



Stillwater

AREA PUBLIC SCHOOLS

Independent School District 834

Stillwater City Hall - 216 North Fourth Street, Stillwater, MN

School Board Business Meeting Agenda – January 18 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. Fatima Menawa, BestPrep Essay Winner
 - 2. Pony Pride!
- VIII. Open Forum
- IX. Consent Agenda
 - A. Minutes of January 4, 2018 School Board Meeting
 - B. Minutes of January 4, 2018 Special Meeting
 - C. Accept Gifts and Donations December 2018
 - D. Disbursement Register December 19, 2017 through January 11, 2018
 - E. Treasurer's Report December 2018
 - F. Human Resources Personnel Report
- X. Reports
 - A. Literacy Curriculum – Dr. McDowell and Ms. Larson
 - B. Reimagine MN - Superintendent Pontrelli
- XI. Action Items
 - A. School Board Committee Assignments and Working Groups 2018 – Board Chair Lehmann
 - B. 2017-2019 Master Contract for Custodial Employees – Ms. Moen
 - C. Resolution to Withdraw from East Metro Integration District – Superintendent Pontrelli
- XII. Board Member Reports
 - A. Board Chair Report
 - B. Board Member Reports
 - C. Working Group Reports
- XIII. Adjournment



Agenda Item I.
Date Prepared: January 10, 2018
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: January 18, 2018

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item II.
Date Prepared: January 10, 2018
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: January 18, 2018

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

Tom Lehmann, Board Chair

Jennifer Pelletier, Vice Chair

Shelley Pearson, Treasurer

Paula O'Loughlin, Clerk

Hoepfner, 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

Recommendation:

Board action is not required.



Agenda Item III.
Date Prepared: January 10, 2018
ISD 834 Board Meeting

Agenda Item: Pledge of Allegiance
Meeting Date: January 18, 2018

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: January 10, 2018
ISD 834 Board Meeting

Agenda Item: District Mission and School Board Goals
Meeting Date: January 18, 2018

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

Recommendation:

Board action is not required.



Agenda Item V.
Date Prepared: January 10, 2018
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: January 18, 2018

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 VI.
Date Prepared: January 10, 2018
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: January 18, 2018

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 VII. A. B.
Date Prepared: January 10, 2018
ISD 834 Board Meeting

Agenda Item: Introductory Items
Meeting Date: January 18, 2018
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 VIII.
Date Prepared: January 10, 2018
ISD 834 Board Meeting

Agenda Item: Open Forum
Meeting Date: January 18, 2018

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.

Recommendation:

This is for informational purposes only.



Agenda Item IX. A. B. C. D. E. F.
Date Prepared: January 10, 2018
ISD 834 Board Meeting

Agenda Item: Consent Agenda
Meeting Date: January 18, 2018
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. B. School Board Meeting Minutes January 4, 2018 and January 4, 2018 Special Meeting.

Contact Person: Paula O'Loughlin, Clerk or Barbara Proulx, Secretary

A copy of the Minutes is included for your review.

C. Gifts and Donations December 2017

Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

A copy of the gifts and donations register is on file with the treasurer and the secretary.

D. Disbursement Register December 19, 2017 through January 11, 2018

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. Treasurer's Report December 2017

Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

A copy of the report is on file with the treasurer and the secretary.

F. 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.

Recommendation:

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

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



Independent School District No. 834 – Stillwater Area Public Schools
Stillwater City Hall, 216 North 4th Street, Stillwater, MN
January 4, 2018 – 6:00 p.m. Meeting Minutes

I. Call to Order: The meeting was called to order at 6:07 p.m.

II. Roll Call: Present: George Hoepfner, Tom Lehmann, Paula O'Loughlin, Shelley Pearson, Jennifer Pelletier, Mike Ptacek, Sarah Stivland, Superintendent Pontrelli (ex-officio) Student Member: Annabel Gregg

III. Pledge of Allegiance: Acting Chair Hoepfner led Pledge of Allegiance.

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

V. Approval of the Agenda

The agenda for the meeting was accepted.

Motion by: Member Stivland to move consent item G to a separate action item; Second by Member Pearson; Vote: 7 ayes, 0 nays, Motion Carried.

