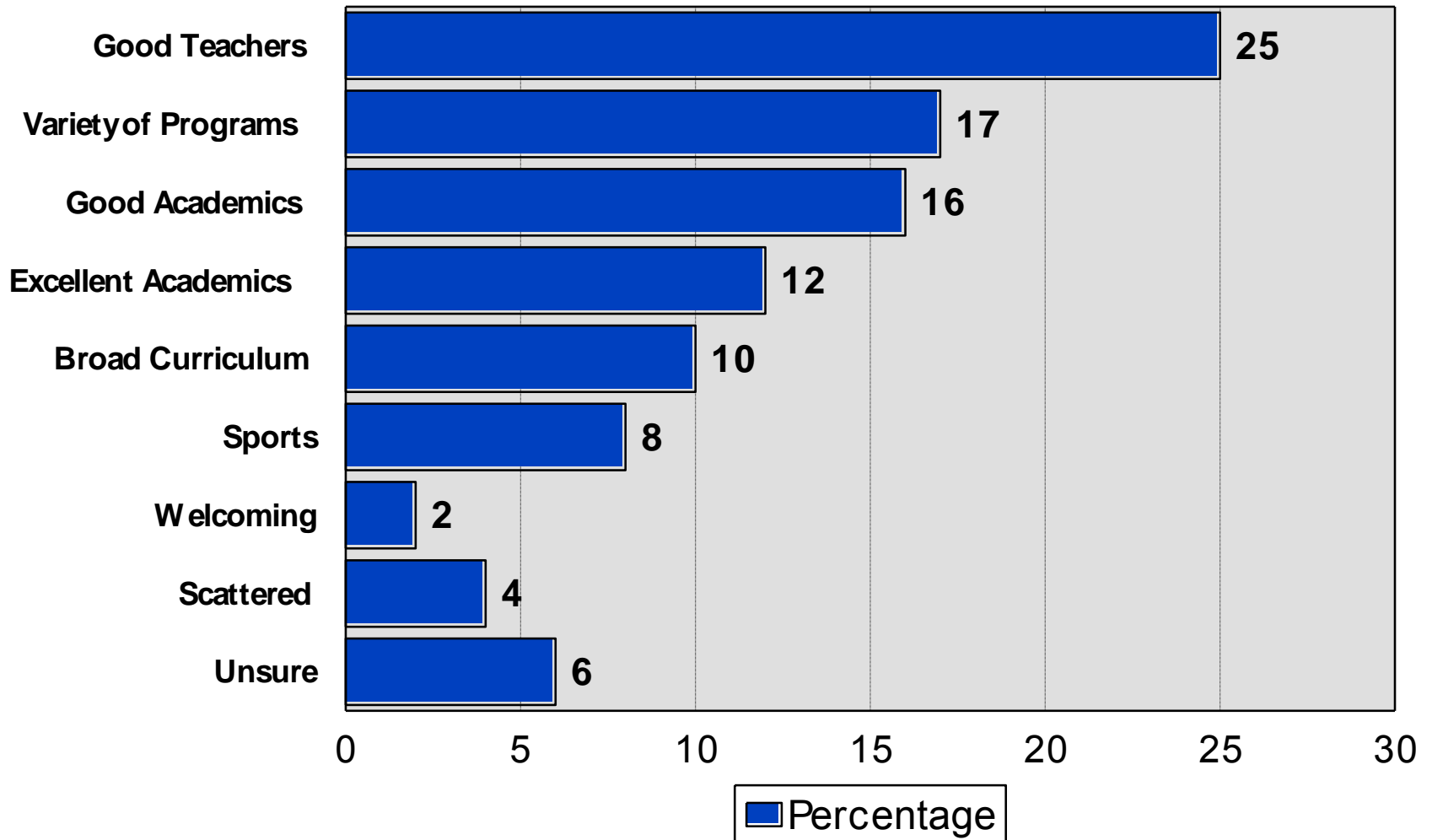
Quality Rating

2019 Stillwater Area School District Study



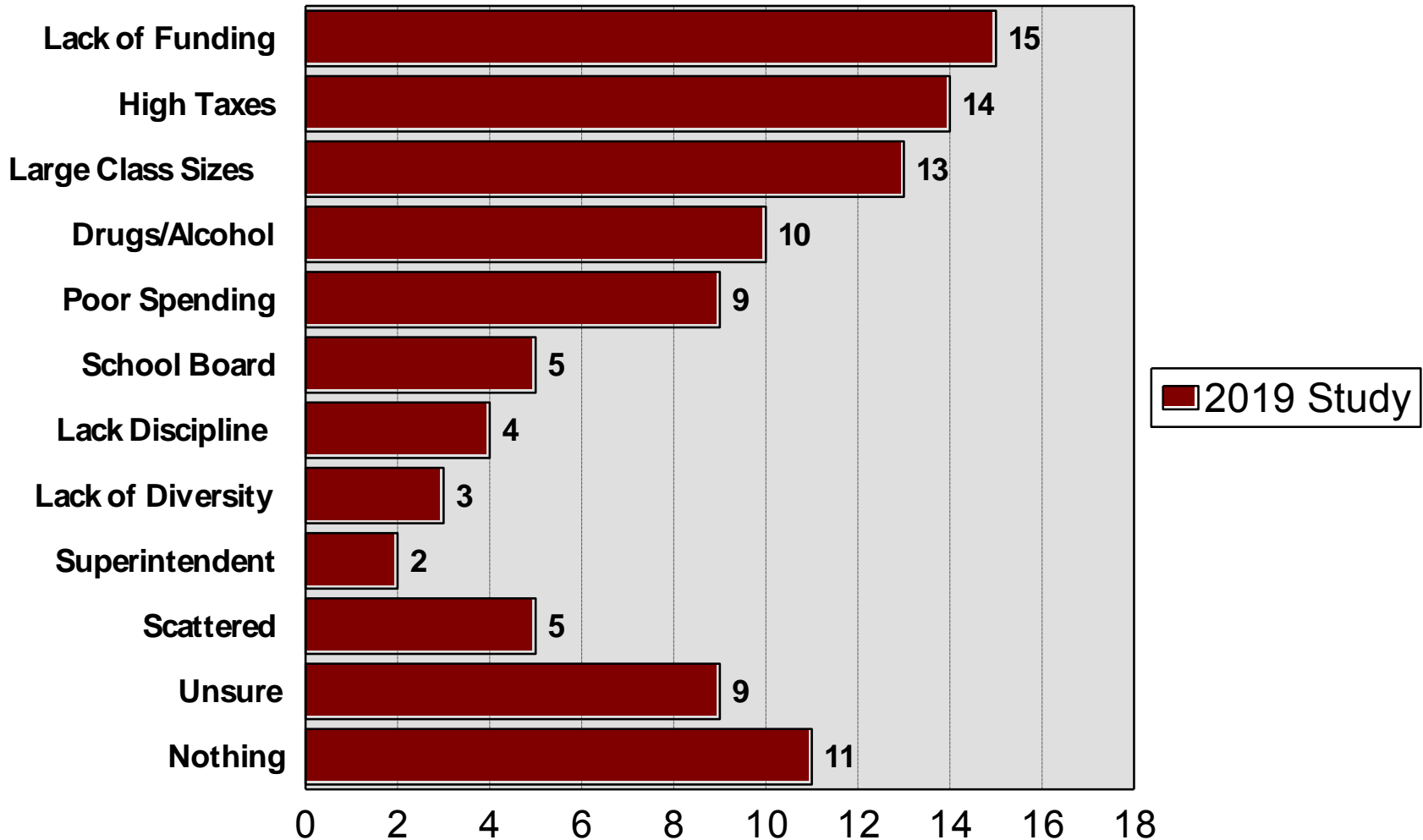
Like Most about Public Schools

2019 Stillwater Area School District Study



Most Serious Issue

2019 Stillwater Area School District Study



Meeting Learning Needs

2019 Stillwater Area School District Study

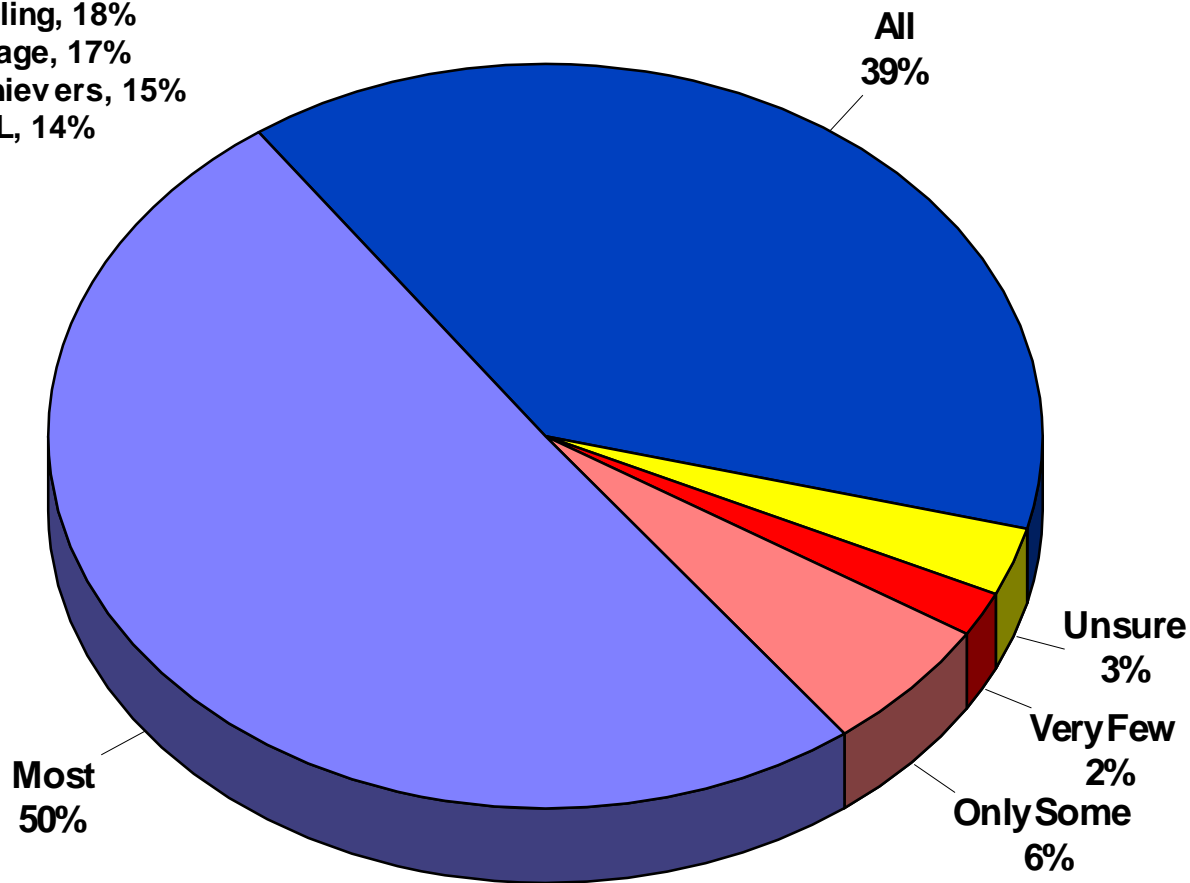
“Most” “Only Some” or “Very Few”:

Struggling, 18%

Average, 17%

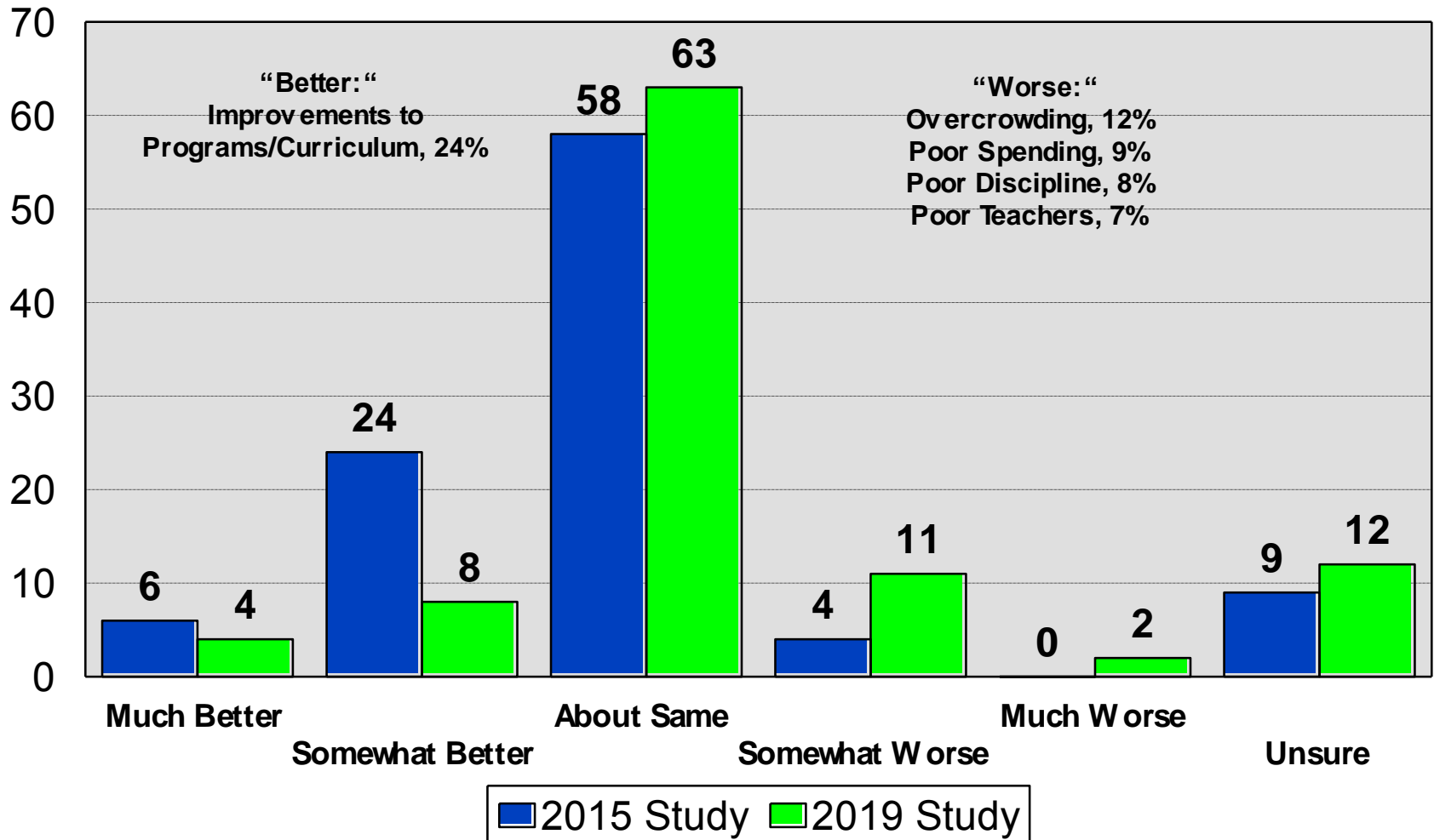
Underachievers, 15%

ESL, 14%



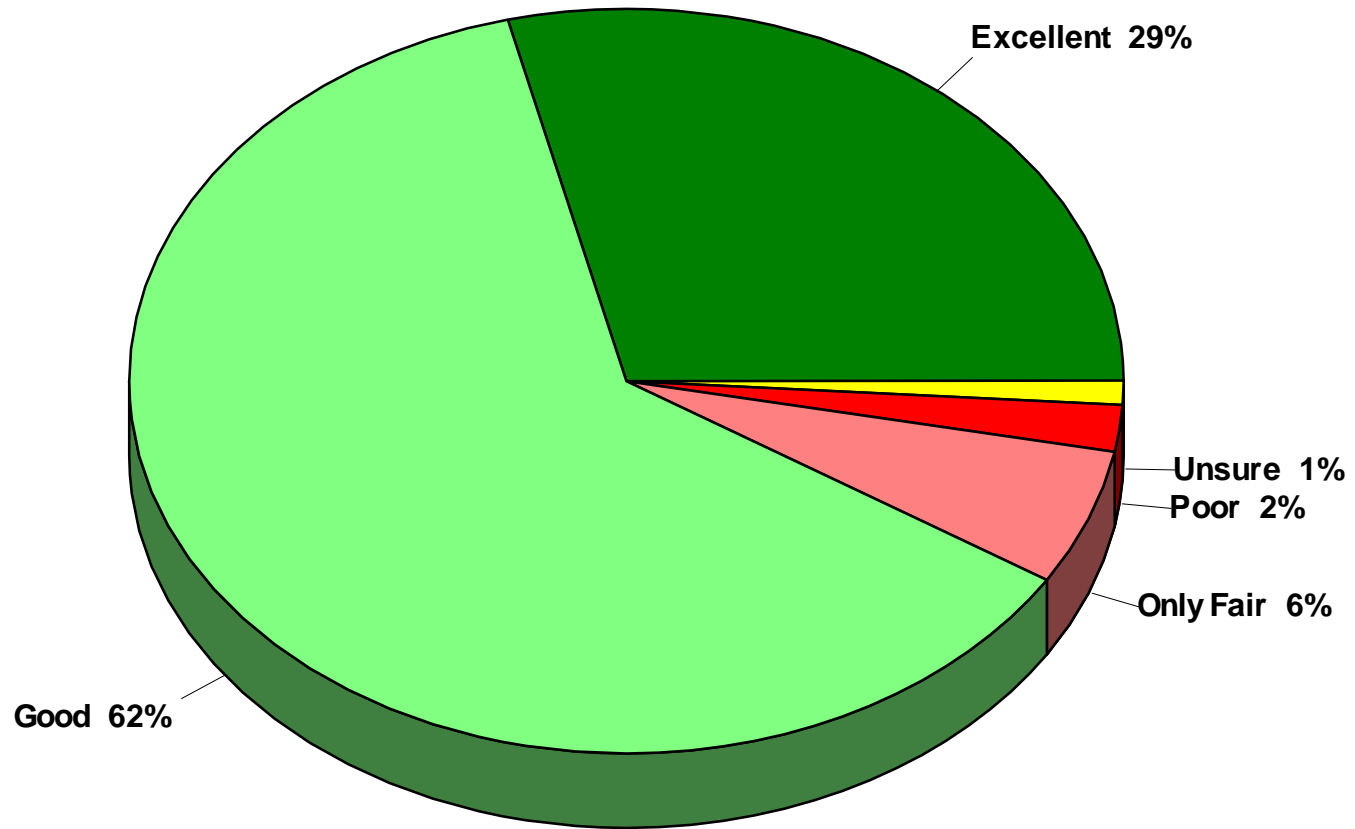
Quality Compared with Five Years Ago

2019 Stillwater Area School District Study



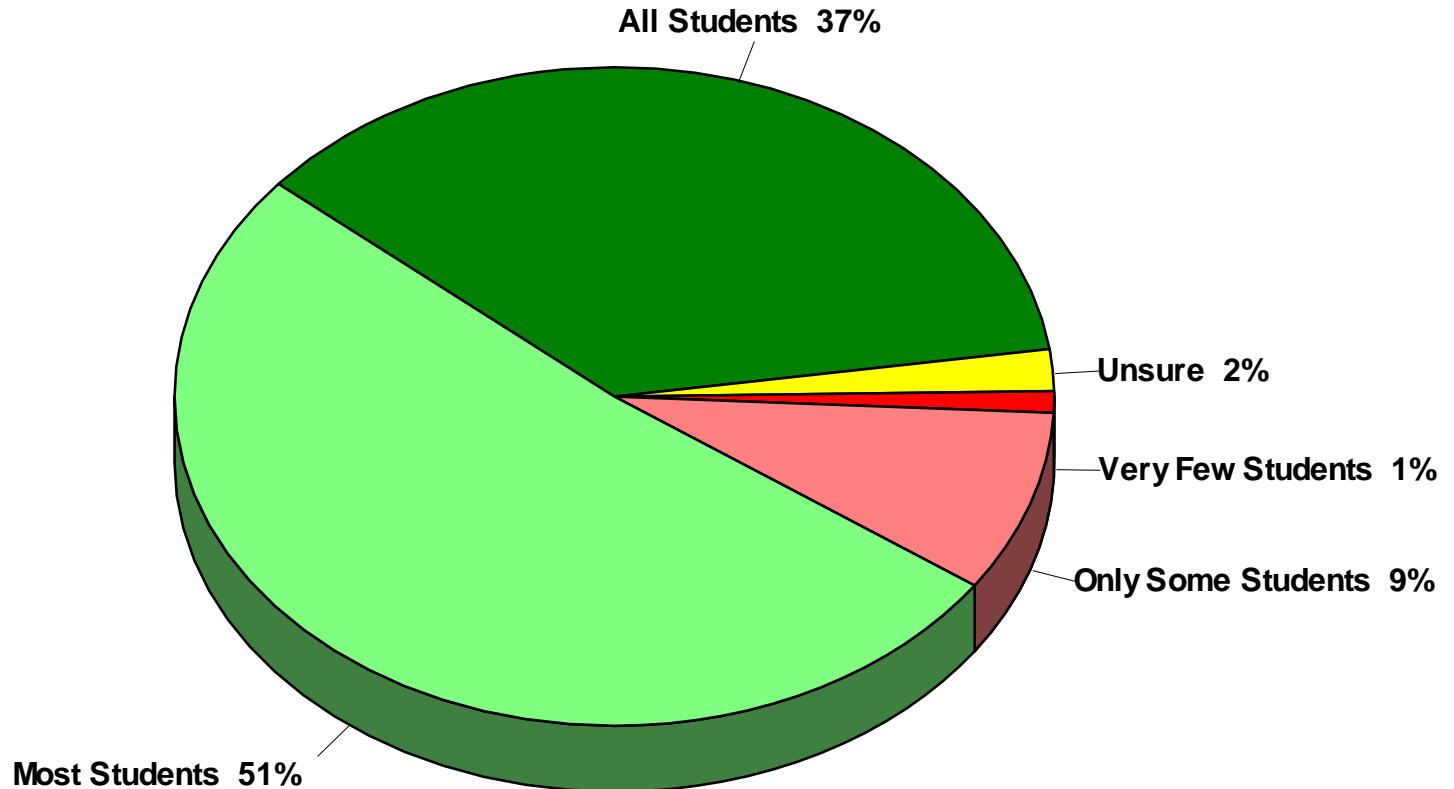
Offering Wide Range of Educational Options

2019 Stillwater Area School District Study



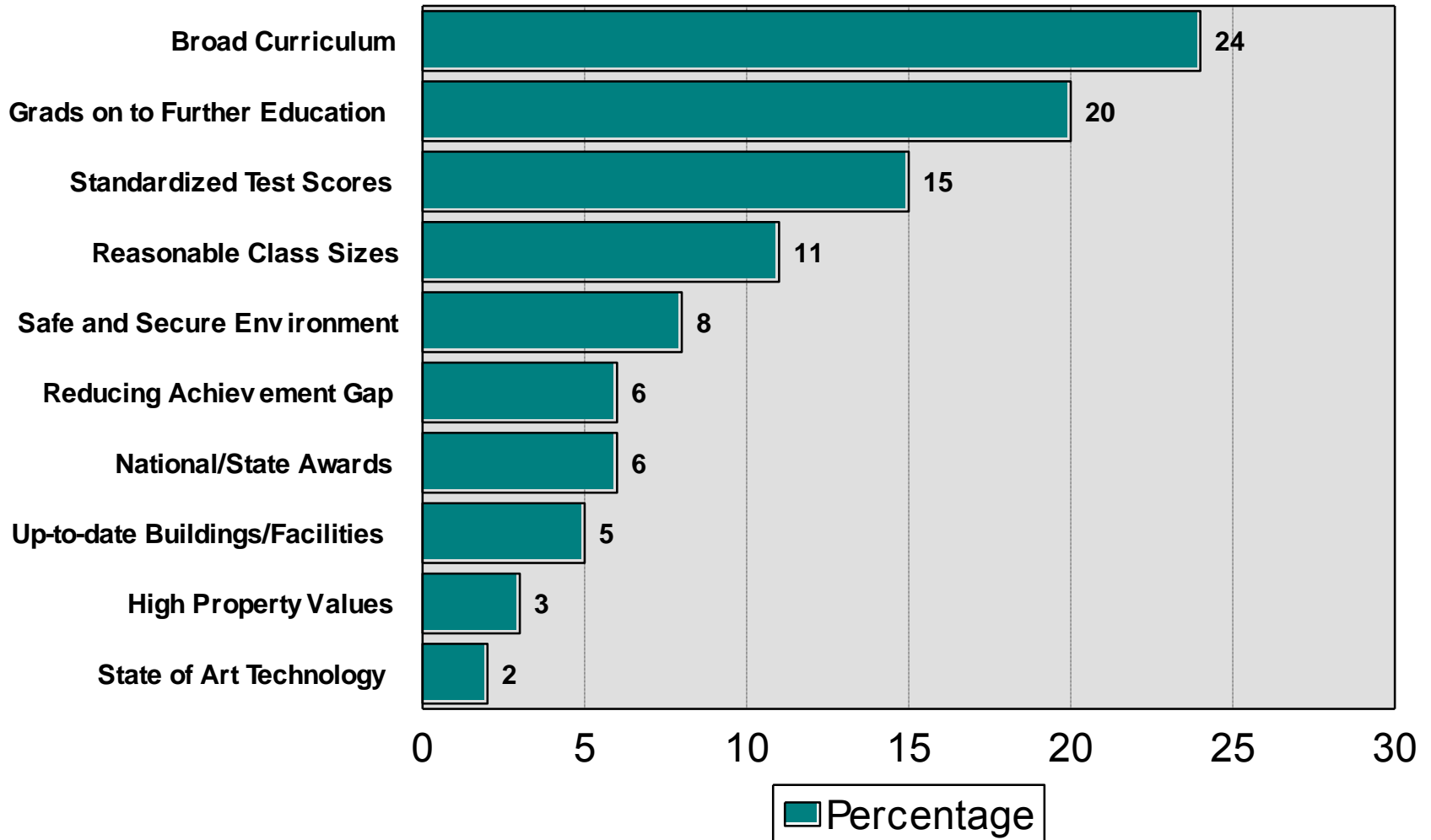
Promote High Achievement for....

