



Independent School District 834
Video Conference
School Board Business Meeting Agenda – March 11, 2021 6:00 p.m.

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Agenda**
- IV. **Superintendent Report**
- V. **Introductory Items**
 - A. Student Report
 - B. Recognition – Roxy Humphrey, Andersen Elementary
- VI. **Open Forum**

Fifteen speakers will be allotted three minutes each to speak
- VII. **Consent Agenda**
 - A. Minutes of February 25, 2021 Business Meeting
 - B. Minutes of March 4, 2021 Closed Meeting
 - C. Disbursement Register – February 27, 2021 – March 12, 2021
 - D. Human Resources Personnel Report
 - E. Type III District Vehicles
- VIII. **Reports**
 - A. On the Dial Learning Update – Interim Superintendent Malinda Lansfeldt
 - B. Contract Reviews February 19, 2021 to March 4, 2021 – Dr. John Thein
 - C. Enrollment & Finance Update – Mr. Mark Drommerhausen and Dr. John Thein
 - D. Policy Number Alignment - Dr. Jennifer Cherry
 - E. Online Learning Recommendation – Dr. Jennifer Cherry
- IX. **Action Items**
 - A. Boundary realignment – Mr. Mark Drommerhausen
- X. **Board Member Reports**
 - A. Board Chair Report
 - B. Working Group Reports
 - 1. Finance and Operations
 - 2. Legislative
 - 3. Policy
 - C. Board Member Reports
- XI. **Adjournment**
 - A. Adjourn

In response to guidance from the Centers for Disease Control and Prevention (CDC) on social distancing, the school board meeting will be available to the public to watch online only. The meeting will be web streamed live and archived on the district's website. Future board meetings may be conducted electronically until CDC recommendations related to the COVID-19 situation change



Agenda Item I.
Date Prepared: February 3, 2021
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: March 11, 2021

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item II.
Date Prepared: February 3, 2021
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: March 11, 2021

Background:

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

Board Members

Beverly Petrie, Chair

Alison Sherman, Vice Chair

Matt Onken, Treasurer

Annie Porbeni, Clerk

Katie Hockert, Director

Tina Riehle, Director

Liz Weisberg, Director

Malinda Lansfeldt, Interim Superintendent, Ex-Officio

Recommendation:

Board action is not required.



Agenda Item III.
Date Prepared: February 3, 2021
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: March 11, 2021

Background:

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

Recommendation:

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

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



Agenda Item IV.
Date Prepared: February 3, 2021
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: March 11, 2021

Background:

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

Recommendation:

Board action is not required.



Agenda Item V.
Date Prepared: February 3, 2021
ISD 834 Board Meeting

Agenda Item: Introductory Items
Meeting Date: March 11, 2021
Student Report and District Recognition

Background:

- A. Each meeting 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.

- B. Each meeting an individual, team, or program will be recognized for their excellence.

Recommendation:

Board action is not required.



Agenda Item VI.
Date Prepared: February 3, 2021
ISD 834 Board Meeting

Agenda Item: Open Forum
Meeting Date: March 11, 2021

Background:

Open Forum Expectations during COVID-19 Pandemic

School board meetings will be held electronically until further notice. If you wish to speak to the School Board, you will be able to do so at the start of the school board meeting during Open Forum. A sign-up for Open Forum speakers will be available online on the board webpage from 3-4 p.m. on the day of the board meeting, to provide time for instructions to connect to the meeting to be sent to speakers.

You may sign in only for yourself, not other individuals or groups. The order of speakers will be established on a first-come, first-served basis. Due to time limitations, we will limit the number of speakers to 15 for 3 minutes each. You will need the ability to join the meeting electronically either by phone or online. You will receive instructions for joining the meeting 30-60 minutes prior to the start of the meeting. If you wish to speak to the School Board, you will be able to do so at the start of the school board meeting during Open Forum. If you spoke at the last meeting, please consider allowing others to speak before you.

Stillwater Area School District welcomes input from citizens as community involvement 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.

Because we are modeling civil discourse for our community, speakers must present their testimony in a respectful manner. Vulgarities, character attacks, malice or specific complaints identifying staff or students by name or implication will not be permitted.

The Board will not deliberate, discuss, or engage in conversation with speakers during open forum.

However, the Board may ask administration to review the concern(s) presented.

Recommendation:

This is for informational purposes only.



Agenda Item VII. A.B.C.D.E.
Date Prepared: February 3, 2021
ISD 834 Board Meeting

Agenda Item: Consent Agenda
Meeting Date: March 11, 2021
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 Regular Meeting Minutes February 25, 2021

Contact Person: Annie Porbeni, Clerk or Joan Hurley, Secretary
A copy of the minutes is included for your review.

B. School Board Closed Meeting Minutes, March 4, 2021

Contact Person: Annie Porbeni, Clerk or Joan Hurley, Secretary
A copy of the minutes is included for your review

C. School Board Meeting Disbursement Register February 27, 2021 – March 12, 2021

Contact Person: Dr. John Thein, Director, Finance
A copy of the register has been distributed to board members.

D. Human Resources Personnel Report

Contact Person: Cindy Gustafson, Director of Human Resources
A summary of personnel transactions for the month is included for your review.

E. Type III District Vehicles

Contact Person: Mark Drommerhausen, Director of Operations
A copy of the report 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 E 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
Video Conference
February 25, 2021 – 6:00 p.m. Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 6:04 p.m.
- II. **Roll Call:** Present: Beverly Petrie, Chair, Alison Sherman, Co-Chair, Matt Onken, Treasurer, Annie Porbeni, Clerk, Katie Hockert, director, Tina Riehle, director, Liz Weisberg, director

III. **Approval of the Agenda**

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

IV. **Superintendent Report**

- This is School Bus Driver Appreciation Week. Thank you to our bus drivers for safely transporting students to and from school each day.
- District staff is working on the possibility of allowing audience members to attend fine arts events.
- Alicia Farmer from Oakland Middle School, Robyn Hassani from Andersen and Lake Elmo Elementary and Hannah Reyes from Lake Elmo Elementary have been nominated for the 2021 Minnesota Teacher of the Year award.
- Kindergarten Orientation will be virtual this year on Friday, February 26, 2021.
- There will be an appraisal done on the Withrow Elementary building. There has been an inquiry from an outside entity; however, there is no commitment to selling the building at this time.
- Online Learning Update will be provided at the March 11, 2021 School Board meeting.
- Senior, Brienne Johnson earned second place in the Region 4 Floriculture Career Development Event (CDE). She will advance to the state competition later this spring.

V. **Introductory Items**

A. **Student Report**

Mara provided a report on academics and Student Life -

- Stillwater High School is offering in person support during office hours. Additional information can be found at [SAHS Academic Support Information for Families](#)
- National Honor Society applications for sophomores and juniors must be completed by March 1, 2022. For more information, visit <https://stillwaternhs.wordpress.com/>.
- Teachers will communicate with parents between February 16 and March 12 on student performances in class.
- First semester honor roll is available for viewing on the Stillwater Area High School website.