VI. Board Organization

A. Election of Board Chair

Motion by Hoepfner to nominate Lehmann as board chair; Second by O'Loughlin; Lehmann accepted the nomination; Motion by Ptacek to nominate Pearson as board chair; Second by Stivland; Pearson accepted the nomination; Vote: 4 ayes (Hoepfner, Lehmann, O'Loughlin, Pelletier) for Lehmann, 3 ayes (Pearson, Ptacek, Stivland) for Pearson. Tom Lehmann elected board chair for 2018.

B. Election of Vice Chair Person

Motion by Lehmann to nominate Pelletier as vice chair; Second by O'Loughlin; Pelletier accepted the nomination; Motion by Ptacek to nominate Pearson as vice chair; Second by Stivland; Pearson accepted the nomination; Vote: 4 ayes (Hoepfner, Lehmann, O'Loughlin, Pelletier) for Pelletier, 3 ayes (Pearson, Ptacek, Stivland) for Pearson. Jennifer Pelletier elected vice chair for 2018.

C. Election of Clerk

Motion by Pearson to nominate Stivland as clerk; Second by Ptacek; Stivland accepted the nomination; Motion by Pelletier to nominate O'Loughlin as clerk; Second by Lehmann; Pelletier accepted the nomination; Vote: 4 ayes (Hoepfner, Lehmann, O'Loughlin, Pelletier) for O'Loughlin, 3 ayes (Pearson, Ptacek, Stivland) for Stivland. Paula O'Loughlin elected clerk for 2018.

D. Election of Treasurer

Motion by Pelletier to nominate Pearson as treasurer; Second by Stivland; Pearson accepted the nomination; Vote: 7 ayes (Hoepfner, Lehmann, O'Loughlin, Pearson, Pelletier Ptacek, Stivland) for Pearson. Shelley Pearson elected treasurer for 2018.

VII. Superintendent's Report

Superintendent Pontrelli:

- Responded the December 14 open forum concern related to employee safety
- Announced the next Community Mental Health meeting will be January 16 at Oak Glen from 6 – 7:30 p.m.
- Encouraged everyone to attend the Portrait of a Graduate conversations
- Announced the MSBA conference is next week
- Asked the board to consider forming a community engagement working group
- Announced the DaVinci Fest is this weekend.

VIII. Introductory Items

A. Student Report

Student Member Annabel Gregg reported that semester 1 finals are approaching, the NHS Coffee House was a success, Winter sports looks strong and the Band Solo Competitions are this evening.

B. District Recognition

1. Promise Fellows

Superintendent Pontrelli recognized Ms. Prestegaard and the Promise Fellows that are currently working in our district mentoring students.

IX. Open Forum

1. Carl Blondin, 617 Sunrise Ave. Stillwater, MN spoke about profligate spending and expressed dissatisfaction with 834 VOICE.

X. Consent Agenda

A. Minutes of December 14, 2017 School Board Meeting

B. Disbursement Register December 7 - 18, 2017

C. Human Resources Personnel Report

D. Designate Official Publication

E. Designate District Depositories and Major Account Banks

F. Resolution Authorizing Use of Facsimile Signature

G. Resolution Authorizing Administration to Contract for Budgeted Items (moved to action item D)

H. Resolution Authorizing Administration to Develop Specifications and Solicit Bids

I. Resolution Authorizing Executive Director of Finance and Operations and Supervisor of Financial Services to Make Electronic Fund Transfers

J. Field Trip: For 1 advisor, 2 chaperones and approximately 15 students to attend the National Scholastic Press Association/ Journalism Education Association (NSPA/JEA) Convention in San Francisco, CA April 11 – 15, 2018

Motion by: Pelletier; Second by Stivland; Vote: 7 ayes, 0 nays, Motion Carried.

XI. Reports

A. School Board Committee Assignments and Working Groups 2018

Board members were asked to let the chair know their top three preferences for assignments. Superintendent Pontrelli recommended adding a Community Engagement working group. The policy group was asked to update the policy and bring to the next meeting. The chair will appoint members and the board will be asked to approve the assignments at their January 18 business meeting.

B. School Board Goals

The school board will schedule a work session to finalize their goals.

XII. Action Items

A. Establish 2018 Calendar of Meetings

The board established their meeting dates for the 2018 year. The calendar of dates can be found on the district website at www.stillwaterschools.org

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

B. Establish Board Member Salaries

The board members established their salaries as \$4,750 for each board member with the Board Chair receiving an additional \$500 for a total of \$5,250. Board members may also submit for mile and parking reimbursement for board workshops and conferences.

Motion by: Member Ptacek Second by Member Pelletier; Vote: 7 ayes, 0 nays, Motion Carried.

