



Independent School District 834
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
and 65 W Jackson Blvd, Chicago, IL 60604
School Board Special Meeting Agenda – September 23, 2021 6:00 p.m.

Second Revision

- I. **Call to Order**
- II. **Roll Call**
- III. **Pledge of Allegiance**
- IV. **District Mission Statement and School Board Goals**
- V. **Approval of Agenda**
- VI. **Superintendent Report**
- VII. **Introductory Item**
 - A. Student Report
- VIII. **Board Chair Report**
- IX. **Action Items**
 - A. Policy Approval (212) School Board Member Development – Dr. Jennifer Cherry
 - B. Revoke Policy (201.12) Board Development and Evaluation - Dr. Jennifer Cherry
 - C. Guiding Change: Attendance Boundaries - Mr. Mark Drommerhausen
 - D. Brookview Elementary School Addition – Construction Bids - Mr. Mark Drommerhausen
 - E. Adopt Preliminary Property Tax Levy 2021 Payable 2022 - Dr. John Thein
 - F. School Board Goals 2021 - 2022 – Chair Beverly Petrie
 - G. Resolution Establishing the Procedure and Schedule to fill One School Board Vacancy by Appointment – Chair Beverly Petrie
 - H. Resolution Appointing Election Judges – Chair Beverly Petrie
- X. **Consent Agenda**
 - A. Minutes of September 7, 2021 Emergency Meeting
 - B. Minutes of September 9, 2021 Closed Session
 - C. Minutes of September 9, 2021 Business Meeting
 - D. Disbursement Register - September 11, 2021 - September 24, 2021
 - E. Accept Gifts and Donations – August 2021
 - F. 1st Choice Pediatric Home Care
 - G. Marsh & McLennan Agency - Workers' Compensation Renewal
 - H. Stillwater Middle School Gym Floor Replacement
 - I. Human Resources Personnel Report
- XI. **Reports**
 - A. Transportation Update – Ms. Sara Houle
 - B. Construction Payment Process - Mr. Mark Drommerhausen
- XII. **Open Forum**

Fifteen speakers will be allotted three minutes each to speak
- XIII. **Adjournment**
 - A. Adjourn

Attachment:

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

Agenda Item I.
Date Prepared: August 24, 2021
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: September 23, 2021

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.

Agenda Item: Roll Call
Meeting Date: September 23, 2021

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

Beverly Petrie, Chair

Alison Sherman, Vice Chair

Annie Porbeni, Clerk

Katie Hockert, Director

Tina Riehle, Director

Malinda Lansfeldt, Interim Superintendent, Ex-Officio

Recommendation:

Board action is not required.

Agenda Item III.
Date Prepared: August 24, 2021
ISD 834 Board Meeting

Agenda Item: Pledge of Allegiance
Meeting Date: September 23, 2021

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: District Mission and School Board Goals
Meeting Date: September 23, 2021

Background:

A School Board member will read the District Mission statement.

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

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

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

Increasing student achievement for ALL students.

Securing long-term financial stability of the district.

Increasing community trust and engagement.

Recommendation:

Board action is not required.

Agenda Item V.
Date Prepared: August 24, 2021
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: September 23, 2021

Background:

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

Recommendation:

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

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

Agenda Item VI.
Date Prepared: August 24, 2021
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: September 23, 2021

Background:

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

Recommendation:

Board action is not required.

Agenda Item VII.
Date Prepared: September 10, 2021
ISD 834 Board Meeting

Agenda Item: Introductory Items
Meeting Date: September 23, 2021
Student Report and District Recognition

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: August 24, 2021
ISD 834 Board Meeting

Agenda Item: Board Chair Report
Meeting Date: September 23, 2021

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: School Board Member Development Policy
Meeting Date: September 23, 2021
Contact Person: Dr. Jennifer Cherry

Summary:

The 2021 Policy Working Group will be presenting the following revised policy for approval.

- Policy 212 – School Board Member Development

The policy is included for your review

Recommendation:

A motion and a second to approve Policy 212 – School Board Member Development will be requested.

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

SCHOOL BOARD

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
School Board Member Development	212	Adopted: 08-09-2018 Revised:	2-Year

I. PURPOSE

In recognition of the need for continuing ~~inservice~~**in-service** training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. New school board members shall attend Phase I and Phase II orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA) within 180 days, including training in school finance and management.
- B. New School Board Members will ~~be provided with an orientation,~~ **receive a school board manual and an orientation provided by the Superintendent and the School Board Chair.**
- C. The School Board shall annually conduct a self-evaluation.
- D. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.
- E. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- F. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district.

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Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

SCHOOL BOARD

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Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

Agenda Item: School Board Member Development and Evaluation Policy

Meeting Date: September 23, 2021

Contact Person: Dr. Jennifer Cherry

Summary:

The 2021 Policy Working Group will be presenting the following policy.

- Policy 201.12 – School Board Member Development and Evaluation

The policy is included for your review

Recommendation:

A motion and a second to revoke policy 202.12 – School Board Development and Evaluation will be requested.

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

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
School Board Member Development and Evaluation	201.12	Adopted: 08-26-2010 Revised: 08-11-2016 Renumbered: 3-11-2021	Annually

1. The complexity of the Board membership demands opportunities for development, study, and training for members. The Board places a high priority on the importance of a planned and continuing program of in-service education for its members.
2. New Board Member Training and Orientation:
 - 2.1. The Board and the administrative staff shall assist each new board member to understand the Board's functions, policies and procedures, and operation of the school system.
 - 2.2. The Board Chair and Superintendent shall organize, and newly elected Board members shall attend, an orientation program prior to taking office, which shall include meeting time with the Superintendent and administrative staff.
 - 2.3. At a minimum, new Board members shall receive:
 - 2.3.1. Listing of Board member contact information, working group assignments, Board Governance policies, and administrative procedures
 - 2.3.2. Minnesota School Boards Association (MSBA) new member information
 - 2.3.3. Information for attendance at the MSBA orientation meetings
 - 2.3.4. District policies and procedures, Superintendent-Board evaluations protocol, and District Strategic Plan.
 - 2.3.5. Annual budget process

2.3.6. All negotiated employment contracts

2.3.7. Information regarding the district curriculum review process

2.3.8. District handbook

3. On-going Board Training & Development

3.1. The Board shall invest in its capacity to govern as necessary and prudent to assure that the governance function is effective and efficient.

3.2. Board members shall complete the required School Board training in school finance and management provided through the MSBA, as mandated by state law.

3.3. The Board shall assure that its members have the knowledge, skills and support necessary for excellent governance through:

3.3.1. Training and retraining as necessary to orient new members, as well as to maintain and increase current member skills and knowledge.

3.3.2. External monitoring assistance as necessary to enable the Board to exercise confident control over organizational performance. This includes, but is not limited to, a fiscal audit.

3.3.3. Policy governance training.

3.4. All Board members shall participate in development opportunities designated and funded through the annual budget, including:

3.4.1. In-service activities planned by the Board and by administration

3.4.2. Training, conferences, workshops and conventions held by state and national school boards associations and other educational organizations

3.4.3. Subscriptions to publications addressing Board member and District concerns

3.5. Additional funds, as available and so designated, shall be provided for:

3.5.1. Third-party monitoring of organizational performance

3.5.2. Surveys, focus groups, and opinion analyses

3.5.3. Board member stipends and approved expenses

4. Board Evaluation:

4.1. The Board shall provide for the development an annual evaluation of its own performance in a manner that is transparent and accountable to the public, on or around the end of the school year.

4.1.1. Self-monitoring shall include comparison and consistency of Board activity to policies in the Board Governance Process and Board-Superintendent Relationships policies.

4.1.2. Ongoing Board development shall include periodic Board discussion and evaluation of process to assure continued improvement

4.2. The Board shall enforce upon itself the discipline needed to govern with excellence. This self-discipline shall include attendance, preparation for meetings, policy making principles, respect of roles, and ensuring the continuity of Board governance.

Agenda Item IX. C.
Date Prepared: September 10, 2021
ISD 834 Board Meeting

Action item: Guiding Change: Attendance Boundaries
Meeting Date: September 23, 2021
Contact Person: Mark Drommerhausen, Director of Operations

Background:

At the September 9, 2021 school board business meeting, Mark Drommerhausen presented a draft of the Guiding Change: Attendance Boundaries document.

Mr. Drommerhausen will present the final Guiding Change: Attendance Boundaries document.

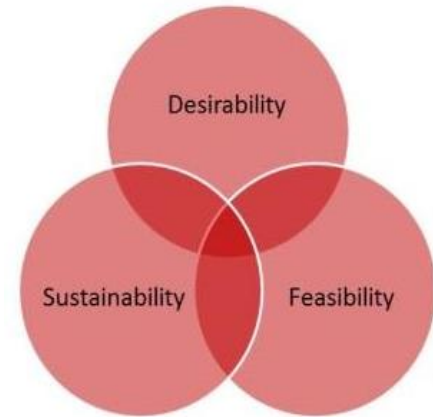
A copy of the final Guiding Change: Attendance Boundaries document is attached for review.

Recommendation:

A motion and a second to approve the final Guiding Change: Attendance Boundaries is requested.

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

GUIDING CHANGE: Boundary Adjustments 2021 Final

<i>Current Reality</i>	<i>Desired Result</i>	<i>Unacceptable Means</i>
<ul style="list-style-type: none"> • Growth in the southern part of the district • Overcrowding at Brookview and Lake Elmo Elementary schools. • Overcrowding at Oak-Land Middle School. • Space available in central and northern elementary schools and Stillwater Middle School • Feeder System to Middle School (elementary schools aligned with a middle school). • Bus beyond ½ mile for elementary students. • Bus beyond 1 mile for secondary students. • Provide transportation to non-public and charter schools. • Open enrollment transportation begins at the nearest boundary. • Classroom space set aside for pre-K programming at each of our elementary schools. 	<ul style="list-style-type: none"> • Decisions will be based on the best interests of ALL district students. • A boundary plan will be created that positions us for our current needs and minimize future changes. • Feedback from various stakeholders will be gathered to provide insight (School Board, administrative team, staff, and community group). • Provide for a safe and efficient transportation system within board policy and procedures. • Provide for the efficient utilization of district facilities to enhance learning opportunities for all students. • Balance enrollment at elementary schools. • Balance enrollment to middle school philosophy in both buildings. • Alternate and open enrollments will be sent back to their designated attendance area to start the process at the elementary and middle school levels (exception: GATE, Amigos Unidos and Special Education site-based programs). • Keep the Feeder System to Middle Schools. • To the extent possible, keep neighborhoods together (This does not mean that students will be sent to the school nearest their home, but rather that all students within a neighborhood be sent to the same school). 	<ul style="list-style-type: none"> • We will not violate state laws, school board policy, or negotiated agreements. • We will not violate class size ranges for each grade level section. • We will not create racially isolated schools. <div data-bbox="1407 779 1837 1193">  <p>A Venn diagram consisting of three overlapping circles. The top circle is labeled 'Desirability', the bottom-left circle is labeled 'Sustainability', and the bottom-right circle is labeled 'Feasibility'. The circles overlap in various combinations, with the central area where all three overlap being the darkest shade of red.</p> </div>

Agenda Item: Brookview Elementary School Addition – Construction Bids
Meeting Date: September 23, 2021
Contact Person: Mark Drommerhausen, Director of Operations

Background: Brookview Elementary Addition is scheduled to begin late October 2021 and completed for the start of the 2022-2023 school year. Kraus-Anderson Construction Company worked with Stillwater Area Public Schools and Wold Architects to solicit proposals and bids for the Brookview Elementary Addition project. Three proposals were presented to Stillwater Area Public Schools on August 31, 2021 and 154 bids were opened September 14, 2021 for the school's addition.

To obtain the lowest construction cost for the project, Kraus-Anderson Construction Company broke the project down into 26 separate work scopes. Their role 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 or proposal for each work scope. Kraus-Anderson is recommending that Work Scope 01J-Final Cleaning; Work Scope 08D-Specialty Door and Work Scope 10J-Lockers not be awarded at this time. These Work Scopes will be rebid or proposals requested at a later date.

Construction costs were estimated to total \$4,912,490.00. Because of unknown availability and increased costs of materials and labor, the project cost is higher than expected. The Brookview Elementary Addition will be funded by a combination of the Certificate of Participation/Lease Purchase with Lease Levy Authority and LTFM Fund. Any overages incurred will need to be covered out the Capital Fund. Kraus-Anderson, Wold Architects and Stillwater Area Public Schools will be working throughout the project to minimize the amount of Capital Funds needed through value engineering.

The total amount for 23 of the 26 work scopes is \$5,610,186.00. Each lowest responsible bidder has been identified per work scope. 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.

The following is a description and amount of each work scope:

Work Scope	Lowest Responsible Bidder and Amount
Work Scope 01-J: Construction Final Cleaning	Two bids were received. This work scope is not awarded. Proposals will be requested at a later time.
Work Scope 03-A: Concrete & Masonry	Ten bids were received. The lowest responsible bidder is Steenberg-Watrud Construction, of Inver Grove Heights, MN for a bid total of \$1,085,185.00.
Work Scope 03-B: Precast Concrete – Material Only	3 proposals were presented to Stillwater Area Public Schools to provide the hollow core concrete plank on August 31, 2021 by Krause Anderson Construction Company. The lowest proposal presented was from Molin of Lino Lake, MN for a total of \$136,699.00.

	Recent demand and labor shortages have created a long lead time for Work Scope 03-B. Because of the long lead time and importance of keeping the project on schedule, proposals were solicited prior to the bid package.
Work Scope 03-C: Precast Concrete – Erection Only	Two bids were received. The lowest responsible bidder is Red Cedar Steel Erectors of Menomonie, WI for a bid total of \$53,400.
Work Scope 05-A: Structural Steel – Material Only	Six bids were received. The lowest responsible bidder is American Structural Metals of Somerset, WI for a bid total of \$139,500.00.
Work Scope 05-B: Structural Steel – Erection Only	Seven bids were received. The lowest responsible bidder is Sowles Company of Shakopee, MN for a bid total of \$46,500.00.
Work Scope 06-A: Carpentry	Seven bids were received. The lowest responsible bidder is Ebert Construction of Corcoran, MN for a bid total of \$283,300.00.
Work Scope 07-F: Metal Panels	Six bids were received. The lowest responsible bidder is Minnkota Architectural Products of Centerville, MN for a bid total of \$61,355.00.
Work Scope 07-H: Roofing	Six bids were received. The lowest responsible bidder is John A. Dalsin and Son of Minneapolis, MN for a bid total of \$562,132.00.
Work Scope 07-M: Sealants	Three bids were received. The lowest responsible bidder is Carciofini of Burnsville, MN for a bid total of \$25,125.00.
Work Scope 08-A: Doors, Frames and Hardware – Material Only	Two bids were received. The lowest responsible bidder is Twin City Hardware of Oakdale, MN for a bid total of \$102,650.00.
Work Scope 08-D: Specialty Doors	One bid was received. This work scope is not awarded. Bids will be solicited and presented to the Board of Education at a later time.
Work Scope 08-F: Exterior Glass and Glazing	Six bids were received. The lowest responsible bidder is Capital City Glass of Blaine, MN for a bid total of \$233,450.00.
Work Scope 09-A: Drywall	Eight bids were received. The lowest responsible bidder is Pinnacle Wall Systems of White Bear Lake, MN for a bid total of \$348,000.00.
Work Scope 09-B: Tile	Six bids were received. The lowest responsible bidder is WTG Terrazzo and Tile of Burnsville, MN for a bid total of \$29,480.00.
Work Scope 09-C: Ceilings and Acoustical Treatment	Three bids were received. The lowest responsible bidder is Acoustics Associates of Golden Valley, MN for a bid total of \$66,259.00.
Work Scope 09-D: Flooring	Eight bids were received. The lowest responsible bidder is Sonus Interiors of Golden Valley, MN for a bid total of \$104,000.00.
Work Scope 09-K: Wall Covering and Painting	Seven bids were received. The lowest responsible bidder is Fransen Decorating of Milaca, MN for a bid total of \$34,350.00.
Work Scope 10-J: Lockers	Two bids were received. This work scope is not awarded. Proposals will be requested at a later time.
Work Scope 21-A: Fire Suppression	Seven bids were received. The lowest responsible bidder is Nasseff Mechanical Contractors of St. Paul, MN for a bid total of \$36,650.00.

Work Scope 22-A: Plumbing	Fourteen bids were received. The lowest responsible bidder is Muska Plumbing of Roseville, MN for a bid total of \$301,851.00.
Work Scope 23-A: HVAC	Sixteen bids were received. The lowest responsible bidder is Ryan Mechanical of Red Wing, MN for a bid total of \$697,000.00.
Work Scope 26-A: Electrical	Ten bids were received. The lowest responsible bidder is Phasor Electric of Maple Plain, MN for a bid total of \$442,000.00.
Work Scope 31-A: Site Earthwork and Utilities	Eight bids were received. The lowest responsible bidder is Kevitt Companies of Minneapolis, MN for a bid total of \$675,000.00.
Work Scope 32-A: Asphalt Paving	Two bids were received. The lowest responsible bidder is Minnesota Paving & Materials of Rogers, MN for a bid total of \$84,100.00.
Work Scope 32-B: Concrete Paving	Two bids were received. The lowest responsible bidder is Ebert Construction of Corcoran, MN for a bid total of \$62,200.00.

Location(s): Brookview Elementary

Project Name: Brookview Elementary Addition

Fund: Certificate of Participation/Lease Purchase with Lease Levy Authority (\$6,921,666), LTFM Fund (\$75,000.00), Capital Fund (\$697,696.00)

Description: Brookview Elementary Addition

Item: All work scopes identified above

Amount: \$5,610,186.00

Recommendation:

A motion and a second to approve the work scope contracts 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:** 9/16/2021

DESCRIPTION OF REQUEST

Brookview Elementary Addition is scheduled to begin late October 2021 and completed for the start of the 2022-2023 school year. Kraus-Anderson Construction Company worked with Stillwater Area Public Schools and Wold Architects to solicit proposals and bids for the Brookview Elementary Addition project. Three proposals were presented to Stillwater Area Public Schools on August 31, 2021 and 154 bids were opened September 14, 2021 for the school's addition.

