



# Stillwater

AREA PUBLIC SCHOOLS

Independent School District 834  
Stillwater City Hall - 216 North Fourth Street, Stillwater, MN  
School Board Business Meeting Agenda – November 9, 2017 at 6:00 p.m.

- I. **Call to Order**
- II. **Roll Call**
- III. **Pledge of Allegiance**
- IV. **District Mission Statement and School Board Goals**
- V. **Approval of the Agenda**
- VI. **Superintendent's Report**
- VII. **Introductory Items**
  - A. Student Report
  - B. District Recognition
    - 1. Sara Damon, Distinguished Educator
    - 2. Rachel Steil, Laurie Hansen and Journalism Students
- VIII. **Open Forum**
- IX. **Consent Agenda**
  - A. Minutes of October 26, 2017 Special Board Meeting
  - B. Minutes of October 26, 2017 School Board Meeting
  - C. Minutes of October 27, 2017 Special Board Meeting
  - D. Disbursement Register October 18 through November 2, 2017
  - E. Human Resources Personnel Report
- X. **Reports**
  - A. 2018-2019 School Year Calendar - *Superintendent Pontrelli*
  - B. Combined Polling Locations – *Board Chair Hoepfner*
  - C. 2018 Legislative Platform – *Legislative Working Group*
- XI. **Action Items**

There are no action items for this meeting.
- XII. **Board Member Reports**
  - A. Board Chair Report
  - B. Board Member Reports
  - C. Working Group Reports
- XIII. **Adjournment**
  - A. Adjourn



Agenda Item I.  
Date Prepared: November 1, 2017  
ISD 834 Board Meeting

Agenda Item: Call to Order  
Meeting Date: November 9, 2017

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*Background:*

The School Board Chair will call the meeting to order.

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*Recommendation:*

Board action is not required.



**Agenda Item II.**  
**Date Prepared: November 1, 2017**  
**ISD 834 Board Meeting**

Agenda Item: Roll Call  
Meeting Date: November 9, 2017

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*Background:*

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

**Board Members**

George Hoepfner, Board Chair

Paula O'Loughlin, Vice Chair

Tom Lehmann, Treasurer

Jennifer Pelletier, Clerk

Shelley Pearson, Director

Mike Ptacek, Director

Sarah Stivland, Director

Denise Pontrelli, Superintendent of Schools (ex-officio)

Annabel Gregg, Student Board Member 2017-2018

Ava Yokanovich, Student Board Member 2017-2018

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**Recommendation:**

Board action is not required.



Agenda Item III.  
Date Prepared: November 1, 2017  
ISD 834 Board Meeting

Agenda Item: Pledge of Allegiance  
Meeting Date: November 9, 2017

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*Background:*

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

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

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*Recommendation:*

Board action is not required.



Agenda Item IV.  
Date Prepared: November 1, 2017  
ISD 834 Board Meeting

Agenda Item: District Mission and School Board Goals  
Meeting Date: November 9, 2017

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*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*

*As board members we are morally and legally responsible for an equitable and quality education for each and every student in our district.*

*As board members we ensure decisions are made in the interest of ALL students E-21 and for future generations impacted by our actions.*

- Partner with Administration to assure all students are provided equitable opportunities to reach their maximum potential
- Participate in efforts that support student and community engagement
- Direct district efforts to develop a balanced budget for 2017-18
- Exercise Effective Self Governance

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*Recommendation:*

Board action is not required.



Agenda Item V.  
Date Prepared: November 1, 2017  
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda  
Meeting Date: November 9, 2017

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*Background:*

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

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*Recommendation:*

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

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



Agenda Item VI.  
Date Prepared: November 1, 2017  
ISD 834 Board Meeting

Agenda Item: Superintendent Report  
Meeting Date: November 9, 2017

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*Background:*

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

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*Recommendation:*

Board action is not required.



Agenda Item VII. A. B.  
Date Prepared: November 1, 2017  
ISD 834 Board Meeting

Agenda Item: Introductory Items  
Meeting Date: November 9, 2017  
Student Report and District Recognition

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*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.

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*Recommendation:*

Board action is not required.





**Agenda Item VIII.**  
**Date Prepared: November 1, 2017**  
**ISD 834 Board Meeting**

Agenda Item: Open Forum  
Meeting Date: November 9, 2017

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*Background:*

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. You may sign in only for yourself, not other individuals or groups, and only in person. The sign in sheet is made available 30 minutes prior and up to the start of the meeting. Due to time limitations, we will limit the number of speakers to 12. If you spoke at the last meeting, please consider allowing others to sign in before you. After you address the Board, please leave the podium.

