



**Independent School District 834**  
**Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082**  
**School Board Special Meeting Agenda – October 19, 2021 6:00 p.m.**

- I. **Call to Order**
- II. **Roll Call**
- III. **Pledge of Allegiance**
- IV. **District Mission Statement and School Board Goals**
- V. **Approval of Agenda**
- VI. **Introductory Item**
  - A. Student Report
- VII. **Superintendent Report**
- VIII. **Board Chair Report**
- IX. **Consent Agenda**
  - A. Minutes of October 5, 2021 Special Meeting
  - B. Minutes of October 7, 2021 Closed Session
  - C. Minutes of October 7, 2021 Business Meeting
  - D. Disbursement Register – October 9, 2021 – October 20, 2021
  - E. Accept Gifts and Donations – September 2021
  - F. Century College Joint Powers Agreement 2021-2022 - PSEO
  - G. District Wide Snow Removal and Pavement Treatment
  - H. Human Resources Personnel Report
- X. **Reports**
  - A. Professional Development Update – Dr. Caleb Drexler Booth
- XI. **Open Forum**

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

Attachment:

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



**Agenda Item I.**  
**Date Prepared: September 27, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Call to Order  
Meeting Date: October 19, 2021

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*Background:*

The School Board Chair will call the meeting to order.

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*Recommendation:*

Board action is not required.



**Agenda Item II.**  
**Date Prepared: September 27, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Roll Call  
Meeting Date: October 19, 2021

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*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

Chris Kunze, Director

Tina Riehle, Director

Malinda Lansfeldt, Interim Superintendent, Ex-Officio

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**Recommendation:**

Board action is not required.



**Agenda Item III.**  
**Date Prepared: September 27, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Pledge of Allegiance  
Meeting Date: October 19, 2021

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*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.

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*Recommendation:*

Board action is not required.



**Agenda Item IV.**  
**Date Prepared: September 27, 2021**  
**ISD 834 Board Meeting**

Agenda Item: District Mission and School Board Goals  
Meeting Date: October 19, 2021

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*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.

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*Recommendation:*

Board action is not required.



**Agenda Item V.**  
**Date Prepared: September 27, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Approval of the Agenda  
Meeting Date: October 19, 2021

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***Background:***

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

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***Recommendation:***

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

***Motion by:*** \_\_\_\_\_ ***Seconded by:*** \_\_\_\_\_ ***Vote:*** \_\_\_\_\_



**Agenda Item IV.**  
**Date Prepared: September 27, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Introductory Items  
Meeting Date: October 19, 2021  
Student Report and District Recognition

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*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.

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*Recommendation:*

Board action is not required.



**Agenda Item VII.**  
**Date Prepared: September 27, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Superintendent Report  
Meeting Date: October 19, 2021

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*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.

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*Recommendation:*

Board action is not required.





**Agenda Item VIII.**  
**Date Prepared: September 27, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Board Chair Report  
Meeting Date: October 19, 2021

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*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

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*Recommendation:*

Board action is not required.



Agenda Item: Consent Agenda  
Meeting Date: October 19, 2021  
Contact Person: Varies by item

**Agenda Item IX. A.B.C.D.E.F.G. H.**  
**Date Prepared: September 27, 2021**  
**ISD 834 Board Meeting**

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**Background:**

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

**A. School Board Special Meeting Minutes October 5, 2021**

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

A copy of the minutes is included for your review.

**B. School Board Closed Meeting Minutes October 7, 2021**

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

A copy of the minutes is included for you review.

**C. School Board Business Meeting Minutes October 7, 2021**

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

A copy of the minutes is included for you review.

**D. Disbursement Register – October 9, 2021 – October 20, 2021**

Contact Person: Dr. John Thein, Director, Finance

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

**E. Accept Gifts and Donations – September 2021**

Contact Person: Dr. John Thein, Director, Finance

A copy of register has been distributed to board members.

**F. Century College Joint Powers Agreement 2021-2022 – PESE**

Contact Person: Dr. John Thein, Director, Finance

A copy of the agreement is included for your review.

**G. District Wide Snow Removal and Pavement Treatment**

Contact Person: Mr. Mark Drommerhausen, Director, Operations

A copy of the proposal is included for your review.

**H. Human Resources Personnel Report**

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

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

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**Recommendation:**

*BE IT RESOLVED by the School Board of Independent School District 834 – Stillwater Area Public Schools that Consent Agenda Items A through H 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  
October 5, 2021 – 6:00 p.m. Special Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 5:37 p.m.
- II. **Roll Call:** Present: Beverly Petrie, chair, Alison Sherman, vice-chair. Katie Hockert, director, Tina Riehle, director

III. **Approval of the Agenda**

*Motion to approve the agenda by: Member Sherman; second by: Member Hockert; Vote: 4 ayes, 0 nays; Motion carried.*

Annie Porbeni Joined the meeting at 5:42 p.m.

IV. **Interviews for Board Vacancy by Appointment**

Three candidates interviewed for the Board Vacancy by Appointment. The selection of Board Vacancy by Appointment will take place at the October 7, 2021 Regular Board meeting.

SCHOOL BOARD VACANCY  
Interview Schedule  
Tuesday, October 5, 2021

Time	Candidate
5:38 p.m.	Vivian Votava
5:47 p.m.	David Taylor
6:03 p.m.	Kelly Bowen

V. **Adjournment**

A. The meeting adjourned at 6:15 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  
October 7, 2021 at 5:15 p.m. Closed Meeting Minutes

- I     **Call to Order:** The meeting was called to order at 5:18 p.m.
- II    **Roll Call:** Board Members present: Beverly Petrie, chair, Alison Sherman, vice chair, Annie Porbeni, clerk  
Katie Hockert, director, Tina Riehle, director,
- Others present: Malinda Lansfeldt, Mark Drommerhausen, Brian Zeller and Steve Ogren.
- III.   **Adjourn to Closed Session** The board adjourned to closed session at 5:21p.m. pursuant to Minnesota Statutes § 13D.05, Subd. 3(b), to discuss or consider offers for the purchase or sale of real properties. The properties are identified as: 10158 122nd St N, Hugo, MN 55038 (the former Withrow Elementary School property).
- Motion by: Member Petrie to adjourn to closed session; second by: Member Sherman; Vote: 5 ayes, 0 nays, Motion carried unanimously.*
- IV.    **Adjournment**
- A.     Closed session adjourned to open meeting at 5:33 p.m.

