



Independent School District No. 834 – Stillwater Area Public Schools
Video Conference
December 3, 2020 – 6:00 p.m. Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 6: p.m.
- II. **Roll Call:** Present: Sarah Stivland, chair; Mike Ptacek, clerk; Tina Riehle, treasurer; Jennifer Pelletier, director; Beverly Petrie, director, Alison Sherman, director, Liz Weisberg, director

III. **Approval of the Agenda**

Motion to approve the agenda by: Member Riehle; seconded by: Member Ptacek; Vote: 4 ayes, 3 nays (Pelletier, Petrie, Sherman): Motion Carried Unanimously.

Motion by: Member Sherman to amend the motion to move action item H to action item A on the agenda; Seconded by: Member Petrie; Vote: 3 ayes and 4 nays (Ptacek, Riehle, Weisberg, Stivland); Motion fails.

Motion by: Member Pelletier to amend the motion to remove action item A and action item B to a subsequent meeting; Seconded by Member Sherman; Vote: 3 ayes and 4 nays (Ptacek, Riehle, Weisberg, Stivland); Motion fails.

IV. **Superintendent Report**

- Interim Superintendent Lansfeldt attended and spoke at the first Alternative Learning Center (ALC) graduation of the 2020-21 school year.
- Rang the Salvation Army bell with a fellow Stillwater Noon Rotarian.
- MN State High School League board has met and voted on proposals for return to play. Three proposals were approved by the board with three different start dates of December 21, 2020, January 4 and 18, 2021. The winter start decision will depend on when and if Governor Walz decides to lift his executive order. Teams might be able to practice as early as December 21. No changes were made to the competition structures or the number of proposed competitions in October.
- Family Means has been awarded a grant this year through Washington County to help build resilience and the original project did not come through due to COVID. Family Means contacted the district and they will be providing grant dollars to support our district staff virtually.
- The coronavirus has forced a postponement of the national math and reading achievement tests until 2022, due to concerns about student accessibility. The national assessment of educational progress typically occurs every two years and has been slated for early next year for our fourth and eighth grade students.
- The ACT, a college admission assessment, is administered to all 11th grade students in Minnesota each spring. Stillwater is offering ACT testing on March 2, 2022. There are multiple dates in various locations where and when students can register to take the ACT as well. Visit [Stillwater Area High School Testing](#) website for additional information.
- Positive State Budget news - Minnesota now has a projected budget surplus of \$641 million. The previous budget forecast had been for a \$2.4 billion deficit however, the two year overall projected budget deficit for the 2022-23 budget period which starts on July 1 is \$1.273 billion.

V. Introductory Items

Student Report

Mara provided a report on academics

- Sophomores at the high school just got their pre ACT test scores. This is a practice test to help them prepare for the ACT test for their junior year.
- SAHS Year books are on sale at a reduced price until Jan 29
- Students can sign up for peer tutoring through the SAHS Facebook page.
- Last week all K-5 students began distance learning, while students in grades 6-12 having been in distance learning for 3 weeks now. It is going very well.

Brynn provided a report on Activities and Student Life

- Key club is hosting a trunk drive from December 2 through December 4, 2020 from 3:00 - 6:00 pm located at the Stillwater Area High School back parking lot. They are asking for donations of hats, gloves and clothing for teenagers in need.
- National Honor Society (NHS) is hosting a blood drive on Friday, December 11, 2020. If you would like to donate blood, please sign at <https://stillwaternhs.wordpress.com/>.

VI. Recognition

Director of Learning and Student Engagement, Ms. Rachel Larson recognized the Huntington Learning Center and Washington for providing Stillwater Area Schools with the funds to purchase Chromebooks, laptops and iPads totaling \$578,000.00. These funds were made possible through the Federal COVID Relief Funds. The City of Bayport also donated \$21,000 towards the purchase of Smart Boards at Andersen Elementary School.

