School Board Business Meeting Agenda – July 12, 2018 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. District Recognition - State Champion Girls Softball Team and State Champion Boys Baseball Team

VIII. Open Forum

IX. Consent Agenda
   A. Minutes of June 21, 2018 School Board Meeting
   B. Minutes of June 22, 2018 Special Board Meeting
   C. Disbursement Register June 14-30, 2018
   D. Human Resources Personnel Report
   E. Amend Polling Locations and Combined Polling Locations for 2018
   F. Identify Official with Authority for MDE

X. Reports
   B. First Reading: Series 300 Policies School District Administration – Policy Working Group
   C. Resolution Reauthorizing Referendum Authority – Ms. Hoheisel
   D. Designation of Legal Counsel for 2018-2019 – Superintendent Pontrelli

XI. Action Items
   A. School Board Vacancy Appointment Resolution – Board Chair Pelletier
   B. Election Filing Dates Resolution – Ms. Proulx
   C. Long Term Facility Maintenance Plan – Ms. Hoheisel
   D. Series 200 Policies School Board – Policy Working Group
      1. 201 Legal Status of School Board
      2. 202 School Board Officers
      3. 203 Operation of the School Board – Governing Rules
      4. 203.1 School Board Procedures; Rules of Order
      5. 203.2 School Board Meeting Agenda
      6. 203.3 Consent Agendas
      7. 204 School Board Meeting Minutes
      8. 205 Open Meetings and Closed Meetings
      9. 206 Public Participation in School Board Meetings
      10. 207 Public Hearings
      11. 208 Development, Adoption, and Implementation of Policies
XII. Board Member Reports
A. Board Chair Report
   1. Evaluation Summary
B. Board Member Reports
C. Working Group Reports

XIII. Adjournment
A. Adjourn
RESOLUTION APPOINTING SCHOOL BOARD MEMBER
AND CALLING FOR A SPECIAL ELECTION TO FILL VACANCY

Board Member _______________ moved for adoption of the following resolution:

WHEREAS, on June 22, 2018 the School Board of Independent School District No. 834 declared a vacancy to exist on the School Board following the resignation of Board member Tom Lehmann; and

WHEREAS, the vacant position expires on the first Monday in January 2019; and

WHEREAS, upon the existence of a vacancy Minn. Stat §123B.09, subd. 5b requires the School Board, by resolution, to appoint an individual to serve in the vacant position until an individual is elected by special election at the time of the next general election; and

WHEREAS, the School Board has completed the process to consider applicants to serve in the vacant School Board position; and

WHEREAS, the School Board has determined that Donald G. Hovland is an individual who is eligible and qualified to serve in the vacant position until a successor is elected by special election at the time of the next general election.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 834 that Donald G. Hovland is hereby appointed to fill the vacant position and serve on the School Board until a special election is held and a successor qualifies for office. The appointment shall be effective on the 31st day following this resolution, absent receipt of a valid petition rejecting the appointee in compliance with the requirements under Minn. Stat. §123B.09, subd 5b(b).

NOW, THEREFORE, BE IT FURTHER RESOLVED that the School Board declares that a special election for the vacant School Board position shall be held in conjunction with the School Board’s next regular general election.

The motion for the foregoing resolution was seconded by __________________________

The following voted in favor of the resolution:

The following voted against the resolution:

WHEREUPON said resolution was duly declared passed and adopted.
Agenda Item: Call to Order
Meeting Date: July 12, 2018

Background:
The School Board Chair will call the meeting to order.

Recommendation:
Board action is not required.
Agenda Item: Roll Call
Meeting Date: July 12, 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
Jennifer Pelletier, Board Chair
Sarah Stivland, Vice Chair
Shelley Pearson, Treasurer
Paula O’Loughlin, Clerk
George Hoeppner, Director
Mike Ptacek, Director
Denise Pontrelli, Superintendent of Schools (ex-officio)

Recommendation:
Board action is not required.
Agenda Item: Pledge of Allegiance
Meeting Date: July 12, 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: District Mission and School Board Goals  
Meeting Date: July 12, 2018

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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**

The Stillwater Area Public Schools’ Board of Education ensures outstanding learning opportunities for the social, emotional and academic growth of every student in our school district through authentic partnerships and meaningful communication with our community, parents and students. Every decision is made with a commitment to equity for all students and for future generations impacted by our actions.

We provide our stakeholders with regular updates on student achievement along with continual plans to enhance student learning in our district.

We ensure that our systems of management and oversight are clearly defined.

We invite ongoing dialogue and partnership with our community to learn from their knowledge and to enhance learning for our students.

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**Recommendation:**

Board action is not required.
Agenda Item: Approval of the Agenda
Meeting Date: July 12, 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: Superintendent Report
Meeting Date: July 12, 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: Introductory Items
Meeting Date: July 12, 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: Open Forum  
Meeting Date: July 12, 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: Consent Agenda
Meeting Date: July 12, 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. School Board Meeting Minutes June 21, 2018
Contact Person: Paula O'Loughlin, Clerk or Barbara Proulx, Secretary
A copy of the Minutes is included for your review.

B. School Board Special Meeting Minutes June 22, 2018
Contact Person: Paula O'Loughlin, Clerk or Barbara Proulx, Secretary
A copy of the Minutes is included for your review.

C. Disbursement Register June 14 – 30, 2018
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations
A copy of the register has been distributed to board members.

D. Human Resources Personnel Report
Contact Person: Cathy Moen, Executive Director of Administrative Services
A summary of personnel transactions for the month is included for your review.

E. Amend Polling Locations for 2018
Contact Person: Superintendent Pontrelli
A list of polling locations is included for your review.
Board Approval of the Consent Agenda is needed.

F. Identify Official with Authority for MDE 2017-2018
Contact Person: Barbara Proulx, Executive Assistant
The board must assign a person from the district to assign security rights to MDE reporting systems annually.

Recommendation:
BE IT RESOLVED by the School Board of Independent School District 834 that Consent Agenda Items A through F be approved as written, and a copy of the agenda items is attached to the minutes.

Motion by: ___________________________ Seconded by: ___________________________ Vote: ___________________________
I. Call to Order: The meeting was called to order at 6:00 p.m.

II. Roll Call: Present: Tom Lehmann, chair; Jennifer Pelletier, vice chair; Shelley Pearson, treasurer; Paula O’Loughlin, clerk; George Hoeppner, director; Mike Ptacek, director; Sarah Stivland, director (6:08); Superintendent Pontrelli (ex-officio)

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

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

V. Approval of the Agenda
Motion by: Member Pearson; Second by: Member Pearson; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

VI. Superintendent’s Report
Superintendent Pontrelli reported on the two, two-day conferences that district hosted this week. The Ignite, Inspire, Innovation was held Monday and Tuesday and featured keynote speaker, Author George Couros; and the Brave New Workshop. Stanford’s Design School led the d.school Deep Dive on Wednesday and Thursday.

VII. Introductory Items
A. Student Report
There was no student report.

VIII. Open Forum
There were no speakers.

IX. Consent Agenda
A. Minutes of June 7, 2018 School Board Meeting
B. Minutes of June 13, 2018 Special Board Meeting
C. Accept Gifts and Donations May 2018
D. Disbursement Register June 1-13, 2018
E. Treasurer’s Report May 2018
F. Human Resources Personnel Report
G. Family Guided Routine Based Intervention Innovation Grant
Motion by: Member Hoeppner to approve items A, B, C, D, E, G. Second by: Member Pearson, Vote: 7 ayes, 0 nays, Motion Carried.
Motion by: Member O’Loughlin to approve item F; Second by: Member Pelletier; Vote: 7 ayes, 0 nays, Motion Carried.

X. Reports
A. First and Second Reading: Series 200 School Board Policies
The school board has its second reading of policies 201-208 and their first reading of policies 209-215. Approval of policies 201-208 will be requested at the July 12 business meeting. The second reading of policies 209-215 will occur at the July 12 meeting.
B. Long-Term Facilities Maintenance Plan
Mr. Willger, Manager of Facilities and Site Operations, provided information on the required Long-term Facility Maintenance application. The application must include a Long-term Facilities Maintenance Revenue Application-Ten-year Expenditure, Long-Term Facilities Maintenance Projection, Statement of Assurances and School Board resolution/meeting minutes adopting the LTFM ten-year plan.
To qualify for a 2019 payable property tax levy, the 2020 Ten Year Plan must be adopted and submitted to the Department of Education. Approval of the plan will be requested at the July 12, 2018 business meeting.

XI. Action Items
A. 2018-2020 Terms & Conditions – Community Education Leads and Assistants
Superintendent Pontrelli provided a summary of changes for the Terms and Conditions.
Motion by: Member Pearson; Second by: Member Stivland; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

B. 2018-2020 Master Contract – St. Croix Paraprofessionals Association
Superintendent Pontrelli provided a summary of changes to the Master Contract.
Motion by: Member Stivland; Second by: Member Pelletier; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

C. Proposed Termination of Employment of a Continuing Contract Employee
Board Member Lehmann introduced the following resolution and Member Stivland moved its adoption:
RESOLUTION PROPOSING TO IMMEDIATELY DISCHARGE A CONTINUING CONTRACT EMPLOYEE IDENTIFIED AS EMPLOYEE “A”, AND, IN THE ALTERNATIVE, TO TERMINATE THE EMPLOYEE’S CONTINUING CONTRACT AT THE CLOSE OF A SCHOOL YEAR
BE IT RESOLVED, by the School Board of Independent School District No. 834 that:
1. Employee A is proposed to be immediately discharged pursuant to Minn. Stat. § 122A.40, Subd. 13;
2. Alternatively, it is proposed that Employee A’s continuing contract be terminated at the close of the school year pursuant to Minn. Stat. § 122A.40, Subd. 9;
3. Written notice be sent to the employee regarding the proposed immediate discharge and termination at the close of a school year as provided by law, and that said notice shall be in the form set forth in Exhibit A attached hereto;
4. Each and all of the grounds set forth in said notice are within the grounds for the immediate discharge of a continuing contract employee and/or termination of the continuing contract of an employee effective at the close of the school year;
5. Exhibit A to this Resolution contains private data on individuals, pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and therefore the Superintendent is specifically directed to maintain the private data classification of the exhibit in accordance with applicable state law.
6. The written notice attached hereto as Exhibit A shall be signed by the Clerk of the School Board and served upon the employee as determined by the administration of Independent School District No. 834.
7. Pending any proceedings regarding the proposed immediate discharge or termination at the close of a school year, the employee shall be suspended with pay.
The motion for the adoption of the foregoing resolution was duly seconded by Board Member Pelletier and upon vote being taken thereon, the following voted in favor thereof: Lehmann, Hoeppner, O’Loughlin, Pearson, Pelletier, Ptacek, Stivland and the following voted against the same: None. Whereupon said resolution was declared duly passed and adopted.

D. Election of Board Officer(s) – Board Chair Tom Lehmann
Chair Lehmann announced his intent to resign from the board after the meeting this evening. Therefore a new chair person must be elected.
A. Election of Board Chair
Motion by Lehmann to nominate Pelletier as board chair; Pelletier accepted the nomination;
Motion by Ptacek to nominate Pearson as board chair, Pearson accepted the nomination;
Vote: 4 ayes (Hoeppner, Lehmann, O’Loughlin, Pelletier) for Pelletier, 3 ayes (Pearson, Ptacek, Stivland) for Pearson.
Jennifer Pelletier elected board chair for the remainder of 2018.

B. Election of Vice Chair Person
Motion by O’Loughlin to nominate Stivland as vice chair; Stivland accepted the nomination;
Motion by Ptacek to nominate Pearson as vice chair; Pearson accepted the nomination;
Vote: 4 ayes (Hoeppner, Lehmann, O’Loughlin, Pelletier) for Stivland 3 ayes (Pearson, Ptacek, Stivland) for Pearson. Sarah Stivland elected vice chair for the remainder of 2018.
E. Resolution of Appreciation
Superintendent Pontrelli introduced the following resolution:

RESOLUTION OF APPRECIATION - TOM LEHMANN

WHEREAS Tom Lehmann was elected to the School Board of Independent School District 834 in November of 2010, was
given the Oath of Office in January 2011 and has served the Stillwater Area Public Schools community for over seven years;
WHEREAS during his service he has been an officer of the School Board seven times; serving as Treasurer, vice chair and
board chair;
WHEREAS during his service he has attended over 190 business meetings in addition to learning sessions, work sessions
and subcommittee meetings;
WHEREAS during his service he has been a liaison to the committees of Schools for Equity in Education, TIES, Teachers-
Administrators-Board, Metro ECSU, Association of Metropolitan School Districts, Council of Local Governments, and
Andersen Corporation Advisory Council. As well as The Bridge to Excellence Strategic Planning Committee, the Budget
Adjustment Advisory Committee, and most recently the Partnership Plan;
WHEREAS during his service he has been a liaison to Andersen Elementary and Oak-Land Junior High Schools;
WHEREAS during his service he has been on the working groups of Finance and Operations, Personnel, Negotiations, and
Executive;
WHEREAS during his service worked to successfully secure a levy referendum in 2011 and a bond referendum in 2015;
WHEREAS during his service he has proudly championed over five thousand graduates from Stillwater Area High School;
NOW THEREFORE BE IT RESOLVED that the School Board of the Stillwater Area Public Schools extends deep gratitude
to Tom Lehmann for placing the education of all students first in his decision-making and for making a positive difference in
the lives of our students.

Motion by: Member O’Loughlin; Second by: Member Hoeppner; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

XII. Board Member Reports
A. Board Chair Report
1. Mr. Lehmann reported that there are closed sessions scheduled at the end of this meeting.

B. Board Member Reports
1. Member O’Loughlin thanked the Community Educations Department for the student activities that are scheduled for this
summer.
2. Mr. Ptacek announced he will be attending the SEE regional meeting on June 26th.
3. Member Pearson congratulated the Boys Varsity Baseball on their State Championship.

C. Working Group Reports
1. Mr. Hoeppner reported the policy group will meet again to review the suggested changes.
2. Ms. Pelletier reported on meeting that the Community Engagement group held last week.

XI. Adjournment
The meeting adjourned to closed session for discussion of property identified as Marine Elementary School and also for
evaluation of Superintendent Pontrelli at 8:38 p.m.

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

Closed session for property ended at 9:12 p.m.

Closed Session for evaluation adjourned at 10:41

Motion by: Member Lehmann, Second by: Member O’Loughlin; Vote: 7 ayes, 0 nays. Motion Carried.

The meeting adjourned at 10:41 p.m.

Motion by: Member Lehmann, Second by: Member O’Loughlin; 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 - June 22, 2018 at 8:00 a.m.

I. Call to Order  
The meeting was called to order at 8:00 a.m.

II. Roll Call  
Members Present: Jennifer Pelletier, chair; Sarah Stivland, vice chair (8:04); Shelley Pearson, treasurer; George Hoeppner, director; Mike Ptacek, director; Superintendent Pontrelli. Members excused: Paula O'Loughlin

III. Pledge of Allegiance  
The Pledge of Allegiance was led by Board Chair Pelletier.

IV. District Mission Statement and School Board Goals  
The District Mission statement was read by Member Pearson and the School Board Goals were read by Member Hoeppner.

V. Approval of the Agenda  
The agenda for the meeting was approved.  
Motion by: Member Pearson; Second by: Member Hoeppner; Vote: 4 ayes, 0 nays. Motion Carried.