- The [Amnesty International](#) Club will host a hygiene drive at school on March 11 and 12, 2021 from 3:00 - 6:00 p.m. Donation drop off is located in the back parking lot of the high school.
- The tentative date for prom is May 1, 2021. This is currently a senior only event.
- Many community members donated towards the National Honor Society Blood drive last week at Rockpoint church.
- The Stillwater Area High School Speech Team is having a wonderful season.

Brynn provided a report on Activities -

- Mara shared an update on high school sporting events. For more information, please visit; <https://goponies.org/>.

VI. Open Forum

- Carl Blondin, Stillwater, MN - Hoheisel lawsuit and District's legal problems.

VII. Consent Agenda

- A. School Board Meeting Minutes February 11, 2021
Contact Person: Annie Porbeni, Clerk or Joan Hurley, Secretary
A copy of the minutes is included for your review.
- B. School Board Special Meeting Minutes February 18, 2021
Contact Person: Annie Porbeni, Clerk or Joan Hurley, Secretary
A copy of the minutes is included for your review
- C. School Board Closed Meeting Minutes February 18, 2021
Contact Person: Annie Porbeni, Clerk or Joan Hurley, Secretary
A copy of the minutes is included for your review.
- D. School Board Special Meeting Minutes, February 23, 2021
Contact Person: Annie Porbeni, Clerk or Joan Hurley, Secretary
A copy of the minutes is included for your review.
- E. School Board Meeting Disbursement Register February 13 to February 26, 2021
Contact Person: Dr. John Thein, Director, Finance
A copy of the register has been distributed to board members
- F. Accept Gifts and Donations - January 2021
Contact Person: Dr. John Thein, Director, Finance
A copy of the register has been distributed to board members.
- G. Treasurer's Report - January 2021
Contact Person: Dr. John Thein, Director, Finance
A copy of the register has been distributed to board members.
- H. Human Resources Personnel Report
Contact Person: Cindy Gustafson, Director of Human Services
A summary of personnel transactions for the month is included for your review.

Motion to approve the Consent Agenda Items A - G by: Member Sherman; Second by: Member Weisberg; Vote: 7 ayes, 0 nays: Motion carried unanimously.

Motion to approve the Consent Agenda Items H by: Member Weisberg; Second by: Member Onken; Vote: 7 ayes, 0 nays: Motion carried unanimously.

VIII. Reports

- A. On the Dial - Interim Superintendent Lansfeldt

Superintendent Lansfeldt shared the updated County Rate Data, the changes to Minnesota's Safe Learning Plan, Operational Capacity Challenges and the revised return to school timeline.

- B. Contract and Expenditures Reviews - Dr. John Thein, Director of Finance
This is an information report on the nine contracts from January 15, 2021 through February 26, 2021 for goods and services equaling less than \$50,000.00
- C. Budget Assumptions - Dr. John Thein, Director of Finance
Dr. Thein shared the 2021-2022 General Fund Budget Timeline and Assumptions for both revenue and expenditures and a review of the 2020-2021 budget.
- D. Policy Work Update - Dr. Jennifer Cherry, Assistant Superintendent
The Policy Working Group is in the process of reviewing and revising School Board Policies.
- E. Attendance Area 32B North and 32B South Realignment - Mr. Mark Drommerhausen, Director of Operations.
Mr. Drommerhausen shared Information regarding proposed attendance boundary realignment for an existing and a proposed housing development at the corner of Hudson Road and Settlers Ridge Parkway in Woodbury, MN.

IX. Action Items

- A. 2019-2021 SCEA Master Contract - Ms. Cindy Gustafson, Director of Human Resources
The District has recently reached agreement on the terms and conditions of employment for the 2019-2021 Master Contract with the St. Croix Education Association, covering the period of July 1, 2019 through June 30, 2021.

Motion to approve the Master Contract with the St. Croix Education Association by: Member Porbeni; Second by: Member Hockert; Vote: 5 ayes, 2 nays (Riehle, Weisberg): Motion carried.

- B. Amended 2020-2021 Transportation Contract with CSTMN - Mr. Lance Libengood, Director of Transportation
Due to the COVID-19 Pandemic, an amended contract was agreed upon on February 1, 2021 whereas Contractor Collaborative Student Transportation (CSTMN) and Stillwater Area Public School agreed to pay 84% of the contracted rates that was currently in place for FY21 for previously scheduled district school days that transportation was not provided due COVID-19.

Motion to approve the new amended CSTMN contract by: Member Onken; Second by: Member Sherman; Vote: 7 ayes, 0 nays: Motion carried unanimously.

- C. Learning Model Change - Interim Superintendent Lansfeldt
On February 17 Governor Walz announced a new strategy for returning secondary students to in-person learning. Under the new guidance, districts may choose to implement a hybrid or in-person learning model for secondary students if they can meet the health and safety mitigation strategies outlined in the updated Safe Learning Plan.

Motion to approve the Return to School Timeline to bring all students in grades 6-8 and GATE back for in-person learning on March 1 and all students in grades 9-12 on March 8. Students would attend school 4 days a week and continue to learn from home on "C" days; by: Member Onken; Second by: Member Porbeni; Vote: 6 ayes, 1 nays (Weisberg): Motion carried.

X. Board Reports

- A. Board Chair Report – Nothing to report

B. Working Group Reports

1. Community Engagement - Nothing to report
2. Finance and Operations - Nothing to report
3. Legislative - Nothing to report
4. Policy - Nothing to report

C. Member Reports:

- Director Riehle participated in a press conference on February 11 to support HF1051 house file. She also attended the C general meeting on February 12, and the “Let them Learn” meeting on February 23, along with Interim Superintendent Lansfeldt.
- Director Sherman is the liaison for Stonebridge Elementary and the Transition Program this quarter and had the opportunity to tour both facilities. She learned that students in the transition program have the opportunity to make products that are for sale to the community.

XI. Adjournment

- A. The meeting adjourned at 8:21 p.m.

Respectfully submitted, Annie Porbeni, Clerk



Independent School District 834 – Stillwater Area Public Schools
Video Conference
School Board Closed Meeting Minutes
March 4, 2021

The Open meeting was called to order at 5:01 p.m.

I. Roll Call

Members present: Katie Hockert, Bev Petrie, Annie Porbeni, Tina Riehle, Alison Sherman, Matt Onken joined a few minutes later.

Others present: Malinda Lanfeldt, Trevor Helmers

Not present: Liz Weisberg

- II. The Board adjourned to a closed meeting at 5:05 p.m. Closed Session pursuant to Minnesota Statutes Section 13D.05, subdivision 3(b), to engage in discussions with the School Board's legal counsel related to litigation in the case of Hoheisel vs ISD 834, et al., Court File No. 82-CV-20-1882. The Board of Directors seeks legal advice on the status of the matter, alleged claims against the District, the District Attorney's analysis of the same, and the District's options for responding to such claims.

Motion by: Member Petrie; Second by: Member Hockert ; Vote: 5 ayes, 0 nays, motion carried.

- III. Closed session adjourned at 6.40 p.m.

Motion by: Member Hockert; Second by Member Onken

Respectfully submitted by Annie Porbeni, clerk.