2019 Stillwater Area School District Study



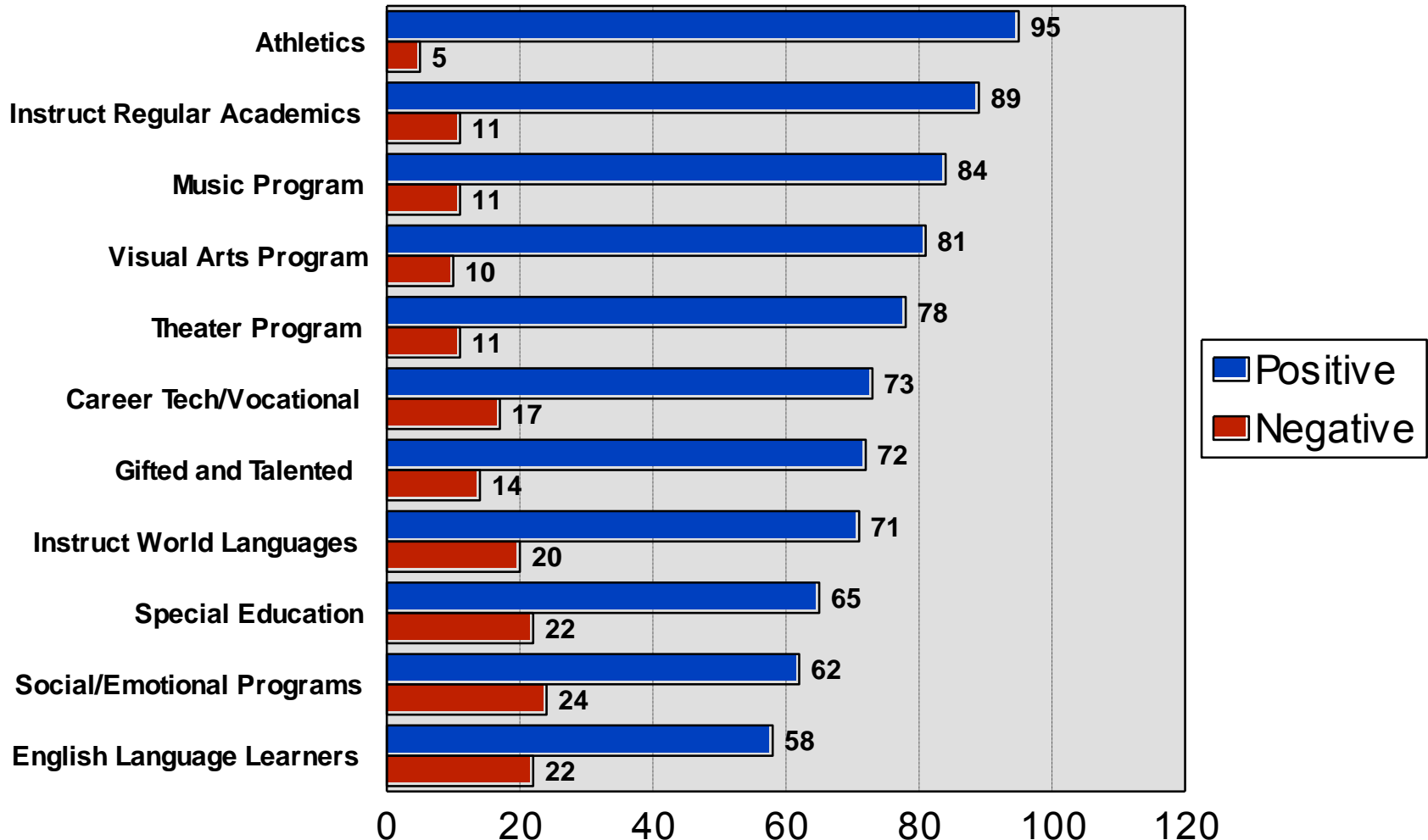
Most Important Indicator of High Quality School District