*Respectfully submitted by Beverly Petrie, Board Chair*



Independent School District No. 834 – Stillwater Area Public Schools  
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082  
October 7, 2021 – 6:00 p.m. Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 5:18 p.m.
- II. **Roll Call:** Present: Beverly Petrie, Chair, Alison Sherman, Vice-Chair, Annie Porbeni, clerk  
Katie Hockert, director, Tina Riehle, director

Not present:

Others present: Malinda Lansfeldt, Mark Drommerhausen, Brian Zeller and Steve Ogren

**Adjourn to Closed Session**

The board adjourned to closed session at 5:21 p.m. pursuant to Minnesota Statutes § 13D.05, Subd. 3(b), to discuss or consider offers for the purchase or sale of real properties. The properties are identified as: 10158 122nd St N, Hugo, MN 55038 (the former Withrow Elementary School property);

*Motion to adjourn to a closed session by: Member Petrie; second by: Member Hockert; Vote: 5 ayes, 0 nays, Motion carried.*

**Closed meeting adjourned to a work session at 5:33 p.m.**

Chris Kunze joined the meeting at 6:00 p.m.

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

*Motion to amend the agenda to remove report item C and D by: Member Sherman; second by: Member Porbeni; Vote: 6 ayes, 0 nays; Motion carried unanimously.*

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

VI. **Oath of Office**

Congratulations and welcome to Chris Kunze, who was sworn into office and accepted the position as School Board Director of our school district with duties empowered by the Minnesota Legislature.

VII. **Introductory Item**

A. **Student Report**

Sophia reported on Student Life and Activities -

- 637 students earned a 3.7 GPA and above and 117 of those students earned a 4.0 unweighted GPA during a Virtual Academic Ceremony.
- Homecoming events held the week of September 27, 2021 were a huge success.
- Senior night for Boys and Girls Soccer is on Thursday, October 7 and football senior night is on Friday, October 8, 2021.

- We would like to recognize all the Student Council Members for their participation in making homecoming week a huge success.

Amelia provided a report on academics -

- Three students were recognized by the College Board for academic excellence.
- New clubs that began this week are the Health Occupations Students of America (HOSA) and the Feminist Club.

#### **VIII. Superintendent Report**

- National IT Professional Day was on September 21, 2021 and School Custodian Appreciation Day was on October 2, 2021.
- Longtime girls and boys swimming coach Brian Luke is being inducted into the Minnesota State High School League Hall of Fame.
- The high school's College and Career Center Specialist Amy Carr was presented with the Impact Influencer Award by the U.S. Navy.
- We continue to build connections with our students, identify those who are struggling and provide additional support to help them succeed. Please reach out to a teacher, principal, counselor/social worker if you have concerns about your child.
- Congratulations to three Stillwater Area High School students who have been honored by the College Board National Recognition Program.
  - Oyinpreye and Oyintare Porbeni- College Board National African American Recognition Program Scholar
  - Ava Roots - College Board National Hispanic Recognition Program Scholar.
- The Lower St. Croix Valley Community Foundation (LSCVCF) dedicated a new picnic shelter and picnic tables at Afton-Lakeland Elementary School.
- Thank you to students, staff and community members for your support during homecoming week.
- We received confirmation that we may begin to occupy the bus terminal.

#### **IX. Board Chair Report**

- Director Hockert and Chair Petrie will join administration in negotiations for the 2021-2023 SCEA contract.
- The policy group will discuss the option of banning signs during school board meetings.

#### **X. Consent Agenda**

- Minutes of September 23, 2021 Closed Meeting
- Minutes of September 23, 2021 Business Meeting
- Disbursement Register - September 25, 2021 - October 8, 2021
- Brookview Elementary Student Lockers
- Human Resources Personnel Report

*Motion to approve consent items A, B, D, and E by: Member; Hockert; Second by: Member Kunze; Vote: 6 ayes, 0 nays; Motion carried unanimously.*

*Motion to approve consent item C by: Member Riehle; Second by: Member Sherman; Vote: 5 ayes, 0 nays, 1 abstain (Kunze); Motion carried.*

#### **XI. Action Item**

- Board Vacancy by Appointment – Chair Beverly Petrie  
During a Special Meeting on Tuesday, October 5, 2021 three candidates interviewed for the Board Vacancy by Appointment position. The selection of the Board Vacancy by Appointment will take place during the October 7, 2021 School Board meeting. Voting will be conducted by paper ballot.
  - Each board member will rank candidate 3, 2, 1 (3 being your top choice)
  - The votes of each candidate will be read and announced.
  - Votes will be recorded in the minutes of the meeting.

Official Ballot Ranking  
Board Vacancy by Appointment  
October 7, 2021

	David Taylor	Vivian Votava	Kelly Bowen
Katie Hockert	2	3	1

Chris Kunze	2	3	0
Beverly Petrie	2	3	1
Annie Porbeni	2	3	1
Tina Riehle	2	1	3
Alison Sherman	2	3	1
Total	12	16	7

*Motion to approve Board Vacancy by Appointment by: Member Petrie; Second by: Member Porbeni; Vote: 6 ayes, 0 nays; Motion carried unanimously.*

## **XII. Reports**

- A. Child Care Stabilization Grant - Ms. Annette Sallman  
Ms. Sallman shared information on the Child Care Stabilization Grant.
- B. Transportation Update - Superintendent Malinda Lansfeldt  
Administration shared an update on transportation.