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Fisher, Kim	Retirement (9 years)	.6 FTE Speech Pathologist Lake Elmo Elementary	SCEA	June 7, 2021
Nochez, Cindy	Resigned	Paraprofessional 6.0 hrs/day Rutherford Elementary	SCPA	February 26, 2021

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Benning, Allison	Community Education Casual District Wide	\$12.00 / hour	Casual	Casual	February 17, 2021
Brynildson, Kailey	Community Education Casual District Wide	\$15.00 / hour	Casual	Casual	February 15, 2021
Crofts, Alexandra	Head Girls LaCrosse Coach Stillwater Area High School	\$5,848	Replacement	Co-Curricular	April 5, 2021
Keuppers, Emily	Community Education Casual District Wide	\$15.00 / hour	Casual	Casual	February 15, 2021
LaFavor, Gabriella	Community Education Casual District Wide	\$12.00 / hour	Casual	Casual	February 17, 2021
McCombs, Tyrina	Community Education Casual District Wide	\$15.00 / hour	Casual	Casual	February 8, 2021
McConnell, Tristan	Temporary Floating Custodian District Wide	\$16.46 / hour	COVID	Casual	March 1, 2021
Pupungatoa, Emalata	Paraprofessional 5.0 hr/day Stillwater Area High School	\$16.12 / hour	Replacement	SCPA	March 8, 2021
Roth, Theresa	Temporary Floating Custodian District Wide	\$16.46 / hour	COVID	Casual	March 1, 2021
Ruebl, Celeste	.6 FTE Speech Pathologist Afton-Lakeland Elementary & Lily Lake Elementary	\$79,372	Replacement	SCEA	March 3, 2021 - June 4, 2021
Rusch, Avery	Temporary Floating Custodian District Wide	\$16.46 / hour	COVID	Casual	March 1, 2021
Smith, Laurel	Paraprofessional 5.0 hrs/day Stillwater Area High School	\$16.12 / hour	Replacement	SCPA	February 24, 2021
Witte, Betty	Community Education Casual District Wide	\$18.00 / hour	Casual	Casual	April 1, 2021
Yousseff, Shania	Community Education Casual District Wide	\$15.00 / hour	Casual	Casual	February 15, 2021

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Kaliher, Molly	Approve	1.0 FTE Special Education Teacher District Wide	SCEA	August 21, 2017 - June 7, 2021 (revised dates)

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Anderson, Claire	Community Education Assistant 11.0 hrs/week Andersen Elementary	Community Education Assistant 9.45 hrs/week Andersen Elementary	Replacement	CE Leads & Assistant	February 22, 2021
Bartosiewski, Ryan	1.0 FTE PE & Health Teacher Stillwater Area High School	1.1 FTE PE & Health Teacher Stillwater Area High School	2020-2021 Staffing	SCEA	January 25, 2021 - June 7, 2021
Biermaier, Sara	1.1 FTE Math Teacher Stillwater Area High School	1.2 FTE Math Teacher Stillwater Area High School	2020-2021 Staffing	SCEA	January 25, 2021 - June 7, 2021
Blackwell, June	Paraprofessional 6.5 hrs/day Oak-Land Middle School	Paraprofessional 8.0 hrs/day Oak-Land Middle School	Replacement	SCPA	March 1, 2021
Durham, Lisa	Paraprofessional 17.50 hrs/week Early Childhood Family Center	Paraprofessional 27.50 hrs/week Early Childhood Family Center	Replacement	SCPA	March 1, 2021
Engebretson, Casey	Community Education Assistant 20.0 hrs/week Afton-Lakeland Elementary	Community Education Assistant 11.0 hrs/week Afton-Lakeland Elementary	Replacement	CE Leads & Assistants	February 22, 2021
Garrett, Danielle	Cafeteria 4.5 hrs/day Mahtomedi High School	Cafeteria 5.0 hrs/day Mahtomedi High School	Replacement	Cafeteria	February 22, 2021
Haslach, Keri	Paraprofessional 5.0 hrs/day Stillwater Area High School	Paraprofessional 6.0 hrs/day Stillwater Area High School	Replacement	SCPA	February 24, 2021

Hemenway, Matt	1.0 FTE Math Teacher Stillwater Area High School	1.1 FTE Math Teacher Stillwater Area High School	2020-2021 Staffing	SCEA	January 25, 2021 - June 7, 2021
Keister, Carissa	Manager of Community Engagement Central Services Building	Director of Communications Central Services Building	Position Change	Directors	July 1, 2020
Kraftson, Torry	.9 FTE Math Teacher Stillwater Area High School	1.0 FTE Math Teacher Stillwater Area High School	2020-2021 Staffing	SCEA	January 25, 2021 - June 7, 2021
Sebo, Tom	1.1 FTE Math Teacher Stillwater Area High School	1.2 FTE Math Teacher Stillwater Area High School	2020-2021 Staffing	SCEA	January 25, 2021 - June 7, 2021
Thompson, Tina	Paraprofessional 21.25 hrs/week Early Childhood Family Center	Paraprofessional 25.25 hrs/week Early Childhood Family Center	Replacement	SCPA	March 1, 2021

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Falkenberg, Emily	Paraprofessional 2.25 hrs/week Early Childhood Family Center	Replacement	SCPA	March 1, 2021
Rish, Cornelius	Assistant Boys Basketball Coach Stillwater Middle School	Replacement	Co-Curricular	February 8, 2021
Ryan, Angela	Community Education Casual District Wide	Replacement	Casual	February 14, 2021



Agenda Item VII. E.
Date Prepared: March 1, 2021
ISD 834 Board Meeting

Consent Item: Type III District Vehicles

Meeting Date: March 11, 2021

Contact Person: Mark Drommerhausen, Director of Operations

Background:

The District has a policy that students must be transported in district owned vehicles for field trips and/or for job sites. Employees are not allowed to use their personal vehicle to transport students. In order to operate a Type III vehicle, The State of Minnesota requires employees attend an annual mandatory training (i.e. Training on proper operation, behind the wheel evaluation, pre-trip evaluation, school bus driver evaluator certification and annual drive license status verification).

On Tuesday, March 2, 2021, Mr. Drommerhausen presented to the Finance and Operations committee a proposal to purchase two brand new Type III district vehicles for field trips and Special Ed student transportation. These vehicles are replacing our two existing district Type III vehicles as they have aged out (12-year life span). The total for these vehicles is \$93,438.00.

Administration recommends that the Board approves the purchase of two brand new Type III district vehicles from Stillwater Motors.

Recommendation:

Approval of the Consent Agenda will be requested.

EXPENDITURE APPROVAL FORM

Fiscal Year 2020-2021

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

REQUESTED BY: Mark Drommerhausen **DATE:** March 1, 2021

DESCRIPTION OF REQUEST

Purchasing one Type III district vehicle for field trips. This vehicle will replace our existing district Type III vehicle that has aged out (12-year life span).

FINANCIAL IMPACT

\$44,087.00 (one vehicle) per State pricing quote received. **Budget(s) Impacted:** Operating Capital funds

Is This a One-Time Expenditure?