2019 Stillwater Area School District Study



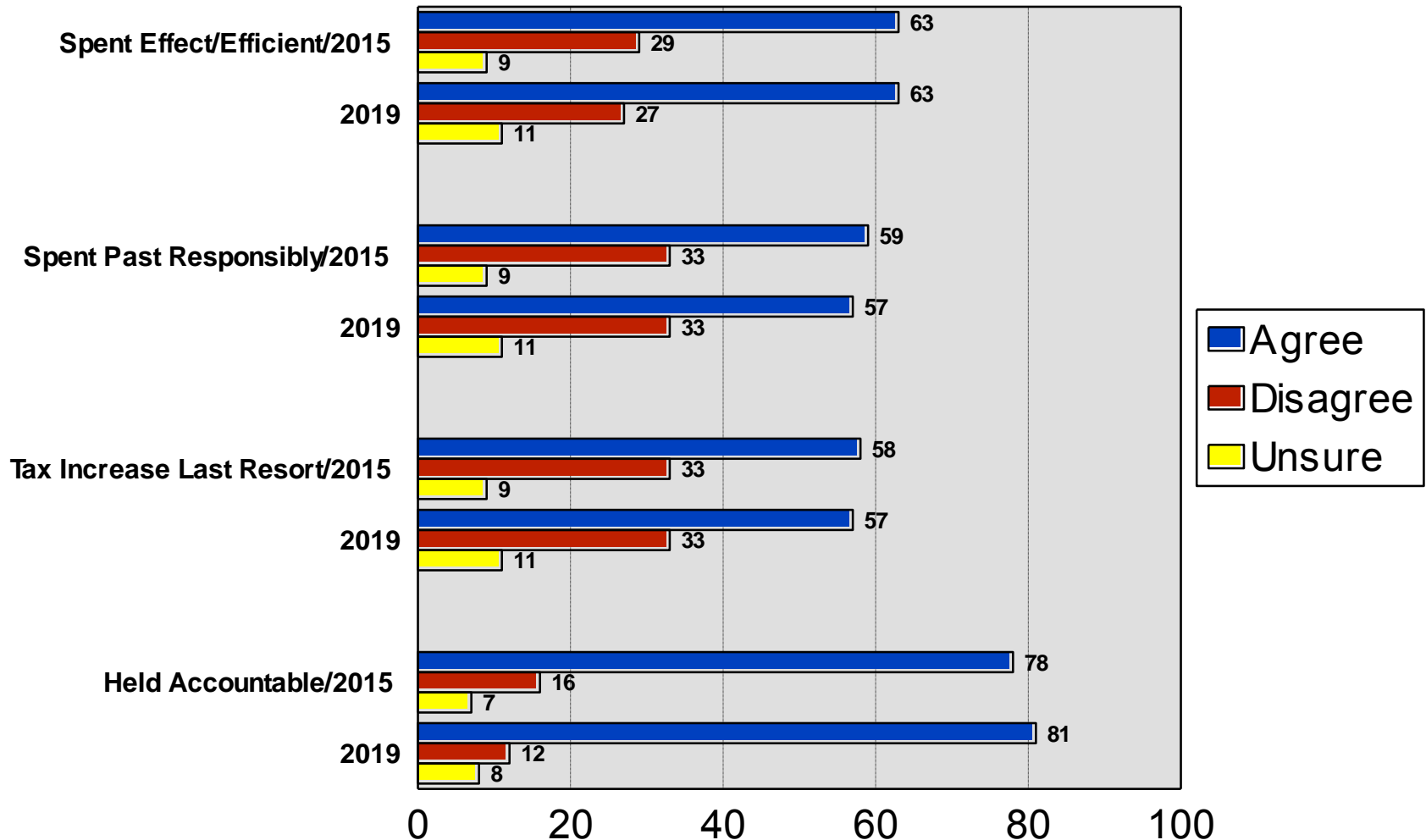
Characteristics and Programs

2019 Stillwater Area School District Study



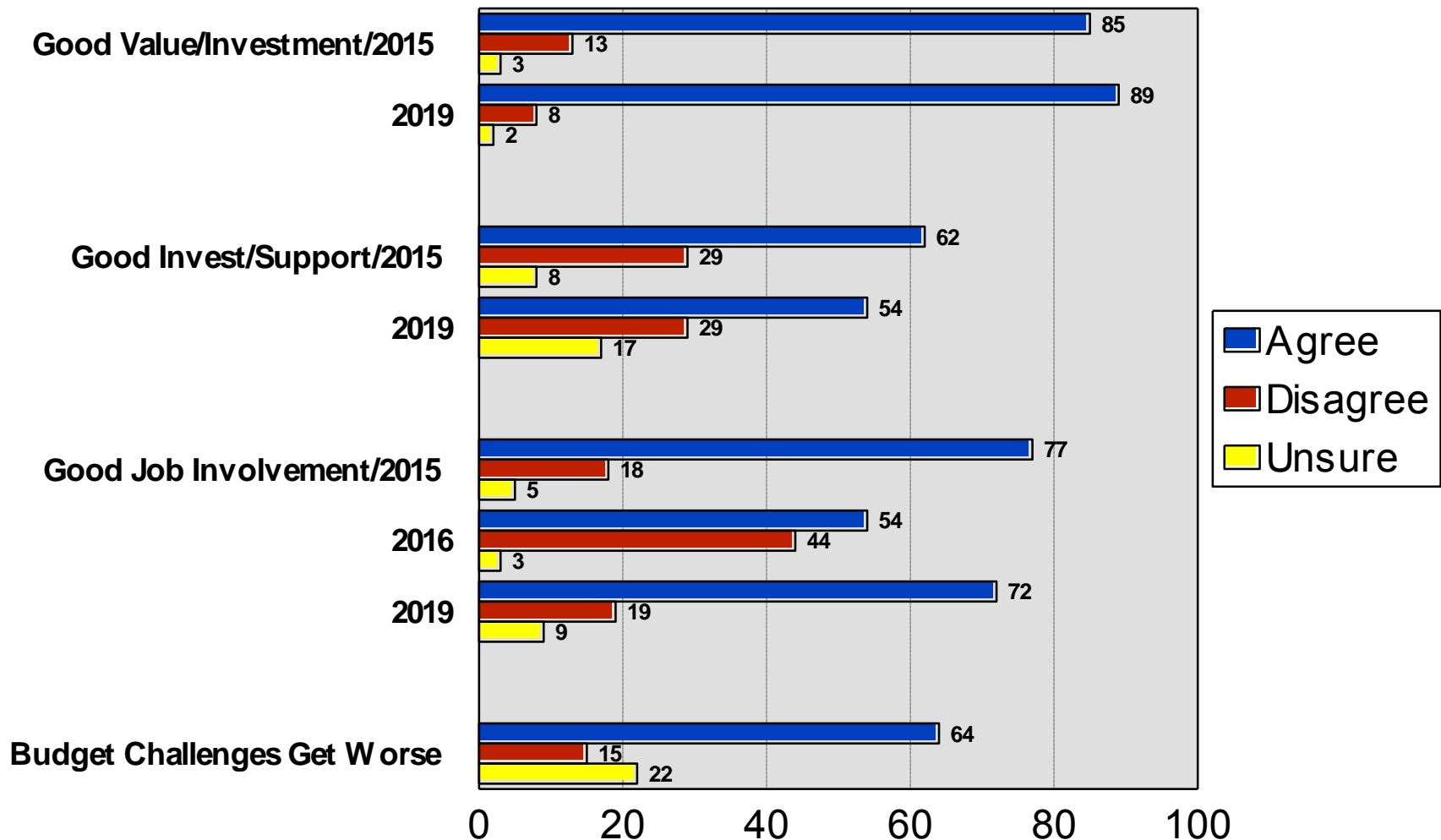
Specific Perceptions I

2019 Stillwater Area School District Study



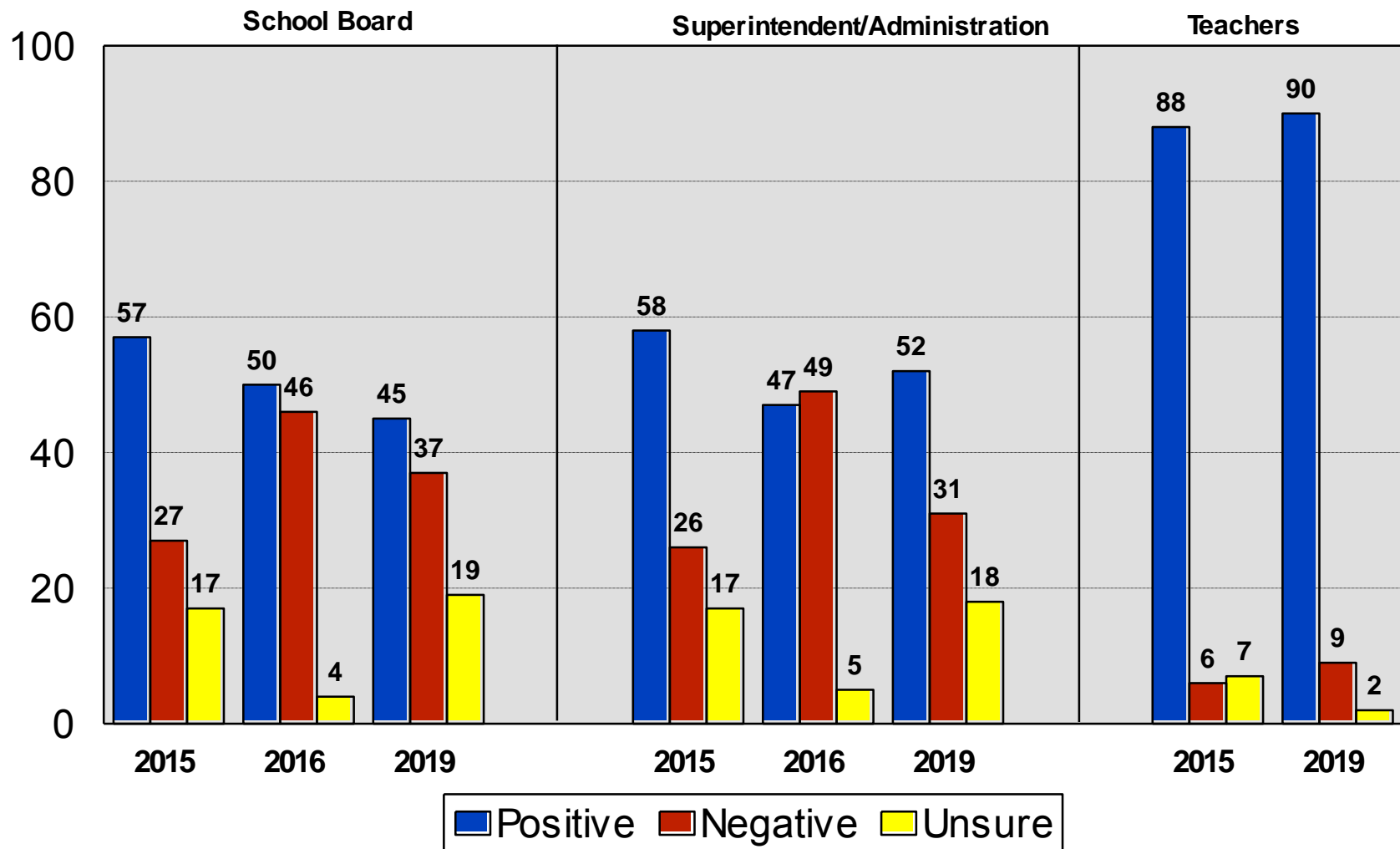
Specific Perceptions II

2019 Stillwater Area School District Study



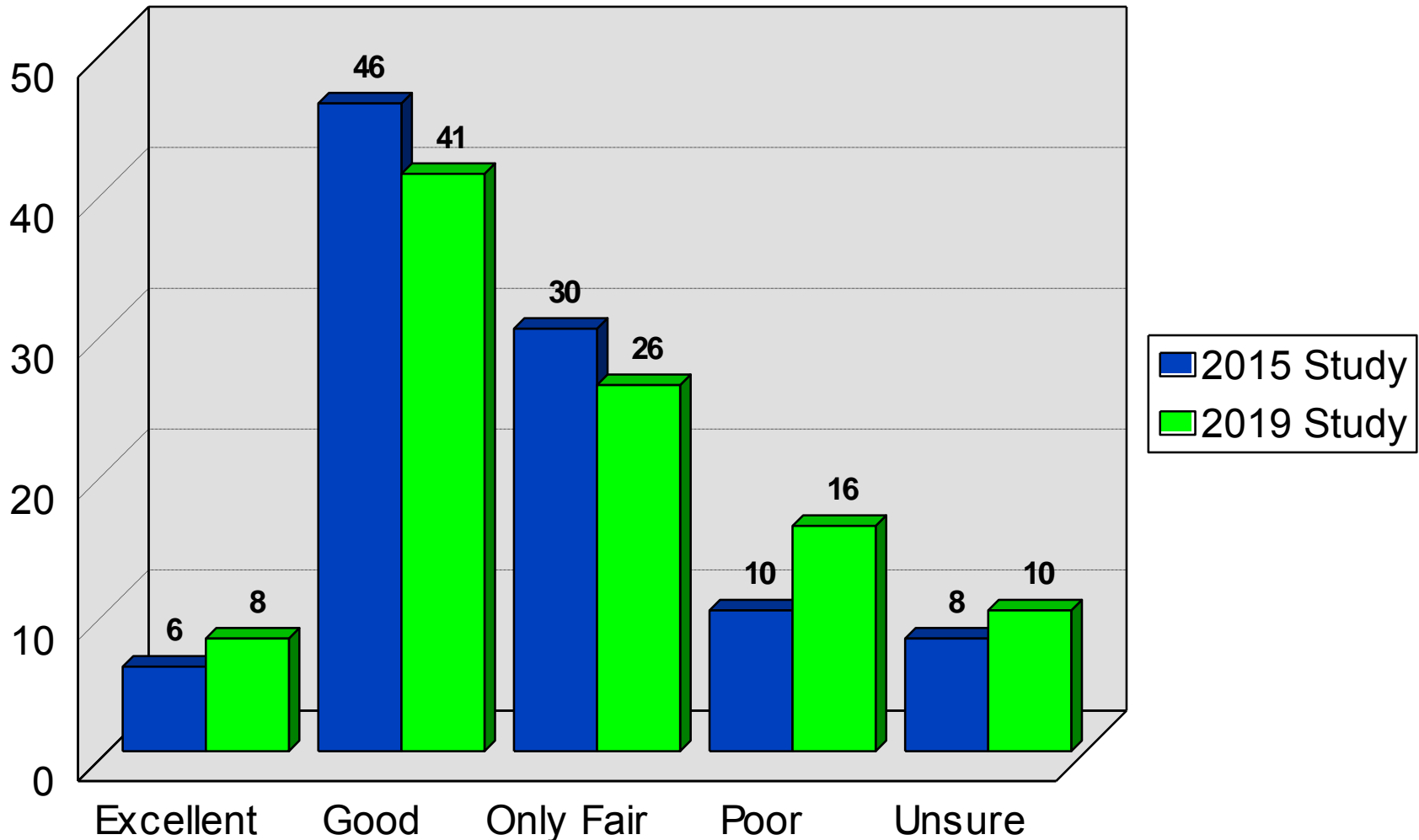
Job Performance Ratings

2019 Stillwater Area School District Study



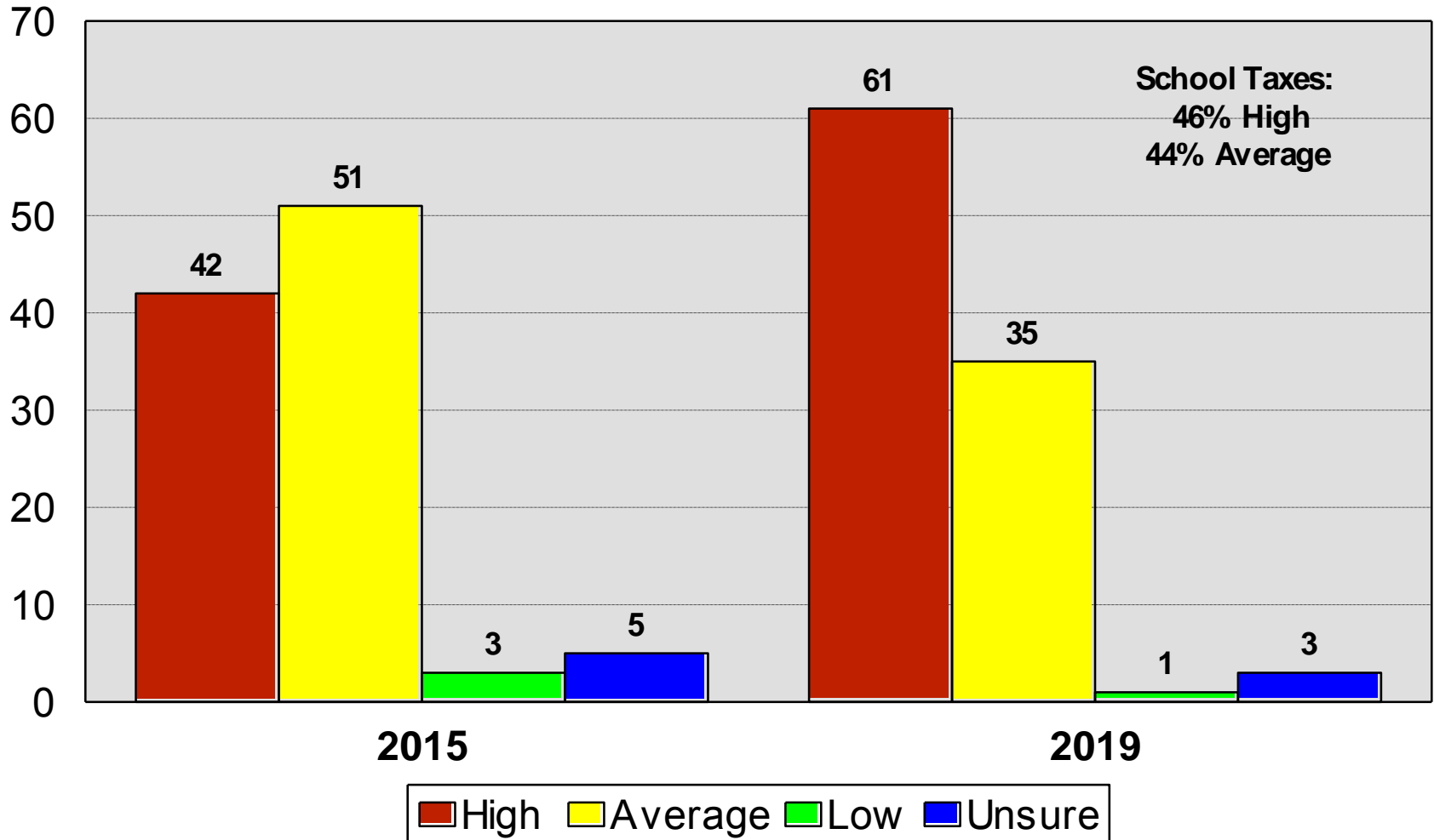
Financial Management

2019 Stillwater Area School District Study



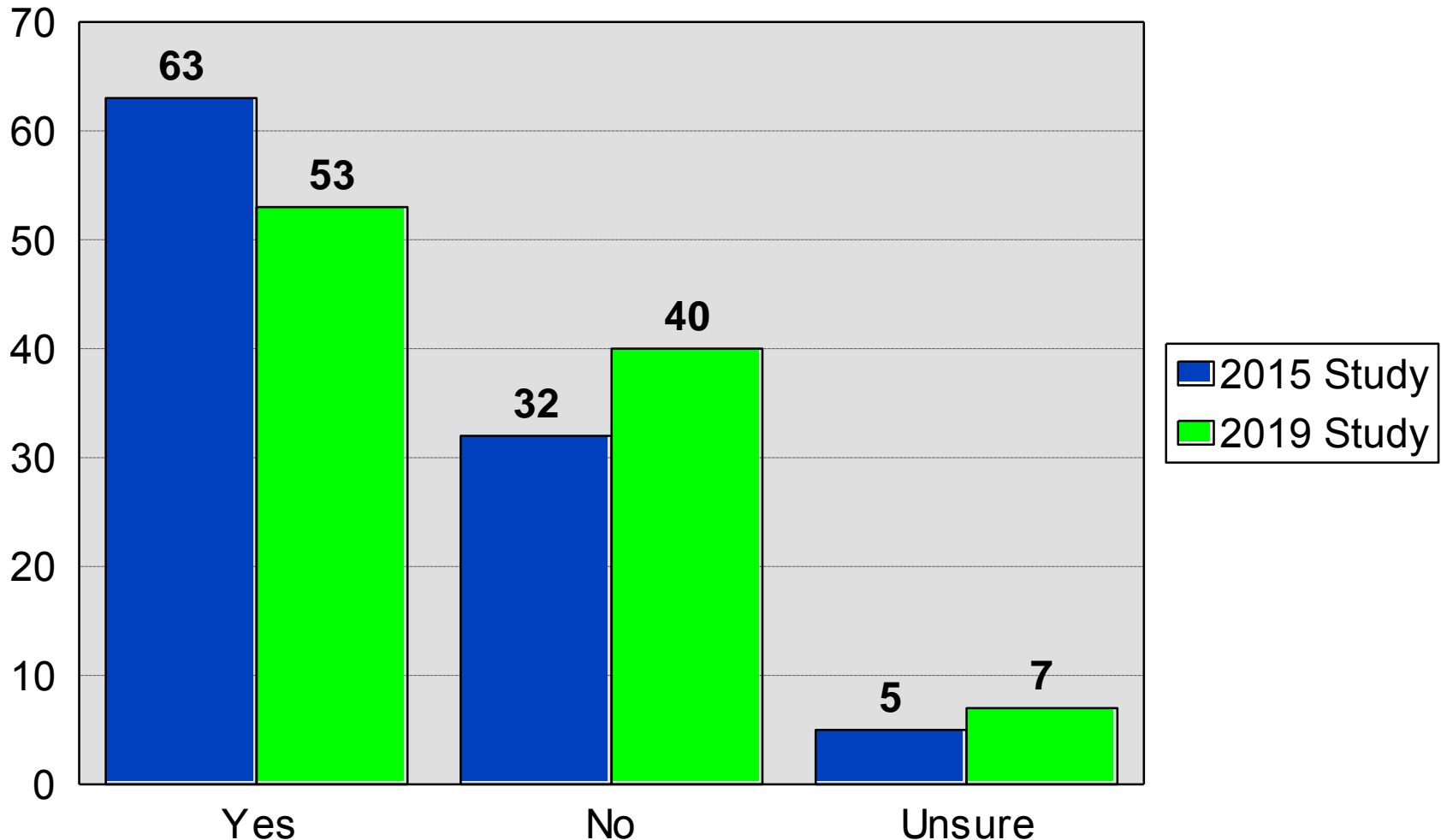
Tax Climate

2019 Stillwater Area School District Study



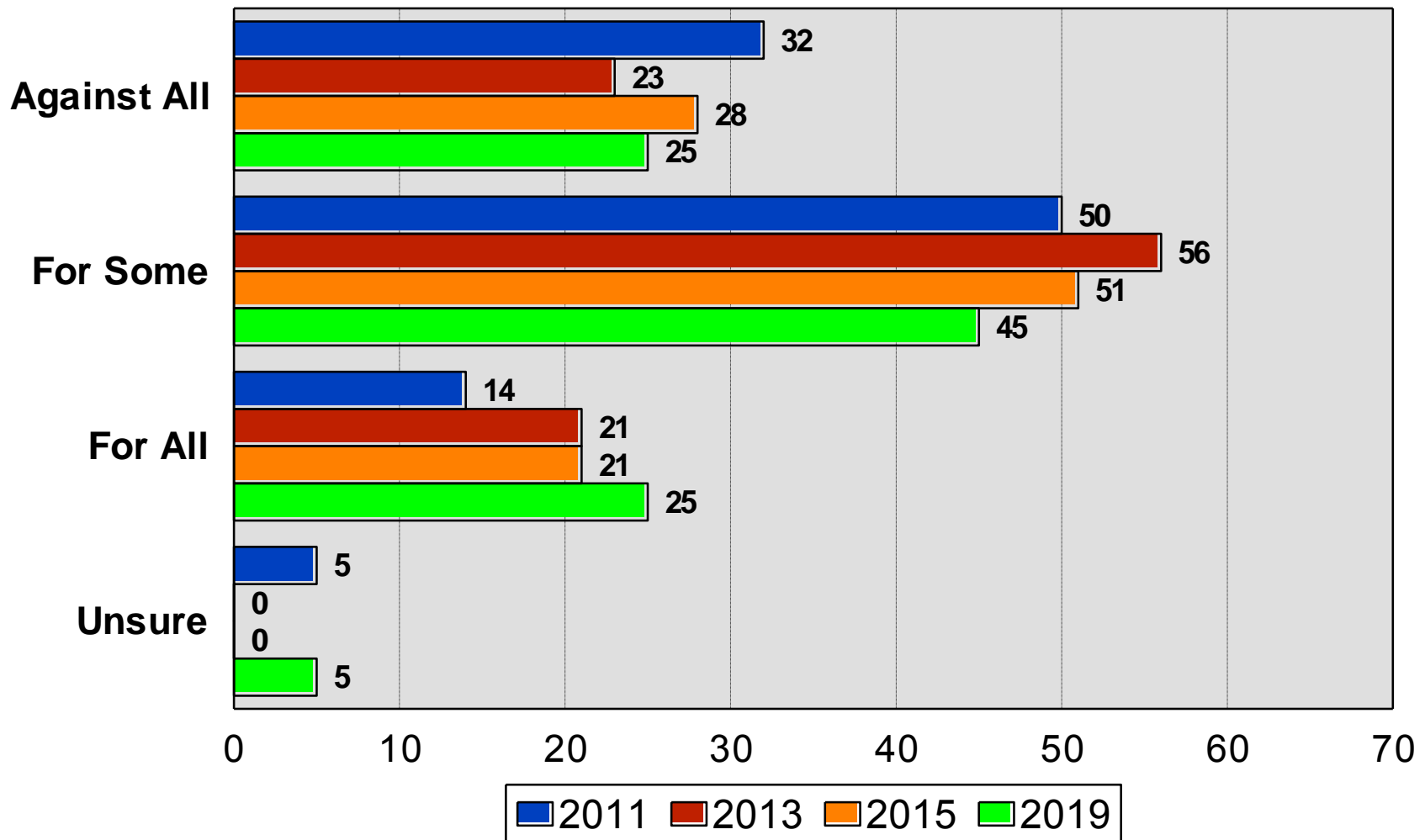
District Adequately Funded

2019 Stillwater Area School District Study



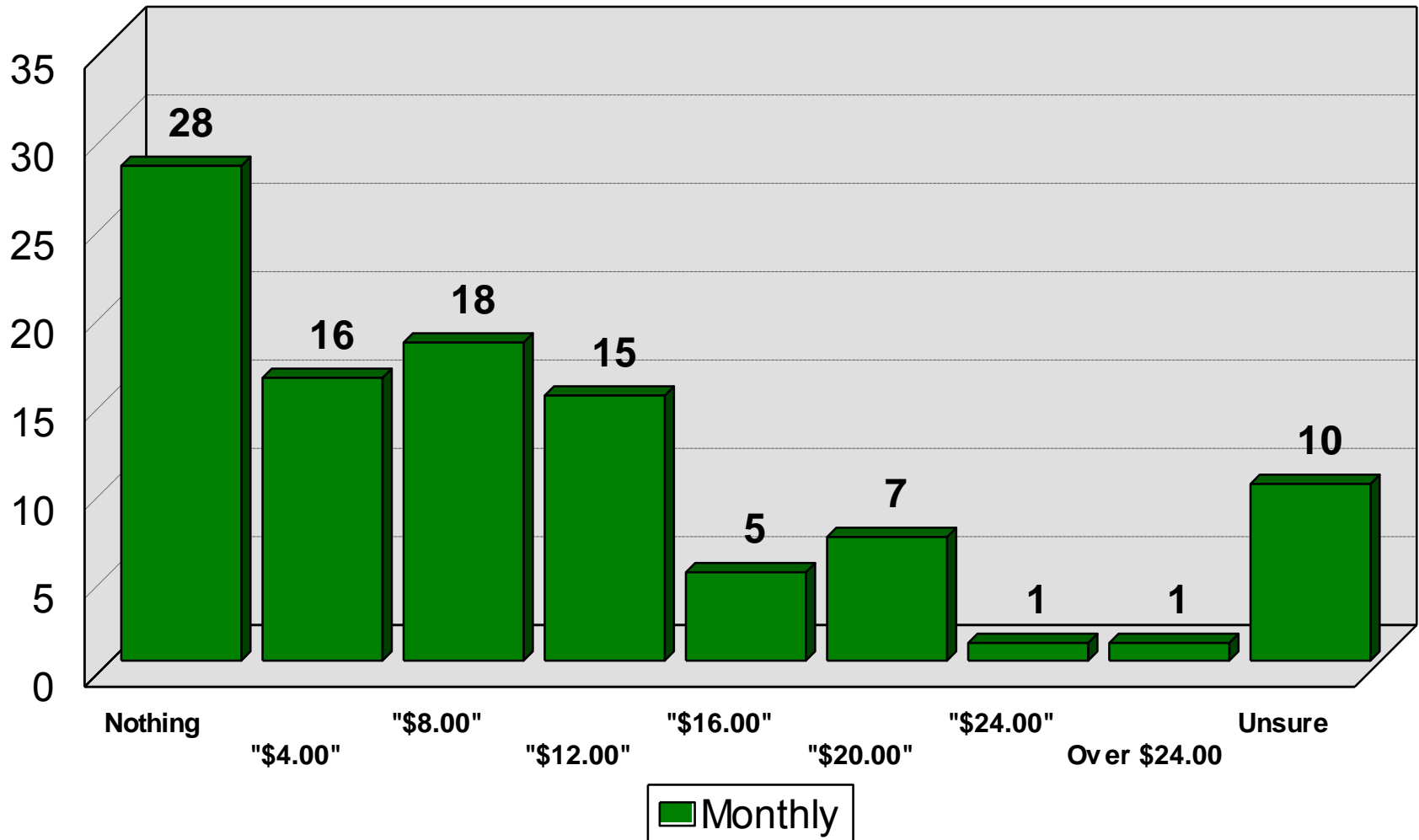
Referendum Predisposition

2019 Stillwater Area School District Study



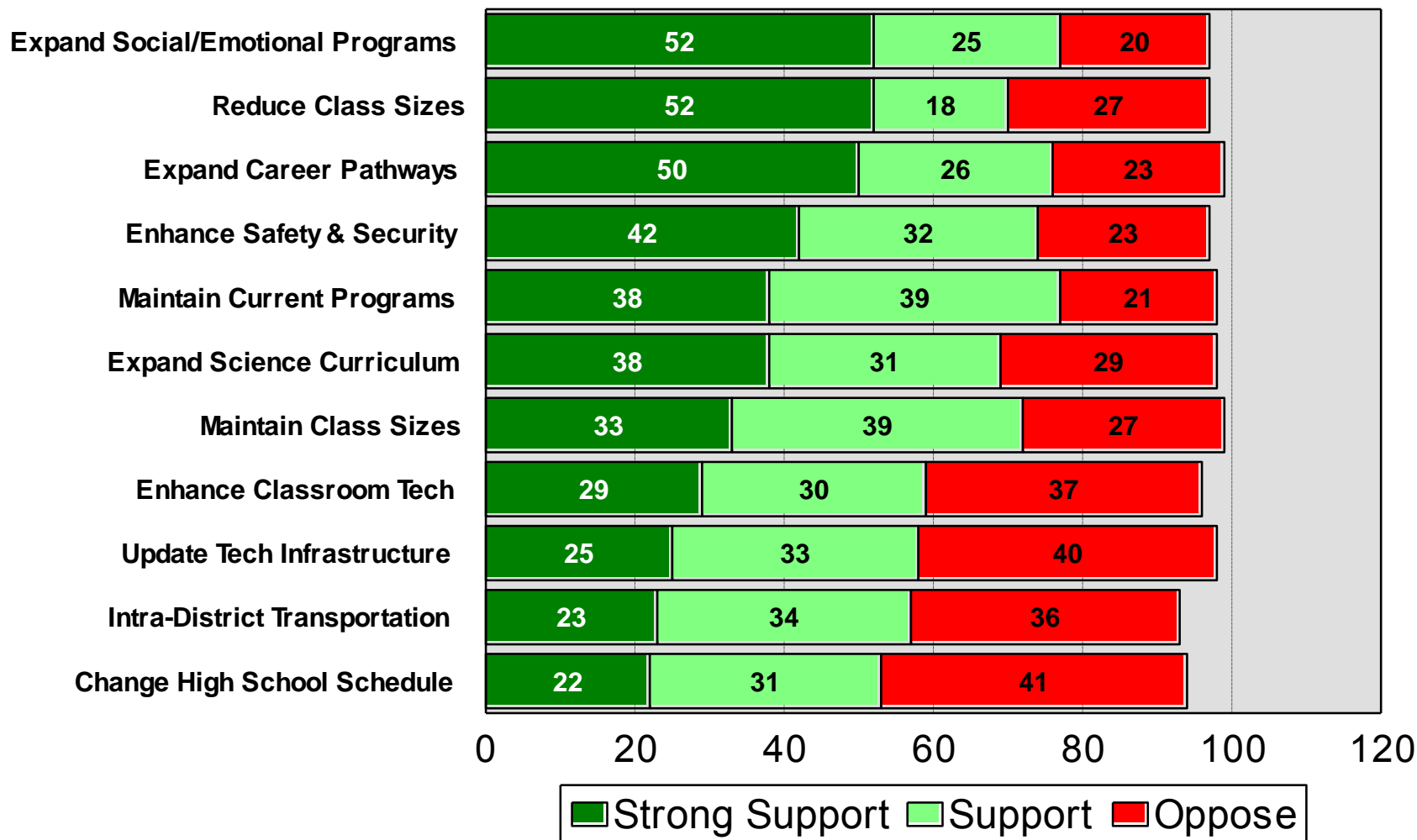
Tax Increase for Operations

2019 Stillwater Area School District Study



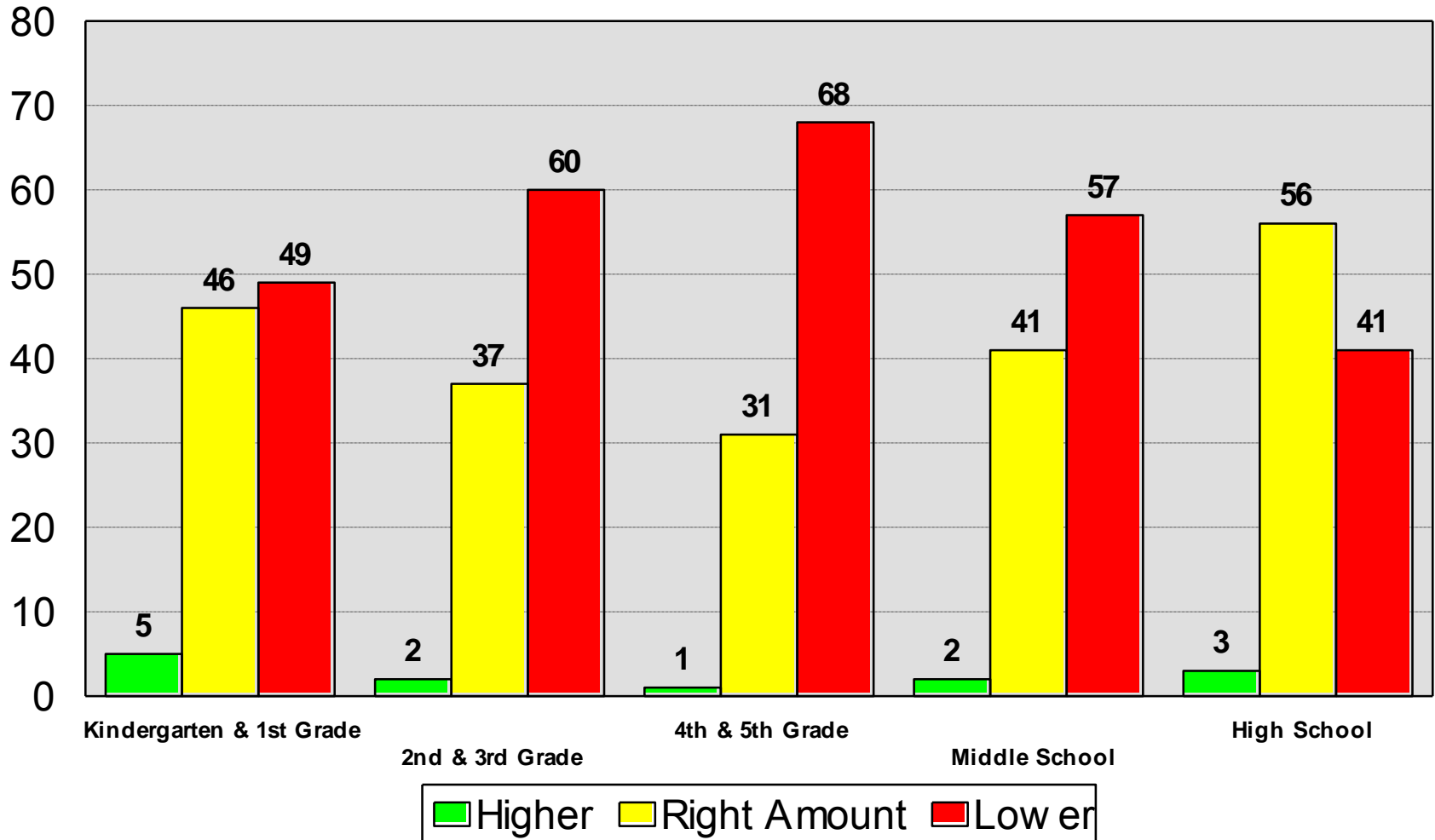
Tax Increase for Improvements

2019 Stillwater Area School District Study



Class Sizes

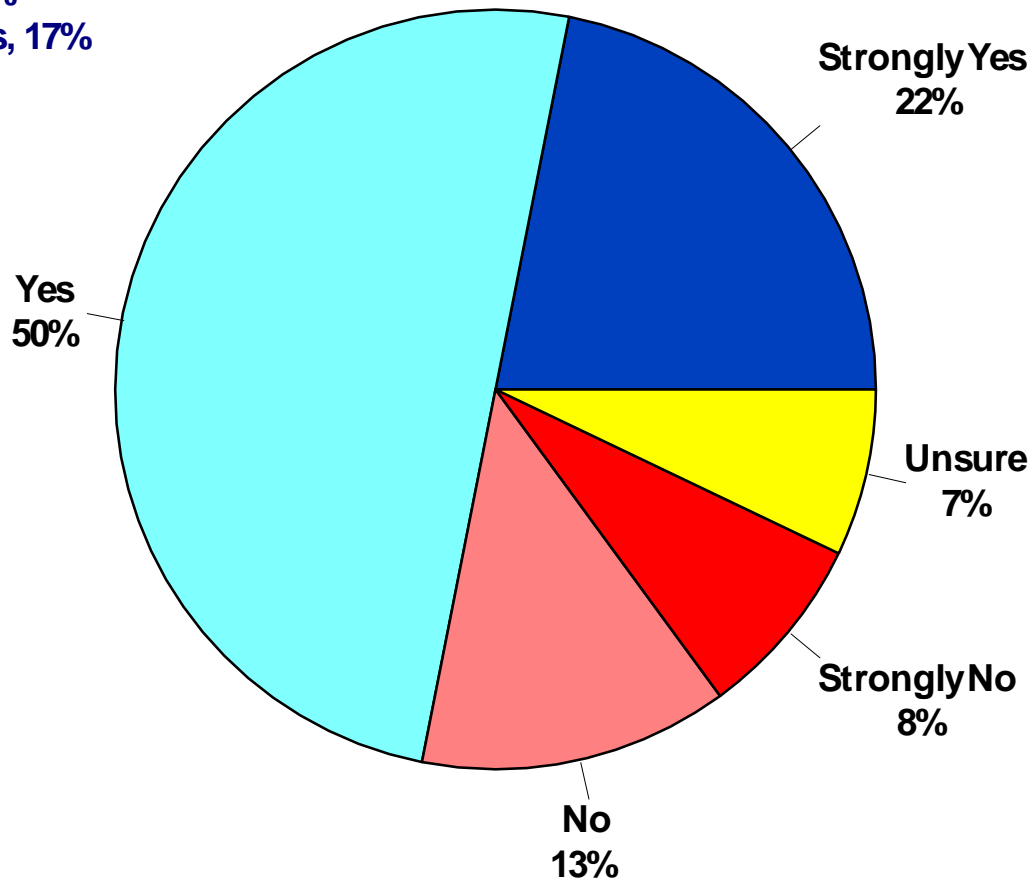
2019 Stillwater Area School District Study



Buildings Meet Needs of Educating Today's Children

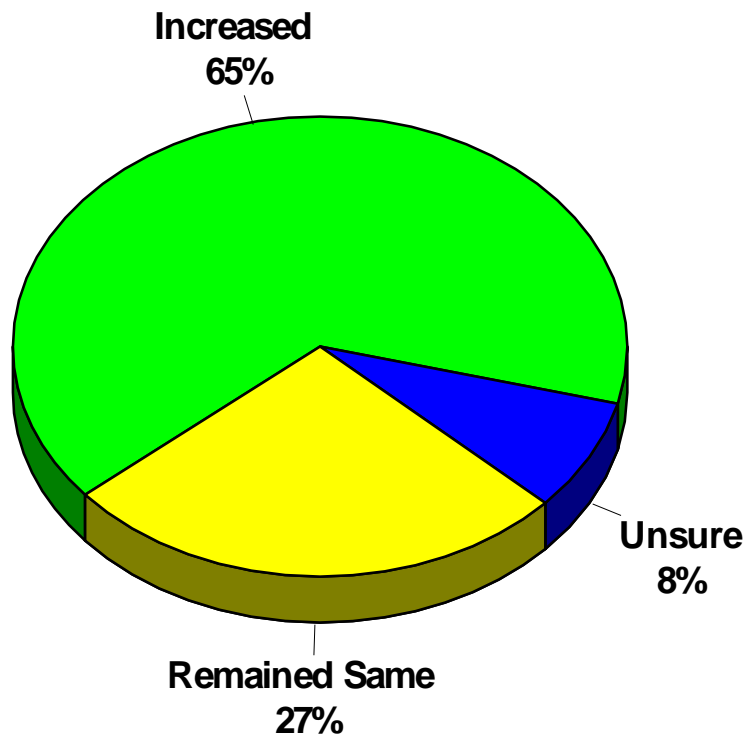
2019 Stillwater Area School District Study

"No" or "Strongly No":
Need More Space, 52%
Outdated, 21%
Need Tech Updates, 17%

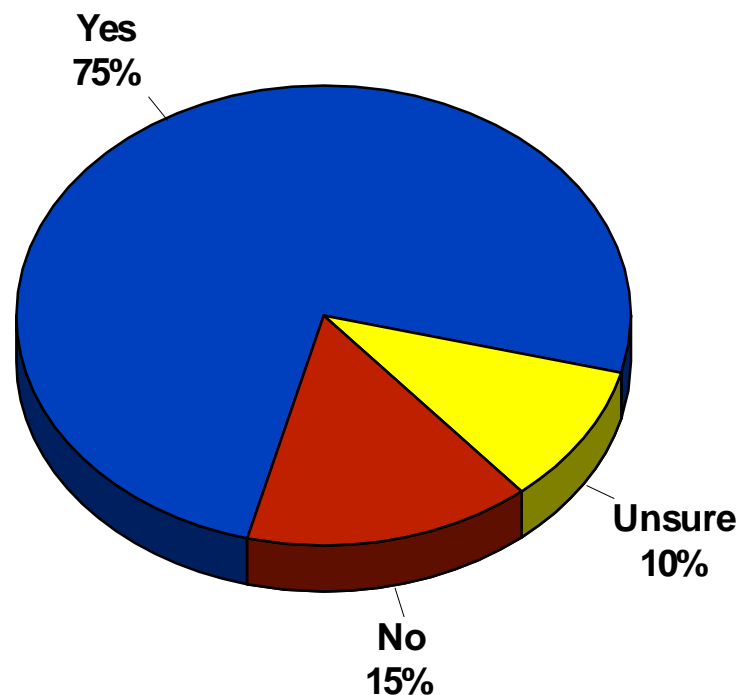


New Housing Construction

2019 Stillwater Area School District Study



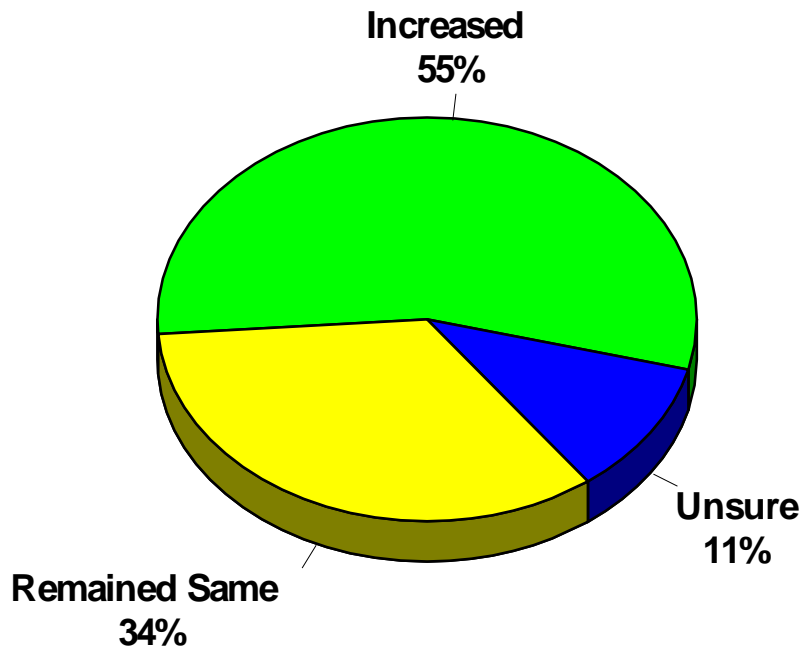
Over the past five years....



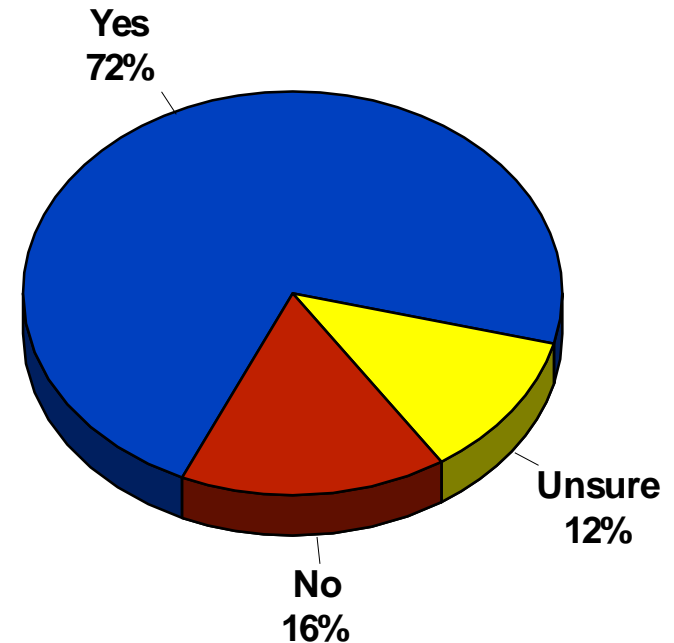
Increase over the next
five years....

Student Enrollment

2019 Stillwater Area School District Study



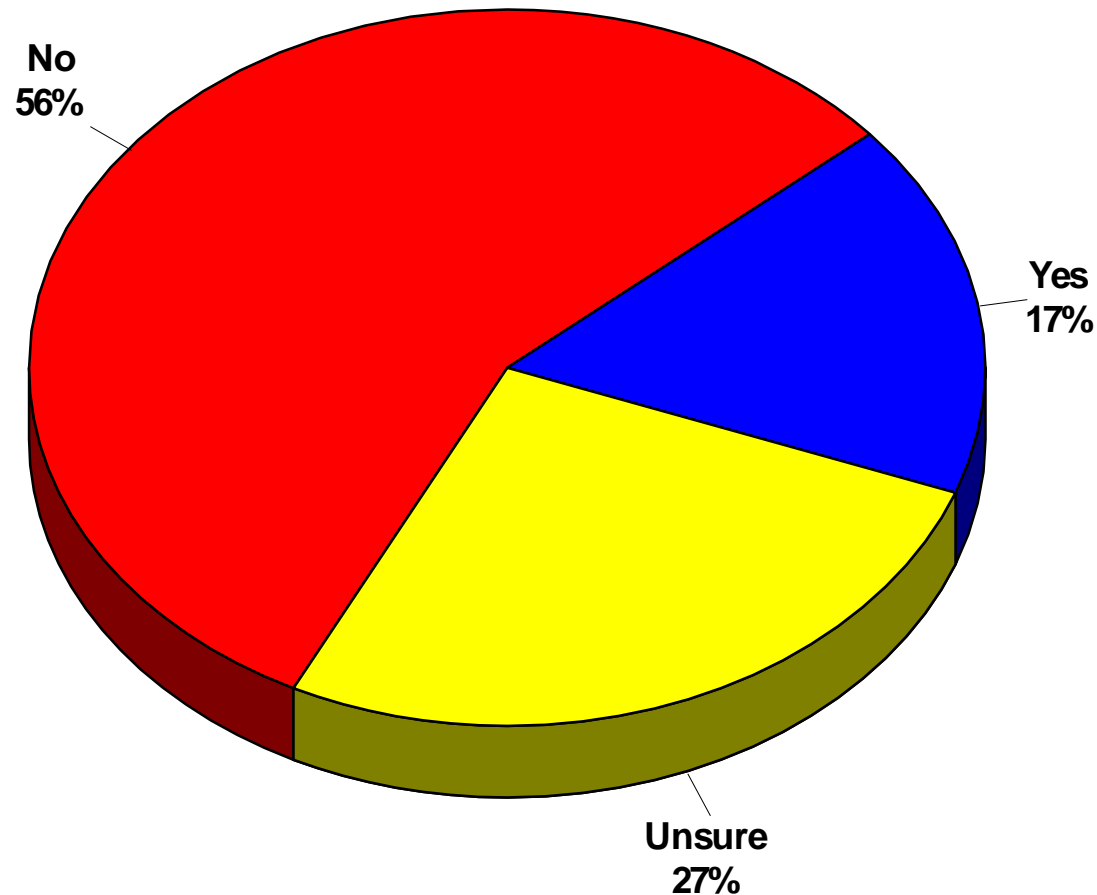
Over the past five years....



Increase over the next
five years....