VII. Open Forum

- Amy Jungmann, Woodbury - Superintendent Contract
- Matt Onken, 1334 4th S Street, Stillwater, MN -Interim Superintendent contract
- Dawn Beavers, 3297 Osgood Cv N, Baytown Twp. - In Person Learning(Let Them Learn MN)
- Katie Hockert, 1170 Drew Dr. - Contract negotiations for a Superintendent
- Mark Burns, 1877 Oldridge Ave. N, West Lakeland - Superintendent contract negotiation
- Annie Porbeni, 10584 Sterling Dr. - Superintendent contract
- Carl Blondin, 617 Sunrise Avenue Stillwater - Congratulations to the new board members
- Jill Damron, 2117 Dundee Place - Superintendent search and process
- Mandy Iverson, 1049 Gilbert Ct - Superintendent contract

VIII. Consent Agenda

- A. Minutes of November 19, 2020 Business Meeting
- B. Minutes of November 19, 2020 Closed Meeting
- C. Disbursement Register – November 21, 2020 – December 4 , 2020
- D. Human Resources Personnel Report

Motion by: Member Ptacek to approve the Consent Agenda items; Seconded by: Member Riehle; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

IX. Reports

- A. Truth and Taxation – Mr. Dale Sundstrom
Public Input

Mr. Sundstrom provided information on the Truth in Taxation Requirements including the current budget, the preliminary revenue, expenditure budgets and the proposed Tax Levy for Taxes payable in 2021.

An opportunity for public comment was provided.

- Carl Blondin shared his concerns on the 2021 preliminary budget and when the 2021 revised budget will be available. Mr. Blondin had questions with reference to the Referendum of Market Value (RMV), the Net Tax Capacity (NTC), increase in transportation costs and re-employment insurance.
- Will Raymond from Afton - No questions pertaining to the tax levy.
- Jim Franklin shared concerns and questions on the \$7.6 million Long Term Facility Maintenance costs, RMV and NTC, preliminary budget use versus the revised budget, the reason why the maximum amount leviable wasn't selected, why there wasn't a Q Comp levy, where were legal fees listed, judgments, and the general fund levy.
- Director Sherman had questions regarding the 2020-21 preliminary budget and why wasn't a nonvoter approved levy for OPEB included?
- Director Pelletier said she thought that we had levied for OPEB in the past. She also said, "In regard to Q comp making a connection there with PD is inaccurate."

The Board of Education is required to adopt the final levy for Taxes Payable 2021 and certify to the county auditor on or before December 31, 2020. The current 2020 Payable 2021 Tax Levy is as follows:

General Fund	\$30,323,329.85
Community Service Fund	\$1,002,030.99
Debt Service Fund	\$9,146,306.24
Total Levy	\$40,471,667.08

Action to adopt the Taxes Payable 2021 will be taken at the December 17, 2020 school board meeting.

B. On the Dial Learning Update – Interim Superintendent Lansfeldt

Interim Superintendent Lansfeldt shared the learning model update and the COVID-19 Dashboard Data.

- The CDC has shared data from October 8 through November 21, 2020. These numbers of cases are per 10,000 over a 14 day period and by county of residence.
- Washington County rates have gone up. Today we are at 155.97 cases per 10,000, last week we were at 146.8 cases. Rates are lower, because we are in distance learning and not all people are reporting.
- University of Minnesota dashboard - daily COVID rates by counties - The graph shows the rate from November 2, 2020 until November 30, 2020. Today's rate is at 129. The daily rate for our district is at 149.3. Slightly higher than other districts in our county boundaries.
- Dashboard for Stillwater Area Schools shows the one week time frame in our schools for the week of November 20, 2020 through November 26, 2020. The number of individuals who have tested positive is 8 students and 5 staff members. We have 91 students and 25 staff members quarantined. The cumulative totals since the start of the year is 114 students and 70 staff and the cumulative exposure or quarantined since the beginning of the school year, 2,260 students and over 418 staff.
- We had 2 transition dates to prepare to go into distance learning. It was amazing to see the strengths of our teachers and their engagement with students and parents. Parents have commented that distance learning has improved and their children are getting the best learning experience possible. One bus driver dropped off special notes to their students to let them know he was thinking of them.
- We are planning to stay in distance learning through Quarter 2 with a possible return on January 25, 2021. The state committee is currently meeting to consider additional or updated school opening guidance in the coming weeks. District 834 COVID Advisory Team will meet on January 12, 2021. Hoping to have more information from the state at this time. CDC has approved the state to look at quarantine time. All students