## **XIII. Open Forum**

- Rachel Schmeltzer, Stillwater, MN - Highlights being back at school, Levy
- Eric Anderson, Oak Park Heights, MN - Positives at Brookview Elementary
- Jessica Johnson, Stillwater, MN - Student Achievement, Curriculum and Goals
- Heidi Adam, West Lakeland, MN - Open Forum, Levy
- Brian Lee, Lake Elmo, MN - Gratitude, Levy
- Jenny Hanlon, Stillwater, MN - Early Childhood Family Center
- Sandi Hayner, Stillwater, MN - QComp, PD
- DeeDee Armstrong, Afton, MN - Levy
- Dawn Beavers, Baytown Township, MN - Levy
- Meghann Greeder, Hugo, MN - Levy
- Lisa LaRoque Williams, Lakeland, MN - Masks, Literacy
- Kate Niemann, Stillwater Township, MN - Stillwater athletics
- Jason Peterson, Woodbury, MN - Open Forum, Levy

## **XIV. Adjournment**

- A. The meeting adjourned at 7:46 p.m.

*Respectfully submitted, Annie Porbeni, Clerk*



**Agenda X. F.**  
**Date Prepared: October 6, 2021**  
**ISD 834 Board Meeting**

**Consent Report:** Century College Joint Powers Agreement – PSEO  
Meeting Date: October 19, 2021  
Contact Person: Dr. John Thein, Director of Finance

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**Summary:**

The purpose of Post-Secondary Enrollment Option (PSEO) is to promote rigorous academic pursuits and to provide a wider variety of options to high school pupils by encouraging and enabling secondary pupils to enroll full time or part time in nonsectarian courses or programs in eligible postsecondary institutions.

Post-Secondary Enrollment Option (PSEO) offers high school students the opportunity to take courses at eligible post-secondary institutions. Students can earn secondary credits (high school) and post-secondary credits (college) at the same time at a cost to the district of \$225.00 per credit hour per student.

Stillwater Area Public Schools enters into this agreement for Post-Secondary Enrollment Option (PSEO) which is directly contracted with Century College from July 1, 2021 through June 30, 2022 for services at Stillwater Area High School.

Administration recommends that the Board of Education approve the Century College Joint Powers Agreement – PSEO

Attachment: Century College Joint Powers Agreement – PSEO

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**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      **DATE:** 10/19/2021

### **DESCRIPTION OF REQUEST**

Post-Secondary Enrollment Option (PSEO) offers high school students the opportunity to take courses at eligible post-secondary institutions. Students can earn secondary credits (high school) and post-secondary credits (college) at the same time at a cost to the district of \$225.00 per credit hour per student.

Stillwater Area Public Schools enters into this agreement for Post-Secondary Enrollment Option (PSEO) which is directly contracted with Century College from July 1, 2021 through June 30, 2022 for services at Stillwater Area High School.

### **FINANCIAL IMPACT**

**Budget(s) Impacted:** The amount will vary depending upon the number of students enrolled in PSEO /per credit hour. \$100,000 to 275,000.

#### **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**

Contract Number: CEN-2022-017235

F.Y.	Cost Center	Obj. Code	Amount	Vendor #	P.O. #

**STATE OF MINNESOTA**  
**MINNESOTA STATE COLLEGES AND UNIVERSITIES**  
**CENTURY COLLEGE**  
**JOINT POWERS AGREEMENT**

THIS JOINT POWERS AGREEMENT, and amendments and supplements thereto, (hereinafter "contract") is between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of **CENTURY COLLEGE** (hereinafter "MINNESOTA STATE") address **3300 Century Avenue N., White Bear Lake, MN 55110**, which is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10, and **ISD 0834**, address **1875 GREELEY STREET SOUTH, STILLWATER, MN 55082** (hereinafter "SCHOOL DISTRICT"), which is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10;

WHEREAS, SCHOOL DISTRICT represents that it is duly qualified and willing to perform the services set forth herein.

NOW, THEREFORE, it is agreed

**1. DUTIES & RESPONSIBILITIES**

- a. **SCHOOL DISTRICT'S DUTIES.** The SCHOOL DISTRICT shall: Enter Into this agreement for Post-Secondary Enrollment Option (PSEO) services to be directly contracted with Century College for the 2021-2022 academic years. Following all rules and expectations of the state PSEO program.

**Including:**

- Assuming the travel reimbursement costs for eligible low income students.
- Completing the Post-Secondary Enrollment Options Program - Notice of Registration Form (updated annually by MDE) for each student participating in this program.
- Authorizing enrollment/course selection for eligible high school students at Century College. Eligible students are the same students defined as eligible for the Post-Secondary Enrollment Options program in the following three authorities: (a) Minnesota Statutes 124D.09, (b) Century College policy, and (c) Minnesota State College and University policy. Students are not eligible to take courses leveled below 1000 (developmental courses).
- Assisting with communication that textbooks are the property of Century College and must be returned at the end of each semester. Textbooks not returned will result in a hold preventing the student from registering in future terms and the student being held financially responsible for the cost of the missing textbook(s). Damaged textbooks may also result in the student being held financially responsible for the cost of the damaged/unusable book.
- Paying for all school district students' credits enrolled on the 16<sup>th</sup> day of business each semester. If a student drops a class, the drop must be made by midnight the 15<sup>th</sup> day or the district is responsible for payment for the course.

- b. MINNESOTA STATE'S DUTIES. MINNESOTA STATE shall: Enter into this agreement for Post-Secondary Enrollment Option (PSEO) services to be provided under contract with **Stillwater Area High School** for the 2021-2022 academic year. Following all rules and expectations of the state PSEO program.