VI. Action Items  
A. Resolution Establishing the Procedure and Schedule to Fill a School Board Vacancy by Appointment  
Board Member Pelletier moved the adoption of the following resolution:  
WHEREAS, a vacancy exists on the School Board due to the resignation of Board member Tom Lehmann; and  
WHEREAS, the vacant position expires on the first Monday in January, 2019; and  
WHEREAS, Minnesota Statutes §123B.09, subd. 5b requires that the vacant School Board position be filled by appointment by the School Board until a special election is held in conjunction with the next general election.  
NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 834 as follows:  
1. The School Board will appoint an individual to serve on the School Board until a successor is elected by special election at the time of the next general election.  
2. The School District has placed a statement on the School District’s website announcing that a vacancy exists on the School Board and that individuals interested in being considered for appointment may submit an application, which will be available on the website on June 22, 2018.  
3. The School Board authorizes the School Board’s secretary to accept applications from individuals interested in appointment to the vacant School Board position beginning on June 22, 2018 (no later than noon) and ending on June 29, 2018 at 3:00 p.m.
4. A special School Board meeting shall be held on July 11, 2018 to interview all eligible individuals who have submitted complete applications for the Board position, and the Board may identify an applicant to recommend for appointment at the School Board’s next regular meeting on July 12, 2018.

5. The appointment to the vacant position shall be made at the School Board’s regular meeting on July 12, 2018 by resolution adopted by a simple majority vote of a quorum of the School Board and entered into the minutes. The appointment shall be effective on the 31st day following the School Board’s resolution making the appointment, absent receipt of a valid petition rejecting the appointee in compliance with the requirements under Minnesota Statutes §123B.09, subd. 5b(b).

The motion for the foregoing resolution was seconded by Member Hoeppner.
The following voted in favor of the resolution: Hoeppner, Pearson, Pelletier, Ptacek, Stivland
The following voted against the resolution: None
WHEREUPON said resolution was duly declared passed and adopted.

VII. Adjournment

The meeting adjourned at 8:07 a.m.

Motion by: Member Pearson; Second by: Member Stivland; Vote: 5 ayes, 0 nays. Motion Carried.
### PERSONNEL CHANGES: BOARD MEETING 7/12/2018

#### RETIREMENT/RESIGNATION/RELEASE

<table>
<thead>
<tr>
<th>NAME</th>
<th>STATUS</th>
<th>ASSIGNMENT</th>
<th>GROUP</th>
<th>EFFECTIVE DATE</th>
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<tbody>
<tr>
<td>Haumersen, Chris</td>
<td>Resignation</td>
<td>Student Ambassadors Advisor&lt;br&gt;Oak-Land Middle School</td>
<td>Co-Curricular</td>
<td>June 4, 2018</td>
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<td>Nelson, Elizabeth</td>
<td>Resignation</td>
<td>Intercultural Student Exchange Advisor&lt;br&gt;Stillwater Area High School</td>
<td>Co-Curricular</td>
<td>June 4, 2018</td>
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<td>Ralston, Dan</td>
<td>Resignation</td>
<td>Intercultural Student Exchange Advisor&lt;br&gt;Stillwater Area High School</td>
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<td>June 4, 2018</td>
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<td>Sargent, Kelly</td>
<td>Resignation</td>
<td>Accounts Processing Technician&lt;br&gt;Central Services</td>
<td>Tech Support</td>
<td>July 3, 2018</td>
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<tr>
<td>Yawger, Caitlin</td>
<td>Resignation</td>
<td>1.0 FTE Special Education Teacher&lt;br&gt;Stillwater Middle School</td>
<td>SCEA</td>
<td>May 29, 2018</td>
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#### HIRES/REHIRES

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<th>NAME</th>
<th>ASSIGNMENT</th>
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<th>REASON</th>
<th>GROUP</th>
<th>EFFECTIVE DATE</th>
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<td>Ahrens-Franklin, Diana</td>
<td>Paraprofessional, 6.5 hrs/day&lt;br&gt;Lake Elmo Elementary</td>
<td>$15.79 / hour</td>
<td>2018-2019</td>
<td>SCPA</td>
<td>August 27, 2018</td>
</tr>
<tr>
<td>Benson, Gina</td>
<td>Paraprofessional, 6.0 hrs/day&lt;br&gt;Lake Elmo Elementary</td>
<td>$15.61 / hour</td>
<td>2018-2019</td>
<td>SCPA</td>
<td>August 27, 2018</td>
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<tr>
<td>Berg, Julie</td>
<td>Paraprofessional, 6.0 hrs/day&lt;br&gt;Oak-Land Middle School</td>
<td>$15.79 / hour</td>
<td>2018-2019</td>
<td>SCPA</td>
<td>August 27, 2018</td>
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<tr>
<td>Berg, Sherri</td>
<td>Pre School Teacher, 7.0 hours / day&lt;br&gt;Andersen Elementary</td>
<td>$37.24 / hour</td>
<td>2018-2019</td>
<td>SCEA</td>
<td>August 20, 2018 - June 3, 2019</td>
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<td>Brunner, Mary</td>
<td>Paraprofessional, 6.5 hrs/day&lt;br&gt;Oak-Land Middle School</td>
<td>$17.36 / hour</td>
<td>2018-2019</td>
<td>SCPA</td>
<td>August 27, 2018</td>
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<tr>
<td>Christensen, Erik</td>
<td>Paraprofessional, 6.5 hrs/day&lt;br&gt;Lake Elmo Elementary</td>
<td>$17.36 / hour</td>
<td>2018-2019</td>
<td>SCPA</td>
<td>August 27, 2018</td>
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<td>DeLance, Leila</td>
<td>Paraprofessional, 5.15 hrs/day&lt;br&gt;Rutherford Elementary</td>
<td>$15.61 / hour</td>
<td>2018-2019</td>
<td>SCPA</td>
<td>August 27, 2018</td>
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<td>Dinzeo, Sara</td>
<td>.4 FTE GATE Teacher&lt;br&gt;Stillwater Middle School</td>
<td>$49,189.00</td>
<td>2018-2019</td>
<td>SCEA</td>
<td>August 20, 2018</td>
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<tr>
<td>Dobson, Stacy</td>
<td>ECFC Teacher, 21.7 hours / week&lt;br&gt;Early Childhood Family Center</td>
<td>$53.43 / hour</td>
<td>2018-2019</td>
<td>SCEA</td>
<td>August 20, 2018 - June 3, 2019</td>
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<td>Ellison, Aiden</td>
<td>Community Education Assistant, 5.0 hrs/day&lt;br&gt;Early Childhood Family Center</td>
<td>$13.41 / hour</td>
<td>Replacement</td>
<td>CE Leads &amp; Assistants</td>
<td>July 2, 2018</td>
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<td>Falkenberg, Emily</td>
<td>Paraprofessional, 25 hrs/week&lt;br&gt;Early Childhood Family Center</td>
<td>$17.36 / hour</td>
<td>2018-2019</td>
<td>SCPA</td>
<td>August 27, 2018</td>
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<td>Fink, Heidi</td>
<td>Paraprofessional, 6.5 hrs/day&lt;br&gt;Oak-Land Middle School</td>
<td>$17.36 / hour</td>
<td>2018-2019</td>
<td>SCPA</td>
<td>August 27, 2018</td>
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<td>Flug, Joelle</td>
<td>Paraprofessional, 6.5 hrs/day&lt;br&gt;Lily Lake Elementary</td>
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<td>2018-2019</td>
<td>SCPA</td>
<td>August 27, 2018</td>
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<td>Ford, Cristin</td>
<td>1.0 FTE Special Education Teacher&lt;br&gt;Stillwater Middle School</td>
<td>$77,829.00</td>
<td>2018-2019</td>
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<td>August 14, 2018</td>
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<td>Fuschetto, Laura</td>
<td>.4 FTE Interventionist&lt;br&gt;Stonebridge Elementary</td>
<td>$73,286.00</td>
<td>2018-2019</td>
<td>SCEA</td>
<td>August 14, 2018</td>
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<td>Jarpe, Amy</td>
<td>Paraprofessional, 6.0 hrs/day&lt;br&gt;Stillwater Area High School</td>
<td>$15.79 / hour</td>
<td>2018-2019</td>
<td>SCPA</td>
<td>August 27, 2018</td>
</tr>
<tr>
<td>Hooge-Chacka, Kristen</td>
<td>Paraprofessional, 12 hrs/wk&lt;br&gt;Early Childhood Family Center</td>
<td>$17.36 / hour</td>
<td>2018-2019</td>
<td>SCPA</td>
<td>August 27, 2018</td>
</tr>
<tr>
<td>Hubbard, Susan</td>
<td>Community Education Casual&lt;br&gt;District Wide</td>
<td>$12.00 / hour</td>
<td>Casual</td>
<td></td>
<td>June 4, 2018</td>
</tr>
<tr>
<td>Kupcho, Bertina</td>
<td>Administrative Asst. - Dir. of CE &amp; Community Relations&lt;br&gt;Central Services</td>
<td>$24.00 / hour</td>
<td>Replacement</td>
<td>Tech Support</td>
<td>August 6, 2018</td>
</tr>
<tr>
<td>Linnell, Erin</td>
<td>Paraprofessional, 6.5 hrs/day&lt;br&gt;Rutherford Elementary</td>
<td>$15.79 / hour</td>
<td>2018-2019</td>
<td>SCPA</td>
<td>August 27, 2018</td>
</tr>
<tr>
<td>Nielsen, Amy</td>
<td>Clerk - Activities Office, 4.0 hrs/day, 215 days</td>
<td>$18.39 / hour</td>
<td>2018-2019</td>
<td>Tech</td>
<td>August 7, 2018</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Staffing</td>
<td>Support</td>
<td>Effective Date</td>
<td></td>
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<td>-----------------------------------------------</td>
<td>-------------------</td>
<td>---------</td>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td>Norton, Pamela</td>
<td>1.0 FTE English Teacher</td>
<td>$63,516.00</td>
<td>2018-2019 SAEA</td>
<td>August 14, 2018</td>
<td></td>
</tr>
<tr>
<td>Plocker, Daniel</td>
<td>Community Education Casual</td>
<td>$28.00 / hour</td>
<td>Casual</td>
<td>June 20, 2018</td>
<td></td>
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<tr>
<td>Severson, Jennifer</td>
<td>Pre School Teacher, 3.5 hours / day</td>
<td>$51.31 / hour</td>
<td>2018-2019 SAEA</td>
<td>August 14, 2018</td>
<td></td>
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<tr>
<td>Sherrick, Alexis</td>
<td>Community Education Assistant, 2.35 hrs/day</td>
<td>$13.21 / hour</td>
<td>Summer CE Leads &amp; Assistants</td>
<td>June 1, 2018 - August 17, 2018</td>
<td></td>
</tr>
<tr>
<td>Shikenjanski, Nathan</td>
<td>Community Education Casual</td>
<td>$12.00 / hour</td>
<td>Casual</td>
<td>June 18, 2018</td>
<td></td>
</tr>
<tr>
<td>Stebbins, Cole</td>
<td>Community Education Casual</td>
<td>$12.00 / hour</td>
<td>Casual</td>
<td>June 18, 2018</td>
<td></td>
</tr>
<tr>
<td>Teillard-Cui, Shumian</td>
<td>Paraprofessional, 5.9 hrs/day</td>
<td>$15.43 / hour</td>
<td>2018-2019</td>
<td>August 27, 2018</td>
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</tbody>
</table>

**ASSIGNMENT CHANGES**

<table>
<thead>
<tr>
<th>Name</th>
<th>FROM</th>
<th>TO</th>
<th>REASON</th>
<th>GROUP</th>
<th>EFFECTIVE DATE</th>
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</thead>
<tbody>
<tr>
<td>Anderson, Bobbet</td>
<td>Paraprofessional, 6.0 hrs/day</td>
<td>Paraprofessional, 6.25 hrs/day</td>
<td>2018-2019 SCPA</td>
<td>August 27, 2018</td>
<td></td>
</tr>
<tr>
<td>Anderson, Cassandra</td>
<td>Paraprofessional, 6.0 hrs/day</td>
<td>Paraprofessional, 6.25 hrs/day</td>
<td>2018-2019 SCPA</td>
<td>August 27, 2018</td>
<td></td>
</tr>
<tr>
<td>Anderson, Lindsey</td>
<td>Paraprofessional, 5.0 hrs/day</td>
<td>Paraprofessional, 6.5 hrs/day</td>
<td>2018-2019 SCPA</td>
<td>August 27, 2018</td>
<td></td>
</tr>
<tr>
<td>Bauer, Steven</td>
<td>Paraprofessional, 4.0 hrs/day</td>
<td>Paraprofessional, 6.0 hrs/day</td>
<td>2018-2019 SCPA</td>
<td>August 27, 2018</td>
<td></td>
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<tr>
<td>Berglund, Denise</td>
<td>Paraprofessional, 6.0 hrs/day</td>
<td>Paraprofessional, 6.5 hrs/day</td>
<td>2018-2019 SCPA</td>
<td>August 27, 2018</td>
<td></td>
</tr>
<tr>
<td>Burke, Angela</td>
<td>Paraprofessional, 6.2 hrs/day</td>
<td>Paraprofessional, 6.25 hrs/day</td>
<td>2018-2019 SCPA</td>
<td>August 27, 2018</td>
<td></td>
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<tr>
<td>Dinzeo, Nicholas</td>
<td>Paraprofessional, 6.5 hrs/day</td>
<td>Paraprofessional, 7.0 hrs/day</td>
<td>2018-2019 SCPA</td>
<td>August 27, 2018</td>
<td></td>
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<tr>
<td>Gunderson, Merry</td>
<td>Paraprofessional, 6.0 hrs/day</td>
<td>Paraprofessional, 7.0 hrs/day</td>
<td>2018-2019 SCPA</td>
<td>August 27, 2018</td>
<td></td>
</tr>
<tr>
<td>Henning, Michelle</td>
<td>Paraprofessional, 6.0 hrs/day</td>
<td>Paraprofessional, 6.25 hours/day</td>
<td>2018-2019 SCPA</td>
<td>August 27, 2018</td>
<td></td>
</tr>
<tr>
<td>Hoefferle, Christine</td>
<td>Paraprofessional, 6.0 hrs/day</td>
<td>Paraprofessional, 7.0 hours/day</td>
<td>2018-2019 SCPA</td>
<td>August 27, 2018</td>
<td></td>
</tr>
<tr>
<td>Johnson, Janice</td>
<td>Paraprofessional, 6.0 hrs/day</td>
<td>Paraprofessional, 4 hrs/day</td>
<td>2018-2019 SCPA</td>
<td>August 27, 2018</td>
<td></td>
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<tr>
<td>Johnson, Wendy</td>
<td>Paraprofessional, 6.5 hours/day</td>
<td>Paraprofessional, 6.25 hrs/day</td>
<td>2018-2019 SCPA</td>
<td>August 27, 2018</td>
<td></td>
</tr>
<tr>
<td>Junko, Elizabeth</td>
<td>Paraprofessional, 6.0 hrs/day</td>
<td>Paraprofessional, 6.25 hours/day</td>
<td>2018-2019 SCPA</td>
<td>August 27, 2018</td>
<td></td>
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<tr>
<td>Kent, Jean</td>
<td>Paraprofessional, 24 hrs/wk</td>
<td>Paraprofessional, 16 hrs/wk</td>
<td>2018-2019 SCPA</td>
<td>August 27, 2018</td>
<td></td>
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**ADDITIONAL ASSIGNMENTS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Reason</th>
<th>Group</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folden, Sheila</td>
<td>Summer Success Teacher, 4.5 hours / day</td>
<td>2017-2018 SAEA</td>
<td>July 16, 2018 - August 2, 2018</td>
<td></td>
</tr>
<tr>
<td>Hartung, Tim</td>
<td>Head Wrestling Coach</td>
<td>Replacement</td>
<td>SAEA</td>
<td>August 27, 2018</td>
</tr>
<tr>
<td>Koenen, Krista</td>
<td>Intercultural Student Exchange Advisor</td>
<td>Replacement</td>
<td>SAEA</td>
<td>August 27, 2018</td>
</tr>
<tr>
<td>Mustar, Mike</td>
<td>School Patrol Supervisor</td>
<td>2018-2019 SAEA</td>
<td>August 28, 2017</td>
<td></td>
</tr>
<tr>
<td>Nelson, Janice</td>
<td>Intercultural Student Exchange Advisor</td>
<td>Replacement</td>
<td>SAEA</td>
<td>August 27, 2018</td>
</tr>
</tbody>
</table>
Consent Agenda Item: Amend Polling Locations 2018
Meeting Date: July 12, 2018
Contact Person: Superintendent Pontrelli

Summary:

At their November 16, 2017 the School Board approved a resolution designating their polling and combined polling locations for 2018 as required by MN Statute 205A.11. These locations are established by the county and cities.

