

REVISED

- I. **Call to Order**
 - II. **Roll Call**
 - III. **Pledge of Allegiance**
 - IV. **District Mission Statement and School Board Goals**
 - V. **Approval of Agenda**
 - VI. **Board Organization**
 - A. Election of Chair person
 - B. Election of Vice Chair person
 - C. Election of Clerk
 - D. Election of Treasurer
 - VII. **Introductory Items**
 - A. Student Report
 - VIII. **Superintendent Report**
 - IX. **Board Chair Report**
 - X. **Open Forum**

Fifteen speakers will be allotted three minutes each to speak
 - XI. **Consent Agenda**
 - A. Minutes of December 21, 2020 Special Meeting
 - B. Disbursement Register – December 25, 2021 – January 7, 2022
 - C. Human Resources Personnel Report
 - D. Designate District Depositories of Major Accounts
 - E. Resolution Authorizing Use of Facsimile Signature
 - F. Resolution Authorizing Administration to Develop Specifications and Solicit Bids
 - G. Resolution Authorizing Director of Finance and Supervisor of Financial Services to Make Electronic Fund Transfers
 - H. Designate Official Publication
 - I. Policy 201 – Legal Status of School Board Annual Review
 - XII. **Action Items**
 - A. Resolution Delegating Contract Authority – Dr. John Thein
 - B. Oak Park Learning Center – Mr. Mark Drommerhausen
 - C. Policy 514 – Bullying Prohibition Policy – Dr. Jennifer Cherry
 - D. Establish 2022-23 Calendar of Meetings – Board Chair
 - E. Establish 2022 Board Member Salaries – Board Chair
 - F. RFP for Superintendent Search – Board Chair
 - XIII. **Reports**
 - A. COVID 19 Mitigation Update – superintendent Lansfeldt
 - B. Legislative Platform – Superintendent Malinda Lansfeldt
 - C. 2022-23 District Calendar – Dr. Jennifer Cherry
 - D. First Reading Policy 201.1 – Board Purpose – Dr. Jennifer Cherry
 - E. Second Reading Policy 204 – School Board Meeting Minutes – Dr. Jennifer Cherry
 - F. School Board Committee Assignments and Working Groups 2022-23 – Board Chair
 - XIV. **Adjournment**
 - A. Adjourn
- Attachment:
- Finance and Operation Meeting Notes
 - Policy Committee Meeting Notes
 - Director Report – Katie Hockert



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

Agenda Item: Call to Order
Meeting Date: January 6, 2022

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



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

Agenda Item: Roll Call
Meeting Date: January 6, 2022

Background:

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

Board Members

Beverly Petrie, Chair

Alison Sherman, Vice Chair

Annie Porbeni, Clerk

Katie Hockert, Director

Pete Kelzenberg, Director

Tina Riehle, Director

Vivian Votava, Director

Malinda Lansfeldt, Interim Superintendent, Ex-Officio

Recommendation:

Board action is not required.



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

Agenda Item: Pledge of Allegiance
Meeting Date: January 6, 2022

Background:

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

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

Recommendation:

Board action is not required.



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

Agenda Item: District Mission and School Board Goals
Meeting Date: January 6, 2022

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: December 27, 2021
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: January 6, 2022

Background:

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

Recommendation:

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

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



Agenda Item: Board Organization
Meeting Date: January 6, 2022
Contact Person: Ms. Beverly Petrie, Board Chair

Agenda Item VI. A. B. C. D.
Date Prepared: December 27, 2021
ISD 834 Board Meeting

Background:

The board chair will begin the meeting until the Board is organized. The gavel will then be passed to the newly elected board chair who will conduct the meeting from that point forward.

Board Nomination Process

- One Board member ***nominates*** a candidate for office. (A member can ***nominate*** him/herself)
- A ***second*** must follow from another. (If there is no ***second***, based on past practice of this board, the nomination fails for lack of a second.)
- The chair will ask the nominee if they accept the nomination.
- The chair will ask three (3) times if there are any other nominations.
- A vote is taken if there are no other nominations.

Paper Ballot:

- If there is more than one person nominated for the office, there is a roll call vote.
- Each board member would vote for one candidate when their name is read.
- The votes of each board member would be read and the winning candidate announced.
- Votes of each board member would be recorded in the minutes of the meeting.
- According to Roberts Rules, a person can abstain from the voting, but needs to indicate this during the roll call vote.

After Accepting the Agenda, the first order of business should be the nomination and election of officers for the Board.

A. Election of Chairperson

Nomination by:_____ **Seconded by:**_____ **Vote:**_____

B. Election of Vice Chairperson

Nomination by:_____ **Seconded by:**_____ **Vote:**_____

C. Election of Clerk

Nomination by:_____ **Seconded by:**_____ **Vote:**_____

D. Election of Treasurer

Nomination by:_____ **Seconded by:**_____ **Vote:**_____



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

Agenda Item: Introductory Items
Meeting Date: January 6, 2022
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: December 27, 2021
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: January 6, 2022

Background:

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

Recommendation:

Board action is not required.



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

Agenda Item: Board Chair Report
Meeting Date: January 6, 2022

Background:

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

Recommendation:

Board action is not required.



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

Agenda Item: Open Forum
Meeting Date: January 6, 2022

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. 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, 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 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 XI. A.B.C.D.E.F.G.H.I.
Date Prepared: December 27, 2021
ISD 834 Board Meeting

Agenda Item: Consent Agenda
Meeting Date: January 6, 2022
Contact Person: Varies by item

Background:

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

A. School Board Special Meeting Minutes December 21, 2021

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

A copy of the minutes is included for your review.

B. School Board Meeting Disbursement Register December 25, 2021 – January 7, 2022

Contact Person: Dr. John Thein, Director, Finance

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

C. 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

D. Designate District Depositories of Major Accounts

E. Resolution Authorizing Use of Facsimile Signature

F. Resolution Authorizing Administration to Develop Specifications and Solicit Bids

G. Resolution Authorizing Director of Finance and Supervisor of Financial Services to Make Electronic Fund Transfers

H. Designate Official Publication

I. Policy 201 – Legal Status of School Board Annual Review

Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

A copy of the policy 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
December 21, 2021 – 7:00 p.m. Special Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 7:27 p.m.
- II. **Roll Call:** Present: Beverly Petrie, chair, Alison Sherman, vice-chair, Annie Porbeni, clerk, Katie Hockert, director, Pete Kelzenberg, director, Tina Riehle, director, Vivian Votava, director

III. **Approval of the Agenda**

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

IV. **Consent Agenda**

- A. Minutes of December 7, 2021 Closed Session
- B. Minutes of December 9, 2021 Business Meeting
- C. Disbursement Register – December 11, 2021 - December 24, 2021
- D. Accept Gifts and Donations - October 2021
- E. Treasurer's Report - October 2021
- F. Hoonuit Data Analytics Solution
- G. Afton Lakeland Elementary Fall Zone Surfacing
- H. Human Resources Personnel Report

Motion to approve consent item A,B,D,E,F,G,H by: Member Sherman; second by: Member Porbeni; Vote: 7 ayes, 0 nays; Motion carried

Motion to approve consent item C by: Member Sherman; second by: Member Hockert; Vote: 7 ayes, 0 nays; Motion carried unanimously.

V. **Action Items**

- A. Certify the 2021 Payable 2022 Tax Levy – Dr. John Thein
The Board of Education certified \$28,817,129.11 for 2021 Payable 2022 levy on September 23, 2021. The Board of Education is required to adopt the final levy for Taxes Payable 2022 and certify to the county auditor on or before December 28, 2021.

The Board of Education is required to adopt the final levy for Taxes Payable 2022 and certify to the county auditor on or before December 28, 2021. Administration recommends that the Board of Education certify the 2021 Payable 2022 Tax Levy as follows:

General Fund	\$37,149,130.71
Community Service Fund	\$ 994,449.28
Debt Service Fund	\$ 9,591,494.57
Total Levy	\$47,735,074.56

Amendment to the motion to adopt the final levy at \$46,940,613.70, that is minus the \$794,460.81 for QComp by: Member Riehle. Motion failed due to lack of second.

Motion to Certify the 2021 Payable 2022 Tax Levy amount of \$47,735,074.56 by: Member Sherman; second by: Member Hockert; Vote: 6 ayes, 1 nay (Riehle); Motion carried.

VI.. Adjournment

A. The meeting adjourned at 7:35 p.m.

Respectfully submitted, Annie Porbeni, Clerk

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Peterson, Lisa	Retirement (10 years)	1.0 FTE Special Education Teacher Stillwater Middle School	SCEA	June 6, 2022

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Dimartino, Emily	Paraprofessional 6.25 hrs/day Andersen Elementary	\$17.18 / hour	Replacement	SCPA	December 20, 2021
Hill, Kathleen	Cafeteria 4.0 hrs/day Mahtomedi Middle School	\$15.97 / hour	Replacement	Cafeteria	January 4, 2022
Keller, Patrick	Assistant Alpine Ski Coach Stillwater Area High School	\$1,074.00	Replacement	Co-Curricular	December 16, 2021
Welch, MacKenzie	1.0 FTE School Psychologist Rutherford Elementary	\$71,445.00	2021-2022 Staffing	SCEA	January 3, 2022
Wulf, Mikal	Paraprofessional 6.0 hrs/day Stillwater Middle School	\$17.18 / hour	Replacement	SCPA	January 3, 2022

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Holupchinski, Angela	Approve	1.0 FTE Elementary Immersion Teacher Lake Elmo Elementary	SCEA	January 25, 2022 - March 18, 2022
Koenen, Krista	Approve	1.0 FTE School Counselor Stillwater Area High School	SCEA	February 1, 2022 - April 26, 2022

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Borg, Sonia	Paraprofessional 6.0 hrs/day Stillwater Area High School	Paraprofessional 6.25 hrs/day Stillwater Area High School	Replacement	SCPA	January 3, 2022
Hein, Kathryn	Cafeteria 5.5 hrs/day Rutherford Elementary	Paraprofessional 6.0 hrs/day Rutherford Elementary	Replacement	SCPA	January 3, 2022
Klancher, Rachel	.9 FTE Intervention Teacher Stonebridge Elementary	1.0 FTE Intervention Teacher Stonebridge Elementary	ESSR Funds	SCEA	January 24, 2022 - June 6, 2022
Spaulding, Melissa	Community Education Assistant 5.5 hrs/day Lake Elmo Elementary	Paraprofessional 6.5 hrs/day Lake Elmo Elementary	Replacement	SCPA	January 3, 2022



Agenda Item XI. D.
Date Prepared: December 8, 2021
ISD 834 Board Meeting

Consent Report: Designate Depositories of Major Accounts
Meeting Date: January 6, 2022
Contact Person: Dr. John Thein, Director of Finance

Background:

Administration has reviewed the checking and depositing needs of Independent School District #834. Prior to naming the official depositories, any Board member who has stock or any other financial interest in a bank located within the boundaries of the school district, other than a regular account, must make this fact a matter of public record.