To obtain the lowest construction cost for the project, Kraus-Anderson Construction Company broke the project down into 26 separate work scopes. Their role 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 or proposal for each work scope. Kraus-Anderson is recommending that Work Scope 01J-Final Cleaning; Work Scope 08D-Specialty Door and Work Scope 10J-Lockers not be awarded at this time. These Work Scopes will be rebid or proposals requested at a later date.

Construction costs were estimated to total \$4,912,490.00. Because of unknown availability and increased costs of materials and labor, the project cost is higher than expected. The Brookview Elementary Addition will be funded by a combination of the Certificate of Participation/Lease Purchase with Lease Levy Authority and LTFM Fund. Any overages incurred will need to be covered out of the Capital Fund. Kraus-Anderson, Wold Architects and Stillwater Area Public Schools will be working throughout the project to minimize the amount of Capital Funds needed through value engineering.

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FINANCIAL IMPACT

Budget(s) Impacted: \$5,610,186.00 Certificate of Participation/Lease Purchase with Lease Levy Authority, \$75,000.00 LTFM Fund, 697,696.00 Capital Fund for the Brookview Elementary Addition

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

Brookview Elementary Addition completed by August 2022

Work Scope	Lowest Responsible Bidder and Amount
Work Scope 01-J: Construction Final Cleaning	Two bids were received. This work scope is not awarded. Proposals will be requested at a later time.
Work Scope 03-A: Concrete & Masonry	Ten bids were received. The lowest responsible bidder is Steenberg-Watrud Construction, of Inver Grove Heights, MN for a bid total of \$1,085,185.00.
Work Scope 03-B: Precast Concrete – Material Only	3 proposals were presented to Stillwater Area Public Schools to provide the hollow core concrete plank on August 31, 2021 by Krause Anderson Construction Company. The lowest proposal presented was from Molin of Lino Lake, MN for a total of \$136,699.00. Recent demand and labor shortages have created a long lead time for Work Scope 03-B. Because of the long lead time and importance of keeping the project on schedule, proposals were solicited prior to the bid package.
Work Scope 03-C: Precast Concrete – Erection Only	Two bids were received. The lowest responsible bidder is Red Cedar Steel Erectors of Menomonie, WI for a bid total of \$53,400.
Work Scope 05-A: Structural Steel – Material Only	Six bids were received. The lowest responsible bidder is American Structural Metals of Somerset, WI for a bid total of \$139,500.00.
Work Scope 05-B: Structural Steel – Erection Only	Seven bids were received. The lowest responsible bidder is Sowles Company of Shakopee, MN for a bid total of \$46,500.00.
Work Scope 06-A: Carpentry	Seven bids were received. The lowest responsible bidder is Ebert Construction of Corcoran, MN for a bid total of \$283,300.00.
Work Scope 07-F: Metal Panels	Six bids were received. The lowest responsible bidder is Minnkota Architectural Products of Centerville, MN for a bid total of \$61,355.00.
Work Scope 07-H: Roofing	Six bids were received. The lowest responsible bidder is John A. Dalsin and Son of Minneapolis, MN for a bid total of \$562,132.00.
Work Scope 07-M: Sealants	Three bids were received. The lowest responsible bidder is Carciofini of Burnsville, MN for a bid total of \$25,125.00.
Work Scope 08-A: Doors, Frames and Hardware – Material Only	Two bids were received. The lowest responsible bidder is Twin City Hardware of Oakdale, MN for a bid total of \$102,650.00.
Work Scope 08-D: Specialty Doors	One bid was received. This work scope is not awarded. Bids will be solicited and presented to the Board of Education at a later time.
Work Scope 08-F: Exterior Glass and Glazing	Six bids were received. The lowest responsible bidder is Capital City Glass of Blaine, MN for a bid total of \$233,450.00.
Work Scope 09-A: Drywall	Eight bids were received. The lowest responsible bidder is Pinnacle Wall Systems of White Bear Lake, MN for a bid total of \$348,000.00.
Work Scope 09-B: Tile	Six bids were received. The lowest responsible bidder is WTG Terrazzo and Tile of Burnsville, MN for a bid total of \$29,480.00.
Work Scope 09-C: Ceilings and Acoustical Treatment	Three bids were received. The lowest responsible bidder is Acoustics Associates of Golden Valley, MN for a bid total of \$66,259.00.
Work Scope 09-D: Flooring	Eight bids were received. The lowest responsible bidder is Sonus Interiors of Golden Valley, MN for a bid total of \$104,000.00.
Work Scope 09-K: Wall Covering and Painting	Seven bids were received. The lowest responsible bidder is Fransen Decorating of Milaca, MN for a bid total of \$34,350.00.
Work Scope 10-J: Lockers	Two bids were received. This work scope is not awarded. Proposals will be requested at a later time.
Work Scope 21-A: Fire Suppression	Seven bids were received. The lowest responsible bidder is Nasseff Mechanical Contractors of St. Paul, MN for a bid total of \$36,650.00.

Work Scope 22-A: Plumbing	Fourteen bids were received. The lowest responsible bidder is Muska Plumbing of Roseville, MN for a bid total of \$301,851.00.
Work Scope 23-A: HVAC	Sixteen bids were received. The lowest responsible bidder is Ryan Mechanical of Red Wing, MN for a bid total of \$697,000.00.
Work Scope 26-A: Electrical	Ten bids were received. The lowest responsible bidder is Phasor Electric of Maple Plain, MN for a bid total of \$442,000.00.
Work Scope 31-A: Site Earthwork and Utilities	Eight bids were received. The lowest responsible bidder is Kevitt Companies of Minneapolis, MN for a bid total of \$675,000.00.
Work Scope 32-A: Asphalt Paving	Two bids were received. The lowest responsible bidder is Minnesota Paving & Materials of Rogers, MN for a bid total of \$84,100.00.
Work Scope 32-B: Concrete Paving	Two bids were received. The lowest responsible bidder is Ebert Construction of Corcoran, MN for a bid total of \$62,200.00.

FINANCIAL IMPACT

Budget(s) Impacted: \$5,610,186.00 Certificate of Participation/Lease Purchase with Lease Levy Authority, \$75,000.00 LTFM Fund, 697,696.00 Capital Fund for the Brookview Elementary Addition

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

Brookview Elementary Addition completed by August 2022

	9/16/2021	Bid Day	Actual / Forecast	
<u>Square Footage New or Remodel</u>				Remarks
Lease Levy Funding	6,921,666			
Capital	0			Request approval for \$697,696
LTFM	75,000			Storm Pond Work
Total Funding	6,996,666			
<u>Construction Costs Budget</u>				
Contracts Awarded	\$5,610,186			9-23-21 Board Meeting
Pending Contracts	\$369,176			Specialty Doors & Lockers
General Conditions	\$275,000			
Contingency	\$225,000			
Total Construction Budget	\$6,479,362			
<u>Owner and Soft Cost Budget</u>				Average Cost
A/E Fees	\$405,000			Wold per Contract
Site Supervision and Management	\$525,000			10-month const. schedule
CM Fee (replaces general contractor)	\$120,000			KA per Contract
Building Permit / plan review	\$60,000			City of Woodbury
SAC & WAC Costs	\$45,000			Met Council Charges for Sewer
Construction & Soils Testing	\$35,000			Braun
Site Survey	\$7,500			Cornerstone
Plan Productions / Distribution - Bidding	\$0			
Land Acquisition	\$0			
Public Infrastructure (roads, turn lanes, lts)	\$0			
Loan Expenses or Bonding Costs - separate	NA			Separate - by FA
Furniture and Fixtures				Do not qualify in Lease Levy
Technology / Equipment				Do not qualify in Lease Levy
Project Commissioning/Validation	\$10,000			Hallberg
City Approval Fees & Park Ded.	\$0			City of Woodbury
Misc. Owner Expenses	\$0			
Insurances	\$7,500			
Total Owner Budget	\$1,215,000			26%
Total Project Costs	\$7,694,362			Constr. Cost + Soft Costs + Owner Cost
Variance	(\$697,696)		0.00%	

September 15 , 2021

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

RE: **Brookview Elementary Addition
Contract Award Recommendation**

Dear Mr. Tony Wilger

This letter is concerning our recommendations for contract awards for the Brookview Elementary Addition project that was bid on September 14, 2021. Kraus-Anderson has verified bidders and we submit the following lowest responsible bidders and their bid amount.

Kraus-Anderson recommends that WS 01J – Final Cleaning, WS08D – Specialty Door, and WS 10J – Lockers not be awarded at this time. These work scopes may be rebid or proposals requested at a later date.

Work Scope	Contractor, City, State	Bid Amount
WS 01-J	Final Cleaning Not awarded	Base Bid \$0.00
WS 03-A	Concrete & Masonry Steenberg-Watrud Construction Inver Grove Heights, MN	Base Bid \$1,085,185.00
WS 03-B	Structural Precast Molin Concrete Products Lino Lakes, MN	Proposal Request \$136,699.00
WS 03-C	Structural Precast – Erection Only Red Cedar Steel Erectors Menomonie, WI	Base Bid \$53,400.00
WS 05-A	Structural Steel - Material American Structural Metals Somerset, WI	Base Bid \$139,500.00

WS 05-B	Structural Steel – Erection	Sowles Company Shakopee, MN	Base Bid	\$46,500.00
WS 06-A	Carpentry	Ebert Construction Corcoran, MN	Base Bid	\$283,300.00
WS 07-F	Metal Panels	Minnkota Architectural Products Centerville, MN	Base Bid	\$61,355.00
WS 07-H	Roofing	John A. Dalsin & Son Minneapolis, MN	Base Bid	\$562,132.00
WS 07-M	Interior Sealants	Carciofini Burnsville, MN	Base Bid	\$25,125.00
WS 08-A	Door Frames & Hardware - Material	Twin City Hardware Oakdale, MN	Base Bid	\$102,650.00
WS 08-D	Specialty Door	Not awarded	Base Bid	\$0.00
WS 08-F	Exterior Glass and Glazing	Capital City Glass Blaine, MN	Base Bid	\$233,450.00
WS 09-A	Drywall	Pinnacle Wall Systems White Bear Lake, MN	Base Bid	\$348,000.00
WS 09-B	Tile	WTG Terrazzo & Tile Burnsville, MN	Base Bid	\$29,480.00
WS 09-C	Ceiling and Acoustical Treatment	Acoustics Associates Golden Valley, MN	Base Bid	\$66,259.00
WS 09-D	Flooring (Resilient & Carpet)	Sonus Interiors Golden Valley, MN	Base Bid	\$104,000.00

WS 09-K	Painting & Wallcovering	Fransen Decorating Milaca, MN	Base Bid	\$34,350.00
WS 10-J	Lockers	Not awarded	Base Bid	\$0.00
WS 21-A	Fire Suppression	Nasseff Mechanical Contractors St. Paul, MN	Base Bid	\$36,650.00
WS 22-A	Plumbing	Muska Plumbing Roseville, MN	Base Bid	\$301,851.00
WS 23-A	HVAC	Ryan Mechanical Red Wing, MN	Base Bid	\$697,000.00
WS 26-A	Electrical	Phasor Electric Maple Plain, MN	Base Bid	\$442,000.00
WS 31-A	Site Clearing & Earthwork	Kevitt Companies Minneapolis, MN	Base Bid	\$675,000.00
WS 32-A	Asphalt Paving	Minnesota Paving & Materials Rogers, MN	Base Bid	\$84,100.00
WS 32-B	Concrete Paving	Ebert Construction Corcoran, MN	Base Bid	\$62,200.00
			Total Base Bid	\$5,610,186.00

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



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 01-J: Final Cleaning

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Prime Const. Solution	Wild Cat Cleaning				
BID SECURITY	Cashiers check	x				
ADDENDA REC'D.	only 2	x				
BASE BID	\$10,000.00	\$23,000.00				
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 03-A: Concrete & Masonry

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Steenberg Watrud	Gresser	Northland Concrete	Axel Ohman	Ebert	Rice Lake Const.
BID SECURITY	x	x	x	x	x	x
ADDENDA REC'D.	x	x	x	x	x	x
BASE BID	\$1,085,185.00	\$1,128,500.00	\$1,217,455.00	\$1,220,316.00	\$1,277,000.00	\$1,294,200.00
COMBINED BASE BID						



Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 03-A: Concrete & Masonry

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	B&D Associates	Harbor City Masonry	Maertens Brenny	George Siegfried Const		
BID SECURITY	X	X	X	X		
ADDENDA REC'D.	X	X	X	X		
BASE BID	\$1,408,000.00	\$1,448,910.00	\$1,514,000.00	\$1,525,000.00		
COMBINED BASE BID						



OWNER: Stillwater Area Public Schools
ARCHITECT: Wold

Brookview Elementary Addition
Woodbury, MN

PROPOSAL REQUEST TABULATIONS

8/31/21 2:00 PM

WORK SCOPE 03-B: Structural Precast - Material Only

	VENDOR	VENDOR	VENDOR	VENDOR	VENDOR	VENDOR
	Molin	Gage Brothers	County Materials Corp.			
Proposal Request	\$136,699.00	\$157,574.00	\$282,002.00			



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 03-C: Structural Precast - Erection Only

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Red Cedar Steel	Molin				
BID SECURITY	x	x				
ADDENDA REC'D.	x	x				
BASE BID	\$53,400.00	\$61,244.00				
COMBINED BASE BID						



KRAUS-ANDERSON®
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Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 05-A: Structural Steel - Material Only

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	American Structural Metals	Bens Structural	CSI	Daka Corp.	Thornberg Steel	Koronis Fabricating
BID SECURITY	x	x	x	x	x	x
ADDENDA REC'D.	x	x	x	x	only 1	x
BASE BID	\$139,500.00	\$147,365.00	\$152,845.00	\$168,150.00	\$169,400.00	\$178,500.00
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 05-B: Structural Steel - Erection Only

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Sowles Company	High Five Erectors	J&B American Steel	South Central Erectors	Industrial Construction Specialists	KMH Erectors
BID SECURITY	x	x	cashiers check	x	x	x
ADDENDA REC'D.	x	x	x	x	only 1	x
BASE BID	\$46,500.00	\$49,760.00	\$51,800.00	\$54,500.00	\$54,982.00	\$59,000.00
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 05-B: Structural Steel - Erection Only

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Amerect					
BID SECURITY	x					
ADDENDA REC'D.	x					
BASE BID	\$67,499.00					
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 06-A: Carpentry

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Ebert	Kellington	Meisinger	Reiling Const.	Parkos Const.	Maertens Brenny
BID SECURITY	x	x	x	x	x	x
ADDENDA REC'D.	x	x	x	x	x	x
BASE BID	\$283,300.00	\$290,250.00	\$298,900.00	\$308,397.00	\$311,500.00	\$332,200.00
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 06-A: Carpentry

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	JL Cook Construction					
BID SECURITY	x					
ADDENDA REC'D.	x					
BASE BID	\$344,000.00					
COMBINED BASE BID						



Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 07-F: Metal Panel

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Mulcahy Nickolaus	Berwald Roofing	Minnkota Arch. Products	Specialty Systems	Innovative Building Concepts	Central Roofing
BID SECURITY	Bid bond not signed	x	x	x	x	x
ADDENDA REC'D.	x	x	x	x	x	x
BASE BID			\$61,355.00	\$67,700.00	\$107,300.00	\$109,600.00
COMBINED BASE BID	\$518,950.00	\$714,615.00				
	09A, 07F	07F, 07H				



KRAUS-ANDERSON®
Construction Company

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

WORK SCOPE 07-H: Roofing

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	John A. Dalsin	Palmer West	Diverse Const.	Flynn Midwest	Central Roofing	Berwald Roofing
BID SECURITY	x	x	x	x	x	x
ADDENDA REC'D.	x	x	x	x	x	x
BASE BID	\$562,132.00	\$598,200.00	\$633,000.00	\$767,157.00	\$781,546.00	
COMBINED BASE BID						\$714,615.00
						07F, 07H



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 07-M: Interior Sealant

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Carciofini	Righ Way Caulking	The Caulkers			
BID SECURITY	x	x	x			
ADDENDA REC'D.	x	x	x			
BASE BID	\$25,125.00	\$30,300.00	\$35,665.00			
COMBINED BASE BID						



KRAUS-ANDERSON®
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Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 08-A: Door, Frames and Hardware - Material Only

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	TCH	Bredemus Hardware				
BID SECURITY	x	x				
ADDENDA REC'D.	x	x				
BASE BID	\$102,650.00	\$108,155.00				
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 08-D: Specialty Door

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Skold Specialty Contracting					
BID SECURITY	x					
ADDENDA REC'D.	x					
BASE BID	\$310,690.00					
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 08-F: Exterior Glass & Glazing

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Capital City Glass	Advanced Arch. Glazing	Envision Glass	Northern Glass	S&J Glass	Rice Lake Glass
BID SECURITY	x	x	x	x	x	x
ADDENDA REC'D.	x	x	x	x	x	x
BASE BID	\$233,450.00	\$234,800.00	\$237,620.00	\$240,430.00	\$256,970.00	\$278,800.00
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 09-A: Drywall

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Mulcahy Nickolaus	Pinnacle Wall Systems	Zintl	Custom Drywall	SA Jordan Const.	Commercial Drywall
BID SECURITY	Bid bond not signed	x	x	x	x	x
ADDENDA REC'D.	x	x	x	x	x	x
BASE BID		\$348,000.00	\$398,750.00	\$419,895.00	\$481,900.00	\$499,490.00
COMBINED BASE BID	\$518,950.00					
	09A, 07F					