☒ Yes, once implemented there will be no ongoing costs with the exception of regular maintenance (i.e. oil changes, tires, brakes, etc).

☐ No, it will need to be funded indefinitely

☐ No, it will need to be funded for Fiscal Years _____

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

☐ Yes List Source(s): _____ Amount: _____

☒ No

PROGRESS MONITORING



EXPENDITURE APPROVAL FORM

Fiscal Year 2020-2021

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

REQUESTED BY: Mark Drommerhausen **DATE:** March 1, 2021

DESCRIPTION OF REQUEST

Purchasing one Type III district vehicle for Special Ed student transportation. This vehicle will replace our existing district Type III vehicle that has aged out (12-year life span).

FINANCIAL IMPACT

\$49,351.00 (one vehicle) per State pricing quote received. **Budget(s) Impacted:** Special Ed Funds

Is This a One-Time Expenditure?

☒ Yes, once implemented there will be no ongoing costs with the exception of regular maintenance (i.e. oil changes, tires, brakes, etc.).

☐ No, it will need to be funded indefinitely –

☐ No, it will need to be funded for Fiscal Years _____

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

☐ Yes List Source(s): _____ Amount: _____

☒ No

PROGRESS MONITORING

VEHICLE PURCHASE BID

The following is a list of vehicles we wish to purchase

Year	Make	Model	MSRP	Stillwater Discount	GM Bid Assistance	Final Price
2021	chev	Tahoe LS	\$53295	\$2808	\$6400	\$44087
2021	chev	Tahoe LT	\$58890	\$3139	\$6400	\$49351



Agenda Item: VIII. A.
Date Prepared: February 3, 2021

Agenda Item: On the Dial Learning Update
Meeting Date: March 11, 2021
Contact Person: Interim Superintendent Malinda Lansfeldt

Background:

Interim Superintendent Lansfeldt will provide an update on the district's learning model.

No Action required.



Agenda Item VIII. B.
Date Prepared: February 19, 2021
ISD 834 Board Meeting

Report Agenda: Contract and Expenditure Reviews

Meeting Date: March 11, 2021

Contact Person: Dr. John Thein, Director of Finance

Summary

The school board requested a change to contract and expenditure procedures to enhance clarity and consistency. At the October 8, 2020 business board meeting it was approved, effective immediately, a new procedure for contracts within the administration's authority less than \$50,000 now must be brought to the Board after execution. All such contracts are brought to the board for informational purposes.

Below is a list of contracts from February 19, 2021 to March 4, 2021.

- Affinitech – Phase II Installation and labor costs at Lily Lake for mics and cameras for zoom meetings (2 additional classrooms). Cost is \$3,729.60.
- Affinitech – Installation and labor costs at SAHS for AMP/Mic replacement. Cost is \$1,670.74.
- Mansfield Oil Company – To exempt Stillwater Area Public Schools from the Federal Excise Tax on fuel purchases (gas and diesel).
- .
- Nearpod – 750 student licenses for interactive lessons, video, activity creation and delivery platform (service from 3/1/2021 until 2/28/2022) for all K-12. Cost is \$8,100.00.
- Northern States Power dba Xcel Energy Electric Service Agreement Cancellation – Cancel old contract and re-sign new contract for ECFC building Peaked-Controlled Tiered Services from Feb 2021 to Feb 2026 - no cost
- Northern States Power dba Xcel Energy Electric Service Agreement Cancellation – Cancel old contract and re-sign new contract for Oak-Land MS building Peaked-Controlled Tiered Services from Feb 2021 to Feb 2026 - no cost
- Northern States Power dba Xcel Energy Electric Service Agreement Cancellation – Cancel old contract and re-sign new contract for Stillwater MS building Peaked-Controlled Tiered Services from Feb 2021 to Feb 2026 - no cost
- Tierney – Purchase of two interactive boards. We are piloting a model for providing remote instruction to students currently incarcerated at the Washington County Jail. Once testing and setup are completed, we will deploy these to our classroom inside the jail. Total cost is \$6,919.79.

Recommendation:

This is a report for information.



Agenda Item: VIII. C.
Date Prepared: March 5, 2021

Agenda Item: Enrollment & Finance Update

Meeting Date: March 11, 2021

Contact Person: Mr. Mark Drommerhausen, Director of Operations and Dr. John Thein, Director of Finance

Background:

Our school district, like other districts across the state, is facing an enrollment decline due to the COVID-19 pandemic. As our enrollment declines so too does our funding. There are many unknowns as we prepare our 2021-2022 budget, including what enrollment will be or what funding may look like next year.

Directors Drommerhausen and Thein will provide an update on the most recent enrollment and budget projections for the 2021-2022 school year.

No Action required.



Current Reality: Enrollment & Finances

Presented to the School Board
March 11, 2021

2% decline
in public school
enrollment
statewide
this year

Current Reality:

Stillwater Area Public Schools Enrollment Numbers 2020-2021

Official Oct. 1, 2020 Enrollment (K-12+)

- Loss of 278 students

Stillwater =
Decline of
about 3%

Current Reality:

Enrollment Projections 2021-2022

School	Projected Classrooms	Projected Enrollment	Programmatic Capacity
Afton-Lakeland	19	447	500
Andersen	14	323	350
Brookview	20	486	450
Lake Elmo	30	682	675
Lily Lake	17	430	525
Rutherford	21	522	675
Stonebridge	19	420	575
Oak-Land Middle		935	986
Stillwater Middle		877	1,232
Stillwater Area High School and ALC		2,712	2,875

2021-2022 General Fund Budget Assumption

Revenues:

- Zero percent increase in per-pupil formula allowance
- Levy revenue will be based on the December 2020 approved levy
- Enrollment will be projected using the most current information from the enrollment department
- No increase in statewide appropriation for Special Education
- Any increase in State or Federal CARES or ESSER revenue will be provided by the Finance Department
- Other revenue will be based on 2020-2021 levels
- Use of the Fund Balance may be required to partially offset the lack of funding increases at the local, State and Federal levels

Expenditures:

- Initial staffing levels similar to 2020-2021 or less
- Maintain current programs
- Assume 2020-21 salaries if settled
- Increase in medical insurance at 3%
- Focus resource on student achievement goals
- No change in allocation for instructional supplies
- Estimate 2% - 3% staff retirements
- Staff retirements and resignations will be replaced by the best qualified person at the most reasonable cost
- Staff adjustment will match enrollment changes by grade level
- Spending in reserve categories will follow State Statute (i.e. Safe Schools, Staff Development, Integration)
- Assumptions are general guidelines based on our best estimates with today's information

Red = Beyond our control

Black = Within our control

Current Reality:

DRAFT 2021-2022 Revenue Estimates

	Less Favorable	Most Likely	More Favorable
Enrollment	(500 students)		(300 students)
State Funding (formula allowance)	0%		1%
Levy Adjustments	(\$700,000)		\$250,000
Levy	\$29,000,000		\$29,600,000
General Education Revenue	\$58,000,000		\$58,750,000
Referendum	\$11,050,000		\$11,500,000
General Education Adjustment	(\$19,500,000)		(\$19,000,000)
Special Education	\$11,800,000		\$12,100,000
Other State Aid	\$3,100,000		\$2,900,000
Federal Revenue	\$5,900,000		\$8,900,000
Other Revenue	\$5,000,000		\$5,400,000
TOTAL REVENUE	\$104,150,000		\$110,400,000