The approved list of polling locations designates Eagle Brook Church, 11125 Eastview Road, Woodbury, as the polling location for precinct 9A in Woodbury.

The City of Woodbury will no longer be using Eagle Brook Church as a polling site and will be using Brookview Elementary as their polling location for precinct 9A. Therefore, the school board will need to amend their list of locations for 2018 year.

Recommendation:
A motion and a second to amend the resolution establishing the 2018 Polling Locations will be requested.

Motion by: ________________________ Seconded by: ________________________ Vote: ________________________
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:

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

Paula O’Loughlin, School Board Clerk

**Date:** _______________________________________________________________
Agenda Item IX. F.
Date Prepared: July 5, 2018
ISD 834 Board Meeting

Agenda Item: Designate Identified Official with Authority for MDE Access Recertification System
Meeting Date: July 12, 2017
Contact Person: Barbara Proulx, Executive Assistant to the Superintendent and School Board

Background:

In April of 2015, the Minnesota Department of Education (MDE) released the External User Access Recertification System. This system provides school districts with information and control over who has access to the MDE secure reporting systems for their district.

The External User Access Recertification System replaces paper forms with one system that allows them to:
1. See everyone with external access to MDE secure systems for their Local Education Agency (LEA).
2. Pre-authorize new external user access to MDE secure systems for their LEA.
3. Annually review, recertify or revoke external user access to MDE secure systems for their LEA.

To use the External User Access Recertification System, the local education agency must designate the Identified Official with Authority to assign job duties and authorize external user (district employees) access for their LEA.

Recommendation:

Administration recommends that the School Board approve to designate Barb Proulx, executive assistant to the superintendent and school board, as the Identified Official with Authority for MDE Access Recertification System at the July 12, 2018 business meeting.
Meeting Date: July 12, 2018
Contact Person: Policy Working Group
Action Timeline: August 9, 2018

Report Purpose:
The school Board members will complete the second reading of policies 209-215.

Recommendation:
This is a report for action. Action will be requested at the August 9, 2018 business meeting.
I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.

4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.

5. Work through the superintendent – not over or around the superintendent.

6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.

2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.

3. Recognize that disparaging remarks about fellow school board members undermines the board’s ability to govern – in or out of school board meetings, about other members of the school board or their opinions.

4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.

5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.

6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.

2. Advocate for financial support for the school district’s programs.

3. Insist that business transactions of the school district be ethical and open.

4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.

3. Assure that the school district will be administered led by the best professional personnel available.

4. Consider the recommendation of the superintendent in hiring all employees.

5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.

6. Insist the superintendent keep the school board adequately informed at all times.

7. Offer the superintendent counsel and advice.

8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.

9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.

10. Present any personal criticisms professional concerns about of employees to the superintendent.

11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.

2. Comply with all school district policies as adopted by the school board.

3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.

4. Recognize that school district business may be legally transacted only in an open meeting of the school board.

5. Avoid conflicts of interest and refrain from using my school board position for personal gain.

6. Take no private action that will compromise the school board or administration.

7. Guard the confidentiality of information that is protected under applicable law.
8. Refrain from actions, including public statements, that are contrary to my fiduciary duty to act in the best interest of the school district.

Legal References: Minn. Stat. § 123B.02 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics
I. GENERAL STATEMENT OF POLICY

The Board and each of its members are committed to faithful compliance with the provisions of the Board’s policies. The Board recognizes that its failure to deal with violations of its policies and Board member misconduct risks the loss of public confidence in the Board’s ability to govern effectively.

II. ADDRESSING A POLICY VIOLATION

Therefore, in the event of a member’s violation of policy, or other forms of misconduct, the Board shall address the issue by using the following steps:

A. Conversation in a private setting between the offending member and the Board Chair or Vice Chair, in lieu of the Board Chair;

B. Public censure, by a majority vote, of the offending member of the Board;

C. Removal by the Board, by a majority vote, from any officer or leadership positions to which the offending member has been appointed or elected;

D. Before removal from an officer or leadership position, the possible removal shall be added as a Board agenda item, and the Board member who will be under consideration for removal shall be notified by the Board Chair of the reasons for possible removal. If the Chairperson is the subject of the possible removal from a leadership position, another Board member shall provide him/her notice.

E. Before action by the Board to remove a Board member from an officer or leadership position, the Board member shall have an opportunity to rebut the reasons for the removal.

F. Removal of the member from the Board by a vote of at least five members of the Board for proper cause.

G. The Board may remove, for proper cause, any member of the Board and fill the vacancy after notice to the Board member of his/her proposed removal and the reasons for proposed removal, and after opportunity to be heard in defense against the removal.

H. The Board member being proposed for removal shall be duly notified of the time and place of the Board meeting(s) related to his/her removal.

Legal References: Minn. Stat. §123B.09
I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

A. Under Minn. Stat. §471.87, a school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom. Such circumstances constitute a “statutory” conflict of interest, which cannot be cured by a board member abstaining from a vote.

B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district: notwithstanding a statutory conflict of interest:

1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the school board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;

2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;

4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
   a. The school board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
   b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
   c. Before a claim is paid, the interested school board member must file with the clerk of the school board an affidavit stating:
      (1) The name of the school board member and the office held;
      (2) An itemization of the goods or services furnished;
      (3) The contract price;
      (4) The reasonable value;
      (5) The interest of the school board member in the contract; and
      (6) That to the best of the school board member’s knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.

A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. (Note: This section applies only where the school district has a population of 1,000 or less according to the last federal census.)

5. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

C. In addition to the statutory conflict of interest prohibited under Minn. Stat. §471.87, a school board member may not participate in a decision when he/she has a direct interest in the outcome of the proceedings. Such determination shall be made on a case-by-case basis. School board members must abstain from voting on a matter in which he/she has a direct conflict of interest.

D. In the following circumstances, the school board may as an exception, by majority vote at a meeting where all school board members are present, contract for employment services with a school board member of the school district: A school board member may be newly employed or may continue
to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed $8,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all school board members are present, that employment must be immediately terminated and that school board member will have no further rights to employment while serving as a school board member in the school district.

**E. D.** The school board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In order for the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

**IV. LIMITATIONS ON RELATED EMPLOYEES**

A. The school board can hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.

B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

**V. CONFLICTS PRIOR TO TAKING OFFICE**

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

**VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS**

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

**Legal References:**
- Minn. Stat. § 122A.40, Subd. 3 (Teacher Hiring, Dismissal)
- Minn. Stat. § 123B.195 (Board Member’s Right to Employment)
- Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)
- Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)

Cross References:— MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties
I. PURPOSE

The purpose of this policy is to provide guidance as to the school district’s position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

II. GENERAL STATEMENT OF POLICY

A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.

B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.

C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreement and school district policies may also apply.

III. CIVIL ACTIONS

A. Pursuant to Minn. Stat. § 466.07, Subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that he or she was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.

B. Pursuant to Minn. Stat. §123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district shall provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

C. Data Practices
Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, he or she is to inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official who is designated as the authority responsible for the collection, use, and dissemination of data.

D. Service of Subpoenas

It is the policy of the school district that its officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district collective bargaining agreements.

IV. CRIMINAL CHARGES OR CONDUCT

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.

2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.

3. Pursuant to Minn. Stat. § 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision as to whether to reimburse shall be made in the discretion of the school board. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. In order to further that interest, the school district will take appropriate action, as allowed by state and federal law, regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations
1. It is the policy of the school district to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances or the matter being investigated is school-related, or as otherwise provided by law.

2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child, unless prohibited by the Maltreatment of Minors Act or other state law. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as limited otherwise required by law (Minn. Stat. § 626.556, Subd. 10), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C. § 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

The school district recognizes that information related to a pending when a civil or criminal action may be classified as public, private or confidential; is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements regarding such matters in that situation only in consultation with legal counsel.

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02 (Legal Counsel, Reimbursement)
Minn. Stat. § 123B.25(b) (Actions Against Teachers)
Minn. Stat. § 466.07 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Deprivating Rights)

Cross References:
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 408 (Subpoena of a School District Employee)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
I. PURPOSE

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

A. New school board members will be provided the opportunity and encouragement to attend Phase I and Phase II orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA) within 180 days. School board members shall receive training in school finance and management developed in consultation with MSBA.

B. New School Board Members will be provided with an orientation.

C. School Board members shall annually conduct a self-evaluation.

D. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.

E. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.

F. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district, relating to the reimbursement of expenses involving the attendance at workshops and conventions.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

Cross References: MSBA/MASA Model Policy 214 (Out of State Travel by School Board Members) MSBA/MASA Model Policy 412 (Expense Reimbursement)
I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board. The school board has determined that certain permanent standing committees or subcommittees (working groups), as described in this policy, do facilitate the operation of the school board and the school district.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.

B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.

CA. A school board committee or subcommittee working group will be formed by school board resolution which shall outline the duties and purpose of the committee or working group subcommittee.

DB. A committee or subcommittee working group is advisory in nature and has only such authority as specified by the school board.

EC. The school board will receive reports or recommendations from a committee or subcommittee working group for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.

FD. The school board also may establish such ad hoc committees for specific purposes as it
The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.

A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES/WORKING GROUPS

A. The school board hereby appoints the following standing committees/working groups:

1. Policy Review - The Policy Review working group, which shall include the Clerk, shall work with the Superintendent and/or designee(s) in the review of District policies. The group shall submit proposed changes to the entire Board, for approval.

2. Finance and Operations - The Finance and Operations working group, which shall include the Treasurer, shall work with the Superintendent and/or designee(s) in matters relative to the district's finances and operations. This working group shall provide consultation and perspective regarding district financial decisions before presentation to the entire Board.

3. Personnel - The Personnel working group shall work with the Superintendent and/or designee(s) on issues related to personnel. This group shall provide consultation and perspective relative to district personnel issues and shall represent the entire Board on grievance issues.

4. Legislative - The Legislative working group shall work with the Superintendent and/or designee(s) regarding legislative issues. This group shall advocate for and monitor legislation that impacts the education of students and shall provide updates to the entire Board regarding issues that affect the District.

5. Community Engagement - The Community Engagement working group shall work with the superintendent and manager of community engagement and/or designee(s) to provide opportunities to engage residents in conversations about the school district. The group will help to determine engagement topics, identify key audiences, and plan various opportunities (both in person and online) to gather community feedback. The working group recommendations will then be presented to the entire board.
[Note: Each school district should determine which, if any, standing committees the school board wishes to establish.]

B. The school board will establish, approve, by resolution, for each standing or ad-hoc committee working group, the number of members, the term and the charge or mission of each such committee.

CB. The school board chair shall appoint the members of each standing or ad-hoc committee and designate the chair thereof of each working group.

C. The school board will approve, by resolution, for each working group, the members, the term and the charge or mission of each such committee.

D. The committee or working group shall designate a secretary who will record the minutes of actions of the school board committee or working group.

E. The authority of a committee or working group of the school board is advisory only and is limited to making recommendations to the school board, unless otherwise established by action of the School Board.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

A. All meetings of committees or subcommittees shall be open to the public when required under in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.

B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.

C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.

D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.

E. The authority of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board, unless otherwise established by action of the School Board.

F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public the extent of its authority that its powers are only advisory to the school board.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)
Cross References:
- MSBA/MAA Model Policy 201 (Legal Status of the School Board)
- MSBA/MAA Model Policy 203 (Operation of the School Board—Governing Rules)
- MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)
I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association, or is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board chair. If the chair seeks reimbursement, it should be preapproved by the vice chair, and by the vice chair if the board chair seeks to travel.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and all other reasonable and necessary expenses must be attached to the reimbursement form.
B. Automobile travel shall be reimbursed at the mileage rate set by the Internal Revenue Service. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

C. Amounts to be reimbursed shall be within the school board’s approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)

Cross References: MSBA/MAJA Model Policy 212 (School Board Member Development)
MSBA/MAJA Model Policy 412 (Expense Reimbursement)
A. School Board vacancy occurs when a member:

1. Dies

2. Resigns
   a. Whenever possible, a Board member wishing to resign shall give written notice to the Board at least one month prior to the resignation date.

3. Ceases to be a resident of the district

4. Is unable to serve on the School Board and attend its meetings for 90 days or more because of illness or prolonged absence from the district

5. Is removed for proper cause from the School Board through School Board action

Vacancy Caused by an Ill or Absent Member

B. When a School Board vacancy is caused by an ill or absent member, the position shall be filled as follows:

1. The School Board, by resolution, shall declare a vacancy to exist and the process by which the vacancy will be filled.

2. Applications to fill the vacancy, for a period of time determined by the School Board, shall be accepted from district residents, unless the School Board determined by a majority vote that a different process will be utilized.

3. The School Board shall fill the vacancy by a majority vote of the remaining elected members of the School Board at a regular or special meeting.

4. The vacancy shall be filled by appointment and evidenced by put into a resolution, which shall be recorded in the minutes of the meeting.

5. The vacancy shall be filled for the remainder of the unexpired term or until the ill or absent member is able to resume duties as a member of the School Board,
whichever occurs first.

Vacancies for Reasons other than an Ill or Absent Member.

C. When a School Board vacancy is caused by reasons other than an ill or absent member, the position shall be filled as follows:

1. Applications to fill the vacancy, for a period of time determined by the School Board, shall be accepted from district residents, unless the School Board determines by a majority vote that a different process will be utilized.

2. The School Board shall fill the vacancy by a majority vote of the remaining elected members of the School Board at a regularly scheduled or special meeting of the School Board. The appointment shall be evidenced by a resolution entered into the minutes and shall be effective 30 days following adoption of the resolution.

a. An appointment to fill a vacancy shall not be effective if a petition to reject the appointee is filed with the School District Clerk. To be valid, a petition to reject an appointee must be signed by a number of eligible voters residing in the District equal to at least 5% of the total number of voters voting in the District at the most recent state general election, and must be filed within 30 days of the School Board’s adoption of the resolution making the appointment. If a valid petition is filed according to the requirements, the appointment by the School Board is ineffective and the School Board must fill the vacancy with a different appointee by the procedures of this Section.

3. The School Board shall make the appointment by a majority vote of the remaining elected members of the School Board at a regular scheduled or special meeting of the School Board.

D. If an appointment to a vacant position becomes effective, it shall continue until:

1. A special election is held no later than the first Tuesday after the first Monday in November following the vacancy; or

2. If the vacancy occurs less than 90 days prior to the first Tuesday after the first Monday in November in the year in which the vacancy occurs, the special election must be held no later than the first Tuesday after the first Monday in November of the following calendar year; or

3. If the vacancy occurs less than 90 days prior to the first Tuesday after the first Monday in November in the third year of the term, or anytime during the fourth year of the term, no special election is required.