C. Revised Budget 2017-18

Ms. Hoheisel requested approval of the revised budget for 2017-18 as follows:

FUND	2017-18 Revenue Budget	2017-18 Expenditure Budget
General	104,995,602	107,511,394
Food Service	4,222,625	4,222,605
Community Service	6,226,488	6,179,020
Sub-Total Operating Funds	\$115,444,715	\$117,913,019
Building Construction Fund	152,803	20,571,316
Debt Service Fund	10,050,085	9,869,923
Sub-Total Non-Operating Funds	\$10,202,888	\$30,441,239
Trust Fund	25,000	25,000
Total All Funds	\$125,672,603	\$148,379,258

Motion by: Member O'Loughlin; Second by: Member Hoepfner; Vote: 6 ayes, 1(Stivland) nays, Motion Carried.

D. Consent Agenda Item G – Resolution Authorizing Administration to Contract for Budgeted Items

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 Executive Director of Finance. The current statutory limit on the delegated contracting authority is \$100,000. (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 Executive Director of Finance to contract for items in the Board-approved budget:

1. The Board hereby authorizes the Superintendent and the Executive 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."

Motion by: Member Stivland to reduce the limit to \$50,000; Second by: Member Ptacek; Vote: 3 (Pearson, Ptacek, Stivland) ayes, 4 (Lehmann, Hoepfner, O'Loughlin, Pelletier) nays, Motion Failed.

Motion by: Member Pearson to reduce the limit to \$75,000; Second by: Member Ptacek; Vote: 3 (Pearson, Ptacek, Pelletier) ayes, 4 (Lehmann, Hoepfner, O'Loughlin, Stivland) nays, Motion Failed.

Motion by: Member Hoepfner; Second by Member Pelletier; to approve as presented. Vote: 5 (Hoepfner, Lehmann, O'Loughlin, Pelletier, Pearson) ayes, 2 (Stivland, Ptacek) nays, Motion Carried.

XIII. Board Member Updates

A. Chairperson's Report

Chair Lehmann thanked Mike Ptacek for his 9 year service on the Valley Outreach board of directors.

B. Board Member Reports

1. Member Pelletier reported that Senator Klobuchar will be attending Da Vinci Fest this weekend and the Luther College Symphony will be performing at the high school on February 5.

2. Member Hoepfner thanked the community for their commitment to the Pony Activity Center.

3. Member Pearson announced the Stillwater Noon Rotary will hold their annual Taste of the Valley at the Lake Elmo Inn Events Center on January 26 from 6-9 p.m. The proceeds will benefit our Alternative Learning Center.

4. Member Ptacek reported that the 916 Organizational meeting is next week.

C. Working Group Reports.

1. Member Ptacek announced that MSBA and AMSD have released their legislative agendas and platforms.

XIV. Adjournment

The meeting adjourned at 8:07 p.m.

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

Respectfully submitted, Paula O'Loughlin, school board clerk.



Independent School District 834

Central Services, 1875 South Greeley Street, Stillwater, MN
School Board Special Meeting Minutes – January 4, 2018 at 5:00 p.m.

I. The meeting was called to order at 5:02 p.m.

II. Roll Call

Members present: George Hoepfner, chair; Tom Lehmann, Paula O'Loughlin, Shelley Pearson, Jennifer Pelletier, Mike Ptacek, Sarah Stivland.

III. Approval of the Agenda

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

IV. The Board adjourned to closed session at 5:03 p.m. to discuss property identified as Marine School Property, Withrow School Property, Scannell Property, Emerson Property, Stagecoach Property and Fairgrounds 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 Pelletier; Second by: Member O'Loughlin; Vote: 7 ayes, 0 nays, motion carried.

V. Closed session adjourned to open meeting at 6:01 p.m.

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

VI. The special meeting adjourned at 6:01 p.m.

Motion by: Member Pelletier; Second by: Member O'Loughlin; Vote: 7 ayes, 0 nays, motion carried.

Respectfully submitted by Paula O'Loughlin, clerk.