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. Vulgarity, 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.

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*Recommendation:*

This is for informational purposes only.



Agenda Item IX. A. B. C. D. E.  
Date Prepared: November 1, 2017  
ISD 834 Board Meeting

Agenda Item: Consent Agenda  
Meeting Date: November 9, 2017  
Contact Person: Varies by item

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*Background:*

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

*A. School Board Special Meeting Minutes October 26, 2017*

Contact Person: Jennifer Pelletier, Clerk or Barbara Proulx, Secretary  
A copy of the Minutes is included for your review.

*B. School Board Meeting Minutes October 26, 2017*

Contact Person: Jennifer Pelletier, Clerk or Barbara Proulx, Secretary  
A copy of the Minutes is included for your review.

*C. School Board Special Meeting Minutes October 27, 2017*

Contact Person: Jennifer Pelletier, Clerk or Barbara Proulx, Secretary  
A copy of the Minutes is included for your review.

*D. Disbursement Register October 18 through November 2, 2017*

Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations  
A copy of the disbursement register is on file with the treasurer and the secretary.

*E. Human Resources Personnel Report*

Contact Person: Cathy Moen, Executive Director of Administrative Services  
A summary of personnel transactions for the month is enclosed, including retirements, resignations, releases, hires, additional assignments, leaves of absences, assignment changes and co-curricular hires.

Board Approval of the Consent Agenda is needed.

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*Recommendation:*

A motion and a second to approve the Consent Agenda will be requested.

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



## Independent School District 834

Stillwater City Hall, 216 North 4th Street, Stillwater, MN  
School Board Special Meeting Minutes – October 26, 2017 5:00 p.m.

I. The meeting was called to order at 5:00 p.m.

II. Roll Call

George Hoepfner, chair; Paula O’Loughlin, vice chair; Tom Lehmann, treasurer; Jennifer Pelletier, clerk; Shelley Pearson, director; Mike Ptacek, director; Sarah Stivland, director

III. Approval of the Agenda

*Motion by: Member Lehmann; Second by: Member Stivland; Vote: 7 ayes, 0 nays, motion carried.*

IV. The Board adjourned to closed session at 5:02 for the purpose of a closed session for attorney-client privilege to discuss pending litigation in the case of:

- 834 VOICE, Jane Doe, Mary Roe, and John Smith v. ISD 834 Denise Pontrelli, George Hoepfner, Kathy Buchholz, Amy Burbach, Thomas Lehmann, Paula O’Loughlin, Shelley Pearson, Michael Ptacek as members of the School Board of ISD 834 and individually;

§13D.05 Subd. 3(b) Meetings may be closed if the closure is expressly authorized by statute or permitted by the attorney-client privilege.

*Motion by: Member O’Loughlin; Second by: Member Pearson; Vote: 7 ayes, 0 nays, motion carried.*

V. Closed session adjourned to open meeting at 5:43 p.m.

*Motion by: Member Stivland; Second by: Member O’Loughlin; Vote: 7 ayes, 0 nays, motion carried.*

VI. The special meeting adjourned at 5:40 p.m.

*Motion by: Member Pelletier; Second by: Member Pearson; Vote: 7 ayes, 0 nays, motion carried.*

*Respectfully submitted by Jennifer Pelletier, clerk.*



Independent School District No. 834 – Stillwater Area Public Schools

Stillwater City Hall, 216 North 4<sup>th</sup> Street, Stillwater, MN

October 26, 2017 – 6:00 p.m. Meeting Minutes

I. Call to Order: The meeting was called to order at 6:00 p.m.

II. Roll Call: Present: George Hoeppe, chair; Paula O'Loughlin, vice chair; Tom Lehmann, treasurer; Jennifer Pelletier, clerk; Shelley Pearson, director; Mike Ptacek, director; Sarah Stivland, director; Superintendent Pontrelli (ex-officio) Student Members: Annabel Gregg and Ava Yokanovich

III. Pledge of Allegiance: Board chair Hoeppe led Pledge of Allegiance.

IV. District Mission and School Board Goals: The mission statement was read by Member Pearson and the goals were read by Member Pelletier.

V. Approval of the Agenda

The agenda for the meeting was approved.

*Motion by: Member Stivland; Second by: Member O'Loughlin; Vote: 7 ayes, 0 nays, Motion Carried.*

VI. Superintendent's Report

Superintendent Pontrelli:

- Provided an update on district enrollment
- Announced that conferences are taking place
- Attended a gathering of Latino families to assist them in understanding secondary programming
- Reported that she met with families of the GATE program
- Announced that Idea Quest is in full swing
- Responded to Susan Schultz regarding the ADA facilities at the Pony Activity Center.