Administration recommends that the Board designate the following institutions as depositories of District funds:

First State Bank and Trust	U.S. Bank
Lake Elmo Bank	U.S. Bancorp Piper Jaffray
MN Trust (PMA Financial)	

Administration recommends continuing designation of the Major Account Banks as follows:

- Lake Elmo Bank - Operating, Debt and Building Funds
- First State Bank and Trust - Payroll Account

JT:lm



Agenda Item XI. E.
Date Prepared: December 8, 2021
ISD 834 Board Meeting

Consent Report: Resolution Authorizing Use of Facsimile Signature
Meeting Date: January 6, 2022
Contact Person: Dr. John Thein, Director of Finance

Background:

As a practical matter, the District must authorize the use of facsimile signatures for purposes of conducting financial affairs. Minnesota Statutes § 47.41 authorizes such facsimile signatures. If the District maintains insurance to protect its depositors against the misuse of facsimile signatures, under Minnesota Statutes § 47.42 the authorized signers are protected against personal liability for losses arising from the misuse of their facsimile signatures (unless the loss is caused by that authorized signer's own wrongful act). Staff recommends the Board adopt the following resolution:

1. The Board Chair, the Board Clerk, and the Director of Finance are hereby authorized to sign checks, drafts, warrants, warrant-checks, vouchers or other orders on public funds on deposit in a depository bank ("Instruments").
2. The School District's depository banks are hereby authorized to honor any Instrument bearing the facsimile signature of the Board Chair, the Board Clerk, or the Director of Finance, and to charge the Instrument to the account on which it is drawn as fully as though the Instrument bore the manually written signature of such officers.
3. The School Board hereby authorizes and directs Administration to procure and maintain insurance in the amount of \$50,000, from an insurer authorized to do business in the State of Minnesota, to insure the depositors against the loss of any public funds withdrawn upon unauthorized use of facsimile signatures.

JT:lm



Agenda Item XI. F.
Date Prepared: December 8, 2021
ISD 834 Board Meeting

Consent Report: Resolution Authorizing Administration to Develop Specifications and Solicit Bids
Meeting Date: January 6, 2022
Contact Person: Dr. John Thein, Director of Finance

Background:

Minnesota Statute 123B.52 provides that the Board may not enter into certain types of contracts with an estimated cost or value over \$175,000 without first advertising for bids or proposals. For items within the Board's approved budget that require advertising for bids, the following resolution authorizes Administration to develop specifications and solicit bids for the Board's consideration:

1. The Board hereby authorizes Administration to develop specifications and solicit bids on budgeted items which, by statute, must be advertised for bid. This authorization is limited to items the Board has approved in the budget process.
2. The Board retains the discretion to elect to review any specifications before soliciting bids.
3. The Board retains the sole authority to review all bids and accept or reject any or all bids based on that review.

JT:lm



Agenda Item XI. G.
Date Prepared: December 8, 2021
ISD 834 Board Meeting

Consent Report: Resolution Authorizing Director of Finance / Supervisor of Financial Services to make Electronic Fund Transfers

Meeting Date: January 6, 2022

Contact Person: Dr. John Thein, Director of Finance

Background:

MS 471.38 defines the authorized electronic fund transfers and procedures. That statute requires the School District to follow certain policy controls, which include, among other things, that all transfers be reported to the Board at its next regular meeting. The School District follows all required controls and a report of all transfers is a part of the Consent Agenda that is approved by the Board. In addition, the statute requires the School Board annually designate the staff that may authorize these electronic transfers. The following resolution makes that designation.

“The Board hereby delegates to the Director of Finance and to the Supervisor of Financial Services the authority to make electronic fund transfers. These designated district staff shall continue to be shown on the appropriate major bank account signature cards as required by bank policy.”

JT:lm



Agenda Item XI. H.
Date Prepared: December 8, 2021
ISD 834 Board Meeting

Consent Report: Designate Official Publication
Meeting Date: January 6, 2022
Contact Person: Dr. John Thein, Director of Finance

Report Purpose:

The purpose of this report is the District is required by statute to designate a newspaper for official school publications (Minnesota Statute 331A.04) each year.

Summary:

Administration requested proposals from the *Country Messenger*, *St. Paul Pioneer Press (Twin Cities Pioneer Press)* and *Stillwater Gazette*. Criteria for evaluation of proposals included cost per column inch to publish District 834's legal notices and proceedings, the schedule for newspaper publications including deadlines for submission of notices, and, pertinent newspaper service/circulation data. *Country Messenger* did not respond to our proposal request, *Press Publications/St. Croix Valley Press (The Lowdown)* is no longer doing submission of legal notices and *Lillie Suburban Newspapers, Inc.* is closed and no longer an option for proposals.

The *Stillwater Gazette* is published once a week, on Fridays, for submission of legal notices, with circulation to approximately 1,580 households in the St. Croix Valley area zip codes. The *St. Paul Pioneer Press* is published daily for submissions of legal notices, with circulation primarily serving Anoka, Dakota, Ramsey, Washington counties and Western Wisconsin. ***The following table shows the proposed rates for 2022 as well as historical costs.***

January 1, 2022 – December 31, 2022 Proposed Rate		1 st Publishing Price per Inch	2 nd Publishing Price per Inch
Stillwater Gazette		\$4.75	\$4.00
St. Paul Pioneer Press		\$6.58 (\$0.47 per line)	N/A
Country Messenger		N/A	N/A
Historical Costs/ Official Newspaper	Actual	1 st Publishing Price per Inch	2 nd Publishing Price per Inch
Gazette	2021	\$4.75	\$4.00
Gazette	2020	\$4.75	\$4.00
Gazette	2019	\$3.40	\$3.40
Gazette	2018	\$3.40	\$3.40
Gazette	2017-2018	\$3.40	\$3.40
Gazette	2016-2017	\$3.40	\$3.40
Gazette	2015-2016	\$3.60	\$3.00

Recommendation:

After evaluating all criteria, Administration recommends that the Board of Education designate the Stillwater Gazette as the newspaper for official publications from January 1, 2022 to December 31, 2022 based on circulation.

Approval of the Consent Agenda will be requested.

SCHOOL BOARD

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Legal Status of School Board	201	Adopted: 07-12-2018	2-Year

I. PURPOSE

The care, management, and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties, and powers of the school board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.

B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. DEFINITION

“School board” means the governing body of the school district.

IV. ORGANIZATION AND MEMBERSHIP

A. The membership of the school board consists of seven elected directors. The term of office is four years.

B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.

C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

V. POWERS AND DUTIES

A. The school board has powers and duties specified by statute. The school board’s authority includes implied powers in addition to specific powers granted by the legislature.

B. The school board exercises governance functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.

C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.

D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.

E. The school board, among other duties, shall perform the following in accordance with applicable law:

1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
2. conduct the business of the schools and pay indebtedness and proper expenses;
3. employ and contract with necessary qualified teachers and discharge the same for cause;
4. provide services to promote the health of its pupils;
5. provide school buildings and erect needed buildings;
6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
8. employ and discharge necessary employees and contract for other services;
9. provide for transportation of pupils to and from school, as governed by statute; and
10. procure insurance against liability of the school district, its officers, and employees.

F. The school board, at its discretion, may perform the following:

1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
2. furnish school lunches for pupils and teachers on such terms as the school board determines;
3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
4. lease rooms or buildings for school purposes;
5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;

6. authorize cocurricular and extracurricular activities;
7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References: Minn. Stat. § 123A.22 (Cooperative Centers)

Minn. Stat. § 123B.02 (General Powers)

Minn. Stat. § 123B.09 (School Board Powers)

Minn. Stat. § 123B.14 (School District Officers)

Minn. Stat. § 123B.23 (Liability Insurance)

Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)

Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

Minn. Stat. § 123B.85 (Definition)



Agenda Item XII. A.
Date Prepared: December 8, 2021
ISD 834 Board Meeting

Action Item: Resolution Authorizing Administration to Contract for Budgeted Items
Meeting Date: January 6, 2022
Contact Person: Dr. John Thein, Director of Finance

Background:

Minnesota Statute 123B.52, subdivision 2, states that the Board may authorize its superintendent or business manager to lease, purchase, and contract for goods and services within the Board-approved budget. In our Administration, the title of the business manager is Director of Finance. The current statutory limit on the delegated contracting authority is \$175,000. (See Minn. Stat. § 123B.52, Subd. 2; and Minn. Stat. § 471.345, Subd. 3.) The Board has the discretion to set the limit at a lower amount if it chooses. Staff recommends the Board adopt the following resolution authorizing the Superintendent and the Director of Finance to contract for items in the Board-approved budget:

1. The Board hereby authorizes the Superintendent and the Director of Finance to lease, purchase, and contract for goods and services that: (a) are within the budget the Board has approved; and, (b) do not exceed \$100,000.
2. Any proposed lease, purchase, or contract exceeding \$100,000 must be submitted to the Board for approval.
3. Any proposed lease, purchase, or contract for an item outside the Board's approved budget must be submitted to the Board for approval.
4. Notwithstanding the delegation of authority in Paragraph 1, the Board retains the discretion and authority to review, approve, or reject any proposed lease, purchase, or contract before it is executed.