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Bender, Jack	Resignation	7th Grade Boys Basketball Coach Stillwater Middle School	Co-Curricular	January 3, 2018
Dziuk, Emmett	Resignation	Community Education Assistant, 4.5 hours/day Andersen Elementary	CE Leads & Assistants	January 12, 2018
Moe, Shane	Resignation	Custodian, 8.0 hours/day Lake Elmo Elementary	Custodian	January 4, 2018
Mueller, Tom	Released	Custodian, 8.0 hours/day Stillwater Area Highschool	Custodian	January 10, 2018

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 - January 1, 2018 (revised dates)
Johnson, Wendy	Approve	Paraprofessional, 6.5 hours/day Andersen Elementary	SCPA	January 22, 2018 - March 26, 2018
McCaffrey, Amy	Approve	1.0 FTE Elementary Education Teacher Brookview Elementary	SCEA	December 20, 2017 - January 31, 2018

HIRES/REHIRE

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Bischoff, Chad	Community Education Instructor District Wide	\$32.00 / hour	Casual	Casual	January 10, 2018
Bischoff, Diane	Paraprofessional, 5.5 hours/day Lake Elmo Elementary	\$15.43 / hour	Replacement	SCPA	January 5, 2018
Carpenter, Lauren	Community Education Assistant, 4.5 hrs/day Rutherford Elementary	\$13.21 / hour	Replacement	CE Leads & Assistants	January 8, 2018
Elzen, MaryAnne	Community Education Instructor District Wide	\$26.00 / hour	Casual	Casual	January 9, 2018
Gund, Thomas	Pony Power Casual Support Stillwater Middle School	\$15.00 / hour	Casual	Casual	January 9, 2018
Kummer, Jeanelle	Community Education Assistant, 4.5 hours/day Lake Elmo Elementary	\$13.94 / hour	Replacement	CE Leads & Assistants	January 8, 2018
Marentic, Alec	Paraprofessional, 6.0 hours/day Oak-Land Middle School	\$15.43 / hour	Additional Allocation	SCPA	January 2, 2018
Marson, Leah	Community Education Assistant, 1.75 hours/day Andersen Elementary	\$13.21 / hour	Replacement	CE Leads & Assistants	January 17, 2018
McMillan, John	Paraprofessional, 6.0 hours/day Stillwater Middle School	\$15.43 / hour	Replacement	SCPA	January 3, 2018
Moats-Morris, Kandace	Cafeteria, 4 hours/day Mahtomedi High School	\$12.34 / hour	Replacement	Cafeteria	January 4, 2018
Newborg, Nicole	Clerk - Sub Coordination, 3.0 hours/day Stillwater Area High School	\$17.68 / hour	Replacement	Tech Support	January 10, 2018 - May 31, 2018
Sperstad, Jessica	1.0 FTE Speech Pathologist Early Childhood Family Center	\$60,960	Additional Allocation	SCEA	January 29, 2018 - July 27, 2018
Walker, Michele	.5 FTE School Psychologist Andersen & Lily Lake Elementary	\$63,282	Replacement	SCEA	January 8, 2018 - June 4, 2018

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Michel, Afton	1.0 FTE Occasional Sub Elem. Ed. Teacher Afton-Lakeland Elementary	1.0 FTE Long Term Sub Elem. Ed. Teacher Afton-Lakeland Elementary	Replacement	SCEA	January 4, 2018 - June 4, 2018
Young, Bobbi	Paraprofessional, 26 hours / week Early Childhood Family Center	1.0 FTE ECSE Teacher Early Childhood Family Center	Additional Allocation	SCEA	January 8, 2018 - July 27, 2018

ADDITIONAL ASSIGNMENTS

NAME	ADDITIONAL ASSIGNMENT	REASON	GROUP	EFFECTIVE DATE
Petersen, Jordan	Assistant Boys Basketball Coach Stillwater Area High School	Replacement	SCEA	November 15, 2017
Slayton, Tracey	Stretch & Grow Math Club Adviser Oak-Land Middle School	New Position	Co-Curricular	January 8, 2018
Wendt, Tom	9th Grade Wrestling Coach Stillwater Area High School	Replacement	SCEA	January 3, 2018



Agenda Item X.A.
Date Prepared: January 15, 2018
ISD 834 Board Meeting

Report for Information: Literacy Curriculum

Meeting Date: January 18, 2018

Contact Person: Dr. Bob McDowell, Executive Director of Learning and Innovation and Ms. Rachel Larson, Director of Learning and Student Engagement

Report Purpose:

The purpose of this report is to keep you informed per Policy R 1.2 on the elementary literacy review and curriculum adoption process.