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 09-A: Drywall

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	RTL	Swanson & Youngdale				
BID SECURITY	x	x				
ADDENDA REC'D.	x	x				
BASE BID	\$519,690.00	\$537,692.00				
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

WORK SCOPE 09-B: Tile

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Super Set Tile	WTG Terrazzo	Super Set Tile	Acoustics Associates	Grazzini	Advance Terrazzo
BID SECURITY	x	x	x	x	x	x
ADDENDA REC'D.	x	x	x	x	x	x
BASE BID		\$29,480.00	\$30,000.00	\$32,370.00	\$34,800.00	\$39,940.00
COMBINED BASE BID	\$150,000.00					
	09B, 09D					



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 09-C: Ceiling and Acoustical Treatment

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Acoustics Associates	Sonus Interiors	Twin City Acoustics			
BID SECURITY	x	x	x			
ADDENDA REC'D.	x	x	x			
BASE BID	\$66,259.00	\$104,267.00	\$149,000.00			
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

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

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Super Set Tile	Sonus	Acoustics Associates	Floors by Beckers	St. Paul Linoleum	MCI
BID SECURITY	x	x	x	x	x	x
ADDENDA REC'D.	x	x	x	x	x	x
BASE BID		\$104,000.00	\$107,629.00	\$109,710.00	\$110,850.00	\$118,400.00
COMBINED BASE BID	\$150,000.00					
	09B, 09D					



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

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

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	CFS Interior	Super Set Tile				
BID SECURITY	x	x				
ADDENDA REC'D.	x	x				
BASE BID	\$122,330.00	\$123,000.00				
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 09-K: Painting and Wall Covering

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Fransen Decorating	Swanson & Youngdale	Sunrise Painting	Wasche	Steinbrecher	Superior Painting
BID SECURITY	X	X	X	X	X	X
ADDENDA REC'D.	X	X	X	X	X	X
BASE BID	\$34,350.00	\$36,812.00	\$41,545.00	\$47,270.00	\$49,800.00	\$52,920.00
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 09-K: Painting and Wall Covering

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Universal Drywall					
BID SECURITY	x					
ADDENDA REC'D.	x					
BASE BID	\$56,420.00					
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 10-J: Lockers - Material Only

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Olympus Lockers	Elite Storage Products				
BID SECURITY	x	x				
ADDENDA REC'D.	x	x				
BASE BID	\$66,487.00	\$56,359.75				
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 21-A: Fire Suppression

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Nasseff Mechanical	Breth Zenzen	Nova Fire Protection	General Sprinkler Corp.	Viking	Summit
BID SECURITY	x	x	x	x	x	x
ADDENDA REC'D.	x	x	x	x	x	x
BASE BID	\$36,650.00	\$37,740.00	\$51,400.00	\$57,850.00	\$78,000.00	\$78,400.00
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 21-A: Fire Suppression

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Total Fire Protection					
BID SECURITY	x					
ADDENDA REC'D.	x					
BASE BID	\$95,000.00					
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 22-A: Plumbing

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Egan Company	Wenzel Plymouth Plumbing	Modern Piping	Davis Mechanical	Klamm Mechanical	Pioneer Power
BID SECURITY	x	x	x	x	x	x
ADDENDA REC'D.	x	x	only 1	x	x	x
BASE BID						
COMBINED BASE BID	\$1,059,970.00	\$1,092,165.00	\$1,096,400.00	\$1,104,800.00	\$1,130,400.00	\$1,175,000.00
	22A, 23A		22A, 23A	22A, 23A	22A, 23A	22A, 23A



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 22-A: Plumbing

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Peterson Sheet Metal	Muska Plumbing	Ryan Mechanical	RJ Mechanical	Davis Mechanical	Klamm Mechanical
BID SECURITY	x	x	x	x	x	x
ADDENDA REC'D.	x	x	x	x	x	x
BASE BID		\$301,851.00	\$327,000.00	\$340,000.00	\$345,900.00	\$348,300.00
COMBINED BASE BID	\$1,195,000.00					
	22A, 23A					



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 22-A: Plumbing

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Nasseff Mechanical	Weidner Plumbing				
BID SECURITY	x	x				
ADDENDA REC'D.	x	x				
BASE BID	\$362,601.00	\$408,700.00				
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 23-A: HVAC

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Egan Company	Wenzel Plymouth Plumbing	Modern Piping	Davis Mechanical	Klamm Mechanical	Pioneer Power
BID SECURITY	x	x	x	x	x	x
ADDENDA REC'D.	x	x	only 1	x	x	x
BASE BID						
COMBINED BASE BID	\$1,059,970.00	\$1,092,165.00	\$1,096,400.00	\$1,104,800.00	\$1,130,400.00	\$1,175,000.00
	22A, 23A		22A, 23A	22A, 23A	22A, 23A	22A, 23A



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 23-A: HVAC

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Peterson Sheet Metal	Ryan Mechanical	Thelen Heating	SCR	Master Mechanical	Sentra Sota
BID SECURITY	x	x	x	x	x	x
ADDENDA REC'D.	x	x	x	x	x	x
BASE BID		\$697,000.00	\$718,000.00	\$725,700.00	\$739,000.00	\$758,900.00
COMBINED BASE BID	\$1,195,000.00					
	22A, 23A					



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 23-A: HVAC

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Klamm Mechanical	Weidner Plumbing	McDowall Company	Pioneer Power		
BID SECURITY	x	x	x	x		
ADDENDA REC'D.	x	x	x	x		
BASE BID	\$803,700.00	\$813,100.00	\$818,700.00	\$825,000.00		
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 26-A: Electrical

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Phasor Electric	NAC Mechanical	Wolf River Electric	NEO Electrical	Gunnar Electric	Laketown
BID SECURITY	x	x	x	x	x	x
ADDENDA REC'D.	x	x	x	x	x	x
BASE BID	\$442,000.00	\$457,500.00	\$467,037.00	\$474,950.00	\$484,050.00	\$500,000.00
COMBINED BASE BID						



OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

WORK SCOPE 26-A: Electrical

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Manor	AJ Moore	Choice Electric	Bloomington		
BID SECURITY	x	x	x	x		
ADDENDA REC'D.	x	x	x	x		
BASE BID	\$509,000.00	\$537,800.00	\$613,800.00	\$619,000.00		
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 31-A: Site Clearing and Earthwork

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Kevitt Companies	Park Const.	Max Steininger	G Urban	New Look Contracting	Frattalone
BID SECURITY	x	x	x	x	x	x
ADDENDA REC'D.	x	x	x	x	x	x
BASE BID	\$675,000.00	\$755,000.00	\$808,750.00	\$825,000.00	\$848,268.00	\$946,135.00
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 31-A: Site Clearing and Earthwork

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Miller Excavating	Peterson Companies				
BID SECURITY	x	x				
ADDENDA REC'D.	x	x				
BASE BID	\$1,077,818.23	\$1,634,500.00				
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 32-A: Asphalt Paving

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Minnesota Paving	Northland Paving				
BID SECURITY	x	x				
ADDENDA REC'D.	x	x				
BASE BID	\$84,100.00	\$215,000.00				
COMBINED BASE BID						



KRAUS-ANDERSON®
Construction Company

Brookview Elementary Addition
Woodbury, MN

BID TABULATIONS

Sept 14, 2021 @ 2:00PM

OWNER: Stillwater Area Public Schools

ARCHITECT: Wold

WORK SCOPE 32-B: Concrete Paving

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Ebert	North County Concrete				
BID SECURITY	x	x				
ADDENDA REC'D.	x	x				
BASE BID	\$62,200.00	\$70,000.00				
COMBINED BASE BID						

Action Items: Adopt Preliminary Proposed Property Tax Levy 2021 Payable 2022

Meeting Date: September 23, 2021

Contact Person: Dr. John Thein, Director of Finance

Background

State law requires that the School Board adopt a proposed property tax levy for taxes payable in 2022 by September 30, 2021. This is the first step in the setting of property tax levies for next year. Other steps in the process are outlined below. This is very similar to the timeline that has been followed in previous years.

The amount adopted by the district for preliminary 2021 payable 2022 provides revenue for the 2022-23 school year and is limited by state statute and voter approved referendum. This differs from the county and city calendars in that the 2022 levy provides the revenue for their 2022 calendar year budget.

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

- | | |
|------------------------|--|
| September 23 | At the board business meeting in which the proposed levy is adopted, District 834 is required to announce the meeting date, time and location of the subsequent meeting in which public testimony will be allowed and the final levy and budget will be discussed. The time and place of those meetings must be included in the proceedings or summary of proceedings published in the official newspaper per MS 275.065 |
| September 30 | District 834 must provide Washington County with information by this date so that the meeting time and location may be included on the parcel specific notices which are mailed by the County in November. |
| November 8-22 | Washington County will mail estimated property tax statements, typically called "truth-in-taxation notices" to all taxpayers. These notices will show the estimated payable 2022 along with the actual 2021 property taxes on each individual parcel of property, based on a combination of proposed levies adopted by the school district, county, cities, and other taxing jurisdictions. |
| November /
December | The public must be allowed to speak at the budget and levy meeting. This meeting must occur after November 24 and must not be held before 6:00 p.m. The district may adopt the final levy at this same meeting. The final property tax levy must be adopted by the school board no later than five working days after December 20, 2021. The district must certify to the county auditor on or before five working days after December 20. |
| December 9 | At 6:00 p.m. District 834 will begin its regularly scheduled business meeting at which the budget and levy will be discussed and the public allowed to speak. Information will be presented explaining the district's proposed levy and its estimated impact on taxpayers. Citizens will be given an opportunity to address the School Board, ask questions, and make suggestions. |

The School Board will take action to certify the amount of the final levy at the meeting on December 9. The final certified levy may not be greater than the proposed levy (except for additional amounts approved by voters in a referendum election or for corrections made by the Department of Education), but it may be less than the proposed levy.

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

As the above timeline shows, the action that the School Board takes now is not the final action on the payable 2022 levies. However, it is an important action for two reasons. First, the final levy that the School Board certifies in December may not be greater than the proposed levy approved now (except for additions or corrections made by the Department of Education or by district voters through an election on referendum authority). Second, the amount of the proposed levy will be used by the County to calculate the truth-in-taxation notices that will be sent to taxpayers.

The maximum amounts the district can levy in various categories are specified in state law. These levy limitations are calculated for the district in detailed worksheets from the Minnesota Department of Education (MDE). We received the MDE worksheets commencing September 8 and have been receiving updates ongoing through mid-September. We have been verifying data as it has become available.

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

The 2021 (Payable 2022) property tax levy provides revenue primarily for the 2022-23 school year. For many of the categories there is a corresponding category of state aid. Thus, the amount that is levied will affect both the property tax and state aid revenue for 2022-23.

The worksheet on pages 5 & 6 compares the actual levies certified in 2020 to the preliminary levy limitations for 2021 (Payable 2022).

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

- **Operating Referendum.** Beginning with the 2014-15 school year, voters approved an eight year operating referendum of \$1,536.47 per pupil, subject to an annual rate of inflation. The current operating referendum will expire and will not provide District 834 with revenue unless it is reauthorized at the November 2, 2021 election.
- **Equity Revenue Levy.** Beginning with Payable 2004, equity revenue is split between state aid and levy. The equity revenue levy is spread on the Referendum Market Value (RMV) and is equalized at the same rate as tier two referendum levy. District 834 does not qualify for equalization due to market value. The total equity levy revenue is \$1,519,691.33.
- **Local Optional Revenue Levy.** Beginning with the 2014-15 school year, metro districts received \$424 per adjusted pupil unit of revenue. Legislatively in 2014, there was a name change from Location Equity to Local Optional revenue. 2019 legislation created a transfer of \$300/PU of referendum revenue to LOR; thus eliminating the board-approved referendum. This offsets a portion of our original voter approved referendum allowance in the amount of \$6,512,256.61.

- **Transition Revenue Levy.** Beginning with the 2003-04 school year, districts received transition revenue to hold them harmless from formula changes as a result of the 2003 legislation. For 2003-04 the transition revenue was comprised of all state aid. Beginning with Payable 2004, transition revenue is split between state aid and local levy. The transition levy is spread on RMV and is equalized at the same rate as tier two referendum levy which District 834 no longer qualifies. The total transition revenue is \$27,843.05 and is all local levy.
- **1st Tier Board Approved Referendum Levy.** Beginning with the 2014-2015 school year, school boards were allowed to convert up to \$300/APU of existing authority from voter-approved to board-approved. Districts with less than \$300/APU of referendum authority were permitted to authorize additional new referendum revenue up to the difference between \$300 per APU and the district's existing referendum authority. 2019 legislation created a transfer of \$300/PU of referendum revenue to LOR; thus eliminating the board-approved referendum.
- **Operating Capital Levy.** Beginning with Payable 2004, operating capital was split between state aid and levy. The portion of the operating capital that is on the local levy is spread on the adjusted net tax capacity. Total operating capital is estimated to be \$2,051,258.49 million with \$1,247,264.89 as levy and \$803,993.60 as state aid.
- **Achievement and Integration Levy.** Establishes a program to promote diversity, racial and economic integration, and increase academic achievement. The program requires at least 80% of a district's revenue to be used for innovative and integrated learning environments. The amount for Payable 2022 is \$343,580.14.
- **Reemployment Insurance Levy.** This calculation fluctuates each year. It represents differences in what is projected for reemployment insurance and the actual costs from the year prior. The estimated amount is \$50,000.00 for 2022-23.
- **Safe Schools Levy.** The Safe Schools Levy provides \$36 per pupil unit. The total for Payable 2022 is \$326,498.40. These funds can be used for: 1) Police liaison officers, 2) Drug abuse prevention programs, 3) Gang resistance education programs, 4) Costs for security in the schools or on school property, and/or 5) Costs associated for other crime prevention, drug abuse programs, student and staff safety and violence prevention measures.

The 2007 Legislature provided school districts authority to levy funds for local intermediates under the Safe Schools Levy guidelines. Correspondingly on the levy worksheet is a category titled Safe Schools Levy – Intermediate. These funds (\$136,041.00) will be levied and sent to Intermediate School District 916 for expenses.

- **Career and Technical Education Levy.** Beginning in 2013-2014, this became an equalized levy. District 834 does not qualify for equalization. This revenue is used to partially fund the technical education program. For Payable 2022, the amount of the levy is \$312,871.68.
- **Other Post Employment Benefits Levy.** Authority requested by district based upon Fiscal Year 2021 expenses paid. Expenditures in this program are for post-employment benefits paid. For Payable 2022, the amount of levy needed beyond withdrawals from the OPEB Trust Fund is \$800,000.00.
- **Long Term Facility Maintenance Levy.** The 2015 Legislature adopted a bill that combines deferred maintenance, health and safety and alternative facilities revenue. Because we are an alternative facility district, we are held harmless regarding a formula cap. For Payable 2022, the levy amount is \$7,023,319.26.

- **Building Lease Levy.** This levy authority is used to cover costs associated with the district's leased space. For Payable 2022, the current lease levy limit is \$1,922,712.80. District 834 levy amount is \$1,830,331.00.
- **Basic Community Service Levy.** The Basic Community Service levy for Payable 2022 is \$470,601.80. The 2005 Legislature increased the general revenue formula to \$5.42 per capita. Prior to the 2003 legislation, the formula allowance was \$5.95 per capita.
- **Other Community Service Levies.** Early Childhood Family Education Levy decreased to \$313,212.38. School Age Care costs were increased by \$10,000 to meet increasing needs.
- **General, Community Service and Debt Service Fund Abatements and Other Adjustments.** There are several levy adjustments from prior years. This is typical as the levy is certified on a projected pupil count and the subsequent adjustments are made based on actual student enrollment. Many adjustments span two subsequent levy processes to ensure the most accurate information.
- **Debt Service Levies.** The state requires the district to levy 105 percent of the amount needed each year to ensure enough resources to meet the debt service obligations. The 5 percent allows for variations in investment earnings, delinquent tax collections, and other unforeseen issues that may arise during the fiscal year. Correspondingly, in subsequent years, there is a calculation adjustment to account for the difference between the 105 percent levy and the actual principal and interest payments. This calculation is listed as Debt Service Excess Reduction.

Total Levy. The total levy being proposed at this time for 2021 (taxes payable in 2022), after all adjustments and reductions, is \$28,817,129.11. This is a projected decrease of \$12,480,889.44 or 30.22% from the Payable 2021 levy.

Levy Impact. We won't know the exact tax rate for taxes payable in 2022 until at least January. However, we will have estimates at the Board Business meeting in December.

Attachment: Proposed 2021 (Payable 2022) Property Tax Levy, by Fund and Category

Recommendation:

A motion and a second to Adopt the "Maximum" Preliminary Proposed Property Tax Levy 2021 Payable 2022.