JT:lm

Recommendation:

A motion and a second to adopt the Resolution Authorizing Administration to Contract for Budgeted Items is requested.

Motion by: _____ Seconded by: _____ Vote: _____



Agenda Item XII. B.
Date Prepared: December 27, 2021
ISD 834 Board Meeting

Action Item: Oak Park Learning Center
Meeting Date: January 6, 2022
Contact Person: Mr. Mark Drommerhausen, Director of Operations

Background:

During the December 21, 2021 work session, administration shared the vision for the Oak Park Learning Center.

- Create a center for learning, collaboration and community within the Oak Park Building.
- Create a functional home for Bridge Transitions 18-21
- Design an inviting alternative environment for ALC students
- Develop a welcoming learning space for the community
 - Professional Learning Center, daytime and evening Community Education classes, facility rental, gym space and more

Recommendation:

A motion and a second to approve the Oak Park Learning Center is requested.

Motion by: _____, Seconded by: _____, Vote: _____



Oak Park Learning Center Project Costs

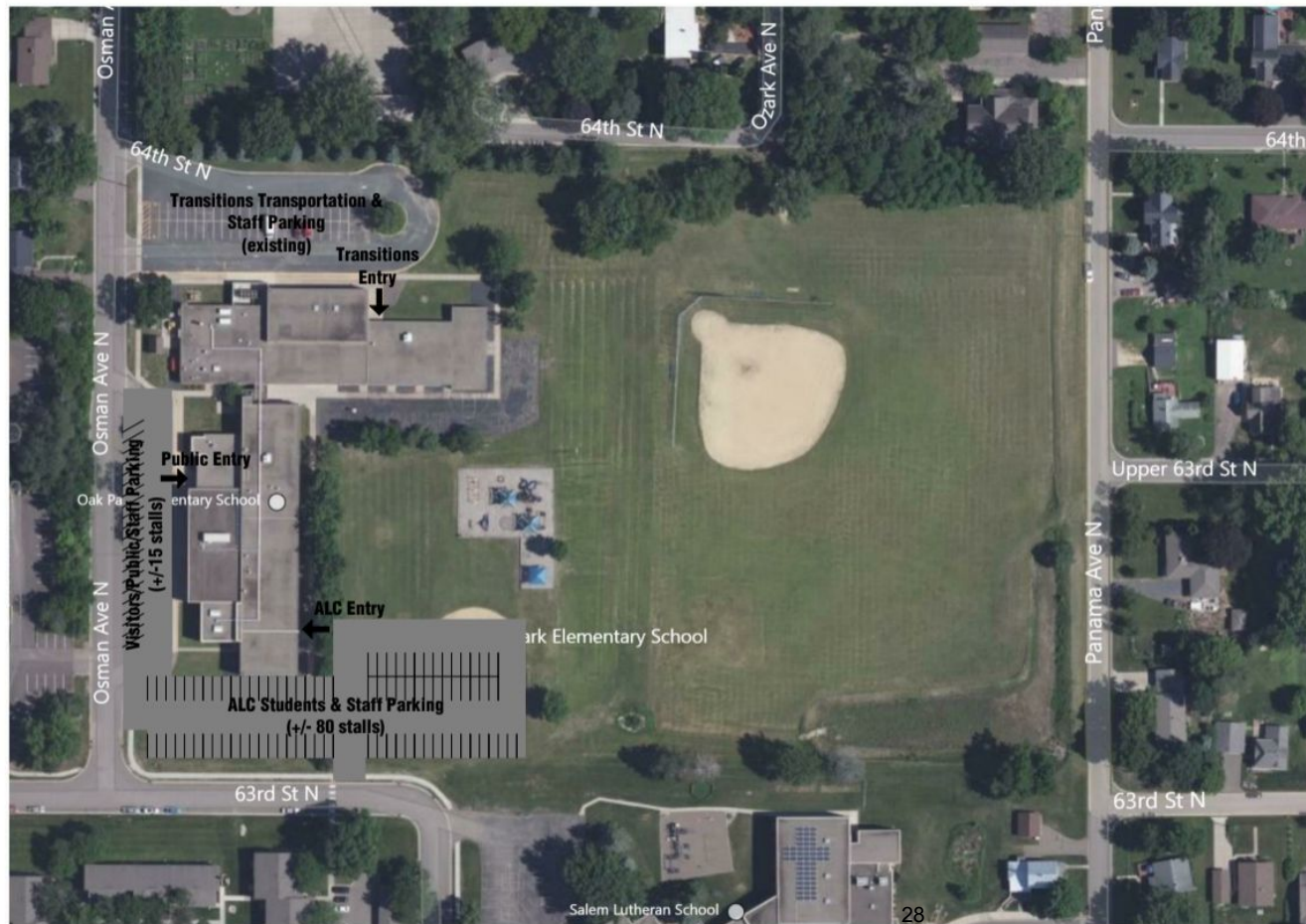
Presented to the school board
January 6, 2022

Our Vision for Oak Park Learning Center

Create a center for **learning, collaboration** and **community** within the Oak Park Building

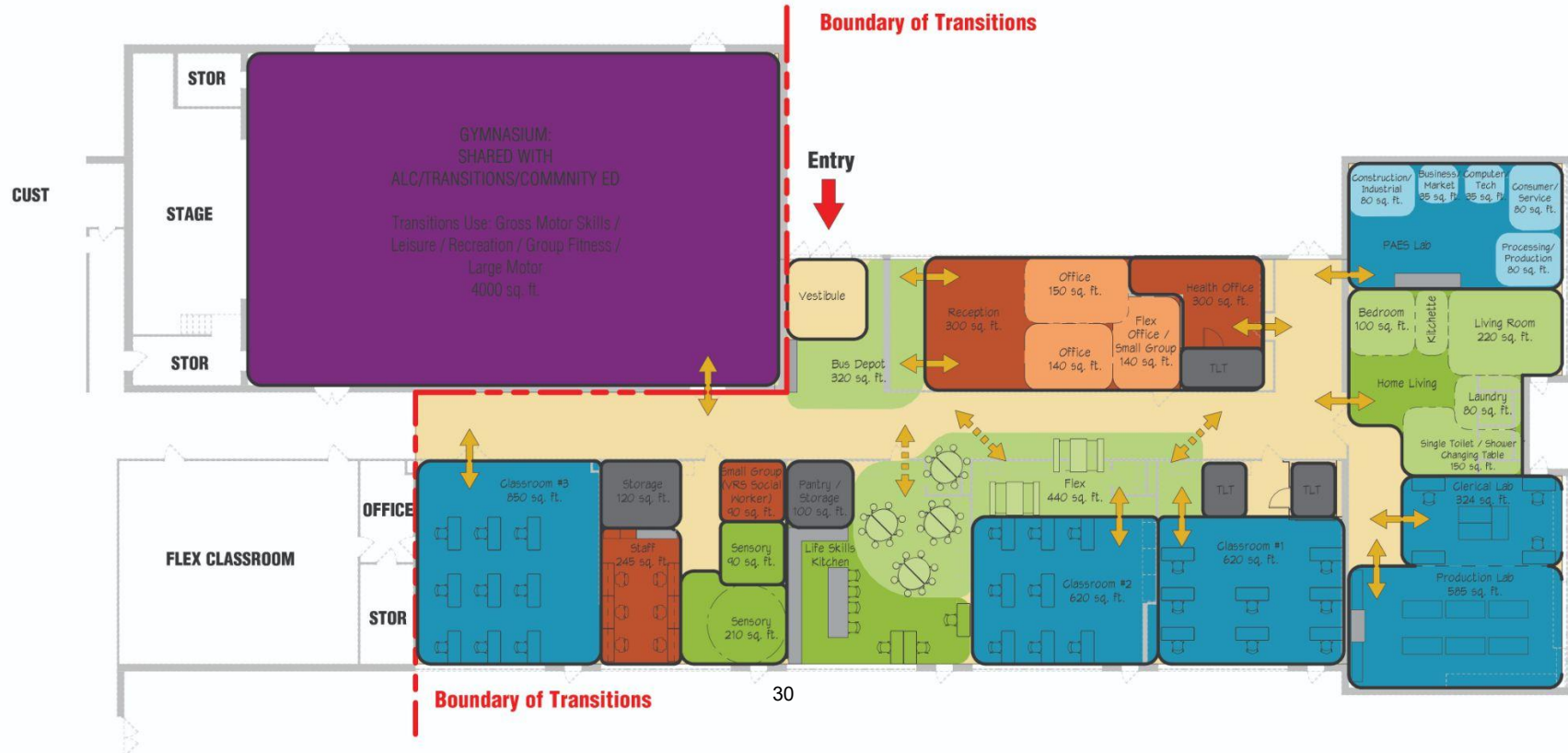
- Create a functional home for Bridge Transitions 18-21
- Design an inviting alternative environment for ALC students
- Develop a welcoming learning space for the community
 - Professional Learning Center, daytime and evening Community Education classes, facility rental, gym space and more