**Including:**

- Provide instructions and facilities use for all students.
- Provide semester schedules for the term after the 4<sup>th</sup> business day of the term. From thereafter updated schedules will not be sent to the High School by Century College staff and it is the PSEO student's responsibility to update their High School of any changes in courses/schedule.
- Provide grades and/or unofficial transcripts for coursework at the end of each term to the district.

2. CONSIDERATION AND TERMS OF PAYMENT.

- a. Consideration for all services performed by Century College pursuant to this contract shall be paid by the SCHOOL DISTRICT as follows: \$225.00 (Two Hundred Twenty-Five and 00/100 Dollars) per credit hour per student.
- b. Payment shall be made by the SCHOOL DISTRICT promptly after the Minnesota State's presentation of invoices for services performed and acceptance of such services by SCHOOL DISTRICT's authorized representative. All services provided by Minnesota State pursuant to this contract shall be performed to the satisfaction of the SCHOOL DISTRICT, as determined at the sole discretion of its authorized representative, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. Minnesota State shall not receive payment for work found by the SCHOOL DISTRICT to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation. Invoices shall be presented by Minnesota State according to the following schedule:

Invoices will be sent each semester and should be paid net 30.

3. CONDITIONS OF PAYMENT. All services provided by the SCHOOL DISTRICT pursuant to this contract shall be performed to the satisfaction of MINNESOTA STATE, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. The SCHOOL DISTRICT shall not receive payment for work found by MINNESOTA STATE to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation
4. TERM OF CONTRACT. This contract shall be effective on **July 1, 2021**, or upon the date that the final required signature is obtained by MINNESOTA STATE, whichever occurs later, and shall remain in effect until **June 30, 2022**, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. Termination by the SCHOOL DISTRICT shall not become effective with respect to students then enrolled in the PSEO program.
5. CANCELLATION. This contract may be canceled by MINNESOTA STATE or the SCHOOL DISTRICT at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, Minnesota State shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

6. MINNESOTA STATE'S AUTHORIZED REPRESENTATIVE. MINNESOTA STATE's Authorized Representative for the purposes of administration of this contract is:

**Name:** Pat Opatz, VP of Finance & Administration  
**Address:** 3300 Century Avenue N., White Bear Lake, MN 55110  
**Telephone:** 651-779-3279  
**E-Mail:** Patrick.opatz@century.edu

**Name:** Ali Pickens-Opoku, Assoc. Dean of Enrollment Management  
**Address:** 3300 Century Avenue North, White Bear Lake, MN 55110  
**Telephone:** 651-779-5784  
**E-Mail:** [ali.pickens-opoku@century.edu](mailto:ali.pickens-opoku@century.edu)

MINNESOTA STATE's Authorized Representative shall have final authority for acceptance of the SCHOOL DISTRICT'S services and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 2, paragraph b.

7. The SCHOOL DISTRICT'S Authorized Representative for the purposes of administration of this contract is:

**Name:** Robert Bach  
**Address:** 1875 Greeley Street S., Stillwater, MN 55082  
**Telephone:** +1 651-351-8042  
**E-Mail:** bachr@stillwaterschools.org

8. ASSIGNMENT. The SCHOOL DISTRICT shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of MINNESOTA STATE.
9. AMENDMENTS. Any amendments to this contract shall be in writing, and shall be executed by the same parties who executed the original contract, or their successors in office.
10. LIABILITY. The SCHOOL DISTRICT shall indemnify, save, and hold MINNESOTA STATE, its representatives and employees harmless from any and all claims or causes of action, including all attorney's fees incurred by MINNESOTA STATE, arising from the performance of this contract by the SCHOOL DISTRICT or SCHOOL DISTRICT'S agents or employees. This clause shall not be construed to bar any legal remedies the SCHOOL DISTRICT may have for MINNESOTA STATE's failure to fulfill its obligations pursuant to this contract.
11. STATE AUDITS. The books, records, documents, and accounting procedures and practices of the SCHOOL DISTRICT relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.
12. GOVERNMENT DATA PRACTICES ACT. The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this contract. The SCHOOL DISTRICT and MINNESOTA STATE must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by MINNESOTA STATE in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the SCHOOL DISTRICT in accordance with this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the SCHOOL DISTRICT or MINNESOTA STATE.

In the event the SCHOOL DISTRICT receives a request to release the data referred to in this clause, the SCHOOL DISTRICT must immediately notify MINNESOTA STATE. MINNESOTA STATE will give

the SCHOOL DISTRICT instructions concerning the release of the data to the requesting party before the data is released.

13. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS.

- a. MINNESOTA STATE shall own all rights, title and interest in all of the materials conceived or created by the SCHOOL DISTRICT, or its employees or subcontractors, either individually or jointly with others and which arise out of the performance of this contract, created and paid for under this contract, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form (hereinafter MATERIALS).

The SCHOOL DISTRICT hereby assigns to MINNESOTA STATE all rights, title and interest to the MATERIALS. The SCHOOL DISTRICT shall, upon request of MINNESOTA STATE, execute all papers and perform all other acts necessary to assist MINNESOTA STATE to obtain and register copyrights, patents or other forms of protection provided by law for the MATERIALS. The MATERIALS created under this contract by the SCHOOL DISTRICT, its employees or subcontractors, individually or jointly with others, shall be considered "works made for hire" as defined by the United States Copyright Act. All of the MATERIALS, whether in paper, electronic, or other form, shall be remitted to MINNESOTA STATE by the SCHOOL DISTRICT, its employees and any subcontractors, and the SCHOOL DISTRICT shall not copy, reproduce, allow or cause to have the MATERIALS copied, reproduced or used for any purpose other than performance of the SCHOOL DISTRICT'S obligations under this contract without the prior written consent of MINNESOTA STATE's authorized representative.