2021-2022 Budget Timeline

March

- Share Current Reality with school board (March 11)
- Continue to refine revenue projections
- Share budget worksheets with buildings and departments
- Provide budget update to school board (March 25)

April

- Budgets due back to Finance Department
- Provide budget update to school board

May

- Review initial 2021-22 budget (Finance Department)
- Review DRAFT 2021-22 budget with school board
- Determine what, if any adjustments, need to be made (beyond enrollment adjustments)

June

- June 10, 2021 approval of the Preliminary Budget for 2021-2022 school year

What This All Means

Enrollment Next Steps

Within 90 Days:

- “Come Back” enrollment campaign
- Creative scheduling at crowded buildings

12 Months:

- Programmatic considerations (Summer)
- Boundary adjustments (Fall/Winter)

Long-Term:

- Facilities Bond (2022 or beyond)

Financial Next Steps

Within 90 Days:

- Match staffing to enrollment and make other adjustments as needed
- Look for efficiencies/cost savings

12 Months

- Levy renewal and increase

Top Priority!



Stillwater
AREA PUBLIC SCHOOLS

Questions?



Agenda Item: VIII. D.
Date Prepared: March 1, 2021

Agenda Item: Policy Number Alignment
Meeting Date: March 11, 2021
Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

School district policies are reviewed and revised regularly by the School Board. For the past several years, as policies have been revised or adopted a new numbering system has been utilized. This new numbering system follows the Minnesota School Board Association Model Policies. All policies start with a number in this series.

100	School District
200	School Board
300	Administration
400	Personnel
500	Students
600	Education Programs
700	Non-Instructional Operations
800	Buildings and Sites
900	School District - Community Relations

A number of existing district policies, not yet up for review by the Board, utilize an older numbering system which is categorized by name/letters followed by a number. Older policies are categorized by:

BGP	Board Governance Policy
R	Results
SR	Statutory Requirements
SBR	Superintendent Board Relationship

Having two different naming and numbering systems is confusing and makes finding and accessing district policies difficult. To create clarity and transparency around school district policy, moving to one numbering system is recommended.

A list of policies to be renumbered is attached.

No Action required.

Stillwater School District
POLICY NUMBER ALIGNMENT
March 11, 2021

CURRENT POLICY NUMBER	NEW POLICY NUMBER	POLICY NAME (NO CHANGE)
BGP 1.0	201.1	Board Purpose
BGP 10.0	201.10	Board Resignation/Vacancy
BGP 11.0	201.11	Board Policy Violation
BGP 12.0	201.12	Board Development and Evaluation
BGP 2.0	201.2	Guiding Principles
BGP 3.0	201.3	Operating Norms
BGP 4.0	201.4	Board Member Code of Conduct
BGP 5.0	201.5	Conflict of Interest
BGP 6.0	201.6	Community Engagement and Public Participation
BGP 7.0	201.7	Board Job Description
BGP 8.0	201.8	Board Organization and Officers Roles
BGP 9.0	201.9	Board Working Groups
R 1.0	616	Shared Responsibility and Student Performance Measures / School District System Accountability
R 1.10	609	Religion in the Schools
R 1.11	512	Student Publications
R 1.12	606	Selection and Review of Instructional Resources
R 1.13	512.1	Student Production of Goods and Services
R 1.14	512.2	Public Performances by Students
R 1.16	712	Video Surveillance
R 1.17	529	Staff Notification of Violent Behavior by Students
R 1.2	603	Curriculum
R 1.3.2	608	Instructional Services - Special Education
R 1.3.21	624	Online Learning Policy
R 1.4	810	School Attendance Areas
R 1.4.1	509	Student Enrollment Options
R 1.4.3	503.1	Attendance and Student Mobility
R 1.5	513	Student Placement in Academic Program

R 1.6	510	Co-Curricular Activities
R 1.7	610	Activities and Programs Away from the School Campus
R 2.0	601	Academic Achievement Plan Primary tabs
R 3.0	618	Assessment
R 3.1	515.1	Students Progress Records
R 3.2	616.1	Examination/Grading/Rating
R 3.3	403.3	Evaluation of Personnel
R 3.4	604	Evaluation of the Instructional Program
R 4.0	606.1	Resource Identification and Use
R 4.1	902	Use of School Facilities
R 4.1.1	811	Facilities Naming
R 4.2	625	Media Center/Library
R 4.5	709	Transportation
R 4.6	403	Personnel
R 4.6.1	404.1	Health Examination
R 4.6.10	518	DNR/DNI
R 4.6.11	403.4	Identification Badges
R 4.6.12	706	Gifting
R 4.6.2	403.2	Non-School Employment
R 4.6.3	403.1	Soliciting and Selling
R 4.6.4	430	Political Activities
R 4.6.5	904	Distribution of Materials on SD Property by Non-School Persons
R 4.6.6	910	Publication or Creation of Materials
R 4.6.7	409.1	Copyrights and Patents
R 4.6.8	423	Tutoring
R 5.0	911	Positive Relationship
R 5.1	912	Respectful Behavior
R 5.3	103.1	Educational Program Concerns/Resolution/Appeal
R 5.4	714	Fund Balance
R 5.5	714	Investments
R 5.6.2	510.1	Participation of Non-Public School Students in Co-Curricular Activities

R 6.0	606.2	Sanctioned Risk
R 7.0	102.1	Opportunities of Choice
R 7.1	722.1	Information Access/Decision-making
R 8.0	913	Communication
SBR 1.0	302.1	Roles of Board and Superintendent
SBR 2.0	302.2	Monitoring Superintendent Performance
SBR Global	301.3	Superintendent - Board Relationship
SR 1.1	409	Employee Publications, Instructional Materials; Inventions and Creations
SR 1.10	413	Harassment and Violence
SR 1.10	526	Racial, Religious, Sexual Harassment, Violence and Hazing
SR 1.11	515	Data Privacy Protection and Privacy of Pupil Specific Data
SR 1.12	414	Mandatory Reporting of Child Neglect or Physical or Sexual Abuse
SR 1.13	420	Blood Borne Pathogens and Infectious Diseases in Staff and Students
SR 1.14	516	School Health Related Program / Student Medications
SR 1.15	807	Health and Safety
SR 1.16	711	Video Surveillance
SR 1.17	712	Video Surveillance Other Than on Busses
SR 1.18	532	Use of Peace Officers and Crisis Teams to remove students with IEPs from school grounds
SR 1.19	501	School Weapons Policy
SR 1.2	806	Crisis Management
SR 1.21	612.1	Development of Parental Involvement - Title 1
SR 1.26	721	Uniform Grant Guidance Policy Regarding Federal Revenue Sources
SR 1.3	725	Record Retention
SR 1.4	906	Community Notification of Sex Offenders
SR 1.5	416	Drug and Alcohol Testing
SR 1.6	419	Drug-Free Workplace
SR 1.7	417	Chemical Use and Abuse
SR 1.8	404	Criminal Background Check - Staff and Volunteers
SR*	101.1	Global Policy Statutory Requirements