DRAFT



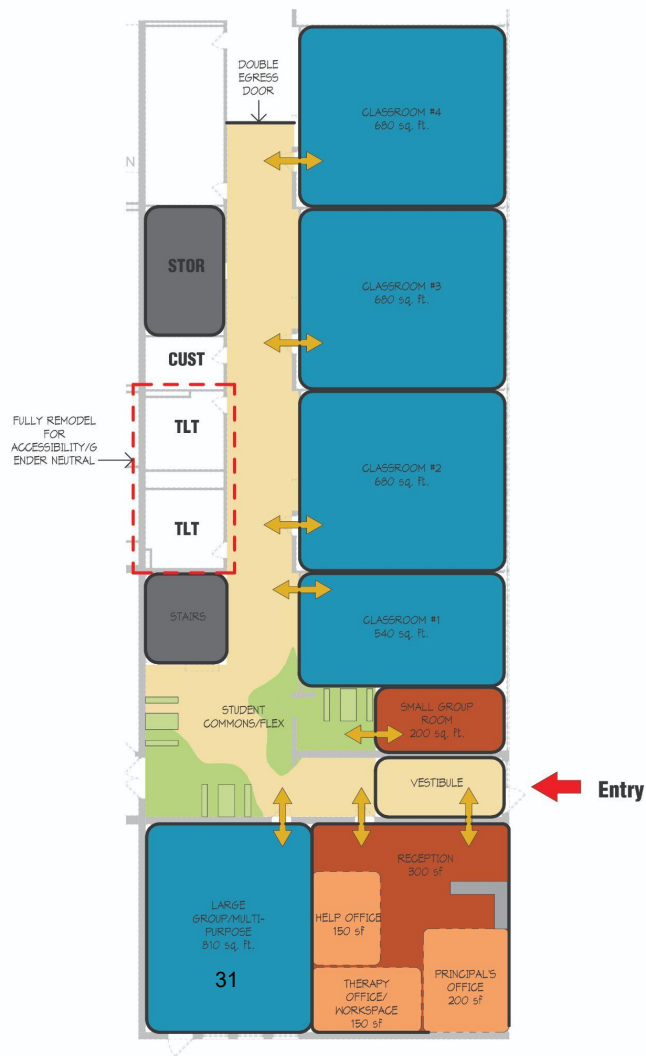
Transitions Concept Drawing

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ALC Concept Drawing



Estimated Facility Improvement Costs

Phase 1 - Summer 2022

Transitions	\$3.8 million
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Phase 2 - 2022-2023/Summer 2023

ALC and shared spaces	\$4.6 million
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Total	\$8.4 million
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	Estimated Cost	Possible Funding Sources
Phase 1 - Summer 2022		
Transitions classrooms	\$3.8 million	<ul style="list-style-type: none"> ● LTFM: \$1.5 - \$1.8 million ● Capital Outlay: \$1.75 - \$2.1 million ● Capital Outlay Fund Balance (including sale of property): \$1 million
Phase 2 - 2022-2023/Summer 2023		
ALC	\$3.2 million	<ul style="list-style-type: none"> ● LTFM: \$1.5 - \$1.8 million ● Capital Outlay: \$1.1 - \$1.3 million ● Capital Outlay Fund Balance (including sale of property): \$1 .5 million
Shared spaces	\$1.4 million	<ul style="list-style-type: none"> ● LTFM: \$900,000 ● Capital Outlay: \$500,000 ● Capital Outlay Fund Balance (including sale of property): \$500,000

Estimated Staffing Needs (based on current programming)

	ALC	18-21 Transitions	Additional Annual
	Current Staffing		Costs to General Fund
Administrator	1 FTE	0.2 FTE	\$0
Health Care Specialist	–	1 hour per day	\$0
Licensed School Nurse	0.05 FTE	0.05 FTE	\$0
Secretary	8 hours per day	–	\$0
Special Education Paras	3.75 hours per day	40.5 hours per day	\$0
Teachers	5.8 FTE	4 FTE	\$0
	Proposed New Staffing Beginning 2023-2024		
Second Engineer (custodian)	1 FTE		\$70,532*
Health Care Specialist	1 hour per day	–	\$5,920*
Social Worker	0.25 FTE		\$31,250*
Total			\$107,702*



Questions



Agenda Item: XII.C.
Date Prepared: December 27, 2021
ISD 834 Board Meeting

Report for Action: Policy 514 Bullying Prohibition
Meeting Date: January 6, 2022
Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

The 2021 Policy Working Group will be presenting revised Bullying Prohibition Policy 514 for a final reading and approval.

The revised policy is included for your review

Recommendation:

A motion and a second to approve Policy 514 – Bullying Prohibition will be requested.

Motion by: _____ Seconded by: _____ Vote: _____

STUDENTS

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Bullying Prohibition Policy	514	Adopted: 05-12-2011 Revised: 06-13-2019 Revised: 06-11-2020	Annually

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
1. The developmental ages and maturity levels of the parties involved;
 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 3. Past incidences or past or continuing patterns of behavior;
 4. The relationship between the parties involved; and
 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyber bullying as defined in this policy.

B. "Cyber bullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device, to include impersonating someone else and sending out communications in such a

capacity. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. “Immediately” means as soon as possible but no later than the next school day, unless circumstances are legitimately prohibitive.

D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. “Prohibited conduct” means bullying or cyber bullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

VIV. SCHOOL DISTRICT ACTION

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VIV. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VIIIV. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration may^[2] establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. ~~Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.~~^[3]
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

~~VIII~~^{VIII}. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

~~IX~~^{IX}. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. ~~Revisions^[4] may shall be made in consultation with students, parents, and applicable community organizations, principals, staff, students, and parents.~~

~~IX~~. DEFINITIONS

~~For purposes of this policy, the definitions included in this section apply.~~

~~“Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:~~

1. ~~an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or~~
2. ~~materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.~~

The term, "bullying," specifically includes cyber bullying as defined in this policy.

~~"Cyber bullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device, to include impersonating someone else and sending out communications in such a capacity. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.~~

~~"Immediately" means as soon as possible but no later than the next school day, unless circumstances are legitimately prohibitive.~~

~~"Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:~~

1. ~~Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;~~
2. ~~Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or~~
3. ~~Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.~~

~~"On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school related functions, school sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.~~

~~"Prohibited conduct" means bullying or cyber bullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.~~

~~"Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or~~

~~victim of prohibited conduct.~~

~~“Student” means a student enrolled in a public school or a charter school.~~

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)



Agenda Item XII. D.
Date Prepared: December 27, 2021
ISD 834 Board Meeting

Action Item: Establish 2022-2023 Calendar of Meetings
Meeting Date: January 6, 2022
Contact Person: Board Chair

Background:

The Board Chair will share the proposed 2022-23 school board meeting dates.

Recommendation:

A motion and a second to approve the 2022-23 School Board Meeting Calendar will be requested.

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

SCHOOL BOARD MEETING DATES 2022 -23

1st and 3rd Thur. in Jan & Feb due to Org Meeting; 1st and 3rd Thur. in Mar due to Spring Break; 1st and 3rd Thur. in Jul due to holiday; 2nd meeting in Nov moved to Tue due to holiday ; Mar 2023 will depend on School Calendar

Week	Date	Time	Location	Type of Meeting
1	January 6, 2022	6:00 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Organizational
3	January 20, 2022	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
1	February 3, 2022	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
3	February 17, 2022	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
1	March 3. 2022	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
3	March 17. 2022	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
2	April 14. 2022	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
4	April 28. 2022	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
2	May 12. 2022	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
4	May 26. 2022	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
2	June 9. 2022	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
4	June 23. 2022	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
1	July 7. 2022	8:00 a.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Disbursements
3	July 21. 2022	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
2	August 11. 2022	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
4	August 25. 2022	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
2	September 8. 2022	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
4	September 22. 2022	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
2	October 13. 2022	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
4	October 27. 2022	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
2	November 10. 2022	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
4	November 22. 2022-Tue	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
2	December 8. 2022	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
4	December 22. 2022	8:00 a.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Disbursements
1	January 5, 2023	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Organizational
3	January 19, 2023	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
2	February 9, 2023	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
4	February 23, 2023	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
2 or 3	March 9 or 16, 2023	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
4 or 5	March 23 or 30, 2023	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
2	April 6, 2023	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
4	April 20, 2023	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
2	May 11, 2023	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
4	May 25, 2023	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
2	June 8, 2023	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business
4	June 22, 2023	6:30 p.m.	Oak Park Building, 6355 Osman Ave N, Stillwater, MN 55082	Regular Business

Notice is hereby given that on occasion some members of the board may attend a meeting remotely. 13D.015 Subd 5. Notice. If telephone or another electronic means is used to conduct a regular, special, or emergency meeting, the entity shall provide notice of the regular meeting location, of the fact that some members may participate by electronic means, and of the provisions of subdivision 4. The timing and method of providing notice is governed by section 13D.04. In addition, the entity must post the notice on its Website at least ten days before any regular meeting as defined in section 13D.04, subdivision 1.



Agenda Item XII. E.
Date Prepared: December 27, 2021
ISD 834 Board Meeting

Action Item: Establish 2022 Board Member Salaries
Meeting Date: January 6, 2022
Contact Person: Board Chair

Background:

Currently each elected school board member receives an annual salary of \$4,750. The elected board chair receives an additional \$500 for a total annual salary amount of \$5,250.

For informational purposes a board member salary comparison schedule from neighboring school districts is attached.

Recommendation:

A motion and a second to approve the 2022 Board Member Salaries will be requested.

