



Independent School District 834
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
School Board Business Meeting Agenda – January 20, 2022 6:30 p.m.

- I. **Recognition**
FFA Members of Ag Communication Team, Fish and Wildlife and Small Animal/Vet Science
- II. **Public Comment**
Up to fifteen speakers will be allotted three minutes each to speak
- III. **Call to Order**
- IV. **Roll Call**
- V. **Pledge of Allegiance**
- VI. **Approval of Agenda**
- VII. **Student Report**
- VIII. **Superintendent Report**
- IX. **Board Chair Report**
- X. **Consent Agenda**
 - A. Minutes of January 4, 2022 Special Meeting
 - B. Minutes of January 6, 2022 Business Meeting
 - C. Payment of Invoices – January 8, 2022 – January 21, 2022
 - D. Accept Gifts and Donations – November and December 2021
 - E. Treasurer's Report – November 2021
 - F. Brookview Elementary Classroom Furniture
 - G. 2022 Multi-Site Partial Roof Replacement
 - H. Summer 2022 Multi-Site LTFM Improvements
 - I. Stillwater Area High School Newspaper Field Trip to Los Angeles, California
 - J. Human Resources Personnel Report
- XI. **Action Items**
 - A. COVID 19 Mitigation Update – Superintendent Malinda Lansfeldt
 - B. Legislative Platform – Superintendent Malinda Lansfeldt
 - C. 2022-23 School District Calendar – Dr. Jennifer Cherry
 - D. Policy 204 – School Board Meeting Minutes – Dr. Jennifer Cherry
 - E. Revoke Policy 201.1 – Board Purpose – Dr. Jennifer Cherry
 - F. School Board Committee Assignments and Working Groups 2022 – Chair Alison Sherman
- XII. **Adjournment**
 - A. Adjourn

Attachment:

- Finance and Operation Meeting Notes



Agenda Item I.
Date Prepared: January 12, 2022
ISD 834 Board Meeting

Agenda Item: Recognition
Meeting Date: January 20, 2022
Recognition

Background:

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

Recommendation:

Board action is not required.



Agenda Item II.
Date Prepared: January 12, 2022
ISD 834 Board Meeting

Agenda Item: Public Comment
Meeting Date: January 20, 2022

Background:

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

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

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

Recommendation:

This is for informational purposes only.



Agenda Item III.
Date Prepared: January 12, 2022
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: January 20, 2022

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item IV.
Date Prepared: January 12, 2022
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: January 20, 2022

Background:

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

Board Members

Alison Sherman, Chair

Katie Hockert, Vice Chair

Annie Porbeni, Clerk

Beverly Petrie, Treasurer

Pete Kelzenberg, Director

Tina Riehle, Director

Vivian Votava, Director

Malinda Lansfeldt, Interim Superintendent, Ex-Officio

Recommendation:

Board action is not required.



Agenda Item V.
Date Prepared: January 12, 2022
ISD 834 Board Meeting

Agenda Item: Pledge of Allegiance
Meeting Date: January 20, 2022

Background:

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

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

Recommendation:

Board action is not required.



Agenda Item VI.
Date Prepared: January 12, 2022
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: January 20, 2022

Background:

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

Recommendation:

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

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



Agenda Item VII.
Date Prepared: January 12, 2022
ISD 834 Board Meeting

Agenda Item: Student Report
Meeting Date: January 20, 2022
Student Report

Background:

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.

Recommendation:

Board action is not required.



Agenda Item VIII.
Date Prepared: January 12, 2022
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: January 20, 2022

Background:

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

Recommendation:

Board action is not required.



Agenda Item IX.
Date Prepared: January 12, 2022
ISD 834 Board Meeting

Agenda Item: Board Chair Report
Meeting Date: January 20, 2022

Background:

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

Recommendation:

Board action is not required.



Agenda Item: Consent Agenda
Meeting Date: January 20, 2022
Contact Person: Varies by item

Agenda Item X. A.B.C.D.E.F.G.H.I.J.
Date Prepared: January 12, 2022
ISD 834 Board Meeting

Background:

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

A. School Board Special Meeting Minutes January 4, 2022

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

A copy of the minutes is included for your review.

B. School Board Business Meeting Minutes January 6, 2022

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

A copy of the minutes is included for your review.

C. Payment of Invoices January 8, 2022 – January 21, 2022

Contact Person: Dr. John Thein, Director, Finance

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

D. Accept Gifts and Donations – November and December 2021

Contact Person: Dr. John Thein, Director, Finance

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

E. Treasurer's Report – November 2021

Contact Person: Dr. John Thein, Director, Finance

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

F. Brookview Elementary Classroom Furniture

Contact Person: Mr. Mark Drommerhausen, Director, Operations

A copy of the Expenditure Form is included for your review.

G. 2022 Multi-Site Partial Roof Replacement

Contact Person: Mr. Mark Drommerhausen, Director, Operations

A copy of the Expenditure Form is included for your review.

H. Summer 2022 Multi-Site LTFM Improvements

Contact Person: Mr. Mark Drommerhausen, Director, Operations

A copy of the Expenditure Form is included for your review.

I. Stillwater Area High School Newspaper Field Trip to Los Angeles, California

Contact Person: Ms. Rachel Steil, Stillwater Area High School Teacher

A copy of the Field Trip Approval Form is included for your review.

J. Human Resources Personnel Report

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

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

Recommendation:

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

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



Independent School District No. 834 – Stillwater Area Public Schools
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
January 4, 2022 – 5:30 p.m. Special Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 5:39 p.m.
- II. **Roll Call:** Present: Beverly Petrie, Chair, Alison Sherman, Vice-Chair. Annie Porbeni, Clerk, Katie Hockert, director, Pete Kelzenberg, director, Tina Riehle, director
- Not Present: Vivian Votava, director

III. **Approval of the Agenda**

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

IV. **Interviews for the Superintendent Search Firm Applicants**

Two companies interviewed for the superintendent search firm. Board members had the opportunity to ask questions and were presented information from Ray and Associates, Inc. and MSBA. The approval of the RFP for the superintendent search firm will be requested at the January 6, 2022 Regular Board meeting.

**Superintendent Search Firm Applicants
Interview Schedule
Tuesday, January 4, 2022**

Time	Candidate
5:30 p.m.	Ray and Associates, Inc.
6:30 p.m.	MSBA

V. **Adjournment**

- A. The meeting adjourned at 8:11 p.m.

Respectfully submitted, Annie Porbeni, Clerk



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

- I. **Call to Order:** The meeting was called to order at 6:03 p.m.
- II. **Roll Call:** Present: Beverly Petrie, chair, Alison Sherman, vice-chair, Annie Porbeni, clerk, Katie Hockert, director, Pete Kelzenberg, director, Tina Riehle, director, Vivian Votava, director
- III. **Pledge of Allegiance**
- IV. **District Mission Statement and School Board Goals**
- V. **Approval of the Agenda**

Motion to approve the agenda by: Member Porbeni, second by: Member Votava; Vote: 7 ayes, 0 nays; Motion carried unanimously.

VI. **Board Organization**

Motion to adjust the process to a roll call vote and illuminating the requirement of a second for nominations by Chair Petrie; second by: Member Sherman.

Motion to amend to adjust the process to a roll call vote and illuminating a second for tonight only by: Member Riehle; second by: Member Sherman; Vote: 5 ayes 2 nays (Kelzenberg, Votava); Motion carried.

Motion to adjust the process to a roll call vote and illuminating the requirement of a second for nominations for tonight only by: Member Riehle, second by: Sherman; Vote: 7 ayes, 0 nays; Motion carried unanimously.

A. Election of Board Chair

Motion by Member Petrie to nominate Member Sherman as board chair; Member Sherman received 6 votes (Hockert, Kelzenberg, Petrie, Porbeni, Sherman, and Votava); Member Sherman accepted the nomination.

Motion by Member Riehle to nominate Member Riehle as board chair, Member Riehle received one vote (Riehle); Motion fails.

B. Election of Vice Chairperson

Motion by Member Porbeni to nominate Member Hockert as vice chair; Member Hockert received 6 votes (Hockert, Kelzenberg, Petrie, Porbeni, Sherman, and Votava); Member Hockert accepted the nomination.

Motion by Member Riehle to nominate Member Riehle as vice chair, Member Riehle received one vote (Riehle); Motion fails.

C. Election of Clerk

Motion by Member Votava to nominate Member Porbeni as clerk; Member Porbeni received 7 votes (Hockert, Kelzenberg, Petrie, Porbeni, Riehle, Sherman, and Votava); Member Porbeni accepted the nomination.

D. Election of Treasurer

Motion by Member Katzenberg to nominate Member Petrie as treasurer; Member Petrie received 6 votes (Hockert, Kelzenberg, Petrie, Porbeni, Sherman, and Votava); Member Petrie accepted the nomination.

Motion by Member Riehle to nominate Member Riehle as vice chair, Member Riehle received one vote (Riehle); Motion fails.

VII. Introductory Item

A. Student Report

Amelia provided a report on academics, activities and extracurriculars -

- The Wrestling team finished second at the Rumble on the Red invitational in Fargo.
- The Boys Basketball team won a pair of games up in St. Cloud.
- The Gymnastics team scored a season high 145.6 in their dual meet win over Cretin-Derham Hall.
- Both the boys and girls Hockey teams competed in holiday tournaments and each went 1-2 against some of the best teams in Minnesota.
- The dance team finished the conference schedule with their highest place finish in six years.
- Girls Basketball defeated Centennial.
- All of our ski teams are finally competing in meets.
- Students are preparing for finals
- With the new strand of COVID, more students are wearing masks.
- The winter clothes winter drive collected 800 donations.
- The Vagabonds and Con Amici toured elementary schools

VIII. Superintendent Report

- The Stillwater Middle School First Lego League robotics team is heading to the state competition.
- Stillwater High School and Oak-Land Middle School students participated in the Special Olympics Minnesota East Metro Bowling Invitational held in Stillwater.
- The FFA Agricultural Communications Career Development Event (CDC) team earned second place at the state competition.
- More than 800 items of winter clothes were donated to Valley Outreach as part of the high school's winter gear collection drive.
- The Vagabonds performed for the Stillwater Rotary Club luncheon prior to winter break.
- School Board Members, Principal Bach and I had the opportunity to experience a Unified PE class at the high school.
- The transportation communications system has made some changes to get messages to families more quickly regarding delayed or canceled bus routes.
- The Partnership Plan had to cancel the DaVinci art and science festival this year.
- A book mentioned at the last board meeting is an optional check-out choice book. It is not part of our curriculum.

IX. Board Chair Report

- Thank you to former Chair Petrie for her time as chair. Chair Sherman looks forward to a great year.

X. Open Forum

- George Hoepfner, Oak Park Heights, MN - Book censorship
- Sandi Hayner, Stillwater, MN - Board and Administration

XI. Consent Agenda

- A. Minutes of December 21, 2021 Special Meeting
- B. Disbursement Register – December 25, 2021 to January 7, 2022
- C. Human Resources Personnel Report
- D. Designate District Depositories of Major Accounts
- E. Resolution Authorizing Use of Facsimile Signature
- F. Resolution Authorizing Administration to Develop Specifications and Solicit Bids
- G. Resolution Authorizing Director of Finance and Supervisor of Financial Services to Make Electronic Fund Transfers
- H. Designate Official Publication
- I. Policy 201 – Legal Status of School Board Annual Review

Motion to approve item A,C,D,E,F,G,H,I by: Member Hockert; second by: Member Petrie; Vote: 7 ayes, 0 nays; Motion carried unanimously.

Motion to approve item B by: Member Riehle; second by: Member Petrie; Vote: 7 ayes, 0 nays; Motion carried unanimously.

XII. Action Items

- A. Resolution Delegating Contract Authority – Dr. John Thein
Dr. Thein reviewed the resolution delegating contract authority with the school board.

Motion to adopt the resolution authorizing administration to contract for budgeted items by: Member Petrie; second by: Member Porbeni; Vote: 6 ayes, 1 nay (Riehle); Motion carried.

- B. Oak Park Learning Center - Mr. Mark Drommerhausen
A presentation of the Oak Park Learning Center was provided to the board during the December 21, 2021 work session.

Motion to amend approval to endorse the concept that administration has provided for Oak Park and to approve funding for phase 1 up to \$3.8 million dollars with the provision that administration will be coming to the board relatively soon with more details about phase 2 by: Member Petrie; second by Kelzenberg; Vote: 5 ayes, 2 nays (Hockert, Riehle); Motion carried.

Motion to endorse the concept that administration has provided for Oak Park and to approve funding for phase 1 up to \$3.8 million dollars with the provision that administration will be coming to the board relatively soon with more details about phase 2 by: Member Hockert; second by: Member Votava; Vote: 6 ayes, 1 nay (Riehle); Motion carried.

- C. Final Reading Policy 514 - Bullying Prohibition - Dr. Jennifer Cherry
This is the final policy reading. No additional revision from the second reading at the December 9, 2021 board meeting.