VII. Introductory Items

A. Student Report

The student members provided an update on the academics, activities and sports taking place.

They announced:

- Student Council received a petition requesting a microwave in the cafeteria for student use
- Questioned why before and after school use of school gym equipment is no longer free for students
- Flextime is a big hit and near perfection, students are big fans
- Fall sports are heading into sections and playoffs
- SAHS has the largest number of mountain bike team participants in the state with 90 students on the team
- The last two performance of *Grease* are this weekend
- The high school band concert is at 6:30 p.m. on Monday, October 30<sup>th</sup>
- The Debate Team has their second argument on November 4, 11 and 18
- The Young Democrats Club will host a DFL gubernatorial candidate forum on November 2 at 7 p.m. at Stillwater Middle School

B. District Recognition

1. Superintendent Pontrelli recognized the Native American Parent Advisory Council who presented the school board with a gift of a Story Walk and Winter Count both will be on display at our middle schools.

#### VIII. Open Forum

1. Gwen Roden, 510 5<sup>th</sup> Street, Marine, inquired if the Marine Elementary facility will be maintained throughout the winter.

2. Judith Screamon, 2474 Oakgreen Ave. N., Stillwater, spoke to the board about patriotic dissent.

3. DeeDee Armstrong, 3085 St. Croix Trail, Afton, spoke about social media

#### IX. Consent Agenda

A. Minutes of October 12, 2017 School Board Meeting

B. Minutes of October 17, 2017 School Board Meeting

C. Gifts and Donations June 1 – September 30, 2017

D. Disbursement Register October 5 - 17, 2017

E. Treasurer's Report for June, July, August and September 2017

F. Human Resources Personnel Report

G. Field Trip: For 1 coach, 1 chaperone and 10 Nordic Ski student athletes to travel to West Yellowstone, MT for training, November 18-24, 2017

*Motion by: Member Lehmann; Second by: Member Stivland Vote: 7 ayes, 0 nays, Motion Carried.*

#### X. Reports

A. First Reading: Policy 101 – Legal Status of School District

B. First Reading: Policy 101.1 – Name of the School District

C. First Reading: Policy 102 – Equal Educational Opportunity

D. First Reading: Policy 103 – Complaints-Students, Employees, Parents, Other Persons

E. First Reading: Policy 104 – School District Mission Statement

F. First Reading: Policy 531 - Pledge of Allegiance

The policy working group introduced new policies for their first reading to the full board. Action on these policies is expected at the November 9 board meeting.

#### XI. Action Items

A. Financial Report for Fiscal Year Ending June 30, 2017

Mr. Aaron Nielsen of the audit firm Malloy, Montague, Karnowski, Radosevich and Co. (MMKR) presented the financial statements for the year ending June 30, 2017. The school district received an unmodified opinion which is the best opinion possible.

*Motion by Member Pearson; Second by Member Stivland; Vote: 7 ayes, 0 nays, Motion Carried.*

#### XII. Board Member Reports

1. Mr. Hoepfner reported on the recent EMID meeting.

2. Ms. Stivland reported attending the SEE meeting where the organization reviewed legislative priorities.

3. Ms. Pelletier announced the Partnership Plan has met and the fall grants will be awarded next week; and the Partnership Party will be held at the JX Center on April 20, 2018; and the Da Vinci Fest is looking for more volunteers and sponsors.

4. Ms. O'Loughlin reported on the Reimagine MN meeting she attended.

5. Mr. Ptacek reported on the SEE meeting and possible legislative priorities for District 834.

#### XI. Adjournment

The meeting adjourned at 7:52 p.m.

*Motion by: Member Lehmann; Second by: Member Pearson; Vote: 7 ayes, 0 nays, Motion Carried.*

*Respectfully submitted, Jennifer Pelletier, school board clerk.*



## Independent School District 834

Central Services, 1875 South Greeley Street, Stillwater, MN  
School Board Special Meeting Minutes – October 27, 2017 7:30 a.m.