will continue to receive free breakfast and lunch under the USDA program. There are more sites, times and days for distribution. We will have distribution every day per week. For more information, visit the Nutrition Services page on the district website.

- Thank you to our child care workers, who are going above and beyond what is expected.

C. Second Reading – Policy 510 – Shared Time Students

Dr. Cherry shared this policy with the School Board at the November 19, 2020 School Board meeting. There are no changes from the last reading. It addresses non-public or home-schooled students enrolled part-time in the district. A final reading of this policy will be presented at the December 17, 2020 School Board meeting.

D. Second Reading – Policy 721.1 - Board Approval of Contracts and Expenditures

Chair Stivland presented the policy following a board approved procedure which was approved at the last meeting. The objective of this policy is to apply consistency, maintain a balanced budget, ensure competitive pricing, and to assist the board in oversight, in keeping with its fiduciary duties and obligations. A final reading of this proposed policy will occur at the December 17 Board meeting.

E. Superintendent Evaluation – Chair Sarah Stivland

Chair Stivland shared that upon completion of the evaluation of the Interim Superintendent Lansfeldt, a copy of the evaluation will be placed in her personnel file.

The mid-year evaluation gives the School Board and the Interim Superintendent an opportunity to clarify goals and expectations. The final evaluation is usually conducted in May/June. After a closed superintendent evaluation session, the law requires that a summary to be shared at the next public board meeting.

There are 8 elements of the evaluation tool:

- Governance Team - Interim Superintendent Lansfeldt received high marks and positive feedback from the board.
- School District Finance - Which includes; Budget Development and Asset Protections. Many of the finance areas have not been observed yet, still the marks were high.
- Communications and Community Relationships - She received very positive feedback. She excels in this capacity and continually goes above and beyond the call of duty to respond to all entities in a timely, predictable and reliable manner.
- School Operations – She provided extraordinary care and steadfast leadership. Providing oversight so district buildings are safe and secure.
- Human Resources- Interim Superintendent Lansfeldt maintains and continually keeps staff informed on important matters and allows them opportunities to provide their input. She has an ideal temperament to be the Superintendent. Despite the pandemic, she went out of her way to increase her visibility and made herself readily available and interacted with principals to help support staff in our buildings.
- Teaching and Learning - Interim Superintendent Lansfeldt has a strong knowledge of programs and was able to discuss them with vigor and intelligibility.
- Student Support – She displayed an eagerness to learn and improve her professional abilities. Her temperament has led to an open, trusting environment

- Ethical and Inclusive Leadership – She has a clear understanding of the critical importance of an equitable learning environment for all. She has taken the steps to create the change that is needed in our district and we are already making progress.

We are very lucky to have her leadership during these extraordinary difficult times. Interim Superintendent Lansfeldt wants to work with all parties at the table. She demonstrates high ethical and moral characteristics. She has created an atmosphere of trust and mutual respect and works hard to protect that has greatly improved the relations between the board and her administration.

Chair Stivland requested a motion to approve the Interim Superintendent mid-year evaluation.

Motion by: Member Riehle to Approve the Interim Superintendent mid-year evaluation; seconded by: Member Weisberg; Vote: 4 ayes; 1 nay (Pelletier); 2 abstain (Petrie, Sherman); Motion carries.