Motion to approve Policy 514 - Bullying Prohibition by: Member Hockert; second by: Member Porbeni; Vote: 7 ayes, 0 nays; Motion carried unanimously.

- D. Establish 2022-2023 Calendar of Meeting - Chair Sherman
A proposal of the 2022-2023 school board meeting dates was shared with the board. The calendar will follow the district's academic calendar year.

Motion to approve the 2022-2023 School Board Meeting Calendar through the end of June 2023 by: Member Petrie; second by: Member Porbeni; Vote: 7 ayes, 0 nays; Motion carried unanimously.

- E. Establish 2022 Board Member Salaries - Chair Sherman
Chair Sherman shared the proposed board member salaries for 2022.

Motion to approve the 2022 Board Member salaries by: Member Petrie; second by: Member Porbeni; Vote: 7 ayes, 0 nays; Motion carried unanimously.

- F. RFP for Superintendent Search - Chair
During a special meeting on Tuesday, January 4, 2022, Ray and Associates, Inc. and Minnesota School Board Association were interviewed to conduct the district's superintendent search.

Motion to award contract to Ray and Associates, Inc. for the superintendent search by: Member Riehle; Motion failed due to no second.

Motion to award contract to MSBA for the superintendent search by: Member Hockert; second by: Member Petrie; Vote: 6 ayes, 1 nay (Riehle); Motion carried.

XIII. Reports

- A. COVID 19 Mitigation Update - Superintendent Malinda Lansfeldt

Administration presented an update to the Board of Education on COVID-19 cases in schools and the community.

Break taken at 9:02 p.m.

Back from break at 9:10 p.m.

- B. Legislative Platform - Superintendent Malinda Lansfeldt
The Legislative Working Group has met to develop a draft list of priorities for District 834. Once the priorities are approved this information will be shared with district legislative representatives
- C. 2022-2023 Calendar - Dr. Jennifer Cherry
Dr. Cherry shared the two calendar options for the 2022-2023 school year. Approval of one of the two calendars will be requested at the next business meeting.
- D. First Reading Policy 201.1 Board Purpose Meeting - Dr. Jennifer Cherry
This will come to a future business meeting to revoke policy 201.1 - Board Purpose.
- E. Second Reading Policy 204 - School Board Meeting Minutes - Dr. Jennifer Cherry
This policy will come to a future business meeting for a final reading and request adoption of policy 204 - School Board Meeting Minutes.
- F. School Board Member Assignments 2022
Board members were advised to contact Chair Sherman if they are interested in serving on a particular group or committee prior to the next business meeting.

XIII. Adjournment

- A. The meeting adjourned at 9:47 p.m.

Respectfully submitted, Annie Porbeni, Clerk



Agenda Item IX.F.
Date Prepared: December 27, 2021
ISD 834 Board Meeting

Consent Agenda Item: Brookview Elementary Classroom Furniture
Meeting Date: January 6, 2022
Contact Person: Mark Drommerhausen, Director of Operations

Background: A proposal was received from Innovative Office Solutions LLC for classroom furniture for the Brookview Elementary addition. The desks, tables, shelving and chairs will be utilized in the Brookview Elementary addition and needed at the start of the 22/23 school year. The pricing for the classroom furnishings is established through a variety of existing non-profit cooperative purchasing contracts and will be financed out of the Capital Fund. The total cost of the classroom furniture is \$204,754.37.

Location(s): Brookview Elementary

Project Name: Brookview Classroom Furniture

Fund: Capital

Fund Description: Equipment

Item: Desks, Tables, Shelving and Chairs

Amount: \$204,754.37

Recommendation:

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

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

EXPENDITURE APPROVAL FORM

Fiscal Year 2021-2022

Instructions: This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$50,000.

REQUESTED BY: Mark Drommerhausen **DATE:** 1/6/2022

DESCRIPTION OF REQUEST

A proposal was received from Innovative Office Solutions LLC for classroom furniture for the Brookview Elementary addition. The desks, tables, shelving and chairs will be utilized in the Brookview Elementary addition and needed at the start of the 22/23 school year. The pricing for the classroom furnishings is established through a variety of existing non-profit cooperative purchasing contracts and will be financed out of the Capital Fund. The total cost of the classroom furniture is \$204,754.37.

FINANCIAL IMPACT

Budget(s) Impacted: \$204,754.37 Capital Fund

Is This a One-Time Expenditure?

☒ **Yes**, once implemented there will be no ongoing costs

☐ **No**, it will need to be funded indefinitely

☐ **No**, it will need to be funded for Fiscal Years 2022-?

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

☐ **Yes** List Source(s):

☒ **No**

PROGRESS MONITORING

The classroom furniture will be delivered before the start of the 2022/2023 school year.



952.808.9900 | 866.574.5389

INNOVATIVEOS.COM

SALES PERSON

Reed Walhof
952-698-9219
rwalhof@innovativeos.com

PROPOSAL

DATE 12/20/2021
CUSTOMER NAME STILLWATER SCHOOLS ISD 834
CUSTOMER NUMBER 3518340
CUSTOMER PO
ORDER NAME STILLWATER AREA HIGH SCHOOL
ORDER NUMBER 207372
PROJECT NUMBER
TERMS NET30

BILL TO

STILLWATER SCHOOLS ISD 834
1875 SOUTH GREELEY ST
STILLWATER, MN 55082-6079

ATTN: Accounts Payable
Email: accountspayable@stillwaterschools.org

SHIP TO

STILLWATER AREA HIGH SCHOOL
5701 STILLWATER BLVD
STILLWATER, MN 55082

ATTN: TONY WILLGER
Phone: 651-295-3999
Email: WILLGERT@STILLWATER.K12.MN.US

cmERDC Contract

Smith Systems Contract Number: ERDCSMIT.JP.MN.031422

Safco Contract Number: ERDCSAFC.JP.MN.043023

HON Contract Number: ERDCHONN.JP.MN.05312025

Mooreco Contract Number: ERDCMOOR.JP.M.043023

LINE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
1	01600--Laminate-Edge-Frame 18x24 Silhouette Desk single student w/ adjustable leg Laminate:Bucka Bark Edge:Charcoal Frame:Platinum Tag: Tag TG: North Classrooms	112.00 Each	116.60	13,059.20
2	30925 Tote with Housing Tag: Tag TG: North Classrooms	112.00 Each	64.90	7,268.80
3	17576 3" Black Dual Wheel Casters, 4 Pack, 4 Locking Tag: Tag TG: North Classrooms	128.00 Each	53.35	6,828.80
4	11848--Shell Color-Frame-Glide Flavors 16" B Stack Chair Shell Color:Charcoal Frame:Chrome Glide:Standard Tag: Tag TG: North Classrooms	118.00 Each	79.75	9,410.50
5	11852--Shell Color-Frame-Glide Flavors Noodle 16" B Chair Shell Color:Charcoal Frame:Chrome Glide:Standard Tag: Tag TG: North Classrooms	24.00 Each	136.95	3,286.80
6	H5713--\$(1)-.GA-10-.T Volt 5720 Series Task Mesh Bck Pneu Swivel Syn Tilt Lock \$(1):GRADE- I Upholstery .GA:GRADE- GA Fabric 10:COLOR- Black .T:FRAME- Black	4.00 Each	227.48	909.92



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PROJECT NUMBER
TERMS NET30

	Tag: Tag TG: North Classrooms			
7	H5795--.T 5700 Series Height Adjustable Arms .T:FRAME- Black Tag: Tag TG: North Classrooms	4.00 Each	46.20	184.80
8	H514--.P-\$(P1)--.S 510 Series Vertical File 4 Drawer Letter w/Lock .P:Standard Random Key Lock \$(P1):P1 Paint Opts .S:Charcoal Tag: Tag TG: North Classrooms	4.00 Each	320.35	1,281.40
9	9221--GRR E-Z Stor Literature Org.-36 Compartment GRR:Gray Tag: Tag TG: North Classrooms	4.00 Each	381.62	1,526.48
10	04128--Top Laminate-Edge-Frame Interchange Activity Table, Half Moon Top Laminate:Fusion Maple Edge:Charcoal Frame:Platinum Tag: Tag TG: North Classrooms	8.00 Each	438.90	3,511.20
11	04101--Laminate-Edge-Frame 24x48 Interchange Activity Table, Rectangle Laminate:Bucka Bark Edge:Charcoal Frame:Platinum Tag: Tag TG: North Classrooms	4.00 Each	297.55	1,190.20
12	04107--Laminate-Edge-Frame 30x60 Interchange Activity Table, Rectangle Laminate:Bucka Bark Edge:Charcoal Frame:Platinum Tag: Tag TG: North Classrooms	4.00 Each	372.90	1,491.60
13	26188--Laminate-Edge-Frame 24X68 DP Cascade Teacher Desk w/ FF and BBF Laminate:Fusion Maple Edge:Charcoal Frame:Platinum Tag: Tag TG: North Classrooms	4.00 Each	876.15	3,504.60
14	910009093P--Finish Cascade Mega-Tower (SW) Totes,Open with Casters,No Riser/No Lectern, Platinum Back Finish:Charcoal Tag: Tag TG: North Classrooms	4.00 Each	1,368.95	5,475.80



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TERMS NET30

15	HS30ABC--\$(P1)--S Brigade Bookcase 2-Shelf 12-5/8D x 34-1/2W x 29H \$(P1):P1 Paint Opts .S:Charcoal Tag: Tag TG: North Classrooms	48.00 Each	144.05	6,914.40
16	H511596--\$(L1STD)--.D Bookcase Laminate Top 34-1/2W x 12-5/8D \$(L1STD):Grd L1 Standard Laminates .D:Natural Maple Tag: Tag TG: North Classrooms	48.00 Each	145.77	6,996.96
17	50960-XXX--HGRY Grow Stool - Short HGRY:Hierarchy Cool Grey Tag: Tag TG: North Classrooms	24.00 Each	136.72	3,281.28
18	17576 3" Black Dual Wheel Casters, 4 Pack, 4 Locking Tag: Tag TG: North Small Group	1.00 Each	53.35	53.35
19	04128--Top Laminate-Edge-Frame Interchange Activity Table, Half Moon Top Laminate:Fusion Maple Edge:Charcoal Frame:Platinum Tag: Tag TG: North Small Group	1.00 Each	438.90	438.90
20	11848--Shell Color-Frame-Glide Flavors 16" B Stack Chair Shell Color:Charcoal Frame:Chrome Glide:Standard Tag: Tag TG: North Small Group	6.00 Each	79.75	478.50
21	55000--Color FLOWFORM - Soft Rocker Color:Sprout Tag: Tag TG: North Learning Commons	5.00 Each	463.10	2,315.50
22	55000--Color FLOWFORM - Soft Rocker Color:Geyser Tag: Tag TG: North Learning Commons	5.00 Each	463.10	2,315.50
23	55000--Color FLOWFORM - Soft Rocker Color:Eclipse Tag: Tag TG: North Learning Commons	5.00 Each	463.10	2,315.50
24	55000--Color FLOWFORM - Soft Rocker Color:Oriole	5.00 Each	463.10	2,315.50



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Tag: Tag TG: North Learning Commons				
25	55000--Color FLOWFORM - Soft Rocker Color:Forge Tag: Tag TG: North Learning Commons	5.00 Each	463.10	2,315.50
26	55002--Color FLOWFORM - Bean Bench - Small Color:Pistachio Tag: Tag TG: North Learning Commons	1.00 Each	613.25	613.25
27	55002--Color FLOWFORM - Bean Bench - Small Color:Mediterranean Tag: Tag TG: North Learning Commons	1.00 Each	613.25	613.25
28	55002--Color FLOWFORM - Bean Bench - Small Color:Iron Tag: Tag TG: North Learning Commons	1.00 Each	613.25	613.25
29	55002--Color FLOWFORM - Bean Bench - Small Color:Apricot Tag: Tag TG: North Learning Commons	1.00 Each	613.25	613.25
30	55002--Color FLOWFORM - Bean Bench - Small Color:Fog Tag: Tag TG: North Learning Commons	1.00 Each	613.25	613.25
31	04107--Laminate-Edge-Frame 30x60 Interchange Activity Table, Rectangle Laminate:Bucka Bark Edge:Charcoal Frame:Platinum Tag: Tag TG: North Learning Commons	6.00 Each	372.90	2,237.40
32	17576 3" Black Dual Wheel Casters, 4 Pack, 4 Locking Tag: Tag TG: North Learning Commons	6.00 Each	53.35	320.10
33	11848--Shell Color-Frame-Glide Flavors 16" B Stack Chair Shell Color:Charcoal Frame:Chrome Glide:Standard Tag: Tag TG: North Learning Commons	24.00 Each	79.75	1,914.00
34	01600--Laminate-Edge-Frame 18x24 Silhouette Desk single student w/ adjustable leg Laminate:Bucka Bark Edge:Charcoal	112.00 Each	116.60	13,059.20