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

	Pay 2021 RMV Information	Pay 2021 NTC Information	Total	Est. Pay 2022 RMV Information	Est. Pay 2022 NTC Information	Total
GENERAL FUND						
Operating Referendum - Voter Approved	12,156,068.54		12,156,068.54	0.00		0.00
Prior Years Adjustments	(335,216.34)		(335,216.34)	0.00		0.00
Sub Total	11,820,852.20	0.00	11,820,852.20	0.00	0.00	0.00
Equity	916,307.76		916,307.76	1,519,691.33		1,519,691.33
Local Optional	6,729,311.81		6,729,311.81	6,512,256.61		6,512,256.61
Transition	28,763.44		28,763.44	27,843.05		27,843.05
1st Tier Board Approved Referendum	0.00		0.00	0.00		0.00
Prior Years Adjustments	(71,739.93)		(71,739.93)	(114,801.68)		(114,801.68)
Sub Total	7,602,643.08	0.00	7,602,643.08	7,944,989.31	0.00	7,944,989.31
Operating Capital		1,152,670.23	1,152,670.23		1,247,264.89	1,247,264.89
Alt Teacher Comp (QCOMP)		826,351.47	826,351.47		794,460.81	794,460.81
Achievement & Integration		319,197.81	319,197.81		343,580.14	343,580.14
Reemployment Ins		65,500.00	65,500.00		50,000.00	50,000.00
Safe Schools		337,291.20	337,291.20		326,498.40	326,498.40
Safe Schools Intermediate		140,538.00	140,538.00		136,041.00	136,041.00
Career and Technical		309,895.11	309,895.11		312,871.68	312,871.68
Annual OPEB		0.00	0.00		800,000.00	800,000.00
Long Term Facilities Maintenance		7,591,000.00	7,591,000.00		7,023,319.26	7,023,319.26
Building / Land Lease		1,266,110.00	1,266,110.00		1,830,331.00	1,830,331.00
Total Before Adjustments		12,008,553.82	12,008,553.82		12,864,367.18	12,864,367.18
Prior Years Adjustments		(313,163.79)	(313,163.79)		(2,578,171.23)	(2,578,171.23)
Sub Total	0.00	11,695,390.03	11,695,390.03	0.00	10,286,195.95	10,286,195.95
Total General	19,423,495.28	11,695,390.03	31,118,885.31	7,944,989.31	10,286,195.95	18,231,185.26
COMMUNITY ED						
Basic Community Education		483,657.90	483,657.90		470,601.80	470,601.80
Early Child Family		317,294.85	317,294.85		313,212.38	313,212.38
Home Visiting		8,290.85	8,290.85		8,819.31	8,819.31
Adults w/ Disabilities		2,000.00	2,000.00		2,000.00	2,000.00
School Age Care		160,000.00	160,000.00		170,000.00	170,000.00
Prior Years Adjustments		30,787.39	30,787.39		29,815.79	29,815.79
Total Comm Service	0.00	1,002,030.99	1,002,030.99	0.00	994,449.28	994,449.28
DEBT SERVICE						
Debt Service Voter-Approved		9,579,859.00	9,579,859.00		10,173,634.00	10,173,634.00
Debt Excess		(1,315,670.53)	(1,315,670.53)		(593,520.96)	(593,520.96)
Prior Years Adjustments		5,318.45	5,318.45		11,381.53	11,381.53
Sub Total	0.00	8,269,506.92	8,269,506.92	0.00	9,591,494.57	9,591,494.57
Debt Service Other		1,016,387.00	1,016,387.00		0.00	0.00
Prior Years Adjustments		(139,587.68)	(139,587.68)		0.00	0.00
Sub Total	0.00	876,799.32	876,799.32	0.00	0.00	0.00
Total Debt Service	0.00	9,146,306.24	9,146,306.24	0.00	9,591,494.57	9,591,494.57
GRAND TOTAL	19,423,495.28	21,843,727.26	41,267,222.54	7,944,989.31	20,872,139.80	28,817,129.11

Levy Description of Categoricals	Pay 2021			Est. Pay 2022		
	RMV Information	Pay 2021 NTC Information	Total	RMV Information	NTC Information	Total
General	19,423,495.28	11,695,390.03	31,118,885.31	7,944,989.31	10,286,195.95	18,231,185.26
Community Service	0.00	1,002,030.99	1,002,030.99	0.00	994,449.28	994,449.28
Debt Service	0.00	9,146,306.24	9,146,306.24	0.00	9,591,494.57	9,591,494.57
Total	19,423,495.28	21,843,727.26	41,267,222.54	7,944,989.31	20,872,139.80	28,817,129.11



Preliminary Proposed Property Tax Levy

Presented to the School Board
September 23, 2021

Curiosity Thrives Here

Purpose

- Provide an overview of the proposed, preliminary, property tax levy for Payable 2022
- Review significant tax levy changes

Key Messages

- Preliminary levy certification is part of the overall levy process & due to the county auditor and MDE no later than Sept 30
- Revisions to the levy are still being made which will likely change the total amount
- Certifying the “Maximum” allows for greater flexibility
- The board will adopt the final Payable 2022 property tax levy on December 9
- December 9 certification and Truth in Taxation Hearing

Timelines

September 23	Board adopts Preliminary Proposed 2021 Levy Payable 2022
September 30	District provides County with proposed levy and date of meeting. The final levy and budget will be discussed at the Truth in Taxation Hearing
Mid-November	County mails property tax statements showing estimated Payable 2022 property taxes and meeting date/time/location for the final levy and budget discussions

General Fund Levies

	Pay 2021 RMV Information	Pay 2021 NTC Information	Total	Est. Pay 2022 RMV Information	Est. Pay 2022 NTC Information	Total
GENERAL FUND						
Operating Referendum - Voter Approved	12,156,068.54		12,156,068.54	0.00		0.00
Prior Years Adjustments	(335,216.34)		(335,216.34)	0.00		0.00
Sub Total	11,820,852.20	0.00	11,820,852.20	0.00	0.00	0.00
Equity	916,307.76		916,307.76	1,519,691.33		1,519,691.33
Local Optional	6,729,311.81		6,729,311.81	6,512,256.61		6,512,256.61
Transition	28,763.44		28,763.44	27,843.05		27,843.05
1st Tier Board Approved Referendum	0.00		0.00	0.00		0.00
Prior Years Adjustments	(71,739.93)		(71,739.93)	(114,801.68)		(114,801.68)
Sub Total	7,602,643.08	0.00	7,602,643.08	7,944,989.31	0.00	7,944,989.31
Operating Capital		1,152,670.23	1,152,670.23		1,247,264.89	1,247,264.89
Alt Teacher Comp (QCOMP)		826,351.47	826,351.47		794,460.81	794,460.81
Achievement & Integration		319,197.81	319,197.81		343,580.14	343,580.14
Reemployment Ins		65,500.00	65,500.00		50,000.00	50,000.00
Safe Schools		337,291.20	337,291.20		326,498.40	326,498.40
Safe Schools Intermediate		140,538.00	140,538.00		136,041.00	136,041.00
Career and Technical		309,895.11	309,895.11		312,871.68	312,871.68
Annual OPEB		0.00	0.00		800,000.00	800,000.00
Long Term Facilities Maintenance		7,591,000.00	7,591,000.00		7,023,319.26	7,023,319.26
Building / Land Lease		1,266,110.00	1,266,110.00		1,830,331.00	1,830,331.00
Total Before Adjustments		12,008,553.82	12,008,553.82		12,864,367.18	12,864,367.18
Prior Years Adjustments		(313,163.79)	(313,163.79)		(2,578,171.23)	(2,578,171.23)
Sub Total	0.00	11,695,390.03	11,695,390.03	0.00	10,286,195.95	10,286,195.95
Total General	19,423,495.28	11,695,390.03	31,118,885.31	7,944,989.31	10,286,195.95	18,231,185.26

Community Service Levies

	Pay 2021 RMV Information	Pay 2021 NTC Information	Total	Est. Pay 2022 RMV Information	Est. Pay 2022 NTC Information	Total
COMMUNITY ED						
Basic Community Education		483,657.90	483,657.90		470,601.80	470,601.80
Early Child Family		317,294.85	317,294.85		313,212.38	313,212.38
Home Visiting		8,290.85	8,290.85		8,819.31	8,819.31
Adults w/ Disabilities		2,000.00	2,000.00		2,000.00	2,000.00
School Age Care		160,000.00	160,000.00		170,000.00	170,000.00
Prior Years Adjustments		30,787.39	30,787.39		29,815.79	29,815.79
Total Comm Service	0.00	1,002,030.99	1,002,030.99	0.00	994,449.28	994,449.28

Debt Service Levies

	Pay 2021 RMV Information	Pay 2021 NTC Information	Total	Est. Pay 2022 RMV Information	Est. Pay 2022 NTC Information	Total
DEBT SERVICE						
Debt Service Voter-Approved		9,579,859.00	9,579,859.00		10,173,634.00	10,173,634.00
Debt Excess		(1,315,670.53)	(1,315,670.53)		(593,520.96)	(593,520.96)
Prior Years Adjustments		5,318.45	5,318.45		11,381.53	11,381.53
Sub Total	0.00	8,269,506.92	8,269,506.92	0.00	9,591,494.57	9,591,494.57
Debt Service Other		1,016,387.00	1,016,387.00		0.00	0.00
Prior Years Adjustments		(139,587.68)	(139,587.68)		0.00	0.00
Sub Total	0.00	876,799.32	876,799.32	0.00	0.00	0.00
Total Debt Service	0.00	9,146,306.24	9,146,306.24	0.00	9,591,494.57	9,591,494.57
GRAND TOTAL	19,423,495.28	21,843,727.26	<u>41,267,222.54</u>	7,944,989.31	20,872,139.80	<u>28,817,129.11</u>

Totals

Levy Description of Categoricals	Pay 2021 RMV Information	Pay 2021 NTC Information	Total	Est. Pay 2022 RMV Information	Est. Pay 2022 NTC Information	Total
General	19,423,495.28	11,695,390.03	31,118,885.31	7,944,989.31	10,286,195.95	18,231,185.26
Community Service	0.00	1,002,030.99	1,002,030.99	0.00	994,449.28	994,449.28
Debt Service	0.00	9,146,306.24	9,146,306.24	0.00	9,591,494.57	9,591,494.57
Total	19,423,495.28	21,843,727.26	41,267,222.54	7,944,989.31	20,872,139.80	28,817,129.11

Next Steps

- Administration recommends the school board adopt a “Maximum” proposed 2022 property tax levy at the September 23, 2021 business meeting
- School board will act on final levy certification on December 9, 2021
 - Taxpayers will have an opportunity to provide input during the Truth in Taxation meeting



Questions?

Agenda Item: School Board Goals 2021-2022
Meeting Date: September 23, 2021
Contact Person: Beverly Petrie, Board Chair

Background:

The School Board has been working on the 2021-2022 School Board Goals during the July 14, 2021 and on August 12, 2021 work sessions.

A copy of the 2021-22 School Board Goals is included for your review.

Recommendation:

A motion and a second to approve the 2021-2022 School Board Goals will be requested.

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

SCHOOL BOARD GOALS

2021-2022

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

GOALS	STRATEGIES	How We Will Measure Success / Progress
<i>Increase student achievement for ALL students</i>	<ul style="list-style-type: none"> ● Policies concerning achievement are current and aligned to best practice 	<ul style="list-style-type: none"> ● Review and update 600 Series Education Program Policies (Curriculum and Instruction)
<i>Secure long-term financial stability of the district</i>	<ul style="list-style-type: none"> ● Work to pass the operating levy and capital projects levy ● Prepare for a potential future bond ● Financial policies are current and aligned to best practice 	<ul style="list-style-type: none"> ● Referendum passes in November 2021 ● Revisit CDT recommendations in light of current situation ● Complete review and changes to policy series 700
<i>Increase Community Trust and Engagement</i>	<ul style="list-style-type: none"> ● Implement inclusive superintendent search ● Improve board collaboration and conduct ● Implement boundary changes with transparency and inclusivity 	<ul style="list-style-type: none"> ● Hire a superintendent ● Complete review and changes to policy series 200 and implement board self-evaluation ● Complete boundary changes



**Resolution Establishing The Procedure And Schedule
To Fill One School Board Vacancy By Appointment**

Board Member _____ moved the adoption of the following resolution:

WHEREAS, Board member Matt Onken resigned his office on the School Board effective September 17, 2021; and

WHEREAS, effective September 17, 2021, one vacancy exists on the School Board due to the resignation of Matt Onken; and

WHEREAS, the term of the vacant position expires on the first Monday in January, 2025; and

WHEREAS, Minnesota Statutes section 123B.09, subdivision 5b requires that the vacant School Board position be filled by appointment by the School Board, which appointment will continue until an individual is qualified under Minnesota Statutes section 205A.10, subdivision 3, as the successful candidate in a special election conducted for the purpose of electing an individual to serve the unexpired portion of the term of the current vacancy.

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

1. The School Board hereby declares that a vacancy exists in the office of School Board member. The School Board will therefore appoint an individual to serve on the School Board until a successor is elected by special election to be held not later than the first Tuesday following the first Monday in November following the vacancy, unless otherwise dictated by statute.

2. The School District will place a statement on the School District's website announcing that a vacancy exists on the School Board and that individuals interested in being considered for appointment may submit an application, which will be available on the website on September 24, 2021.

3. The School Board authorizes the School Board's secretary to accept applications from individuals interested in appointment to the vacant School Board positions beginning on September 24, 2021 at noon and ending on October 1, 2021 at 3:00 p.m.

4. A special School Board meeting shall be held to interview all eligible individuals who have submitted complete applications for the Board position, and the Board will identify the applicants to recommend for appointment at the School Board's next regular meeting.

5. The appointment to the vacant position shall be made at the School Board's regular meeting by resolution adopted by a simple majority vote of a quorum of the School Board and entered into the minutes. The appointments shall be effective on the 31st day following the School Board's resolution making the appointment, absent receipt of a valid petition rejecting the appointee in compliance with the requirements under Minnesota Statutes §123B.09, subd. 5b(b).

The motion for the foregoing resolution was seconded by:

The following voted in favor of the resolution:

The following voted against the resolution:

WHEREUPON said resolution was duly declared passed and adopted.

Signature: _____
Annie Porbeni, School Board Clerk

Date: _____



SCHOOL BOARD VACANCY BY APPOINTMENT TIMELINE 2021

Date	Task
September 23	Regular Meeting to declare vacancy by resolution Board officer reorganization
September 24	Post application on website
September 24 – October 1 at 3 PM	Accept applications
October 1	Post Special Meeting
October 5	Special Meeting to conduct interviews and possibly vote for appointee
October 7	Appoint successor by resolution at regular board meeting
November 8	30 day period for petition
November 18	Seat successor and administer Oath of Office at a regular board meeting

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

Pursuant to due call and notice thereof, a Special meeting of the School Board of Independent School District No. 834 (Stillwater Area Public Schools), State of Minnesota, was duly held in said school district on September 23, 2021, at six o'clock p.m., for the purpose, in part, of adopting a resolution appointing election judges.

Member _____ moved the adoption of the following Resolution:

**RESOLUTION APPOINTING ELECTION JUDGES
FOR THE NOVEMBER 2, 2021
SCHOOL DISTRICT SPECIAL ELECTIONS**

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

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's special elections on November 2, 2021 to act as such at the polling places and combined polling places listed on said exhibit.
2. Any individuals not specified on EXHIBIT A to be place as a replacement or as additional election judges needed up to and including the day of the election shall be appointed at that time.
3. The election judges shall act as clerks of election, count the ballots cast, and submit the results to the school board for canvass in the manner provided for other school district elections.

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

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

EXHIBIT A

Polling Places Combined Polling Places	Position	Judges Name
Shepherd Of The Valley Lutheran Church ISD 834 Afton W1P1, W2P1, W3P1, W4P1, Denmark	Head Judge	Laurie Arco
	Co-Head Judge	Bonnie Reyers
	Election Judge	Pam Bonine
	Election Judge	Noelle Haland
	Election Judge	Anne Headrick
	Election Judge	Karen Kopitzke
	Election Judge	Nancy Melroe
	Election Judge	Ted Schmitz
	Election Judge	Susan Seftick
	Election Judge	Renee Tatroe
Bayport Fire Department	Head Judge	Coleen Siegfried
	Election Judge	Ray Valley
	Election Judge	Heather Bordeaux
	Election Judge	Ted Olson
	Election Judge	Elizabeth Kelly
	Election Judge	Fred Tuma
	Election Judge	Mary Goulette
Baytown Community Building ISD 834 Baytown	Head Judge	Mary Schmitt
	Election Judge	Michael Kramer
	Election Judge	Janet Leitheiser
	Election Judge	Heidi Peterson
	Election Judge	James Schenz
	Election Judge	Shannon Warner

	Election Judge	Lorraine Weber
	Election Judge	Paul Yokanovich
	Election Judge	Mary Zweber
Woodbury Lutheran Oak Hill Campus ISD 834 Grant	Head Judge	JOHN SHOWALTER
	Co-Head Judge	GARY WASMUNDT
	Election Judge	REBECCA DELMORE
	Election Judge	LAURA FRUCI
	Election Judge	LISA HELMER
	Election Judge	SIGNE ILSTRUP
	Election Judge	JANICE KIEFNER
	Election Judge	MICHAEL SAND
	Election Judge	REBECCA SIEKMEIER
Rice Lake Center, Public Works Bldg ISD 834 Hugo W3-P3A, Hugo W3-P3B	Head Judge	Jean Carr
	Election Judge	Cheryll White
	Election Judge	Barbara Schaaf
	Election Judge	BACKUP
	Election Judge	Michi Eichinger
	Election Judge	Sally Miesen
Lake Elmo City Hall ISD 834 Lake Elmo P1, P2	Head judge	James Allen
	Election Judge	Robert Schumacher
	Election Judge	Dan O'Connor
	Election Judge	Jeffrey Saffle
	Election Judge	Mark Hartmann
	Election Judge	Janice Kiefner
	Election	Mary Best

	Judge	
	Election Judge	Jan Krueger
	Election Judge	Ella Menendez
	Election Judge	Linda Wagner
Lakeland City Hall ISD 834 Lkland, Lkland Shores, Lk St Croix Beach, St Marys Pt	Head Judge	SANDRA BISHOP
	Co-Head Judge	CHRISTINE WENGRONOWITZ
	Election Judge	JOHN BRACH
	Election Judge	DANIEL HAGEN
	Election Judge	SUSAN HAINES
	Election Judge	TIMOTHY HANSON
	Election Judge	Ann Heiser
	Election Judge	JAN JAGERSON
	Election Judge	BRIAN KELLY
	Election Judge	ESTER PHIPPEN
	Election Judge	Lucia Wroblewski
Marine on St Croix City Hall ISD 834 Marine on St Croix	Head Judge	Mary Skamser Head
	Election Judge	Diane Mills
	Election Judge	Gail Coolidge
	Election Judge	June Eagleton
	Election Judge	Annie Moore
May Town Hall ISD 834 May Twp, Scandia	Head Judge	Bob Swinehart
	Election Judge	Cecily Harris
	Election Judge	Jane Keller Malenfant
	Election Judge	Sharon Mallman
	Election Judge	Jeanne Matlock