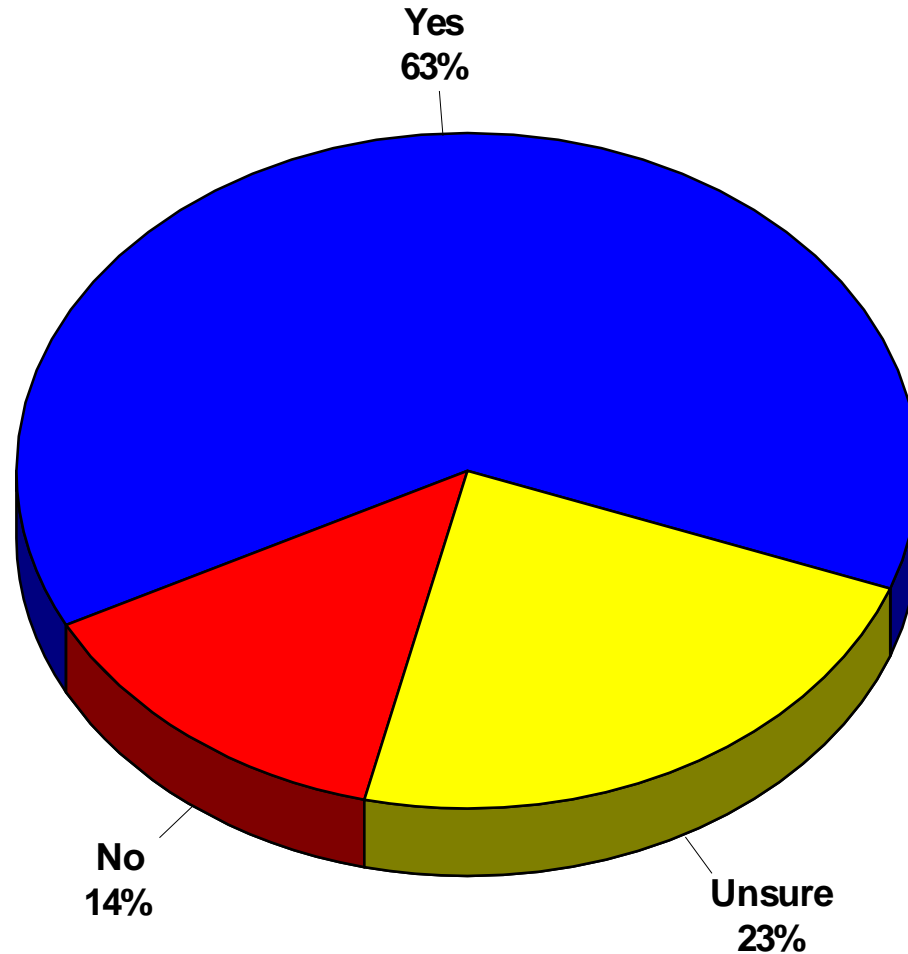
District has enough space to accommodate areas with enrollment growth five years from now

2019 Stillwater Area School District Study



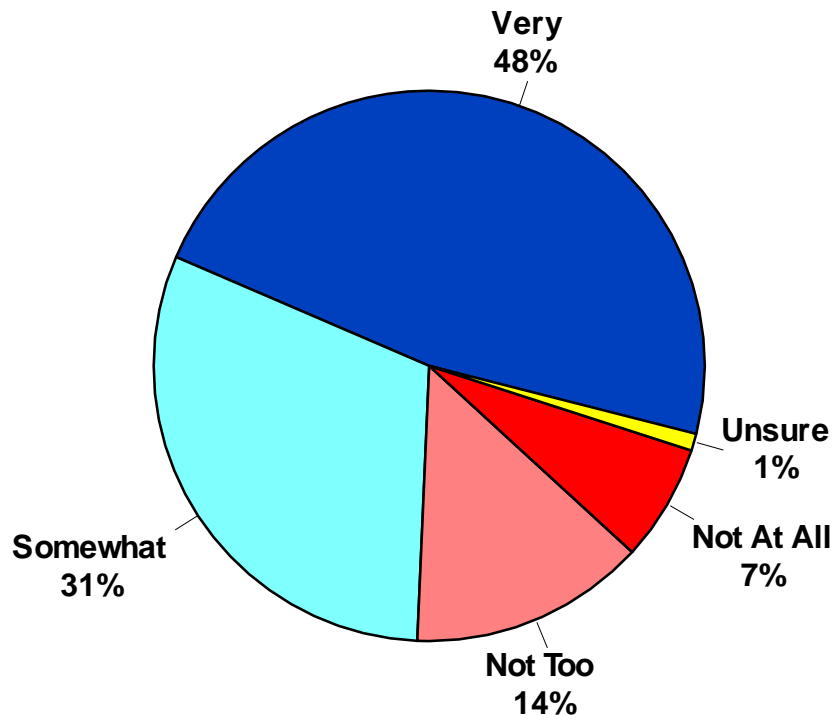
Demographic Reports Accurate

2019 Stillwater Area School District Study

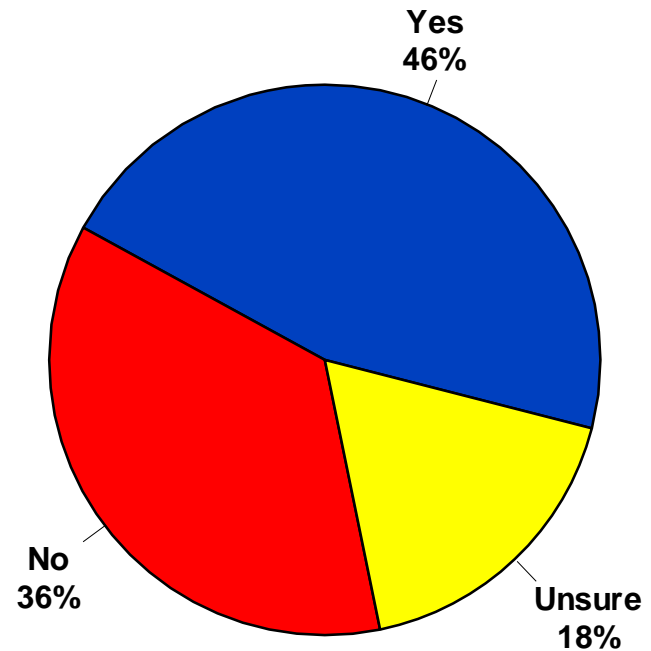


Flexible Learning Spaces

2019 Stillwater Area School District Study



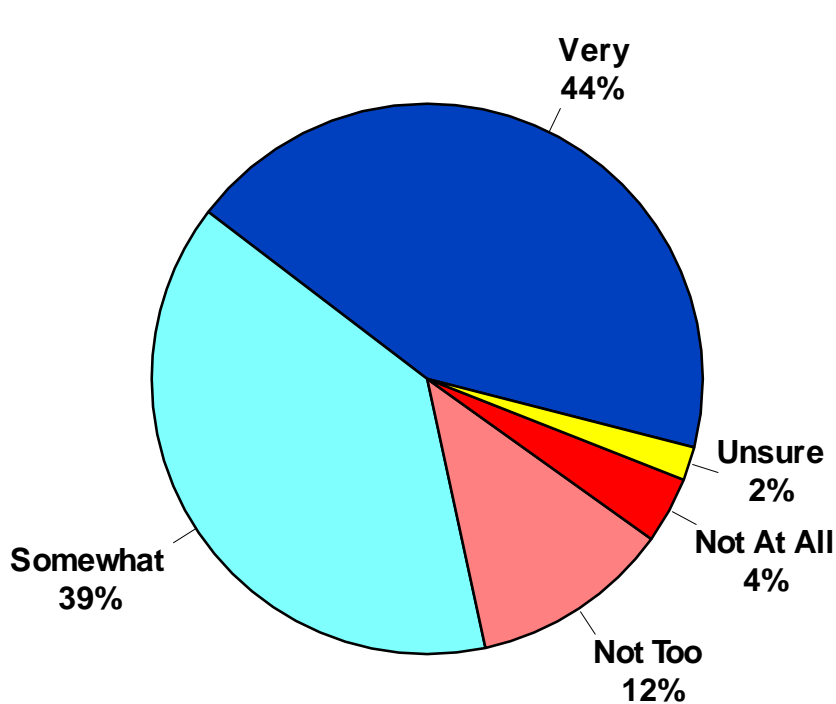
Importance of Classroom
Design to Student Learning



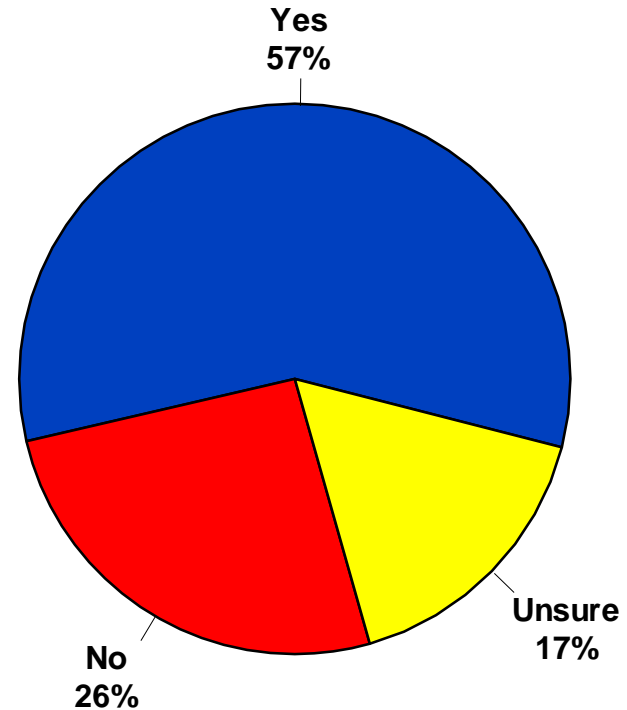
Stillwater SD Provide Sufficient
Flexible Learning Spaces

Facilities Equity

2019 Stillwater Area School District Study



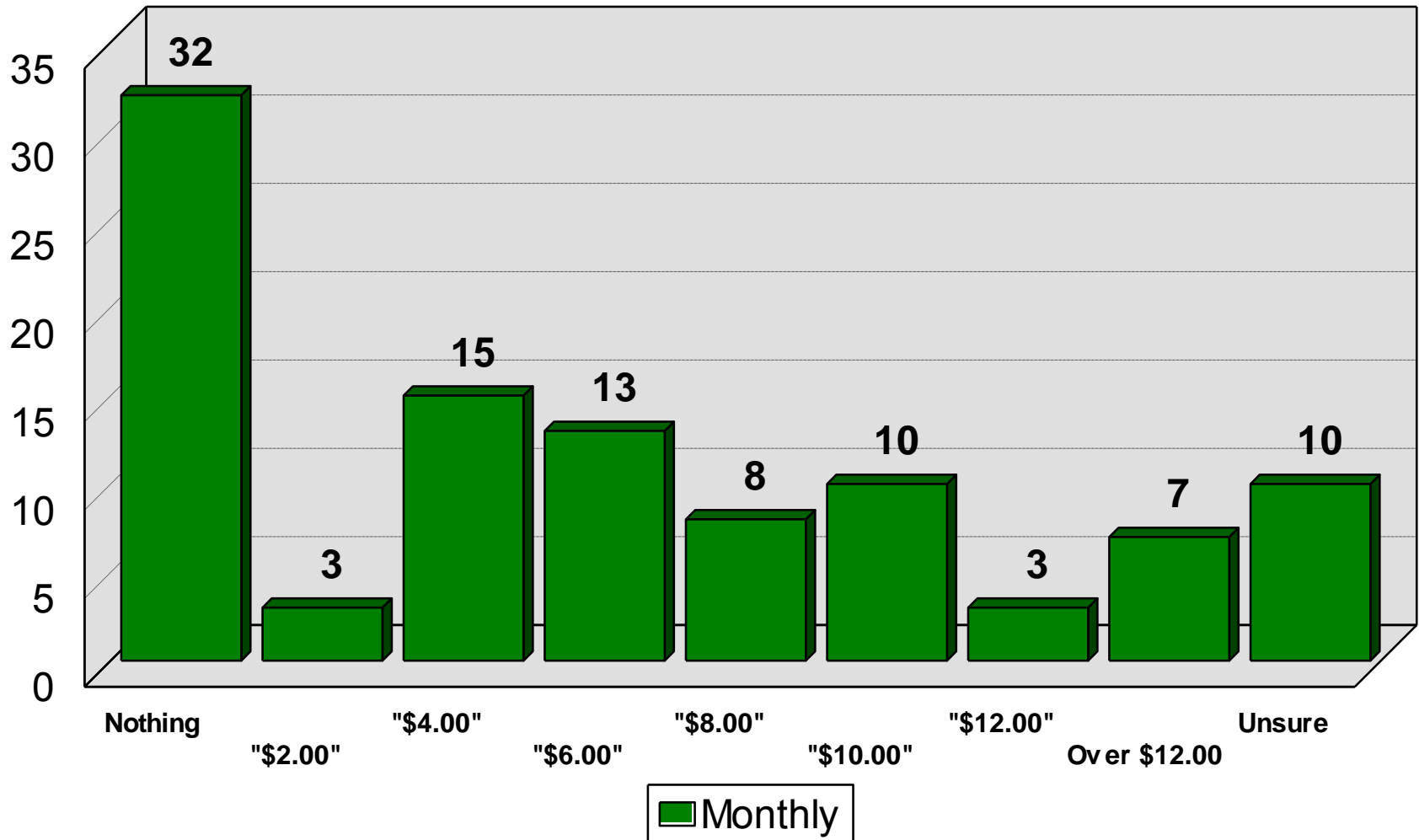
Importance of Equity between
Buildings



Stillwater SD Have Equity
Between Buildings

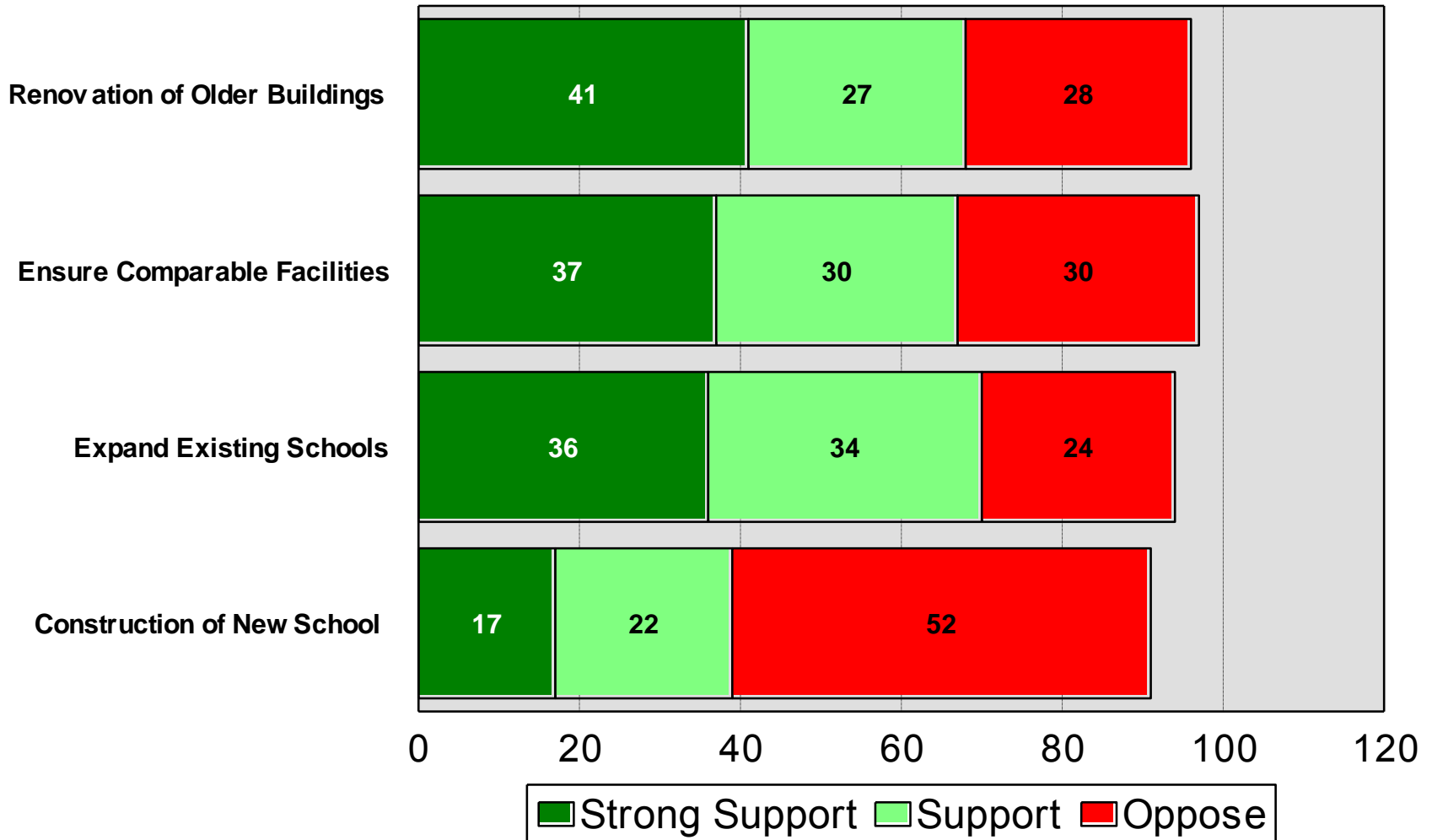
Tax Increase for Facilities Needs

2019 Stillwater Area School District Study



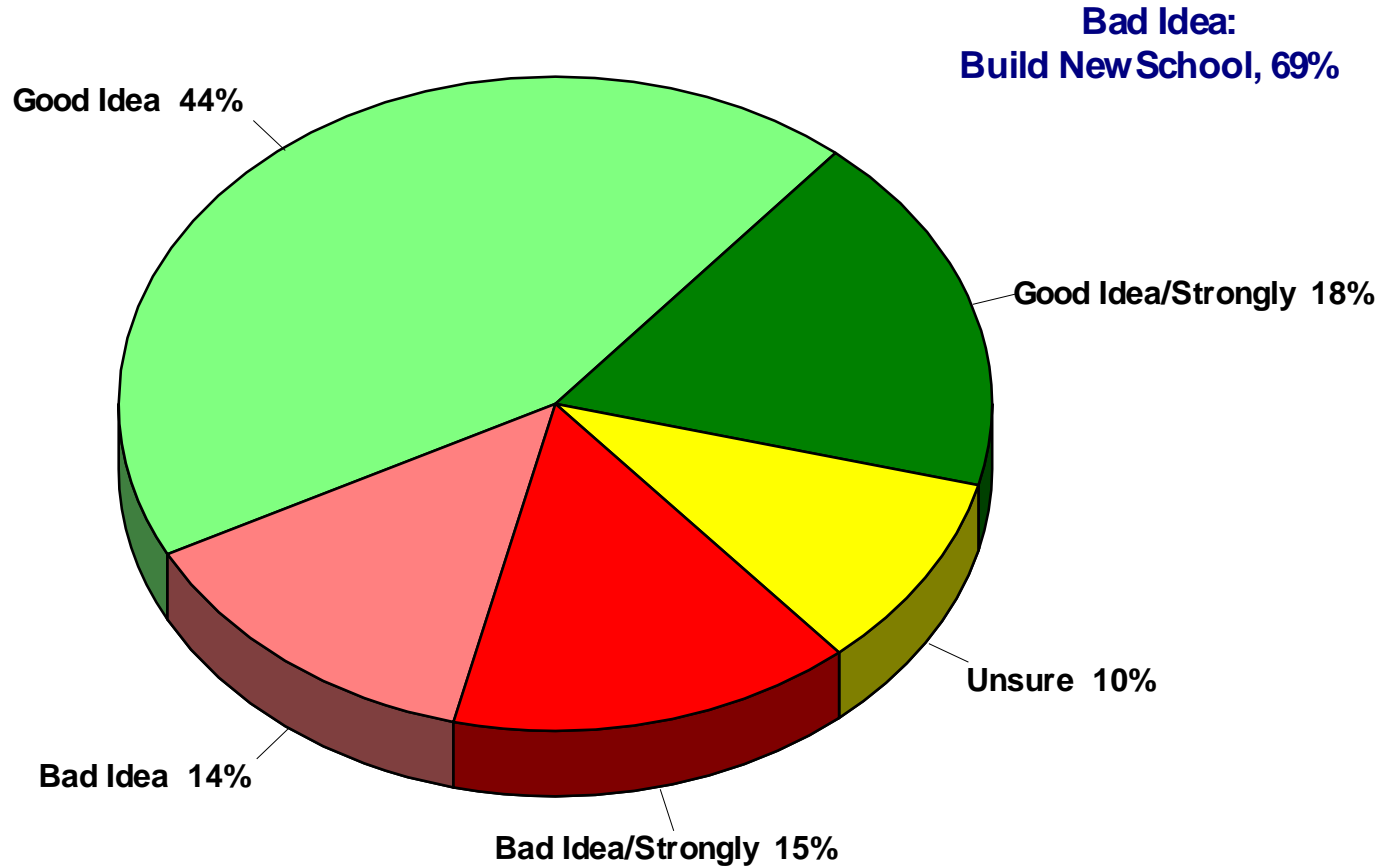
Tax Increase for Project

2019 Stillwater Area School District Study



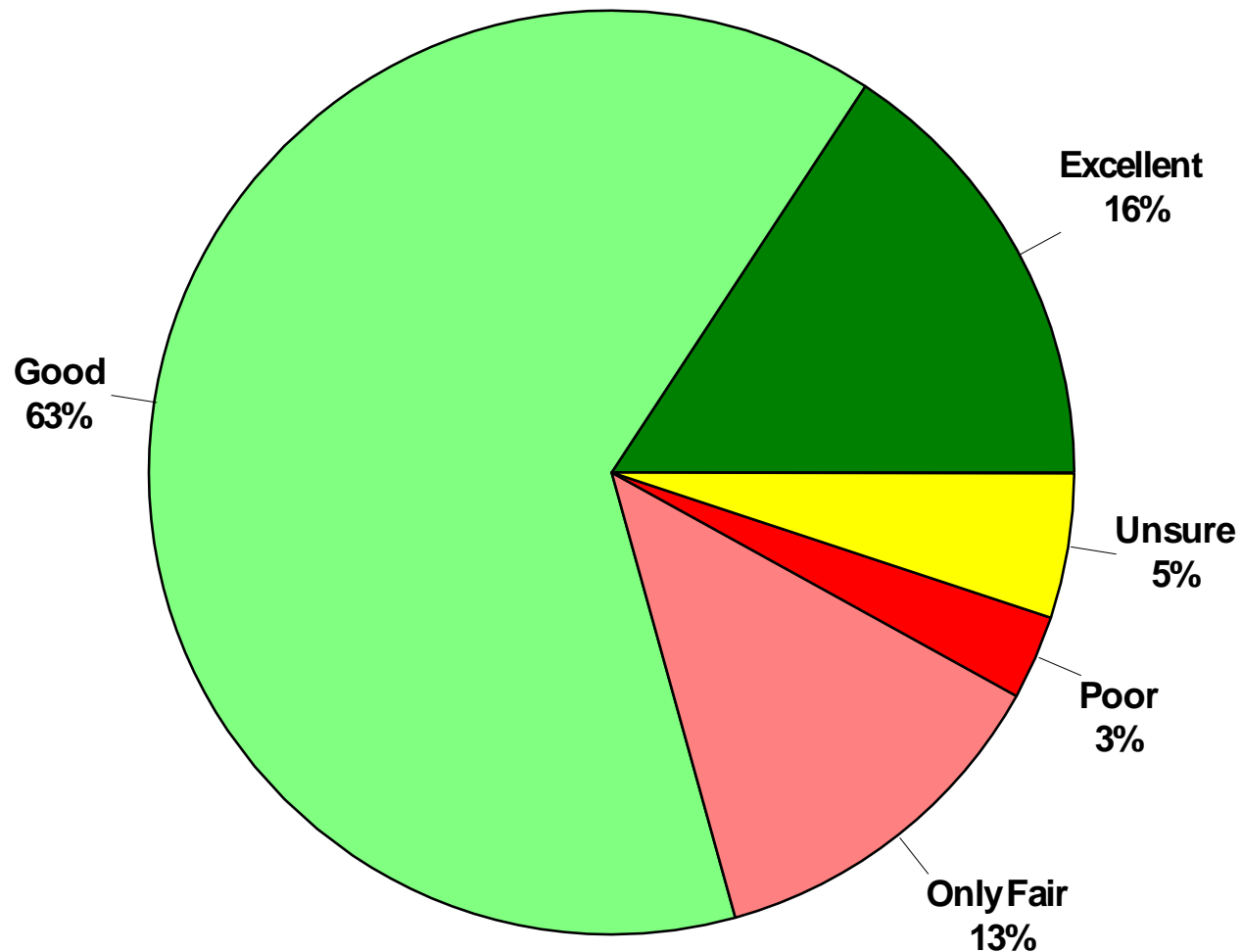
Idea of Improvements

2019 Stillwater Area School District Study



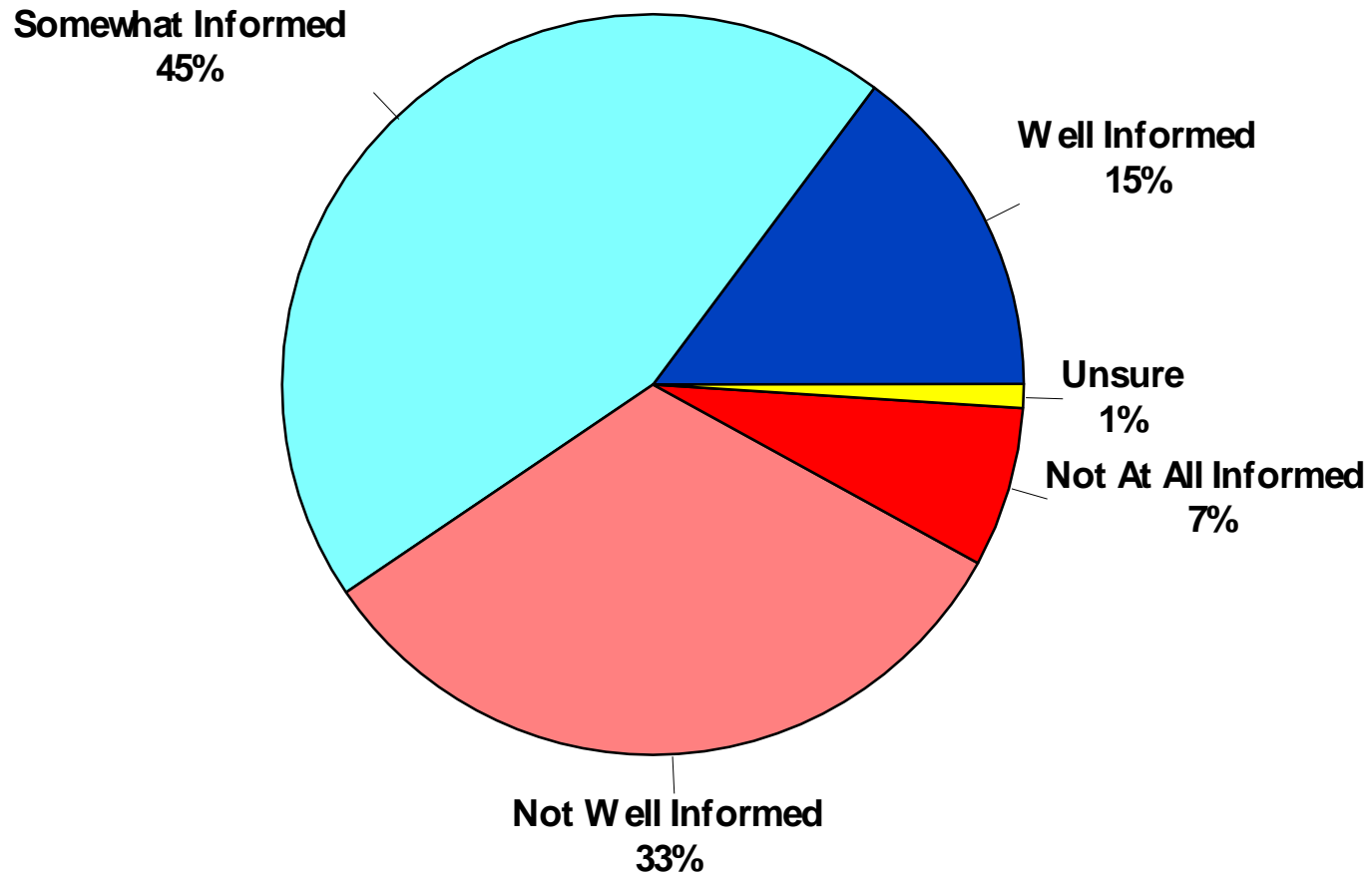
Overall Communication Rating

2019 Stillwater Area School District Study



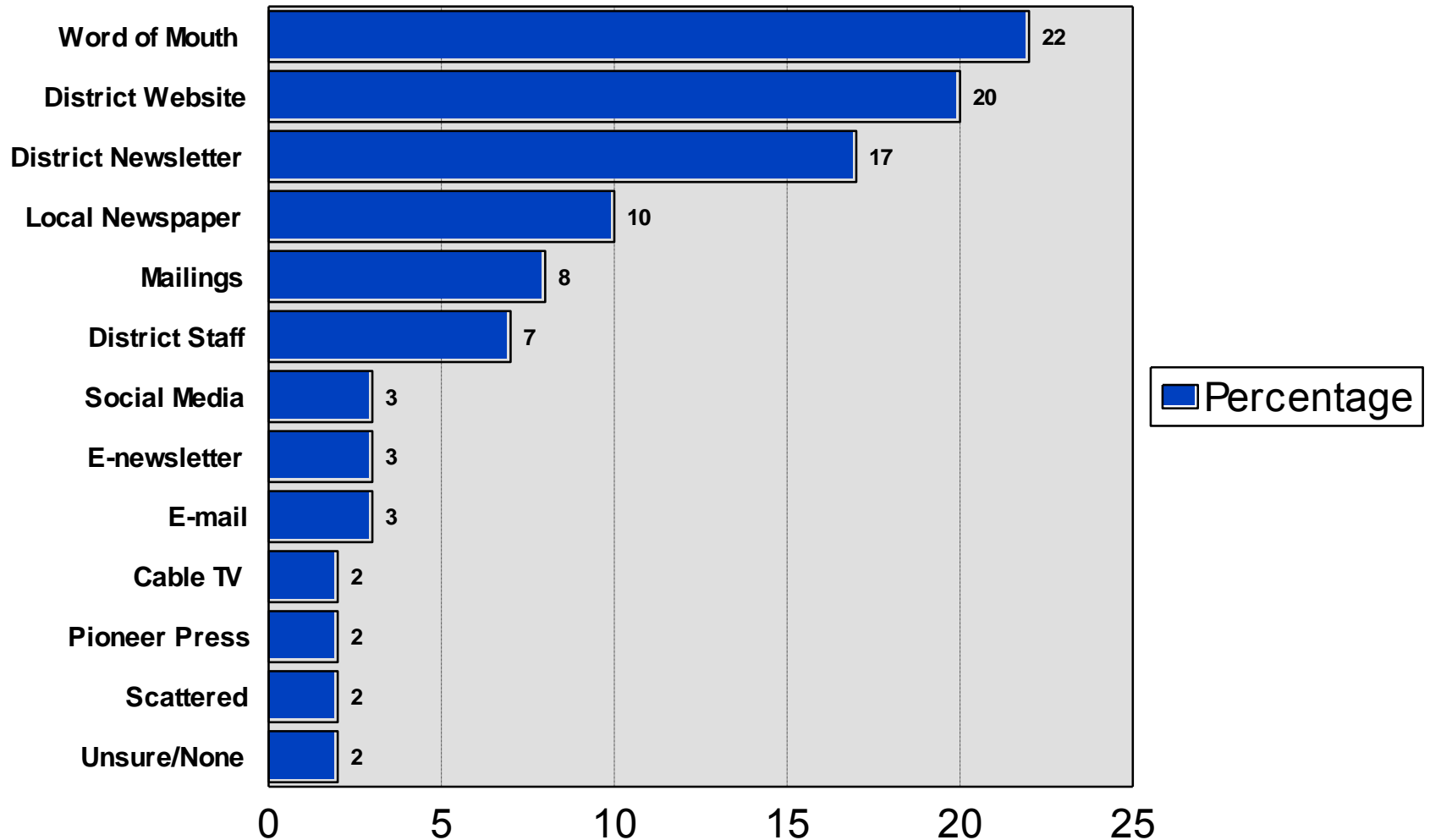
Informed of Board/Administration Decisions