I. The meeting was called to order at 7:30 a.m.

II. Roll Call

Members present: George Hoepfner, chair; Tom Lehmann, treasurer; Jennifer Pelletier, clerk (arrived at 7:35); Shelley Pearson, director (left at 8:35); Mike Ptacek, director; Sarah Stivland, director

Members excused: Paula O'Loughlin, vice chair

III. Approval of the Agenda

*Motion by: Member Stivland; Second by: Member Pearson; Vote: 5 ayes, 0 nays, motion carried.*

IV. The Board adjourned to closed session at 7:31 to discuss property identified as Marine School Property, Withrow School Property, Stagecoach Property and Scannell Property.

Pursuant to Minnesota Statute §13D.05 Subd. (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

*Motion by: Member Lehmann; Second by: Member Stivland; Vote: 5 ayes, 0 nays, motion carried.*

V. Closed session adjourned to open meeting at 8:45 a.m.

*Motion by: Member Pelletier; Second by: Member Stivland; Vote: 5 ayes, 0 nays, motion carried.*

VI. The special meeting adjourned at 8:45 a.m.

*Motion by: Member Lehmann; Second by: Member Pelletier; Vote: 5 ayes, 0 nays, motion carried.*

*Respectfully submitted by Jennifer Pelletier, clerk.*

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

**RETIREMENT/RESIGNATION/RELEASE**

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Flores, Nancy	Retire 13 years	Paraprofessional, 6.0 hours/day Transition	SCPA	November 1, 2017
Lehman, David	Release	Custodian, 8.0 hours/day Oak-Land Middle School	Custodian	November 1, 2017
Puhrmann, Michael	Resignation	Assistant Boys Basketball Coach Oak-Land Middle School	SCEA	October 26, 2017
Richard, Amie	Resignation	Cafeteria, 4.0 hours/day Mahtomedi High School	Cafeteria	November 7, 2017
Wodaszewski, Shaylene	Resignation	Paraprofessional, 6.0 hours/day Stillwater Middle School	SCPA	October 27, 2017

**LEAVES OF ABSENCE**

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Green, Shae	Approve	Project Asst. - Teaching & Learning, 8.0 hours / day Central Services Building	Tech Support	September 16, 2017 - December 21, 2017
Ingham, Linda	Approve	Health Care Specialist, 6.5 hours / day Rutherford Elementary	CSS	October 13, 2017 - January 28, 2018
Iverson, Sofia	Approve	1.0 FTE ECSE Teacher Early Childhood Family Center	SCEA	October 2, 2017 - January 5, 2018
Kranz, Holly	Approve	1.0 FTE School Nurse District Wide	SCEA	October 16, 2017 - January 19, 2018
Launderville, Melissa	Approve	1.0 FTE SPED Teacher Oak-Land Middle School	SCEA	September 29, 2017 - December 22, 2017
Malone, Nicole	Approve	1.0 FTE Math Teacher Stillwater Middle School	SCEA	October 9, 2017 - December 22, 2017
Miller, Charles	Approve	Custodian, 8.0 hours/day Lily Lake Elementary	Custodian	October 31, 2017 - January 23, 2018
Stanton, Elizabeth	Approve	.76 FTE Pre-School Teacher Early Childhood Family Center	SCEA	October 20, 2017 - January 19, 2018
Ticiu, Mary	Approve	1.0 FTE Assistant Principal St. Croix Valley ALC	SCEA	November 13, 2017 - December 25, 2017

**HIRES/REHIRES**

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
DeLance, Leila	Paraprofessional, 5.5 hours/day Lake Elmo Elementary	\$15.43 / hour	2017-2018 Staffing	SCPA	October 25, 2017
Dooley, Janet	Paraprofessional, 2.83 hours/day Brookview	\$15.43 / hour	2017-2018 Staffing	SCPA	November 1, 2017
Espinoza, Tayna	Paraprofessional, 5.0 hours/day Stillwater Area High School	15.43 / hour	Additional Hours	SCPA	October 30, 2017
Gallion, Erin	Community Education Casual Camp Aide District Wide	\$11.00 / hour	Casual	Casual	October 20, 2017
Gorman, Claire	Community Education Casual Camp Aide District Wide	\$11.00 / hour	Casual	Casual	October 20, 2017
Gretz, Josh	Community Education Instructor District Wide	\$55.00 / hour	Casual	Casual	October 19, 2017
Hassenstab, Erik	Paraprofessional, 6.0 hours/day Stillwater Middle School	\$15.43 / hour	SCPA	Replacement	October 25, 2017
Jorgenson, Emily	Casual Debate Judge District Wide	\$15.00 / hour	Casual	Casual	October 26, 2017
Jorgensen, Melissa	.80 FTE Media Specialist Occasional Substitute Rutherford Elementary	\$365.49 / day	Occasional Sub	SCEA	November 27, 2017 - April 30, 2018 (approximate dates)