4. All required elections or appointments to fill vacancies shall be for the unexpired term.

Legal References: Minn. Stat. §123B.09
**Report Purpose:**
The members of the policy working group will present the series 300 policies for their first reading.

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<thead>
<tr>
<th>Date</th>
<th>Action Description</th>
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<tr>
<td>July 6, 2018</td>
<td>Distribute recommendation drafts</td>
</tr>
<tr>
<td>July 6 – 11, 2018</td>
<td>Board members review drafts and consult with any member of the policy working regarding changes, questions, concerns or suggestions</td>
</tr>
<tr>
<td>July 12, 2918</td>
<td>First reading of policy series 300 (it is not the intention that all of these policies will be read word for word at the school board meeting) the recent changes from the drafts will be reviewed.</td>
</tr>
<tr>
<td>August 9, 2018</td>
<td>Second reading of policy series 300 (it is not the intention that all of these policies will be read word for word at the school board meeting) the recent changes from the drafts will be reviewed.</td>
</tr>
<tr>
<td>August 23, 2018</td>
<td>Approval of Series 300 policies (consent agenda)</td>
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</tbody>
</table>

**Recommendation:**
This is a report for action. Action will be requested at a subsequent board meeting following the second reading of the policies.
<table>
<thead>
<tr>
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<tbody>
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<td>301</td>
<td>School District Administration</td>
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<td>302</td>
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<td>306</td>
<td>Administrator Code of Ethics</td>
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School District Administration
The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

Superintendent
The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

Superintendent Selection
The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

Superintendent Contract, Duties, and Evaluation
The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description and the use of an approved instrument to evaluate performance.

Policy Implementation
The purpose of this policy is to clarify the responsibility of the school administration for implementation of school board policy.

Administrator Code of Ethics
The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.
I. **PURPOSE**

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. **GENERAL STATEMENT OF POLICY**

A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services.

B. The school board expects all activities related to the operation of the school district to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.

C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.

D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.

E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

**Legal References:**

Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)

**Cross References:** MSBA Service Manual, Chapter 3, Superintendent of Schools
I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.

B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district, consistent with statutory requirements.

C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.

D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 301 (School District Administration)
MSBA/MASA Model Policy 303 (Superintendent Selection)
MSBA/MASA Model Policy 304 (Superintendent Contract, Duties, and Evaluation)
MSBA/MASA Model Policy 305 (Policy Implementation)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program Design)
MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and Material)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
MSBA/MASA Model Policy 905 (Advertising)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA/MASA Model Policy 907 (Rewards)
MSBA Service Manual, Chapter 3, Superintendent of Schools
I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

III. QUALIFICATIONS

A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.

B. The school board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.

B. The school board may contract for assistance in the search for a superintendent.

C. The school board shall provide the employment contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Rules, Chapter 3512

Cross References: MSBA Service Manual, Chapter 3, Superintendent
I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

A. The superintendent’s contract shall be used to formalize the employment relationship and to specifically identify and clarify all terms and conditions of employment with the superintendent.

B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.

C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA Service Manual, Chapter 3, Superintendent of Schools (See Model Contract, Sample Performance Appraisals, and Model Job Description)
I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school board policy.

II. GENERAL STATEMENT OF POLICY

A. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop guidelines and directives to effectuate the implementation of school board policies. These guidelines and directives shall not be inconsistent with said policies. At least annually, these written procedures shall be presented to the school board for review.

B. Employee and Student handbooks shall be subject to annual review and approval by the school board.

C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of Substantive changes within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
I. PURPOSE

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. GENERAL STATEMENT OF POLICY

A. An educational administrator’s professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the and all administrators are assumes responsibility for providing professional leadership for that purpose in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the The school board recognizes that an administrator’s actions are will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.

B. The Educational Administrator:

1. Makes the well-being of students the fundamental value of all decision-making and actions.

2. Fulfills professional responsibilities with honesty and integrity, and does not engage in any form of fraud or misrepresentation in the performance of professional duties.

3. Provides professional educational and administrative services in a nondiscriminatory manner. Supports the principle of due process and protects the civil and human rights of all individuals.

4. Obey local, state, and federal national laws. and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.

5. Implements the school board’s policies.

6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.

7. Shall not misuse professional relationships with students, parents and caregivers, staff or colleagues to private advantage.  

7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
8. Shall not accept gratuities, gifts or favors that impair professional judgment, nor offer any favor, service, or item of value to obtain special advantage, and shall comply with state law prohibiting the acceptance of gifts.

9. Accepts academic degrees or professional certification only from duly accredited institutions.

10. Shall not knowingly falsify or misrepresent records or facts relating to the Administrator’s qualifications, or to the qualifications of other staff or personnel.

11. Shall only accept a contract for a position when licensed for the position or when the School District is granted a variance or letter of approval.

12. In filling positions requiring licensure, shall employ, recommend for employment, and assign only appropriately licensed personnel, or persons for whom the school district has been granted a variance by the appropriate state board or agency, unless, after making reasonable efforts to obtain a variance, an appropriately licensed person cannot be assigned and the position must be filled to meet a legitimate emergency educational need.

13. Shall disclose confidential information about individuals only when a compelling professional purpose is served in accordance with state and federal laws, and school district policies.

14. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.

15. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.


Cross References: —
Report for Action: Resolution Reauthorizing Referendum Authority
Meeting Date: July 12, 2018
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations
Action Timeline: August 23, 2018

Report Purpose:
The 2018 legislative session considered adopting a recommendation made by Governor Dayton to simplify the $300 board-approved authority by including it in Local Optional Revenue rather than requiring boards to reauthorize the $300 at least every five years. This provision was vetoed, as it was packaged in the E-12 Omnibus Spending Bill.

Ms. Hoheisel will review the resolution reauthorizing referendum authority.

Attachment: Resolution Reauthorizing Referendum Authority

Recommendation:
This is a report for action. Action will be requested at the August 23, 2018 board business meeting.
Pursuant to due call and notice thereof, a regularly scheduled meeting of the School Board of Independent School District No. 834 (Stillwater), State of Minnesota, was held in said school district on ______________, 2018, at _____ o'clock p.m.

The following members were present:

and the following were absent:

Member __________________________ introduced the following resolution and moved its adoption:

**RESOLUTION REAUTHORIZING A PREVIOUSLY AUTHORIZED BOARD APPROVED REFERENDUM AUTHORITY**

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

1. The Board has previously authorized a Board approved referendum authority in the amount of $300 per adjusted pupil unit pursuant to Minnesota Statutes, Section 126C.17, Subd. 9a. That authority expires after taxes payable in 2018. The Board hereby reauthorizes that authority for five years, beginning with taxes payable in 2019. The Board may subsequently reauthorize the Board approved referendum authority in increments of up to five years.

2. The clerk is authorized and directed to submit a copy of the adopted resolution to the Minnesota Department of Education as soon as reasonably practicable after its adoption, but in no event later than September 30, 2018.
The motion for the adoption of the foregoing resolution was duly seconded by _______________. On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.
STATE OF MINNESOTA                )
COUNTY OF WASHINGTON              ) SS

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 834 (Stillwater), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to adopting a resolution reauthorizing a previously authorized Board approved referendum authority, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this ___ day of __________ 2018.

_________________________________
Clerk
Report for Action: Designation of Legal Counsel for 2018-2019
Meeting Date: July 12, 2018
Contact Person: Superintendent Pontrelli
Action Timeline: August 9, 2018

Report Purpose:
The school board recognizes the importance of formally appointing legal counsel for services for the school district. To provide transparency and clarity for the public, the fees for legal services are noted in the Request for Proposals. Kennedy and Graven Chartered has been appointed the main school district and school board legal counsel for the past several years. In addition, we have retained Booth Law Group for special education counsel. Due to their excellent records and knowledge of school district history, the administration is recommending Kennedy and Graven Chartered and Booth Law Group as legal counsel for the 2018-2019 school year.

Recommendation:
Action on the designation of legal counsel for 2018-19 school year will be requested at the August 9, 2018 board business meeting.
July 6, 2018

Denise Pontrelli, Superintendent
and School Board Members
Stillwater School District
1875 Greeley Street S.
Stillwater, MN  55082-6094

Re: Legal Services

Dear Superintendent Pontrelli and School Board Members:

This letter outlines the legal services that Kennedy & Graven provides to Independent School District No. 834, Stillwater, Minnesota. Our Firm has extensive experience and success in meeting the complex and varied legal needs of public school districts. We welcome the opportunity to provide you with information about Kennedy & Graven and the attorneys who concentrate their practices in education law and in related areas of the law in which school districts may have a need for legal services.

1. Information about the Firm:

   a. Name of Firm

      Kennedy & Graven, Chartered

   b. Mailing Address

      470 U.S. Bank Plaza
      200 South Sixth Street
      Minneapolis, MN 55402

   c. Telephone Numbers

      (800) 788-8201
      (612) 337-9300
d. Fax Number

(612) 337-9310

e. Website/Email Contact

www.kennedy-graven.com

f. Name and Title of Contact Person

Maggie R. Wallner, Shareholder  
mwallner@kennedy-graven.com  
(612) 337-9301 (direct)

g. Overview of Firm

Kennedy & Graven is a full service law firm of 31 attorneys providing representation to school districts, cities, municipalities and townships throughout the State of Minnesota. Since 1958, our Firm has focused its practice on representing public sector clients effectively and efficiently. We have offices in Minneapolis, St. Cloud and St. Paul. Our attorneys have extensive experience and knowledge in all areas of law that affect school districts, and four of our attorneys devote their practices almost exclusively to serving school district clients.

2. Areas of Practice

Our strength lies in the depth of our knowledge and experience in representing school districts and the breadth of the services we offer. Two of our four education law attorneys have been working with Minnesota schools for more than 25 years. Through the use of a team approach, we take maximum advantage of this experience. In many instances, a short interoffice conference with a colleague may avoid what would otherwise take other attorneys hours of research. In a similar manner, our representation of school districts throughout Minnesota often means that one of us has previously reviewed a school law issue for a different matter. As a result, we are able to address our clients' needs more efficiently and effectively.

In addition to the attorneys who practice primarily in the school law area, several Kennedy & Graven lawyers specialize in services to school districts, such as bond and school finance, real estate, construction law, and election law. This enables Kennedy & Graven to be a true “one stop shop” for meeting all the needs of its school district clients.

a. Special Education – We have extensive experience in the area of special education. Our attorneys provide counsel and advice to school districts with regard to compliance with complex federal and state special education laws and regulations and help school districts deal with difficult situations that arise in educating disabled students. We emphasize reasonable problem solving using creative solutions to preserve resources and maintain relationships with families. We have defended school districts in numerous
due process hearings, and when matters result in litigation, we have successfully defended school districts in state and federal court proceedings.

b. **Human Resources Matters** – Our Education Law Group has decades of experience advising school districts on a variety of labor and employment matters including: labor negotiations, unit determinations, and administration and interpretation of collective bargaining agreements; development and review of personnel policies and employee handbooks; employee discipline and discharge; teacher tenure and contract issues; employee benefits; and, accommodation/leave issues under the Americans with Disabilities Act and Family Medical Leave Act. We have conducted hundreds of employee investigations at the request of our clients and have devised methods for providing such services in a cost-effective and expeditious manner. Our attorneys have successful records of representing school districts in employee discipline/discharge proceedings, including grievance arbitration and veterans’ preference hearings. We also have a proven track record of successfully defending school districts against state and federal claims of race and national origin discrimination, sexual harassment, gender discrimination, age discrimination and disability discrimination brought before administrative agencies such as the Minnesota Department of Human Rights and the Equal Employment Opportunity Commission, as well as claims pursued by employees in state and federal court.

c. **Business Services (contracts, real estate, school finance, bonds)** – Our Firm has the knowledge and experience to provide school districts with advice and representation regarding business issues encountered by school districts, including contract drafting and review, bidding process, real estate matters and construction law. Our bond attorneys are among the most active and highly-regarded bond counsel in the state. They are informed on the full range of bond and other financing tools available to school districts.

d. **Teaching and Learning** – Our attorneys regularly provide counsel and advice to school districts regarding student-related issues, including discipline, expulsion, open enrollment, data privacy issues, extra-curricular and co-curricular activities, athletic eligibility, constitutional claims, and policies and procedures.

e. **Administration (school policies, elections)** – Our attorneys are experienced in areas of law unique to school districts, such as election law, referendum and ballot issues, the Minnesota Government Data Practices Act and the Minnesota Open Meeting Law. Our knowledge base in these areas allows us to assist our clients and provide legal advice in a timely and efficient manner. We also regularly develop and review school board policies and procedures and assist with implementation issues.

3. **Attorney List** *(Attorney resumes are attached by practice areas)*

**Education Law**

Greg Madsen, Shareholder, gmadsen@kennedy-graven.com
Maggie Wallner, Shareholder, mwallner@kennedy-graven.com
In addition to our knowledge of legal issues impacting public schools, our attorneys are particularly attuned to the practical needs of the school districts that we serve. While we vigorously represent our school clients, we believe the best, most lasting results often come by anticipating and addressing legal problems before they escalate into lawsuits. We are also well aware of the financial and political concerns that our clients face. Consequently, we always take into consideration how our legal representation and advice will impact school resources and the school community.

At Kennedy & Graven, we know that school districts want to spend their resources where they are most needed—in the classroom, not the courtroom. To that end, we offer a variety of educational services aimed at preventing legal problems. Our attorneys provide in-service training for school districts tailored to the district’s needs. Every summer Kennedy & Graven hosts a “Back to School” legal seminar for school administrators, covering a wide range of topics.

4. Fees Proposal

Because we are experienced attorneys who have dedicated our careers to representing school districts, we are able to provide highly effective representation at a very reasonable cost. We provide an overall value to our clients that we believe is unmatched by any other law firm.

The chart below reflects the rates for attorney legal services:

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<table>
<thead>
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<td>Shareholders</td>
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The rate plan applies to all services (including labor and employment matters, student discipline, real estate, construction, business matters, special education, etc.) except bond and levy referendum work. There is a special method for calculating the fees for those matters.

5. **Terms of Relationship**

We do not require our clients to sign a retainer. All bills are itemized with detailed descriptions of all legal services performed, the amount of time in 6-minute (.10 of an hour) intervals, and the name and hourly rate of the individual performing services. The monthly bills also include a description and amount of any reimbursable expenses. Mileage fees are charged at the current IRS rate. We do not charge our clients for photocopies of 50 pages or less, faxes, postage, or long distance charges. We charge $.10 per page for photocopies over 50 pages. Computer-assisted research using Westlaw or Lexis will be charged at the actual cost. Messengers and express mail will also be charged at the actual cost.