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

Board Member Salary History

Calendar Year	Director Salary	Board Chair Salary
2021	\$4750 Plus mileage reimbursement for meetings other than school board meetings	\$5250 (\$4750 plus \$500)
2020	\$4750 Plus mileage reimbursement for meetings other than school board meetings	\$5250 (\$4750 plus \$500)
2019	\$4750 Plus mileage reimbursement for meetings other than school board meetings	\$5250 (\$4750 plus \$500)
2018	\$4750 Plus mileage reimbursement for meetings other than school board meetings	\$5250 (\$4750 plus \$500)
2017	\$4750	\$5250 (\$4750 plus \$500)
2016	\$4750	\$5250 (\$4750 plus \$500)
2015	\$4750	\$5250 (\$4750 plus \$500)
2014	\$4750 (increase of \$350)	\$5250 (\$4750 plus \$500)
2013	\$4400	\$5000 (\$4400 plus \$600)
2012	\$4400	\$5000 (\$4400 plus \$600)
2011	\$4400	\$5000 (\$4400 plus \$600)
2010	\$4400	\$5000 (\$4400 plus \$600)
2009	\$4400	\$4400
2008	\$4400	\$4400
2007	\$4400	\$4400

2021 SCHOOL BOARD COMPENSATION							
						Prescheduled	
DISTRICT	Chairperson	V-Chairperson	Clerk	Treasurer	Directors	Meetings	Additional
						Per Year	Meetings
<u>Centennial</u>	\$5,700	N/A	\$5,500	\$5,100	\$4,900	24	
<u>Columbia Hts</u>	\$7,200	\$6,000	\$6,000	\$6,000	\$6,000	21	10
<u>Fridley</u>	\$5,372	\$5,137	\$5,137	\$5,137	\$5,137	12	10
<u>Spring Lk Pk</u>	\$5,950	\$5,450	\$5,450	\$5,450	\$5,350	22	if needed
<u>SA-NB</u>	\$6,437	\$5,900	\$5,364	\$5,900	\$5,364	22	4
<u>Mounds View</u>	\$7,000	\$6,800	\$6,500	\$6,500	\$6,500	14	11
<u>NSP-M-Oakd</u>	\$6,404	\$5,904	\$5,904	\$5,904	\$5,904	25	As needed
<u>Roseville</u>	\$6,240	\$4,960	\$4,960	\$4,960	\$4,960	20	As needed
<u>White Bear Lk</u>	\$5,450	\$5,250	\$5,450	\$5,250	\$5,050	21	as needed
<u>Forest Lake</u>	\$5,418	\$5,218	\$5,218	\$5,218	\$5,018	24	as needed
<u>Mahtomedi</u>	\$5,979	\$5,500	\$5,457	\$5,443	\$5,350	21	as needed
<u>So Wash Cty</u>	\$5,700	\$5,700	\$5,700	\$5,700	\$5,700	22	As needed
<u>Stillwater</u>	\$5,250	\$4,750	\$4,750	\$4,750	\$4,750	24	As needed
<u>NE Metro 916</u>	\$5,700	\$5,100	\$5,200	\$5,100	\$5,000	12	As needed
Average	\$5,986	\$5,513	\$5,471	\$5,458	\$5,356	20	9
<u>Int Dist 287</u>							
<u>Int Dist 288</u>	\$100	\$100	\$100	\$100	\$100	9	As needed
<u>Int Dist 917</u>							
NOTES:							
<u>Fridley</u>	(12 work sessions & regular meetings, 10 additional work sessions)						
<u>Spring Lk Pk</u>	(11 regular mtgs, 9 work sessions, 2 retreats, no mtgs in July)						
<u>SA-NB</u>	22 work sessions plus reg mtgs. In addition the Board meets 4 more X and as needed.						
<u>Mounds View</u>	(14 regular meetings, 11 work sessions - other associations are on top of this)						
<u>Forest Lake</u>	* rates approved Jan 2021						



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

Action Item: RFP for Superintendent Search
Meeting Date: January 6, 2022
Contact Person: Board Chair

Background:

The Personnel Working Group received the proposals. The School Board will hold a Special Meeting on Tuesday, January 4, 2022 to interview applicants.

Recommendation:

A motion and a second to award contract to ____ for the superintendent search will be requested.

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



Independent School District 834
6355 Osman Avenue North, Stillwater, MN 55082
Superintendent Search Firm Applicants
Interview Schedule
Tuesday, January 4, 2022

Time	Candidate
5:30 p.m.	Ray and Associates, Inc.
6:30 p.m.	MSBA
7:30 p.m.	Review



Agenda Item: XIII.A.
Date Prepared: December 27, 2021
ISD 834 Board Meeting

Report for Information: COVID 19 Mitigation Update
Meeting Date: January 6, 2022
Contact Person: Superintendent Malinda Lansfeldt

Background:

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

In response to vaccination availability for elementary age students and shifting COVID-19 community spread, modifications to current COVID-19 mitigation strategies will be reviewed.

This is a report for information. Action may be requested at a future meeting.



COVID-19 Response

District-Wide Update

Presented to School Board
January 6, 2022

Considerations

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

Data to consider:

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



Stillwater Area Public School District

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

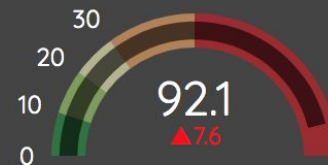
(excludes ZIP codes where less than 0.25 square miles of land area is within district boundaries)