	Election Judge	Donna Michael
	Election Judge	Walter Peterson
	Election Judge	Sue St Sauver
	Election Judge	Mary Waldkirch Tilley
Oak Park Heights City Hall ISD 834 Oak Park Heights	Head Judge	Tom Houle
	Co-Head Judge	CATHERINE POWERS
	Election Judge	Emilie Carlson
	Election Judge	Bruce Clark
	Election Judge	Penny Eberhart
	Election Judge	Marie Goebel
	Election Judge	Donna Hoepfner
	Election Judge	Ann Lemon
	Election Judge	Karen McQuillan
	Election Judge	Dennis Scheel
	Election Judge	Eric Welshons
Stillwater ISD 834 Stillwater	Head Judge	Kate Carlson
	Head Judge	Winona Havir
	Head Judge	Mary Holmberg
	Head Judge	Coni Beisker Leonard
	Head Judge	Betty Nelson
	Head Judge	Lawrence Panciera
	Head Judge	Susanna Patterson
	Head Judge	Michelle Plocher
	Head Judge	Joni Polehna
	Head Judge	Brian Swerine
	Election Judge	Jeffrey Anderson
	Election Judge	Monica Bartkey
	Election Judge	Kevin Berndt

Election Judge	Andre Bessette
Election Judge	Laura Brandt
Election Judge	Kari Branjord
Election Judge	Rebecca Bush
Election Judge	Tammy Bydlon
Election Judge	Rachael Cooper
Election Judge	Lizabeth Dawson
Election Judge	David Dittbenner
Election Judge	Karen Dufty
Election Judge	Jan Edstrom
Election Judge	Tricia Fischer
Election Judge	Linda Francis
Election Judge	Mary Glennon
Election Judge	Mora Hahn
Election Judge	Paula Hemer
Election Judge	Chris Hilgers
Election Judge	Julia James
Election Judge	Paul Johnson
Election Judge	Sarah Keller
Election Judge	Sirid Kellerman
Election Judge	Paul Kirkwold
Election Judge	Heide Koehnle
Election Judge	Rod Landers
Election Judge	Megan Lehmann

Judge	
Election Judge	Laura Lewis
Election Judge	Sheila Maybanks
Election Judge	Janice Merten
Election Judge	Mary Meyenburg
Election Judge	Sheryl Meyer
Election Judge	Roberta Miller
Election Judge	Melana Morgan
Election Judge	Bridget Nelson
Election Judge	Katie Ness
Election Judge	Lisa Nordling
Election Judge	Michelle Ortmeier
Election Judge	Karlyn Peterson
Election Judge	Deb Reckner
Election Judge	Margot Rheinberger
Election Judge	Joe Rheinberger
Election Judge	Lynette Schleusner
Election Judge	Pat Sobieski
Election Judge	Rebecca Spessard
Election Judge	Lori Swanson
Election Judge	Dona True Johnson
Election Judge	Deanne Wessel
Election Judge	Cynthia Westrup
Election Judge	James Wolfe Wood

Stillwater Town Hall ISD 834 Stillwater Township	Head Judge	Debbie Sinclair
	Election Judge	Gail Anderson
	Election Judge	Deanna Buzicky
	Election Judge	Robert Geisen
	Election Judge	Helen Olsen
	Election Judge	Vicky Turchiniak
	Election Judge	Julie Wasser
	Election Judge	Elaine Bartholmy
	Election Judge	Kim Gibson
	Election Judge	John Hageman
	Election Judge	Judy Johnson
	Election Judge	Jenni Maes
	Election Judge	Robyn Stoller
	Election Judge	Evie Zeruhn
	Election Judge	D'Aun Best
	Election Judge	Barbara Riehle
Brookview Elementary School ISD 834 Woodbury P7, P8, P9A	Head Judge	RACHEL HENZEN
	Co-Head Judge	RHONDA GAULKE
	Election Judge	ROBERT BREHM
	Election Judge	JILL BRETT
	Election Judge	MARY BRODD
	Election Judge	LINDA HART
	Election Judge	DAVID KANE
	Election Judge	Jon Kroschel

	Election Judge	JONI RULAND
	Election Judge	JULIE TREMBLEY
	Election Judge	JUDITH WHALEN
West Lakeland City Hall	Head Judge	Betsy Vance
ISD 834 West Lakeland Township	Election Judge	Debbie Johnson
	Election Judge	Margaret Horning
	Election Judge	Judy Lepp
	Election Judge	Bob Lepp
	Election Judge	Shirley Glas
	Election Judge	Dave Nechrebecki

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

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

WITNESS MY HAND officially as such clerk this _____ day of _____, 2021.

Clerk



Agenda Item: Consent Agenda
Meeting Date: September 23, 2021
Contact Person: Varies by item

Agenda Item X. A.B.C.D.E.F.G.H.I.
Date Prepared: August 24, 2021
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 Emergency Meeting Minutes September 7, 2021

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

A copy of the minutes is included for your review.

B. School Board Closed Meeting Minutes September 9, 2021

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

A copy of the minutes is included for your review.

C. School Board Regular Meeting Minutes September 9, 2021

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

A copy of the minutes is included for your review.

D. Disbursement Register – September 11, 2021 – September 24, 2021

Contact Person: Dr. John Thein, Director, Finance

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

E. Accept Gifts and Donations – August 2021

Contact Person: Dr. John Thein, Director, Finance

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

F. 1st Choice Pediatric Home Care

Contact Person: Mr. Paul Lee, Director, Student Support Services

A copy of contract is included for your review.

G. Marsh & McLennan Agency – Workers Compensation Renewal

Contact Person: Dr. John Thein, Director, Finance

A copy of the renewal is included for your review.

H. Stillwater Middle School Gym Floor Bids

Contact Person: Mr. Mark Drommerhausen, Director, Operations

A copy of the bids is included for your review.

I. Human Resources Personnel Report

Contact Person: 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 I 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
September 7, 2021 – 6:00 p.m. Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 6:09 p.m.
- II. **Roll Call:** Present: Beverly Petrie, chair, Alison Sherman, vice chair, Matt Onken, Treasurer, Katie Hockert, director, Tina Riehle, director
- III. **Approval of the Agenda**

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

Director Porbeni joined the meeting at 6:25 p.m.

- IV. **Reports**
 - A. Student Transportation Support - Superintendent Malinda Lansfeldt
Administration discussed short-term solutions to address transportation challenges and provided an update on plans to adjust transportation resources to support families.
- V. **Adjournment**
 - A. The meeting adjourned at 7:10 p.m.

Respectfully submitted, Annie Porbeni, Clerk



Independent School District 834 – Stillwater Area Public Schools
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
School Board Closed Meeting Minutes
September 9, 2021 at 4:30 p.m. Meeting Minutes

- I **Call to Order:** The meeting was called to order at 4:39 p.m.
- II **Roll Call:** Board Members present: Beverly Petrie, chair, Alison Sherman, vice chair, Matt Onken, treasurer, Katie Hockert, director, Tina Riehle, director,

Others present: Malinda Lansfeldt, Jennifer Cherry, Mark Drommerhausen, Christian Shafer

- III. **Adjourn to Closed Session** The board adjourned to closed session at 4:39 p.m. pursuant to Minnesota Statutes Section 13D.05, subdivision 3(b), to engage in discussions with legal counsel regarding pending litigation in the matter of Metropolitan Transportation Network, Inc. vs. ISD 834, et al. Court File No. 82-CV-21-3627.

Motion by: Member Sherman to adjourn to closed session; second by: Member Onken; Vote: 5 ayes, 0 nays, Motion Carried.

Annie Porbeni joined at 4:55 p.m.

- IV. **Adjournment**
A. Closed session adjourned to open meeting at 5:59 p.m.

Respectfully submitted by Annie Porbeni, clerk.



Independent School District No. 834 – Stillwater Area Public Schools
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
September 9, 2021 – 6:00 p.m. Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 4:39 p.m.
- II. **Roll Call:** Present: Beverly Petrie, Chair, Alison Sherman, Vice-Chair, Matt Onken, treasurer, Katie Hockert, director, Tina Riehle, director

Adjourn to Closed Session

Motion by Member Sherman to adjourn to closed session at 4:39 p.m. pursuant to The Minnesota Open Meeting Law, Minnesota Statutes Section 13D.05, subdivision 3(b), to engage in discussions with legal counsel regarding pending litigation in the matter of Metropolitan Transportation Network, Inc. vs. ISD 834, et al., Court File No. 82-CV-21-3627; Seconded by Member Onken; Vote: 5 ayes, 0 nays; Motion Carried Unanimously.

Annie Porbeni joined at 4:55 p.m.

Closed meeting adjourned to open meeting at 5:59 p.m.

- III. **Pledge of Allegiance**
- IV. **District Mission Statement and School Board Goals**
- V. **Approval of the Agenda**

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

VI. **Superintendent Report**

- Stillwater Area High School student Coolsjes Singhvi has been named to the prestigious Top 300 Broadcom MASTERS list! It's the nation's premier STEM (Science, Technology, Engineering and Math) competition for middle school students.
- Minnesota Alliance With Youth is pleased to announce that Ava Roots of Woodbury has been selected to serve on the Minnesota Youth Council, representing MN Congressional District 4.
- Congratulations to the Stillwater FFA Chapter for earning a Grand Champion Award and Blue Ribbon in the FFA Landscape Design and Construction Competition at the Minnesota State Fair.
- Brookview Expansion Hollow Core Concrete Planks project was approved by the board through the Brookview Expansion lease levy.
- Pony Homecoming Carnival will be held on Friday, September 24, 2021 at the Stillwater Area High School campus from 4:30 PM to 6:30 PM. prior to the homecoming football game at 7:00 p.m.

VII. **Open Forum**

- Lisa Williams, Lakeland, MN - Mask Mandate
- Jim Franklin, West Lakeland Township - Levy and gratitude towards staff
- Dee Dee Armstrong, Afton, MN - Levy and Open forum
- Catherine Hobbs, Stillwater, MN - Curriculum in classrooms
- Amy Martin, Lakeland, MN - 5G Wireless Towers
- Carl Blondin, Stillwater, MN - Litigation, Civil Rights and Levy
- Peggy Franklin, West Lakeland, MN - Cub Scout Troops

- Pam Carlson, West Lakeland Township, MN - Levy
- Jessica Johnson, Stillwater, MN - Mask Mandate

VIII. Consent Agenda

- Minutes of August 26, 2021 Business Meeting
- Disbursement Register - August 28, 2021 to September 10, 2021
- Student Desk and Chair Replacement
- Stillwater FFA Field Trip Approval Form - Indiana
- Human Resources Personnel Report

Motion to approve the Consent Agenda Items A, C, D and E by: Member Hockert; second by: Member Sherman; Vote: 6 ayes, 0 nays: Motion carried unanimously.

Motion to approve the Consent Agenda Item B by: Member Sherman; Second by: Member Porbeni; Vote: 5 ayes, 1 nay (Riehle): Motion carried.

IX. Reports

- Back to School Report - Dr. Jennifer Cherry
Board members received information on the first day of school for the 2021-2022 school year.
- Second Policy Reading (212) School Board Member Development – Dr. Jennifer Cherry
This Policy will come for a final reading at a future meeting.
- Federal CARES Funding Update - Dr. John Thein
Dr. Thein provided an overview of the Federal CARES funding.
- Attendance Boundary Guiding Change - Mr. Mark Drommerhausen
Mr. Drommerhausen presented a draft of the guiding change document.
- School Board Goals – Chair Beverly Petrie
Board members reviewed a draft of the 2021-2022 School Board Goals.

X. Board Chair Report

- Nothing to report

XI. Adjournment

- The meeting adjourned at 8:28 p.m.

Respectfully submitted, Annie Porbeni, Clerk

Agenda Item X.F.
Date Prepared: September 16, 2021
ISD 834 Board Meeting

Agenda Item: 1st Choice Pediatric Home Care
Meeting Date: September 23, 2021
Contact Person: Mr. Paul Lee, Director of Student Support Services

Background:

Based on the IEP identified one-on-one nursing need of student with complex medical conditions are required to meet the educational needs of student.

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

REQUESTED BY: Paul Lee, Director of Student Support Services DATE: 9/10/2021

Contract for Services with 1st Choice Pediatric Home Care for one-to-one nursing services. Based on the IEP identified one-on-one nursing need of student with complex medical conditions the services identified in this agreement are required to meet the educational needs of student.

Budget(s) Impacted: \$59,254 Special education budget (740)

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

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

X No, it will need to be funded for Fiscal Years 2021-2022 based on IEP determined need.

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

X Yes List Source(s): **MA Billing Revenue**
Amount: \$11,850. - Estimate

☐ **No**

Student need and progress is reviewed and reported twice a year at same time as general education grade reports are completed (end of each semester).

Agenda Item: X. G.
Date Prepared: September 10, 2021
ISD 834 Board Meeting

Consent Agenda Item: Marsh & McLennan Agency – Workers' Compensation Renewal
Meeting Date: September 23, 2021
Contact Person: Dr. John Thein, Director of Finance

Summary:

The Minnesota Workers' Compensation Law states that all employers are required to purchase workers' compensation insurance or become self-insured. This is often referred to as "mandatory coverage." Employers risk being fined by the Department of Labor and Industry for failing to provide workers' compensation insurance for their employees, regardless of whether an injury has occurred.

Administration recommends that the board approve the Workers' Compensation Renewal along with the agency fee provided by Marsh & McLennan for 2021-2022.

A copy of the insurance agreement and workers' compensation data history was provided

Recommendation:

Approval of the Consent Agenda will be requested.



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: Dr. John Thein, Director of Finance

DATE: September 23, 2021

DESCRIPTION OF REQUEST

The Minnesota Workers' Compensation Law states that all employers are required to purchase workers' compensation insurance or become self-insured. This is often referred to as "mandatory coverage." Employers risk being fined by the Department of Labor and Industry for failing to provide workers' compensation insurance for their employees, regardless of whether an injury has occurred

FINANCIAL IMPACT

Budget(s) Impacted: \$343,876.00 Employment Benefits 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 2021-?

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

☐ **Yes** List Source(s):

☒ **No**

PROGRESS MONITORING



**MARSH & MCLENNAN
AGENCY**

It's our business
to be there for you in the

**MOMENTS
THAT
MATTER.**

Business Insurance Proposal

Stillwater ISD #834

1875 Greenley Street South
Stillwater, MN 55082

Presented By: John Siffert

Presented On: 09/10/21

Policy Term: 10/04/21 to 10/04/22

Volunteer Accident 10/1/21 to 10/1/22

Proposal Expires On: 10/04/21

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- Disclaimer
- Terrorism Risk Insurance Coverage
- Best Rating & Best Financial Performance Rating

SERVICE TEAMS

- Risk Prevention Service Team

Workers' Compensation-SFM 2nd Yr of 2 year Retention

EMPLOYER'S LIABILITY:

Bodily Injury by Accident:	Each Accident	\$500,000
Bodily Injury by Disease:	Per Policy	\$500,000
Bodily Injury by Disease:	Each Employee	\$500,000

STATES:

MN

Includes: Other States Coverage except North Dakota, Ohio, Washington, Wyoming

SCHEDULE OF OPERATIONS:

STATE	CODE	CLASSIFICATION	20-21 PAYROLL	21-22 PAYROLL	20-21 RATE	21-22 RATE	PREMIUM
MN	8868	Professional Employees	\$60,405,250	59,947,250	0.59	0.59	\$353,689
MN	9101	All other Employees	\$3,631,879	\$3,716,840	5.42	5.76	\$214,090
MN	7382	Bus: All other Employees	If Any	If Any	5.68	5.65	\$0
Manual Premium							567,779
Increased Limit Factor							4,542
Experience Mod (0.79)							-120,187
Schedule Credit (19%)							-85,905
Premium Discount							-38,729
Expense Constant							205
Terrorism							3,183
Estimated Annual Premium							\$330,888
MN Special Compensation Fund Assessment							12,589
*Total Estimated Cost							\$343,477

* This Workers' Compensation policy is subject to an annual audit. The final premium is determined after the audit has been completed.

POLICY TERM	EXPERIENCE MOD.
2021-2022	0.79
2020-2021	0.99
2019-2020	0.92
2018-2019	0.82
2017-2018	1.03
2016-2017	1.14

Workers' Compensation SFM 2nd Yr of 2 year Retention (Continued)

SECOND YEAR OF A TWO YEAR RETENTION PLAN

SFM Mutual Insurance Company agrees to accept a stated percentage (Retention Factor) of the final audited discounted premium as its fee for administering and servicing the plan. A percentage fee (Loss Conversion factor) is also applied to all incurred claims. In addition, a tax multiplier will be applied to the total of the administration fee and converted losses. The difference of this and the 2 year audited discounted premiums or maximum premium will either be charged or returned to the Insured or SFM Mutual Insurance Company, as the case may be, within thirty (30) days after the calculations described below are made and delivered in writing to the Insured.

Losses will be valued nine (9) months after policy expiration of the second policy period, and will include a loading for loss development, with the initial calculation being run as soon as practical. All subsequent calculations will be made approximately twelve (12) months after the initial calculation.

This plan is a "Losses to Completion" type plan, thus all reductions, as well as increases in reserves for the policy year, will be considered at each successive calculation. The maximum premium charged to an Insured will not exceed 100% of the combined 2 year audited discounted premiums. Any successive calculation can be considered as a "Final" calculation if it is mutually agreed upon by SFM Mutual Insurance Company and the Insured.