6. **Client References**

The following is a list of just some of the dozens of school district clients for which we provide legal services:

<table>
<thead>
<tr>
<th>School District</th>
<th>Contact Person</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Aitkin</td>
<td>Brad Kelvington</td>
<td>(218) 927-2115</td>
</tr>
<tr>
<td></td>
<td><em>Superintendent</em></td>
<td></td>
</tr>
<tr>
<td>Alexandria</td>
<td>Julie Critz</td>
<td>(320) 762-2141</td>
</tr>
<tr>
<td></td>
<td><em>Superintendent</em></td>
<td></td>
</tr>
<tr>
<td>Bagley</td>
<td>Steve Cairns</td>
<td>(218) 694-6184</td>
</tr>
<tr>
<td></td>
<td><em>Superintendent</em></td>
<td></td>
</tr>
<tr>
<td>Becker</td>
<td>Steve Malone</td>
<td>(763) 261-6316</td>
</tr>
<tr>
<td></td>
<td><em>Superintendent</em></td>
<td></td>
</tr>
<tr>
<td>Belle Plaine</td>
<td>Ryan Laager</td>
<td>(952) 873-2400</td>
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<td></td>
<td><em>Superintendent</em></td>
<td></td>
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<tr>
<td>Bemidji Regional Interdistrict Council (BRIC)</td>
<td>Brenda Story</td>
<td>(218) 751-6622</td>
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<tr>
<td></td>
<td><em>Executive Director</em></td>
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<tr>
<td>Bertha-Hewitt</td>
<td>Eric Koep</td>
<td>(218) 924-3262</td>
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<tr>
<td></td>
<td><em>Superintendent</em></td>
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<tr>
<td>Burnsville-Eagan-Savage</td>
<td>Cindy Amoroso</td>
<td>(952) 707-2005</td>
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<tr>
<td>Caledonia</td>
<td>Ben Barton</td>
<td>(507) 725-3389</td>
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<tr>
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<td><em>Superintendent</em></td>
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<tr>
<td>Cambridge-Isanti</td>
<td>Raymond Queener</td>
<td>(763) 689-6201</td>
</tr>
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<tr>
<td>Crosby-Ironton</td>
<td>Jamie Skjeveland</td>
<td>(218) 545-8801</td>
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<tr>
<td>Detroit Lakes</td>
<td>Doug Froke Superintendent</td>
<td>(218) 847-9271</td>
</tr>
<tr>
<td>Eastern Carver County</td>
<td>Clint Christopher Superintendent</td>
<td>(952) 556-6110</td>
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<tr>
<td>Eden Prairie</td>
<td>Josh Swanson Superintendent</td>
<td>(952) 975-7115</td>
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<tr>
<td>Forest Lake</td>
<td>Steve Massey Superintendent</td>
<td>(651) 982-8103</td>
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<tr>
<td>Fridley</td>
<td>Peggy Flathmann Superintendent</td>
<td>(763) 502-5002</td>
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<tr>
<td>Goodridge</td>
<td>Galen Clow Superintendent</td>
<td>(218) 378-4133</td>
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<tr>
<td>Grand Rapids</td>
<td>Joni Olson Superintendent</td>
<td>(218) 327-5704</td>
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<td>Grygla</td>
<td>Galen Clow Superintendent</td>
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<tr>
<td>Houston</td>
<td>Krin Abraham Superintendent</td>
<td>(507) 896-5323</td>
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<tr>
<td>Janesville-Waldorf-Pemberton</td>
<td>Bill Adams Superintendent</td>
<td>(507) 234-5181</td>
</tr>
<tr>
<td>Lewiston-Altura</td>
<td>Jeff Apse Superintendent</td>
<td>(507) 522-3401</td>
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<tr>
<td>Le Sueur-Henderson</td>
<td>Jerry Jensen Superintendent</td>
<td>(507) 665-4601</td>
</tr>
<tr>
<td>Mankato</td>
<td>Sheri Allen Superintendent</td>
<td>(507) 387-1868</td>
</tr>
<tr>
<td>Menahga</td>
<td>Kevin Wellen Superintendent</td>
<td>(218) 564-4141</td>
</tr>
<tr>
<td>Milaca</td>
<td>Tim Trueubenbach Superintendent</td>
<td>(320) 982-7191</td>
</tr>
<tr>
<td>Minnetonka</td>
<td>Dennis Peterson Superintendent</td>
<td>(952) 401-5004</td>
</tr>
<tr>
<td>Montevideo</td>
<td>Luther Heller Superintendent</td>
<td>(320) 269-8833</td>
</tr>
<tr>
<td>Mountain Lake</td>
<td>Bill Strom Superintendent</td>
<td>(507) 427-2325</td>
</tr>
<tr>
<td>Moorhead</td>
<td>Brandon Lunak Interim Superintendent</td>
<td>(218) 284-3335</td>
</tr>
<tr>
<td>New Ulm</td>
<td>Jeff Bertrang Superintendent</td>
<td>(507) 359-8414</td>
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<tr>
<td>Northwest Regional Interdistrict Council (NRIC)</td>
<td>Kyle Erickson Director of Special Education</td>
<td>(218) 874-8215</td>
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<tr>
<td>Onamia</td>
<td>Jason Vold</td>
<td>(320) 532-6701</td>
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<td>Superintendent</td>
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<tr>
<td>Pine River-Backus</td>
<td>Dave Endicott</td>
<td>(218) 587-4720</td>
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<td>Superintendent</td>
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<tr>
<td>Proctor</td>
<td>John Engelking</td>
<td>(218) 628-4934</td>
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<tr>
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<td>Superintendent</td>
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<tr>
<td>Red Lake</td>
<td>Melinda Crowley</td>
<td>(218) 679-3353</td>
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<td></td>
<td>Superintendent</td>
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<tr>
<td>Red Wing</td>
<td>Karsten Anderson</td>
<td>(651) 385-4502</td>
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<tr>
<td>Roseville</td>
<td>Aldo Sicoli</td>
<td>(651) 628-6452</td>
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<tr>
<td>Runestone Area Education District</td>
<td>Carla Ptacek</td>
<td>(320) 762-0627</td>
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<tr>
<td>St. Anthony-New Brighton</td>
<td>Robert Laney</td>
<td>(612) 706-1000</td>
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<tr>
<td>St. Francis</td>
<td>Troy Ferguson</td>
<td>(763) 753-7040</td>
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<tr>
<td>St. Louis Park</td>
<td>Astein Oseiz</td>
<td>(952) 928-6003</td>
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<tr>
<td>St. Peter</td>
<td>Paul Peterson</td>
<td>(507) 934-5703</td>
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<tr>
<td>Sartell-St. Stephen</td>
<td>Jeff Schweibert</td>
<td>(320) 656-3715</td>
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<tr>
<td>Spring Lake Park</td>
<td>Jeff Ronneberg</td>
<td>(763) 600-5020</td>
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<tr>
<td>Staples-Motley</td>
<td>Ron Bratlie</td>
<td>(218) 894-5400</td>
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<td>Superintendent</td>
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<tr>
<td>Stillwater</td>
<td>Denise Pontrelli</td>
<td>(651) 351-8301</td>
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<tr>
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<td>Superintendent</td>
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<tr>
<td>SouthWest Metro Intermediate District 288</td>
<td>Darren Kermes</td>
<td>(952) 567-8102</td>
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<tr>
<td>Walker-Hackensack-Akeley</td>
<td>Eric Pingrey</td>
<td>(218) 547-4201</td>
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<tr>
<td>Watertown-Mayer</td>
<td>Ron Wilke</td>
<td>(952) 955-0480</td>
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<tr>
<td>Wheaton</td>
<td>Daniel Posthumus</td>
<td>(320) 563-8282</td>
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<tr>
<td>Zumbro Education District</td>
<td>Patrick Gordon</td>
<td>(507) 775-2037</td>
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</tbody>
</table>
If you need additional information or have questions, please do not hesitate to contact me at (612) 337-9301.

Sincerely,

KENNEDY & GRAVEN, CHARTERED

By Maggie Wallner
Maggie R. Wallner

Enclosures
Maggie R. Wallner

EDUCATION LAW

J.D. William Mitchell College of Law, 1988

PRIMARY PRACTICE AREAS
Maggie R. Wallner has provided legal counsel to numerous Minnesota school districts for almost two decades. She concentrates her practice in the areas of employment and labor law, administrative hearings, the administration of collective bargaining agreements and grievance arbitration, discrimination and civil rights law, student discipline, education law and employee benefits. She has also represented school districts in litigation matters in state, federal and appellate courts.

BACKGROUND
Ms. Wallner is a frequent lecturer, most prominently in the areas of discrimination and civil rights laws, the Americans With Disabilities Act, the Minnesota Government Data Practices Act, public sector employment law, teacher tenure law and sexual harassment.

MEMBERSHIPS AND PROFESSIONAL ACTIVITIES
A graduate from the University of Minnesota-Duluth, Ms. Wallner received her law degree from William Mitchell College of Law in 1988. She formerly worked as a county child protection social worker and in the labor relations department of Northwest Airlines, Inc.

PERSONAL
Ms. Wallner resides in Inver Grove Heights with her husband, son and Golden Retriever. She enjoys outdoor activities, including gardening, hiking and skiing. Ms. Wallner’s volunteer activities include the Minnesota High School Mock Trial Program and Habitat for Humanity.

“*My clients are dedicated administrators and school boards who face a myriad of challenges in providing education to our children. I consider it a privilege to work with clients as part of their “team” to prevent or, when necessary, solve legal problems that detract from their goals.*"
Gregory S. Madsen

EDUCATION LAW
LABOR AND EMPLOYMENT LAW
LABOR ARBITRATION AND NEGOTIATIONS
CIVIL LITIGATION AND APPEALS

J.D. University of Minnesota, 1981
B.A. (magna cum laude/Phi Beta Kappa) University of Minnesota, 1978

PRIMARY PRACTICE AREAS
For more than three decades, Greg Madsen has represented school districts and other employers in employment, discrimination, labor and commercial litigation and arbitration matters and has advised them on practices designed to prevent lawsuits. Greg is a Minnesota State Bar Association Board-Certified Specialist in Labor and Employment Law. Greg represents Minnesota school districts in virtually all phases of education law, including student disciplinary matters, employee discipline and discharge proceedings, discrimination and harassment claims, and data privacy, constitutional, and collective bargaining issues.

BACKGROUND
Greg has a special appreciation for the needs of employers seeking assistance in establishing preventive labor and employment practices. He served as Director of Employee Relations and Labor Relations Counsel at Republic Airlines, Inc. from 1983-1985. Greg is a frequent speaker at seminars and provides training on various labor, employment, and education law issues.

MEMBERSHIPS AND PROFESSIONAL ACTIVITIES
Greg served as a school board member of the Mounds View School District from 2008-2018. While attending the University of Minnesota, Greg covered the Minnesota State Legislature, the Minneapolis City Council and other governmental, legal, and political affairs as a reporter and editor for the Minnesota Daily. He received his undergraduate degree in Journalism, magna cum laude, from the University of Minnesota and was selected as a Phi Beta Kappa scholar. Greg also received his law degree from the University of Minnesota, where he taught legal research and writing.

PERSONAL
Greg lives in Arden Hills, Minnesota with his wife, Ellie. They have three sons, Andy, Quinn, and Ethan.

"I’ve been honored to have spent most of my professional life representing School Districts and other institutions that are dedicated to the needs of the people they serve. Kennedy & Graven strives to provide that same dedication to the clients it serves."
Alex D. Ivan

EDUCATION LAW

J.D., Sandra Day O'Conor College of Law, Arizona State University, 2015
M.Ed., Mary Lou Fulton Teachers College, Arizona State University, 2012
B.A. (Summa cum Laude/Phi Beta Kappa), Baylor University, 2009

PRIMARY PRACTICE AREAS
Alex D. Ivan is an associate attorney with Kennedy & Graven, Chartered. Prior to joining Kennedy & Graven, he practiced in Arizona with a firm representing over 40 public school districts throughout that State. Alex's practice is concentrated primarily in the areas of education law and civil litigation, with a particular emphasis on special education law.

BACKGROUND
A Colorado native, Alex earned his B.A. in economics and political science, *summa cum laude*, from Baylor University where he was selected as a Phi Beta Kappa scholar. Before entering law school, he taught high school English and obtained his M.Ed. in Secondary Education from Mary Lou Fulton Teachers College, Arizona State University. Alex received his J.D. from the Sandra Day O'Conor College of Law, Arizona State University. While a law student, he worked in the Arizona Department of Education's Special Education Dispute Resolution Unit. Alex is licensed to practice in Minnesota and Arizona, and is a member of the National School Boards Association Council of School Attorneys.

PERSONAL
In his spare time, Alex enjoys hiking, cooking, and traveling with his wife, Jill, and son, Peter.

"I am honored to be a part of Kennedy & Graven, and I consider it a privilege to provide legal counsel to Minnesota's public school districts which dedicate themselves daily to the success of all students in their care."
Adam C. Wattenbarger

EDUCATION LAW, MUNICIPAL LAW
J.D. (magna cum laude), University of Minnesota Law School, 2014
B.S. (High Distinction), University of Nebraska-Lincoln, 2009

PRIMARY PRACTICE AREAS
Adam Wattenbarger is an associate at Kennedy & Graven, Chartered, and practices in the areas of education law and municipal law.

BACKGROUND
Adam is a recent graduate of the University of Minnesota Law School. Prior to joining Kennedy & Graven as an associate, Adam spent a year clerking for Chief Justice Lorie Gildea on the Minnesota Supreme Court. As a clerk he assisted the Chief Justice with research and writing on a variety of important cases and legal issues before the Court. During law school, Adam gained experience working as a law clerk for Kennedy & Graven. He was also an articles editor for the Minnesota Law Review and the assistant head writer for T.O.R.T., the law school musical. Prior to law school, Adam received his B.S. in secondary education from the University of Nebraska-Lincoln, and spent time in the classroom student teaching and substituting.

PERSONAL
Adam lives in Minneapolis with his wife Micaela. He enjoys watching TV, going to movies, and tries to stay active by running and occasionally playing tennis and racquetball.

"I greatly enjoy working with local governments and school districts to resolve the legal issues they face as they serve their students, citizens, and employees. I am honored and excited to be a part of the team at Kennedy & Graven and to have the opportunity to do this important and rewarding work."
Sarah J. Sonsalla

MUNICIPAL LAW, REAL ESTATE, LABOR AND EMPLOYMENT LAW

J.D. (Dean's List), University of Minnesota Law School, 2001
B.A. (Highest Honors), Philosophy and Political Science, University of Wisconsin-La Crosse, 1998

PRIMARY PRACTICE AREAS
Sarah Sonsalla is a Shareholder at Kennedy & Graven. Sarah has over 13 years’ experience in representing cities and townships. Sarah is currently the city attorney for the cities of Lake City and Sandstone and general counsel for Local Government Information Systems (LOGIS), a joint powers entity. Sarah has significant experience in drafting and reviewing ordinances, resolutions, and contracts and attending all types of city council, town board, commission and staff meetings. Sarah also has significant real estate experience including drafting real estate documents such as purchase agreements, easements, and deeds and bringing quiet title actions, proceedings subsequent actions and Torrens registration actions.

BACKGROUND
Sarah received her B.A. in Philosophy and Political Science from the University of Wisconsin – La Crosse in 1998. She received General Honors along with Departmental Honors in Philosophy and Political Science. In 2001, Sarah received her J.D. from the University of Minnesota Law School. During law school, Sarah served as the Executive Editor of the *Minnesota Intellectual Property Review*. After law school, Sarah practiced for four years at a law firm in St. Paul as an associate attorney, practicing primarily in the areas of municipal law, labor and employment law, and real estate before joining Kennedy & Graven as an associate attorney in 2005.

MEMBERSHIPS AND PROFESSIONAL ACTIVITIES
Sarah is a member of the Minnesota State Bar Association, Ramsey County Bar Association, the International Municipal Lawyers Association (IMLA) and Minnesota Women Lawyers. Sarah served as a member of the Second Judicial District Ethics Committee from 2003-2007. Sarah presently serves on the Ramsey County Bar Association’s Youth & The Law Committee and mentors law students at the University of St. Thomas Law School.

PERSONAL
Sarah enjoys running, biking, and downhill skiing. She also enjoys playing the trumpet and has participated in many different bands. Sarah lives in Woodbury with her husband and two children.