952.808.9900 | 866.574.5389

INNOVATIVEOS.COM

SALES PERSON

Reed Walhof
952-698-9219
rwalhof@innovativeos.com

PROPOSAL

DATE 12/20/2021
CUSTOMER NAME STILLWATER SCHOOLS ISD 834
CUSTOMER NUMBER 3518340
CUSTOMER PO
ORDER NAME STILLWATER AREA HIGH SCHOOL
ORDER NUMBER 207372
PROJECT NUMBER
TERMS NET30

Frame:Platinum
Tag: Tag TG: South Classrooms

35	30925 Tote with Housing Tag: Tag TG: South Classrooms	112.00 Each	64.90	7,268.80
36	17576 3" Black Dual Wheel Casters, 4 Pack, 4 Locking Tag: Tag TG: South Classrooms	128.00 Each	53.35	6,828.80
37	11849--Shell Color-Frame-Glide Flavors 18" A Stack Chair Shell Color:Charcoal Frame:Chrome Glide:Standard Tag: Tag TG: South Classrooms	118.00 Each	89.65	10,578.70
38	11851--Shell Color-Frame-Glide Flavors Noodle 18" A Chair Shell Color:Charcoal Frame:Chrome Glide:Standard Tag: Tag TG: South Classrooms	24.00 Each	143.55	3,445.20
39	H5713--\$(1)-.GA-10-.T Volt 5720 Series Task Mesh Bck Pneu Swivel Syn Tilt Lock \$(1):GRADE- I Upholstery .GA:GRADE- GA Fabric 10:COLOR- Black .T:FRAME- Black Tag: Tag TG: South Classrooms	4.00 Each	227.48	909.92
40	H5795--.T 5700 Series Height Adjustable Arms .T:FRAME- Black Tag: Tag TG: South Classrooms	4.00 Each	46.20	184.80
41	H514--.P-\$(P1)-.S 510 Series Vertical File 4 Drawer Letter w/Lock .P:Standard Random Key Lock \$(P1):P1 Paint Opts .S:Charcoal Tag: Tag TG: South Classrooms	4.00 Each	320.35	1,281.40
42	9221--GRR E-Z Stor Literature Org.-36 Compartment GRR:Gray Tag: Tag TG: South Classrooms	4.00 Each	381.62	1,526.48
43	04128--Top Laminate-Edge-Frame Interchange Activity Table, Half Moon Top Laminate:Fusion Maple	8.00 Each	438.90	3,511.20



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ORDER NAME STILLWATER AREA HIGH SCHOOL
ORDER NUMBER 207372
PROJECT NUMBER
TERMS NET30

Edge:Charcoal
Frame:Platinum
Tag: Tag TG: South Classrooms

44	04101--Laminate-Edge-Frame 24x48 Interchange Activity Table, Rectangle Laminate:Bucka Bark Edge:Charcoal Frame:Platinum Tag: Tag TG: South Classrooms	4.00 Each	297.55	1,190.20
45	04107--Laminate-Edge-Frame 30x60 Interchange Activity Table, Rectangle Laminate:Bucka Bark Edge:Charcoal Frame:Platinum Tag: Tag TG: South Classrooms	4.00 Each	372.90	1,491.60
46	26188--Laminate-Edge-Frame 24X68 DP Cascade Teacher Desk w/ FF and BBF Laminate:Fusion Maple Edge:Charcoal Frame:Platinum Tag: Tag TG: South Classrooms	4.00 Each	876.15	3,504.60
47	910009093P--Finish Cascade Mega-Tower (SW) Totes,Open with Casters,No Riser/No Lectern, Platinum Back Finish:Charcoal Tag: Tag TG: South Classrooms	4.00 Each	1,368.95	5,475.80
48	HS30ABC--\$(P1)-.S Brigade Bookcase 2-Shelf 12-5/8D x 34-1/2W x 29H \$(P1):P1 Paint Opts .S:Charcoal Tag: Tag TG: South Classrooms	48.00 Each	144.05	6,914.40
49	H511596--\$(L1STD)-.D Bookcase Laminate Top 34-1/2W x 12-5/8D \$(L1STD):Grd L1 Standard Laminates .D:Natural Maple Tag: Tag TG: South Classrooms	48.00 Each	145.77	6,996.96
50	50960-XXX--HGRY Grow Stool - Short HGRY:Hierarchy Cool Grey Tag: Tag TG: South Classrooms	24.00 Each	136.72	3,281.28
51	04128--Top Laminate-Edge-Frame Interchange Activity Table, Half Moon Top Laminate:Fusion Maple Edge:Charcoal	1.00 Each	438.90	438.90



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DATE 12/20/2021
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CUSTOMER NUMBER 3518340
CUSTOMER PO
ORDER NAME STILLWATER AREA HIGH SCHOOL
ORDER NUMBER 207372
PROJECT NUMBER
TERMS NET30

Frame:Platinum
Tag: Tag TG: South Small Group

52	17576 3" Black Dual Wheel Casters, 4 Pack, 4 Locking Tag: Tag TG: South Small Group	1.00 Each	53.35	53.35
53	11849--Shell Color-Frame-Glide Flavors 18" A Stack Chair Shell Color:Charcoal Frame:Chrome Glide:Standard Tag: Tag TG: South Small Group	6.00 Each	89.65	537.90
54	55000--Color FLOWFORM - Soft Rocker Color:Sprout Tag: Tag TG: South Learning Commons	5.00 Each	463.10	2,315.50
55	55000--Color FLOWFORM - Soft Rocker Color:Geyser Tag: Tag TG: South Learning Commons	5.00 Each	463.10	2,315.50
56	55000--Color FLOWFORM - Soft Rocker Color:Eclipse Tag: Tag TG: South Learning Commons	5.00 Each	463.10	2,315.50
57	55000--Color FLOWFORM - Soft Rocker Color:Oriole Tag: Tag TG: South Learning Commons	5.00 Each	463.10	2,315.50
58	55000--Color FLOWFORM - Soft Rocker Color:Forge Tag: Tag TG: South Learning Commons	5.00 Each	463.10	2,315.50
59	55002--Color FLOWFORM - Bean Bench - Small Color:Pistachio Tag: Tag TG: South Learning Commons	1.00 Each	613.25	613.25
60	55002--Color FLOWFORM - Bean Bench - Small Color:Mediterranean Tag: Tag TG: South Learning Commons	1.00 Each	613.25	613.25
61	55002--Color FLOWFORM - Bean Bench - Small Color:Iron Tag: Tag TG: South Learning Commons	1.00 Each	613.25	613.25
62	55002--Color	1.00	613.25	613.25



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PROPOSAL

DATE 12/20/2021
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CUSTOMER NUMBER 3518340
CUSTOMER PO
ORDER NAME STILLWATER AREA HIGH SCHOOL
ORDER NUMBER 207372
PROJECT NUMBER
TERMS NET30

FLOWFORM - Bean Bench - Small
Color:Apricot
Tag: Tag TG: South Learning Commons

Each

63	55002--Color FLOWFORM - Bean Bench - Small Color:Fog Tag: Tag TG: South Learning Commons	1.00 Each	613.25	613.25
64	04107--Laminate-Edge-Frame 30x60 Interchange Activity Table, Rectangle Laminate:Bucka Bark Edge:Charcoal Frame:Platinum Tag: Tag TG: South Learning Commons	6.00 Each	372.90	2,237.40
65	17576 3" Black Dual Wheel Casters, 4 Pack, 4 Locking Tag: Tag TG: South Learning Commons	6.00 Each	53.35	320.10
66	11849--Shell Color-Frame-Glide Flavors 18" A Stack Chair Shell Color:Charcoal Frame:Chrome Glide:Standard Tag: Tag TG: South Learning Commons	24.00 Each	89.65	2,151.60
67	FRTFURNCCM Smith Systems freight is estimated only. Due to freight volatility freight estimates are subject to change throughout the duration of the project.	1.00 Each	9,860.43	9,860.43
68	FRTFURNCCM MooreCo freight is estimated only. Due to freight volatility freight estimates are subject to change throughout the duration of the project.	1.00 Each	852.86	852.86

Remit to address for deposits:
Innovative Office Solutions, LLC PO Box
860627
Minneapolis, MN
55486-0627

SUBTOTAL \$204,754.37

TOTAL \$204,754.37

REQUIRED DEPOSIT 50.0% \$102,377.19

PROPOSAL VALID FOR 14 DAYS

Thank you for the opportunity to partner together. Please review the quotation and let us know if you have any questions.

Signature: _____ Name: _____ Title: _____ Date: _____



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DATE	12/20/2021
CUSTOMER NAME	STILLWATER SCHOOLS ISD 834
CUSTOMER NUMBER	3518340
CUSTOMER PO	
ORDER NAME	STILLWATER AREA HIGH SCHOOL
ORDER NUMBER	207372
PROJECT NUMBER	
TERMS	NET30

THANK YOU FOR THE OPPORTUNITY

We are thrilled for the opportunity to partner together on your project. The terms and conditions below outline a working understanding for the project journey and is intended to set both organizations up for success. If you have questions or concerns, please contact us directly.

QUOTES AND PRICING

Please review your final project plan and quote to confirm it will fit your space and workplace needs. Quoted prices are good for 14 days from the date of the proposal. Due to the volatile transportation conditions in 2021, freight will be billed based upon actual. Unless otherwise noted, prices quoted do not include sales, use, excise, or other applicable taxes. Any applicable taxes will be added or adjusted on the invoice at the time of billing. Buyers exempt from taxes should provide Innovative with copies of exemption certificates prior to placing the order.

DESIGN AND ORDERING

Innovative's Design team will work with you and/or your team to design a space that is customized to your budget, style and unique needs to transform your space/s and bring your vision to life. If you do not want to move forward with us on a project, the design work remains the exclusive property of Innovative Office Solutions and we reserve the right to invoice you for the design costs incurred.

NEED FOR DEPOSITS

A deposit of 50% of the order is required on all projects in excess of \$5,000. The deposit is essential as our vendor partners require payment from us when placing orders. Once the deposit is received, we will place your order. Payments must be in the form of check, ACH or wire transfer. Credit cards are not accepted for deposits or other furniture payments over \$5,000.

PAYMENT TERMS

Our Innovative team will send invoices following delivery and installation completion. To ensure a seamless accounting experience, please send payment within 30 days of the invoice date. It is not uncommon for a project to be substantially complete, except for a few punch list items. We appreciate you paying your invoice in full. Innovative will complete your project when outstanding items and/or parts become available.

CHANGES

Once we receive the sign off on design plan and proposed budget, your order will be placed. Due to the customization of many projects, once orders are placed, most products are not returnable. Modifications or cancellations may result in cancellation or restocking charges by our manufacturer partners. Unfortunately, we will need to invoice you if such charges are incurred. Where a Scope of Work is included with this Agreement, costs resulting from changes in the scope of the project, including any additional requirements or restrictions placed on Innovative will be added to the project price. When Innovative becomes aware of the nature and impact of the change, you will be notified, and all project paperwork will be updated as necessary. In this instance, a revised quote will be generated for signoff.

PROJECT DELAYS AND STORAGE

We understand projects are occasionally delayed. This may mean you are unable to accept product from us as scheduled. When this occurs, Innovative will store your items at no charge for up to 30 days to provide you with additional time to ensure your space is ready for installation. After 30 days, we will provide a quote to continue to store your product, as we want to make sure it is safe and in a secure location.

DELIVERY AND RECEIPT OF PRODUCT

We will contact you once we are notified your product has been shipped and is on its way. Your product will be delivered during regular business hours. In order to provide an exceptional delivery experience, we ask that you inform us of any unique circumstances that a driver or install team may face during a delivery. This may include such challenges as a downtown location or the need for a liftgate. Providing us with this information ensures that product is delivered to the proper location within your facility and will reduce the chances of damage to any of the items.

We kindly ask you to inspect all product directly shipped and/or delivered and brought onto the job site as scheduled. If you discover product has been damaged or shipped in error during the receiving process, please notify us within 24 hours to ensure that appropriate claims can be



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SALES PERSON

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PROPOSAL

DATE	12/20/2021
CUSTOMER NAME	STILLWATER SCHOOLS ISD 834
CUSTOMER NUMBER	3518340
CUSTOMER PO	
ORDER NAME	STILLWATER AREA HIGH SCHOOL
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filed. After product arrives at your site, any loss or damage caused by other trades or by weather, fire or other elements is your responsibility.

INSTALLATION PREMISES CONDITIONS

It is our sincere priority to make sure the installation of your product is timely, professional, and as efficient as possible. To facilitate this, we ask the site to be clean, clear, and free of debris prior to installation. The jobsite should have proper lighting, heat, power source, hoisting and/or elevator service and suitable unobstructed dock space and a secured staging area. The job site shall also be free of the interference of other trades in the area where installation is taking place.

We understand in certain situations spaces are not ready for installation when the initial date was scheduled. If this is the case, please provide at least a 48-hour notice so we can keep your project on track to the best of our ability. If proper, timely communication does not occur, unfortunately additional charges may be invoiced to cover costs incurred. Our Installation Team installs product based on the final approved layout. If there are any changes to the final plan, please make sure these are addressed prior to the installation date.