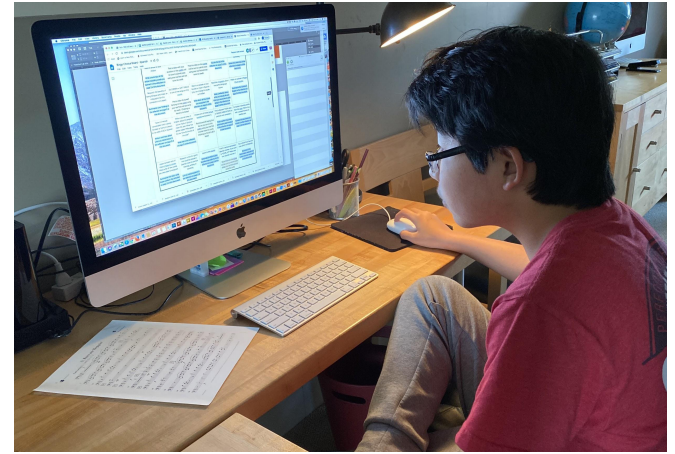
Agenda Item: VIII. E.
Date Prepared: March 5 2021

Agenda Item: Online Learning Recommendation
Meeting Date: March 11, 2021
Contact Person: Dr. Jennifer Cherry, Assistant Superintendent

Background:

Stillwater Area Public Schools assessed family interest for Online Learning during the 2021-2022 school year and beyond. At this time, there is insufficient interest to support providing an Online Learning Academy. Interested families will be supported on a case by case basis to meet their child's learning needs.

No Action required.



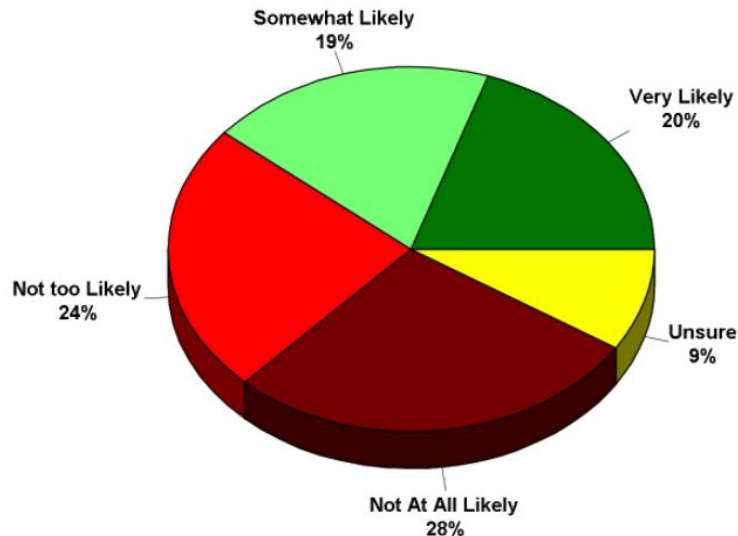
Online Learning Beyond the Pandemic

School Board Meeting
March 11, 2021

Morris Leatherman Online Learning Survey (11/2020)

Likelihood to Use On-Line Option After Pandemic

2020 Stillwater SD On-Line Learning Survey



Summary:

Of those students who opted for 100% online learning this year, about 20% would be interested in a fully online learning option even after the pandemic.

Preliminary estimate based on survey:

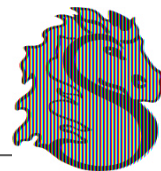
2,000 x .20 = 400 students

GRADE	# of Requests
12	6
11	17
10	12
9	17
8	14
7	21
6	15
5	20
4	14
3	8
2	16
1	11
K	6

Pre-Registration Results as of 2/27/2021

Total of **177 students** in grades K-12,
representing 111 families

- K-5 = 75 students
- 6-8 = 50 students
- 9-12 = 52 students



Costs of Online Learning

Providing a 100% online learning program would require an investment in:

- Teachers and support staff
- Technology
- Professional development and training
- Online subscriptions

Total Program Cost = More than \$1 million



Did You Know?

Only 42% of respondents favored increasing levy funding to support full-time online learning options.

*Source: BakerTilly 2021
Community Survey*

Administration
Does Not
recommend
providing a 100%
online program
for 2021-2022
school year

Next Steps

- We will reach out to interested families to determine a plan for moving forward to best meet needs of students
- We will continue developing flexible scheduling options and online courses, when possible



Agenda Item IX. A.
Date Prepared: March 1, 2021
ISD 834 Board Meeting

Action Item: Attendance Area 32B North and 32B South Realignment

Meeting Date: March 11, 2021

Contact Person: Mark Drommerhausen, Director of Operations

Summary:

Mr. Drommerhausen presented the Attendance Area 32B North and 32B South Realignment proposal at the February 25, 2021 School Board Business meeting.

The addition of housing developments at the corner of Hudson Road and Settlers Ridge Parkway in Woodbury, MN has allowed us to look at our attendance boundaries for neighborhoods 32B North (which is currently assigned to Lake Elmo Elementary) and 32B South (which is currently assigned to Brookview Elementary).

The majority of the housing development is within the Lake Elmo Elementary attendance boundary but there is a small portion that is zoned for Brookview Elementary.

Administration is recommending the housing developments attend Lake Elmo Elementary and adjust the 32B North and 32B South boundaries accordingly. A copy of the proposed change was provided.

Recommendation:

A motion and a second to approve the Attendance Area 32B North and 32B South Realignment.