"Working with local governments is very rewarding for me because the projects that I work on have the potential to benefit not only a select group of people, but the general public. In working with local governments, I have found that all of my colleagues at Kennedy & Graven are great resources due to their extensive knowledge of local government law. This allows me to serve our clients efficiently and effectively."
Douglas D. Shaftel

REAL ESTATE
EMINENT DOMAIN
ENVIRONMENTAL LAW

J.D. (Deans List), Northwestern University, 2002
B.A. (cum laude), History, University of Colorado, Boulder, 1997

PRIMARY PRACTICE AREAS
Doug Shaftel is a shareholder at Kennedy & Graven, Chartered, and practices in the areas of real estate, eminent domain, and environmental law.

BACKGROUND
Prior to joining Kennedy & Graven, Doug worked for over seven years as an Assistant Attorney General representing the Washington State Department of Transportation on eminent domain, environmental, land use and real estate matters. On behalf of public entities, he has litigated dozens of real property disputes in state and federal trial and appellate courts, including complex condemnation actions, challenges to land use decisions and construction claims. As a Deputy Prosecuting Attorney in Pierce County, the second-most populous county in Washington State, Doug acted as lead counsel to both the county sewer utility and road design divisions, which he advised on an array of real estate and public contracting issues. Doug’s environmental experience includes representing telecommunications, energy and public clients in disputes over costs of soil and groundwater remediation work. He has also overseen the performance of Phase I and II environmental assessments related to real property conveyance.

MEMBERSHIPS AND PROFESSIONAL ACTIVITIES
Doug is admitted to practice law in the states of Minnesota, Washington, in the U.S. District Court, Western District of Washington, and the U.S. Court of Appeals, Ninth Circuit. He is a member of the Minnesota State Bar Association and the Hennepin County Bar Association.

PERSONAL
Born and raised in Anchorage, Alaska, Doug enjoys a variety of winter activities, including cross-country and downhill skiing. In the summer, he keeps active by swimming, running and biking. Doug lives in Richfield with his wife, Mya, and daughter, Corahl.

"I take pride in providing public sector clients the quality representation necessary to achieve their important missions. At Kennedy & Graven, I am able to do so by collaborating with attorneys who have exceptional knowledge and experience in their respective areas of practice."
Brian D. Lehinger

MUNICIPAL LAW, REAL PROPERTY LAW

J.D. *cum laude*, University of Minnesota Law School, 2016
B.A., University of Chicago, 2009

PRIMARY PRACTICE AREAS

Brian Lehinger is an associate at Kennedy & Graven, Chartered, and practices in the areas of municipal and real property law.

BACKGROUND

Brian worked as a professional in real estate for over fifteen years before he became an attorney, mostly as a title examiner, and puts that experience to good use for his clients.

MEMBERSHIPS AND PROFESSIONAL ACTIVITIES

Brian is a member of the Minnesota State Bar Association.

PERSONAL

Born and raised in Minnesota, Brian enjoys outdoor activities in all seasons, particularly playing hockey, which he does year-round. He lives in Roseville with his wife and two daughters.

"It is a tremendous privilege to work at Kennedy & Graven, where the cooperative ethos means I can provide my clients with the combined wisdom of the entire firm. It is deeply satisfying to help municipalities achieve their goals of improving their communities and the lives of their residents."
Peter G. Mikhail

EMINENT DOMAIN
CONSTRUCTION LITIGATION
REAL ESTATE/LAND-USE LITIGATION
MUNICIPAL LITIGATION
PUBLIC SCHOOL LITIGATION

J.D. cum laude, University of Minnesota, 1994
B.A. Washington University, St. Louis, 1991

PRIMARY PRACTICE AREAS
Peter Mikhail practices public sector litigation, including Eminent Domain, Construction Litigation, Real Estate/Land-Use Litigation, Municipal Litigation, and Public School Litigation.

BACKGROUND
Before joining Kennedy & Graven, Peter served as a Senior Attorney in the Civil Litigation Section of the Saint Paul City Attorney's Office, and spent several years in private practice representing clients in wide-ranging civil litigation matters. He represents public sector clients in cases involving condemnation, construction, real estate, employment, and civil rights. He has successfully tried cases and argued appeals in both state and federal courts and has been named a Super Lawyer by Minnesota Law & Politics Magazine.

MEMBERSHIPS AND PROFESSIONAL ACTIVITIES
Peter is licensed to practice in Minnesota, Wisconsin, Pennsylvania, U.S. District Court (District of Minnesota), the U.S. Court of Appeals (8th Circuit), and the U.S. Supreme Court. He is a member of the American Bar Association, Minnesota State Bar Association, the State Bar of Wisconsin, and the Amdahl Inn of Court. He is a past chair of the MSBA Human Rights Committee, a past president and current member of the Hennepin County Bar Association Eminent Domain Section, and a founding board member of the Minnesota Eminent Domain Counsel's Association.
James M. Strommen

PUBLIC CONSTRUCTION
PUBLIC UTILITIES
JOINT POWERS
RIGHT-OF-WAY USE

J.D. (cum laude), University of Minnesota, 1983
B.A. (magna cum laude), Augsburg College, 1977

PRIMARY PRACTICE AREAS
Jim Strommen is well-regarded in the areas of construction and public utilities law. Since 1990, he has been general counsel to the Suburban Rate Authority, a joint powers organization of metropolitan area cities totaling over one million in population, which intervenes in electric, gas, and telecommunications matters before the Minnesota Public Utilities Commission. He also serves as general counsel to the Minnesota Valley Transit Authority. In his litigation practice, he represents cities and school districts in all phases of and delivery systems used in public construction projects. During his career, Mr. Strommen has prosecuted criminal cases, won large damage awards and established significant legal precedent in appellate courts for his clients.

BACKGROUND
Mr. Strommen was raised in Richfield, Minnesota and graduated from high school in 1971. He served in the U.S. Army after high school, studying German at the Defense Language Institute in Monterey, California (in 1972-73) and was attached to the Army Security Agency until 1977. He graduated from Augsburg College in 1977 and taught high school for three years before entering the University of Minnesota Law School in 1980.

MEMBERSHIPS AND PROFESSIONAL ACTIVITIES
Mr. Strommen is a past president of Kennedy & Graven. He is a member of the Minnesota State Bar Association, the Minnesota Defense Lawyers Association and the Public Utility Law Section of the MSBA. He has been admitted to state and federal courts, including the Eighth and Ninth Circuit Courts of Appeals. He has drafted or advised on legislation concerning utility franchises and municipal right-of-way authority. Mr. Strommen has been a frequent presenter in his specialty areas for Minnesota city attorneys and public works organizations and has assisted in trial practice classes at the William Mitchell College of Law.

PERSONAL
Mr. Strommen lives in Minnetonka with his wife. They have three adult children, one of whom has multiple special needs. He is active on behalf of special needs children and adults, having served on the Minneapolis and St. Paul Children's Health Care Hospitals Institutional Review Board and the Board of Directors of Mount Olivet Rolling Acres. He served as President of the Music Association of Minnetonka and as a member of the Board of Westwood Lutheran Church Foundation. In running six marathons, he has raised significant funds for charitable causes. Mr. Strommen also served as a volunteer arbitrator for the Minnesota Better Business Bureau for over 25 years.

"Public bodies face many challenges when carrying out public improvement projects. Addressing these challenges, which often interconnect with public utility use, introduces many issues unique to the cities and school districts we represent."
Jenny Boulton
PUBLIC FINANCE, ECONOMIC DEVELOPMENT AND REDEVELOPMENT, HOUSING, HEALTH CARE, EDUCATION

J.D., University of Michigan Law School, 1998
B.A., cum laude, Rice University, 1994

PRIMARY PRACTICE AREAS
Ms. Boulton is a member of the Public Finance Section practicing principally in the areas of 501(c)(3) bond financing, rental housing bonds, industrial development revenue bonds, general obligation bonds, revenue bonds, tax-exempt lease financing, tax increment financing, and economic development. Jenny serves as counsel to bond underwriters, as well as bond counsel and special development counsel to numerous cities, HRAs, EDAs, and other governmental entities. Jenny represents the cities of Blaine, Brooklyn Center, Rosemount, Mendota Heights, Victoria, Rochester, Lilydale, Elk River and Willmar, Town of White Bear, St. Paul Housing and Redevelopment Authority, Meeker County Economic Development Authority and Detroit Lakes Development Authority in finance and economic development matters.

BACKGROUND
Born in Port Huron, Michigan, Jenny received her undergraduate degree cum laude in mathematical economic analysis from Rice University. She received her law degree from the University of Michigan Law School. Prior to joining Kennedy & Graven, Jenny practiced public finance and economic development law at another Twin Cities law firm for 12 years.

MEMBERSHIPS AND PROFESSIONAL ACTIVITIES
Jenny is a former president of and served on the board of directors for the Minnesota Institute of Public Finance for over 10 years. Jenny is a member of the Ramsey County and Minnesota State Bar Associations. She is also a member of the National Association of Bond Lawyers, Minnesota Women Lawyers, and the Economic Redevelopment Association of Minnesota.

PERSONAL
Jenny and her family live in the Como Park neighborhood of Saint Paul. She enjoys the cultural opportunities of the Twin Cities, travel, gardening, and home improvement.
Martha N. Ingram
PUBLIC FINANCE, ECONOMIC DEVELOPMENT AND REDEVELOPMENT
J.D., University of Minnesota, 2004
M.A., University of Michigan, Ann Arbor, 1992
B.A., St. Olaf College, Northfield, 1988

PRIMARY PRACTICE AREAS
Martha Ingram’s practice focuses on Public Finance and Economic Development and Redevelopment. Martha advises cities, school districts, towns, and development authorities on the issuance of bonds; development and redevelopment activities, including tax increment financing, tax abatement, tax-exempt lease financing, and business subsidy law; and referendum questions including authorization of building bonds, capital levies, and operating levies.

BACKGROUND
Martha joined Kennedy & Graven in 2005. Born and raised in Lincoln, Nebraska, Martha attended St. Olaf College in Northfield, Minnesota where she was elected to Phi Beta Kappa and graduated magna cum laude in 1988 with a double major in French Language and Literature and Religion. She went on to receive her M.A. in French from the University of Michigan-Ann Arbor, and worked as a translator of legal and medical documents until 2001, when she entered law school at the University of Minnesota. During law school, Martha worked as a law clerk at the Office of the General Counsel of the University of Minnesota and served as a Note and Comment Editor of the Minnesota Journal of Global Trade. She earned her law degree cum laude in 2004. Martha clerked for the Honorable Helen M. Meyer of the Minnesota Supreme Court before joining the public finance group at Kennedy & Graven.

MEMBERSHIPS AND PROFESSIONAL ACTIVITIES
Martha is a member of the Minnesota State and Hennepin County Bar Associations, Minnesota Women Lawyers, the National Association of Bond Lawyers, the Sensible Land Use Coalition, the Minnesota Institute of Public Finance, and the Economic Development Association of Minnesota.

“It is deeply satisfying to work with Minnesota municipalities and school districts toward accomplishing projects that will help their communities continue to grow and thrive. Kennedy & Graven is an exciting place to practice because there is such great depth of knowledge about public finance and commitment to meeting our clients’ needs.”
Sofia E. Lykke
PUBLIC FINANCE

J.D., William Mitchell College of Law, 2010
B.A. (magna cum laude), University of Minnesota, 2000

PRIMARY PRACTICE AREAS
Sofia Lykke is a shareholder at Kennedy & Graven, Chartered, practicing in the area of public finance, with particular focus on governmental bonds, conduit bonds, school district financing, and economic development.

BACKGROUND
Sofia emigrated from the Philippines as a preschooler to Saint Paul, Minnesota. During college, Sofia studied abroad for one year at the University of Amsterdam in the Netherlands. Sofia graduated magna cum laude from the University of Minnesota, with a B.A. in Cultural Studies and Comparative Literature. Sofia first joined Kennedy & Graven, Chartered in 2004 as a bond paralegal. In 2007, she left the firm to attend law school. Sofia received her law degree in 2010 from William Mitchell College of Law in Saint Paul, where she was a member and later an assistant editor for the William Mitchell Law Review, and served as a judicial extern for the Honorable Gordon W. Shumaker, Minnesota Court of Appeals. Sofia spent summers during law school clerking at Winthrop & Weinstine, P.A. and worked there as a litigation associate for nearly five years. Sofia rejoined the bond department at Kennedy & Graven in 2015.

Since returning to Kennedy & Graven, Sofia has acted as bond counsel to a variety of counties, cities, and townships in general obligation bond transactions and conduit revenue bond transactions, including those providing for the financing of senior housing facilities, affordable housing facilities, and charter schools and other educational facilities, as well as tax increment revenue bond transactions. Sofia has also acted as bond counsel to school districts in school building bond transactions and other forms of school financing including lease-purchase transactions, and has advised school districts regarding referendum questions. In addition, Sofia has acted as counsel to economic development authorities and housing and redevelopment authorities in connection with municipal economic development and redevelopment.

MEMBERSHIPS AND PROFESSIONAL ACTIVITIES
Sofia was admitted to practice law in the state of Minnesota in 2010. She is a member of the Minnesota State Bar Association, the Hennepin County Bar Association, the National Association of Bond Lawyers, and the Minnesota Women’s Lawyer’s Association.

PERSONAL
Sofia lives in Saint Paul with her husband and two sons. Her interests include cooking, youth sports, including hockey, baseball, and soccer, and travel.
June 22, 2018

Denise Pontrelli
Superintendent
Stillwater Area Public Schools
1875 Greeley Street South
Stillwater, MN 55082

Via U.S. Mail

Re: Annual Renewal - Agreement for the Provision of Legal Services

Dear Superintendent Pontrelli,

We have appreciated the opportunity to provide legal services to the Board in the past school year. Annually we send our clients an agreement for the provision of legal services. We have attached that agreement for your review. There has been a slight increase in our hourly rates. These new rates will be effective starting on July 1, 2018.

As you know, our firm focuses on the representation of public schools. The Board may choose to retain our firm as general counsel to provide advice on all school matters or the Board may choose to retain us for a specific project or for all issues regarding a specific topic such as employment or governance or special education. In addition, the Board may select us to serve in a neutral capacity such as conducting an investigation of a student or employment matter or serving as a hearing officer in a student expulsion hearing. We are happy to serve in whatever capacity works best for the Board and the school.

Please call us if you have any questions or if you would like to discuss the terms of the agreement. We would be happy to discuss customized terms as well. That might include a flat fee work on training or a monthly retainer amount for certain agreed upon services. Please return the agreement to us if the school wishes to continue receiving legal services from Booth Law Group. Thank you.

Very truly yours,

Laura Tubbs Booth
Booth Law Group LLC
(763) 253-4155

Enclosure
AGREEMENT FOR THE PROVISION OF LEGAL SERVICES TO STILLWATER AREA PUBLIC SCHOOLS BY BOOTH LAW GROUP LLC

THIS AGREEMENT is made and entered into by and between Stillwater Area Public Schools and Booth Law Group LLC.

ARTICLE I: SERVICES TO BE PROVIDED

Section 1. **Scope of Services.** Stillwater Area Public Schools hereby retains Booth Law Group LLC to represent the Board in its legal matters or in select legal matters as they arise. Stillwater Area Public Schools has delegated __________________, its __________________, the power to engage the services of counsel.

ARTICLE II: COMPENSATION

Section 1. **Rate of Compensation.** The parties agree that the billing rate for Booth Law Group LLC’s managing attorney is $230.00 per hour and the billing rate for senior attorneys is $220.00 per hour. All associate attorneys will be billed at the rate of $205.00 per hour. The law clerk and senior paralegal with the firm will be billed at the rate of $140.00-$165.00 per hour. Legal assistants with the firm will be billed at the rate of $125.00 per hour.

Section 2. **Billing.** Booth Law Group LLC will keep an accounting of hours billed in increments of 1/10th of an hour. An invoice detailing the work done and the time spent will be sent to Stillwater Area Public Schools or its business office at the end of each month.