Policy Title: Curriculum

Policy Level: R 1.2

Date Approved: 12-13-01

Revised and Approved 05-22-08

It is the policy of I.S.D. 834 that it shall develop and maintain an articulated, aligned curriculum for pre-kindergarten through grade twelve with standards for student performance set at or above state and national expectations. The administration will provide a curriculum framework process that will be used by district administrators and teachers for curriculum reviews, major purchases of instructional materials, and new course development.

Summary:

We are in Year 2 of the elementary literacy review and curriculum adoption process. Per administrative process and procedures, we will provide you with detailed information on our study, evaluation, and recommendation for curriculum adoption.


STILLWATER AREA PUBLIC SCHOOLS CURRICULUM FRAMEWORK

Administrative Process and Procedures

- Year 1 (2016 - 2017) Study & Evaluate
- Year 2 (2017 - 2018) Evaluate & Recommendation
- Year 3 (2018 - 2019) Implementation
- Years 4 & 5 (2019 - 2021) Monitor & Evaluate

Recommendation:


This is a report for information - action will not be requested.



Stillwater
AREA PUBLIC SCHOOLS


**Elementary District
Literacy Committee
Update**

Presented to the School Board
January 18, 2018




Stillwater Area Public Schools
Philosophy of Literacy Instruction


Literacy development is a critical component of instruction in Stillwater Area Public Schools. Every staff member is committed to building and sustaining a **district-wide culture** in which **high-quality, research-based reading instruction** for each student is our most important priority. The instruction is delivered in a **balanced literacy framework**, and embeds the 21st Century skills of **collaboration, communication, critical thinking, and creativity**, all with the goal of developing independent and lifelong literacy learners.




*-From the Read Well by Third Grade Plan
Updated 2017*




For the LOVE of reading...




For providing a solid foundation for *all* learning



For giving students skills to understand their world and shape it



For helping students discover their passion



District Literacy Committee Members

<p>Alton-Lakeland Kim Schneider Christi Wallace Bobbi Jo Stadsvoild Kristin Loer Margaret Kirkwoild</p>	<p>Lake Elmo Darla Simonet Robyn Splittstoesser Ben Halley</p> <p>Lily Lake Gina Flynn Melody Schumacher Nancy Anderson Lee Ann Fosse Val Corman</p> <p>Rutherford Molly O'Shea Joey Appert Natasha Thorager Dani Johnson</p> <p>Stonebridge Rosa Csulits Annie Johnson</p>	<p>Administration Karen Latterell Rachel Larson Mark Drommerhausen Stacey Benz</p>
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Policy # R 1.2: Curriculum

Policy Title: Curriculum
Policy Level: R 1.2
Date Approved: 12-13-01
Revised and Approved 05-22-08

It is the policy of I.S.D. 834 that it shall develop and maintain an articulated, aligned curriculum for pre-kindergarten through grade twelve with standards for student performance set at or above state and national expectations. The administration will provide a curriculum framework process that will be used by district administrators and teachers for curriculum reviews, major purchases of instructional materials, and new course development.


**STILLWATER AREA PUBLIC SCHOOLS
CURRICULUM FRAMEWORK
Administrative Process and Procedures**

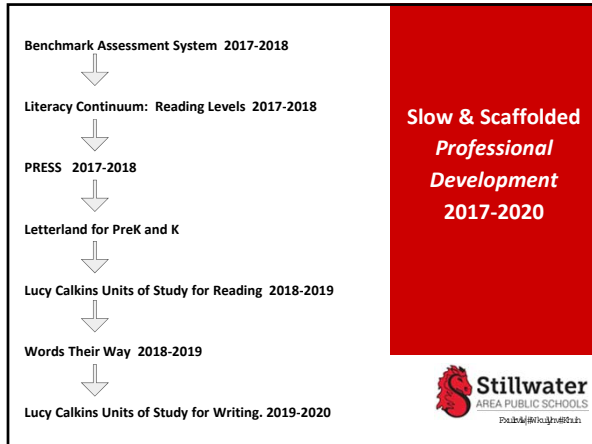
- Year 1: (2016-2017) Study & Evaluate
- Year 2: (2017-2018) Evaluate & Recommendation**
- Year 3: (2018-2019) Implementation
- Years 4 & 5: (2019-2021) Monitor & Evaluate



Balanced Literacy Approach

READING	WRITING	LISTENING	SPEAKING	VIEWING	PRESENTING
READ ALOUD/MODELED READING			WRITE ALOUD/MODELED WRITING		
SHARED READING			SHARED WRITING		
INTERACTIVE READING			INTERACTIVE WRITING		
GUIDED READING			GUIDED WRITING		
INDEPENDENT READING			INDEPENDENT WRITING		