WARRANTY

Each manufacturing partner of Innovative has a warranty standard. For more information on warranty details, reach out to your Innovative Account Executive. Warrantied product replacements may require billable installation services.

CLAIMS

Innovative will help resolve claims concerning damaged and/or defective product, materials and/or workmanship made within the warranty period as stated by the manufacturer, supplier, or fabricator. We will arrange for the repair or replacement of any damaged or defective items and/or installation to make sure the project is successful.

FORCE MAJEURE

We will do our absolute best to ensure we can secure and install your product, but if there are reasons beyond our control, Innovative will not be liable. Reasons include but are not limited to, strikes, pandemics, embargos, war or other breakout of hostilities, acts of God, machinery breakdowns, delays of carriers or suppliers, and domestic or foreign governmental acts or regulations.

GOVERNING LAW

This agreement shall be governed by and construed according to the laws of the State of Minnesota.

ARBITRATION

We want to make this a true partnership and resolve any issues that may occur. Any controversies or claims arising relating to this contract will be settled by arbitration administered by the American Arbitration Association. They will fall under its commercial rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court with authority. The award shall include the costs of arbitration and the legal fees of the prevailing party.

THANK YOU FOR YOUR PARTNERSHIP

Innovative Office Solutions is built upon a "relationships matter" belief system, and every project matters to us. We are thankful for the opportunity to partner together and we look forward to serving you!

Authorized Signature

Date



Agenda Item: IX.G.
Date Prepared: December 28, 2021
ISD 834 Board Meeting

Agenda Item: 2022 Partial Roof Replacement
Meeting Date: January 20, 2022
Contact Person: Mark Drommerhausen, Director of Operations

Background: The Stillwater Area Public Schools - 2022 Roof Project is scheduled to take place at Oak-Land Middle School and Stillwater Middle School.

The areas of roof at Oak-Land Middle School to be replaced cover the boiler room, locker rooms and band/orchestra classrooms. The exterior gym walls at Oak-Land Middle School will also be covered with metal panels to prevent wall leaks from wind driven rain. The roof area at Stillwater Middle School being replaced is the east end of the Field House.

The roof sections at Oak-Land Middle School and Stillwater Middle School were last replaced in 1994 and 1989 respectively. The roofs will be replaced by the District's standard modified built-up roofing system and includes a 30 year warranty on materials and labor. Construction costs for this project were estimated to be \$1,000,000 and are part of the approved FY 2023 Long-Term Facilities Maintenance funding.

Six bids were received on December 21, 2021. The lowest responsible bidder was Berwald Roofing Company Inc. of North St. Paul, MN for a bid total of \$690,000. Wold Architects and Engineers have verified their bid total and recommend them as the lowest responsible bidder. Administration is requesting to award the bid to Berwald Roofing Company Inc. for the partial roof replacement at Oak-Land Middle School and Stillwater Middle School.

Location(s): Oak-Land Middle School and Stillwater Middle School

Project Name: Stillwater Area Public Schools – 2022 Partial Roof Replacement

Fund: Long-Term Facilities Maintenance – Roof Replacement

Item: Partial roof replacement at Oak-Land Middle School and Stillwater Middle School

Amount: Berwald Roofing Company Inc. for a bid total of \$690,000.00

Recommendation:

Approval of the 2021 roof replacement project will be requested.

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

EXPENDITURE APPROVAL FORM

Fiscal Year 2021-2022

Instructions: This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$50,000.

REQUESTED BY: Mark Drommerhausen, Director of Operations

DATE: January 6, 2020

DESCRIPTION OF REQUEST

The Stillwater Area Public Schools 2022 Roof Project is scheduled to take place at Oak-Land Middle School and Stillwater Middle School.

The areas of roof at Oak-Land Middle School to be replaced cover the boiler room, locker rooms and band/orchestra classrooms. The exterior gym walls at Oak-Land Middle School will also be covered with metal panels to prevent wall leaks from wind driven rain. The roof area at Stillwater Middle School being replaced is the east end of the Field House.

The roof sections at Oak-Land Middle School and Stillwater Middle School were last replaced in 1994 and 1989 respectively. The roofs will be replaced by the District's standard modified built-up roofing system and includes a 30 year warranty on materials and labor. Construction costs for this project were estimated to be \$1,000,000 and are part of the approved FY 2023 Long-Term Facilities Maintenance funding.

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FINANCIAL IMPACT

Budget(s) Impacted: \$690,000 Long-Term Facilities Maintenance Budget

Is This a One-Time Expenditure?

☒ **Yes**, once implemented there will be no ongoing costs

☐ **No**, it will need to be funded indefinitely

☐ **No**, it will need to be funded for Fiscal Years 2022-?

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

☒ **Yes** List Source(s): Long-Term Facilities Maintenance

☐ **No**

PROGRESS MONITORING

Work to be completed summer of 2022

**Project Name: 2022 Multi-Site Partial Roof Replacement**

Commission No.: 212193R
 Bid Date: 12/21/2021
 Bid Time: 2:00 PM

BID TABULATION

Wold Architects and Engineers
 332 Minnesota Street, Suite W2000
 Saint Paul, Minnesota 55101
 651.227.7773 Fax: 651.223.5646

Bidders Name	Addendum Numbers	Bid Security	Base Bid	Alternate #1: <i>Additional Metal Panel Installation</i>	Unit Price #1: <i>Metal Roof Deck Replacement</i>	Unit Price #2: <i>Roof Insulation Replacement</i>	Remarks
Berwald Roofing Co. Inc. 2440 Charles Street North North St. Paul, Minnesota 55109 Phone: 651-777-7411	1 of 1	Yes	\$593,000	\$97,000	\$20.00/SF	\$3.50/BF	LOW BIDDER Accepting Alternate #1
Central Roofing Company 4550 Main Street Northeast Minneapolis, Minnesota 55421 Phone: 763-572-0660	1 of 1	Yes	\$655,950	\$127,460	\$27.50/SF	\$3.50/BF	
Diverse Construction Services, LLC 82 38 th Avenue Northeast Columbia Heights, Minnesota 55421 Phone: 763-205-1476	1 of 1	Yes	\$813,970	\$150,600	\$12.00/SF	\$4.00/BF	
John A. Dalsin & Son, Inc. 2830 20 th Avenue South Minneapolis, Minnesota 55407 Phone: 612-729-9334	1 of 1	Yes	\$1,102,376	\$248,184	\$35.00/SF	\$4.00/BF	
Palmer West Construction Company, Inc. 14595 James Road Rogers, Minnesota 55374 Phone: 763-428-1867	1 of 1	Yes	\$753,400	\$157,000	\$15.00/SF	\$3.50/BF	
Peterson Brothers Roofing & Construction, Inc 481 Burgess Street St. Paul, Minnesota 55117 Phone: 651-488-5630	1 of 1	Yes	\$759,550	\$159,000	\$12.50/SF	\$4.00/BF	



December 23, 2021

Anthony Willger
Manager of Facility and Site Operations
Stillwater Area Public Schools
1875 South Greely Street
Stillwater, Minnesota 55082

Re: Independent School District #834
2022 Multi-Site Partial Roof Replacement
Commission No. 212193R

Dear Anthony:

We request that the following recommendation be presented to the School Board for the Award of the 2022 Multi-Site Partial Roof Replacement project.

On December 21, 2021, six (6) bids were received for the 2022 Multi-Site Partial Roof Replacement project. A copy of the bid tabulation is enclosed for your review. The bid has been reviewed and reflects a fair value for the work involved.

The scope of the project includes the replacement of existing roofing at Oak-Land Middle School and Stillwater Middle School.

Based on our review of the bids submitted, we recommend that the District award a contract for the 2022 Multi-Site Partial Roof Replacement project to Berwald Roofing Company Inc., 2440 Charles Street North, North St. Paul, Minnesota 55109, as follows:

2022 Multi-Site Partial Roof Replacement:	
Base Bid:	\$ 593,000
<u>Alternate No. 1 Additional Metal Panel Installation:</u>	<u>\$ 97,000</u>
Total Recommended Contract Amount:	\$ 690,000

Upon your action, we will provide notice to the contractor and draft a contract reflecting this amount.

Sincerely,

Wold Architects and Engineers

Matthew M. Mohr | AIA

Enclosure

cc: John Thein, Director of Finance
Mark Drommerhausen, Director of Operations
Paul Aplikowski, Wold
Valerie Peterson, Wold

LW/ISD_834/212193R/crsp/dec21

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldae.com | 651 227 7773

**PLANNERS
ARCHITECTS
ENGINEERS**



Agenda Item: X.H.
Date Prepared: January 10, 2021
ISD 834 Board Meeting

Agenda Item: Summer 2022 Multi-Site LTFM Improvements
Meeting Date: January 20, 2022
Contact Person: Mark Drommerhausen, Director of Operations

The District Wide 2022 Multi-Site Project will include work at the following locations:

Afton-Lakeland Elementary - Replace flooring, casework, chalkboards, sinks and water lines classroom in 9 classrooms, provide hand washing station in the cafeteria and create ADA compliant staff restroom.

Andersen Elementary - Replace kitchen floor.

Central Services Building – Replace exterior doors.

Lake Elmo Elementary - Replace carpeting in Media Center and paint courtyard fascia.

Stillwater Middle School –Replace lockers, paint and replace lighting in Physical Education locker rooms.

Rutherford Elementary- Replace counter tops in student restrooms.

Stillwater Area High School – Paint exterior window lintels, replace exterior doors and entryway flooring.

These projects are part of the FY22 and FY23 Long-Term Facilities Maintenance program. Construction costs were estimated to total \$1,283,000. Kraus-Anderson Construction Company worked with Stillwater Area Public Schools to solicit bids for the Stillwater Middle School project. Bids were opened on January 6, 2022. To obtain the lowest construction cost for the project, Kraus-Anderson Construction Company broke the project down into 11 separate work scopes. Their role during the renovation will be coordinating each work scope during the construction project. Stillwater Area Public Schools will enter into a separate contract with the lowest responsible bidder for each work scope.

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

Work Scope	Lowest Responsible Bidder and Amount
Work Scope 03-A: Concrete and Masonry	5 bids were received; The lowest responsible bidder is AVM Construction Company, Inc. of South St. Paul, MN for a bid total of \$27,900.00
Work Scope 06-A: Carpentry	6 bids were received; The lowest responsible bidder is Ebert, Inc. dba. Ebert Construction of Corcoran, MN for a bid total of \$478,300.00
Work Scope 07-M: Sealants and Caulking	3 bids were received. The lowest responsible bidder is The Caulkers Co. of Fridley, MN for a bid total of \$29,900.00
Work Scope 08-F: Exterior Glass and Glazing	1 bid was received. The lowest responsible bidder is Envision Glass Company of Roseville, MN for a bid total of \$152,716.00
Work Scope 09-A: Drywall	1 bid was received. The lowest responsible bidder is RTL Construction, Inc. of Shakopee, MN for a bid total of \$22,969.00
Work Scope 09-B: Tile	4 bids were received. The lowest responsible bidder is Super Set Tile, of Plymouth, MN for a bid total of \$35,000.00



Work Scope	Lowest Responsible Bidder and Amount
Work Scope 09-D: Flooring	3 bids were received. The lowest Responsible bidder is Acoustics Associates, Inc. of Golden Valley, MN for a bid total of \$97,184.00
Work Scope 09-K: Painting and Wall Covering	3 bids were received. The lowest responsible bidder is Universal Drywall and Painting, Inc. of Fridley, MN for a bid total of \$73,570.00
Work Scope 10-J: Athletic Lockers	3 bids were received. This locker construction and product specifications from the bidders are still being evaluated. Administration will request approval for this work scope after all of the locker information has been evaluated.
Work Scope 23-B: Combined Mechanical	4 bids were received. The lowest responsible bidder is Spriggs Plumbing and Heating Inc. of St. Paul, MN for a bid total of \$129,800.00
Work Scope 26-A: Electrical	6 bids were received. The lowest responsible bidder is B&B Electric, of Eau Claire, WI for a bid total of \$95,700.00

Each lowest responsible bidder has been identified per work scope with the exception of 10-J: Athletic Lockers. This work scope is still being evaluated for the lowest responsible bidder meeting design specifications and will be awarded at a later date.

The total amount for the 10 work scopes is \$1,143,039.00. Additional costs may be incurred during the project to resolve issues not identified in the construction documents. Kraus-Anderson Construction Company recommends entering into a contract with each lowest responsible bidder identified above. Administration requests approval to award the bids to the respective bidders.

Project Name: Stillwater Public Schools 2021 Multi-Site LTFM Improvements

Location(s): District Wide

Fund: Long-Term Facilities Maintenance

Item: Work Scopes: 03-A, Concrete and Masonry; 06-A, Carpentry; 07-M, Sealants and Caulking; 08-F, Exterior Glass and Glazing; 09-A, Drywall; 09-B, Tile; 09-D, Flooring; 09-K, Painting and Wall Covering; 23-B Combined Mechanical; 26-A Electrical

Amount: Total project cost \$1,143,039.00

Recommendation:

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

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

EXPENDITURE APPROVAL FORM

Fiscal Year 2021-2022

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

REQUESTED BY: Mark Drommerhausen, Director of Operations

DATE: January 20, 2022

DESCRIPTION OF REQUEST

Summer 2022 Multi-Site LTFM Improvements

The District Wide summer projects will include at the following locations:

Afton-Lakeland Elementary - Replace flooring, casework, chalkboards, sinks and water lines classroom in 9 classrooms, provide hand washing station in the cafeteria and create ADA compliant staff restroom.