ARTICLE III: TERMS OF THE AGREEMENT

Section 1. **Term.** The contract will be valid for one year from the date this agreement is executed by both parties.

Section 2. **Termination of Agreement.** The contract may be terminated by either party 30 days from the date the other party receives notice of termination.

ARTICLE IV: GENERAL RESPONSIBILITIES OF THE PARTIES

Section 1. **General Provisions Related to Legal Services.** Booth Law Group LLC agrees:

a. To decline any subsequent employment if the exercise of independent professional judgment on behalf of Stillwater Area Public Schools is likely to be adversely affected by the acceptance of the offered employment;

b. To keep confidential information obtained in the professional relationship that would likely be detrimental to Stillwater Area Public Schools;
c. To faithfully represent the interests of Stillwater Area Public Schools and to not bring any legal action, conduct a defense or assert a position in litigation merely for the purpose of harassing or maliciously injuring any person;

d. To seek the objectives of Stillwater Area Public Schools through reasonably available means permitted by law. Booth Law Group LLC may agree to the reasonable requests of opposing counsel which do not prejudice the rights of Stillwater Area Public Schools.

e. To continue and not to withdraw from employment until they have taken reasonable steps to avoid foreseeable prejudice to the rights of Stillwater Area Public Schools, including giving due notice to Stillwater Area Public Schools, allowing time for the employment of other attorneys and delivering to Stillwater Area Public Schools all papers and property to which it is entitled.

f. Upon withdrawal from employment, Booth Law Group LLC shall promptly refund any part of the fee paid in advance that has not been actually earned and Stillwater Area Public Schools shall pay promptly for any legal services which have been actually rendered.

g. Adjustment of fees. Booth Law Group LLC annually adjusts the hourly fees for attorneys. We will provide notice to you if the hourly fees change.

Section 2. General Provisions Related to Duties of Stillwater Area Public Schools.

a. Stillwater Area Public Schools understands that Booth Law Group LLC’s compensation in this matter does not include expenses and costs such as filing fees, deposition or transcript costs, mileage costs, document reproduction costs, witness fees, service fees, medical examinations, records or reports, expert witness fees, photographs, police records, private investigator fees, etc. Stillwater Area Public Schools understands that it will be billed monthly for expenses and costs as set forth in this agreement and further agrees to submit payment within 30 days of the date of that billing.

b. Stillwater Area Public Schools understands that Booth Law Group LLC need not continue further with legal work until satisfactory fee and expense arrangements have been made in writing and that Booth Law Group LLC may discontinue representation and has the right to withdraw based on the nonpayment of legal fees or other charges.

c. Stillwater Area Public Schools agrees to submit payment for invoices from Booth Law Group LLC within 30 days of receipt of the date of billing.

d. Insurance. If Stillwater Area Public Schools has insurance that applies to attorneys’ fees and costs, Stillwater Area Public Schools will notify Booth Law Group LLC. If the insurer does not cover any part of the billed fees or costs, Stillwater Area Public Schools agrees to pay the remainder when notified by Booth Law Group LLC.

e. Records. Booth Law Group LLC maintains the pleadings and any settlement documents from any case handled by Booth Law Group LLC on behalf of Stillwater Area Public
Schools for three years. All other records will be returned to Stillwater Area Public Schools upon completion of the matter.

WHEREFORE this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby acknowledge receipt of a copy hereof.

DATED: ____________________________  Stillwater Area Public Schools
By: ________________________________
Title: ______________________________

DATED: 6/5/18  Booth Law Group LLC
By: ________________________________
Laura Tubbs Booth
Title: Attorney
Agenda Item: Resolution Establishing Filing Dates  
Meeting Date: July 12, 2018  
Contact Person: Barbara Proulx, Executive Assistant

Background:

The School Board of Stillwater Area Public Schools will have four seats open at the end of 2018. The Resolution Establishing Filing Dates will announce the dates that persons interested running for a 4 year school board term in the November 6, 2018 General Election will have to file an Affidavit of Candidacy.

Recommendation:

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

Motion by: ______________________ Seconded by: ______________________ Vote: ______________________
RESOLUTION ESTABLISHING DATES FOR FILING AFFIDAVITS OF CANDIDACY

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

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 834 shall begin on July 31, 2018 and shall close on August 14, 2018. An affidavit of candidacy must be filed in the office of the school district clerk and the $2 filing fee paid prior to 5:00 o'clock p.m. on August 14, 2018.

2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.

3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.

4. The notice of said filing dates shall be in substantially the following form:

NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO.834
STILLWATER AREA PUBLIC SCHOOLS
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No.834 shall begin on July 31, 2018 and shall close at 5 o'clock p.m. on August 14, 2018.

The general election shall be held on Tuesday, November 6, 2018. At that election, four (4) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk, at 1875 South Greeley Street, Stillwater, MN. The filing fee for this office is $2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5 o'clock p.m. on August 14, 2018.

Dated: July 2, 2018

BY ORDER OF THE SCHOOL BOARD
Ms. Paula O’Loughlin
School District Clerk
Report for Action: *Long-term Facilities Maintenance Plan*
Meeting Date: July 12, 2018
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

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**Report Purpose:**

2020 Ten-Year Plan

Mr. Willger presented information regarding Long-term Facility Maintenance Revenue Program at the June 21, 2018 school board business meeting. The 2015, 1st Special Session, Chapter 3, Article 6 sections 1-4 and 14 (2015 Education Act) established this program for school districts, intermediate districts, other cooperatives and charter schools. The Long-term Facility Maintenance Ten Year Revenue Application replaces the old Health and Safety Revenue, Deferred Maintenance Revenue and Alternative Facilities Revenue programs beginning in FY 2018.

Four documents will be required as part of the Long-term Facility Maintenance application. The application must include a Long-term Facilities Maintenance Revenue Application-Ten-year Expenditure, Long-term Facilities Maintenance Projection, Statement of Assurances and School Board resolution/meeting minutes adopting the LTFM ten-year plan.

To qualify for a 2019 payable property tax levy, the 2020 Ten Year Plan must be adopted and submitted to the Department of Education.

Administration recommends approval of the Long-term Facilities Maintenance Revenue Application.

Attachments:

- Long-term Facilities Maintenance Revenue Application - Ten Year Expenditure plan
- Long-term Facilities Maintenance Revenue Projection
- Statement of Assurances
- School Board resolution

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**Recommendation:**

A motion and a second to approve the Long-term Facilities Maintenance Plan for 2019-2020 will be requested.

*Motion by: _____________________  Seconded by: _____________________  Vote: _____________________*
### Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection

**B34: Type in School District Number**

Stillwater Area Public School District

**Calculations for Ten Year Projection**

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</tbody>
</table>

**Type your district number in cell A2 (Mnemosyne = 1.2)**

2. **Type API, health and safety and alternative facilities project, and bond estimates in lines 6a, 6c, 6f to 18, 20, 21, 26, 27 and 50**

3. **Type debt service, intermediate/coop district, and revenue reduction data in lines 13, 15, 16, 23, 31, and 33**

4. **Look-up data from following tabs**

5. **Initial Formula Revenue**

6. **Current pay as per**

7. **Additional Pay as per** [See 6B Province A application]

8. **Total Adjusted Units** [100% x (6A + 6B)]

9. **District average enrollment in grade (ages 4-18)**

10. **Building costs (Lesser of 1 or 2) x (1/35)**

11. **Initial revenue = (5) * (6) * (10)**

12. **Add revenue for Eligible H&S Projects $100,000 / site**

13. **Add service for existing H&S facility bonds @ $80,000 / gross before debt service**

14. **Add service for portion of existing H&S facility bonds from line 12 I) attributable to Eligible H&S Projects $100,000 / parcel**

15. **Add service for portion of existing H&S facility bonds attributable to Eligible H&S Projects $100,000 / parcel**

16. **Net debt service for LTFS bonds for eligible new H&S projects @ $100,000 / site / (1) (principal + interest)@ $80,000 / parcel**

17. **Add revenue for LTFS bonds for eligible new H&S projects @ $100,000 / site / (1) (principal + interest)@ $80,000 / parcel**

18. **Total additional revenue for eligible H&S projects @ $100,000 / site (1) (12 + 15)**

19. **Net debt service for bonds approved for Pre-K remodeling**

20. **Pre-K bond issuance for projects approved for Pre-K remodeling**

21. **Total Pre-K revenue**

22. **Total Net Revenue**

23. **Use Revenue (19 + 20) **

24. **Other (As needed)**

25. **Total Revised LLC Certification**

26. **Adjusted Public Unit (APU)**

27. **Adjusted Net Tax Capacity (ANTC)**

28. **Levy Limitation Certification (LLC)**

29. **Voluntary Pre-K (VPP)**

30. **Health and Safety (H&S)**

31. **Practical Kindergarten (PK)**

32. **Revised 6/13/2018**

33. **Taxpayer**
### Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection

#### Stillwater Area Public School District

| Calculation for Ten Year Projection | Fiscal Year | Revised 6/13/2018 | Potentially Change any Key Adjustments | Possible 2018 LLC Certification | Current Estimate | Preliminary Interim 1 | Interim 2 | Interim 3 | Interim 4 | Interim 5 | Interim 6 | Interim 7 | Interim 8 | Interim 9 | Interim 10 | Interim 11 | Interim 12 | Interim 13 | Interim 14 | Interim 15 | Interim 16 | Interim 17 | Interim 18 | Interim 19 | Interim 20 | Interim 21 | Interim 22 | Interim 23 | Interim 24 |
|------------------------------------|-------------|-------------------|---------------------------------------|--------------------------------|-----------------|---------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Old Formula revenue                | FY 2018     | 654,867           | 750,000                               | 760,000                          | 770,000         | 780,000            | 790,000        | 800,000        | 810,000        | 820,000        | 830,000        | 840,000        | 840,000        | 840,000        | 840,000        | 840,000        | 840,000        | 840,000        | 840,000        | 840,000        | 840,000        | 840,000        | 840,000        | 840,000        | 840,000        |
| Debt Excess allocated to line 22 | FY 2020     | -                 | -                                     | -                                 | -                | -                  | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              |

#### Notes:
- Old Formula: Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2010).
- Old Formula all facilities debt revenue (CA) - gross before debt excess
- Debt Excess allocated to line 22
- Old Formula all facilities 444 revenue
- Old Formula all facilities 444 revenue adjusted for any changes to the match as you go amounts calculated on the All Facilities Page
- Old Formula: Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2010).
- Old Formula all facilities debt revenue (CA) - gross before debt excess
- Debt Excess allocated to line 22
- Old Formula all facilities 444 revenue
- Old Formula all facilities 444 revenue adjusted for any changes to the match as you go amounts calculated on the All Facilities Page
## Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection

### Revised 6/19/2018

#### Appendix: Payable 2018 LLC Certification

### Calculations for Ten Year Projection

<table>
<thead>
<tr>
<th>Year</th>
<th>Payable 2018 LLC Certification</th>
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</thead>
<tbody>
<tr>
<td>FY 2018</td>
<td>FY 2019</td>
</tr>
<tr>
<td>56</td>
<td>General Fund Portion of Revenue (non-grandfather districts)</td>
</tr>
<tr>
<td>57</td>
<td>Total General Fund Revenue + (64) - (351)</td>
</tr>
<tr>
<td>58</td>
<td>Total General Fund Revenue + (64)</td>
</tr>
<tr>
<td>60</td>
<td>General Fund Equalized Levy + (58) * (56)</td>
</tr>
<tr>
<td>61</td>
<td>General Fund Equalized Levy + (57)</td>
</tr>
<tr>
<td>62</td>
<td>Total General Fund Levy = (58) + (61)</td>
</tr>
</tbody>
</table>

### Notes:
1. Underlying general fund equalized levy results in proportionate reduction in associated aid.
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (Line 49) for any of the 10 years in the plan.
3. For LA districts with old All Facilities bonding, the amount on line 22 will reduce initial revenue on line 21, less the R & S portion entered on line 24.
**Long-Term Facility Maintenance Ten-Year Expenditure Application**

**District Name:** Stillwater Area Public Schools  
**District #:** 834  
**Date:**

**District Contact for Questions on this Spreadsheet:**  
**Phone #:** (651) 351-8331  
**Email:** hoheiselk@stillwaterschools.org

**Fiscal Year, Ending June 30th ->**  
2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028

### Health and Safety - Projects Costing $100,000 or more per Site/Year

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<td>$81,149</td>
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<tr>
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<td>$83,384</td>
<td>$86,091</td>
<td>$86,674</td>
<td>$91,334</td>
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### Total Health and Safety Capital Projects

| Education and Safety Capital Projects | $625,599 | $735,000 | $140,000 | $179,903 | $171,381 | $170,804 | $184,904 | $176,880 | $181,086 | $189,319 | $186,725 |

### Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 1240.351

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### Deferred Capital Expenditures and Maintenance Projects

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### Total Deferred Capital Expense and Maintenance

| $2,281,567 | $4,988,500 | $6,902,500 | $4,800,276 | $4,938,785 | $5,000,848 | $5,166,572 | $5,296,071 | $5,429,463 | $5,569,837 | $5,711,432 |

### Total Annual 10 Year Plan Expenditures

| $3,067,166 | $5,733,500 | $7,642,500 | $5,531,185 | $5,634,166 | $5,802,892 | $5,951,476 | $6,082,951 | $6,244,539 | $6,405,376 | $6,578,157 |
Fiscal Year (FY) 2020 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

General Information: Minnesota school districts, intermediate school districts and cooperatives applying for Long-Term Facilities Maintenance (LTFM) revenue under Minnesota Statutes, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue — Statement of Assurances (ED-02477-04). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2018. Submit to: Attention Sarah C. Miller (MDE.Facilities@state.mn.us) along with other required LTFM documentation.

Identification Information

Name of District or Cooperative: Stillwater Area Public Schools
District Number and Type: 0834-01
Date Submitted: 07/13/2018

Statement of Assurances

1. All estimated expenditures included in the attached Ten Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed Health and Safety uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.

2. All estimated expenditures included in the attached Ten Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures (June 2018), Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.

3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2020 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.

4. All actual expenditures to be reported in UFARS for FY 2020 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for accessibility and deferred maintenance will be for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.

5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. § 127A.411, subd. 3).

6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and lead in water testing (mandatory) and remediation.

Certification of Statement of Assurances

A Statement of Assurances submitted by a single district must be signed by the district superintendent. A Statement of Assurances submitted by an intermediate school district or cooperative must be signed by the intermediate district superintendent or cooperative director.

Signature – Superintendent or Cooperative Director: Denise Pontrelli
Name – Superintendent or Cooperative Director (Please print): Denise Pontrelli
Date: 07/12/2018
EXTRACT OF MINUTES OF MEETING OF
SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT #834
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of School Board of Independent School District No. 834 State of Minnesota, was held on _____ 2018, at _____ clock p.m., for the purpose, in part, of approving the Stillwater Area Public School District No. 834's long term facility maintenance revenue ten year plan.

Member ______________ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING STILLWATER AREA PUBLIC SCHOOL DISTRICT NO. 834'S LONG TERM FACILITY MAINTENANCE REVENUE TEN YEAR PLAN

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

The school board of Stillwater Area Public School District No. 834 has approved a long term facility maintenance revenue ten year plan for its facilities for the 2019-2020 school year in the amount of $7,642,500. The various components of this program budget are attached as EXHIBIT A hereto and are incorporated herein by reference. Said budget is hereby approved.

The motion for the adoption of the foregoing resolution was duly seconded by Member ________________ and, upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
COUNTY OF Washington

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 834, State of Minnesota, hereby attest that the preceding information is accurate.

WITNESS MY HAND officially as such Clerk this _____ day of _____, 2018.