Lehnen, Cassidy	Paraprofessional, 5.9 hours/day Stillwater Area High School	\$15.61 / hour	Additional Hours	SCPA	November 1, 2017
Magler, Jessica	Community Education Assistant, 4.5 hours/day Stillwater Area High School PAC	\$13.21 / hour	New Position	CE Leads & Assistants	October 18, 2017
Moe, Shane	Custodian 5, 8.0 hours / day Lily Lake Elementary	\$19.39 / hour	Replacement	Custodian	October 23, 2017
Monty, Catherine	Community Education Casual Camp Aide District Wide	\$11.00 / hour	Casual	Casual	October 20, 2017
Papke, Katherine	.80 FTE Read With Me Occasional Sub Teacher Rutherford Elementary	\$365.49 / day	Occasional Sub	SCEA	December 14, 2017 - April 27, 2018 (approximate dates)

#### ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Dinzeo, Nicholas	Paraprofessional, 5.5 hours/day Stillwater Area High School	Paraprofessional, 6.5 hours/day Stillwater Area high School	Additional Hours	SCPA	October 25, 2017
Murphy, Margaret	Paraprofessional, 6.0 hours/day Stillwater Area High School	Paraprofessional, 6.5 hours/day Stillwater Area high School	Additional Hours	SCPA	October 25, 2017
Petersen, Jordan	.80 FTE PE/DAPE Teacher Andersen Elementary	.85 FTE PE/DAPE Teacher Andersen & Lake Elmo Elementary	2017-2018 Staffing	SCEA	September 21, 2017

#### ADDITIONAL ASSIGNMENTS

NAME	ADDITIONAL ASSIGNMENT	REASON	GROUP	EFFECTIVE DATE
Barre, Katherine	Link Crew Advisor (Shared) Stillwater Area High School	New Position	SCEA	August 21, 2017
Hoffman, Amy	Link Crew Advisor (Shared) Stillwater Area High School	New Position	SCEA	August 21, 2017
Meyer, Kathleen	Link Crew Advisor (Shared) Stillwater Area High School	New Position	SCEA	August 21, 2017
Nickleby, Erin	Link Crew Advisor (Shared) Stillwater Area High School	New Position	SCEA	August 21, 2017
Ryan, Dennis	Link Crew Advisor (Shared) Stillwater Area High School	New Position	SCEA	August 21, 2017
Skogen, Rebecca	Link Crew Advisor (Shared) Stillwater Area High School	New Position	SCEA	August 21, 2017





Agenda Item X. A.  
Date Prepared: November 6, 2017  
ISD 834 Board Meeting

***Report for Action: 2018-2019 School Year Calendar***

Meeting Date: November 9, 2017

Contact Person: Superintendent Pontrelli

Action Timeline: November 16, 2017

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***Report Purpose:***

The purpose of this report is to share two calendar options for the 2018-2019 school year.

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***Summary:***

Dr. McDowell has met with the calendar committee and district administrators to review the draft calendar for the 2018-19 school year.

Two options will be presented to the school board. One option will be similar to the current year calendar and the other will reflect Ready Set Go conferences and assessments for students in grades K-5 at the beginning of the school year.

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***Recommendation:***

This is a report for action. Action will be requested at the November 16, 2017 board business meeting.

# Academic Calendar **DRAFT A** 2018-2019

July 2018						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018 (T8/S4)						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27* 1-6 and 9	28* 7 & 8 10-12	29* Kgn	30	31	
*First Day of School						

September 2018 (T20/S19)						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018 (T21/S19)						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018 (T22/S19)						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018 (T16/S15)						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Winter Break December 24 - January 1				

January 2019 (T23/S20)						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019 (T20/S19)						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019 (T16/S15)						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Spring Break March 11 - 15					

April 2019 (T21/S20)						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019 (T23/S22)						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31*	
*Last Day of School						

June 2019 (T2/S0)						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Elementary Conferences are: To Be Determined			Middle School Conferences are: To Be Determined		Senior High Conferences are: To Be Determined	
Quarter 1 = 43	Quarter 2 = 46		Semester 1 = 89		Quarter 3 = 41	Quarter 4 = 42
End of Quarter/Semester	Holiday (5)	Conference Planning Day (2)	Professional Development Day (7)	New Teacher Workshop (3)	Conference Comp Day (2)	Teacher Workshop/Grading (4)
No School/ Tchr Non-Duty Day						

Student Contact Days = 172    Teacher Contract Days = 192    New Teacher Contract Days = 195