- b. The SCHOOL DISTRICT represents and warrants that MATERIALS produced or used under this contract do not and will not infringe upon any intellectual property rights of another, including, but not limited to, patents, copyrights, trade secrets, trade names, and service marks and names. The SCHOOL DISTRICT shall indemnify and defend, to the extent permitted by the Attorney General, MINNESOTA STATE at the SCHOOL DISTRICT'S expense from any action or claim brought against MINNESOTA STATE to the extent that it is based on a claim that all or part of the MATERIALS infringe upon the intellectual property rights of another. The SCHOOL DISTRICT shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including, but not limited to, reasonable attorney fees arising out of this contract, amendments and supplements thereto, which are attributable to such claims or actions.

If such a claim or action arises, or in the SCHOOL DISTRICT'S or MINNESOTA STATE's opinion is likely to arise, the SCHOOL DISTRICT shall, at MINNESOTA STATE's discretion, either procure for MINNESOTA STATE the right or license to continue using the MATERIALS at issue or replace or modify the allegedly infringing MATERIALS. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

14. PUBLICITY. Any publicity given to the program, publications, or services provided resulting from this contract, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the SCHOOL DISTRICT or its employees individually or jointly with others, or any subcontractors shall identify MINNESOTA STATE as the sponsoring agency and shall not be released prior to receiving the approval of the MINNESOTA STATE's authorized representative.

15. OTHER PROVISIONS. None.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

**APPROVED:**

**1. MINNESOTA STATE COLLEGES AND UNIVERSITIES  
CENTURY COLLEGE**

By (authorized college/university/system office initiating agreement)
Title
Date

**2. VERIFIED AS TO ENCUMBRANCE**

By (authorized college/university/system office initiating agreement) N/A for Century College
Title
Date

**3. SCHOOL DISTRICT (Governmental Entity): ISD 0834**

**SCHOOL DISTRICT** certifies that the appropriate person(s) have executed the contract on behalf of the **SCHOOL DISTRICT** as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature)
Title principal
Date

By (authorized signature)
Title
Date

**4. AS TO FORM AND EXECUTION:**

By (authorized college/university/system office initiating agreement)
Title
Date



**Agenda Item: X.G.**  
**Date Prepared: October 11, 2020**  
**ISD 834 Board Meeting**

Agenda Item: District Wide Snow Removal and Pavement Treatment  
Meeting Date: October 19, 2021  
Contact Person: Mark Drommerhausen, Director of Operations

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**Background:**

Each year Stillwater Area Public Schools contracts snow removal and pavement treatment services out for all of the District's parking lots and playgrounds. The proposals for the service are based on hourly equipment rates used to remove the snow and treat the parking lot surface. The total cost of snow removal is determined by the time and equipment needed to keep the parking lots and playgrounds cleared of snow and treated for ice.

Miller Excavating INC. has provided hourly pricing to remove snow and ice and treat the pavement at Stillwater Area High School, Stillwater Middle School/ECFC, Oak-Land Middle School and Lake Elmo Elementary. Bell's Excavating INC. has provided hourly pricing to remove and treat the pavement at Afton-Lakeland Elementary, Andersen Elementary, Brookview Elementary, Central Services Building, Jaycee Park, Lily Lake Elementary, Rutherford Elementary, Oak Park School and Stonebridge Elementary.

Administration is seeking approval to proceed with the snow removal and pavement treatment service proposals with each contractor at each of the respective sites as previously stated.

Location(s): District Wide

Project Name: District Wide Snow Removal and Pavement Treatment

Fund: Fixed Operational Budget

Item: Snow Removal and Pavement Treatment

Amount: Dependent on the number of snow and ice storm events

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**Recommendation:**

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

**Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_



## EXPENDITURE APPROVAL FORM

### Fiscal Year 2021-2022

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

**REQUESTED BY:** Mark Drommerhausen      **DATE:** 10/19/2021

#### DESCRIPTION OF REQUEST

Each year Stillwater Area Public Schools contracts snow removal and pavement treatment services out for all of the District's parking lots and playgrounds. The proposals for the service are based on hourly equipment rates used to remove the snow and treat the parking lot surface. The total cost of snow removal is determined by the time and equipment needed to keep the parking lots and playgrounds cleared of snow and treated for ice.

Miller Excavating INC. has provided hourly pricing to remove snow and ice and treat the pavement at Stillwater Area High School, Stillwater Middle School/ECFC, Oak-Land Middle School and Lake Elmo Elementary. Bell's Excavating INC. has provided hourly pricing to remove and treat the pavement at Afton-Lakeland Elementary, Andersen Elementary, Brookview Elementary, Central Services Building, Jaycee Park, Lily Lake Elementary, Rutherford Elementary, Oak Park School and Stonebridge Elementary.

#### FINANCIAL IMPACT

Dependent on the number of snow and ice storm events.

**Budget(s) Impacted:** Fixed Operational Budget

**Is This a One-Time Expenditure?**

- ☐ Yes, once implemented there will be no ongoing costs
- ☒ No, it will need to be funded indefinitely as an ongoing operational expense
- ☐ No, it will need to be funded for Fiscal Years 2022-?

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

- ☒ Yes      List Source(s): Fixed Operational Budget
- ☐ No

#### PROGRESS MONITORING

Provide snow removal and pavement treatment to keep parking lots safe and useable.

MILLER EXCAVATING INC  
3741 Stagecoach Tr N  
Stillwater, MN 55082

651-439-1637

Date: October 12, 2021  
Submitted to: Stillwater Area Schools  
1875 S Greeley St  
Stillwater, MN 55082

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

WE PROPOSE TO FURNISH MATERIAL, LABOR, AND EQUIPMENT TO COMPLETE THE FOLLOWING:

Snowplowing, removal, sanding for the upcoming snow season.