2019 Stillwater Area School District Study



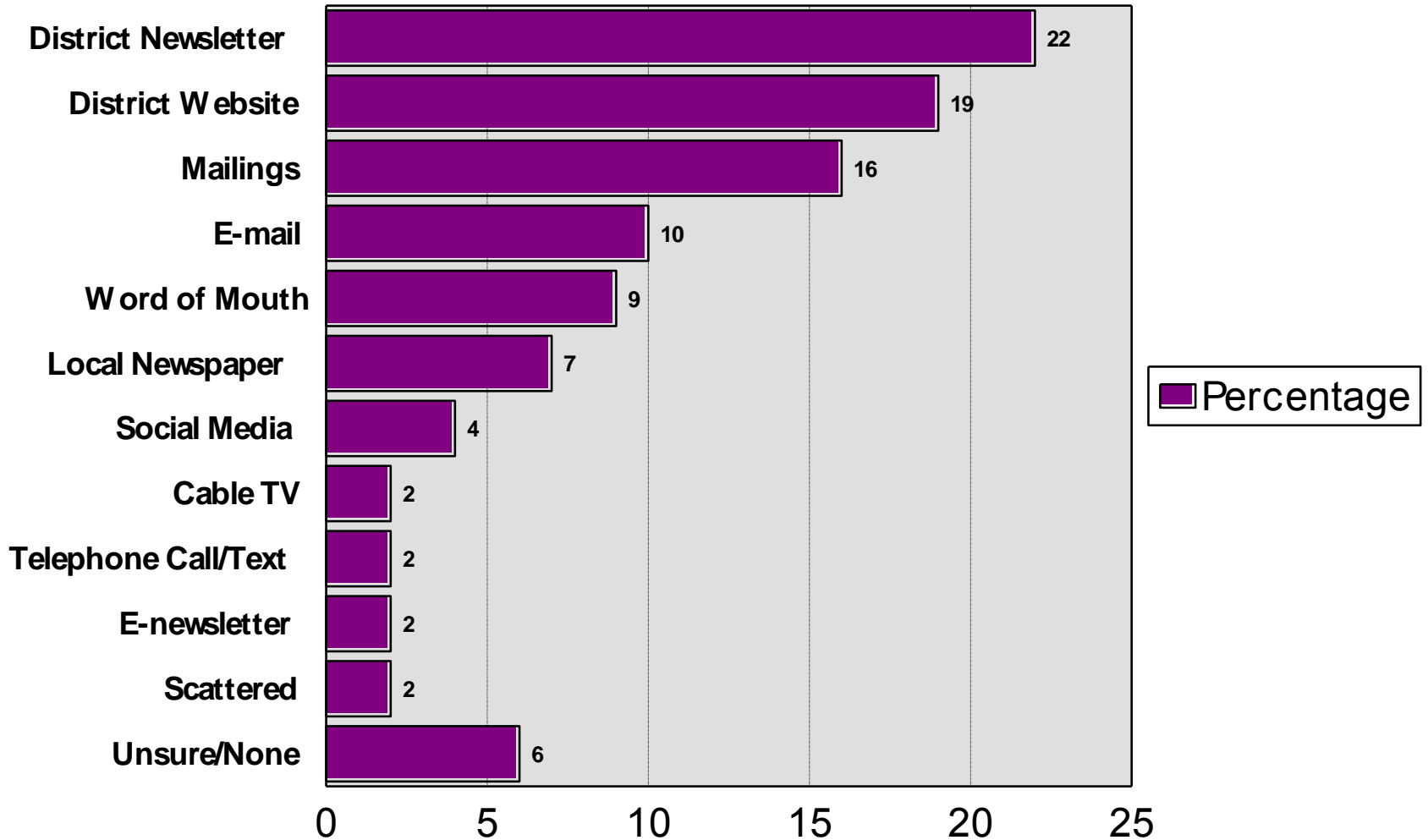
Primary Source of Information

2019 Stillwater Area School District Study



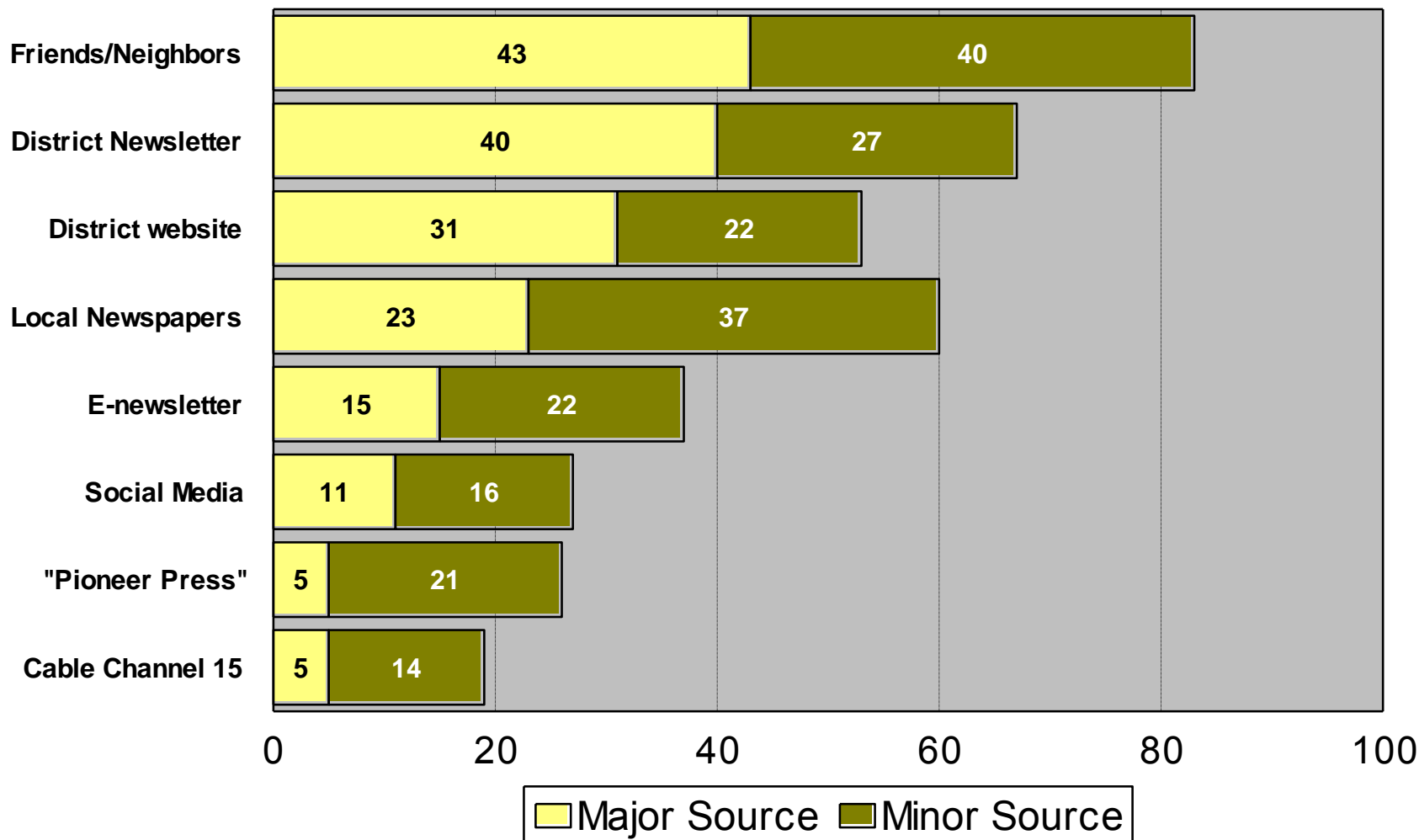
Prefer to Receive Information

2019 Stillwater Area School District Study



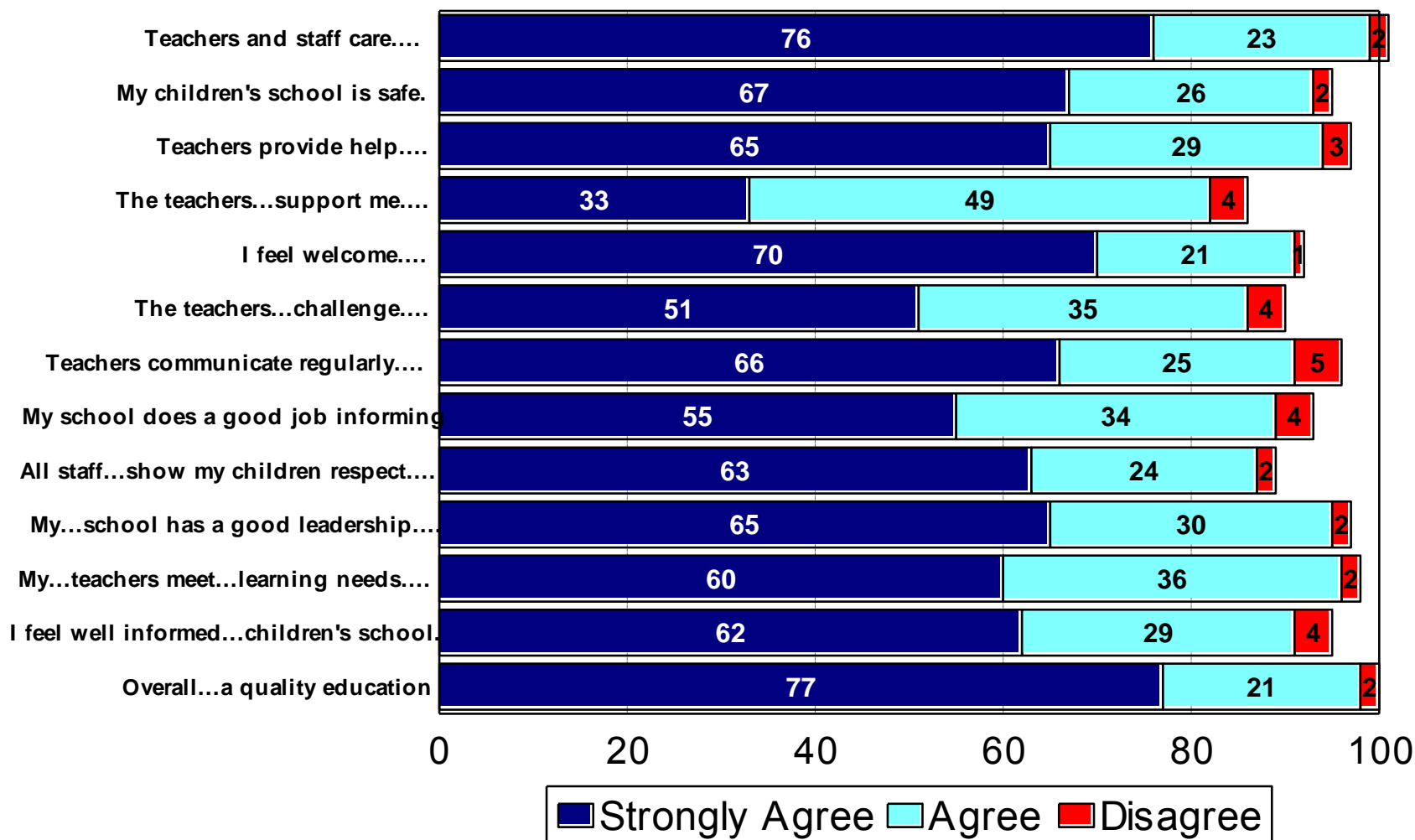
Information Sources

2019 Stillwater Area School District Study



Parent Perspectives

2019 Stillwater Area School District Study



Key Findings

2019 Stillwater Area School District Study

Positive:

- Strong endorsement of teachers, curriculum, programming and classroom education.
- The BOLD plan and closing schools are no longer the most serious issues facing the School District.
- Growing concern the District is not adequately funded.
- Perception that housing and student enrollment growth has increased and will continue to; while at the same time the District does not have enough space in areas experiencing the growth.
- Trust in the accuracy of demographic reports.
- Support for a property tax increase for all operating and bond items tested, except construction of a new school.

Negative:

- The overall School District atmospherics, such as quality of education and financial spending, are stagnant.
- Continued concern and growing uncertainty about the School Board and District Administration.
- Growing property tax hostility.



Agenda Item X. B.
Date Prepared: September 18, 2019
ISD 834 Board Meeting

Report for Information: Community Design Team
Meeting Date: September 26, 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 XI. A.
Date Prepared: September 19, 2019
ISD 834 Board Meeting

Action Item: Financial Statements FY2019
Meeting Date: September 26, 2019
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations
Action Timeline: September 26, 2019

Summary:

The purpose of this report is to present the audited financial statements for the year ending June 30, 2019.

Mr. Aaron Nielsen of the audit firm Malloy, Montague, Karnowski, Radosevich and Co. (MMKR) will present the financial statements for the year ending June 30, 2019.

A copy of the financial statements and audit report are available for review.

Recommendation:

A motion and a second to approve the Financial Report FY2019 is requested.

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

INDEPENDENT SCHOOL DISTRICT NO. 834 STILLWATER, MINNESOTA

Audit Report
Year Ended June 30, 2019

- **Opinion on Financial Statements**
 - District Audit
 - Student Activities Audit
- **Internal Controls and Compliance**
 - Financial Statement Audits
 - Federal “Single Audit”
 - State Laws and Regulations
 - Manual for Activity Fund Accounting

■ District Audit

- Unmodified Opinion on Basic Financial Statements
- Internal Control and Compliance Reports
 - 2019-001 Internal Control Over Compliance with Federal Procurement Requirements
 - 2019-002 Contracting and Bid Laws Compliance
 - 2019-003 Contracting and Quote Laws Compliance
 - 2019-004 Withholding Affidavit

■ Student Activity Audit

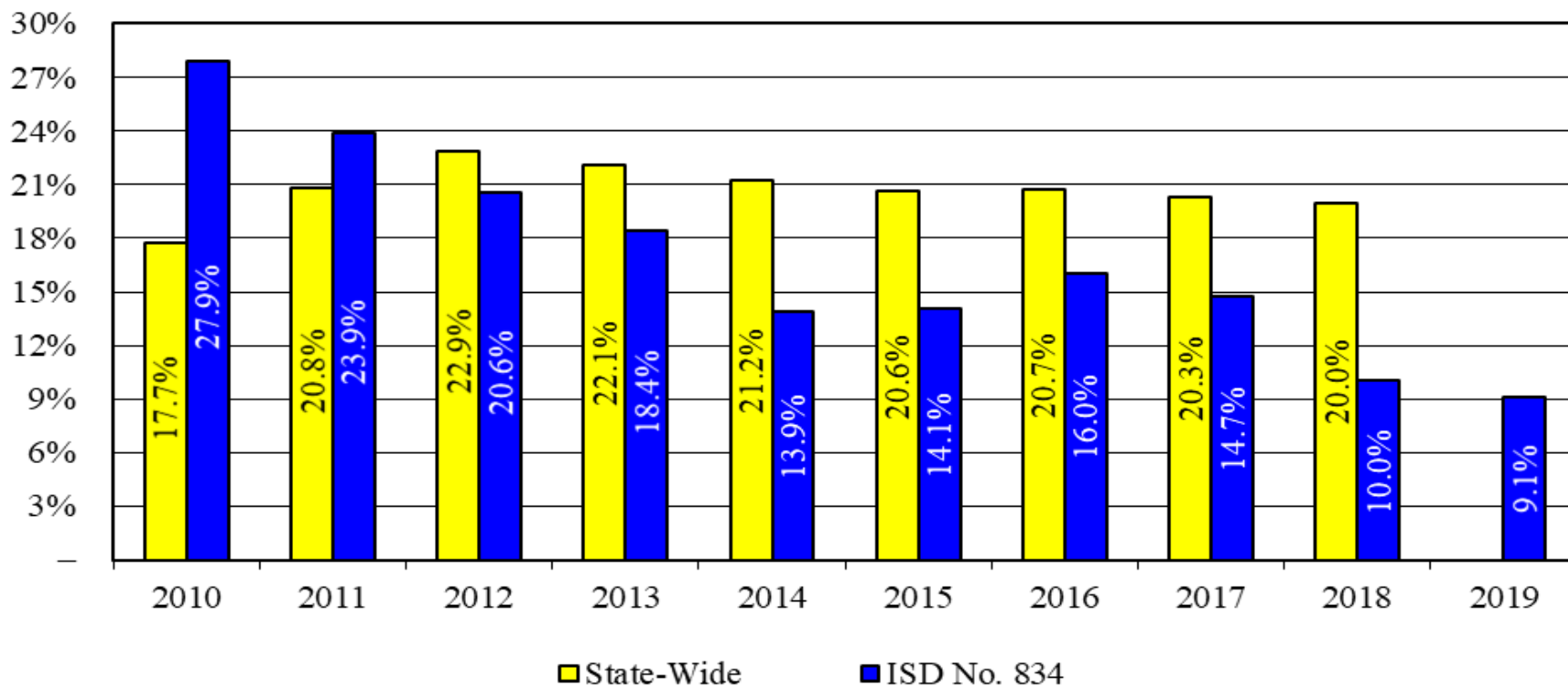
- Our opinion was qualified for a limitation related to the completeness of cash receipts reported. The reported cash balances and cash receipts and disbursements are fairly presented.
- Internal Control and Compliance Reports
 - 2019-001 The District reports student activities on a regulatory basis of accounting and internal controls are not sufficient to assure that all cash receipts have been recorded.
 - 2019-002 We reported 5 of 40 cash receipts were not deposited in a timely manner as defined by the *Manual for Activity Fund Accounting*.

GENERAL EDUCATION AID— BASIC FORMULA ALLOWANCE

<u>Fiscal Year Ended June 30,</u>	<u>Formula Allowance</u>	
	<u>Amount</u>	<u>Percent Increase</u>
2010	\$ 5,124	— %
2011	\$ 5,124	— %
2012	\$ 5,174	1.0 %
2013	\$ 5,224	1.0 %
2014	\$ 5,302	1.5 %
2015	\$ 5,831	2.0 %
2016	\$ 5,948	2.0 %
2017	\$ 6,067	2.0 %
2018	\$ 6,188	2.0 %
2019	\$ 6,312	2.0 %
2020	\$ 6,438	2.0 %
2021	\$ 6,567	2.0 %

STATE-WIDE FUND BALANCES

State-Wide Unrestricted Operating Fund Balance
 as a Percentage of Operating Expenditures



REVENUE PER ADM SERVED

Governmental Funds Revenue per Student (ADM) Served

	State-Wide		Seven-County Metro Area		ISD No. 834		
	2017	2018	2017	2018	2017	2018	2019
General Fund							
Property taxes	\$ 1,933	\$ 2,024	\$ 2,516	\$ 2,638	\$ 3,076	\$ 3,190	\$ 3,193
Other local sources	515	520	423	433	478	509	521
State	9,386	9,614	9,387	9,625	8,445	8,730	9,061
Federal	450	450	480	474	292	222	239
Total General Fund	12,284	12,608	12,806	13,170	12,291	12,651	13,014
Special revenue funds							
Food Service	561	559	557	554	476	514	524
Community Service	628	642	733	752	648	774	839
Debt Service Fund	1,119	1,128	1,118	1,120	536	577	615
Total revenue	<u>\$ 14,592</u>	<u>\$ 14,937</u>	<u>\$ 15,214</u>	<u>\$ 15,596</u>	<u>\$ 13,951</u>	<u>\$ 14,516</u>	<u>\$ 14,992</u>
ADM served per MDE School District Profiles Report (current year estimated)					<u>8,482</u>	<u>8,376</u>	<u>8,462</u>

Note: Excludes the Capital Projects – Building Construction and Post-Employment Benefits Debt Service Funds.

Source of state-wide and seven-county metro area data: School District Profiles Report published by the MDE

EXPENDITURES PER ADM SERVED

Governmental Funds Expenditures per Student (ADM) Served

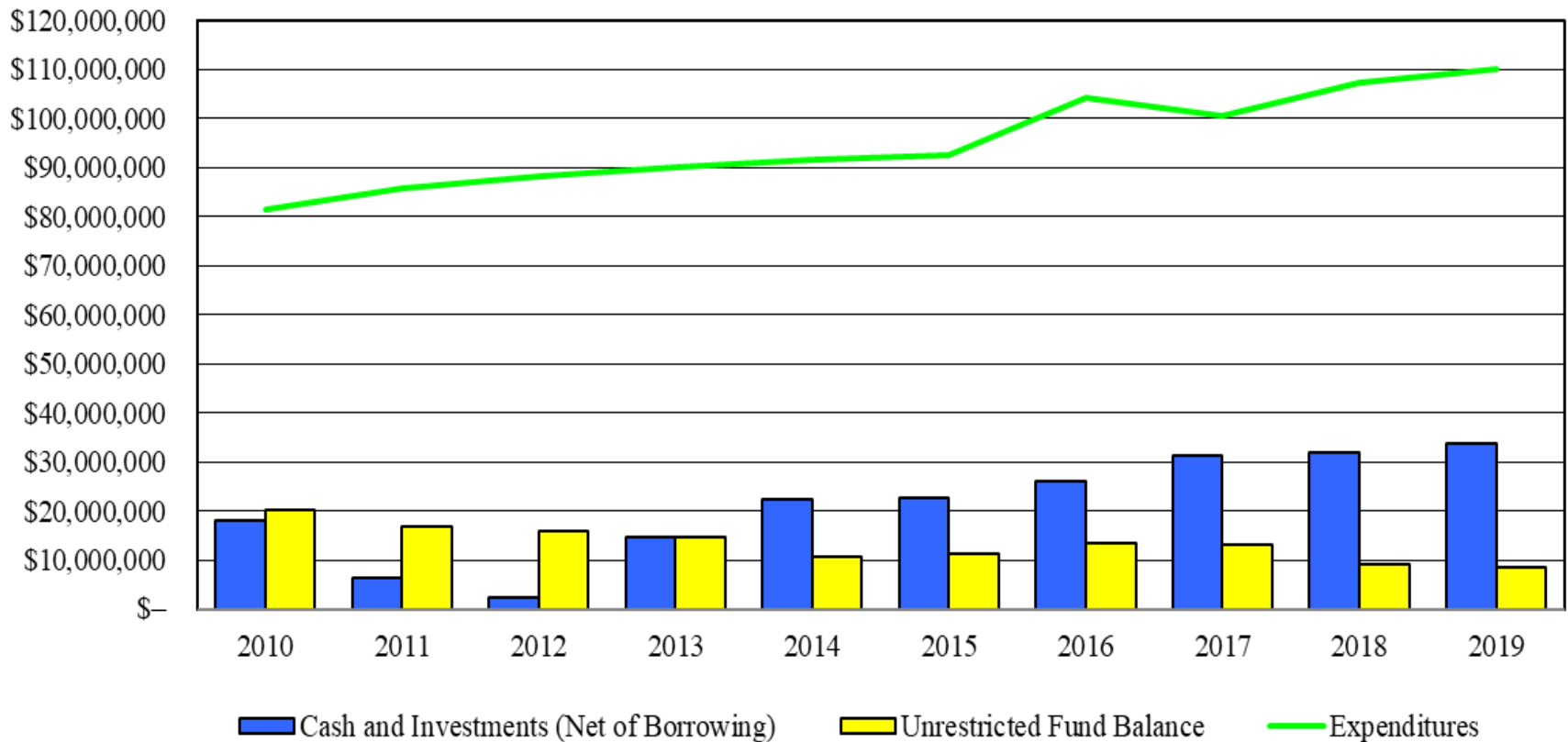
	State-Wide		Seven-County Metro Area		ISD No. 834		
	2017	2018	2017	2018	2017	2018	2019
General Fund							
Administration and district support	\$ 991	\$ 1,031	\$ 996	\$ 1,045	\$ 896	\$ 945	\$ 857
Elementary and secondary							
regular instruction	5,539	5,646	5,887	5,976	5,357	5,489	5,458
Vocational education instruction	166	170	153	154	139	169	162
Special education instruction	2,225	2,298	2,334	2,418	2,081	2,233	2,307
Community education	—	—	—	—	—	—	9
Instructional support services	660	658	765	748	825	855	855
Pupil support services	1,074	1,118	1,165	1,209	1,307	1,415	1,431
Sites, buildings, and other	906	936	870	896	1,088	1,408	1,375
Total General Fund – noncapital	11,561	11,857	12,170	12,446	11,693	12,514	12,454
General Fund capital expenditures	627	658	592	636	172	294	553
Total General Fund	12,188	12,515	12,762	13,082	11,865	12,808	13,007
Special revenue funds							
Food Service	550	553	545	545	468	481	473
Community Service	611	640	713	750	632	736	823
Debt Service Fund	1,359	1,308	1,323	1,230	1,180	585	579
Total expenditures	<u>\$ 14,708</u>	<u>\$ 15,016</u>	<u>\$ 15,343</u>	<u>\$ 15,607</u>	<u>\$ 14,145</u>	<u>\$ 14,610</u>	<u>\$ 14,882</u>
ADM served per MDE School District Profiles Report (current year estimated)					<u>8,482</u>	<u>8,376</u>	<u>8,462</u>

Note: Excludes the Capital Projects – Building Construction and Post-Employment Benefits Debt Service Funds.