Returns are not payable under the Retention Plan if:

1. The policy is canceled for any reason other than retiring from business.
2. Proper records are not available for determination of the final audited discounted premium.
3. Final audited discounted premiums are less than \$25,000.

Total Estimated "Annual" Premium: \$326,450

Retention Factor: **0.34** Loss Conversion Factor: 1.15 Tax Multiplier: 1.055

Maximum Premium: 100% of the 2 year audited discounted premiums

Minimum premium: 90% of the 2 year audited discounted premium.

The retention plan applies to the following state(s): Minnesota and is based on premium before the charge for Terrorism and for other state specific fees and assessments.

Workers' Compensation SFM 2nd Yr of 2 year Retention (Continued)

Two Year Retention Plan Exhibit

Based upon an Estimated Annual Discounted Premium of **\$326,450**

Retention Factor 0.34 Premium	Loss Ratio	Losses	Loss Conversion Factor 1.150	Tax Multiplier 1.055	Estimated Estimated Retention Premium
110,993	0.446	145,648	167,495	278,488	293,805
	0.450	146,903	168,938	279,931	295,327
	0.500	163,225	187,709	298,702	315,131
	0.529	172,555	198,438	309,431	326,450 MAX

This exhibit is based on just one year of the retention information. The actual retention calculation will include both the first and second years. Losses in actual retention calculation will include a loading for loss development.

The retention plan applies to the following state(s): Minnesota and is based on premium before the charge for Terrorism and for other state specific fees and assessments.

Workers' Compensation (Continued)

NOTATIONS:

- Workers' Compensation quotation contemplates exposures in the states listed above. Some carriers are not licensed in all states. Therefore, you must notify us if you have any operations or plan to hire any employees to work in states other than those listed above.
- Beginning January 1, 2003, the information page on your Workers' Compensation policy will show a surcharge for Minnesota's Special Compensation Fund assessments. Until now, the amount of the assessment has been built into your rates and included in the total estimated annual premium amount. New state law does not consider the SCF assessment as premium and requires insurers to take the assessment out of their rate and identify it separately.
 - > This new "SCF assessment" line item on your policy information page does not represent a new charge to you.
 - > The SCF assessment used to be built into your insurance rate. Now it will be displayed separately.
 - > The separately displayed amount should be comparable to what you paid last year, assuming the factors that go into figuring your estimated premium are also comparable.
 - > The SCF, administered by the Minnesota Department of Labor and Industry, pays benefits to injured workers of uninsured employers and supplemental benefits to certain low-wage workers. It also pays the cost of operating the state's worker's compensation system, including the Office of Administration Hearings, the Workers' Compensation Court of Appeals and certain department divisions including MN OSHA.
- You may be required under the Workers' Compensation law of your state to include liability for compensation to employees of contractors (or subcontractors) as well as to contractors (or subcontractors) without employees performing work for you. However, this does not apply if the contractor (or subcontractor) has furnished you with a Certificate of Insurance indicating he has Workers' Compensation coverage.

Workers' Compensation (Continued)

Indemnity \$250,000

2020-2021 NUMBER OF VOLUNTEERS	2021-2022 NUMBER OF VOLUNTEERS
150	150

Premium Summary & Comparison

COVERAGE	2020 - 2021 (SFM) EXPIRING PREMIUMS	2021 - 2022 (SFM) PROPOSED RENEWAL PREMIUMS
Workers' Compensation	\$398,175.00	\$343,477.00
Terrorism	Included	Included
Annual Premium:	\$398,175.00	\$343,477.00
Volunteer Accident	\$399.00	\$399.00
Total Estimated Annual Premium:	\$398,574.00	\$343,876.00

PAYMENT TERMS & PLANS:

- Direct Bill: SFM
- Agency Bill – Volunteer Accident

Request to Bind Insurance Coverage

Please bind insurance coverage as specifically quoted and identified in this proposal. I understand coverage is ONLY bound when written confirmation is received from the carrier(s).

Signature: _____ Date: _____

Print Name: _____ Title: _____

Direct Bill Payment Terms

Your policy is what we refer to as Direct Bill. This means that you are billed directly by the insurance company, instead of making payments to Marsh & McLennan Agency.

You will receive all future bills from your insurance company, and will make out your checks directly to them.

You will be given a number to call with any billing questions you might have, but you are welcome to call us for help in resolving your billing questions.

PREMIUM DEPOSIT:

We must receive the required deposit premium from you before coverage can be put in force. All future installments under the payment plan will be billed to you even if the policy has not yet been issued. You will be provided with "binders" as proof of coverage once the deposit is paid.

INSTALLMENTS:

Future installments will be billed to you by the insurance company in advance of the day they are due. They should be mailed in time to be received by the insurance company by the due date. It is important that you pay your premiums on time because some carriers are eliminating the existing pay plan if there are too many late payments.

ENDORSEMENTS (POLICY CHANGES):

For most policy changes, you will not be billed until the change (endorsement) is processed by the insurance company. Then, depending on the insurance company and the amount, it will either be due in thirty (30) days, or split out over your remaining installments. If you have problems understanding the bill, call us.

AUDITS:

Certain policies (usually Workers' Compensation and General Liability) are auditable policies. This means that the premium you are charged throughout the year is based on the estimates of payroll, sales, etc. that were included on the application. After the policy period ends, you will be contacted by someone representing the insurance company to do an audit of your actual payroll or sales figures.

These audited figures are used to re-figure your premium. You may either owe additional premium or have money coming back. Audit billings are usually due immediately. Audits should be reviewed in detail to be sure they are correct. Audits should get prompt attention when you get them. (Make sure to ask for a copy of the auditor's work papers before they leave. This can help you understand an audit and will also help determine if people are included under the correct classification codes.)

We thank you for your business.

Compensation Disclosure & Limitation of Liability

Marsh & McLennan Agency LLC ("MMA") prides itself on being an industry leader in the area of transparency and compensation disclosure. We believe you should understand how we are paid for the services we are providing to you. We are committed to compensation transparency and to disclosing to you information that will assist you in evaluating potential conflicts of interest.

As a professional insurance producer, MMA and its subsidiaries facilitate the placement of insurance coverage on behalf of our clients. As an independent insurance agent, MMA may have authority to obligate an insurance company on behalf of our clients and as a result, we may be required to act within the scope of the authority granted to us under our contract with the insurer. In accordance with industry custom, we are compensated either through commissions that are calculated as a percentage of the insurance premiums charged by insurers, or fees agreed to with our clients.

MMA engages with clients on behalf of itself and in some cases as agent on behalf of its non-US affiliates with respect to the services we may provide. For a list of our non-US affiliates, please visit: <http://global.marsh.com/about/>. In those instances, MMA will bill and collect on behalf of the non-US Affiliates amounts payable to them for placements made by them on your behalf and remit to them any such amounts collected on their behalf;

MMA receives compensation through one or a combination of the following methods:

- **Retail Commissions** – A retail commission is paid to MMA by the insurer (or wholesale broker) as a percentage of the premium charged to the insured for the policy. The amount of commission may vary depending on several factors, including the type of insurance product sold and the insurer selected by the client.
- **Client Fees** – Some clients may negotiate a fee for MMA's services in lieu of, or in addition to, retail commissions paid by insurance companies. Fee agreements are in writing, typically pursuant to a Client Service Agreement, which sets forth the services to be provided by MMA, the compensation to be paid to MMA, and the terms of MMA's engagement. The fee may be collected in whole, or in part, through the crediting of retail commissions collected by MMA for the client's placements.
- **Contingent Commissions** – Many insurers agree to pay contingent commissions to insurance producers who meet set goals for all or some of the policies the insurance producers place with the insurer during the current year. The set goals may include volume, profitability, retention and/or growth thresholds. Because the amount of contingent commission earned may vary depending on factors relating to an entire book of business over the course of a year, the amount of contingent commission attributable to any given policy typically will not be known at the time of placement.

Compensation Disclosure & Limitation of Liability

- **Supplemental Commissions** – Certain insurers and wholesalers agree to pay supplemental commissions, which are based on an insurance producer's performance during the prior year. Supplemental commissions are paid as a percentage of premium that is set at the beginning of the calendar year. This percentage remains fixed for all eligible policies written by the insurer during the ensuing year. Unlike contingent commissions, the amount of supplemental commission is known at the time of insurance placement. Like contingent commissions, they may be based on volume, profitability, retention and/or growth.
- **Wholesale Broking Commissions** – Sometimes MMA acts as a wholesale insurance broker. In these placements, MMA is engaged by a retail agent that has the direct relationship with the insured. As the wholesaler, MMA may have specialized expertise, access to surplus lines markets, or access to specialized insurance facilities that the retail agent does not have. In these transactions, the insurer typically pays a commission that is divided between the retail and wholesale broker pursuant to arrangements made between them.
- **Other Compensation & Sponsorships** – From time to time, MMA may be compensated by insurers for providing administrative services to clients on behalf of those insurers. Such amounts are typically calculated as a percentage of premium or are based on the number of insureds. Additionally, insurers may sponsor MMA training programs and events.

We will be pleased to provide you additional information about our compensation and information about alternative quotes upon your request. For more detailed information about the forms of compensation we receive please refer to our Marsh & McLennan Agency Compensation Guide at <https://www.marshmma.com/resource/compensation-guide-for-client.pdf>

MMA's aggregate liability arising out of or relating to any services on your account shall not exceed ten million dollars (\$10,000,000), and in no event shall we be liable for any indirect, special, incidental, consequential or punitive damages or for any lost profits or other economic loss arising out of or relating to such services. In addition, you agree to waive your right to a jury trial in any action or legal proceeding arising out of or relating to such services. The foregoing limitation of liability and jury waiver shall apply to the fullest extent permitted by law.

Rev 11.1.18

Disclaimer

No coverage is provided by this summary, nor can it be construed to replace any provision of the policy. Refer to the actual policy for complete information on the coverages provided. If there is a conflict between the policy and this summary, the provisions of the policy shall govern.

This proposal contains a brief outline of coverages and not a complete explanation of insurance being presented. It is intended to provide a summary of coverage for your review. Only the policy itself can provide a detailed description of the terms conditions, exclusions and endorsements of coverage. A complete specimen policy form will be made available upon your request. For details of coverage refer to the policy itself when issued. This document is neither a binder nor a legal interpretation of the insurance coverage.

In evaluating your exposures to loss, we are dependent upon information provided by you. You ultimately choose the values elected. If there are any areas that need to be evaluated prior to binding coverage, or should any of your exposures change after coverage is bound, such as the beginning of new operations, hiring employees in new states, buying additional property, autos, equipment, etc., please let us know so coverage can be discussed. While we will strive to place your insurance with reputable, highly rated companies, we cannot guarantee the financial stability of an insurance company.

In order to ensure that your important changes are properly communicated, please contact us as questions arise and or exposure changes occur. We must discuss how they affect your insurance program.

The changes in exposure that have an impact on your insurance program include, but are not limited to, those listed below:

1. Changes to any operation such as expansion to another state, new products, etc.
2. Mergers and/or acquisitions of new companies
3. Any assumed contractual liability, granting of indemnities, or hold harmless agreements
4. Circumstances which may require an increase in liability insurance limits
5. Any changes to fire or theft protection, such as installation or disconnection of sprinkler system, burglar alarms, etc. This includes alterations to same.
6. Any changes to scheduled equipment such as contractors' equipment, computer equipment, etc.
7. Property, of yours that is in transit, unless we have previously arranged for this insurance.
8. Any changes in existing premises including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises purchased, constructed, or occupied.
9. Any new exposures or plans for foreign travel or operations

Your insurance program will only be as good as the communication between your organization and Marsh & McLennan Agency.

Terrorism Risk Insurance Act

COMPARISON OF THE FEDERAL TERRORISM INSURANCE BACKSTOP LEGISLATION AS OF JANUARY 8, 2015

	TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT OF 2007 (EXPIRED)	TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT OF 2015
TERMINATION	December 31, 2014	December 31, 2027
MAKE-AVAILABLE PROVISION	Must make coverage available for certified acts of terrorism on same terms and conditions as for other covered risks.	No change.
COVERED ACTS	Foreign and domestic terrorism in the US and on US interests abroad. Includes an act of war for workers' compensation policies only.	No change.
CERTIFICATION LEVEL	\$5 million	No change.
CERTIFICATION	Act of terrorism must be certified by the Secretary of Treasury, Attorney General, and the Secretary of State	The Secretary of Treasury must consult with the Secretary of Homeland Security (removes the Secretary of State and Attorney General).
PROGRAM TRIGGER	\$100 million in insured loss in a program year.	Phased in increase starting on January 1, 2016: 2015 - \$100 million 2017 - \$140 million 2019 - \$180 million 2016 - \$120 million 2018 - \$160 million 2020 - \$100 million
COVERED LINES	Commercial property/casualty insurance (including excess insurance, workers' compensation, and directors and officers insurance).	No change.
INSURER DEDUCTIBLE (PERCENT OF DIRECT EARNED PREMIUM)	20%	No change.
FEDERAL REINSURANCE QUOTA SHARE	85%	Phased in decrease starting on January 1, 2016. 2015 - 85% / 15% 2017 - 83% / 17% 2019 - 81% / 19% 2016 - 84% / 16% 2018 - 82% / 18% 2020 - 80% / 20%
INSURANCE INDUSTRY RETENTION FOR MANDATORY RECOUPMENT	\$27.5 billion	Increases the current mandatory recoupment amount of \$27.5 billion by \$2 billion each calendar year until the mandatory recoupment amount reaches \$37.5 billion Once the insurance marketplace aggregate retention amount reaches \$37.5 billion, the Treasury Secretary is to issue a final rule to annually revise the amount so that is equal to the annual average of the sum of insurer deductibles for all insurers participating in the program for the prior three calendar years.
RECOUPMENT AMOUNT	133%	140%
RECOUPMENT TIMING	For acts occurring on or after January 1, 2012, recoupment by September 30, 2017.	For acts occurring on or before December 31, 2017, recoupment by September 30, 2019. For acts occurring in 2018, 35% of amount must be collected by September 30, 2019, and the remainder by September 30, 2024. For acts on or after January 1, 2019, recoupment by September 30, 2024.
CAP ON LIABILITY	\$100 billion	No change.
TIMING OF CERTIFICATION	Not addressed.	Final rules to be issued by the Secretary of Treasury within nine months of its report to Congress, which will include a certification timeline.
NUCLEAR, BIOLOGICAL, CHEMICAL, AND RADIOLOGICAL (NBCR) TERRORISM	No separate treatment of NBCR terrorism.	No change.
DATA COLLECTION	Not addressed.	Beginning in 2016, requires Treasury to collect data from insurers on terrorism insurance, including premiums and take-up rates.
RISK SPREADING MECHANISMS	Not addressed.	Advisory committee to encourage development of private market risk spreading mechanisms.
DISCRETIONARY RECOUPMENT	Surcharges to not exceed 3%	No change.

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Best Financial Ratings

COMPANY	A.M. BEST RATING	WEBSITE	RATING DATE
Accident Fund	A XII	www.accidentfund.com	11/5/2020
Acuity	A+ XV	www.acuity.com	1/14/2021
Affiliated FM Insurance Co.	A+ XV	www.affiliatedfm.com	1/8/2021
Allied Insurance Group	A+ XV	www.alliedinsurance.com	12/17/2020
American Compensation Ins Co. (RTW)	A- XII	www.rtw.com	7/16/2020
American Interstate	A IX	www.amerisafe.com	6/23/2020
Capitol Indemnity	A IX	www.capitolindemnity.com	10/29/2020
AXA XL / Catlin	A+ XV	www.xlcatlin.com	9/29/2020
AIG	A XV	www.aig.com	8/19/2020
Chubb	A++ XV	www.chubb.com	12/31/2020
Cincinnati Insurance Company	A+ XV	www.cinfin.com	1/27/2021
CNA	A XV	www.cnacentral.com	7/14/2020
Community Insurance Corporation	Not Rated	www.communityinsurancecorporation.com	N/A
Continental Western	A+ XV	www.continentalwestern.com	5/19/2020
Crum & Forster	XIV	www.cfins.com	7/10/2020
Dakota Truck Underwriters (member of Dakota Group)	A- VII	www.rasocompanies.com	7/22/2020
EMC	A XIV	www.emcinsurance.com	12/11/2020
Fidelity & Deposit of Maryland	A+ XV	www.zurichna.com	10/2/2020
Firemans Fund	A+ XV	www.firemansfund.com	9/10/2020
Hanover	A XV	www.hanover.com	6/18/2020
Harleysville	A+ XV	www.harleysvillegroup.com	12/17/2020
Hartford	A+ XV	www.thehartford.com	6/19/2020
Hartford Steam Boiler	A++ X	www.hsb.com	7/21/2020
Indiana Insurance (member of Liberty Mutual)	A XV	www.indiana-ins.com	6/26/2020
Indiana Lumbermens Mutual	A- VIII	www.plmilm.com	5/20/2021
Lexington	A XV	www.aig.com	8/19/2020
Liberty Mutual	A XV	www.libertymutualgroup.com	6/26/2020
Markel	A XV	www.markelcorp.com	9/11/2020
Medmarc	A XIII	www.medmarc.com	3/16/2021
OneBeacon / Atlanta Specialty	A+ XV	www.onebeacon.com	4/22/2021
Pennsylvania Lumbermens Mutual	A- VIII	www.plmrins.com	5/20/2021
Philadelphia	A++ XV	www.phly.com	12/10/2020
QBE	A XV	www.qbena.com	3/11/2021
SFM	A- VIII	www.sfmic.com	3/3/2021
Society Insurance	A- VIII	www.societyinsurance.com	6/19/2020
Travelers	A++ XV	www.travelers.com	11/5/2020
United Fire & Casualty	A X	www.ufginsurance.com	12/17/2020
United Heartland (see Accident Fund)	A XII	www.accidentfund.com	11/5/2020
Virginia Surety	A XIV	www.assurant1.com	7/8/2020
Wausau (member of Liberty Mutual)	A XV	www.wausau.com	6/26/2020
West Bend Mutual Insurance/NSI	A XII	www.thesilverlining.com	5/21/2020
Western National Mutual Insurance Company	A+ X	www.wnins.com	7/8/2020
Westfield National Insurance Company	A XV	www.westfieldinsurance.com	1/12/2021
Zurich	A+ XV	www.zurichna.com	10/2/2020