**RATES\***

LOADERS W/SNOW PUSHER	\$142.15 HR.
GRADERS W/WING	\$148.35 HR.
BOBCATS W/PLOW	\$129.55 HR.
TRUCK w/SANDER and/or PLOW	\$117.50 HR.
SAND	\$14.60 YD.
SALT /SAND - 12% MIXTURE (see note below)	\$64.00 TON**
ROCK SALT	\$197.90 TON**
TANDEM TRUCKS (14 YDS.) - HAULING SNOW	\$111.15 HR.
MAN & PICKUP, MISC EQUIPMENT	\$100.00 HR.
MINIMUM CHARGE	\$85.00

\*\* Salt price subject to change

**\*NOTE:**

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

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

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

ACCEPTANCE:

MILLER EXCAVATING, INC.

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

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

**Snow plowing contract for 2021-2022 season**

**10/11/2021**

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

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

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

Plow unit 7- 926MWheel Loader w/ 12ft cage and Pusher \$180.00 an hour.

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

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

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

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

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

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

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

Signed: \_\_\_\_\_ Bell Excavating Inc      Date: \_\_\_\_\_

Signed: \_\_\_\_\_ ISD 834      Date: \_\_\_\_\_

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

**RETIREMENT/RESIGNATION/RELEASE**

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Coury, Gerard	Resignation	Girls Basketball Coach Oak-Land Middle School	Co-curricular	October 4, 2021
Goulet, Joseph	Resignation	Custodian, LVL VI, 8.0 hrs/day Lake Elmo Elementary	Custodial	October 6, 2021
Johnson, Wendy	Retirement (18 years)	Paraprofessional 6.25 hrs/day Andersen Elementary	SCPA	December 22, 2021
Mans-Vail, Savannah	Resignation	Community Education Assistant 5.0 hrs/day Brookview Elementary	CE Leads & Assistant	October 11, 2021
Rapp, Evalie	Resignation	Stretch & Grow Math Advisor Oak-Land Middle School	Co-curricular	September 29, 2021
Thiele, Rena	Resignation	Paraprofessional 6.0 hrs/day Afton-Lakeland Elementary	SCPA	October 11, 2021
Weis, Natalie	Resignation	Paraprofessional 6.5 hrs/day Lake Elmo Elementary	SCPA	December 22, 2021

**HIRES/REHIRES**

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Bloodsaw, Latonya	Custodian LVL VI, 8.0 hrs/day District Wide	\$17.15 / hour	Replacement	Custodial	September 30, 2021
Chase, Zoe	Community Education Casual District Wide	\$12.50 / hour	Casual	Casual	September 27, 2021
Filipiak, Sidney	Community Education Aide 2.0 hrs/day Rutherford Elementary	\$10.25 / hour	Replacement	CE Leads & Assistant	October 4, 2021
Hilgers, Sarah	Community Education Assistant 3.3 hrs/day Lily Lake Elementary	\$15.63 / hour	Replacement	CE Leads & Assistant	October 14, 2021
Hoelzel, Jessica	Substitute Secretary, 8.0 hrs/day Stillwater Area High School	\$19.84 / hour	Replacement	Tech Support	September 16, 2021 - November 22, 2021
McCabe, Julie	Community Education Assistant 5.9 hrs/day Early Childhood Family Center	\$17.54 / hour	Replacement	CE Leads & Assistant	October 4, 2021
Morales, Annamarie	Temporary Health Care Specialist, 4.0 hrs/day Lake Elmo Elementary	\$32.85 / hour	Student Need	CSS	October 7, 2021 - June 3, 2022
More, Jennifer	Community Education Assistant 3.3 hrs/day Early Childhood Family Center	\$16.41 / hour	Replacement	CE Leads & Assistant	October 4, 2021
Morsching, Julie	Paraprofessional 6.0 hrs/day Stillwater Area High School	\$16.98 / hour	Replacement	SCPA	October 11, 2021
O'Connor, Shari	Cafeteria 4.0 hrs/day Stillwater Area High School	\$15.98 / hour	Replacement	Cafeteria	October 13, 2021
Oman, Erika	Community Education Assistant 3.3 hrs/day Rutherford Elementary	\$16.41 / hour	Replacement	CE Leads & Assistant	October 11, 2021
Palm, Susan	Paraprofessional 4.0 hrs/day Stonebridge Elementary	\$17.18 / hour	Replacement	SCPA	October 18, 2021
Parent, Jacob	Temporary Casual Custodian, 4.0 hrs/day Andersen Elementary	\$14.50 / hour	COVID	Casual	September 27, 2021
Wing, Linda	Community Education Casual District Wide	\$13.75 / hour	Casual	Casual	October 1, 2021

**LEAVES OF ABSENCE**

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Coleman, Julie	Approve	1.0 FTE Instructional Coach Andersen & Brookview Elementary	SCEA	September 27, 2021 - November 24, 2021
Dinzeo, Nichole	Approve	Community Education Site Lead Andersen Elementary	CE Leads & Assistant	October 4, 2021-December 24, 2021
Kruse, Barbara	Approve	Paraprofessional 6.0 hrs/day Stonebridge Elementary	SCPA	November 22, 2021-January 17, 2022
Velasco-Ranz, Maria	Approve	1.0 FTE Immersion Teacher Lake Elmo Elementary	SCEA	January 5, 2022 - March 3, 2022