PreK-5 Literacy Investment 2017-2020

Resources	Expense
Benchmark Assessment System	9,000
Letterland	13,000
Words Their Way	70,000
Classroom Libraries	410,000
Reading- Units of Study	35,000
Writing- Units of Study	35,000
Professional Development	88,000
Total Investment	660,000

**EVERYTHING,
EVERYTHING**

*Read
View
Write
Design
Speak
Listen*

is LITERACY



Agenda Item X.B.
Date Prepared: January 15, 2018
ISD 834 Board Meeting

Report for Information: Reimagine MN

Meeting Date: January 18, 2018

Contact Person: Superintendent Pontrelli

Report Purpose:

The purpose of this report is to provide you with an overview of the process and planning for Reimagine MN whose purpose is: To ensure the constitutionally guaranteed right to an adequate education of all students by creating a comprehensive collective action plan to address integration, access, opportunity and educational achievement.

Recommendation:


This is a report for information - action will not be requested.





Reimagine Minnesota

Presented to the School Board
January 17, 2018

A commitment to lasting equity and excellence in education for all students




See All	Serve All	Support All
Effective, diverse stakeholders who use trusting relationships to create welcoming classrooms, schools and communities that meet the needs (hope and dreams) of all students and families.	Personalized relevant education for all students that guarantees access to rigorous learning and eliminating predictability based on race.	Equitable resources (time, talent, funds) aligned to student needs (hopes and dreams) that enable every district to "see all" and "serve all."

Purpose of Reimagine

To ensure the constitutionally guaranteed right to an adequate education of all students by creating a comprehensive collective action plan to address integration, access, opportunity and educational achievement




Equity Strategies

Teaching and Teachers




- Develop, sustain and evaluate cultural competence for teachers
- Prioritize and ensure personalized education with emphasis on acceleration
- Develop and implement culturally inclusive standards, curriculum and comprehensive systems of assessment
- Develop teacher preparation, recruitment and retention for staff of color



Reimagine Minnesota Process

Entering homestretch of developing final report and recommendation. Series of meetings took place to achieve this goal:

- First round World Cafe Meetings with clusters of districts
 - Identifying barriers
- Second round -small groups superintendents and district staff
 - Analyze barriers identified in world cafe
- Third round -school teams from metro area
 - Work in groups to analyze and synthesis barriers and identify strategies



Equity Strategies

Student Support



- Evaluate student voice and leadership and improve/ensure inclusiveness in the school culture and environment
- Eliminate disproportionality due to adult behaviors and policies; provide growth-oriented student support
- Build bridges between schools and communities





Equity Strategies

System Funding and Leadership


- Create and sustain continuous/consistent shared understanding of equity and high level of skill application for leaders at all levels
- Ensure equity in the statewide funding system



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Next Steps

- School board to identify community engagement activities to gather feedback on Reimagine Minnesota Plan from those who attended the World Cafe and others who are interested
- Align the strategies of Reimagine Minnesota with Stillwater’s new strategic plan
- Ensure our district **Sees All, Serves All** and **Supports All** of our students



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Agenda Item XI A.
Date Prepared: January 15, 2018
ISD 834 Board Meeting

Report for Action: School Board Member Assignments 2018
Meeting Date: January 18, 2018
Contact Person: School Board Chair
Action Timeline: January 18, 2018

Background:

The School Board Chair will appoint board members to serve as representatives to membership organizations and district sub-committees for 2018. Sub-committees are advisory groups that gather information on topics in the related areas. These groups do not make decisions for the School Board.

School Board Representative to:

Association of Metropolitan School Districts (AMSD)	Jennifer Pelletier
Community Education Advisory Council	Shelley Pearson
Equity Alliance MN (EMID)	George Hoepfner
MN State High School League (MSHSL)	Sarah Stivland
Northeast Metro 916	Paula O'Loughlin
Partnership Plan	Tom Lehmann
Schools for Equity in Education (SEE)	Mike Ptacek

School Board Sub-committees 2018

Finance and Operations	Legislative	Personnel	Policy	Community Engagement
Paula O'Loughlin*	Tom Lehmann	George Hoepfner	George Hoepfner*	Shelley Pearson
Shelley Pearson	Jennifer Pelletier	Tom Lehmann*	Paula O'Loughlin	Jennifer Pelletier*
Jennifer Pelletier	Mike Ptacek*	Sarah Stivland	Sarah Stivland	Mike Ptacek

Note: Assignments are made in January of each calendar year

Recommendation:

Approval of the 2018 Committee Representatives and Sub-committee Assignments will be requested.