Data as of December 30, 2021

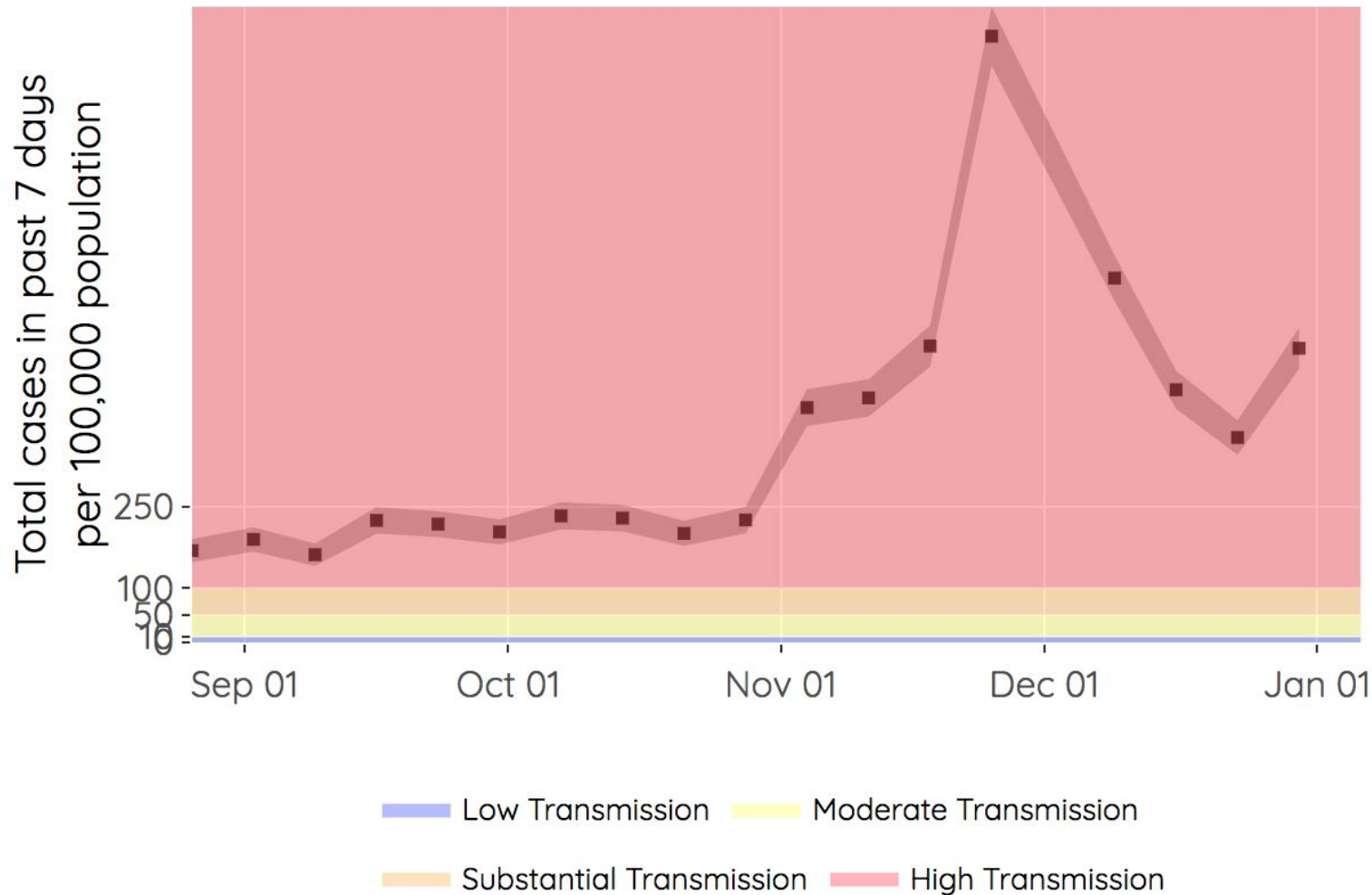
7-day case rate per 10,000



14-day case rate per 10,000

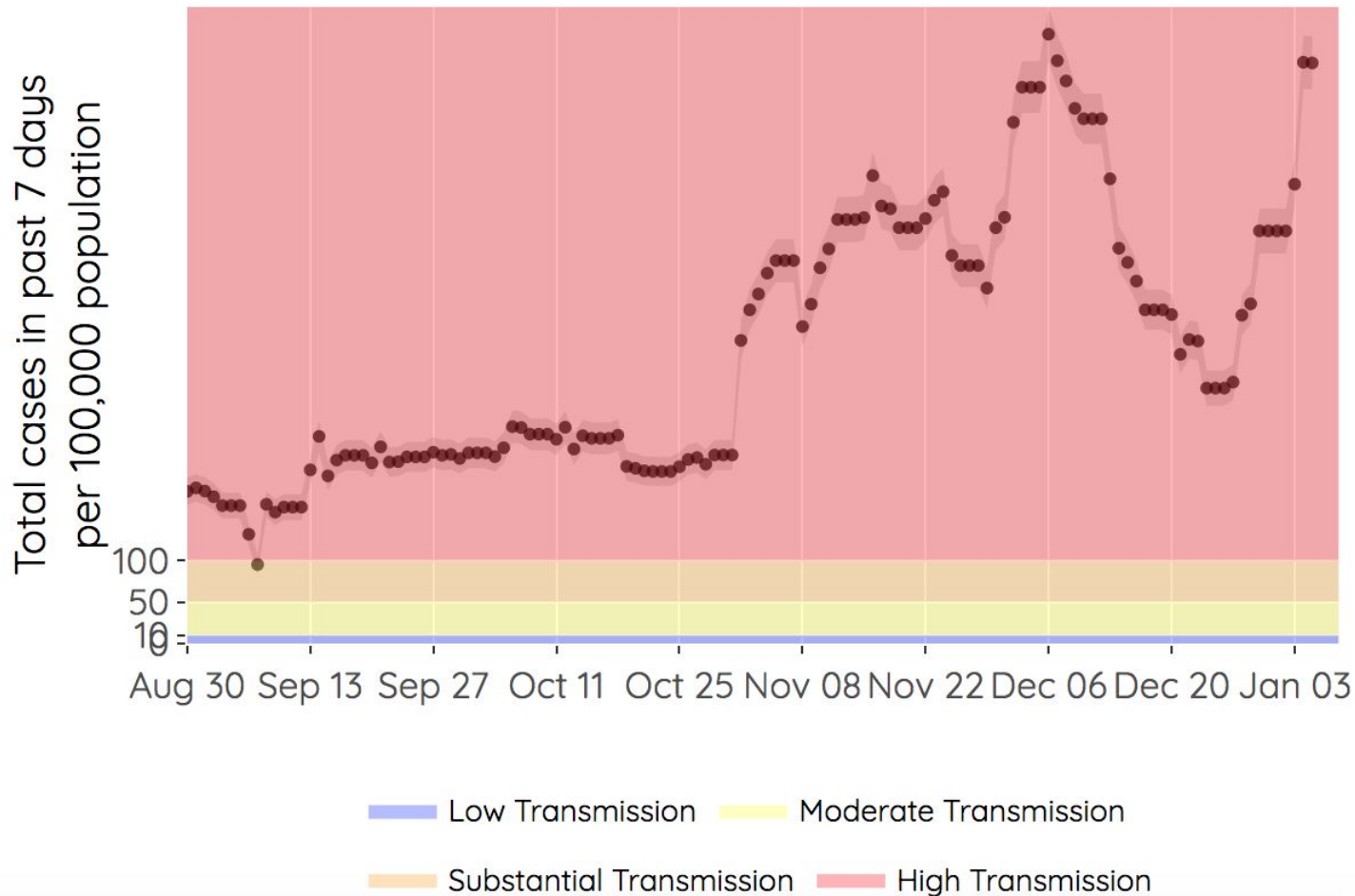


Source: [University of Minnesota](#)



Stillwater Area
Public Schools
data (12/30/21)

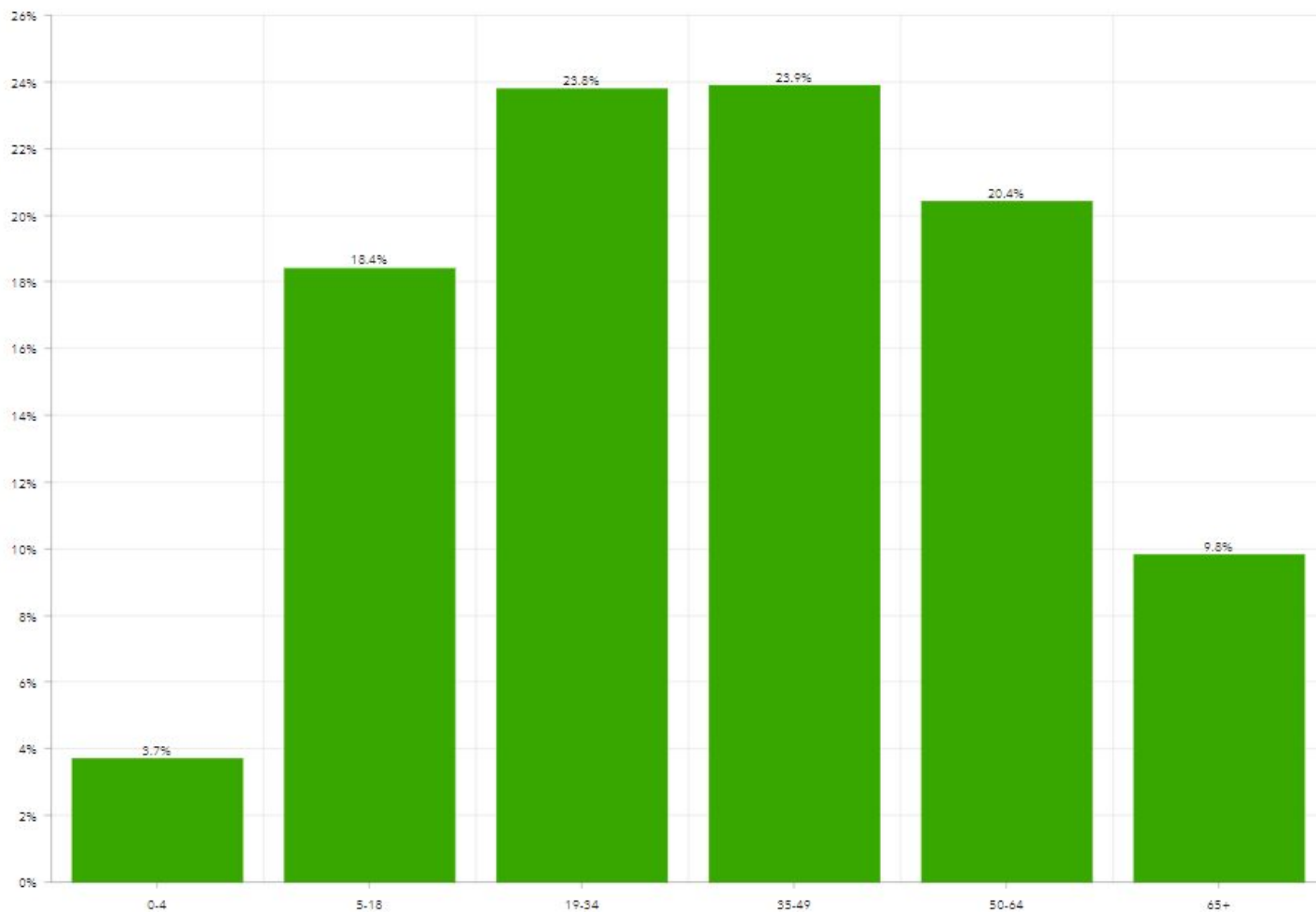
Source:
[University
of Minnesota](#)



Washington
County data
(1/6/22)

Source:
[University
of Minnesota](#)

Age of COVID-19 Cases in Washington County (cumulative)



Source:
[Washington County
COVID-19 statistics](#)

Updated 1/6/21

COVID-19 cases in our schools will be reported on this website on a weekly basis. This data reflects students and staff who tested positive beginning with the first day of school.

COVID-19 Dashboard

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

**732 total
confirmed cases**
prior to Winter Break

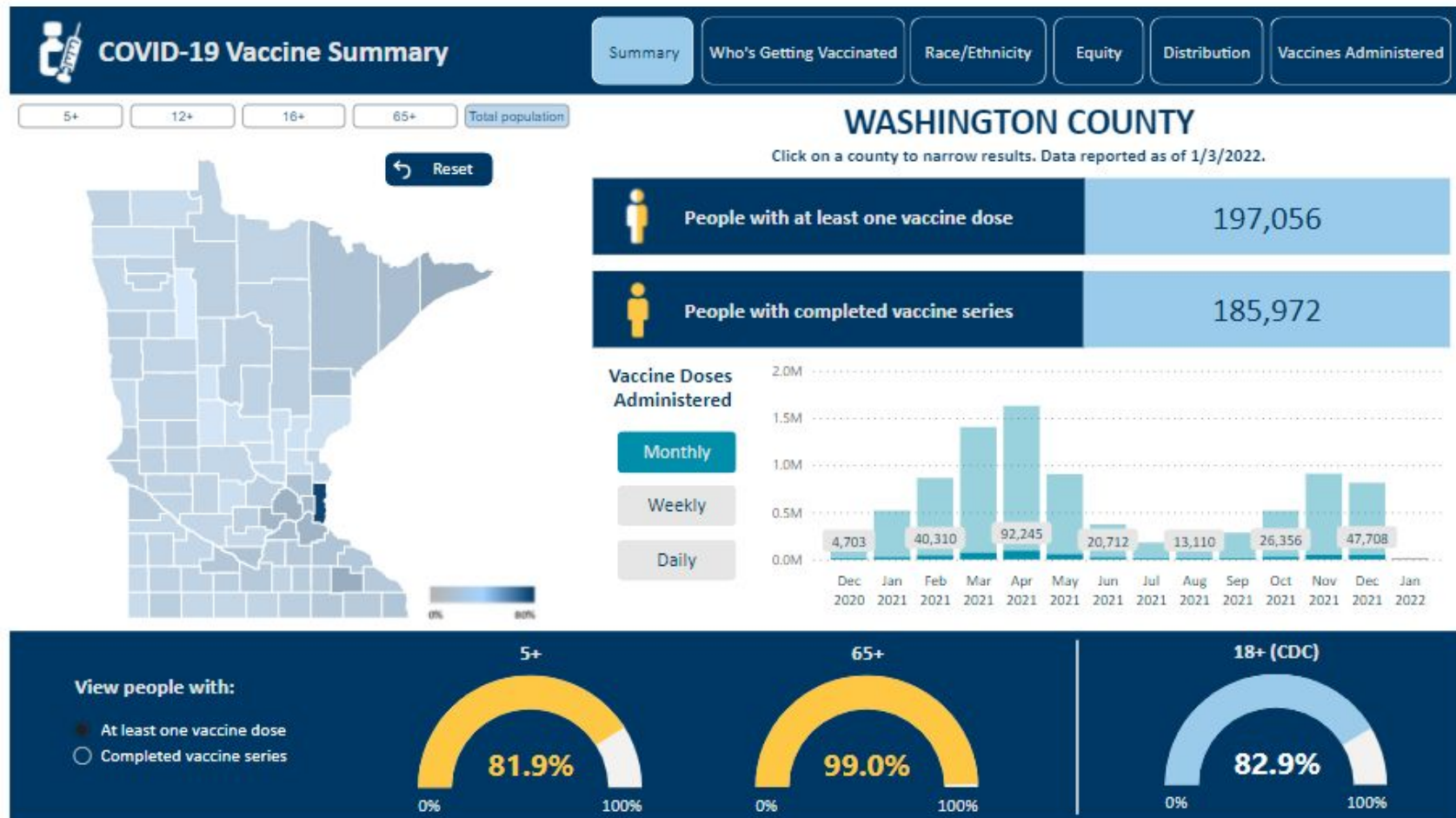
SCHOOL	Students & Staff Week of 12/17/21-12/22/21	Cumulative COVID Cases
Early Childhood Family Center (ECFC)	1	21
Afton-Lakeland Elementary	4	68
Andersen Elementary	4	51
Brookview Elementary	2	36
Lake Elmo Elementary	2	85
Lily Lake Elementary	1	33
Rutherford Elementary	1	69
Stonebridge Elementary	1	35
Oak-Land Middle	6	80
Stillwater Middle	2	55
Stillwater Area High School (includes St. Croix Valley ALC)	17	196
Transitions	0	3