**ASSIGNMENT CHANGES**

<b>NAME</b>	<b>FROM</b>	<b>TO</b>	<b>REASON</b>	<b>GROUP</b>	<b>EFFECTIVE DATE</b>
Colwell, Patti	Paraprofessional 5.2 hrs/day Stillwater Area High School	Paraprofessional 6.0 hrs/day Stillwater Area High School	Replacement	SCPA	October 4, 2021
Corman, Valerie	.5 FTE Instructional Coach Rutherford Elementary	1.0 FTE Instructional Coach Andersen & Rutherford Elementary	Replacement	SCEA	September 27, 2021 - November 26, 2021
Gaffaney, Erin	1.0 FTE Music Teacher Stillwater Middle School	1.1 FTE Music Teacher Stillwater Middle School	2021-2022 Staffing	SCEA	August 23, 2021 - June 6, 2022
Kristensen, Mary	Paraprofessional 6.5 hrs/day Afton-Lakeland Elementary	Elementary Secretary 8.0 hrs/day Afton-Lakeland Elementary	Replacement	Tech Support	November 25, 2021 - February 18, 2022
Parent, Ally	Community Education Assistant FT 6.0 hrs/day Andersen Elementary	Community Education Site Leader 8.0 hrs/day Andersen Elementary	Replacement	CE Leads & Assistant	September 30, 2021 - December 31, 2021
Taylor, Cheryl	Cafeteria 5.5 hrs/day Mahtomedi High School	Cafeteria Manager 6.5 hrs/day Afton-Lakeland Elementary	Replacement	Cafeteria	October 11, 2021
Walk, Michael	1.0 FTE Band Teacher Stillwater Middle School	1.1 FTE Band Teacher Stillwater Middle School	2021-2022 Staffing	SCEA	August 23, 2021 - June 6, 2022

**ADDITIONAL ASSIGNMENTS**

<b>NAME</b>	<b>Position</b>	<b>Reason</b>	<b>Group</b>	<b>EFFECTIVE DATE</b>
Jensen, Ryan	Chamber Orchestra Director Stillwater Area High School	Replacement	Co-Curricular	September 3, 2021



**Agenda Item: X. A.**  
**Date Prepared: October 11, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Professional Development Report  
Meeting Date: October 19, 2021  
Contact Person: Dr. Caleb Drexler Booth, Director, Teaching and Learning

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*Background:*

Information will be provided on district professional development.

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No Action required.



# Professional Learning Update

*School Board Report - Oct. 19, 2021*

# 2021-2022 Professional Development Calendar

**November 2**



**January 17**



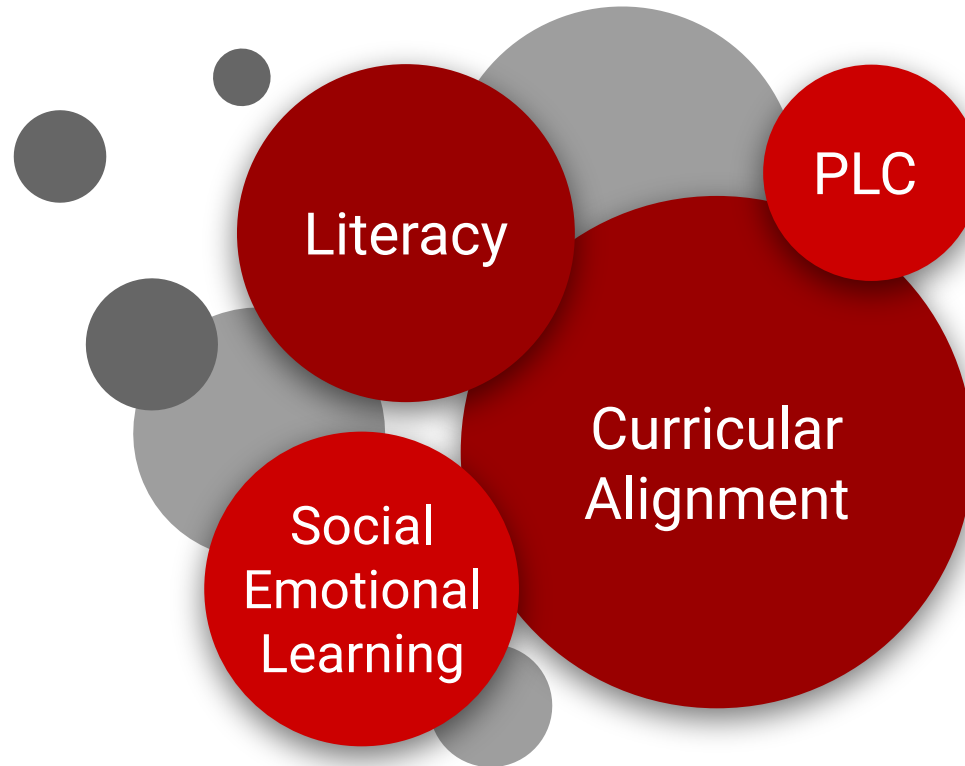
**April 15**

**Ongoing, Job-Embedded Professional Development**





# Professional Development Focus Areas



# PD Day #1: November 2, 2021

Early Childhood	Elementary	Middle Schools	High School	ALC
Mental Health & Trauma-Invested practices	<ul style="list-style-type: none"> <li>• All: Responsive Classroom</li> <li>• K-1: Letterland</li> <li>• 2: Letterland</li> <li>• 3-5: PRESS &amp; Study Island</li> <li>• Specialists: Standards &amp; Assessments</li> <li>• SpEd &amp; EL: Letterland, Study Island, Special Topics</li> <li>• SI: ACTFL Rubrics</li> </ul>	<ul style="list-style-type: none"> <li>• Standards Alignment and Curriculum Mapping</li> <li>• MAP Literacy Data</li> <li>• Reading Strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Relationships, Data, and Intervention (BARR)</li> <li>• Technology Integration</li> <li>• Learning Strategies and Universal Design</li> <li>• Understanding Student Stories</li> <li>• Pathways</li> </ul>	<ul style="list-style-type: none"> <li>• Relationships, Data, and Intervention</li> <li>• Purposeful Scheduling</li> <li>• Understanding Student Stories</li> <li>• Technology Integration</li> </ul>