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



Agenda Item XI. B.
Date Prepared: December 13, 2017
ISD 834 Board Meeting

Agenda Item: 2017-2019 Master Contract
Meeting Date: January 18, 2018
Contact Person: Cathy Moen, Executive Director of Administrative Services
Action Timeline: January 18, 2018

Background:

The Master Contract for the Custodial Employees (International Union of Operating Engineers) expired on June 30, 2017.

The District has recently reached agreement on the terms and conditions of employment for the 2017- 2019 Master Contract with the Custodial Employees (IUOE), covering the period of July 1, 2017 through June 30, 2019.

Information regarding the updates will be provided to the Board. Administration recommends approval of the Master Contract.

Recommendation:

A motion and second will be requested to approve the Master Contract with the Custodial Employees (IUOE).

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



SUMMARY OF UPDATED MASTER CONTRACT January 18, 2018

CUSTODIANS

TOTAL POSITIONS: Approximately 55 employees covered by this unionized group

GROUP REPRESENTATION: Building custodians and engineers, and grounds personnel

SUMMARY OF CHANGES

Benefits

- The District contribution toward health insurance was adjusted to maintain the 85% District paid and 15% employee paid premium for family coverage
- The District contribution toward dental insurance was increased to maintain fully paid dental coverage

Salaries

- Salary schedules increases:
 - 0% Year One (2017-2018)
 - 4.52% Year Two (2018-2019)

Language (Note: Key changes, not fully inclusive)

- Addition of language that limits eligibility for insurance coverage for new employees hired on or after January 1, 2018, to the high deductible insurance plan
- Addition of language that limits employee coverage for health and dental insurance to one policy and provides a monthly VEBA contribution in the amount of \$189.58, effective January 1, 2018
- Housekeeping changes, i.e. updates to dates, etc.



Agenda Item XI. C.
Date Prepared: January 15, 2018
ISD 834 Board Meeting

Report for Action: Resolution to Withdraw from East Metro Integration District
Meeting Date: January 18, 2018
Contact Person: Superintendent Pontrelli
Action Timeline: January 18, 2018

Be it resolved by the School Board of Independent School District 834 that notice be given to the East Metro Integration District (EMID) on or before February 1, 2018, that District 834 intends to withdraw its membership from the EMID Joint Powers Agreement and its participation in the EMID collaborative. The Notice of Withdrawal shall be effective on June 30, 2019, the calendar year following the Notice of Withdrawal, as outlined in the Joint Powers Agreement. Said Notice of Withdrawal shall be in the form of this resolution sent to EMID's members via its Board of Directors.

Recommendation:

Approval of the Resolution to Withdraw from the East Metro Integration District will be requested.

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



Agenda Item XII. A. B.C.
Date Prepared: January 10, 2018
ISD 834 Board Meeting

Agenda Item: School Board Meeting Updates
Meeting Date: January 18, 2018
Chairperson Report and Board Member Reports

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.

Recommendation:

Board action is not required.

TO: Northeast Metro 916 Board of Education
FROM: Connie Hayes
DATE: Jan. 11, 2018
RE: Jan. 10 Board of Education Meeting Talking Points

Members present: Azer-623, Chapman-624, Delvo-14, Forsberg-16, Kelly-15, Livingston-622, Oksnevad-282, Olson-831, Palmer-13, Ptacek-834, Sager-621, Schwartz-832, Schwartz-833, and Timm-12.