Post-Winter Break Surge

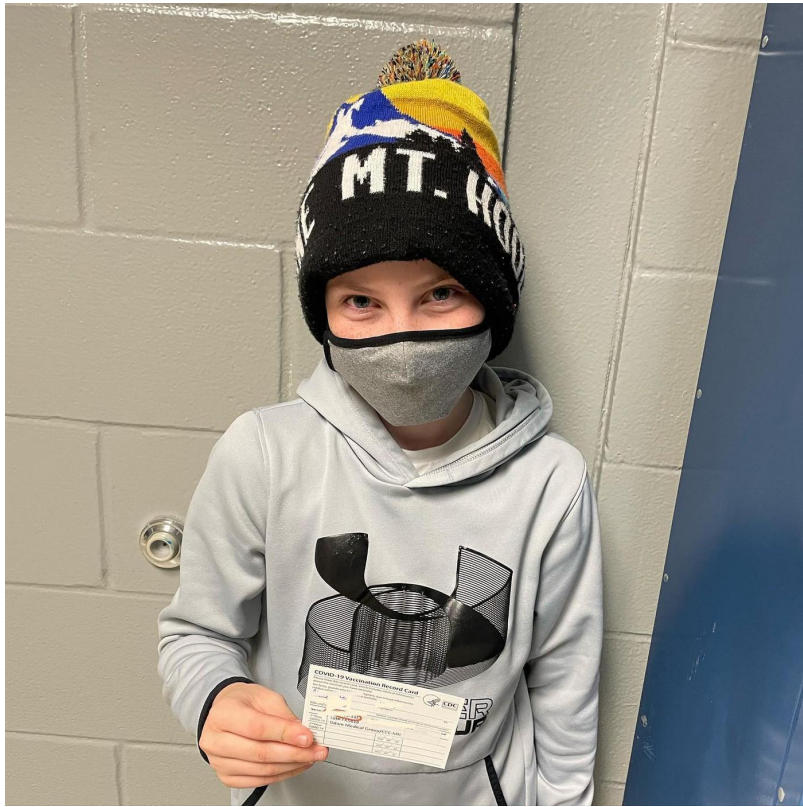
**949 total
confirmed cases since
the start of school**

**23% of total cases reported
since Winter Break**

COVID-19 Dashboard	
School/Building	Total Staff & Students Week 12/23/21 - 1/5/22
ECFC	6
Afton-Lakeland	12
Andersen	10
Brookview	15
Lake Elmo	20
Lily Lake	19
Rutherford	12
Stonebridge	12
OMS	19
SMS	22
SAHS	77
Transitions	2
CSB	1
Total New Cases	227



Source: [Washington County COVID-19 statistics](#) (updated 1/6/22)



Vaccination Clinic

More than 320 COVID-19 vaccine shots and booster shots were given during the district's first vaccine clinic on Dec. 6.

A follow-up clinic is being held tonight, Jan. 6, 2022, at Stillwater Middle School.

CDC's new isolation, quarantine guidance

ISOLATION = People Who Are COVID positive

Starting on the day you test positive isolate for 5 days (not 10 days):

- **If no symptoms at end of 5 days** you can return to normal activities but must wear a mask at all times for at least 5 more days
- **If you have symptoms after 5 days**, stay home until you feel better and then start your 5 days of wearing a mask at all times

CDC Updated Guidance: Dec. 28, 2021

Federal employee vaccination/testing requirements

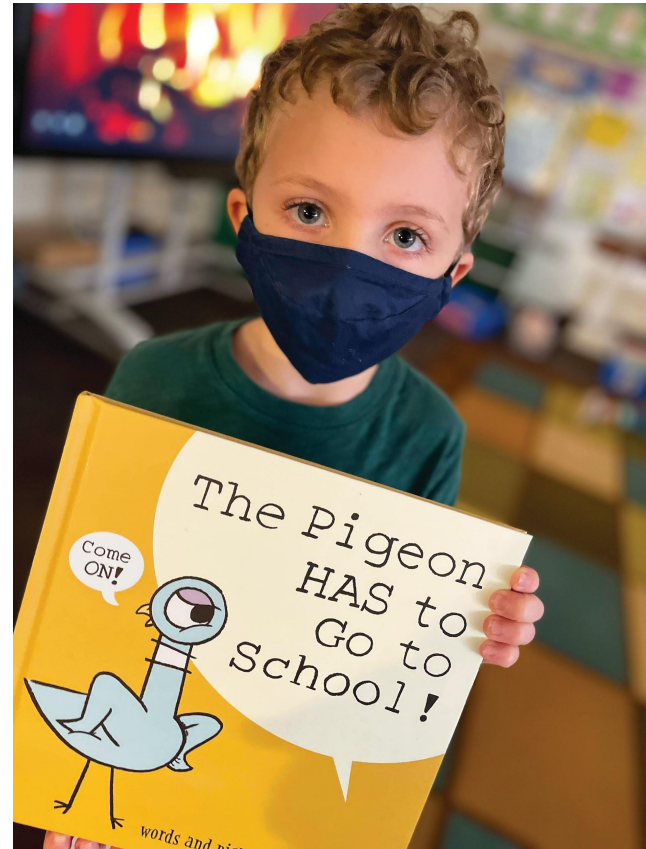
We follow Minnesota Occupational Safety and Health Administration (MNOSHA)

- Guidance is to require masking for unvaccinated staff (Jan. 10) and vaccination or testing for employees (Feb. 9)
- Staff is preparing to gather employee vaccination status information

Jan. 7, 2022:
Supreme Court to hear
oral arguments on
Emergency Temporary
Standard (ETS)

Next Steps

- Continue to monitor COVID case rates and trends, re-evaluate at Jan. 20, 2022 school board meeting





Questions



Agenda Item XIII.B.
Date Prepared: December 27, 2021
ISD 834 Board Meeting

Report for Information: 2022 Legislative Platform

Meeting Date: January 6, 2022

Contact Person (s): Superintendent Malinda Lansfeldt

Report Purpose:

The purpose of this report is to share the draft for the 2022 School Board Legislative Platform.

Summary:

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

Recommendation:

This is a report for information.



2022 Legislative Platform

Presented to the school board
January 6, 2022

Priority #1: Stabilize education funding

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

Why stable education funding matters

In Stillwater Area Public Schools:

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

Priority #2: Support local decision-making

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

Why local decision-making matters

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



Questions



Agenda Item: XIII. C.
Date Prepared: December 27, 2021
ISD 834 Board Meeting

Report: 2022-2023 Calendar
Meeting Date: January 6, 2022
Contact Person: Dr. Cherry, Assistant Superintendent

Summary:

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

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

Two draft calendar options are presented for consideration.

Recommendation:

This will be brought to the next regular School Board meeting for recommendation and approval.