F. Contract Reviews – November 20, 2020 – November 30, 2020 – Mr. Dale Sundstrom
Below is a list of contracts from November 20, 2020 to November 30, 2020.

- ISD #622 North St. Paul-Maplewood-Oakdale Schools contract for Non-Public Title I Services. ISD #622 has determined it necessary to retain the services of qualified teacher(s) for Title I services to be provided to resident students of ISD #834 attending non-public schools within ISD #622 boundaries. For 2020-2021 per pupil funding rate of \$600.16 per qualifying student resident not to exceed a total of \$1,800.48 (3 students).
- Ripple Effects Mapping (REM) is a program evaluation method that engages program participants, staff, and others who know about a program to reflect upon and visually map the program's impact. These online evaluation sessions will document impacts of the Stillwater Area Public Schools Office of Equity and Integration's collaboration with StoryArk to empower youth to tell stories often absent from mainstream narrative from December 1, 2020 until February 28, 2021. Maximum cost is \$4,800.00.
- Soccer Shots – This is a high-energy program introducing children to fundamental soccer principles and skills using fun games, songs and positive reinforcement. Cost is \$125.00 per child.

G. Community Engagement Services - Mr. Dale Sundstrom

On October 16th and October 23rd, 2020, Stillwater Area Public Schools advertised for written proposals from Community Engagement Services to provide services for renewal of an operating levy referendum, technology levy and building bond referendum. The selected firm will assist the District in assessing the attitudes and opinions of residents and parents related to possible referendum requests. On Monday, November 2, 2020, Stillwater Area Public Schools received written proposals from four Community Engagement Services. The proposals will include pre-testing (fall 2020) to help measure public perceptions, possible referendum questions, and a second level of research closer to a (spring/summer 2021) election to test referendum messaging and gauge voter support. The district's RFP committee met on November 23 and 24 to review the proposals. The committee recommended Baker, Tilly, Virchow, Krause, LLP as the firm to provide the district Community Engagement Services. Action will be requested at the December 3, 2020 board meeting.

H. Municipal Advisor Services - Mr. Dale Sundstrom

On October 16th and 23rd, Stillwater Area Public Schools advertised for written proposals from Municipal Advisor Services to provide services for renewal of an operating levy referendum, anticipated technology levy and anticipated building bond referendum to address facility needs related to changing district demographics. On Monday, November 2, 2020, Stillwater Area Public Schools received written proposals

from four Municipal Advisor Services who will provide analysis, structure, issuance, and management of debt related to those projects identified in a successful bond referendum. The district's RFP review committee met on November 23, 2020 and 24, to review the proposals. The committee members recommended Ehlers, Public Finance Advisors as the firm to provide the district Municipal Advisor Services. This is a report for action. Action will be requested at the December 3 board meeting.

X. Action Items

A. Community Engagement Services - Mr. Dale Sundstrom

Mr. Sundstrom presented the Community Engagement Services summary.

Motion by: Director Weisberg to approve the Baker Tilly Virchow Krause, LLP to provide the district Community Engagement Services; Seconded by: Member Riehle; Vote: 4 ayes, 3 nays (Pelletier, Petrie, Sherman); Motion passes

Motion by: Member Sherman to amend to approve Morris Leatherman to provide the district Community Engagement Services; second by: Member Petrie; Vote: 2 ayes, 5 nays (Pelletier, Ptacek, Riehle, Weisberg, Stivland): Motion fails.

Motion by: Member Pelletier to table to approve the Baker Tilly Virchow Krause, LLP to provide the district Community Engagement Services; Seconded by: Member Sherman; Vote 3 ayes, 4 nays (Ptacek, Riehle, Weisberg, Stivland) Motions fails.

B. Municipal Advisor Services

Mr. Sundstrom presented the Municipal Advisor Services summary.