# Academic Calendar **DRAFT B** 2018-2019

July 2018						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018 (T8/S4)						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27* 6 & 9	28* 7 & 8 10-12	29* K-5	30	31	
*First Day of School						

September 2018 (T20/S19)						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018 (T21/S19)						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018 (T22/S19)						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018 (T16/S15)						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Winter Break December 24 - January 1				

January 2019 (T23/S20)						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019 (T20/S19)						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019 (T16/S15)						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Spring Break March 11 - 15					

April 2019 (T21/S20)						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019 (T23/S22)						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31*	
*Last Day of School						

June 2019 (T2/S0)						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Elementary Conferences are: To Be Determined			Middle School Conferences are: To Be Determined		Senior High Conferences are: To Be Determined	
Quarter 1 = 43	Quarter 2 = 46		Semester 1 = 89	Quarter 3 = 41	Quarter 4 = 42	Semester 2 = 83
End of Quarter/Semester	Holiday (5)	Conference Planning Day (2)	Professional Development Day (7)	New Teacher Workshop (3)	Conference Comp Day (2)	Teacher Workshop/Grading (4)
No School/ Tchr Non-Duty Day						

Student Contact Days = 172    Teacher Contract Days = 192    New Teacher Contract Days = 195



Agenda Item XI.  
Date Prepared: November 1, 2017  
ISD 834 Board Meeting

***Report for Action: Polling Locations and Combined Polling Locations for 2018***

Meeting Date: November 9, 2017, 2017

Contact Person: Board Chair Hoepfner

Action Timeline: November 16, 2017

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***Report Purpose:***

A new election law from the 2017 legislative session (Chapter 92, Article 2) requires school districts to approve a resolution to combine polling places. This resolution must be approved by December 31 of each year and a copy of the resolution must be submitted to the County Auditor.

***Summary:***

There has been a change to Minnesota Statute 205A.11, subdivision 2, effective July 1, 2017 which impacts the combined polling places of all school districts for special elections.

All school districts will need to pass a resolution annually by December 31st of each year establishing combined polling places for any potential special elections in the upcoming year, even if the polling places never change.

These are polling locations that would be used in the event of a special election.

Attachments (2)

Combined Polling Location Resolution

Polling Location / Combined Locations Table

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***Recommendation:***

A motion and a second to approve the polling locations and combined polling locations for 2018 will be requested.

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



**RESOLUTION ESTABLISHING COMBINED POLLING PLACES  
FOR SCHOOL DISTRICT ELECTIONS NOT HELD  
ON THE DAY OF A STATEWIDE ELECTION**

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

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. Each combined polling place must be a polling place that has been designated by a county or municipality.

The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

Municipal Precinct	Polling Location (2018 General Election)	Combined Polling Location (2018 Special Election)	Street Address	City
Afton W1 P1, W2 P1, W3 P1, W4 P1	Shepherd of the Valley Lutheran Church	Shepherd of the Valley Lutheran Church	14107 Hudson Road S	Afton
Denmark	Denmark Town Hall		14008 90 <sup>th</sup> Street S	Hastings
Bayport	Bayport City Hall	Bayport City Hall	294 3rd St N	Bayport
Baytown Twp	Baytown Community Building	Baytown Community Building	4020 McDonald Drive N	Stillwater
Grant	Woodbury Lutheran Oak Hill Campus	Woodbury Lutheran Oak Hill Campus	9050 60 <sup>th</sup> St. N.	Stillwater
Hugo W3, P3A	Hugo City Hall	Hugo City Hall	14669 Fitzgerald Avenue N	Hugo
Hugo W3, P3B	Rice Lake Centre Hugo Public Works Building	Rice Lake Centre Hugo Public Works Building	6900 137 <sup>th</sup> Street N	Hugo
Lake Elmo P1	Lake Elmo Fire Hall	Lake Elmo City Hall	3510 Laverne Avenue N	Lake Elmo
Lake Elmo P2	Lake Elmo City Hall		3800 Laverne Avenue N	Lake Elmo
Lakeland	Afton-Lakeland Elementary School	Afton-Lakeland Elementary School	475 St. Croix Trail S	Lakeland
Lake St. Croix Beach	Lake St. Croix Beach City Hall		16455 20 <sup>th</sup> St. S	Lakeland
St. Mary's Point	St. Mary's Point City Hall		16491 St. Mary's Point St. S	Lakeland
Lakeland Shores	St. Croix Embrace Church	St. Croix Embrace Church	16600 7 <sup>th</sup> Street South	Lakeland
Marine On St. Croix	Marine on St. Croix City Hall	Marine on St. Croix City Hall	121 Judd Street	Marine
Oak Park Heights	Oak Park Heights City Hall	Oak Park Heights City Hall	14168 Oak Park Blvd. N	Stillwater
May Twp	May Town Hall	May Town Hall	13939 Norell Avenue N	Marine
Scandia	Scandia Community Center		14727 209 <sup>th</sup> Street N	Scandia
Stillwater W1 P1	First United Methodist Church	First United Methodist Church	813 Myrtle St. W	Stillwater
Stillwater W1 P2	St. Paul Lutheran Church	St. Paul Lutheran Church	605 5 <sup>th</sup> St. S.	Stillwater