2022-2023 CALENDAR

3	AUGUST					172	FEBRUARY					19		
	M	T	W	Th	F		M	T	W	Th	F			
	1	2	3	4	5				1	2	3			
	8	9	10	11	12		6	7	8	9	10			
	15	16	17	18	19		13	14	15	16	17			
	22	23	24	25	26		20	21	22	23	24			
	29	30	31				27	28						
19	SEPTEMBER						MARCH					18		
	M	T	W	Th	F		M	T	W	Th	F			
				1	2				1	2	3			
	5	6	7	8	9		6	7	8	9	10			
	12	13	14	15	16		13	14	15	16	17			
	19	20	21	22	23		20	21	22	23	24*			
	26	27	28	29	30		27	28	29	30	31			
19	OCTOBER						APRIL					18		
	M	T	W	Th	F		M	T	W	Th	F			
	3	4	5	6	7		3	4	5	6	7			
	10	11	12	13	14		10	11	12	13	14			
	17	18	19	20	21		17	18	19	20	21			
	24	25	26	27	28		24	25	26	27	28			
	31													
17	NOVEMBER						MAY					22		
	M	T	W	Th	F		M	T	W	Th	F			
		1	2	3*	4		1	2	3	4	5			
	7	8	9	10	11		8	9	10	11	12			
	14	15	16	17	18		15	16	17	18	19			
	21	22	23	24	25		22	23	24	25	26			
	28	29	30				29	30	31					
16	DECEMBER						JUNE					2		
	M	T	W	Th	F		M	T	W	Th	F			
				1	2					1	2*			
	5	6	7	8	9		5	6	7	8	9			
	12	13	14	15	16		12	13	14	15	16			
	19	20	21	22	23		19	20	21	22	23			
	26	27	28	29	30		26	27	28	29	30			
19	JANUARY						JULY							
	M	T	W	Th	F		M	T	W	Th	F			
	2	3	4	5	6		3	4	5	6	7			
	9	10	11	12	13		10	11	12	13	14			
	16	17	18	19	20*		17	18	19	20	21			
	23	24	25	26	27		24	25	26	27	28			
	30	31				31								

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



Agenda Item XIII. D.
Date Prepared: December 30, 2021
ISD 834 Board Meeting

Report for Information: Policy 201.1 – Board Purpose Meeting
Date: January 6, 2022
Contact Person(s): Dr. Jennifer Cherry, Assistant Superintendent

Summary:

Policy 201.1 - Board Purpose was adopted in 2010 and last revised in 2016. Since that time, additional School Board policies have been adopted and revised which sufficiently address the belief statements included this policy making Policy 201.1 unnecessary.

Recommendation:

Action to revoke Policy 201.1 will be requested at a future meeting. Input from Board Directors is requested.

BOARD GOVERNANCE PROCESS

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

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

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

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



Agenda Item: XII.E.
Date Prepared: December 27, 2021
ISD 834 Board Meeting

Report for Information: Second Reading Policy 204 School Board Meeting Minutes

Meeting Date: January 6, 2022

Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

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

The policy is included for your review

Recommendation:

Input from Board directors and community is requested. This will come back for a second reading at the next business meeting.

SCHOOL BOARD

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. MAINTENANCE OF MINUTES AND RECORDS

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

B. Recordings of Closed Meetings

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

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

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

4.

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

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

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

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

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

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

a. The date of the closed meeting;

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

c. The classification of the data.

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

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

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

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

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

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

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

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

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

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

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

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

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

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

Cross References: [MSBA/MASA Model Policy 205 \(Open Meetings and Closed Meetings\)](#)

[MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties](#)



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

Report for Information: School Board Member Assignments 2022

Meeting Date: January 6, 2022

Contact Person: School Board Chair

Background:

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

School Board Representative to:

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

School Board Sub-Committees 2022

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

Note: Assignments are made in January of each calendar year

Recommendation:

Approval of the 2022 Committee Representatives and Working Group Assignments will be requested at the next business meeting.



Agenda Item: Adjournment
Meeting Date: January 6, 2022
Contact Person: School Board Chair

Agenda Item XIV. A.
Date Prepared: December 27, 2021
ISD 834 Board Meeting

The meeting must formally adjourn.



Stillwater School Board
Finance Operations Meeting Notes
December 14th, 2021

4pm

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

- a. Afton-Lakeland fall surface replacement - Mark Drommerhausen
 - Northland Recreation will be replacing playground surfacing with rubberized mulch.
 - Work will be done over the summer at a cost of \$196,898,
 - Project paid for with 2015 Bond proceeds.
- b. Hoonuit Data Analytics purpose, purchase, implementation timeline - John Perry
 - Continuation of PowerSchool work planned.
 - Hoonuit is a data analytics and reporting system.
 - Implementation will occur from January - June and cost \$79,660.
 - There will be an annual cost of \$52,124 for the Hoonuit Data Analytics package.
 - System will allow for enhanced, on-demand reporting that can be used to evaluate programming and easily identify at risk students.
- c. Contract Authority - John Thein
 - Current statutory limit is \$175,000
 - Current contract authority is \$50,000
 - Staff is recommending to raise contract authority to \$100,000
 - Staff will present their request to the board as an action item at the January 6th meeting.

Respectfully submitted by Alison Sherman



Stillwater School Board
Policy Meeting Notes
December 15, 2021

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

Agenda

- Confirm availability on Dec 29 for final work session on the calendar
- Review Policies 722, 201.3, 201.1, 201, 203.1, 204, 514
- Preview Dec 21 work session on open forum

Highlights of Discussion

- Confirmed everyone can still come to the final PWG meeting on the calendar on Dec 29.
- Follow up on Policy 722: Public Data Requests.
 - Discussed MSBA and legal consults on this policy.
 - MSBA Model Procedural form reviewed. Human Resources will collaborate with Admin to add in our own procedural information to this form. Once it's ready, this will accompany 722 for the second reading at a future meeting.
 - Also discussed Director Sherman's question at 12/9/21 meeting during Consent Agenda to explore legal costs incurred by recent data requests. The district is following Minnesota Government Data Practices Act which requires the redaction of private data.
- Tabled 201.3: Operating Norms until after the Open Forum work session to be brought back as a package with 206 & 201.6 which all touch on public engagement
- Reviewed 201.1 (BGP 1.0) and recommended to revoke at Jan 6, 2022 meeting due to redundancy with 203.
- Reviewed feedback from MSBA on 201: Legal Status of School Board and no changes needed. Ready for approval on consent at Jan 6, 2022 meeting.
- Tabled 203.2/203.5 until a future meeting.
- 204: School Board Meeting Minutes-no comments from the board. Moved to second reading at Jan 6, 2022 meeting.
- 514: Bullying Prohibition-no new comments from the board. Moved to board for action at Jan 6, 2022 meeting.
- Katie reviewed the presentation for the Dec 21 Open Forum work session and received feedback from committee members.

What's next

- Dec 21, 2021-Open Forum Work Session to receive feedback from board members on public engagement
- For 12/29 policy meeting: Year in review, reflect on work session

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

Respectfully submitted by: Katie Hockert

Date: 12/15/21



Stillwater School Board
Policy Meeting Notes
December 29, 2021

Present: Katie Hockert, Bev Petrie, Jennifer Cherry, Joan Hurley, Malinda Lansfeldt
Public Attending: Andrea McCready, Tina Riehle, Meghan, Member of the Public
Absent: Annie Porbeni

Agenda

- Year in Review- summary of 2021 Policy Committee's work
- Debrief Board Engagement Work Session

Highlights of Discussion

- Year in Review accomplishments: Worked on a total of 30 policies in 2021–21 policy reviews completed
 - Renumbering policies to a more standardized system
 - Work in the 700 series- 10 policy reviews completed, 1 policy revoked, 1 left in progress
 - Work in the 200 series- 6 policy reviews completed, 3 policies revoked, 7 left in progress
 - Work in the 500 series- 1 policy review completed, 1 left in progress
 - Stakeholder input sought from finance department staff on 700 series policies and through crowdcity survey for community engagement related policies in 200 series
- Debrief Board Engagement Work Session
 - Variety of ideas generated by the work session-may explore a multipronged approach to community engagement.
 - Themes that emerged-
 - Desire for a structure that allows for more conversation
 - Explore regular listening sessions in different locations-virtual option possibly
 - As needed listening sessions for hot topics
 - Challenge identified-reserving physical space on short notice
 - Evaluate and possibly create email response procedures
 - Work will need to continue under next PWG

What's next

- January 6 meeting-Action on 514, Consent 201, second reading on 204
- New committee assignments after January organizational meeting

Respectfully submitted by: Katie Hockert
Date: 12/29/21

TO: Northeast Metro 916 Board of Education

FROM: Dr. Val Rae Boe

DATE: December 10, 2021

RE: December 1 Board of Education Meeting Talking Points

Members present: Knisley-12, Forsberg-16, Kinsey-282, Sager-621, Yener-622, Shaw-623, Chapman-624, Keto-831, Donovan-832, Schwartz-833, and Hockert-834. Members absent: Palmer-13 and Starck-14.

1. **Presentation: 916 ALC's: Our Students, Our Future:** Scott Thomas, director of educational services, and Ann Peterson, ALC principal, presented on the enrollment, credits being earned, bilingual seals, and graduation rates at 916's three ALC programs. They shared results from a student survey that was done in October 2021 in which the majority of students shared their experiences at the ALC's have been positive, they feel safe, have good relationships with staff, and their attendance and motivation has improved. They also shared some of the improvements they have been working on to adapt to change and ended with a video in which students shared their experiences. Scott and Ann stressed that their goal is to make sure students feel supported and have a path to success as they move into their next chapter.
2. **Project Aware Grant:** Dan Naidicz, assistant superintendent of specialized services, shared information on the Project Aware Grant. 916, along with Duluth Public Schools and St. Louis County Schools, will receive approximately \$450,000/year over a five year period in order to help MDE and state partners develop effective policy and provide high-quality training to all districts in Minnesota. Dan shared the four goals of the grant and shared some of the next steps and potential outcomes. He stressed how this grant will provide a lot of opportunities over the next five years and what a great opportunity 916 has to assist our 13 member districts in enhancing their mental health services
3. **2022 Meeting Dates:** The school board voted to approve proposed board meeting dates for the 2022 calendar year. All meeting dates are the first Wednesday of each month, with the exception of the January meeting, which occurs on the second Wednesday, with no meeting in July. A Board Retreat is scheduled for June 15.
4. **LaserFiche Annual Subscription:** The school board renewed its subscription to LaserFiche through OPG-3, Inc. This platform provides form submission, document processing, approvals management and long-term secure storage of critical business and educational documentation. Seven member districts participate in this platform along with Northeast Metro 916- White Bear Lake, Roseville, Stillwater, Fridley, Columbia Heights, Mounds View and Mahtomedi.