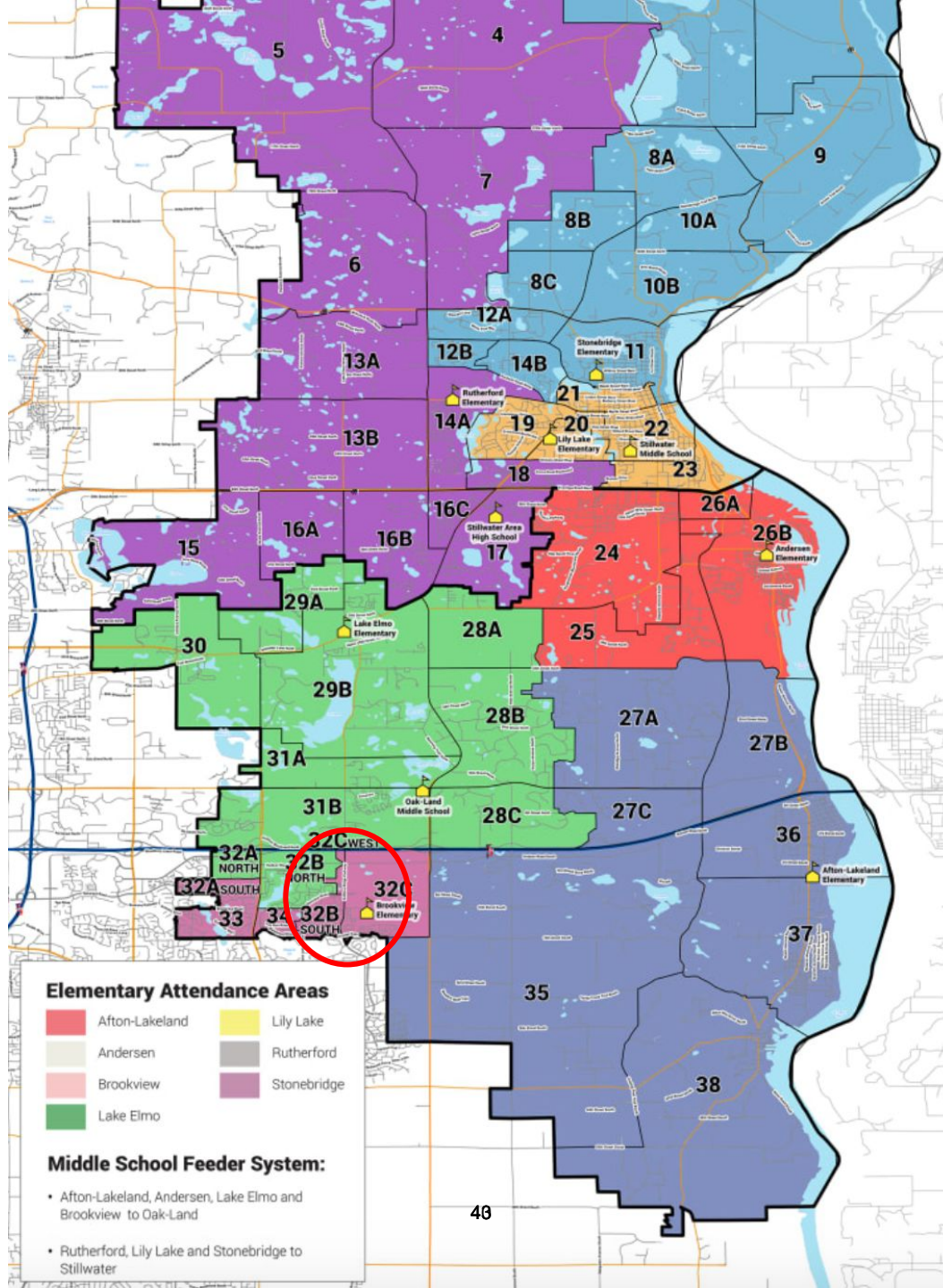
Motion by: _____ **Seconded by:** _____ **Vote:** _____



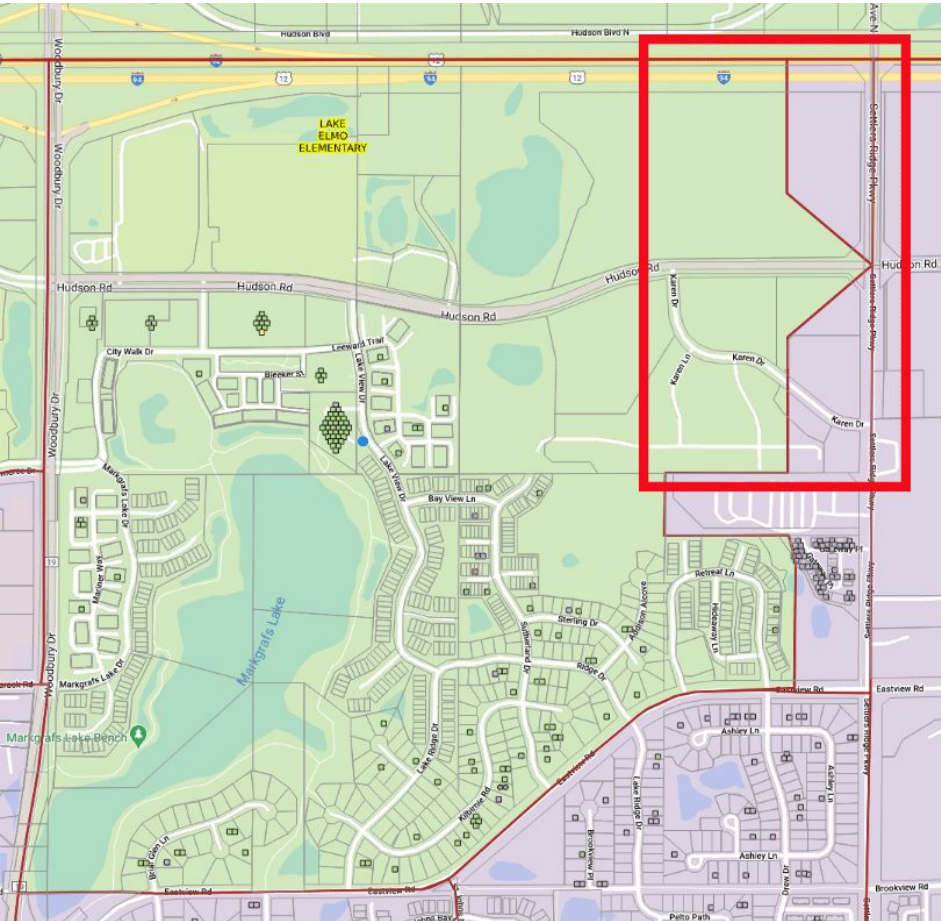
Attendance Area 32B North and 32B South Realignment