Motion by: Member Riehle to approve the Ehlers Public Finance Advisor as the firm to provide the district Municipal Advisor; Seconded by: Member Weisberg; Vote: 4 ayes, 3 nays (Pelletier, Petrie, Sherman, Motion passes.

C. 2019-2021 Terms and Conditions of Employment for Tech Support and Coordinators/ Supervisors/Specialists (CSS)

Ms. Moen presented the updated terms and conditions of employment for the period of July 1, 2019 through June 30, 2021 for the Tech Support and Coordinators/Supervisors/Specialist.

Motion by: Member Ptacek to approve the updated terms and conditions of employment for the Tech Support and Coordinators/Supervisors/Specialists; Seconded by: Member Weisberg; Vote 6 ayes, 0 nays, 1 abstain (Sherman). Motion passes.

D. 2019-2021 Terms and Conditions of Employment for District Directors, Managers, and Program Administrators

Ms. Moen presented the updated terms and conditions of employment for the period of July 1, 2019 through June 30, 2021 for the Directors, Managers, and Program Administrators.

Motion by: Member Ptacek to approve the updated Terms and Conditions of Employment for the Directors, Managers, and Program Administrators; Seconded by: Member Riehle; Vote: 6 ayes, 0 nays, 1 abstain (Sherman); Motion passes.

E. 2020-2022 Terms and Conditions of Employment for Community Ed Leads and Assistants

Ms. Moen presented the updated terms and conditions of employment for the period of July 1, 2019 through June 30, 2021 for the Community Ed Leads and Assistants.

Motion by: Member Riehle to approve the updated Terms and Conditions of Employment for the Community Ed Leads and Assistants; Seconded by: Member Weisberg; Vote: 6 ayes, 0 nays, 1 abstain (Sherman); Motion passes.

F. Course Additions, Revisions, and Deletions

Ms. Larson shared the changes of the courses at the November 19 School Board Meeting. All information stays the same, however the Ethic and Cultural Studies may not stay in the Social Studies department. This is a general global elective. It is not a credit that applies to one area.

The purpose of this report is to share the Curriculum Advisory Council's recommended high school course additions, revisions and changes for the 2021-2022. Every year there is an opportunity to submit Course Approval forms to the Curricular Advisory Council. This year's recommendations included seven course name changes and three course revisions. They also recommended the addition of five new courses including, Social Studies-Ethic and Cultural Studies, Pathways Global Elective- Directed Study, PE/Health-Person Leadership, PE/Health-Careers in Physical Education, Exercise Science and Sport, and Fish and Wildlife II.

Motion by: Member Pelletier to approve the changes listed for the 2021-2022 school year; Seconded by: Member Riehle Member; Vote: 7 ayes, 0 nays; Motion carried unanimously

G. Change School Board meeting time on December 17, 2020 from 8:00 am to 6:00 pm - Chair Stivland

The board approves all meetings at the first January meeting. The December 17, 2020 School Board meeting is currently scheduled for 8:00 am. Due to the many items which need to be addressed before the end of the year, we will change this to a regular board meeting time of 6:00 pm.

Motion by: Member Riehle to approve the time change of the December 17 School Board meeting to 6:00 pm; Seconded by: Member Weisberg; Vote: 7 ayes, 0 nays; Motion carried unanimously

H. Superintendent Contract Negotiation - Chair Sarah Stivland

The contract for the Interim Superintendent is due to expire June 30, 2020. The recommendation is to authorize the board chair to enter into negotiations to pursue an additional contract that would extend the superintendent for up to three years.

If negotiations are successful, the new contract would come before the board for approval at the December 17, 2020 regular board business meeting.

Motion to amend by: Member Riehle to approve the authorization for the board chair and board member Petrie to enter into negotiation for a new 3 year Superintendent contract; Seconded by: Member Weisberg; Vote: 4 ayes, 3 nays (Pelletier, Petrie, Sherman); Motion passes

Point of Order: Member Sherman; On June 23, 2020, the board met in a Special Meeting and voted to begin contract negotiations to hire Malinda Lansfeldt as interim superintendent. The board also discussed the process of hiring a permanent superintendent. Director Sherman felt that unless you rescind the former motion, you cannot go forward with this action.