# PD Throughout the Year

## Job-Embedded

- PLC work
- Instructional Coaching
  - Impact Cycles
  - Formal Coaching
- 5D Observation Walkthroughs & Learning Visits
- Mentoring

## Targeted Capacity Building

- LETRS
  - Elementary instructional coaches
  - Teachers
- Orton Gillingham
  - Interventionists
- Instruction with Gifted Learners
  - GATE teachers
- Avant Advance
  - Amigos Unidos

# Challenges/Opportunities

Limited and delayed rollouts due to lack of resources:

- Continuous improvement cycle (teacher leadership)
- Schedule (time)
- Experts (internal and external)
- Updated curriculum
- Monitoring and assessment systems

Questions?



**Agenda Item XI.**  
**Date Prepared: October 13, 2021**  
**ISD 834 Board Meeting**

Agenda Item: Open Forum  
Meeting Date: October 19, 2021

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*Background:*

Those who wish to speak to the School Board will be able to do so in the end 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. Due to the MEA break, the board meeting is being held on Tuesday, October 19. Open Forum sign up will be available electronically from 8 a.m. on Monday, October 18 until 12:00 p.m. on Tuesday, October 19. 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, you may sign up to speak this week, but your name will be placed on a waitlist. If speaking slots remain after the signup time ends, names from the waitlist will be added to the speaking list in order of the time that individuals signed up. You will be notified if you are scheduled to speak.

When your name is called, please be seated at the board table 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 board table.

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.

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*Recommendation:*

This is for informational purposes only.



Agenda Item: Adjournment  
Meeting Date: October 19, 2021  
Contact Person: School Board Chair

**Agenda Item XII. A.**  
**Date Prepared: October 13, 2021**  
**ISD 834 Board Meeting**

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The meeting must formally adjourn.



Stillwater School Board  
Finance Operations Meeting Notes  
October 12th, 2021  
4pm

Attendees: Malinda Lansfeldt, Mark Drommerhausen, John Thein, Chris Kunze, Alison Sherman

- a. Century College Joint Powers Agreement - PSEO - Dr. John Thein
  - Post Secondary Educational Opportunities (PSEO), students can earn college credit while still attending SAHS
  - Century College PSEO agreement; \$225 per credit per student
  - The \$225 cost has not increased from last year
- b. District Wide Snow Removal and Pavement Treatment - Mark Drommerhausen
  - Miller Excavating and Bell Excavating are the two local vendors the district utilizes
  - Rates have not changed from last year
  - Costs budgeted for in the fixed operations budget

*Respectfully submitted: Alison Sherman*





Stillwater School Board  
Policy Meeting Notes  
October 13, 2021

Present: Katie Hockert, Bev Petrie, Jennifer Cherry, Joan Hurley, Malinda Lansfeldt, John Perry

Absent: Annie Porbeni

Agenda

- Annual Review of Policy 524
- Follow up on policy 212 onboarding manual
- Continue discussion of public participation and community engagement
- Prioritize work in 200 series

Highlights of Discussion

- John Perry requested the annual review of Policy 524: Student Technology and Internet Access and Acceptable Use. Minor verb agreement changes suggested so it can be moved to the board for a first reading.
- John Perry also requested the review of Policy 515: Data Private Protection.
- Katie Hockert shared her work on the Onboarding timeline in conjunction with Policy 212.
  - Will solicit feedback from all board members and administration to further refine the document.
  - Still on track to have project completed in time for new board members seated in November 2021
- Committee discussed the change in direction at the last meeting with the removal of Policy 206 & 201.3 from the agenda
  - Request for a work session on Dec 22 to review the Crowdicity Community Engagement Survey Results, the MSBA guidance, and board member feedback on the value open forum adds to the decision making process. Goal: give PWG guidance for reviewing 206 & creating procedures that align
- Jennifer will prioritize work schedule moving forward through 200s, 600s, as well as annual reviews that are overdue.

What's next

- Board member feedback on Orientation Timeline
- Policy 524 brought to board table

Next Meeting: October 27, 2021 at 12-1pm

Respectfully submitted by: Katie Hockert

Date: 10/13/21

**TO:** Northeast Metro 916 Board of Education

**FROM:** Val Rae Boe

**DATE:** October 11, 2021

**RE:** October 6 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.

- **Train and Retain: Inductions and Supports for New 916 Staff:** In the Spring of 2019, HR data showed that between the 2014 and 2019 school years, 68 special education teachers left the district before they reached tenure, and 45 left after their first year. Jeff Booker, TOSA- Setting IV Induction Specialist, and Kendra Vessey, Professional Development and Mentor Specialist, presented on the work they are doing to increase retention of first year Licensed Staff and new Educational Assistant Specialists. They spoke of the induction program and induction website which contains trainings and resources that have been created and are updated frequently. They also talked about the changes to the mentoring programs and the increased availability and opportunities for collaboration with the Induction Team as they are planfully and intentionally spending time in programs. Lastly, they spoke about focusing on classroom relationships and the importance of teams for the success of our staff and students.
- **Board policies:** The school board voted to approve changes to 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).
- **Finance:** Mark Kumlien, executive director of finance, was authorized to make electronic funds transfers and sign checks. He was also approved to be an authorized employee to conduct banking and investment transactions on behalf of Northeast Metro 916 with PMA, MSDLAF+, and US Bank. In addition, new credit cards, both with \$500 limits, were issued to two specific Career and Tech Center teachers to utilize in their programs in

order to make sure they can continue to run their daily operations in an efficient and time-saving manner.

- **Closed Session:** The school board participated in a closed session to discuss labor negotiations strategy.