Source of state-wide and seven-county metro area data: School District Profiles Report published by the MDE

GENERAL FUND FINANCIAL POSITION

General Fund Financial Position
 Year Ended June 30,



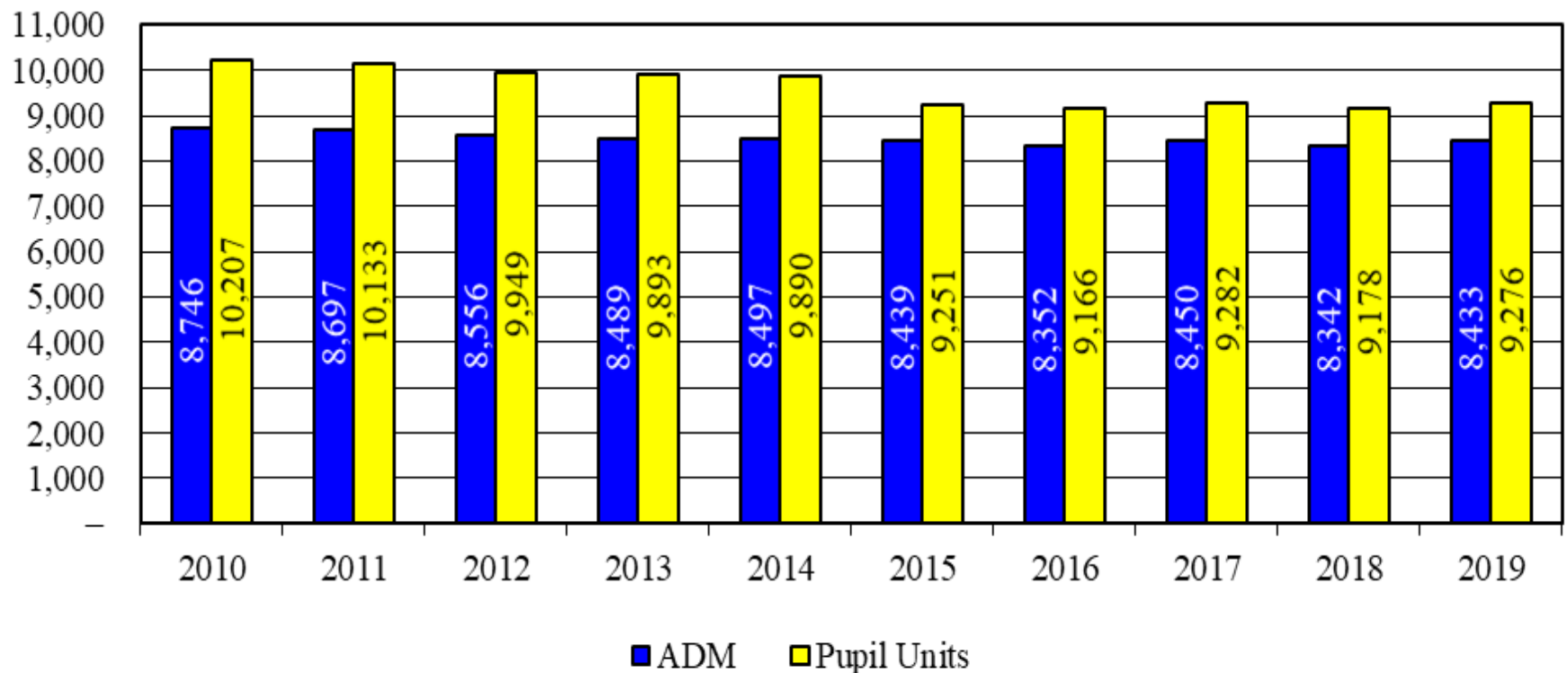
GENERAL FUND FINANCIAL POSITION

	June 30,				
	2015	2016	2017	2018	2019
Nonspendable fund balances	\$ 271,178	\$ 180,717	\$ 132,997	\$ 261,833	\$ 133,500
Restricted fund balances (1)	2,467,558	2,590,464	8,070,793	10,603,252	12,387,032
Unrestricted fund balances					
Committed	—	3,783,815	1,883,815	983,815	983,815
Assigned	2,125,946	1,851,841	3,351,587	3,974,155	1,416,490
Unassigned	9,137,032	7,753,286	7,852,065	4,215,589	6,078,702
 Total fund balance	 <u>\$ 14,001,714</u>	 <u>\$ 16,160,123</u>	 <u>\$ 21,291,257</u>	 <u>\$ 20,038,644</u>	 <u>\$ 20,999,539</u>
 Unrestricted fund balances as a percentage of expenditures	 <u>12.2%</u>	 <u>12.8%</u>	 <u>13.0%</u>	 <u>8.6%</u>	 <u>7.7%</u>
 Unassigned fund balances as a percentage of expenditures	 <u>9.9%</u>	 <u>7.4%</u>	 <u>7.8%</u>	 <u>3.9%</u>	 <u>5.5%</u>

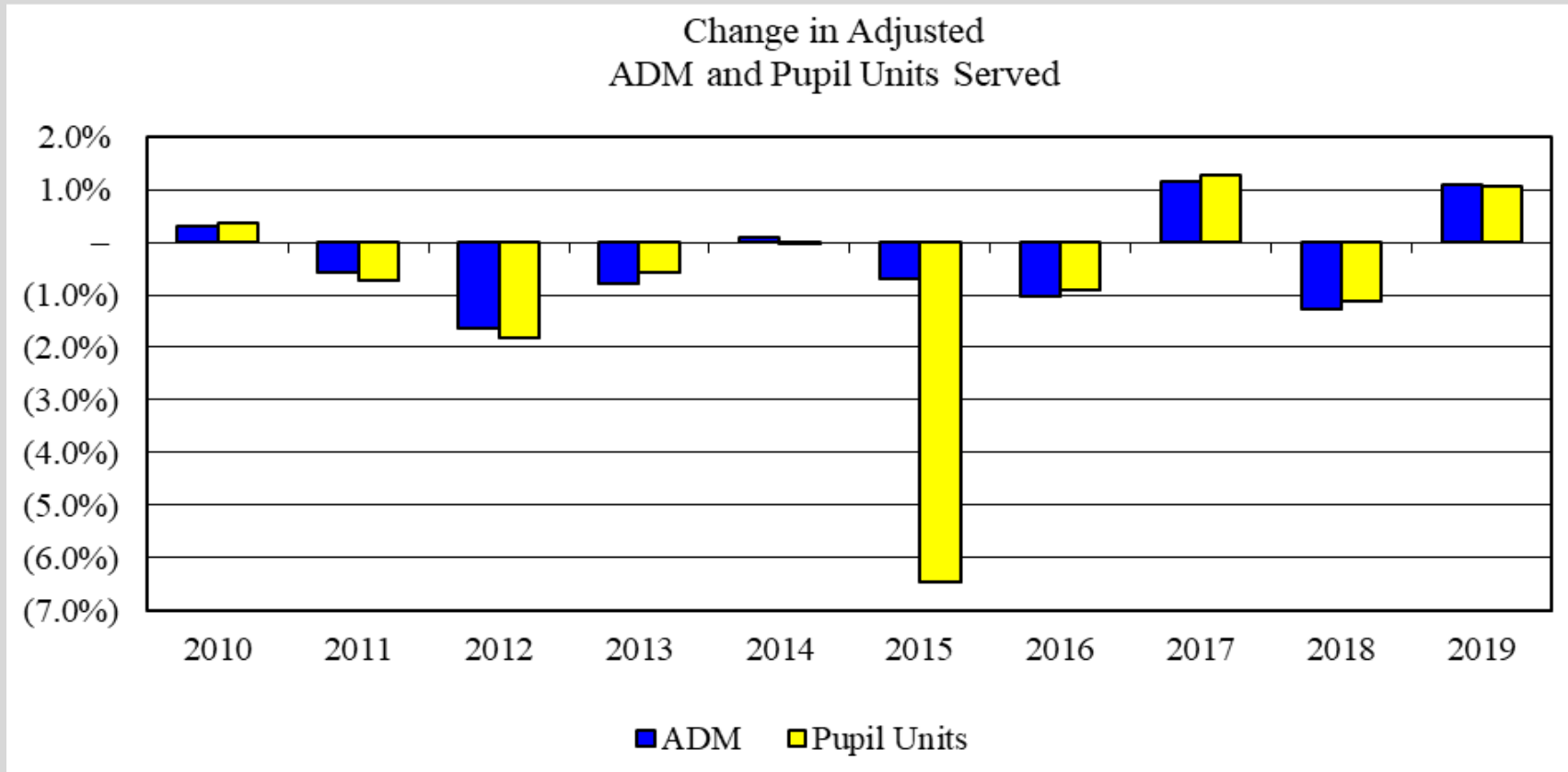
(1) Includes deficits in restricted fund balance accounts allowed to accumulate deficits under UFARS, which are part of unassigned fund balance on the accounting principles generally accepted in the United States of America-based financial statements.

ADJUSTED ADM AND PUPIL UNITS SERVED

Adjusted ADM and Pupil Units Served



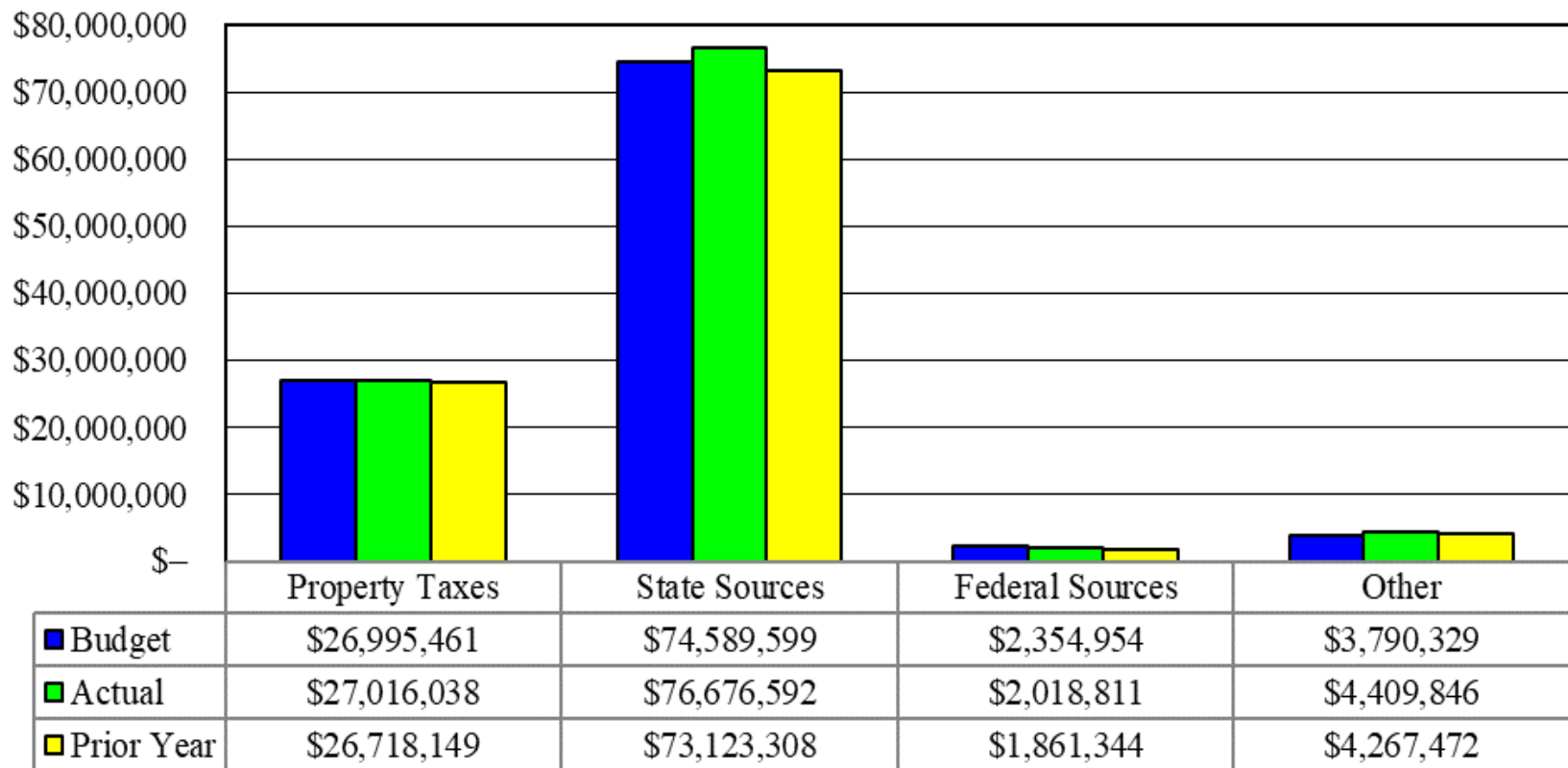
CHANGE IN STUDENTS SERVED



The change in pupil units for 2015 includes the effect of legislative reductions to pupil units.

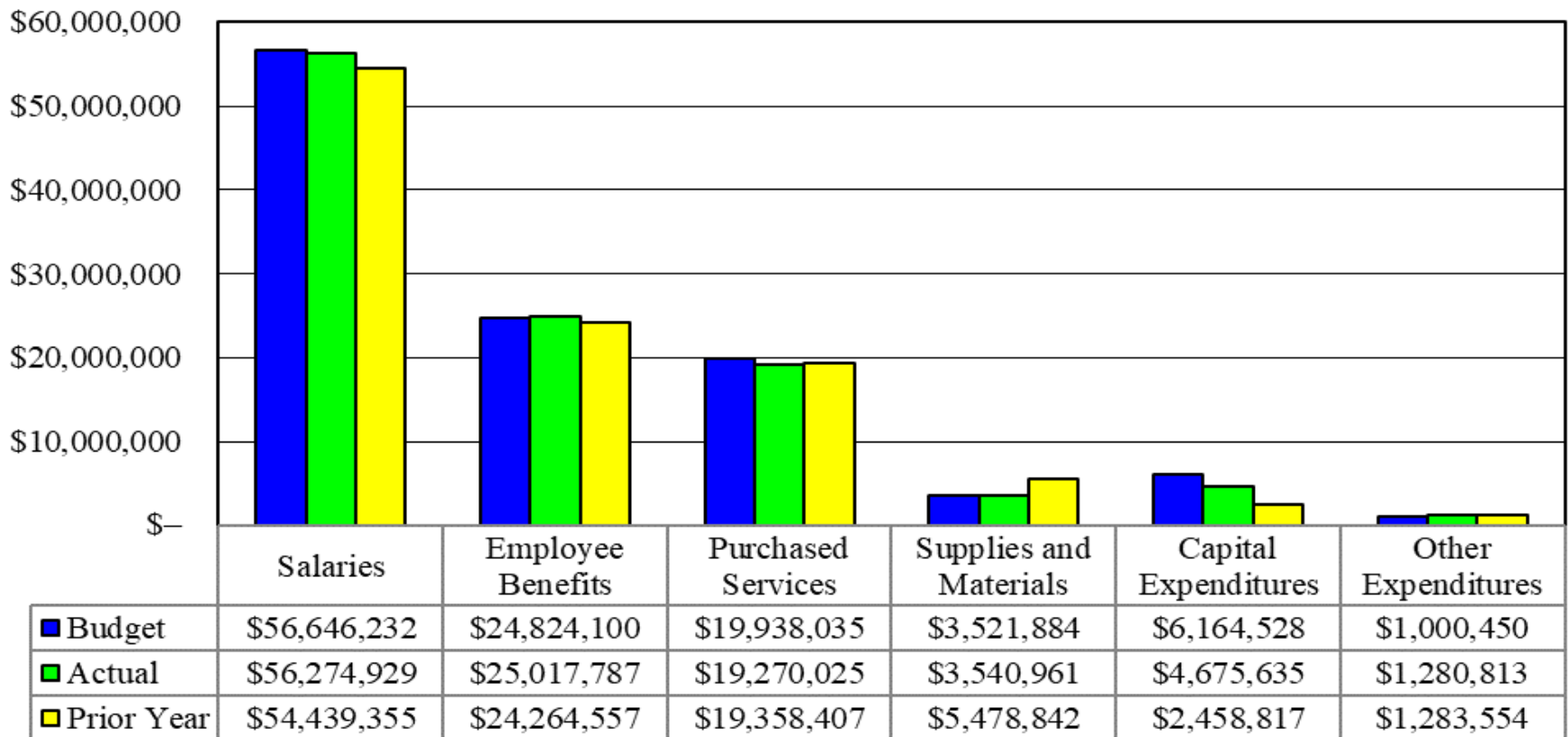
GENERAL FUND REVENUE

General Fund Revenue



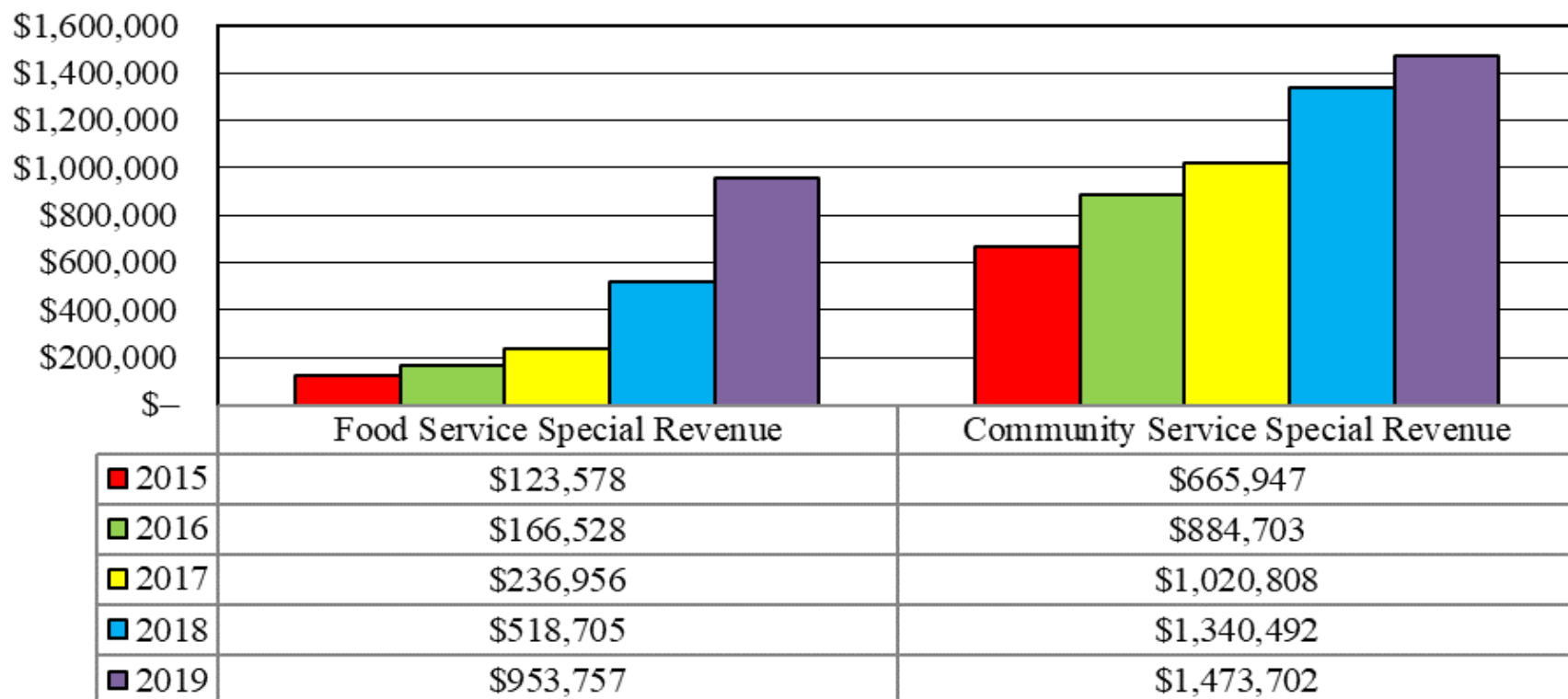
GENERAL FUND EXPENDITURES

General Fund Expenditures



OTHER GOVERNMENTAL FUNDS

Other Operating Funds
Total Fund Balances



INTERNAL SERVICE FUNDS

	June 30,		
	2017	2018	2019
Operating revenue			
Charges for services	\$ 15,394,761	\$ 16,419,543	\$ 16,856,625
Operating expenses			
Health benefit claims and fees	15,931,096	15,370,438	15,019,522
Dental benefit claims and fees	919,581	949,384	1,003,844
Total operating expenses	<u>16,850,677</u>	<u>16,319,822</u>	<u>16,023,366</u>
Operating income (loss)	(1,455,916)	99,721	833,259
Nonoperating revenue			
Investment earnings	<u>6,255</u>	<u>4,963</u>	<u>5,919</u>
Change in net position	(1,449,661)	104,684	839,178
Net position			
Beginning of year	<u>3,940,420</u>	<u>2,490,759</u>	<u>2,595,443</u>
End of year	<u>\$ 2,490,759</u>	<u>\$ 2,595,443</u>	<u>\$ 3,434,621</u>



DISTRICT-WIDE STATEMENT OF NET POSITION

	June 30,		
	2019	2018	Change
Net position – governmental activities			
Total fund balances – governmental funds	\$ 30,731,931	\$ 33,900,410	\$ (3,168,479)
Total capital assets, net of depreciation	162,583,047	160,869,826	1,713,221
Bonds and certificates of participation including premium/discount	(107,996,286)	(114,813,598)	6,817,312
PERA and TRA pension adjustments	(80,362,286)	(102,121,590)	21,759,304
OPEB adjustments	(12,414,770)	(11,963,315)	(451,455)
Other adjustments	1,288,082	209,830	1,078,252
Total net position – governmental activities	<u>\$ (6,170,282)</u>	<u>\$ (33,918,437)</u>	<u>\$ 27,748,155</u>
Net position			
Net investment in capital assets	\$ 58,929,681	\$ 60,554,744	\$ (1,625,063)
Restricted	16,107,066	13,123,335	2,983,731
Unrestricted	(81,207,029)	(107,596,516)	26,389,487
Total net position	<u>\$ (6,170,282)</u>	<u>\$ (33,918,437)</u>	<u>\$ 27,748,155</u>



Agenda Item XI. B.
Date Prepared: September 19, 2019
ISD 834 Board Meeting

Action Item: Fund Expansion of Brookview Elementary School through Certificate of Participation
Meeting Date: September 26, 2019
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations
Action Timeline: September 26, 2019

Summary:

At the November 8, 2018 board business meeting, administration recommended the school board approve an expansion of up to eight classrooms at Brookview Elementary at a cost of approximately 5.5 million (total cost and taxpayer impact will be lessened by utilizing proceeds from sale of district properties). The expansion would provide space to address new housing development in the area, which is occurring faster than originally planned by city officials.

At the March 21, 2019 board business meeting, funding options for the expansion of Brookview Elementary School was presented. There was an amended motion to postpone until the completion of the long range facilities group recommendation. Vote: 4-3.

Recent data confirms a substantial increase in our tax base with relevant implications for this project. Matt Rantapaa from R. W. Baird will present estimated tax impact associated with expanding Brookview Elementary.

Administration recommends funding the expansion of Brookview through Certificate of Participation.

A copy of the presentation is available for review.

Recommendation:

A motion and a second to approve the funding expansion of Brookview Elementary School through Certificate of Participation will be requested.

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

ISD 834, Stillwater Area Public Schools



Preliminary Pay 2020 Levy Discussion

School Board Meeting
September 26, 2019



Presented by Matt Rantapaa, Senior VP, R.W. Baird & Co.

History of School Portion of Property Taxes

Homestead Residential Property						
Taxes Payable Year	Est. Mkt. Value	2015	2016	2017	2018	2019
School Portion of Property Taxes	\$300,000	\$1,212.03	\$1,193.71	\$1,176.05	\$1,128.85	\$1,115.00
	\$500,000	\$2,055.96	\$2,023.25	\$1,994.75	\$1,914.30	\$1,889.69

Commercial/Industrial Property						
Taxes Payable Year	Est. Mkt. Value	2015	2016	2017	2018	2019
School Portion of Property Taxes	\$1,000,000	\$6,065.91	\$5,882.67	\$5,875.55	\$5,618.53	\$5,485.22
	\$5,000,000	\$30,963.27	\$30,008.80	\$29,989.44	\$28,673.15	\$27,979.34

Preliminary Pay 2020 Levy Information

**Last year's
certified
levy**

This year's preliminary spread levy
(summarized on page 32 of the pay 2020 Levy Limitation Report)

Potential Difference



	Pay 2019 - Fiscal Year 2020			Pay 2020 - Fiscal Year 2021			SPREAD LEVY DIFFERENCE BY FUND	
	FINAL LEVY BY FUND			TNT LEVY BY FUND				
	Fiscal	Disparity Offset	Spread Levy	Fiscal	Disparity Offset	Spread Levy	Dollar Difference	% Difference
	Final Levy	/ Other		Proposed	/ Other			
	Adjustments			Adjustments				
GENERAL FUND (FUND 01)	28,964,542.00	(1,960,146.00)	27,004,396.00	26,949,251.02	(2,045,049.20)	24,904,201.82	(2,100,194.18)	-25.00%
COMMUNITY SERVICE FUND (FUND 04)	940,577.00	(66,628.00)	873,949.00	964,995.14	(77,811.63)	887,183.51	13,234.51	1.51%
DEBT SERVICE FUND (FUND 07)	9,940,887.00	(704,187.00)	9,236,700.00	10,332,401.91	(833,145.17)	9,499,256.74	262,556.74	6.59%
TOTAL SPREAD LEVY	39,846,006.00	(2,730,961.00)	37,115,045.00	38,246,648.07	(2,956,006.00)	35,290,642.07	(1,824,402.93)	-16.89%

	Pay 2019 - Fiscal Year 2020			Pay 2020 - Fiscal Year 2021			SPREAD LEVY DIFFERENCE BY FUND	
	FINAL LEVY BY FUND			TNT LEVY BY FUND				
	Fiscal	Disparity Offset	Spread Levy	Fiscal	Disparity Offset	Spread Levy	Dollar Difference	% Difference
	Final Levy	/ Other		Proposed	/ Other			
	Adjustments			Adjustments				
GENERAL FUND (FUND 01)	28,964,542.00	(1,960,146.00)	27,004,396.00	26,949,251.02	(2,045,049.20)	25,380,446.32	(1,623,949.68)	-19.37%
COMMUNITY SERVICE FUND (FUND 04)	940,577.00	(66,628.00)	873,949.00	964,995.14	(77,811.63)	887,183.51	13,234.51	1.51%
DEBT SERVICE FUND (FUND 07)	9,940,887.00	(704,187.00)	9,236,700.00	10,332,401.91	(833,145.17)	9,499,256.74	262,556.74	6.59%
TOTAL SPREAD LEVY	39,846,006.00	(2,730,961.00)	37,115,045.00	38,246,648.07	(2,956,006.00)	35,766,886.57	(1,348,158.43)	-11.26%

Preliminary Pay 2020 Levy – What are the tax implications of Levy without COPs?