Clerk
Independent School District No. 834
Report for Action: Series 200 Policies Final Reading 201-208
Meeting Date: July 12, 2018
Contact Person: Policy Working Group

Report Purpose:
The members of the policy working group will present the policies 201-208 for the final reading.

201 Legal Status of the School Board
202 School Board Officers
203 Operation of the School Board – Governing Rules
203.1 School Board Procedures; Rules of Order
203.2 School Board Meeting Agenda
203.3 Consent Agendas
204 School Board Meeting Minutes
205 Open Meetings and Closed Meetings
206 Public Participation in School Board Meetings
207 Public Hearings
208 Development, Adoption, and Implementation of Policies

Recommendation:
A motion and a second to approve policies 201-208 will be requested.

Motion by: ___________________ Seconded by: ___________________ Vote: ___________________
I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

III. DEFINITION

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

IV. ORGANIZATION AND MEMBERSHIP

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

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

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

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

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

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

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

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

1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;

2. conduct the business of the schools and pay indebtedness and proper expenses;

3. employ and contract with necessary qualified teachers and discharge the same for cause;

4. provide services to promote the health of its pupils;

5. provide school buildings and erect needed buildings;

6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;

7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;

8. employ and discharge necessary employees and contract for other services;

9. provide for transportation of pupils to and from school, as governed by statute; and

10. procure insurance against liability of the school district, its officers, and employees.

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

1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
2. furnish school lunches for pupils and teachers on such terms as the school board determines;

3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;

4. lease rooms or buildings for school purposes;

5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;

6. authorize cocurricular and extracurricular activities;

7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and

8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References:

Minn. Stat. § 123A.22 (Cooperative Centers)
Minn. Stat. § 123B.02 (General Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14 (School District Officers)
Minn. Stat. § 123B.23 (Liability Insurance)
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)
Minn. Stat. § 123B.85 (Definition)
I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

A. The school board shall meet annually and organize by selecting a chair, a vice chair, a clerk, and a treasurer.

B. The superintendent shall serve as an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a vice chair, a clerk, and a treasurer. These officers shall hold office for one year and until their successors are elected and qualify.

A. The responsibilities of clerk and treasurer may be delegated to District staff.

B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person.

IV. OFFICER’S RESPONSIBILITIES

A. Chair

1. The Chair has the following duties and responsibilities:

   a. Presides at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.

   b. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the order.
c. Exercises his/her duties under the state law, including but not limited to, the authorization for payment of claims as required by law.

d. Represents the district in all actions and performs all the duties usually incumbent on such officer.

e. Provides leadership to the Board and ensures the faithful execution of the Board’s processes, exercises interpretive responsibilities with integrity, reflects the spirit and intent of the Board’s policies.

f. Monitors Board actions to assure that they are consistent with the Board’s own rules and policies and with other obligations imposed by agencies whose authority supersedes the board’s own authority;

g. Conducts Board meetings using the authority normally vested in the Chair as described in Minnesota Statute and Robert’s Rules of Order;

h. Ensures that deliberations are fair, open, productive, efficient and orderly and that only Board matters are discussed;

i. Leads periodic Board self assessments to ensure continuous process improvement.

j. Facilitates the annual transition of Board officers.

k. Makes interpretive decisions of Board policies using reasonable judgment.

l. Compiles and facilitates the Board’s annual evaluation of the Superintendent.

m. Represents the Board as its official spokesperson about issues decided by the Board and other matters related to official board business.

n. Delegates authority, when appropriate, to other Board members.

o. Executes all documents authorized by the Board, except as otherwise provided by law or board action.

p. Appoints Board members, annually, to Board working groups and liaison assignments.

q. Taking into consideration agenda items proposed by Board members, works in concert with the Superintendent to develop proposed Board meeting agendas consistent with the Board’s annual calendar.

2. The Chair is not authorized to:

   a. Exercise any authority as an individual to supervise or direct the Superintendent.

B. **Vice-Chair**

1. The Vice-Chair has the following authority and duties:
a. Serves, with all the power and duties, in the absence of the Chair.

b. Assists Chair as requested in the execution of Chair responsibilities.

C. Treasurer

1. The Treasurer has the following duties:

   a. The treasurer shall deposit the funds of the school district in the official depository.

   b. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.

   c. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.

   d. Enters and maintains the records of itemized counts of all expenses of the district

   e. Annually reviews superintendent’s contract to ascertain status on compensation and benefits

   f. Reviews district expenses against the budget.

   g. Serves on the Finance Board working group.

D. Clerk

1. The Clerk has the following duties:

   a. The clerk shall keep a record of all meetings in the books provided.

2. On or before September 15 of each year, the clerk shall:

   a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.

   b. make and transmit to the commissioner certified reports, showing:

      (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;

      (2) length of school term and enrollment and attendance by grades; and

      (3) other items of information as called for by the commissioner.

3. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk’s record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.

4. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers’ wages and all claims, to be countersigned by the chair.
5. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

6. The clerk shall perform the duties of the chair in the event of the chair’s and the vice-chair’s temporary absences.

7. Signs documents as required.

8. The clerk shall perform any other record keeping and accounting as prescribed by state law.

9. Serves on the Board’s Policy working group.

E. Superintendent
1. The superintendent shall be an ex officio, nonvoting member of the school board.

2. The superintendent shall perform the following:
   a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
   b. recommend to the school board employment and dismissal of teachers;
   c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
   d. superintend school grading practices and examinations for promotions;
   e. make reports required by the commissioner; and
   f. perform other duties prescribed by the school board.

Legal References: Minn. Stat. § 123B.12 (Finance)  
Minn. Stat. § 123B.14 (Officers)  
Minn. Stat. § 123B.143 (Superintendent)  
Minn. Stat. § 126C.17 (Referendum Revenue)  
Minn. Stat. Ch. 205A (School District Elections)
I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

A. Minnesota statutes where specified;

B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and


*Legal References:* Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 123B.09 (School Board Matters)
Minn. Stat. § 123B.14 (Officers)
I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

II. GENERAL STATEMENT OF POLICY

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;

B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;

C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and

D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

A. School board members should raise their hand to gain the recognition of the chair.

B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert’s Rules of Order require larger numbers of affirmative votes.

C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.

D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
E. The chair shall rule on all questions relating to motions and points of order brought before the school board.

F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert’s Rules of Order.

G. The chair shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.

H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.

I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.

J. The order in which names will be called for roll call votes will be alphabetically by last name and the chair will vote last.

K. The chair has the same right and responsibility as each school board member to vote on all issues.

L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.

M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

Legal References: Minn. Stat. § 13D.01 (Open Meeting Law)
I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.

B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person’s name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.

C. The agenda and supporting documents shall be sent to the school board members six (6) days prior to the scheduled school board meeting.

D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.

E. At least one copy of any materials relating to the agenda items of the meeting which are distributed shall be available in the meeting room for inspection by the public while the school board considers the agenda item. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.

B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.

C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.

D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)
I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. MAINTENANCE OF MINUTES AND RECORDS

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

B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.

2. Recordings of closed meetings shall be preserved by the school district for the following time periods:

   a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.

   b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.

d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.

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

3. The classification of recordings of closed meetings shall be pursuant to the Minnesota Government Data Practices Act, including the following

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

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

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

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

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

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

a. The date of the closed meeting;

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

c. The classification of the data.

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

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

B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.

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

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

The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the requirements of the Minnesota Open Meeting Law which require that meetings be closed to protect private data or permit closure to serve the public interest.

II. GENERAL STATEMENT OF POLICY

A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.

B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

“Meeting” means a gathering of at least a quorum of school board members or a committee or subcommittee of school board members with decision-making authority at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public, rather than communication between a quorum of school board members.

IV. PROCEDURES

A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings
a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board’s usual meeting room if there is no principal bulletin board, on the school district’s website and any other forms of communication deemed appropriate by the school district. The school board’s actions at the special meeting are limited to those topics included in the notice.

b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.

c. The notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.

d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.

e. Requests for notice of special meetings shall expire at the end of the school year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.

b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.

c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium’s telephone number.

d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.

e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.

f. Notice shall include the subject of the meeting.

g. Posted or published notice of an emergency meeting shall not be required.

h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings
If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

1. In any open meeting, a copy of any materials relating to agenda items which are distributed to members for the meeting shall be available in the meeting room for inspection by the public while the school board considers the agenda item.

2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.

2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board’s authority and is reasonably necessary to conduct the business or agenda item before the school board.

3. Data discussed at an open meeting retain the data’s original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

The school board may, by a majority vote in a public meeting, (a) decide to hold a closed meeting as required or permitted under the Minnesota Open Meeting Law, including but not limited to:
a. Labor negotiations strategy, including negotiation strategies or development or discussion or review of labor negotiation proposals.

b. Preliminary consideration of allegations or charges against an individual subject to board authority.

c. To evaluate the performance of an individual who is subject to board authority.

d. Attorney-client privilege communications when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice.

e. Dismissal hearings for teachers or students when such hearings are held before the school board.

f. Dismissal Hearing for licensed or nonlicensed head varsity coaches when such hearings are held before the school board.

g. For discussions related to the purchase or sale of real or personal property, including:

(1) to determine the asking price for real or personal property to be sold by the school district;

(2) to review confidential or nonpublic appraisal data; and

(3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

h. Security matters, such as to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies and/or recommendations regarding public services, infrastructure, and facilities, where disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.

i. To discuss certain private data such as data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minor or vulnerable adults; active investigative data collected or created by law enforcement agencies; educational data; or an individual’s personal medical records.

j. Closed meetings (except for attorney-client privilege) must be electronically recorded at the expense of the school district and preserved for the particular length of time required under the Minnesota Open Meeting Law. Recordings of closed meetings are not available to the public, unless the district determines that all or part of the recording are classified as public data. Data subjects may have a right to all or part of the recording under the Minnesota Government Data Practices Act.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.
Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
I. PURPOSE

A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants’ respective views.

B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school board is to encourage discussion by citizens of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.

B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. THE PUBLIC’S OPPORTUNITY TO BE HEARD

The school board will strive to give all citizens of the school district an opportunity to be heard and to have concerns considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions.

IV. PROCEDURES

A. Agenda Items

1. Citizens who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent’s office in advance of the school board meeting. The citizen should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.

2. The School Board Chair and Superintendent shall determine whether to place a matter on the tentative agenda, in accordance with Policy 203.5.
3. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.

4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.

B. Open Forum

1. The school board shall normally provide a specified period of time when citizens may address the school board on any topic, subject to the limitations of this policy. When such period is provided, the school board will specify the time limit for each speaker.

2. The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

C. Limitations

1. Personnel matters, student matters, subjects with data privacy concerns, or matters which may be potentially defamatory or otherwise unlawful shall not be considered in public, but shall be processed as determined by the school board in accordance with applicable school board policy and applicable law.

2. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.

3. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person’s privilege to address the school board.

4. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
I. PURPOSE

The school board recognizes the importance of obtaining public input on matters properly before the school board. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

In order for the school board to efficiently receive public input on matters properly before the school board, the procedures set forth in this policy are established by the school board.

III. PROCEDURES

A. Public Hearings

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn. Stat. § 123B.51), education district establishment (Minn. Stat. § 123A.15), and agreements for secondary education (Minn. Stat. § 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the discretion of the school board.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

C. Public Participation

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete the information on the electronic sign in sheet. Any request to address the school board after the commencement of the hearing will be granted only at the discretion of the school board chair.

To encourage community participation and to conduct public hearings efficiently, the following processes apply to people who wish to address the School Board:
1. Each individual will be given up to five minutes to address the school board. To ensure all have equal time, individuals may not merge allocated speaking minutes or defer allocated minutes to other speakers.

2. Individuals addressing the school board should provide their name and address, and identify any group they are representing.

3. Individuals must present testimony in a respectful and professional manner. Vulgarity, profanity, character attacks or abuse or specific complaints identifying staff or students will not be permitted.

4. Written statements may be provided to school board members by individuals who do not wish to speak. If an individual wishes to provide statements, they are expected to provide eight copies to be distributed to board members and the superintendent.

5. The School Board will not respond to or discuss comments, but will consider all public input gathered during the hearings.

6. Presentations may be permitted with advance notice, but must fit within the speaker’s five minutes.

7. The board chair or designee will terminate the remarks of any individual that does not adhere to the established guidelines.

Legal References: Minn. Stat. § 123A.15 (Education District Establishment)
I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an equitable, effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

A. The school board has jurisdiction to legislate policy for the school district. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.

B. The school board’s written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.

C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent and board chair for review prior to possible placement on the school board agenda.

IV. ADOPTION OF POLICY

A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.

B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.

C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate
adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.

D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.

B. Policies will be available on the school district website at www.stillwaterschools.org. Anyone requesting a paper copy of a policy may do so by contacting the district office.

C. The superintendent or employees designated by the superintendent shall be responsible for maintaining policies on the district’s website.

D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. District administration shall review, and seek legal review as appropriate, on policies and recommend changes to the board policy working group. The board policy working group shall review and determine if changes should be recommended to the full board. Recommended policy changes shall be presented to the full school board in two readings with action requested at subsequent meeting.

E. The school board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; and 806 Crisis Management Policy.

F. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. The superintendent shall advise the school board when he/she believes it is necessary to adopt a policy on a particular matter and present recommendations to the school board for approval.

Legal References: Minn. Stat. § 123B.02 (School District Powers)
Agenda Item: School Board Meeting Updates
Meeting Date: July 12, 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.
1. Mr. Ken LaCroix appeared before the board to present his proposal and timeline for EMID’s search for the next Executive Director. He spoke to the basic services he would provide for his $8,000 fee: establishing a list of board tasks, preparing a brochure about Equity Alliance, preparing advertisements and materials, working with an advisory committee, reviewing applications, and recommending candidates to interview. As he ended with the board discussion, he noted that the bottom line is finding a leader who will best fit with our organization.

2. Executive Director Jean Lubke spoke to the Board about 2018-2019 commitments for membership and supplemental services from our member districts and supplemental service commitments from three non-member districts. Overall revenue to start the year is down slightly due to fewer students enrolled in member districts as well as member districts selecting fewer supplemental services. It is anticipated that revenue will increase during the year as districts, both member and non-member, choose additional programming and services.

3. The Board received an update on the Equity Alliance MN’s process of defining their Theory of Change. Representatives from staff and member districts met in early June to begin to clarify and align statements that define success for the organization and to identify the outcomes that contribute to and result. The goal during the summer months is to create a visual representation of our Theory of Change which will show how our various programs and services align with the success we hope to attain in our organization.

4. The Board received information regarding two financial matters: 1) Because insurance rates from Blue Cross/Blue Shield for health insurance were higher than expected, other bids were sought. A more favorable bid was received from Preferred One. While deductibles were higher than the previous plan, the overall increase in cost to the organization was significantly lower. Renewal rates for dental, life and LTD did not increase this year; 2) The CD investments matured at the end of May and were reinvested to mature at the end of August.

5. The Board heard from Executive Director Lubke that Regina Seabrook has been hired to replace Mary Bussman, who recently took a principal position in the Roseville district. Ms. Seabrook will work with Professional Development programming. She is teacher, principal and superintendent licensed, as well as
having certificates in order to facilitate AVID, IDI and SEED work. She will be introduced to the Board at the August board meeting.

6. The Board reviewed a variety of calendars. These included the employee work calendar, the board monthly meeting calendar, the Advisory calendar, and the EQ MN Leadership Collaboration calendar. After brief discussion, the Board adjourned to have their annual picture taken for the website.
Agenda Item: Adjournment
Meeting Date: July 12, 2018
Contact Person: School Board Chair

Background:
The meeting must be adjourned formally.