February, 25 2021

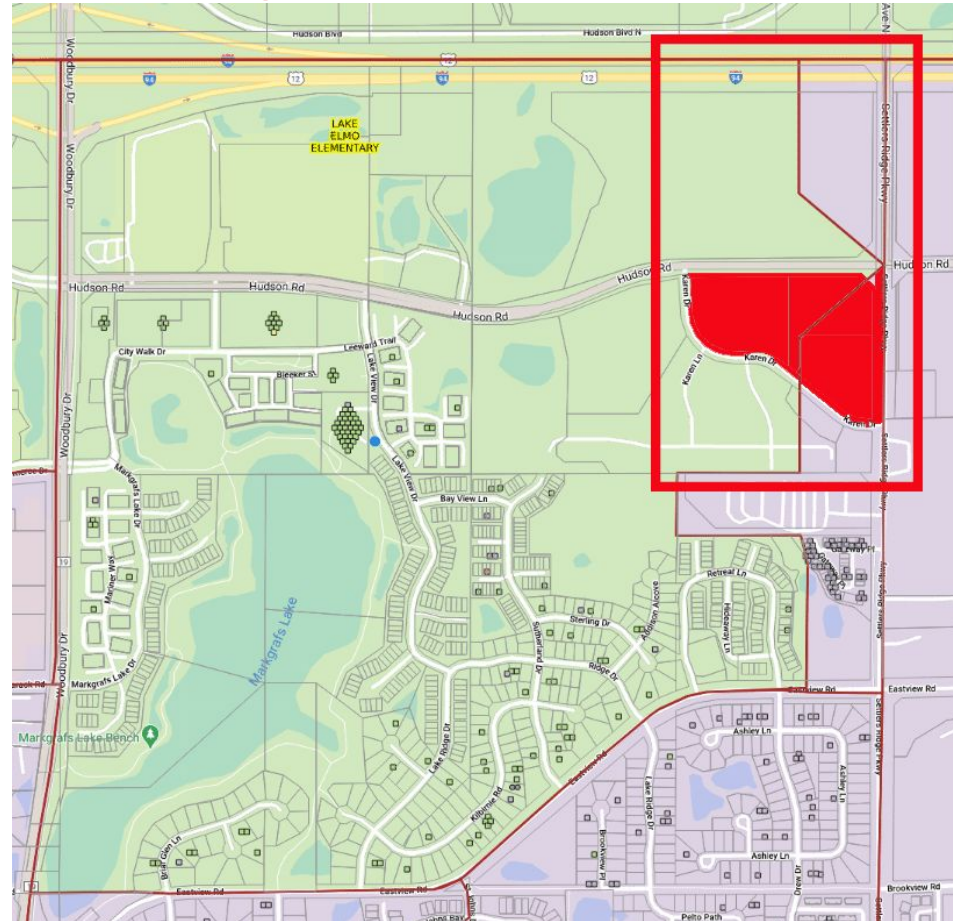
Curiosity Thrives Here




Current




New Apartments



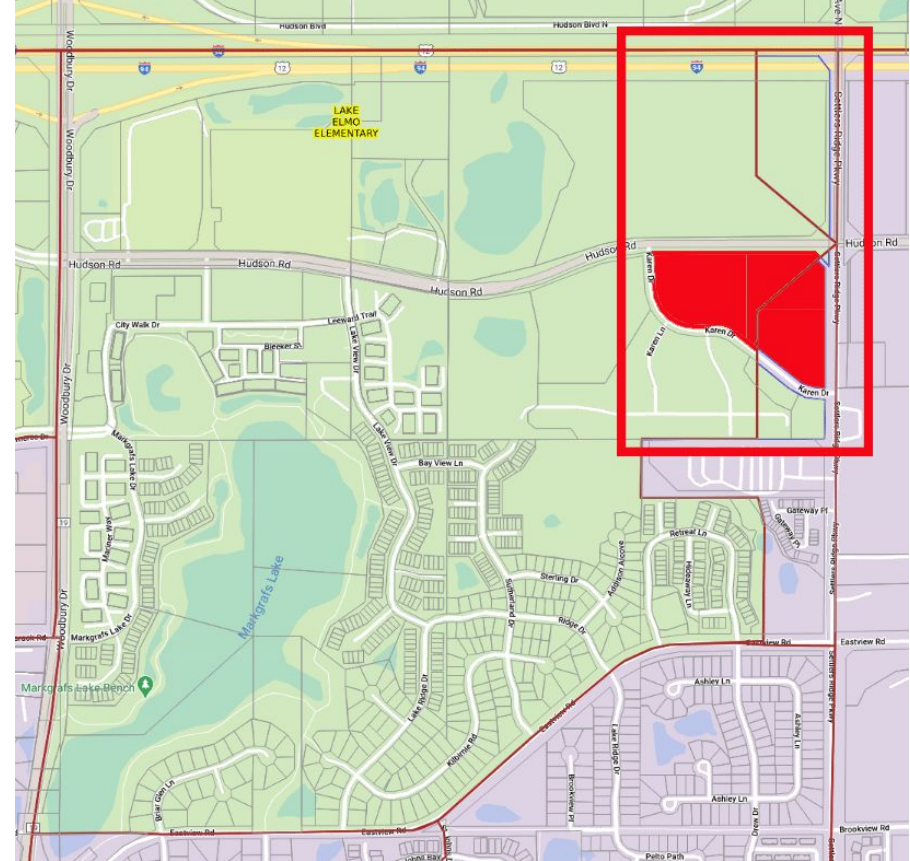
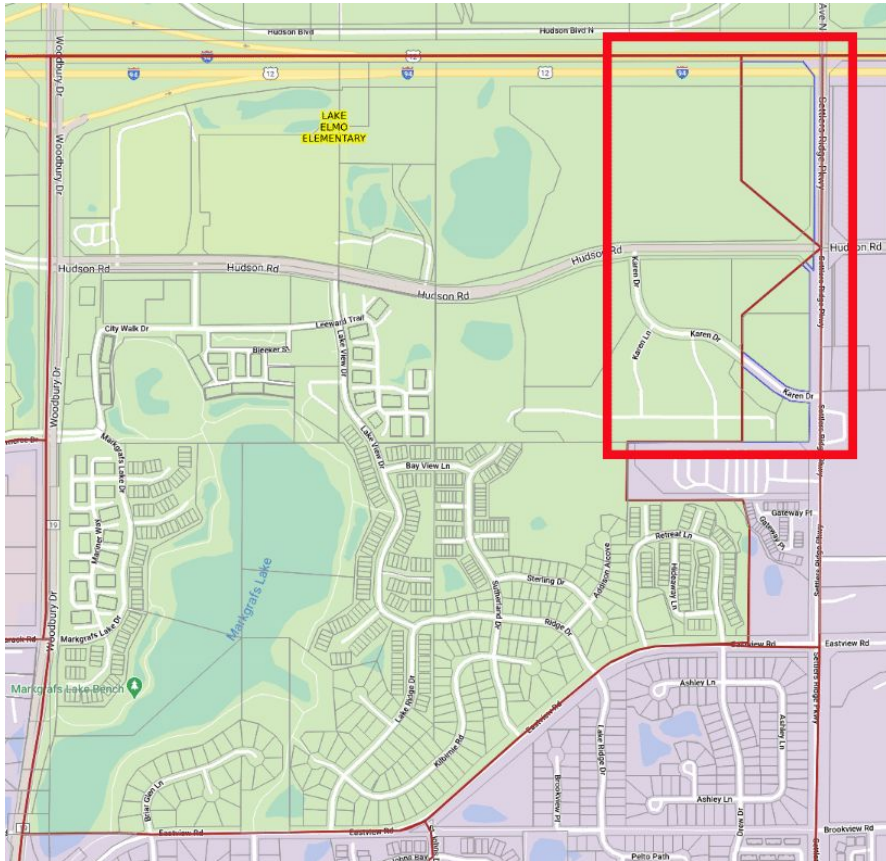
Stillwater
AREA PUBLIC SCHOOLS

 Lake Elmo

 Brookview

Proposed

New Apartments





Questions?



Agenda Item X. A. B. C.
Date Prepared: February 3, 2021
ISD 834 Board Meeting

Agenda Item: School Board Reports
Meeting Date: March 11, 2021

Background:

- A. Board Chair Report
- B. Working Group Reports
 - 1. Finance and Operations
 - 2. Legislative
 - 3. Policy
- C. Board Member Reports

Each meeting the Board Chair and the members of the school 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. Topics generally include announcement of attendance at district events, working group updates, 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 XI. A.
Date Prepared: February 3, 2021
ISD 834 Board Meeting

Agenda Item: Adjournment
Meeting Date: March 11, 2021
Contact Person: School Board Chair

The meeting must formally adjourn.