Motion to rescind by: Member Sherman the authorization of the board to enter into negotiation for a new Superintendent contract; Motion fails due to no second to the motion

Motion to amend by: Member Pelletier to delay the vote and have this discussion on January 21, 2021; Second by: Member Petrie: Vote: 3 ayes, 4 nays (Pelletier, Petrie, Sherman); Motion fails.

Motion to amend by: Member Petrie to add the following sentence; "Contract negotiations with Superintendent Lansfeldt will begin after the board issues a call for RFPs from superintendent search firms, and a Board Work Session is scheduled to review and choose the top three companies, which will be asked to give a presentation to the board during the work session, with a decision on a search firm to be made at a board meeting subsequent to the work session; Seconded by: Member Pelletier; Vote: 3 ayes, 4 nays (Ptacek, Riehle, Weisberg, Stivland); Motion fails.

Motion to amend by: Member Sherman to approve the authorization of the board chair to enter into negotiation for a new 1 year Superintendent contract; Seconded by: Member Petrie; Vote: 2 ayes, 4 nays (Ptacek, Riehle, Weisberg, Stivland), 1 abstain (Pelletier); Motion fails.

Motion to amend by: Member Petrie that Chair Stivland in conjunction with Member Petrie or Member Sherman as incoming board members enter negotiations to pursue an additional contract that would extend the Superintendency for three years; Second by: Member Pelletier; Vote: 4 ayes, 3 nays (Riehle, Weisberg, Stivland); Motion passes

Motion to amend the amendment by: Member Ptacek that Chair Stivland in conjunction with Member Petrie as incoming board members enter negotiations to pursue an additional contract that would extend the Superintendency for three years, Second by: Member Pelletier, Vote: 4 ayes, 3 nays (Riehle, Weisberg Stivland,) Motion passes

XI. Board Reports

1. Board Chair Report

Chair Stivland received an email regarding the Stillwater bowling team coached by parent, Jessie Curtis. There are over 25 members on JV and Varsity teams. The Ponies came in 3rd in state last year. The varsity team placed 3rd in the season tournament. This is Cathy Moen's last board meeting. She has worked tirelessly for our students, families and our community. Thank you for all of your years of service.

2. Working Group Reports

1. Community Engagement – Have not met
2. Finance and Operations – There was not a meeting
3. Legislative – AMSD and SEE are submitting final drafts of their legislative platforms for approval to their memberships.
4. Policy – This was covered in the reports.

3. Member Reports:

- Director Riehle - Welcome to John Thein. Thank you to Cathy and good luck
- Director Sherman observed a 4th grade distance learning class at Afton Lakeland. She is looking forward to seeing how the board can support our students and families in distance learning.
- Director Ptacek mentioned Chair Stivland and Director Ptacek attended the Delegated Assembly for Minnesota School Board Association. Chair Stivland had finished a 2 year term and Director Ptacek had finished two 2 year terms.
- The Assembly Delegates voted on 11 different resolutions submitted by school districts all

- across Minnesota.
 - MSBA advocates for legislation that aligns with the approved resolutions.
 - Prior to her election as a delegate, Chair Stivland, wrote a resolution, referenced in the Delegate Guide book.
 - Stillwater Area Public Schools was recognized because of her advocacy.
 - MSBA submitted for passage two bills, one in the House and one in the Senate to expand funding and provisions for gifted and talented programs. Sarah has been a strong proponent and advocate for expanding funding for gifted and talented programs.
- Director Pelletier thanked the “Truth in Taxation” speakers.

XII. Adjournment

A. The meeting adjourned at 11:28 p.m.

Respectfully submitted, Mike Ptacek, Clerk