Andersen Elementary - Replace kitchen floor.

Central Services Building – Replace exterior doors.

Lake Elmo Elementary - Replace carpeting in Media Center and paint courtyard fascia.

Stillwater Middle School – Replace lockers, paint and replace lighting in Physical Education locker rooms.

Rutherford Elementary- Replace counter tops in student restrooms.

Stillwater Area High School – Paint exterior window lintels, replace exterior doors and entryway flooring.

These projects are part of the FY22 and FY23 Long-Term Facilities Maintenance program. Construction costs were estimated to total \$1,283,000. Kraus-Anderson Construction Company worked with Stillwater Area Public Schools to solicit bids for the Stillwater Middle School project. Bids were opened on January 6, 2022. To obtain the lowest construction cost for the project, Kraus-Anderson Construction Company broke the project down into 11 separate work scopes. Their role during the renovation will be coordinating each work scope during the construction project. Stillwater Area Public Schools will enter into a separate contract with the lowest responsible bidder for each work scope.

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

Work Scope 03-A: Concrete and Masonry	5 bids were received; The lowest responsible bidder is AVM Construction Company, Inc. of South St. Paul, MN for a bid total of \$27,900.00
Work Scope 06-A: Carpentry	6 bids were received; The lowest responsible bidder is Ebert, Inc. dba. Ebert Construction of Corcoran, MN for a bid total of \$478,300.00
Work Scope 07-M: Sealants and Caulking	3 bids were received. The lowest responsible bidder is The Caulkers Co. of Fridley, MN for a bid total of \$29,900.00
Work Scope 08-F: Exterior Glass and Glazing	1 bid was received. The lowest responsible bidder is Envision Glass Company of Roseville, MN for a bid total of \$152,716.00
Work Scope 09-A: Drywall	1 bid was received. The lowest responsible bidder is RTL Construction, Inc. of Shakopee, MN for a bid total of \$22,969.00
Work Scope 09-B: Tile	4 bids were received. The lowest responsible bidder is Super Set Tile, of Plymouth, MN for a bid total of \$35,000.00
Work Scope 09-D: Flooring	3 bids were received. The lowest Responsible bidder is Acoustics Associates, Inc. of Golden Valley, MN for a bid total of \$97,184.00
Work Scope 09-K: Painting and Wall Covering	3 bids were received. The lowest responsible bidder is Universal Drywall and Painting, Inc. of Fridley, MN for a bid total of \$73,570.00
Work Scope 10-J: Athletic Lockers	3 bids were received. This locker construction and product specifications from the bidders are still being evaluated. Administration will request approval for this work scope after all of the locker information has been evaluated.
Work Scope 23-B: Combined Mechanical	4 bids were received. The lowest responsible bidder is Spriggs Plumbing and Heating Inc. of St. Paul, MN for a bid total of \$129,800.00
Work Scope 26-A: Electrical	6 bids were received. The lowest responsible bidder is B&B Electric, of Eau Claire, WI for a bid total of \$95,700.00

EXPENDITURE APPROVAL FORM (continued)

Each lowest responsible bidder has been identified per work scope with the exception of 10-J: Athletic Lockers. This work scope is still being evaluated for the lowest responsible bidder meeting design specifications and will be awarded at a later date.

The total amount for the 10 work scopes is \$1,143,039.00. Additional costs may be incurred during the project to resolve issues not identified in the construction documents. Kraus-Anderson Construction Company recommends entering into a contract with each lowest responsible bidder identified above. Administration requests approval to award the bids to the respective bidders.

FINANCIAL IMPACT

Budget(s) Impacted: \$1,143,039.00 Long-Term Facility Maintenance Budget.

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

Is This a One-Time Expenditure?

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

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

- ☒ **Yes** List Source(s): Long-Term Facilities Maintenance
☐ **No**

PROGRESS MONITORING:

Work to be completed summer of 2022



KRAUS-ANDERSON®
Construction Company

Stillwater Multisite Improvements - 2022 LTfM
Stillwater, MN

BID TABULATIONS

January 6, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 03-A: Concrete & Masonry

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	AVM Const.	Maertens Brenny	George Siegfried Const.	B&D Associates	Hollenbeck & Nelson	
BID SECURITY	x	x	x	x	x	
ADDENDA REC'D.	x	x	x	x	x	
BASE BID	\$27,900.00	\$44,200.00	\$49,800.00	\$57,000.00	\$85,000.00	
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Stillwater Multisite Improvements - 2022 LTfM
Stillwater, MN

BID TABULATIONS

January 6, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 06-A: Carpentry

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Ebert	CM Const.	AVM Const.	George F. Cook	Tekton Const.	Maertens Brenny
BID SECURITY	X	X	X	X	X	X
ADDENDA REC'D.	X	X	X	X	X	X
BASE BID	\$478,300.00	\$480,000.00	\$486,700.00	\$491,000.00	\$508,000.00	\$516,000.00
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Stillwater Multisite Improvements - 2022 LTfM
Stillwater, MN

BID TABULATIONS

January 6, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 07-M: Sealants & Caulking

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	The Caulkers	Carciofini	Right Way Caulking			
BID SECURITY	No bid bond	x	x			
ADDENDA REC'D.	x	x	x			
BASE BID	\$29,900.00	\$31,800.00	\$32,693.00			
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Stillwater Multisite Improvements - 2022 LTFM
Stillwater, MN

BID TABULATIONS

January 6, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 08-F: Exterior Glass & Glazing

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Envision Glass					
BID SECURITY	x					
ADDENDA REC'D.	x					
BASE BID	\$152,716.00					
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Stillwater Multisite Improvements - 2022 LTFM
Stillwater, MN

BID TABULATIONS

January 6, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 09-A: Drywall

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	RTL Const.					
BID SECURITY	x					
ADDENDA REC'D.	x					
BASE BID	\$22,969.00					
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Stillwater Multisite Improvements - 2022 LTfM
Stillwater, MN

BID TABULATIONS

January 6, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 09-B: Tile

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Super Set Tile	Acoustics Associates	Blackhawk	Grazzini		
BID SECURITY	x	x	x	x		
ADDENDA REC'D.	x	x	none	x		
BASE BID	\$35,000.00	\$37,999.00	\$48,308.00	\$58,185.00		
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Stillwater Multisite Improvements - 2022 LTFM
Stillwater, MN

BID TABULATIONS

January 6, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 09-D: Flooring (Resilient & Carpet)

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Acoustics Associates	St. Paul Linoleum	Floors by Beckers	CFS Interior	Super Set Tile	Grazzini
BID SECURITY	x	x	x	x	x	x
ADDENDA REC'D.	x	none	x	x	x	x
BASE BID	\$97,184.00	\$98,697.00	\$123,156.00	\$128,646.00	\$145,000.00	\$158,330.00
COMBINED BASE BID						



Stillwater Multisite Improvements - 2022 LTFM
Stillwater, MN

BID TABULATIONS

January 6, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 09-K: Painting and Wall Covering

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Universal Painting & Drywall	Steinbrecher	Wasche			
BID SECURITY	x	x	x			
ADDENDA REC'D.	x	x	x			
BASE BID	\$73,570.00	\$88,900.00	\$118,980.00			
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Stillwater Multisite Improvements - 2022 LTfM
Stillwater, MN

BID TABULATIONS

January 6, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 10-J: Athletic Lockers

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Elite Storage Products	Olympus Lockers	H2I			
BID SECURITY	x	x	x			
ADDENDA REC'D.	x	x	x			
BASE BID	\$165,814.00	\$197,414.00	\$229,442.00			
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Stillwater Multisite Improvements - 2022 LTFM
Stillwater, MN

BID TABULATIONS

January 6, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 23-B: Combined Mechanical

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Spriggs Plumbing	Northland Mech.	NAC	RJ Mechanical		
BID SECURITY	x	x	x	x		
ADDENDA REC'D.	x	x	x	x		
BASE BID	\$129,800.00	\$163,900.00	\$182,250.00	\$233,000.00		
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Stillwater Multisite Improvements - 2022 LTfM
Stillwater, MN

BID TABULATIONS

January 6, 2022 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 26-A: Electrical

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	B&B Electric	AJ Moore	O'Neill Electric	NEO Electrical Solutions	Gunnar Electric	Muska Electric
BID SECURITY	x	x	x	x	x	x
ADDENDA REC'D.	x	x	none	x	x	x
BASE BID	\$95,700.00	\$129,800.00	\$129,900.00	\$138,500.00	\$154,650.00	\$179,100.00
COMBINED BASE BID						



January 7, 2022

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

RE: **Stillwater Multisite Improvements – 2022 LTFM
Contract Award Recommendation**

Dear Mr. Willger

This letter is concerning our recommendations for contract awards for the Stillwater Multisite Improvements – 2022 LTFM project that was bid on January 6, 2022. Kraus-Anderson has verified bidders and we submit the following lowest responsible bidders and their bid amount.

Work Scope	Contractor, City, State	Bid Amount
WS 03-A	Concrete & Masonry AVM Construction South St. Paul, MN	Base Bid \$27,900.00
WS 06-A	Carpentry Ebert Construction Corcoran, MN	Base Bid \$478,300.00
WS 07-M	Sealants & Caulking The Caulkers Fridley, MN	Base Bid \$29,900.00
WS 08-F	Exterior Glass and Glazing Envision Glass Roseville, MN	Base Bid \$152,716.00
WS 09-A	Drywall RTL Construction Shakopee, MN	Base Bid \$22,969.00
WS 09-B	Tile Super Set Tile & Stone Plymouth, MN	Base Bid \$35,000.00

WS 09-D	Flooring (Resilient & Carpet)	Acoustics Associates Golden Valley, MN	Base Bid	\$97,184.00
WS 09-K	Painting & Wallcovering	Universal Painting & Drywall Fridley, MN	Base Bid	\$73,570.00
WS 10-J	Athletic Lockers	To be awarded at a later date	Base Bid	TBD
WS 23-B	Combined Mechanical	Spriggs Plumbing & Heating St. Paul, MN	Base Bid	\$129,800.00
WS 26-A	Electrical	B&B Electric Eau Claire, WI	Base Bid	\$95,700.00
		Total Base Bid		\$1,143,039.00

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

Very truly yours,

KRAUS-ANDERSON® CONSTRUCTION COMPANY

Mike Phillips
Project Manager

Field Trip / Overnight Athletic Team Trip
Pre-Approval Form

Sent to CSB

1/10/22



PLEASE REVIEW FIELD TRIP PROCEDURES/REQUIREMENTS ON BACK OF FORM PRIOR TO SUBMITTING FOR APPROVAL.

Teacher/Coach/Advisor: Rachel Steil Cell Phone #: (651) 333-0373

In conjunction with (team/class/organization): Newspaper

Educational/Trip Purpose: To attend the NSPA Spring Journalism Convention

☒ Itinerary details must be attached

Destination: Los Angeles, CA

Destination Address/Phone: Westin Bonaventure 400 S. Figueroa St. Los Angeles, CA
(Address, City, State) (Phone number) 90771

Departure from school Date: 4/5/22 Return to school Date: 4/11/22 213-624-1000

Depart from school Time: 6:00 p.m. Arrival to destination Time: 8:11 p.m.

Departure from destination Time: 8:25 a.m. Return to school Time: 1:12 p.m.

Number of: Students/Team Members: (Attach List) TBD

Directors/Coaches: _____ Names: _____

Chaperones*: 1 Names: Colleen Feldman

* All chaperones must have a completed and approved criminal background check.