Secure Best's Ratings Scale

A++ and A+	Superior
A and A-	Excellent
B++ and B+	Very Good

Vulnerable Best's Ratings

B and B-	Fair
C++ and C+	Marginal
C and C-	Weak
D	Poor

Financial Size Category (per million)

FSC I less than 1	FSC V 10 to 25	FSC IX 250 to 500	FSC XIII 1,250 to 1,500
FSC II 1 to 2	FSC VI 25 to 50	FSC X 500 to 750	FSC XIV 1,500 to 2,000
FSC III 2 to 5	FSC VII 50 to 100	FSC XI 750 to 1,000	FSC XV greater than 2,000
FSC IV 5 to 10	FSC VIII 100 to 250	FSC XII 1,000 to 1,250	

Risk Prevention Service Team

Business Insurance

CONTACT	TITLE	PHONE	FAX	EMAIL
John Siffert	Insurance & Risk Management	763-548-8816	212-948-9164	john.siffert@marshmma.com
Susan Hill	Client Executive	763-746-8290	212-948-9641	susan.hill@marshmma.com

Employee Benefits

CONTACT	TITLE	PHONE	FAX	EMAIL
Amy Diedrich	Producer	763-548-8594	212-948-9160	amy.diedrich@marshmma.com
Greg Palattao	Client Executive	763-746-8230	212-948-9138	greg.palattao@marshmma.com
Tim Hanson	Client Advisor	763-746-8335	212-948-8264	tim.hanson@marshmma.com

Management Liability Group

CONTACT	TITLE	PHONE	FAX	EMAIL
Bjorn Honda	Senior Vice President	763-746-8507	212 948-9653	bjorn.honda@marshmma.com
Seth Spreadbury	Executive Liability Consultant	763-746-8553	212-948-9517	seth.spreadbury@marshmma.com
Jenny Raveling	Manager	763-746-8356	212 701-8518	jenny.raveling@marshmma.com
Sheila McMath	Client Director	763-746-8248	212 948-6439	sheila.mcmath@marshmma.com
Becky Watkins	Client Executive	763-746-8542	212 948-9682	becky.watkins@marshmma.com
Kim Peabody	Client Executive	763-746-8325	212 948-9971	kim.peabody@marshmma.com
Julie Pederson	Client Executive	763-746-8308	212 948-9230	julie.pederson@marshmma.com
Kim Kitchen	Client Executive	763-746-8262	212 948-9234	kim.kitchen@marshmma.com
Lori Sapp	Client Executive	763-746-8275	212 948-9897	lori.sapp@marshmma.com
Kourtnei Bidwell	Client Representative	763-746-8530	212 948-9671	kourtnei.bidwell@marshmma.com
Sara Seikkula	Client Service Representative	218-623-5774	212 948-6577	sara.seikkula@marshmma.com
Alyssa Hill	Client Service Representative	763-746-8337	212 948-9310	alyssa.hill@marshmma.com
Quinn Nolan	Client Service Representative	763-746-8532	212 948-9324	quinn.nolan@marshmma.com
Tami Suhon	Client Service Representative	763-746-8382	212-701-8547	tami.suhon@marshmma.com

Claims Management

CONTACT	TITLE	PHONE	FAX	EMAIL
Abby Johnson	Claims Manager	763-746-8279	212-948-9249	abby.johnson@marshmma.com
Kerry Evensen	Claims Advocate	763-746-8368	212-701-8537	kerry.evensen@marshmma.com
Cassandra Rudy	Claims Consultant WC	763-746-8263	212-948-9235	cassandra.rudy@marshmma.com
Angela Wheeler	Claims Consultant	763-746-8266	212-948-9141	angela.wheeler@marshmma.com
Kristen Ries	Claims Consultant	763-746-8320	212-948-9957	kristen.ries@marshmma.com
Adam Boydston	Claims Specialist	763-746-8314	972-404-5531	adam.boydston@marshmma.com
Dan Nyberg	Claims Analyst	218-336-1545	212-948-9103	dan.nyberg@marshmma.com
Cyndi Scherzer	Claims Coordinator	763-746-8513	212-948-9659	cyndi.scherzer@marshmma.com
Claims Inbox		763-746-8513	763-548-8994	claims@marshmma.com

Employer Services

CONTACT	TITLE	PHONE	FAX	EMAIL
Dawn Araya	Vice President of Employer Services	763-746-8293	212-948-9643	dawn.araya@marshmma.com

Risk & Safety Consulting

CONTACT	TITLE	PHONE	FAX	EMAIL
Lindsey Hanson	Risk & Safety Consulting Manager	763-548-8862	212-948-9169	lindsey.hanson@marshmma.com
David Rumsey	Senior Risk & Safety Consultant	763-746-8284	212-948-9636	david.rumsey@marshmma.com
John Bestman	Construction Safety Specialist	763-746-8529	212-948-9263	john.bestman@marshmma.com
Mike Music	Risk & Safety Consultant	763-746-8295	212-948-9143	mike.music@marshmma.com
Matthew Palmeri	Risk & Safety Consultant	763-746-8346	212-701-8510	matthew.palmeri@marshmma.com
Shane Collins	Risk & Safety Consultant	763-746-8260	212-948-6575	shane.collins@marshmma.com
Alanna Soukkala	Risk & Safety Consultant	218-623-5878	212-948-9953	alanna.soukkala@marshmma.com
Scott Rief	Risk & Safety Coordinator	763-746-8351		scott.rief@marshmma.com

HR Consulting

CONTACT	TITLE	PHONE	FAX	EMAIL
Stacia Landon	Engagement Consultant	763-746-8354	212-701-8517	stacia.landon@marshmma.com
John Helquist	HR & HM Coordinator	763-746-8348	212-701-8529	john.helquist@marshmma.com
HR Concierge Inbox				consulting.hr@marshmma.com

Health Management

CONTACT	TITLE	PHONE	FAX	EMAIL
Jill O'Brien	HM & HR Consulting Manager	763-746-8510	212-948-9656	jill.obrien@marshmma.com
Courtney Patt	HM Consultant	763-746-8509	212-948-9655	courtney.patt@marshmma.com
Jill Verchota-Luce	HM Consultant	763-746-8349	212-948-8297	jill.verchota-luce@marshmma.com
Erika Tollefson	HM & Engagement Consultant	763-746-8347	212-701-8509	erika.tollefson@marshmma.com
Heidi Orstad	Regional Clinical Consultant	763-746-8372		heidi.orstad@marshmma.com



Marsh & McLennan Agency
6160 Golden Hills Drive
Minneapolis, MN 55416
763.746.8000

Agenda Item: Stillwater Middle School Gym Floor Replacement
Meeting Date: September 23, 2021
Contact Person: Mark Drommerhausen, Director of Operations

Background:

On July 3, 2021, the Stillwater Middle School fire sprinkler pipe separated. The water drained into the Main Gym and flooded the wood floor. The standing water was removed and dehumidifiers were brought in to dry out the wood floor. Because of the way the gym floor was constructed, it was not feasible to save. As a result, the floor buckled and needed to be replaced.

Four bids were received on September 9, 2021 to replace the wood gym floor at Stillwater Middle School. The cost to install the wood gym floor was estimated to be \$209,000.00. The lowest responsible bidder was from Prostar Surfaces, Inc. of, Milwaukee, WI for a bid total of \$174,582.00. The cost will be submitted to the District's insurance company for reimbursement. This project will be funded through the LTFM fund and insurance coverage will be credited back to the same account. Administration recommends approving Prostar Surfaces, Inc. to install the Stillwater Middle School wood gym floor.

Location(s): Stillwater Middle School

Project Name: Stillwater Middle School Gym Floor Replacement

Fund: Long Term Facilities Maintenance and Insurance Reimbursement

Fund Description: Flooring

Item: Replace the Stillwater Middle School Main Gym Wood Floor

Amount: \$174,582.00

Company: Prostar Surfaces, Inc.

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, Director of Operations

DATE: September 16, 2021

DESCRIPTION OF REQUEST

Stillwater Middle School Gym Floor Installation

On July 3, 2021, the Stillwater Middle School fire sprinkler pipe separated. The water drained into the Main Gym and flooded the wood floor. The standing water was removed and dehumidifiers were brought in to dry out the wood floor. Because of the way the gym floor was constructed, it was not feasible to save. As a result, the floor buckled and needed to be replaced.

Four bids were received on September 9, 2021 to replace the wood gym floor at Stillwater Middle School. The cost to install the wood gym floor was estimated to be \$209,000.00. The lowest responsible bidder was from Prostar Surfaces, Inc. of, Milwaukee, WI for a bid total of \$174,582.00. The cost will be submitted to the District's insurance company for reimbursement. This project will be funded through the LTFM fund and the insurance coverage will be credited back to the same account. Administration recommends approving Prostar Surfaces, Inc. to install the Stillwater Middle School wood gym floor.

EXPENDITURE APPROVAL FORM (Continued)

FINANCIAL IMPACT

Budget(s) Impacted: \$174,582.00 Long-Term Facility Maintenance Budget.

Additional costs may be incurred to remedy issues not identified in the 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 2022-?

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

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

PROGRESS MONITORING:

Work to be completed prior to the March 11, 2021

September 14, 2021

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

Re: Independent School District #834
Stillwater Middle School Gym Floor Replacement
Commission No. 202219G

Dear Anthony:

We request that the following recommendation be presented to the School Board for the Award of the Stillwater Middle School Gym Floor Replacement project.

On September 9, 2021, four (4) bids were received for the Stillwater Middle School Gym Floor 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 the existing wood gym floor, which was damaged beyond repair during a recent sprinkler line failure, at Stillwater Middle School.

Based on our review of the bids submitted, we recommend that the District award a contract for the Stillwater Middle School Gym Floor Replacement project to Prostar Surfaces, Inc., 324 North 12th Street, Milwaukee, Wisconsin 55233, as follows:

Stillwater Middle School Gym Floor Replacement:	
Base Bid:	<u>\$174,582</u>
Total Recommended Contract Amount:	\$174,582

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 ISD #834
Mark Drommerhausen, Director of Operations ISD #834
Paul Aplikowski, Wold
Valerie Peterson, Wold

TD/ISD_834/202219G/crsp/sep21



Project Name: Stillwater Middle School Gym Floor Replacement

BID TABULATION

Commission No.: 202219G
 Bid Date: 9/9/2021
 Bid Time: 2:00 PM

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	Remarks
FLR Sanders, Inc. 3079 92nd Avenue Princeton, MN 55371 Phone: (763) 633-1170	1 of 1	Yes	\$205,400	
H2I Group 430 Industrial Boulevard NE Minneapolis, MN 55413 Phone: (888) 239-8747	1 of 1	Yes	\$184,700	
Jwood Sports Flooring 573 County Road A, Suite 109 P.O. Box 1630 Hudson, WI 54016 Phone: (715) 690-2560	1 of 1	Yes	\$182,300	
Prostar Surfaces, Inc. 324 North 12th Street Milwaukee, WI 53233 Phone: (414) 444-4400	1 of 1	Yes	\$174,582	LOW BIDDER

RETIREMENT/RESIGNATION/RELEASE					
NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE	
Hodgin, Megan	Resignation	Secretary - ECFC, 7.0 hrs/day Early Childhood Family Center	Tech Support	September 24, 2021	
Johnson, Robert	Retirement (34 years)	Custodian IV, 8.0 hrs/day Stillwater Middle School	Custodian	October 29, 2021	
McGinnis, Allison	Retirement (30 years)	Paraprofessional 7.0 hrs/day Stillwater Area High School	SCPA	October 6, 2021	
Pechacek, Roxanne	Retirement (13 years)	Bookkeeper, 8.0 hrs/day Stillwater Area High School	Tech Support	November 5, 2021	
Schultz, Barbara	Resignation	Cafeteria, 4.0 hrs/day Stillwater Area High School	Cafeteria	September 3, 2021	

HIRES/REHIRE					
NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Edwards, Julie	.4 FTE Intervention Teacher Afton-Lakeland Elementary	\$90,791	COVID	SCEA	August 30, 2021 - January 21, 2022
Hatm, Noor	Community Education Aide 2.5 hrs/day Lake Elmo Elementary	\$10.25 / hour	Replacement	CE Leads & Assistant	September 13, 2021
Holmes Shrestha, Doreen	Swim Coach Stillwater Middle School	\$1,432	Replacement	Co-Curricular	September 1, 2021
Larson, Sharon	Swim Coach Oak-Land Middle School	\$2,327	Replacement	Co-Curricular	September 1, 2021
Nelson, Erinn	Community Education Casual District Wide	\$28.00 / hour	Casual	Casual	September 7, 2021
Price, Heather	Paraprofessional 6.0 hrs/day Oak-Land Middle School	\$16.78 / hour	Replacement	SCPA	September 13, 2021
Schiek, Madison	Paraprofessional 6.25 hrs/day Lily Lake Elementary	\$16.78 / hour	Replacement	SCPA	September 8, 2021
Sous, Amany	Community Education Assistant 2.5 hrs/day Early Childhood Family Center	\$15.63 / hour	Replacement	CE Leads & Assistant	September 13, 2021
Tebben, Marnie	Cafeteria 4.0 hrs/day Stillwater Area High School	\$15.97 / hour	Replacement	Cafeteria	September 9, 2021
Wilgren, Jon	Paraprofessional 6.0 hrs/day Stillwater Middle School	\$17.18 / hour	Replacement	SCPA	September 13, 2021

LEAVES OF ABSENCE					
NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE	
Evans, Katie	Approved	Cafeteria Manager 7.0 hrs/day Stillwater Area High School	Cafeteria	September 7, 2021 - November 3, 2021	

ASSIGNMENT CHANGES					
NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Berg, Ellie	Assistant NHS Advisor Stillwater Area High School	NHS Co-Advisor Stillwater Area High School	2021-2022 Staffing	Co-Curricular	August 26, 2021
Campbell, Kristin	1.0 FTE Intervention Teacher Andersen Elementary	.80 FTE Intervention Teacher Andersen Elementary	2021-2022 Staffing	SCEA	August 23, 2021
Handberg, Geri	1.0 FTE Science Teacher & Instructional Coach Stillwater Area High School	1.1 FTE Science Teacher & Instructional Coach Stillwater Area High School	2021-2022 Staffing	SCEA	August 23, 2021 - June 6, 2022
Mazzara, Rebecca	NHS Advisor Stillwater Area High School	NHS Co-Advisor Stillwater Area High School	2021-2022 Staffing	Co-Curricular	August 26, 2021
Nielsen, Amy	7th Grade Volleyball Coach Oak-Land Middle School	8th Grade Volleyball Coach Oak-Land Middle School	Replacement	Co-Curricular	August 24, 2021
Pupungtoa, Catherine	1.0 FTE BARR & Intervention Teacher Stillwater Area High School	1.0 FTE BARR, Intervention & Core Support Teacher Stillwater Area High School	2021-2022 Staffing	SCEA	August 23, 2021

ADDITIONAL ASSIGNMENTS					
NAME	Position	Reason	Group	EFFECTIVE DATE	
Dornfeld, Amy	Community Education Assistant .45 hrs/day Rutherford Elementary	Replacement	CE Leads & Assistant	September 7, 2021	
Fisher, Erika	8th Grade Volleyball Coach Stillwater Middle School	Replacement	Co-Curricular	August 30, 2021	
Hermanson, Andrew	Yearbook Advisor Stillwater Middle School	133 Replacement	Co-Curricular	September 1, 2021	

Laning, Madison	7th Grade Volleyball Coach Oak-Land Middle School	Replacement	Co-Curricular	August 24, 2021
Maxwell, Brandon	7th Grade Volleyball Coach Stillwater Middle School	Replacement	Co-Curricular	August 30, 2021

Agenda Item XI. A.
Date Prepared: September 17, 2021
ISD 834 Board Meeting

Report Agenda: Transportation Update
Meeting Date: September 23, 2021
Contact Person: Sara Houle, Director of Transportation

Summary:

Administration will provide an update on our transportation services.

Recommendation:

This is a report for information.



Transportation Update

School Board Report - Sept. 23, 2021

Transportation Update

- Focus available drivers on routes based on priority:
 - **Priority 1:** Students living 2 miles or further from schools; students with disabilities who require specialized transportation; and others required by law to transport
 - **Priority 2:** Students within 2 miles; and others who do not have statutory right to transportation
- Reroute buses to create neighborhood hubs and maximize efficiency
- Consider adjusting start/end time

Current Reality

We exceed state's transportation requirements of 2 miles

- Elementary: 0.5 mile
- Secondary: 1 mile
- Transportation for GATE students

We operate a 3 tier bus system - with Tier 1 having the largest number of routes

Tier 1:

SAHS, ALC,
SMS, OMS

Tier 2:

Elementary
schools

Tier 3:

Charter and
non-publics

Step 1: Meet State Requirements

- Busing may not be available for students living within 2 miles of school
- Busing may not be available for all GATE students
- Create neighborhood hubs
 - Secondary students may walk further to bus stop
- May need to increase ride times for some secondary students

Timeline

Friday, Sept. 24:

Families living within 2 miles of school notified that busing may not be available

Monday, Oct. 4:

New bus routes, pick up/drop off times sent to families

Monday, Oct. 11:

New routes implemented

Step 2 (If Necessary): Meet State Requirement; Adjust Tiers and Start Times

- Busing may not be available for students living within 2 miles of school
- Busing may not be available for all GATE students
- Adjust tiers and change start times:
 - **Tier 1: SAHS, ALC, Bridge Transitions, SMS**
Start/end time: **7:15 a.m. - 1:45 p.m.**
 - **Tier 2: OMS and Elementary schools**
Start/end time: 8:45 a.m. - 3:15 p.m.
 - **Tier 3: Charters and non-publics**

Athletics/Activities Charters

Middle school athletics/ activities

- Cancel all away contests for fall
- Work with other schools to see if they are able to travel to us for events

High school athletics/ activities

- Student athletes to find own way to away events when charters are not available



Our students need you to help them get to school!