	Taxes Payable 2019	Est. Taxes Payable 2020
RMV - Referendum Market Value	9,583,871,800	10,496,569,000
NTC - Net Tax Capacity	100,686,624	110,485,156
RMV - Referendum Market Value % Change	6.12%	9.52%
NTC - Net Tax Capacity % Change	5.84%	9.73%



**New construction
accounts for 1.97% of
tax base growth in pay
2020**

Property Type	Pay 2019 Estimated Market Value	Pay 2020 Estimated Market Value	Taxes Payable 2019	Est. Taxes Payable 2020	Difference Final Pay 2019 vs. Prelim Pay 2020	Percentage Change
	250,000	250,000	917.73	798.03	(119.70)	-13.04%
	275,000	275,000	1,016.27	883.44	(132.84)	-13.07%
	300,000	300,000	1,115.00	968.99	(146.01)	-13.09%
	325,000	325,000	1,213.54	1,054.40	(159.14)	-13.11%
	350,000	350,000	1,312.27	1,139.96	(172.31)	-13.13%
	500,000	500,000	1,889.69	1,640.94	(248.75)	-13.16%
	750,000	750,000	2,949.79	2,556.79	(393.00)	-13.32%
	1,000,000	1,000,000	5,485.22	4,693.56	(791.66)	-14.43%
	5,000,000	5,000,000	27,979.34	23,925.64	(4,053.70)	-14.49%
	10,000,000	10,000,000	56,096.99	47,965.74	(8,131.25)	-14.49%

Preliminary Pay 2020 Levy – What are the tax implications of Levy WITH COPs?

	Taxes Payable 2019	Est. Taxes Payable 2020
RMV - Referendum Market Value	9,583,871,800	10,496,569,000
NTC - Net Tax Capacity	100,686,624	110,485,156
RMV - Referendum Market Value % Change	6.12%	9.52%
NTC - Net Tax Capacity % Change	5.84%	9.73%

**New construction
accounts for 1.97% of
tax base growth in pay
2020**

Property Type	Pay 2019 Estimated Market Value	Pay 2020 Estimated Market Value	Taxes Payable 2019	Est. Taxes Payable 2020	Difference Final Pay 2019 vs. Prelim Pay 2020	Percentage Change
	250,000	250,000	917.73	808.17	(109.56)	-11.94%
	275,000	275,000	1,016.27	894.75	(121.52)	-11.96%
	300,000	300,000	1,115.00	981.48	(133.52)	-11.97%
	325,000	325,000	1,213.54	1,068.06	(145.48)	-11.99%
	350,000	350,000	1,312.27	1,154.79	(157.47)	-12.00%
	500,000	500,000	1,889.69	1,662.49	(227.20)	-12.02%
	750,000	750,000	2,949.79	2,591.81	(357.98)	-12.14%
	1,000,000	1,000,000	5,485.22	4,776.53	(708.69)	-12.92%
	5,000,000	5,000,000	27,979.34	24,353.41	(3,625.93)	-12.96%
	10,000,000	10,000,000	56,096.99	48,824.51	(7,272.48)	-12.96%



Questions?

BAIRD DISCLOSURE

Robert W. Baird & Co. Incorporated ("Baird") is very interested in serving either as financial advisor to the Issuer and/or Obligor or as underwriter (or placement agent) for the proposed issuance(s). However, Baird is unable to serve in both capacities. Under MSRB Rule G-23, if Baird is hired as financial advisor, Baird may not be able to serve as underwriter or placement agent for the securities to be offered and sold in the proposed issuance(s). The Issuer and/or Obligor will need to determine the Baird's role for the securities to be offered and sold in the proposed issuance(s).

If Baird is hired as financial advisor in connection with the proposed issuance(s), Baird will provide financial advisory and consultant services with respect to the issuance(s), including advice, recommendations and other assistance regarding the structure, timing, terms and other similar matters concerning such issuance(s). As financial advisor, Baird will serve as a fiduciary and act solely in the best interests of the Issuer and/or Obligor. Baird's fiduciary duties include the duty of care and the duty of loyalty. Baird is registered as a municipal advisor with the SEC and MSRB.

If Baird is hired as underwriter (or placement agent), Baird's primary role will be to purchase as principal, or arrange for the placement of the securities in a commercial arm's length transaction with the Issuer and/or Obligor, and may have financial and other interests that differ from those of the Issuer and/or Obligor. In its capacity as underwriter (or placement agent) and not as financial advisor, Baird may provide incidental financial advisory services at the request of the Issuer and/or Obligor, including advice regarding the structure, timing, terms and other similar matters concerning the issuance. However, Baird would be providing such services in its capacity as an underwriter (or placement agent) and not as a municipal advisor or financial advisor. Baird does not assume any financial advisory or fiduciary responsibilities with respect to the Issuer and/or Obligor when it acts as underwriter (or placement agent).

MSRB Rule G-17 requires an underwriter (or placement agent) to deal fairly at all times with both municipal issuers and investors. An underwriter (or placement agent) has a duty to purchase or to facilitate the purchase of securities from an issuer at a fair and reasonable price but must balance that duty with its duty to sell securities to investors at prices that are fair and reasonable. Unlike a municipal advisor or financial advisor, an underwriter (or placement agent) does not have a fiduciary duty to the issuer under the federal securities laws and is, therefore, not required by federal law to act in the best interests of the issuer without regard to its own financial or other interests. An underwriter has a duty to purchase securities from the issuer at a fair and reasonable price but must balance that duty with its duty to sell securities to investors at prices that are fair and reasonable. An underwriter will review the official statement for the securities in accordance with, and as part of, its responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of the transaction.

As underwriter (or placement agent), Baird's compensation will be in the form of an underwriting (placement agent) fee and/or an underwriting discount that will be set forth in the bond purchase (placement) agreement to be negotiated and entered into in connection with the proposed issuance(s). Payment or receipt of such compensation will be based, in whole or in part, on a percentage of the principal or par amount of the securities being offered. While this form of compensation is customary in the municipal securities market, it presents a conflict of interest since the underwriter (or placement agent) may have an incentive to recommend to the issuer and/or obligor a transaction that is unnecessary or to recommend that the size of the transaction be larger than is necessary.



Agenda Item: Adopt Preliminary Proposed Property Tax Levy 2019 Payable 2020
Meeting Date: September 26, 2019
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

Background

State law requires that the School Board adopt a proposed property tax levy for taxes payable in 2020 by September 30, 2019. This is the first step in the setting of property tax levies for next year. Other steps in the process are outlined below. This is very similar to the timeline that has been followed in previous years.

The amount adopted by the district for preliminary 2019 payable 2020 provides revenue for the 2020-21 school year and is limited by state statute and voter approved referendum. This differs from the county and city calendar in that the 2020 levy provides the revenue for their 2020 calendar year budget.

The school board may adopt a preliminary levy based on September estimates, or may adopt a preliminary levy that states "Maximum Levy". If the board adopts a "Maximum Levy", then Minnesota Department of Education adjustments may be made subsequent to the action by the Board. If a dollar amount is adopted in September, adjustments that would increase the levy are not allowed. Historically, the "Maximum" has been adopted in September as an assurance that final corrections or adjustments would be included for Board of Education consideration prior to certifying the final levy in December.

- | | |
|------------------------|--|
| September 26 | At the board business meeting in which the proposed levy is adopted, District 834 is required to announce the meeting date, time and location of the subsequent meeting in which public testimony will be allowed and the final levy and budget will be discussed. The time and place of those meetings must be included in the proceedings or summary of proceedings published in the official newspaper per MS 275.065 |
| September 30 | District 834 must provide Washington County with information by this date so that the meeting time and location may be included on the parcel specific notices which are mailed by the County in November. |
| November 10-24 | Washington County will mail estimated property tax statements, typically called "truth-in-taxation notices" to all taxpayers. These notices will show the estimated payable 2020 along with the actual 2019 property taxes on each individual parcel of property, based on a combination of proposed levies adopted by the school district, county, cities, and other taxing jurisdictions. |
| November /
December | The public must be allowed to speak at the budget and levy meeting. This meeting must occur after November 24 and must not be held before 6:00 p.m. The district may adopt the final levy at this same meeting. The final property tax levy must be adopted by the school board no later than five working days after December 20, 2018. The district must certify to the county auditor on or before five working days after December 20. |
| December 12 | At 6:00 p.m. District 834 will begin its regularly scheduled business meeting at which the budget and levy will be discussed and the public allowed to speak. Information will be presented explaining the district's proposed levy and its estimated impact on taxpayers. Citizens will be given an opportunity to address the School Board, ask questions, and make suggestions. |



The School Board will take action to certify the amount of the final levy at the meeting on December 12. The final certified levy may not be greater than the proposed levy (except for additional amounts approved by voters in a referendum election or for corrections made by the Department of Education), but it may be less than the proposed levy.

January 7 The District must notify the Minnesota Department of Education of the final certified levies by this date.

As the above timeline shows, the action that the School Board takes now is not the final action on the payable 2020 levies. However, it is an important action for two reasons. First, the final levy that the School Board certifies in December may not be greater than the proposed levy approved now (except for additions or corrections made by the Department of Education or by district voters through an election on referendum authority). Second, the amount of the proposed levy will be used by the County to calculate the truth-in-taxation notices that will be sent to taxpayers.

The maximum amounts the district can levy in various categories are specified in state law. These levy limitations are calculated for the district in detailed worksheets from the Minnesota Department of Education (MDE). We received the MDE worksheets commencing September 7 and have been receiving updates ongoing through mid-September. We have been verifying data as it has become available.

The total levy is made up of many separate components in three funds (General, Community Service and Debt Service). The District is also allowed (or in some cases, required) to make a number of adjustments to levies certified in earlier years. Most of these adjustments are made either to correct for levies certified in earlier years based on estimated data or to compensate for legislative changes in funding formulas. A separate set of adjustments is allowed to make up for abatements of prior years' taxes (i.e., reductions in taxes on individual parcels of property that were approved after levies were set).

The 2019 (Payable 2020) property tax levy provides revenue primarily for the 2020-21 school year. For most of the categories there is a corresponding category of state aid. Thus, the amount that is levied will affect both the property tax and state aid revenue for 2020-21.

The worksheet on page 6 compares the actual levies certified in 2018 to the preliminary levy limitations for 2019 (Payable 2020).

Changes in Levy Amounts. Following is a summary of the levy categories and some of the factors that have caused changes in the levy amounts.

- **Operating Referendum.** Beginning with the 2014-15 school year, voters approved an eight year operating referendum of \$1,536.47 per pupil, subject to an annual rate of inflation. For fiscal year 2021, this amount is \$1,288.73. Local Optional Revenue and Board Approved Authority offset the voter approved referendum allowance.
- **Equity Revenue Levy.** Beginning with Payable 2004, equity revenue is split between state aid and levy. The equity revenue levy is spread on the Referendum Market Value (RMV) and is equalized at the same rate as tier two referendum levy. District 834 does not qualify for equalization due to market value. The total equity levy revenue is \$911,975.30.
- **Local Optional Revenue Levy.** Beginning with the 2014-15 school year, metro districts received \$424 per adjusted pupil unit of revenue. Legislatively in 2014, there was a name change from Location Equity to Local Optional revenue. 2019 legislation created a transfer of \$300/PU of referendum revenue to LOR; thus eliminating the board-approved referendum. This offsets to our original voter approved referendum allowance in the amount of \$6,726,705.41.



- **Transition Revenue Levy.** Beginning with the 2003-04 school year, districts received transition revenue to hold them harmless from formula changes as a result of the 2003 legislation. For 2003-04 the transition revenue was comprised of all state aid. Beginning with Payable 2004, transition revenue is split between state aid and local levy. The transition levy is spread on RMV and is equalized at the same rate as tier two referendum levy which District 834 no longer qualifies. The total transition revenue is \$28,752.39 and is all local levy.
- **1st Tier Board Approved Referendum Levy.** Beginning with the 2014-2015 school year, school boards were allowed to convert up to \$300/APU of existing authority from voter-approved to board-approved. Districts with less than \$300/APU of referendum authority were permitted to authorize additional new referendum revenue up to the difference between \$300 per APU and the district's existing referendum authority. 2019 legislation created a transfer of \$300/PU of referendum revenue to LOR; thus eliminating the board-approved referendum.
- **Operating Capital Levy.** Beginning with Payable 2004, operating capital was split between state aid and levy. The portion of the operating capital (approximately 50 percent) that is on the local levy is spread on the adjusted net tax capacity. Total operating capital is estimated to be \$2.095 million with \$1,050,850.95 as levy and \$1,044,256.43 as state aid.
- **Achievement and Integration Levy.** Establishes a program to promote diversity, racial and economic integration, and increase academic achievement. The program requires at least 80% of a district's revenue to be used for innovative and integrated learning environments. The amount for Payable 2020 is \$315,639.44.
- **Reemployment Insurance Levy.** This calculation fluctuates each year. It represents differences in what is projected for reemployment insurance and the actual costs from the year prior. The estimated amount is \$38,147.00 for 2020-21.
- **Safe Schools Levy.** The Safe Schools Levy provides \$36 per pupil unit. The total for Payable 2020 is \$337,161.60. These funds can be used for: 1) Police liaison officers, 2) Drug abuse prevention programs, 3) Gang resistance education programs, 4) Costs for security in the schools or on school property, and/or 5) Costs associated for other crime prevention, drug abuse, student and staff safety and violence prevention measures.

The 2007 Legislature provided school districts authority to levy funds for local intermediates under the Safe Schools Levy guidelines. Correspondingly on the levy worksheet is a category titled Safe Schools Levy – Intermediate. These funds (\$140,484.00) will be levied and sent to Intermediate School District 916 for expenses.

- **Career and Technical Education Levy.** Beginning in 2013-2014, this became an equalized levy. District 834 does not qualify for equalization. This revenue is used to partially fund the technical education program. For Payable 2020, the amount of the levy is \$173,389.56.
- **Other Post Employment Benefits Levy.** Authority requested by district based upon Fiscal Year 2019 expenses paid. Expenditures in this program are for post-employment benefits paid. For Payable 2020, the amount of the levy is \$683,350.
- **Long Term Facility Maintenance Levy.** The 2015 Legislature adopted a bill combines deferred maintenance, health and safety and alternative facilities revenue. Because we are an alternative facility district, we are held harmless regarding a formula cap. For Payable 2020, the levy amount is \$5,999,986.33. There is also a levy of \$570,270.81 included in the debt service fund for payment of principal and interest on alternative facilities bonds issued during March 2000, November 2001 and Spring 2006 (for projects at Oak-Land and Stillwater Junior High Schools).



- **Building Lease Levy.** This levy authority is used to cover costs associated with the district's leased space. For Payable 2020, the current lease levy limit is \$1,985,507.20. District 834 levy amount is \$1,302,349.00.
- **Basic Community Service Levy.** The Basic Community Service levy for Payable 2020 is \$465,498.55. The 2005 Legislature increased the general revenue formula from \$5.23 to \$5.42 per capita. Prior to the 2003 legislation, the formula allowance was \$5.95 per capita.
- **Other Community Service Levies.** Early Childhood Family Education Levy decreased by approximately \$4,000 due to a variety of factors..
- **General, Community Service and Debt Service Fund Abatements and Other Adjustments.** There are several levy adjustments from prior years. This is typical as the levy is certified on a projected pupil count and the subsequent adjustments are made based on actual student enrollment. Many adjustments span two subsequent levy processes to ensure the most accurate information.
- **Debt Service Levies.** The state requires the district to levy 105 percent of the amount needed each year to ensure enough resources to meet the debt service obligations. The 5 percent allows for variations in investment earnings, delinquent tax collections, and other unforeseen issues that may arise during the fiscal year. Correspondingly, in subsequent years, there is a calculation adjustment to account for the difference between the 105 percent levy and the actual principal and interest payments. This calculation is listed as Debt Service Excess Reduction.

Total Levy. The total levy being proposed at this time for 2019 (taxes payable in 2020), after all adjustments and reductions, is \$38,246,649.23. This is a projected decrease of 4.01% from the Payable 2019 levy.

Levy Impact. We won't know the exact tax rate for taxes payable in 2020 until at least January. However, we will have estimates at the Board Business meeting in December.

Attachment: Proposed 2019 (Payable 2020) Property Tax Levy, by Fund and Category



	Pay 2019 RMV Information	Pay 2019 NTC Information	Total	Est. Pay 2020 RMV Information	Est. Pay 2020 NTC Information	Total
GENERAL FUND						
Operating Referendum - Voter Approved	11,585,389.05		11,585,389.05	12,069,729.69		12,069,729.69
Prior Years Adjustments	585,277.68		585,277.68	188,868.51		188,868.51
Sub Total	12,170,666.73	0.00	12,170,666.73	12,258,598.20	0.00	12,258,598.20
Equity	892,597.41		892,597.41	911,975.30		911,975.30
Local Optional	3,891,132.80		3,891,132.80	6,726,705.41		6,726,705.41
Transition	28,174.00		28,174.00	28,752.39		28,752.39
1st Tier Board Approved Referendum	2,699,171.01		2,699,171.01	0.00		0.00
Prior Years Adjustments	180,388.93		180,388.93	(19,896.67)		(19,896.67)
Sub Total	7,691,464.15	0.00	7,691,464.15	7,647,536.43	0.00	7,647,536.43
Operating Capital		1,048,215.85	1,048,215.85		1,050,850.95	1,050,850.95
Alt Teacher Comp (QCOMP)		0.00	0.00		0.00	0.00
Achievement & Integration		298,570.25	298,570.25		315,639.44	315,639.44
Reemployment Ins		46,388.00	46,388.00		38,147.00	38,147.00
Safe Schools		330,379.20	330,379.20		337,161.60	337,161.60
Safe Schools Intermediate		137,658.00	137,658.00		140,484.00	140,484.00
Career and Technical		168,132.98	168,132.98		173,389.56	173,389.56
Annual OPEB		722,673.00	0.00		683,350.00	683,350.00
Long Term Facilities Maintenance		7,649,848.53	7,649,848.53		5,999,986.33	5,999,986.33
Building / Land Lease		1,324,372.02	1,324,372.02		1,302,349.00	1,302,349.00
Total Before Adjustments		11,726,237.83	11,726,237.83		10,041,357.88	10,041,357.88
Prior Years Adjustments		(2,623,827.15)	(2,623,827.15)		(2,998,241.49)	(2,998,241.49)
Sub Total	0.00	9,102,410.68	9,102,410.68	0.00	7,043,116.39	7,043,116.39
Total General	19,862,130.88	9,102,410.68	28,964,541.56	19,906,134.63	7,043,116.39	26,949,251.02
COMMUNITY ED						
Basic Community Education		452,915.10	452,915.10		465,498.55	465,498.55
Early Child Family		314,078.29	314,078.29		310,135.23	310,135.23
Home Visiting		7,255.77	7,255.77		7,719.34	7,719.34
Adults w/ Disabilities		2,000.00	2,000.00		2,000.00	2,000.00
School Age Care		150,000.00	150,000.00		150,000.00	150,000.00
Prior Years Adjustments		14,327.44	14,327.44		29,642.02	29,642.02
Total Comm Service	0.00	940,576.60	940,576.60	0.00	964,995.14	964,995.14
DEBT SERVICE						
Debt Service Voter-Approved		9,583,797.00	9,583,797.00		9,586,159.00	9,586,159.00
Debt Excess		(608,621.42)	(608,621.42)		(272,956.96)	(272,956.96)
Prior Years Adjustments		(1,710.89)	(1,710.89)		3,756.49	3,756.49
Sub Total	0.00	8,973,464.69	8,973,464.69	0.00	9,316,958.53	9,316,958.53
Debt Service Other		1,033,024.65	1,033,024.65		1,045,204.65	1,045,204.65
Prior Years Adjustments		(65,602.52)	(65,602.52)		(29,761.27)	(29,761.27)
Sub Total	0.00	967,422.13	967,422.13	0.00	1,015,443.38	1,015,443.38
Total Debt Service	0.00	9,940,886.82	9,940,886.82	0.00	10,332,401.91	10,332,401.91
GRAND TOTAL	19,862,130.88	19,983,874.10	39,846,004.98	19,906,134.63	18,340,513.44	38,246,648.07



Levy Description of Categoricals	Pay 2019	Pay 2019	Total	Est. Pay 2020	Est. Pay 2020	Total
	RMV Information	NTC Information		RMV Information	NTC Information	
General	19,862,130.88	9,102,410.68	28,964,541.56	19,906,134.63	7,043,116.39	26,949,251.02
Community Service	0.00	940,576.60	940,576.60	0.00	964,995.14	964,995.14
Debt Service	0.00	9,940,886.82	9,940,886.82	0.00	10,332,401.91	10,332,401.91
Total	19,862,130.88	19,983,874.10	39,846,004.98	19,906,134.63	18,340,513.44	38,246,648.07



Preliminary Proposed Property Tax Levy

Presented to the School Board
September 26, 2019

Curiosity Thrives Here

Purpose

- Provide an overview of the proposed, preliminary, property tax levy for Payable 2020
- Review significant changes

Key Messages

- Preliminary certification is a component of the overall levy process
- Revisions to the levy are still being made which will likely change the total amount
- Certifying the “Maximum” allows for greater flexibility
- The board will have one more chance to act on the 2020 property tax levy
 - December 12 certification – Truth in Taxation Hearing

Timelines

September 26	Board adopts Preliminary Proposed 2019 Levy Payable 2020
September 30	District provides County with proposed levy and date of meeting the final levy and budget will be discussed
Mid-November	County mails property tax statements showing estimated Payable 2020 property taxes and meeting date/time/location for the final levy and budget discussions



General Fund Levies

Levy Description of Categoricals	Pay 2019 RMV Information	Pay 2019 NTC Information	Total	Est. Pay 2020 RMV Information	Est. Pay 2020 NTC Information	Total
Operating Referendum - Voter Approved	11,585,389.05		11,585,389.05	12,069,729.69		12,069,729.69
Prior Years Adjustments	585,277.68		585,277.68	188,868.51		188,868.51
Sub Total	12,170,666.73	0.00	12,170,666.73	12,258,598.20	0.00	12,258,598.20
Equity	892,597.41		892,597.41	911,975.30		911,975.30
Local Optional	3,891,132.80		3,891,132.80	6,726,705.41		6,726,705.41
Transition	28,174.00		28,174.00	28,752.39		28,752.39
1st Tier Board Approved Referendum	2,699,171.01		2,699,171.01	0.00		0.00
Prior Years Adjustments	180,388.93		180,388.93	(19,896.67)		(19,896.67)
Sub Total	7,691,464.15	0.00	7,691,464.15	7,647,536.43	0.00	7,647,536.43
Operating Capital		1,048,215.85	1,048,215.85		1,050,850.95	1,050,850.95
Alt Teacher Comp (QCOMP)		0.00	0.00		0.00	0.00
Achievement & Integration		298,570.25	298,570.25		315,639.44	315,639.44
Reemployment Ins		46,388.00	46,388.00		38,147.00	38,147.00
Safe Schools		330,379.20	330,379.20		337,161.60	337,161.60
Safe Schools Intermediate		137,658.00	137,658.00		140,484.00	140,484.00
Career and Technical		168,132.98	168,132.98		173,389.56	173,389.56
Other Post Employment Benefits (OPEB)		722,673.00	722,673.00		683,350.00	683,350.00
Long Term Facility Maintenance		7,649,848.53	7,649,848.53		5,999,986.33	5,999,986.33
Building / Land Lease		<u>1,324,372.02</u>	<u>1,324,372.02</u>		<u>1,302,349.00</u>	<u>1,302,349.00</u>
Total Before Adjustments		11,726,237.83	11,726,237.83		10,041,357.88	10,041,357.88
Prior Years Adjustments		(2,623,827.15)	(2,623,827.15)		(2,998,241.49)	(2,998,241.49)
Sub Total	0.00	9,102,410.68	9,102,410.68	0.00	7,043,116.39	7,043,116.39
Total General Fund	19,862,130.88	9,102,410.68	28,964,541.56	19,906,134.63	7,043,116.39	26,949,251.02

Community Service Levies

Levy Description of Categoricals	Pay 2019 RMV Information	Pay 2019 NTC Information	Total	Est. Pay 2020 RMV Information	Est. Pay 2020 NTC Information	Total
Basic Community Education		452,915.10	452,915.10		465,498.55	465,498.55
Early Child Family Education		314,078.29	314,078.29		310,135.23	310,135.23
Home Visiting		7,255.77	7,255.77		7,719.34	7,719.34
Adults w/ Disabilities		2,000.00	2,000.00		2,000.00	2,000.00
School Age Care		150,000.00	150,000.00		150,000.00	150,000.00
Prior Years Adjustments		14,327.44	14,327.44		29,642.02	29,642.02
Total Community Service	0.00	940,576.60	940,576.60	0.00	964,995.14	964,995.14



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Debt Service Levies

Levy Description of Categoricals	Pay 2019 RMV Information	Pay 2019 NTC Information	Total	Est. Pay 2020 RMV Information	Est. Pay 2020 NTC Information	Total
Debt Service Voter-Approved		9,583,797.00	9,583,797.00		9,586,159.00	9,586,159.00
Debt Excess		(608,621.42)	(608,621.42)		(272,956.96)	(272,956.93)
Prior Years Adjustments		(1,710.89)	(1,710.89)		3,756.49	3,756.49
Sub Total	0.00	8,973,464.69	8,973,464.69	0.00	9,316,958.53	9,316,958.53
Debt Service Other		1,033,024.65	1,033,024.65		1,045,204.65	1,045,204.65
Prior Years Adjustments		(65,602.52)	(65,602.52)		(29,761.27)	(29,761.27)
Sub Total	0.00	967,422.13	967,422.13	0.00	1,015,443.38	1,015,443.38
Total Debt Service	0.00	9,940,886.82	9,940,886.82	0.00	10,332,401.91	10,332,401.91

Totals

Levy Description of Categoricals	Pay 2019 RMV Information	Pay 2019 NTC Information	Total	Est. Pay 2020 RMV Information	Est. Pay 2020 NTC Information	Total
General	19,862,130.88	9,102,410.68	28,964,541.56	19,906,134.63	7,043,116.39	26,949,251.02
Community Service	0.00	940,576.60	940,576.60	0.00	964,995.14	964,995.14
Debt Service	0.00	9,940,886.82	9,940,886.82	0.00	10,332,401.91	10,332,401.91
Total	19,862,130.88	19,983,874.10	39,846,004.98	19,906,134.63	18,340,513.44	38,246,648.07



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Next Steps

- Administration recommends the school board adopt a “Maximum” proposed 2020 property tax levy at the September 26, 2019 business meeting
- School board will act on final levy certification on December 12, 2019
 - Taxpayers will have an opportunity to provide input during the Truth in Taxation meeting



Questions?



Agenda Item: XI.D.
Date Prepared: September 18, 2019
ISD 834 Board Meeting

Report for Action: New/Updated Demographic Contract with Teamwork's International
Contact Person: Dr. McDowell, Assistant Superintendent
Action Timeline: September 26, 2019

Summary: During 2018 Teamwork's International prepared Demographic, Enrollment and Housing Analysis Reports for Stillwater Area Public Schools. Entering into a contract with Teamwork's International to conduct this analysis will cost approximately \$15,000, and include terms outlined in the attached contract. This annual contract would be the same contract the district entered into during 2018. It would take approximately 60 days from the time of receiving October 2019 enrollment data, for Teamwork's to complete the analysis. The latest demographic analysis information was provided in December of 2018.