Mode of Travel (see back for more info): Airplane, Delta 995, 953

Lodging Information (if overnight): Westin Bonaventure 400 S. Figueroa St. LA, CA 90771
(Hotel Name, Address, City, State) (Phone number) 213-624-1000

☒ Safety/Security Plans Reviewed 4/4/22 & in Apollo Parent Meeting
(Date and manner in which information provided)

☒ Discipline & Chemical Policy & Rules Reviewed See above
(Date and manner in which information provided)

Estimated Cost \$
Transportation \$ 172
Housing \$ 357
Fees \$ 125
Supplies \$ _____
(other)

Total Cost \$ _____
Student Cost \$ 1572 District Cost \$ 1572
Funding Source (i.e. grant, prof. dev., etc.): Newspaper budget

Teacher/Coach Signature: Rachel Steil 1/6/22
(Date)

Department Chair/Athletic Director Approval: [Signature] 1/9/22
(Date)

Building Administration Approval: [Signature] 1/10/22
(Date)

FOR OVERNIGHT FIELD TRIPS AND ATHLETIC TEAM TRIPS ONLY

District Administrative Approval: _____
(Date)

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Brown, Suzann	Resignation	Community Education Assistant 2.0 hrs/day Stonebridge Elementary	CE Leads & Assistants	December 23, 2021
Isker, Kaya	Resignation	Community Education Assistant 5.0 hrs/day Lake Elmo Elementary	CE Leads & Assistants	January 14, 2022
Kroening, Alexis	Resignation	Community Education Assistant 17.0 hrs/week Andersen Elementary	CE Leads & Assistants	December 23, 2021
Ziebol, Isabel	Resignation	Community Education Assistant 5.0 hrs/day Early Childhood Family Center	CE Leads & Assistants	January 3, 2022

HIRES/REHIRE

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Czaja, Eleanor	Paraprofessional 5.9 hrs/day Lake Elmo Elementary	\$17.18 / hour	Replacement	SCPA	January 5, 2022
Fecht, Colleen	1.0 FTE Special Education Teacher District Wide	\$81,097.00	Student Need	SCEA	January 5, 2022 - June 6, 2022
Fisher, Kimberly	.2 FTE Speech Pathologist Afton-Lakeland Elementary	\$83,622.00	Student Need	SCEA	January 6, 2022 - June 6, 2022
Krusemark, Shere	Paraprofessional 3.0 hrs/day Rutherford Elementary	\$17.18 / hour	Replacement	SCPA	January 5, 2022
McGrath, Sara	.2 FTE Speech Pathologist Afton-Lakeland Elementary	\$76,364	Student Need	SCPA	January 3, 2022 - June 6, 2022
Mergens, Andrew	Paraprofessional 6.25 hrs/day Lily Lake Elementary	\$17.18 / hour	Replacement	SCPA	January 5, 2022
Ryan, Garrett	Community Education Assistant 2.0 hrs/day Andersen Elementary	\$15.63 / hour	Replacement	CE Leads & Assistants	January 3, 2022
Ryan, Shawn	Assistant Alpine Ski Coach Stillwater Area High School	\$1,790	Replacement	Co-Curricular	January 3, 2022
Schneckenberger, Cain	Community Education Assistant 2.0 hrs/day Afton-Lakeland Elementary	\$15.63 / hour	Replacement	CE Leads & Assistants	January 10, 2022
Vollrath, Breanna	Coordinator - L & I Data & Assessment Central Services	\$87,229.00	Replacement	CSS	January 3, 2022

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Mooney, Jennifer	Approved	Paraprofessional 6.75 hrs/day Afton-Lakeland Elementary	SCPA	January 5, 2022 - March 17, 2022
Normington, Angela	Approved	Paraprofessional 5.0 hrs/day Stillwater Area High School	SCPA	February 10, 2022 - May 12, 2022
Van Alstine, Tanya	Approved	Paraprofessional 6.5 hrs/day Oak-Land Middle School	SCPA	January 17, 2022 - February 28, 2022

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Corman, Val	.5 FTE Instructional Coach Rutherford Elementary	.5 FTE Instructional Coach & .3 FTE Intervention Rutherford Elementary	ESSER	SCEA	January 24, 2022 - June 6, 2022
Edwards, Julie	.4 FTE Intervention Afton-Lakeland Elementary	.4 FTE Intervention & .4 FTE 1st Grade Literacy Afton-Lakeland Elementary	ESSER	SCEA	August 30, 2021 - June 6, 2022
Green, Daniel	.5 FTE Special Education Teacher Stillwater Area High School	1.0 FTE Special Education Teacher Stillwater Area High School	Student Need	SCEA	December 21, 2021
Gosso, Deborah	Cafeteria 5.25 hrs/day Lake Elmo Elementary	Cafeteria 5.5 hrs/day Rutherford Elementary	Replacement	Cafeteria	January 10, 2022
Hansen, Catherine	1.0 FTE Elementary Online Teacher District Wide	.4 FTE Intervention Teacher Andersen Elementary	ESSER	SCEA	January 24, 2022 - June 6, 2022
Kindler, Annmarie	1.0 FTE Long Term Sub Elementary Teacher Rutherford Elementary	1.0 FTE Long Term Sub Elementary Teacher Rutherford Elementary	ESSER	SCEA	August 23, 2021 - June 6, 2022 (dates adjusted)
McGibbon, Jodie	Paraprofessional 6.5 hrs/day Stillwater Middle School	Paraprofessional 6.0 hrs/day Transition Oak Park	Replacement	SCPA	January 3, 2022
Mechavich, Emily	1.0 FTE Elementary Education Teacher Brookview Elementary	1.0 FTE Intervention Teacher Brookview Elementary	ESSER	SCEA	January 24, 2022 - June 6, 2022

O'Shea, Molly	1.0 FTE Elementary Online Teacher District Wide	.6 FTE Intervention Teacher Rutherford Elementary	ESSER	SCEA	January 24, 2022 - June 6, 2022
Palewicz, Stephanie	.8 FTE Speech Pathologist Early Childhood Special Education	.9 FTE Speech Pathologist Early Childhood Special Education	Student Need	SCEA	January 7, 2022 - May 27, 2022
Phillips, Kari	.5 FTE Intervention Teacher Lake Elmo Elementary	.8 FTE Intervention Teacher Lake Elmo Elementary	ESSER	SCEA	January 24, 2022 - June 6, 2022
Roettger, Julie	1.0 FTE Elementary Education Online Teacher District Wide	1.0 FTE Intervention Teacher Lily Lake Elementary	ESSER	SCEA	January 24, 2022 - June 6, 2022
Smith, Sara	.6 FTE Intervention Lake Elmo Elementary	.8 FTE Intervention Teacher Lake Elmo Elementary	ESSER	SCEA	January 24, 2022 - June 6, 2022
Steil, Brian	Paraprofessional, 6.0 hrs / day Stillwater Area High School	Bookkeeper, 8.0 hrs / day Stillwater Area High School	Replacement	Tech Support	January 24, 2022
Whisler, Brianna	1.0 FTE Long Term Sub Elementary Teacher Lily Lake Elementary	1.0 FTE Long Term Sub Elementary Teacher Lily Lake Elementary	ESSER	SCEA	August 23, 2021 - June 6, 2022 (dates adjusted)

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Stanton, Stacey	Paraprofessional 2.0 hrs/day Rutherford Elementary	Replacement	SCPA	January 3, 2022
Wodaszewski, Charmaine	Community Education Assistant .45/days Andersen Elementary	Replacement	CE Leads & Assistants	January 18, 2022



Agenda Item: XI.A.
Date Prepared: January 13, 2022
ISD 834 Board Meeting

Report for Action: COVID 19 Mitigation Update and Universal Mask Resolution
Meeting Date: January 20, 2022
Contact Person: Superintendent Malinda Lansfeldt

Background:

Administration will present an update to the Board of Education on COVID-19 cases in schools and the community.

In response to increased COVID-19 community spread, rates of absenteeism in our schools due to COVID-19 infection, and updated isolation guidance, a Universal Mask Resolution is presented for adoption.

Administration recommends adoption of the Resolution Mandating the Use of Masks in All Stillwater Area Public Schools.

Recommendation:

A motion and a second to adopt the Resolution Mandating the Use of Masks in All Stillwater Area Public Schools will be requested.

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



COVID-19 Response

District-Wide Update

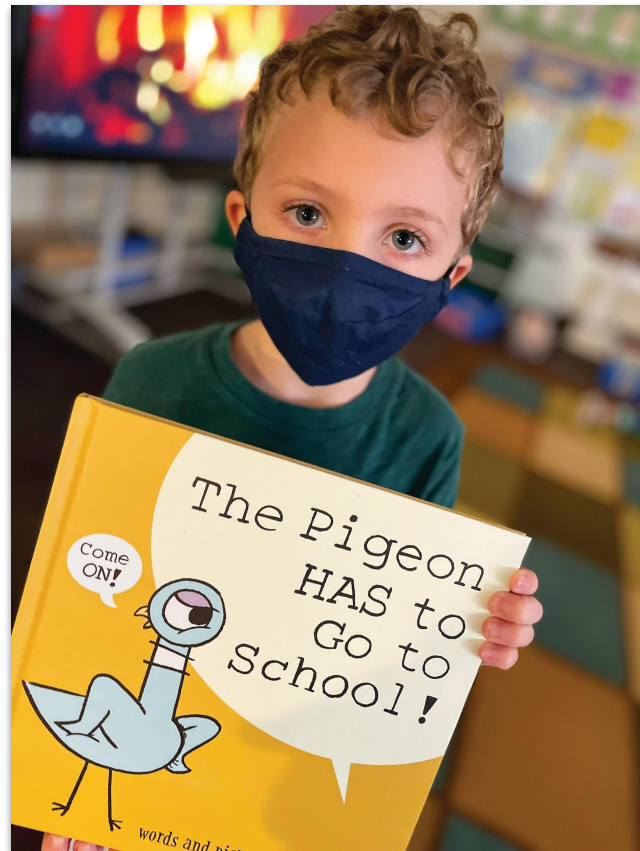
Presented to School Board
January 20, 2022

Considerations

Our priority is to keep our students in school and learning!

Data to consider:

- Current COVID-19 case rates and trends
- Vaccination availability
- Vaccination rates
- Recommendations from public health experts



Stillwater Area Public School District

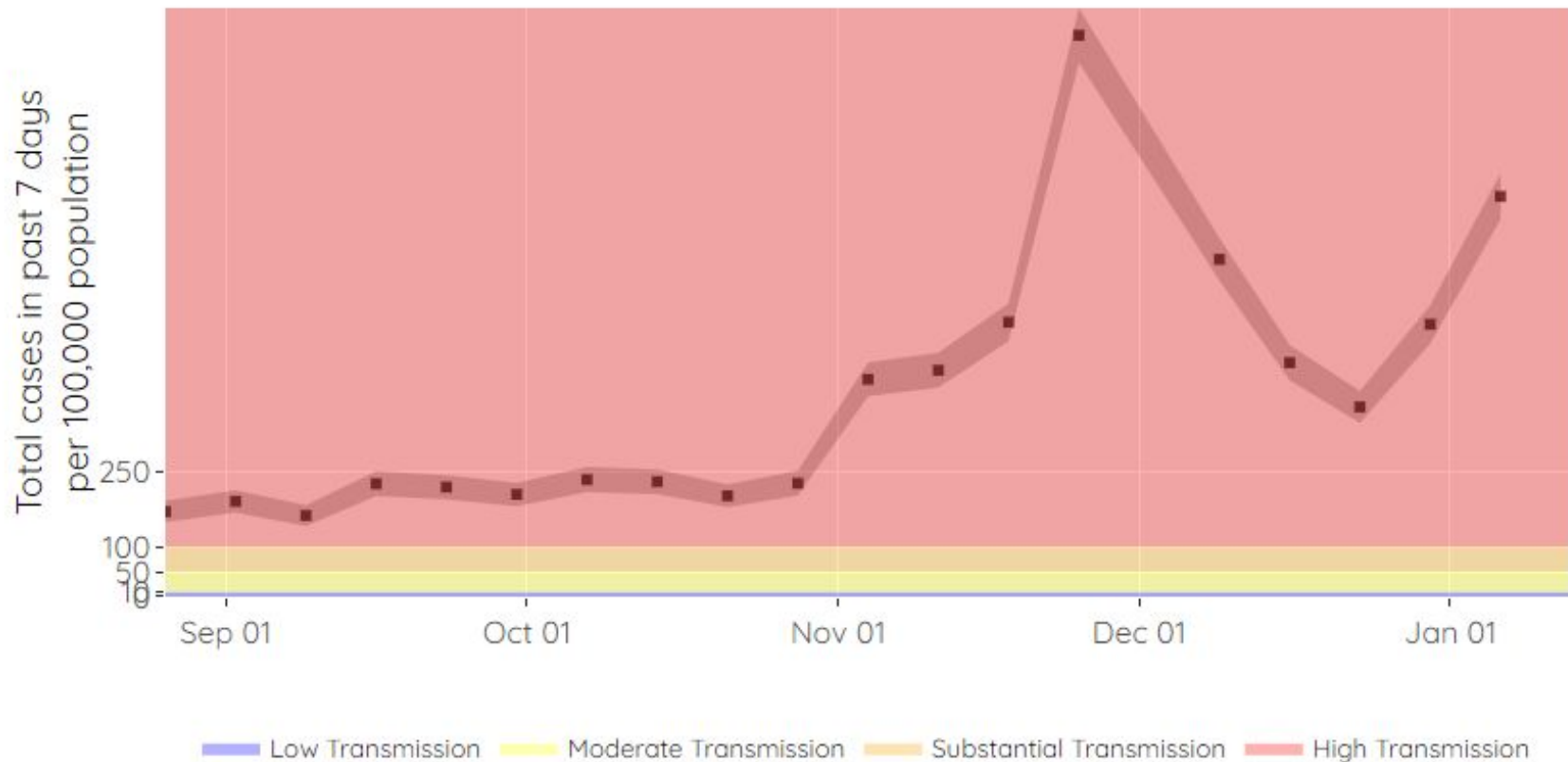
ZIP codes: 55001, 55003, 55038, 55042, 55043, 55047, 55082, 55125, 55129