Getting students to school has been a challenge this fall, but you can help! Our contractor has immediate openings for bus drivers. This is a fun and flexible job perfect for college students, retirees, parents or anyone with free time who loves kids!

- Flexible hours: Work in the morning, in the afternoon, or drive sports teams to events in the evenings.
- Paid training and starting pay of \$25 per hour

Please note bus drivers are employees of the bus company and not of Stillwater Area Public Schools.

Apply now at [Metrotn.com/careers](https://metrotn.com/careers)



Other Considerations:

- Continue to recruit new bus drivers
- Encourage coaches to obtain license to drive buses for their sports teams
- Explore options for district staff to also drive bus

[HOME](#) > [SERVICES](#) > [TRANSPORTATION](#) > [BUS UPDATES](#)

Bus Updates

Background on transportation challenges

On Thursday, Sept. 2, 2021 - just days before elementary students returned to school - the district was informed by its transportation vendor that it was unable to cover all of its contracted routes. The district took action to require the vendor to perform its contractual duties the next day. Since learning of the unfilled routes, we've reached out to other providers seeking charters, vans, or other school buses - but as of this time we haven't been successful. We've also been working with the vendor to continue to recruit new bus drivers. To create more stable busing, we're planning to adjust and reprioritize routes. Watch for more details.

Please note that route availability is subject to change. We'll notify families directly if there any any changes to service. Check the dashboard below for daily updates or follow twitter.com/bus834.

[SUBMIT BUSING CONCERN](#)[BECOME A BUS DRIVER](#)

Contact

Transportation Department:
schoolbus@stillwaterschools.org
651-351-8377

Busing provided
by Metropolitan Transportation
Network
651-300-1516

[Dashboard: Delayed and Canceled Routes](#)

English >

stillwaterschools.org/services/transportation/bus-updates

Report Agenda: Construction Payment Process
Meeting Date: September 23, 2021
Contact Person: Mark Drommerhausen, Director of Operations

Summary:

This report will provide an overview of our payment process for construction projects.

A copy of the payment process is attached for review.

Recommendation:

This is a report for information.

School Board's Responsibility

Approve
Project;
Establish
Budget

Approve
vendor
contracts

Pay Bills:
Approve
disbursements for
work completed



Stillwater
AREA PUBLIC SCHOOLS

Project Approach – *Monitoring the Budget*



Planning & Project Development

- Confirm district's needs
- Develop options
- Develop budgets
- **Present solution scenarios to board**
- Verify funding strategies and costs

Project & Budget Approved

- **Board approves project and budget**
- Finalize funding mechanism
- Develop timeline
- Continuous communication

Design & Budget Verification

- Design process
- Detailed estimates throughout all phases of design
- Constructability review
- Site logistics
- Safety plan

Project Approach – *Monitoring the Budget*



Bid /Award – Competitively Bid

- MN Statute 123B.42 Procurement Process
- MN471.345 Uniform Contracting Laws
- Recommend bid awards to board
- **Final budget approved by school board**
- **Contracts approved by school board**

Construction Billings

- AIA G736 - Certificate of Payments
- AIA G732 – Application for Billing
- Billings approved by Construction manager, architect and district staff
- MN Statute 471.425 Prompt Payment Law
 - 35 Days for Payment

Post-Construction

- Project closeout
- Organize necessary information for auditors
- Collect consent of Sureties (ensure vendors are paid)
- Warranty enforcement

DocuSign Envelope ID: A56ADBD9-5E71-4783-BF99-EA2F328F60FA

AIA DOCUMENT G737 - 2009

Summary of Contractors' Applications for Payment, Construction Manager as Adviser Edition

AIA Document G732, Application and Certificate for Payment, has been completed by each Contractor. The content of those G732 forms is summarized below

Stillwater Middle School 2021 LTFM Improvements

		A	B	C	D
DESCRIPTION OF WORK	CONTRACTOR'S NAME	ORIGINAL CONTRACT SUM	NET CHANGES IN THE WORK	CONTRACT SUM TO DATE	WORK IN PLACE TO DATE
WS 06-A: Carpentry	Kellington Construction, Inc.	\$227,000.00	\$0.00	\$227,000.00	\$58,230.00
WS 08-K: Interior Glass	Northern Glass & Glazing, Inc.	\$101,425.00	\$0.00	\$101,425.00	\$0.00
WS 09-A: Drywall	Pinnacle Wall Systems, Inc.	\$84,000.00	\$0.00	\$84,000.00	\$71,055.00
WS 09-B: Tile	Grazzini Brothers & Company	\$17,965.00	\$0.00	\$17,965.00	\$940.00
WS 09-C: Ceiling&Acoustical Treatment	Acoustics Associates, Inc.	\$26,495.00	\$0.00	\$26,495.00	\$0.00
WS 09-D: Flooring-Resilient&Carpet	Acoustics Associates, Inc.	\$34,874.00	\$0.00	\$34,874.00	\$0.00
WS 09-K: Wall Covering&Painting	Universal Painting & Drywall, Inc.	\$42,490.00	\$0.00	\$42,490.00	\$19,606.50
WS 11-J: Gymnasium Equipment	H&B Specialized Products, Inc.	\$37,500.00	\$0.00	\$37,500.00	\$2,211.00
WS 23-B: Combined Mechanical	Northern Air Corporation (NAC)	\$74,900.00	\$0.00	\$74,900.00	\$24,000.00
WS 26-A: Electrical	A. J. Moore Electric, Inc.	\$117,120.00	\$0.00	\$117,120.00	\$27,446.00

Summary Billing Example

APPLICATION NO.: 3
 APPLICATION DATE: 8/1/2021
 PERIOD FROM: 7/1/2021
 PERIOD TO: 7/31/2021
 PROJECT NOS.: 2110096

E	F	G	H	I	J	K	L
STORED MATERIALS (Not in D or I)	TOTAL COMPLETED AND STORED TO DATE (D + E)	RETAINAGE %	RETAINAGE AMOUNT	PREVIOUS PAYMENTS	CURRENT PAYMENT (F - H - I)	BALANCE FINISH (C - F)	% COMPL. (F / C)
\$0.00	\$58,230.00	5.00%	\$2,911.50	\$8,265.00	\$47,053.50	\$168,770.00	26%
\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$101,425.00	0%
\$0.00	\$71,055.00	5.00%	\$3,552.75	\$1,425.00	\$66,077.25	\$12,945.00	85%
\$0.00	\$940.00	5.00%	\$47.00	\$636.50	\$256.50	\$17,025.00	5%
\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$26,495.00	0%
\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$34,874.00	0%
\$0.00	\$19,606.50	5.00%	\$980.33	\$0.00	\$18,626.17	\$22,883.50	46%
\$0.00	\$2,211.00	5.00%	\$110.55	\$2,100.45	\$0.00	\$35,289.00	6%
\$0.00	\$24,000.00	5.00%	\$1,200.00	\$8,550.00	\$14,250.00	\$50,900.00	32%
\$0.00	\$27,446.00	5.00%	\$1,372.30	\$10,213.45	\$15,860.25	\$89,674.00	23%

Agenda Item: Open Forum
Meeting Date: September 23, 2021

Background:

Those who wish to speak to the School Board will be able to do so in the beginning of the board meeting during Open Forum. You must sign up to speak. You may sign up only for yourself, not other individuals or groups, and only in person. Sign-up will be available electronically the week of a board meeting beginning at 8 a.m. on Monday and closing at 4 p.m. on Wednesday. You will receive a notification upon submitting your online form.

Due to time limitations, we will limit the number of speakers to 15, who may speak for 3 minutes each. If you spoke at the last meeting, please consider allowing others to sign up before you.

When your name is called, please approach the podium and state your name and address, including town, before you begin your remarks. Please pay attention to the timer, who will hold up cards indicating when you are approaching the end of your time. When time is called, you may finish your sentence. After you address the Board, please leave the podium.

Stillwater Area Public Schools, District 834, welcomes input from citizens as community involvement on the issues facing our district fosters better decision making and improved learning experiences for all students. While comments and questions are welcome during Open Forum, law prohibits the Board from discussing concerns about individual employees or students in a public meeting. We will stop the proceedings immediately if employee or student privacy issues are raised and direct the speaker to forward comments regarding individual employees or students to the superintendent. We welcome discussion of the issues but will not tolerate the targeting of individual staff or students by name, position or implication.

Because we are modeling civil discourse for our community, speakers must present their testimony in a respectful manner. Vulgarity, character attacks, or malice will not be tolerated. The Board will not deliberate, discuss, or engage in conversation with speakers during Open Forum. However, the Board may ask administration to review the concerns presented.

Recommendation:

This is for informational purposes only.

Agenda Item XIII. A.
Date Prepared: August 24, 2021
ISD 834 Board Meeting

Agenda Item: Adjournment
Meeting Date: September 23, 2021
Contact Person: School Board Chair

The meeting must formally adjourn.

The following items were discussed:

1. 1st Choice Pediatric Home Care contract

- a. This is an agreement for private one to one care for a Stillwater student.
- b. We have been working with this agency for years and they provide good service.
- c. The total cost of service may not exceed \$50,000 but will be dependent upon how many days the student is able to attend school.
- d. Medical Assistance reimbursement will cover about \$12,000 of the total cost.
- e. Special Education funds will reimburse for about half of the total cost.

2. Stillwater Middle School Gym Floor Bids

- a. The gym floor is being replaced as a result of the sprinkler system malfunction this past summer.
- b. The estimated cost was \$209,000.
- c. Prostar Surfaces from Milwaukee, WI came in with the lowest bid at \$174,582.00.
- d. This cost will be submitted to the district's insurance company and it is expected to not cost anything to the district.

3. Brookview Elementary School Addition Bids

- a. Bids are coming in over budget.
- b. Original construction budget was for \$4,912,490.00 for 23 of the 26 scopes.
- c. After all of the lowest bids came in, the cost was \$5,610,186.00 for 23 of the 26 scopes.
- d. This is a cost increase of \$697,696.
- e. 3 of the scopes are being held as they could come in under budget saving some money on the overall cost.
- f. The Lease Levy Authority is for \$6,921,666.00.
- g. The total cost with increases could be \$7,694,362.
- h. The LTMF can add \$75,000 from its fund.
- i. \$697,696 could be added from the Capital fund.
- j. There is sufficient Capital funds available and these funds have to be spent on building projects. There would be sufficient funds remaining for future projects.
- k. The other option could be for WOLD to redesign the project to fit within the original levy cost.
 - i. This would mean less space.
 - ii. Bids could also come in higher and show no savings at all.
- l. Some of the factors for the \$697,696 increase include:
 - i. Supply chain shortages and issues
 - ii. Labor shortages and issues
 - iii. Short timelines
 - iv. And the biggest one is the new mandate to build a storm shelter. This legislation came into existence in March of 2020 and pretty much covers the \$697,696 as it adds \$80 to \$100 per sq/ft.
- m. There is also a \$225,000 contingency amount built in for the project and any remaining dollars from this will decrease the overage.
- n. Administration is recommending this project continue as planned.
- o. Project managers feel that if it is put on hold it could potentially cost upwards of \$800,000 more.

4. Draft to Adopt Preliminary Property Tax Levy 2022 Pay 2023

- a. The draft will be shared with the board at the September 23, 2021 meeting.
- b. The process follows:
 - i. Board approves levy on 9/23/2021
 - ii. District shares levy amount with County 9/30/2021
 - iii. Mid November the County mails out property tax statements
 - iv. 12/9/2021 is the truth in taxation meeting
- c. At this time the levy amount does not include the operation levy to be voted on in November or the Tech levy to be voted on in November.
- d. Administration is recommending the board vote for the “maximum” proposed on the 23rd and this can be adjusted/lowered at the December 9, 2021 meeting.

5. Possible Worker's Comp Renewal quote for the 2021-2022

- a. \$343,876.00 is the yearly district cost for Insurance.
- b. This is a decrease of about \$21,000 from the previous year.
- c. The district did get a check back from insurance last year of about \$68,000.

6. What happens if the levy does not pass?

- a. In the event the operating levy does not pass, you can look at how to increase revenue and what areas to cut expenses.
- b. It is important to note that .80 of every \$1.00 pays for human capital, whether teachers, paras, administrators, support staffing, bus drivers, etc....
- c. The district could also request to go out early for a new levy



Stillwater School Board
Policy Meeting Notes
September 15, 2021

Present: Katie Hockert, Bev Petrie, Annie Porbeni, Jennifer Cherry, Joan Hurley, Malinda Lansfeldt, Carissa Keister

Agenda

- Continue review of 200 series policies already in progress
- Follow up on policy 212 board member feedback for onboarding
- Continue discussion of public participation and community engagement

Highlights of Discussion

- Director Hockert proposed a plan to proceed with addressing public participation policies
 - Initial focus on updating policy 206: Public Participation in School Board Meetings and removing all procedural language. In depth discussion at next policy committee meeting
 - Agreed with Dr. Cherry's recommendation to revoke 201.3-Operating norms since this is all procedural
 - Discussed policy 203.1-School Board Procedures: Rules of order as a required policy. Recommend updating at a future meeting
 - Policy 201.6: Community Engagement and Public Participation needs to be part of this conversation in establishing more ways for public involvement beyond open forum at board meetings.
 - District communications team will be using an info gathering tool like Thought Exchange or something similar to solicit ideas for how the community would like to engage with the board.
 - We will utilize and possibly adapt the Community Engagement model for our district in tandem with the policy discussion
- Committee discussed immediate changes for next meeting to reverse the order of the agenda and have open forum at the end of the meeting
 - Began discussion of procedural changes to open forum and agreed on efforts to engage the community in the process.
- Policy 212: School Board Member Development
 - Director Cherry has been reviewing the procedural manual for onboarding new members. It is still on track to be ready before our next elected director takes their seat in November.
 - A request was made at the last meeting to bring the final manual to the board for review

What's next

- Action to be taken on Policy 212 and Policy 201.12 at the 9/23/21 board meeting
- Dr. Cherry organized rest of 200 series and asked Director Hockert to review them
- Implement changes to business meeting agenda
- Begin work on Policy 206 at next Policy Committee meeting
- Begin community discussion around public communication with the board.

Next Meeting: September 29, 2021 at 12-1pm

Respectfully submitted by: Katie Hockert

Date: 9/15/21

TO: Northeast Metro 916 Board of Education
FROM: Val Rae Boe
DATE: Sept. 8, 2021
RE: Sept. 1 Board of Education Meeting Talking Points

Members present: Knisely-12, Palmer-13, Forsberg-16, Kinsey-282, Sager-621, Yener-622, Shaw-623, Chapman-624, Keto-831, Donovan-832, and Hockert-834.

Members absent: Starck-14 and Schwartz-833.

- **916 Education Foundation:** Erick Lehet, president of the 916 Education Foundation, shared information regarding its membership drive, gala, and golf tournament. Erick shared that in the 2020-21 school year, almost \$80,000 was given back to Northeast Metro 916 staff and students in a variety of ways. Erick will have Rachel or Superintendent Boe send an email in the next week to School Board members with membership information for the 2021-22 school year.
- **Board policies:** The school board conducted a first reading of policies related to equal employment opportunity (401), disability nondiscrimination policy (402), protection and privacy of pupil records (515), student medication (516), student disability nondiscrimination (521), hazing prohibition (526), student, parental, family, and marital status nondiscrimination (528), assessment of student achievement (618), investments (705), student activity accounting (713), public data requests (722), and distribution of materials on school district property by non-school persons (904).

The board voted to approve changes to policies related to harassment and violence (413), mandated reporting of child neglect or physical or sexual abuse (414), student discipline (506), student sex nondiscrimination (522), technology responsible use and safety (524), social media (524.1), electronic signatures to conduct official business (723), health and safety policy (807), and COVID 19 face covering policy (808).

- **Canvas Health:** The school board voted to approve the agreement with Canvas Health to facilitate the delivery of mental health and related services to students enrolled at Northeast Metro 916 for the 2021-22 School Year.
- **New Executive Director of Finance:** The school board voted to approve a contract with Mark Kumlien as the new executive director of finance with an effective start date of September 13, 2021.

- **Cambia Hills:** The school board voted to withdraw from the agreement with St. Francis School District for provision of educational services on behalf of St Francis School District at Cambia Hills of East Bethel effective June 11, 2021. .
- **Phone System Replacement:** Northeast Metro 916's phone system reached end of life last year. COVID delayed the replacement of the system but after demonstration projects with three cloud-based phone providers, a new cloud-based phone system, 3CX, has been chosen as a replacement. The school board voted to approve the quotes which totaled \$62,424.65.
- **Resolution to Adopt Health and Safety Measures for 2021-22:** The District is engaged in the ongoing evaluation of health and safety measures in our programs beyond the masking requirements set forth in Board Policy 808. The health and safety protective measures go beyond the typical measures that we use for staff and students that are covered in our current policies and procedures. The proposed resolution provides the necessary flexibility that the District needs to make swift decisions in the rapidly changing COVID landscape. The resolution gives the administration the authority to move ahead with the necessary planning for health and safety measures that provides the maximum level of safety for staff and students. The school board voted to approve this resolution as written.
- **Closed Sessions:** The school board participated in two closed sessions. The first was for the purpose of receiving a security briefing on systems that contain private identifying information and procedures updates. The second was to discuss labor negotiations strategy.