Stillwater W2 P3	Ascension Episcopal Church	Ascension Episcopal Church	214 3 <sup>rd</sup> St. N.	Stillwater
Stillwater W2 P4	Trinity Lutheran Church	Trinity Lutheran Church	115 4 <sup>th</sup> St. N	Stillwater
Stillwater W3 P5	Stillwater Readiness Center (Armory)	Stillwater Readiness Center (Armory)	250 Mary Knoll Drive	Stillwater
Stillwater W4 P7	Our Saviors Lutheran Church	Our Saviors Lutheran Church	1616 Olive St. W	Stillwater
Stillwater W4 P8	Rutherford Elementary School	Rutherford Elementary School	115 Rutherford Road	Stillwater
Stillwater Township	Stillwater Town Hall	Stillwater Town Hall	13636 90 <sup>th</sup> St. N.	Stillwater
West Lakeland Twp	Oak-Land Middle School	Oak-Land Middle School	820 Manning Avenue N.	Lake Elmo
Woodbury P7	King of Kings Lutheran Church	St. John's Lutheran	1583 Radio Drive	Woodbury
Woodbury P8	St. John's Lutheran Church		1975 St. John's Drive	Woodbury
Woodbury P9A	Eagle Brook Church	Eagle Brook Church	11125 Eastview Road	Woodbury

3. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

*Motion to approve the combined polling locations for 2018 by:* \_\_\_\_\_

*Second by:* \_\_\_\_\_

*Vote:* \_\_\_\_\_ *Ayes* \_\_\_\_\_ *Nays*

*Signature:* \_\_\_\_\_

*Jennifer Pelletier, School Board Clerk*

*Date:* \_\_\_\_\_



## INDEPENDENT SCHOOL DISTRICT 834

### POLLING LOCATIONS AND COMBINED POLLING LOCATIONS FOR 2018

Municipal Precinct	Polling Location (2018 General Election)	Combined Polling Location (2018 Special Election)	Street Address	City
Afton W1 P1, W2 P1, W3 P1, W4 P1	Shepherd of the Valley Lutheran Church	Shepherd of the Valley Lutheran Church	14107 Hudson Road S	Afton
Denmark	Denmark Town Hall		14008 90 <sup>th</sup> Street S	Hastings
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Hugo W3, P3B	Rice Lake Centre Hugo Public Works Building	Rice Lake Centre Hugo Public Works Building	6900 137 <sup>th</sup> Street N	Hugo
Lake Elmo P1	Lake Elmo Fire Hall	Lake Elmo City Hall	3510 Laverne Avenue N	Lake Elmo
Lake Elmo P2	Lake Elmo City Hall		3800 Laverne Avenue N	Lake Elmo
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Lake St. Croix Beach	Lake St. Croix Beach City Hall		16455 20 <sup>th</sup> St. S	Lakeland
St. Mary's Point	St. Mary's Point City Hall		16491 St. Mary's Point St. S	Lakeland
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Marine On St. Croix	Marine on St. Croix City Hall	Marine on St. Croix City Hall	121 Judd Street	Marine
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Stillwater W1 P2	St. Paul Lutheran Church	St. Paul Lutheran Church	605 5 <sup>th</sup> St. S.	Stillwater
Stillwater W2 P3	Ascension Episcopal Church	Ascension Episcopal Church	214 3 <sup>rd</sup> St. N.	Stillwater
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Woodbury P7	King of Kings Lutheran Church	St. John's Lutheran	1583 Radio Drive	Woodbury
Woodbury P8	St. John's Lutheran Church		1975 St. John's Drive	Woodbury
Woodbury P9A	Eagle Brook Church	Eagle Brook Church	11125 Eastview Road	Woodbury



Agenda Item X. C.  
Date Prepared: November 6, 2017  
ISD 834 Board Meeting

***Report for Information: 2018 Legislative Platform***

Meeting Date: November 16, 2017

Contact Person: Mike Ptacek, Legislative Working Group Chair

Action Timeline: November 16, 2016

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***Report Purpose:***

The purpose of this report is to share the draft 2018 Legislative Platform.