(excludes ZIP codes where less than 0.25 square miles of land area is within district boundaries)

Data as of January 06, 2022

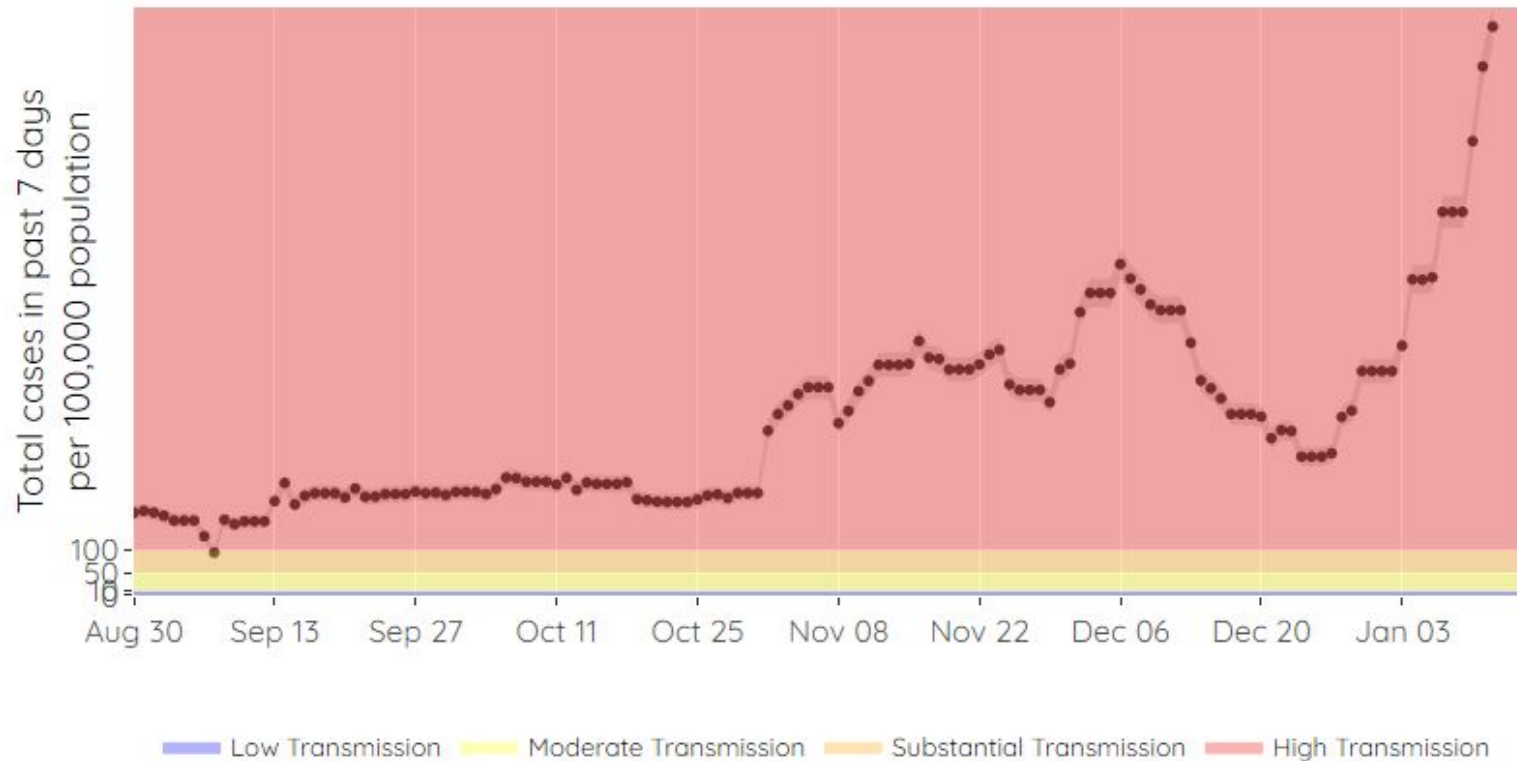


Source: [University of Minnesota](#)



Stillwater Area Public Schools data (1/6/22)

Source: [University of Minnesota](#)



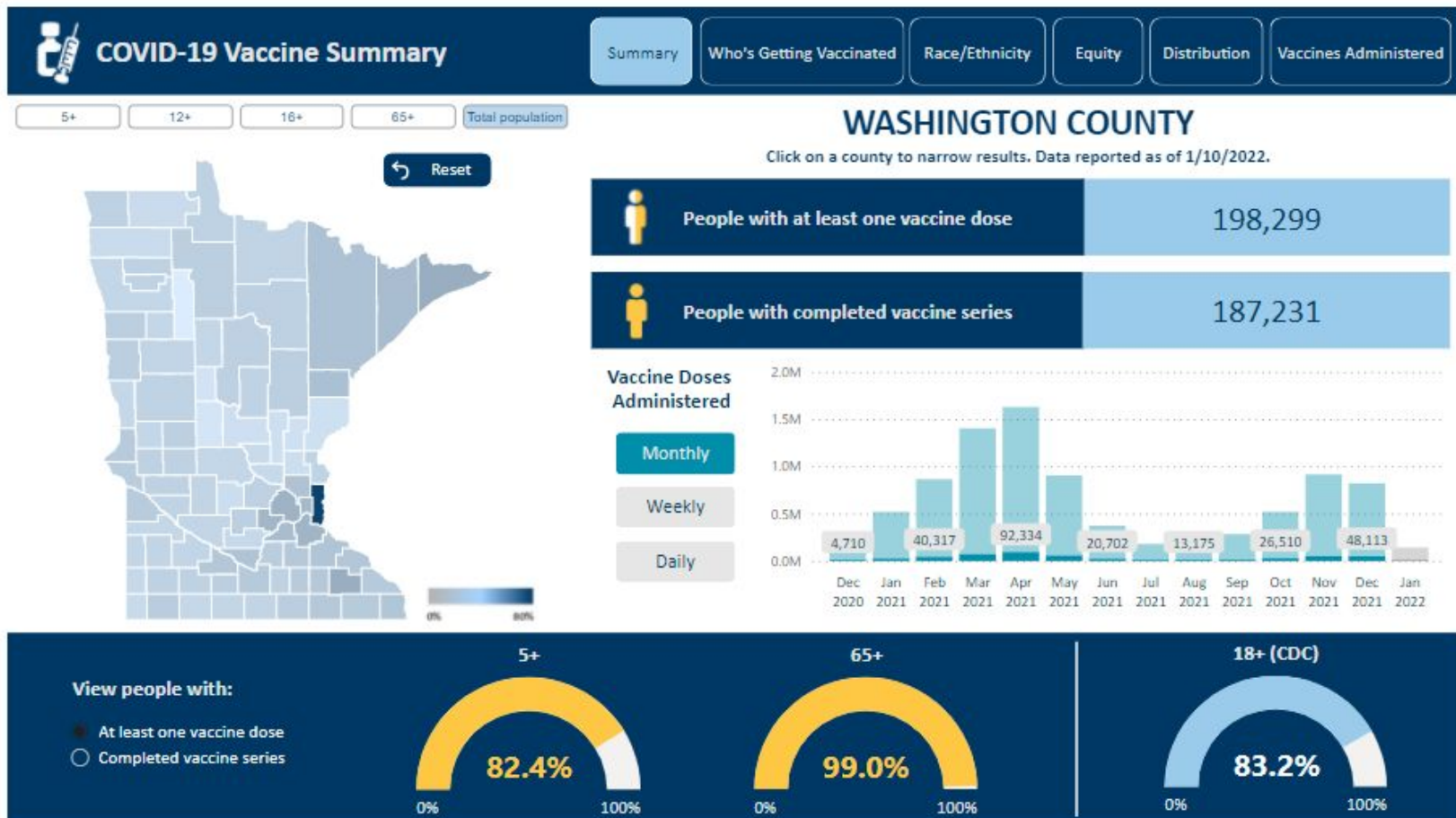
Washington
County data
(1/12/22)

Source:
[University
of Minnesota](#)

COVID-19 Dashboard

Data reflects
confirmed cases
in Stillwater Area
Public Schools
(students and
staff) since the
first day of
school

SCHOOL	Students & Staff Week of 01/07/22-01/13/22	Cumulative COVID Cases
Early Childhood Family Center (ECFC)	7	34
Afton-Lakeland Elementary	17	97
Andersen Elementary	16	77
Brookview Elementary	25	76
Lake Elmo Elementary	26	131
Lily Lake Elementary	23	75
Rutherford Elementary	23	104
Stonebridge Elementary	16	63
Oak-Land Middle	43	142
Stillwater Middle	37	114
Stillwater Area High School (includes St. Croix Valley ALC)	102	375
Transitions	1	6



Understanding Operational Capacity

1

Staffing Coverage

- **Indicator:** Ability to properly staff our classrooms, grades, and schools.

2

Availability of Subs

- **Indicator:** Ability to fill open positions with substitutes

3

Student Attendance

- **Indicator:** Ability of our classes, grades, and schools to operate based on number of student absences

4

Health and Safety

- **Indicator:** Ability to provide health and safety support to students in areas of healthcare, custodial, office staff, and administrators.

5

School Services

- **Indicator:** Ability to provide school services in the areas of childcare, nutrition, Special Education and transportation.

Keeping School Operational

- Support staff from Central Services now helping in school buildings
- Classroom coverage:
 - **Elementary:** Combining classrooms and utilizing intervention teachers, instructional coaches and principals when subs are unavailable.
 - **Middle and high school:** Combining classes with paras providing supervisions



Next Steps

- Expand universal masking requirement to include everyone at the high school
- Continue to monitor COVID case rates and trends, re-evaluate at Feb. 3, 2022 school board meeting





Questions

Member _____ introduced the following and moved its adoption:

RESOLUTION MANDATING THE
USE OF MASKS IN ALL STILLWATER AREA PUBLIC SCHOOLS

WHEREAS, Stillwater Area Public Schools has experienced a spike in student and staff absenteeism since winter break due to COVID-19 infection, including break through cases; and

WHEREAS, the Center for Disease Control and Prevention ("CDC") Guidance for COVID-19 Prevention in Schools includes layered mitigation strategies such as promoting vaccination as well as consistent and correct mask use to prevent the spread of COVID-19.

WHEREAS, according to the Minnesota Department of Health ("MDH"), "Vaccine eligibility recently expanded to include school age children who are ages 5 and older. However, because children under 5 years old are not yet eligible to be vaccinated and children ages 5 to 11 only recently became eligible; there remains an increased risk of COVID-19 transmission in school settings."

WHEREAS, all individuals currently are required to wear masks while in public transportation hubs and on all public transportation (airplanes, public buses, etc.), including school buses (both public and private); and

WHEREAS, guidance from the CDC, recommends "universal indoor masking for all people in a school setting (ages 2 and older), including teachers, staff, students, and visitors to schools, regardless of vaccination status;" and

WHEREAS, it is difficult to monitor and enforce mask requirements that are not universal; and

WHEREAS, it is the goal of Stillwater Area Public Schools to keep students and staff safe and learning in school.

BE IT RESOLVED, that the School Board of Independent School District No. 834, Stillwater Area Public Schools:

1. Mandates and requires universal indoor masking for all people in school settings, including all teachers, staff, students, and visitors, regardless of vaccination status.
2. Consistent with CDC and MDH guidance, this mandate does not apply to:
 - a. Individuals who cannot wear a mask or cannot safely wear a mask because of a disability as defined by the Americans with Disabilities Act, 42 U.S.C. 12101 et seq.;
 - b. Individuals for whom wearing a mask would create a risk to workplace health, safety, or job duty as determined by the relevant workplace safety guidelines or federal regulations;
 - c. Individuals who are actively struggling to breathe, are unconscious, or are unable to

remove a mask without help;

- d. Individuals in certain situations (e.g., swimming or other activities that will soak or submerge a face covering in water) where masks are unsafe.
3. Consistent with prior directives from the State of Minnesota:
 - a. Staff may remove masks when working alone, including when alone in an office, classroom, vehicle, cubicle with walls at least face level when social distancing is maintained, or other enclosed work area;
 - b. Staff, students, and other persons present indoors in a school setting may temporarily remove masks in the following situations:
 - i. When eating or drinking;
 - ii. During performances involving singing, acting, physical exertion, public speaking, or playing musical instruments that make wearing a mask difficult or impracticable;
 - iii. In response to requests to verify an identity for lawful purposes;
 - iv. When communicating with an individual who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult;
 - v. While receiving a service—including nursing, medical, or personal care services—that cannot be performed or would be difficult to perform when the individual receiving the service is wearing a mask.
 4. The District will take corrective action for any violation of this policy. Such corrective action will be consistent with the law and regulations, District policies and handbooks, and any relevant collective bargaining agreements.
 5. The School Board will review this resolution as necessary in light of new information regarding the transmission of COVID-19, including, but not necessarily limited to: changes to case rates; guidance from the CDC, MDH, Minnesota Department of Education, and/or any other applicable authorities; and, minimally, prior to the start of academic quarter 4 (April 4, 2022).
 6. This Resolution becomes effective as of 7:00 AM, Monday, January 24, 2022.
 7. To the extent that the School Board has previously adopted any resolution, motion, policy, or practice inconsistent with this Resolution, this Resolution is controlling during the period that this Resolution is in effect.