- **Election of officers:** The school board elected Mike Ptacek as chair, Marilyn Forsberg as vice chair, Laura Oksnevad as clerk, and Marre Jo Sager as treasurer.
- **Board compensation:** The school board voted to maintain the current compensation for board members, which is between \$5,000 and \$5,700 per year depending on the individual's role on the board.
- **Foundation gala:** The school board was invited to the 916 Education Foundation Annual Gala, the proceeds from the Fund-a-Need will support the purchase of electronic whiteboards for the Career & Technical Center.
- **Equity update:** Jean Jordan, director of educational services; and Dr. David Everett; gave the school board a history of equity work since 2011 and an update on current practices. The school board was invited to take the Intercultural Development Inventory, a tool that the district uses to help individuals advance in their personal equity journey.
 - The District Equity Leadership Team (DELT) recorded a video introducing themselves to staff for an upcoming professional development day that is completely dedicated to advancing equity work. [View the video here.](#)
- **Ramsey County Mental Health:** Dan Porter, lead social worker, introduced a film called *The Whole Story*, a documentary-style training film about children's mental health and trauma. Narrated by a teen with mental illness, this film uses real stories from families and providers across multiple systems.
 - The film can be accessed online at <https://www.rccmhc.org/whole-story>; the password is *kids*.
- **Proactive Measures:** Theresa Wallace, teacher; shared the school district's plan for a summer workshop series called Proactive Measures. This professional development opportunity aims to equip member district staff with the skills to enhance their existing

programming and prevent placing students in level IV special education settings.

- **Gender Equity Commitment:** Jean Jordan gave the board an overview of the school district's newly adopted commitment to gender equity, which addresses guiding principles, relevant laws, and a commitment to fostering a gender inclusive school and workplace.
- **Acceptance of audit report:** The school board voted to approve a report that the auditor prepared for Northeast Metro 916's budget during the 2016-17 school year. This report was presented at the December board meeting.
- **Tax allocation benefit:** The school board voted to adopt a resolution to allow Kraus-Anderson to claim an income tax deduction for costs associated with our construction projects that include energy-savings benefits.
- **New director of human resources:** The school board voted to approve a new employment contract with Ilissa Ramm, who has accepted the position of director of human resources.
- **Technology purchase:** The school board voted to approve purchasing electronic whiteboards for Quora Education Center.

EMID Board Business Meeting
Organizational Meeting
January 17, 2018
Equity Alliance MN Offices

1. The board elected officers for the 2018 year. Ellen Fahey (WBL) was elected board chair, George Hoepfner (Still) was elected clerk, and Jeff McClellan (SSP) was voted to the treasurer position.
2. The board welcomed Michael Boguszewski as the new board representative from the Roseville district.
3. On the consent agenda were the items the board typically acts on at its organizational meeting, including the official newspaper, authorization to invest funds, authorizing payment of monthly bills for utilities and contracted services, the meeting dates, times, and locations for 2018, as well as the typical consent items.
4. Jim Eichten of MMKR presented the FY17 Audit Report. Based on the audit of the district's financial statements, Mr. Eichten issued an unmodified opinion of the district's basic financial statements. He said, "I'm impressed with the stability of the organization." The district ended the year with a total combined fund balance of \$2,418,816. This is a decrease of \$432,157 from June 30, 2016 due to the intentional use of the fund balance.
5. Lobbyist Kris Amundson presented her expectations of the integration and equity issues that will be present in the 2018 legislative session and some issues that the legislature will face that may impact their willingness to spend other than for a bonding bill. Some of those issues include the priority requests from organizations that include special education funding, pension funding, achievement gap closure and the alignment of ESSA with the World's Best Work Force. The session will begin on February 20 with the budget forecast, currently at a \$188 million dollar deficit, to be updated at the end of February.
6. The Board approved significant revisions to Policy 506, the student discipline policy. Thanks go to the Roseville school district and former EMID board member Kitty Gogins for encouraging the EMID board to adopt a more positive and supportive discipline policy.
7. The Personnel Committee, after discussion with Executive Director Jean Lubke, recommended that no changes be made to the second year of her contract which will end in June 2019. The Board and Dr. Lubke agreed that the .8 FTE contract was working well for both parties.

8. Superintendent Dave Bernhardson submitted a letter on behalf of the Inver Grove Heights School Board to extend their intent to withdraw from the collaborative from June 30, 2018 to June 30, 2019. This letter fulfilled the requirement set forth by the Joint Powers Agreement.

9. Dr. Lubke spoke to the ReImagine MN draft plan that was shared with over 200 educators, board members, students and interested community leaders on December 8, 2017 at the AMSD Conference. Dr. Lubke and Dr. Matier from WMEP gave a presentation inviting districts to reach out to the Partners for Equity Development organizations to help support their district work.



Agenda Item XIII.
Date Prepared: January 10, 2018
ISD 834 Board Meeting

Agenda Item: Adjournment
Meeting Date: January 18, 2018
Contact Person: School Board Chair

Background:

The meeting must be adjourned formally.

Recommendation:

Board approval is requested.

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