Recommendation: It is the administrations recommendation that the school board decide whether to have Teamwork's International conduct a new/updated analysis.

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



01/04/2019

Dr. Denise Pontrelli, Superintendent of Schools
Stillwater Area Public Schools
1875 Greeley Street South
Stillwater MN 55082

Re: Consultant Agreement

Dr. Pontrelli,

Thank you for extending the invitation to partnership with TeamWorks International, Inc. through the Enrollment Intelligence Services Proposal, dated January 4, 2019. TeamWorks International, Inc. is a Minnesota company which provides consulting, coaching, research, analysis and related planning / organizational development services. A clear understanding of our respective roles and responsibilities helps both of us to benefit from our cooperative relationship; for that reason, it is our policy to provide a written confirmation of our agreement with respect to our services, fees and billing in this matter. For purposes of this Agreement, TeamWorks International, Inc. may be referred to as "Consultant" and the Stillwater Area Public Schools may be referred to as "Client."

To enable you to benefit as fully as possible from our work with you, per this Agreement, you will provide to us: (a) the general objectives and scope of work, (b) the availability of you and your staff to confer with us, and (c) the format of any report required by you with your request for the particular actions to be taken and procedures to be followed. Except as specifically agreed, the scheduling of our work and the amount of time devoted to it will be at our discretion.

When our services are for an entity, such as Stillwater Area Public Schools, this firm's services are for the entity, not the individuals associated with said entity, such as officers, directors, employees and the like.

1. SCOPE OF CONSULTING, COACHING AND PLANNING SERVICES. We mutually anticipate that our services will consist of research, analysis, reports, meetings, retreats, workshops, review of your practices and needs, review of your specific requests for assistance and providing of services appropriate to your needs and the circumstances of each assignment. If the scope of the agreed-upon services is to be altered, we will sign an amendment. Attached as "A Proposal for Services" and incorporated herein by reference is a further description of particular consulting, coaching, planning, research, and development services requested.

This accepted Proposal for Services includes the Client's right to copy any provided copyrighted and/or trademarked property in printed and electronic forms. In order to protect intellectual property and copyrights, Client agrees not to attempt in any way to obliterate or destroy the copyright notice and associated name and address as they are incorporated into and part of the documents and reports. Client agrees to reproduce

fully the copyright notice and name in all materials produced. Violation of any provision in this Subsection shall be the basis for the immediate termination of this accepted Agreement.

2. IDENTIFICATION OF CONSULTANT-USE OF NAME. Consultant agrees to identify itself to your stakeholders and employees, and other persons whenever performing services under this Agreement by Consultant's name. Neither this Agreement nor the services provided hereunder gives the Consultant the right to use the Client's name or any derivations thereof or any trademark or service marks owned by the Client, except for the limited rights expressly granted hereunder, and the Consultant hereby disclaims any right, title or interest in such names and marks.

3. FEES. As defined in the separate "A Proposal for Services" document or in subsequent Work Orders or written Amendments. The enclosed "Standard Client Billing Policy" (Schedule B) is incorporated as a part of the terms of our engagement. That policy and this letter comprise our services agreement with you. We will send you monthly statements itemizing the services performed and the costs and disbursements incurred. Prior to billing, statements will be reviewed to assure their accuracy.

4. EXPENSE REIMBURSEMENT. Client will reimburse Consultant for all production, duplication and out-of-pocket expenses such as travel incurred by it in carrying out each assignment hereunder, which shall be in addition to Consultant's fees for services rendered. All costs and expenses (including production, copies at the Consultant's standard rates, duplication, and out of pocket expenses such as travel) incurred by Consultant will be billed at actual cost without any premium or mark up. Reasonably necessary travel expenses will be paid. Reasonable travel is travel by non-first class rate, hotel accommodations that are moderately priced or provided at no cost by the Client, meal charges that are reasonable, and rental cars to be of reasonable cost only, or as may be provided by the Client. Copies of invoices/receipts for out-of-pocket expenses will be appended to the invoices the Consultant provides to the Client.

5. FEE AND EXPENSE STATEMENTS. Consultant agrees to submit statements to Client for fees and expenses payable or reimbursable hereunder within ten (10) days after the end of each month. Services will be billed either in full day increments or in hourly increments. Services will be adequately described to inform the Client of the nature, purpose, or subject of the work performed, and the specific activity that is being undertaken. When the billings are hourly, the statements for fees and expenses will disclose, for each separate matter, (a) a brief description of the nature of the services rendered, indicating the dates on which the services were rendered, (b) the amount of time and expenses in rendering such services, and (c) the fees for such services. Undisputed Statements submitted will be paid promptly upon receipt of each statement by Client.

6. OUR COMMITMENT TO EXCELLENCE. It is our goal to provide services of the highest quality in the most efficient, timely and responsible manner possible, consistent with our standards of excellence. Success in the consulting, coaching, planning, and research matters pursuant hereto is dependent upon the existence of a cooperative joint effort to which we both agree. You can expect the following from us in providing our services:

- (1) To maintain the information you provide to us in confidence.

- (2) To provide our best known advice about certain potential actions and positions and to assist you in the pursuit of the position elected by you, to the extent proper under the circumstances.
- (3) To provide prompt responses to questions and requests.

7. YOUR RESPONSIBILITIES. To serve you efficiently and effectively, we need your commitment to the following important responsibilities:

- (1) Provide accurate and complete information to us with respect to your needs and the proposed services and action in a timely manner.
- (2) Follow recommendations for our providing services to you and for pursuing such actions, unless you accept the consequences of refusing our recommendations.
- (3) Ask us if you do not understand any aspect of our advice/recommendations.
- (4) Pay our statements promptly within 30 days of receipt.
- (5) Your retention in confidence, without publication or furnishing to any other person or firm for their use without our prior written approval, of all our confidential and proprietary information.

8. RELATIONSHIP OF THE PARTIES. It is understood and agreed that Consultant's relationship with Client is that of an independent contractor. As such, Consultant is not an employee, agent or partner of Client and has no authority to commit or obligate Client in any manner without first obtaining the approval of Client's contract representative designated hereunder. As an independent contractor, Consultant is responsible for paying all of its own expenses, providing all of its own liability, workers compensation, medical and other insurance coverages (at its expense), securing, paying for and maintaining all licenses and permits to do business, and paying all taxes applicable to any payments received by it hereunder.

9. TERM OF AGREEMENT. This Agreement becomes effective as of 01/04/19 (the "Effective Date") and will remain in effect until 01/04/20 unless extended by written Amendment signed by both Parties.

10. LIABILITY/INDEMNIFICATION. To the extent permitted by law, each party will defend, indemnify and hold the other party harmless and shall be liable to the other party in connection with any claim or liability to the extent the same results from the negligence or willful misconduct or breach of this Agreement by the indemnifying party; provided, however, that in no event shall either party be liable for consequential damages. Consultant shall not be held responsible for any damages in excess of the service fees payable to Consultant by Client.

11. CONFIDENTIALITY OF INFORMATION. Each party hereto agrees to hold in strict confidence and not to disclose to any third party any information relating to the Consultant or Client and their respective businesses gained in the performance of, or by reason of the relationship established by, this Agreement, except as it may be required by law or if expressly permitted or required to perform obligations undertaken in this Agreement; provided, however, that the obligation to keep such information confidential will not apply to any information which is received from an independent source which, to the best of the respective parties' knowledge, is not bound by any obligation of secrecy regarding such information. If a subpoena, notice to provide or other legal process is received requiring disclosure of

information which would otherwise be subject to the confidentiality provisions of this Agreement, each party hereto will immediately notify the other party, and cooperate with the other party in any efforts it may make to intervene on its own behalf and at its own expense to prevent or limit disclosure of its confidential information.

12. **DISCLAIMER OF WARRANTIES.** The performance of Consultant services is dependent upon the sufficiency of information and expression of needs provided by Client. Consultant hereby disclaims any and all express or implied warranties of its services, including, without limitation, warranties of fitness for purpose, and Consultant shall not be liable upon any claims of breach of warranty.

13. **NOTICES.** Any notice or communication required to be given hereunder must be in writing and will be deemed given when (a) mailed by certified or registered mail, postage paid, return receipt requested, (b) delivered by hand, (c) sent by receipted courier service, or (d) sent by facsimile transmission with a confirmation copy to:

Service Provider: TeamWorks International, Inc.
A Minnesota corporation
7037 20th Avenue South
Centerville, MN 55038
Tel No. 651.429.7340
Fax No. 651.429.7782

Client: Stillwater Area Public Schools
1875 Greeley Street South
Stillwater MN 55082
Tel. No. 651-351-8340
Fax No. 651-351-8380

Consultant and Client each designates the following respective persons as its contract representative hereunder with full authority to act for and bind the respective party hereunder in the administration of this Agreement:

Consultant:	TeamWorks International, Inc. A Minnesota corporation	Approved authorized contract Representative: Mr. Dennis Cheesebrow
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Client:	Stillwater Area Public Schools	Approved authorized contract Representative: Dr. Denise Pontrelli
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Each party may change its address and telephone and fax numbers and its contract representative by giving the other party written notice pursuant to this section.

14. **TAXES AND INSURANCE.** Consultant shall receive Form 1099-MISC or similar federal and state tax forms from Client and Consultant shall be obligated to pay all of its own federal and state taxes on fees paid by Client. Consultant and Client each shall be responsible for, keep in force and pay for commercially

reasonable levels of liability, workers compensation, and other appropriate insurance and upon request shall provide copies of all policies and evidence that it is in force to the other party hereto.

15. GOVERNING LAW. This Agreement will be governed by and construed and enforced in accordance with the laws of the State of Minnesota with regard to its choice of law principles.

16. ENTIRE AGREEMENT-AMENDMENT. This Agreement, the Request for Proposal and the response to the Request for Proposal are incorporated and become part of this agreement and constitutes the entire agreement between the parties and may be amended, in whole or in part, and the obligations of the parties may not be waived, except by written amendment executed by the parties.

17. HEADINGS. The headings of the various paragraphs in this Agreement are for convenience of reference only and shall not be considered a part of this Agreement.

We appreciate the opportunity to assist you as our Client and want you to be pleased with both our services and our charges. Whenever you have any questions regarding our services, our monthly statements or the status of your matter, please contact me or any of my colleagues with whom you are working.

We also welcome inquiries that aid us in maintaining your confidence in our firm. If you are at any time concerned, unhappy or dissatisfied with the services that we are rendering, please promptly discuss your concerns with us.

(continued on following page)

APPROVAL

This Agreement has been agreed to by the parties listed below. All terms and conditions of the work, deliverables and associated costs have been included, reviewed and accepted. Additional services may be requested at any time and an addendum to the proposal will be provided before the delivery of future services.



Dennis M. Cheesebrow
President, TeamWorks International, Inc.

Dr. Denise Pontrelli
Stillwater Area Public Schools

SCHEDULE B

TeamWorks International, Inc.

STANDARD CLIENT BILLING POLICY AGREEMENT

This Standard Client Billing Policy, together with the engagement letter from TeamWorks International, Inc. ("Consultant"), contains the agreement ("Agreement") under which TeamWorks International, Inc. will provide services to Stillwater Area Public Schools as the client ("Client") named in that engagement letter. This Agreement describes TeamWorks International, Inc. standard billing policies and practices and will be applicable to all of your Client matters unless otherwise agreed in a subsequent separate writing.

Services. TeamWorks International, Inc. will provide you the services described in the "A Proposal for Services" document - Accepted and other services agreed to between Consultant and Client.

Fees. Unless otherwise agreed in writing, the cost of consulting services rendered will be determined at the respective standard hourly rate of the person(s) rendering the services. Consultant will designate the appropriate person to render the services based on: Client request, the complexity of the matters involved, skill and availability of the person to be assigned and other relevant factors.

Billing. Unless otherwise agreed in writing, the fees, service charges and disbursements are billed monthly and payment is due within thirty (30) days after receipt. Consultant may also send Client monthly Statements of Account that summarize all outstanding invoices. Client will pay interest on fees, services, charges and disbursements which are not paid within thirty (30) days after receipt of invoice as defined on the invoice, or the highest lawful annual interest rate.

Termination. Consultant may terminate or suspend or limit its services for reasons, including failure to pay promptly invoices when due, misrepresentation of or failure to disclose material facts, or any other conduct or situation that, in our judgment, impairs an effective relationship between us or presents conflicts with our work for other clients.

Upon termination of our engagement, Consultant will return all client papers and property immediately, retaining copies as appropriate for Consultant's files. The termination of Consultants' services will not affect Client responsibility to pay for services rendered and all costs incurred up to the date when Consultant receives notice of termination, and for any further work required in order to facilitate an orderly turnover of matters in process at the time of termination. Client agrees to pay all costs and fees associated with maintenance of your files and transfer of your files and documents upon termination.

Collection. In fairness to our clients who timely pay their bills, the firm has collection procedures it follows to ensure that accounts are paid promptly. In the event of a billing dispute, the prevailing party shall be entitled to its attorney's fees and costs.

Questions or Disputes. Questions or disputes concerning invoices should be brought to the attention of Consultant within fifteen (15) days after receipt of the invoice. If we do not receive comment about a statement within fifteen (15) days of the invoice receipt, our statement shall be deemed acceptable and fully payable.

Services Charges. Unless otherwise agreed in writing, Consultants' charges that appear on fee statements for other incidental services are based upon Consultants' direct cost or the following schedule, which is subject to periodic adjustment.

SCHEDULE C

TeamWorks International, Inc. Work Order / Proposal Addendum Service(s)

Requested: Delivery Date(s)

Deliverable Description	Date Due

Service Fee(s) Fee Description	Fee	Payment Due Date

X	TeamWorks International, Inc.	Title
X	Stillwater Area Public Schools	Title



A Proposal for Enrollment Intelligence Services

January 4, 2019



Proposed to:

Dr. Denise Pontrelli, Superintendent of Schools
Stillwater Areas Public Schools
1875 Greeley Street South
Stillwater MN 55082

Email: pontrellid@stillwaterschools.org

Phone: 651-351-8340

Prepared by:

Dennis Cheesebrow President and Founder
TeamWorks International, Inc.
7037 20th Avenue South
Centerville, MN 55038

Email: dennisc@teamworksintl.net

Phone: 651-387-0827

INTRODUCTION

Stillwater Area Public Schools has requested TeamWorks International, Inc. to provide the following proposal to assist in gaining a better understanding of enrollment trends in the district. More specifically, Stillwater Area Public Schools seeks to develop a deeper, more comprehensive understanding of certain enrollment-specific dynamics including:

1. Historical enrollment trends and retention rates
2. Residential Births within the district
3. District facility utilization
4. Tailored housing & commercial development research study provided on a quarterly basis that evaluates the demand for and marketability of residential and commercial real estate projects including:
 - Housing & commercial real estate sales and startups
 - Housing stock age
 - Estimated market value
 - Student yields per dwelling type

PROPOSED DELIVERABLES & COSTS*

• Fall and Spring Enrollment Projections by grade for each school in the district	
• Facility utilization analysis for each school in the district	
• District-wide residential birth analysis	
• Customized learning and socio-economic analysis	\$ 8,500
• District-wide housing study to reflect overall housing trends	\$ 5,000
• Customization & 1 year access to Online Data Tool and Services	\$ 1,500
• Comprehensive reports describing the above-mentioned items	Included in above
Total Cost	\$ 15,000

Costs are calculated on a \$ 1.00 per student basis and an estimated 8,500 total students. The cost of the online data tool and housing studies are flat fees

*Completion of all tasks and deliverables stated above is contingent upon the ability of the Stillwater Area Public Schools to provide all requested information deemed necessary by TeamWorks, International, Inc.

INTRODUCTION TO TEAMWORKS INTERNATIONAL, INC.

For 23 years, TeamWorks International, Inc. has been working with organizations to enhance their capacity for strategic, constructive change resulting in realization of vision in practical and measurable ways. Our clients come from education, community, religious, business, and government settings but they share a common aspiration; to achieve their goals while remaining healthy, dynamic and accountable.

OUR MISSION

To enhance the capacity for strategic, constructive change in mission-focused, passion-driven organizations

OUR APPROACH

- We honor our clients as competent and offer realism, hope and compassion in challenging situations.
- We take the time to really know our clients and their organizations.
- We customize our services specifically for each client and each situation.
- We are co-learners with our clients and recognize the value of their perceptions and insights.
- We have made a conscious choice to engage in this work in these environments and are deeply invested in our clients' success.

OUR CORE STRATEGIES

Insight Research Services	Insight Services involves the synthesis of client data with relevant external data derived from demographic research, surveys and cultural analyses to deepen clients' understanding of both challenges and opportunities. Our specific Insight Services include GIS mapping, online surveys, customized research and analysis, and Subscription Services.
Vision Delivery Services	An organization can have a great mission, great people and great leadership and still not perform well because of internal misalignment. We help clients integrate their mission, vision, strategies, structures, success systems and leadership practice. We then develop a roadmap for the ongoing organizational journey. Our comprehensive, practical and personalized approach encourages those in governance, management and consultative roles to work in concert for the mission and success of their organization.
Partnership Leadership Services	TeamWorks has earned a national reputation for helping organizations develop the capacity for <i>Leadership through Partnership</i> , a compliment to the traditional "command/control" style of leadership. Through this approach, organizations become more adaptive, responsive and proactive as individuals and groups at different levels of authority begin to use consistent images, language and process in their interactions with one another.
Proprietary FrameWorks™ Series	FrameWorks are graphical images that help guide and support leadership and organizational development. Developed and delivered exclusively by TeamWorks professionals, these simple, memorable images provide both a process and a frame of reference through which leaders can interpret and manage complex webs of situations, environments, people, and influences.

Dennis M. Cheesebrow

Founder and Principal, TeamWorks International

With more than 20 years of experience serving the education, faith, government, business and human service marketplaces, Dennis Cheesebrow brings a broad array of experience in coaching, consulting, leadership and systems development to each client and audience. His direct style is sprinkled with humor, abundance and a deep appreciation for the human dynamics and potential in organizations and communities.



TeamWorks International is a leading national consultancy in the area of public education and well known for the Education Leadership System™ (ELS): an insightful and pragmatic view into the three authorities of governance, management and consultation. ELS is the model for partnership between six groups of adults to provide for the mission and promise of public education for all students. This structural and systemic approach of aligning the adults for ALL students learning is being applied in urban districts such as Columbus City Schools, Paterson Public Schools, Saint Paul Public Schools, Greenwich Public Schools and Santa Fe Public Schools, in addition to more than 30 other suburban and rural school districts across the country. System tools such as the Strategic Roadmap, VisionCards, StrategyCards, and Monitoring Reports are becoming more commonplace among public school districts striving for mission and student success.

TeamWorks International is breaking new ground in continuous improvement in public education through its Insight Services group in assisting districts and communities to more deeply understand the intersection of learning, poverty, race, gender and housing to develop collaborative solutions to increase learning while closing the achievement gap.

Dennis has authored a new book, just released in 2012, titled Partnership; Redefined: Leadership through the Power of & as well as the Educational Leadership System Guidebook (2009) and the FrameWorks Guidebook (2009). He was a contributing author to the book, Voices From The Field: An Introduction to Human Systems Dynamics in 2003. He also holds three U.S. Patents from his 17 years at 3M as an engineer, research laboratory manager and marketing/business manager prior to founding TeamWorks International.

Christine Wroblewski

Senior Consultant, TeamWorks International

Christine Wroblewski, senior consultant at TeamWorks International, is a seasoned advisor, executive, and strategic communications practitioner for public and non-profit organizations. As a valued, effective and personal consultant and coach, Christine guides organizations and the people in them to connect and communicate more effectively by developing a deeper capacity for analysis, planning, prioritization, and development. Her areas of expertise include strategic planning and communications, issue identification and management, stakeholder analysis, and stakeholder engagement.



She has worked inside and alongside education-focused organizations since 1993. As Chief Community Relations Officer for Saint Paul Public Schools until early 2010 (with Interim Superintendent Suzanne Kelly and Superintendent Maria Carstarphen), Christine led the transformation of the office from a communications-only focus to a broader community relations and engagement focus. While there, she also assisted in two superintendent searches and three superintendent transitions; actively supported two successful school referendum campaigns; and advocated successfully for the development of a year-round, cross-departmental outreach and family engagement team.

Christine's projects have included guiding organizations through change processes and major decision-making efforts with an emphasis on stakeholder engagement; conducting needs assessments; strategic communications consulting; focus group facilitation on a number of topics; individual and cohort coaching grounded in TeamWorks' proprietary FrameWorks™; and project coordination and facilitation of groups small and large.

Christine has received numerous state and national communications awards and presents on communications and community relations topics, both locally and nationally. She currently serves on the board of the Breast Cancer Education Association, previously served as president of the Minnesota School Public Relations Association and has served on the boards of the St. Paul Area Chamber of Commerce Foundation and the Family Tree Clinic.

Christine is a two-time alumnus of the University of Minnesota with a Bachelor's degree in Journalism and a Masters degree in Leadership and Management of Public and Nonprofit Organizations from the Humphrey Institute of Public Affairs. She previously has served as communications director and media liaison for Saint Paul Public Schools under Interim Superintendent Lou Kanavati and Superintendents Pat Harvey and Curman Gaines. She also served as editor and writer for a weekly Twin Cities area newspaper company.

Dan Hoverman

Associate Consultant, TeamWorks International

Dan Hoverman, associate consultant at TeamWorks International, is an experienced and well-respected superintendent and leader of organizational change through partnership. As Superintendent of Mounds View Public Schools, Dan was critical in developing the district's equity promise and building capacity among the administrative team to understand and implement educational change for the benefit of students, staff and families. Dan guides organizations and the leaders within them to identify their foundational values, beliefs and strategic directions and then supports them in developing focused action plans to achieve their goals. His areas of expertise include systematic organizational design for continuous improvement and innovation, strategic coaching, superintendent and school board development and consultation to support clients in addressing difficult leadership, management or political issues.

He has worked in public education in a variety of capacities since 1975. Dan has been an administrator in the Mounds View Schools since 1987 serving in a number of different capacities, including Director of Special Services, Director of Curriculum and Instruction, Deputy Superintendent and Superintendent. While serving in these roles he has guided the passage of three levy referenda and one major bond initiative. Dan was the chief architect of the district Q-Comp program with Mounds View as one of the first three districts in the state to implement this program. He has also designed and lead the district's efforts to implement an innovative teacher appraisal system and the Early College program at both district high schools. He has also developed and implemented professional development programs at all levels of the district from the school board to district teachers and support staff.

For the past eighteen years, Dan has utilized the TeamWorks proprietary FrameWorks in his daily work as an administrator. He is highly skilled in the use of the FrameWorks and has a wealth of experience in adapting them for use with a wide range of issues. Dan has expertise in the use of a wide variety of other complimentary strategies to support clients in resolving difficult issues and promoting organizational development.

Dan has served on many regional collaborative boards as well as being a member of the Board of Junior Achievement of the Midwest, Executive Committee of TIES and Council for Youth Citizenship.



ADDITIONAL TEAMWORKS INTERNATIONAL TEAM MEMBERS

Rich Swanson

Insight Services Manager, Research Analyst

Rich joined TeamWorks International in the fall of 2009 as the manager of our Insight Research Department. He holds a B.S. in geology from Winona State University and a Masters in geography from Hunter College of the City University in New York. Rich's extensive background and experience in private business, military, government, k-12 public education, post-secondary education, faith-based organizations and various non-profit industries has allowed him to develop unique insight and a system approach to serving a wide range of client needs. Rich also serves as faculty at Southeast Technical College where he teaches courses on Physical and World Regional Geography.

Matt Pohl

Geospatial Technology Manager

Matt began working with TeamWorks International in March of 2010. He has a B.S. in geography from the University of Wisconsin LaCrosse and a Masters in GIS (Geographic Information Systems) from St. Mary's University of Minnesota. Before joining TeamWorks, Matt was the GIS coordinator for Buffalo County, WI. Matt works hand-in-hand with many of TeamWorks' clients, helping them discover relationships within their data and ensuring efficacy in future planning. Matt is responsible for the development, deployment and administration of Insight Online, TeamWorks' web-based mapping and analytical tool.

Connie Buberl

Office Manager/Project Support

Connie joined TeamWorks International in 2012 as an administrator with a background in record keeping, finance, and office management. With her expertise, she assists the team on logistics, client contact and is the lead contact for client invoicing. She previously worked with SIMA International and the US Bank branch both located in Stillwater, MN.



Agenda Item XI. E.F.G
Date Prepared: September 18, 2019
ISD 834 Board Meeting

Action Item: Policies for Final Reading
Meeting Date: September 26, 2019
Contact Person(s): Policy Working Group

Summary:

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

- E. Policy 412 – Expense Reimbursement
- F. Policy 427 – Workload Limits for Special Education Teachers
- G. Policy 502 – Search of Student Lockers, Desks, Personal Possessions, and Students Person

The policies are included for your review.

Recommendation:

A motion and a second to approve each policy will be requested.

Policy 412 – Expense Reimbursement

Motion by:_____ **Second by:**_____ **Vote:**_____

Policy 427 – Workload Limits for Special Education Teachers

Motion by:_____ **Second by:**_____ **Vote:**_____

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

Motion by:_____ **Second by:**_____ **Vote:**_____

PERSONNEL

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Expense Reimbursement	412	Adopted: 09-26-19	3-years

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved prior to purchase by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the IRS mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

IV. AIRLINE TRAVEL CREDIT

- A. Airline tickets must be booked through a travel agent or through another method, whichever costs the least. The district provides payment for travel on coach class or tourist class only.
- B. The District's P-Card should be used to make travel (airline/hotel reservations) and conference registrations; personal credit cards must not be used to purchase airline tickets

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent or designee shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific

rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 471.665 (Mileage Allowances)

PERSONNEL

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Workload Limits for Certain Special Education Teachers	427	Adopted: 07-27-2017 Reviewed: 09-26-2019	Annually

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS
A. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

B. Direct Services

“Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

C. Indirect Services

“Indirect services” means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY
A. Workload limits for special education teachers shall be determined by the appropriate

special education administrator, in consultation with the building principal and the superintendent.

- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of "Direct Services," "Indirect Services," "Teacher," and "Workload")
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

STUDENTS

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Search of Student Lockers, Desks, Personal Possessions, and Student's Person	502	Adopted: 09.26.19	Annually

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY
A. Lockers and Personal Possessions within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on

their person or in their personal possessions.

III. CANINE DETECTION

In order to maintain a safe and healthy educational environment, planned and generalized schoolwide canine detection procedure (commonly referred to as canine sniff) of student lockers, desks, vehicles when parked on school property, and school facilities and grounds may be conducted periodically in District 834. In addition, canine detection may also be utilized when an administrator has a specific suspicion that contraband is present on school property. The contraband the canine may detect includes drugs, bomb devices and firearms. Notification of canine detection will be provided annually prior to the start of the school year

IV. DEFINITIONS

- A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.
- B. “Personal possessions” includes, but is not limited to, purses, backpacks, book bags, packages, and clothing.
- C. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

V. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student’s person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student’s person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose

possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. This policy will be included in the student handbook and disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

VI. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VII. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, § 10
Minn. Stat. § 121A.72 (Locker Searches)



Agenda Item XII. A.B.C.
Date Prepared: September 17, 2019
ISD 834 Board Meeting

Agenda Item: School Board Reports
Meeting Date: September 26, 2019

Background:

- A. Chairperson Report
- B. Working Group Reports
 - 1. Community Engagement
 - 2. Finance and Operations
 - 3. Legislative
 - 4. Personnel
 - 5. 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: September 17, 2019
ISD 834 Board Meeting

Agenda Item: Adjournment
Meeting Date: September 26, 2019
Contact Person: School Board Chair

Background:

The meeting must be adjourned formally.