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

_____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.



Agenda Item XI.B.
Date Prepared: January 12, 2022
ISD 834 Board Meeting

Report for Information: 2022 Legislative Platform

Meeting Date: January 20, 2022

Contact Person (s): Superintendent Malinda Lansfeldt

Summary:

The Legislative Working Group developed a list of priorities for District 834. The school board members had the opportunity to provide feedback on the platform. Once the priorities are approved this information will be shared with district legislative representatives.

Recommendation:

A motion and a second to approve the 2022 Legislative Platform will be requested.

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



2022 Legislative Platform

Presented to the school board
January 20, 2022

Priority #1: Stabilize education funding

- Link the basic formula to inflation to provide a reliable and predictable funding stream.
- Increase special education and English learner (EL) funding to reduce shortfalls.
- Lift the Safe Schools levy cap and/or provide additional funding to allow districts to hire additional support staff to address the safety and mental health needs of students.

Why stable education funding matters

In Stillwater Area Public Schools:

- We have a \$598 per student gap this year because state funding has not kept pace with inflation - that equates to **\$4.2 million** in lost revenue this year alone.
- The special education shortfall resulted in a **\$9 million** adjusted net cross subsidy for 2020.
- The EL shortfall resulted in a **\$519,342** funding gap in 2020. EL funding has not increased since 2003, and yet the need for this program has increased significantly.

Priority #2: Support local decision-making

- Resist enacting new unfunded or underfunded mandates.
- Remove barriers and provide incentives to allow districts to address the shortage of teachers, substitute teachers, school bus drivers, paraprofessionals and other staff.
- Provide districts the flexibility to adapt learning environments for positive student outcomes and the ability to make decisions based on local needs.

Why local decision-making matters

- Unfunded mandates make it more difficult for us to focus limited resources toward student achievement through academic catch-up and social emotional/mental health support.
- It has been challenging to provide full transportation services and to fill positions (ie. childcare, food service, health office and special education staff, bus drivers, custodians, paraprofessionals, substitutes, social workers)
- We need flexibility to design systems to meet the needs of our own students, such as online/blended learning options, seat time requirements and assessments.



Questions



Agenda Item: XI. C.
Date Prepared: January 12, 2022
ISD 834 Board Meeting

Report: 2022-2023 Calendar
Meeting Date: January 20, 2022
Contact Person: Dr. Cherry, Assistant Superintendent

Summary:

A calendar committee comprised of parents, staff, teachers, and administrators is gathered each year to create calendar options and recommendations for the school board to consider. The 2021 calendar committee met on multiple occasions and developed two potential calendars. In order to reach calendar options, the following were considered:

1. Early childhood, Elementary, Middle, and High School academic, athletic, and activity needs
2. Community education needs
3. MSHSL schedules
4. Local area school district calendars
5. Requests for pre-Labor Day start with Ready, Set, Go conferences
6. Balancing the days between quarters and semesters
7. November 2022 election
8. Timing of secondary registration
9. Timing of graduation
10. Assessment calendar
11. Timing between spring break and end of third quarter
12. Statutory requirements for instructional days and hours
13. Teacher work days for workshops, professional development, grading, conferences and planning
14. Holiday calendar

Two draft calendar options are presented for consideration. Option 1 begins August 29 and ends June 2 with equally balanced semesters. Option 2 begins August 29 and ends June 7 with longer Thanksgiving and Winter breaks, and more days in semester 1 than semester 2 to support student orientation.

Recommendation:

A motion and a second to approve Option 2 of the 2022-2023 Calendar is requested.

Motion by: _____ Seconded by: _____ Vote: _____

2022-2023 CALENDAR

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2022-2023 CALENDAR	3	AUGUST	172	FEBRUARY	18		
		M T W Th F		M T W Th F			
		1 2 3 4 5		6 7 8 9 10			Holiday
		8 9 10 11 12		13 14 15 16 17			PD
		15 16 17 18 19		20 21 22 23 24			Conference
		22 23 24 25 26		27 28		*	Grading/teacher planning
		29 30 31					Last day of term
	20	SEPTEMBER		MARCH	18		
		M T W Th F		M T W Th F			Q1: 46
		1 2 3 4 5		6 7 8 9 10			Q2: 44
		5 6 7 8 9		13 14 15 16 17			Q3: 41
		12 13 14 15 16		20 21 22 23 24			Q4: 41
		19 20 21 22 23		27 28 29 30 31			
		26 27 28 29 30					
							Aug 16 - 18 New Teacher PD
							Aug 22 - 25 Teacher PD/workshop
							Aug 29 First day of school
							Aug 29 - Sep 1 Ready Set Go conferences
	19	OCTOBER		APRIL	18		
		M T W Th F		M T W Th F			Sep 2 No school
		3 4 5 6 7		3 4 5 6* 7			Sep 5 Holiday
		10 11 12 13 14		10 11 12 13 14			Oct 20 No school
		17 18 19 20 21		17 18 19 20 21			Oct 21 No school/Conf comp
		24 25 26 27 28		24 25 26 27 28			Nov 4 Last day of Qtr 1
		31					Nov 7 No school/Grading
							Nov 8 No school/Conferences
	17	NOVEMBER		MAY	22		
		M T W Th F		M T W Th F			Nov 23 - 25 No school
		1 2 3 4*		1 2 3 4 5			Nov 24 Holiday
		7 8 9 10 11		8 9 10 11 12			Dec 22 - 30 No school/Winter break
		14 15 16 17 18		15 16 17 18 19			Dec 26 Holiday
		21 22 23 24 25		22 23 24 25 26			Jan 2 Holiday
		28 29 30		29 30 31			Jan 3 - 4 No school/PD
							Jan 16 No school/Conf comp
							Jan 27 Last day of Qtr 2
							Jan 30 No school/Grading day
	15	DECEMBER		JUNE	5		
		M T W Th F		M T W Th F			Feb 17 No school/PD
		1 2 3 4 5		1 2 3 4 5			Feb 20 No school
		5 6 7 8 9		5 6 7* 8 9			Mar 20 - 24 No school/Spring break
		12 13 14 15 16		12 13 14 15 16			Apr 6 Last day of Qtr 3
		19 20 21 22 23		19 20 21 22 23			Apr 7 No school/Grading
		26 27 28 29 30		26 27 28 29 30			Apr 10 No school/Conferences
							May 29 Holiday
							Jun 7 Last day of Qtr 4/school year
	17	JANUARY		JULY	0		
		M T W Th F		M T W Th F			Jun 8 No school/Grading
		2 3 4 5 6		3 4 5 6 7			Jun 10 Graduation
		9 10 11 12 13		10 11 12 13 14			
		16 17 18 19 20		17 18 19 20 21			
		23 24 25 26 27*		24 25 26 27 28			
		30 31		31			



Agenda Item: XI.D.
Date Prepared: January 12, 2022
ISD 834 Board Meeting

Report for Information: Final Reading Policy 204 School Board Meeting Minutes
Meeting Date: January 20, 2022
Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

The 2021 Policy Working Group will be presenting School Board Meeting Minutes Policy 204 for a final reading.

The policy is included for your review.

Recommendation:

A motion and a second to approve Policy 204 - School Board Meeting Minutes is requested.

Motion by: _____ Seconded by: _____ Vote: _____

SCHOOL BOARD

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
School Board Meeting Minutes	204	Adopted: 07-12-2018	2-Year

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
2. Recordings of closed meetings shall be preserved by the school district for the following time periods
 - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
 - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.

e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.

3. ~~The classification of~~ Recordings of closed meetings shall be ~~pursuant to the Minnesota Government Data Practices Act, including the following~~ classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:

4.

a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.

b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.

~~c. — The classification of recordings of any other closed meetings and whether the recording is accessible to the public or data subjects shall be determined by the School District in accordance with the Minnesota Government Data Practices Act. Recordings shall not be accessible by the public unless all or part of the recording is determined to be public data or data accessible to a data subject.~~

d. Recordings of closed meetings shall be subject to release by a valid court order.

5. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3 above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.

6. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:

a. The date of the closed meeting;

b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and

c. The classification of the data.

7. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3 above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.

B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and

seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.

C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

Legal References: Minn. Stat. § 13D.01, Subds. 4-6 (Open Meeting Law)

[Minn. Stat. § 123B.09, Subd. 10 \(Publishing Proceedings\)](#)

[Minn. Stat. § 123B.14, Subd. 7 \(Record of Meetings\)](#)

[Minn. Stat. § 331A.01 \(Definition\)](#)

[Minn. Stat. § 331A.05, Subd. 8 \(Notice Regarding Published Summaries\)](#)

[Minn. Stat. § 331A.08, Subd. 3 \(Publication of Proceedings\)](#)

[Op. Atty. Gen. 161-a-20, December 17, 1970](#)

[Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 \(1956\)](#)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties



Agenda Item XI. E.
Date Prepared: January 12, 2022
ISD 834 Board Meeting

Report for Information: Policy 201.1 – Board Purpose
Date: January 20, 2022
Contact Person(s): Dr. Jennifer Cherry, Assistant Superintendent

Summary:

Policy 201.1 - Board Purpose was adopted in 2010 and last revised in 2016. Since that time, additional School Board policies (Policy 201 Legal Status of the School Board; Policy 208 Development, Adoption, and Implementation of Policies; Policy 209 Code of Conduct; and 212 School Board Member Development) have been adopted and revised which sufficiently address the belief statements included in Policy 201.1. Policy 201.1 is redundant and should be revoked.

Recommendation:

A motion and a second to revoke Policy 201.1 – Board Purpose will be requested.

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

BOARD GOVERNANCE PROCESS

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Board Purpose	201.1	Adopted: 08-26-2010 Revised: 8-11-2016 Renumbered: 3-11-2021	Annually

1. The Board holds itself accountable to the citizens of the district by ensuring that all actions it takes are consistent with law and Board policy.

1.1 The Board is committed to rigorous and continual improvement of its capacity to govern effectively, using the policies they have adopted to define its values and expectations.

1.2 The Board's purpose is to assure that the organization achieves the results described in its policies, strategic plan, and goals, and that it operates within the operating parameters and norms of its policies.



Agenda Item XI. F.
Date Prepared: January 12, 2022
ISD 834 Board Meeting

Report for Information: School Board Member Assignments 2022

Meeting Date: January 20, 2022

Contact Person: Chair Alison Sherman

Background:

The School Board Chair will appoint board committees and working groups for 2022. Working groups are advisory groups that gather information on topics in the related areas. These groups do not make recommendations to the School Board. Please contact the Board Chair if you are interested in serving on a particular group or committee

School Board Representative to:

Association of Metropolitan School Districts (AMSD)	
Community Education Advisory Council	
MN State High School League (MSHSL)	
Northeast Metro 916	
Partnership Plan	

School Board Sub-Committees 2022

<i>Finance and Operations</i>	<i>Legislative</i>	<i>Personnel</i>	<i>Policy</i>
Treasurer			Clerk

Note: Assignments are made in January of each calendar year

Recommendation:

A motion and a second to approve the School Board Member Assignments is requested.

Motion by: _____ Seconded by: _____ Vote: _____



Agenda Item: Adjournment
Meeting Date: January 20, 2022
Contact Person: School Board Chair

Agenda Item XII. A.
Date Prepared: January 12, 2022
ISD 834 Board Meeting

The meeting must formally adjourn.



Stillwater School Board
Finance Operations Meeting Notes
January 11, 2022

8am

Attendees: Malinda Lansfeldt, Jennifer Cherry, Mark Drommerhausen, John Thein,
Alison Sherman, Beverly Petrie

- a. Partial Roof Replacement at Oak-Land and Stillwater Middle Schools - Mark Drommerhausen
 - Roof replacement work at both middle schools this summer as a part of Long-Term Facility Maintenance work
 - Original project estimate was \$1,000,000
 - Project bid received totalled \$690,000
 - Vendor selected Berwald Roofing Company, Inc.

- b. Brookview Elementary Classroom Furniture - Mark Drommerhausen
 - Furnishing for the learning space expansion at BV
 - Furnishing will match what is currently in the school
 - Total cost \$204,754.37
 - These costs were presented to the school board and included in the project estimates
 - The costs come out of capital funds
 - Vendor is Innovative Office Solutions, LLC

- c. Summer 2022 Multi-Site LTFM Improvements - Mark Drommerhausen
 - Projects bid for several schools for summer Long-Term Facility work
 - Project sites include AL, AN, CSB, LE, SMS, RU, SAHS
 - Total costs \$1,143,039
 - Funds coming from Long-Term Facility Maintenance

Respectfully submitted by Alison Sherman