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***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 legislators.

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***Recommendation:***

This is a report for action. Action will be requested at the November 16, 2017 board business meeting.





Agenda Item XII. A. B.C.  
Date Prepared: November 1, 2017  
ISD 834 Board Meeting

Agenda Item: School Board Meeting Updates  
Meeting Date: November 9, 2017  
Chairperson Report and Board Member Reports

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*Background:*

- A. Chairperson Report
- B. Board Member Reports
- C. Working Group 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.

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*Recommendation:*

Board action is not required.

**TO:** Northeast Metro 916 Board of Education  
**FROM:** Connie Hayes  
**DATE:** Nov. 2, 2017  
**RE:** Nov. 1 Board of Education Meeting Talking Points

Members present: Erin Azer, Tracy Brunnette, Marilynn Forsberg, Amy Kelly, Nancy Livingston, Janet Newberg, Laura Oksnevad, Laura Palmer, Mike Ptacek, Marre Jo Sager, Judy Schwartz, Kathy Timm and Gail Theisen.

Members absent: Marcia Lindblad.

- **SRO program:** Jean Jordan, director of educational services; and Principals Ann Peterson and Liz Shopbell presented information to the board about how four school resource officers (SROs) make a positive difference in the lives of our students, staff and programs.
- **Summer institute pilot:** Theresa Wallace, teacher, gave an overview of a pilot program in St. Francis that Northeast Metro 916 conducted in order to train teachers and paraprofessionals on ways to enhance communication, instruction, and do more proactive interventions in level III special education programs. The goal is to reduce the number of referrals to Northeast Metro 916.
- **Construction update:** Jamin Wood, buildings and grounds supervisor, updated the school board on the construction progress of Quora Education Center, a 6-12 school that is due to open in fall 2018 in Little Canada. Construction progress so far is within anticipated timelines and budgets.
- **Quora logo:** Syreeta Wilkins, director of communications, unveiled a logo for Quora Education Center, which was designed by LSE Architects over several weeks of design planning.
- **Supporting immigrant staff:** Marian Meyer, human resources supervisor; and Megan McAllister, staffing coordinator; shared with the school board a story of how a teacher for the blind overcame immigration challenges so she could serve the students in our school district.
- **School lunch procedure:** Syreeta Wilkins updated the board on changes to the school district's procedure for managing unpaid lunch balances and ensuring no student goes hungry during the school day.
- **Annual report:** Syreeta Wilkins presented the [2016-17 annual report](#), summarizing enrollment data, budget information, services to member districts and other highlights from last school year.
- **Make it OK campaign:** Syreeta Wilkins gave the school board a summary of the Make it OK campaign, which is being promoted at Northeast Metro 916 through Dec. 6. Make It OK is an

anti-stigma campaign that encourages individuals to talk more openly about mental health. By breaking the silence, we can help our friends, neighbors, loved ones, and colleagues feel understood and supported. Learn more at [MakeItOK.org](http://MakeItOK.org).

- **Board policies:** The school board did a first review of changes to policies related to veteran's preference (405), waste and recycling (805), and budget adoption (701). The board also voted to approve revisions to policies related to staff development (425 and 619), curriculum and instruction goals (601) and system accountability (616).
- **Quora construction changes:** The school board voted to approve a change order to construction plans for Quora Education Center which includes soil corrections, elevator work, and additional drain tile.
- **MDE designated authority:** The school board voted to authorize Superintendent Hayes and Julie Lavell to be designated authorities for the Minnesota Department of Education's (MDE) External User Access Recertification System.
- **Site visits:** School board members and their district administrators were invited to visit programs that are in the same or similar geographic regions of the district. The next visit will be to South Campus and Bellaire Education Center on Nov. 29, and visitors are asked to RSVP to Linda Zahradka at [lzahradk@916schools.org](mailto:lzahradk@916schools.org).

You can find the full agenda at <https://www.916schools.org/Page/3197>.



Agenda Item XIII.  
Date Prepared: November 1, 2017  
ISD 834 Board Meeting

Agenda Item: Adjournment  
Meeting Date: November 9, 2017  
Contact Person: School Board Chair

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*Background:*  
The meeting must be adjourned formally.

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*Recommendation:*  
Board approval is requested.

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