



Independent School District 834 – Stillwater Area Public Schools
Oak Park Building 6355 Osman Avenue North
School Board Organizational Meeting Agenda – January 3, 2019 at 6:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. District Mission and School Board Goals
- V. Approval of the Agenda
- VI. Oath of Office
- VII. Board Organization
 - A. Election of Chairperson
 - B. Election of Vice Chair Person
 - C. Election of Clerk
 - D. Election of Treasurer
- VIII. Superintendent Report
- IX. Introductory Items
 - A. Student Report
 - B. District Recognition
 1. "Technology Team of the Year"
- X. Open Forum

- XI. Consent Items
 - A. Minutes of December 20, 2018 School Board Meeting
 - B. Disbursement Register December 15 – 21, 2018
 - C. Human Resources Personnel Report
 - D. Designate District Depositories and Major Accounts
 - E. Resolution Authorizing Use of Facsimile Signature
 - F. Resolution Delegating Contracting Authority
 - G. Resolution Authorizing Administration to Develop Specifications and Solicit Bids
 - H. Resolution Authorizing Executive Director of Finance and Operations and Supervisor of Financial Services to Make Electronic Fund Transfers
 - I. Designate Official Publication
 - J. Amendment to Finance Procedure for Disbursements

- XII. Reports
 - A. Partnership with ISD 833 – South Washington County Schools – Superintendent Pontrelli
 - B. School Board Committee Assignments and Working Groups 2019 – Board Chair

- XIII. Action Items
 - A. Establish 2019 Calendar of Meetings – Board Chair
 - B. Establish 2019 Board Member Salaries – Board Chair

- XIV. Board Member Updates
 - A. Chairperson Report
 - B. Board Member Reports
 - C. Working Group Reports
- XV. Adjourn



Agenda Item I.
Date Prepared: December 28, 2018
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: January 3, 2019

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item II.
Date Prepared: December 28, 2018
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: January 3, 2019

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

Mark Burns, Director

Shelley Pearson, Director

Jennifer Pelletier, Director

Mike Ptacek, Director

Tina Riehle, Director

Sarah Stivland, Director

Liz Weisberg, Director

Denise Pontrelli, Superintendent of Schools (ex-officio)

Abdulaziz Mohamed, Student Representative for 2018-2019

Nikhil Kumaran, Student Representative for 2018-2019

Recommendation:

Board action is not required.



Agenda Item III.
Date Prepared: December 28, 2018
ISD 834 Board Meeting

Agenda Item: Pledge of Allegiance
Meeting Date: January 3, 2019

Background:

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

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

Recommendation:

Board action is not required.



Agenda Item IV.
Date Prepared: December 28, 2018
ISD 834 Board Meeting

Agenda Item: District Mission and School Board Goals
Meeting Date: January 3, 2019

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.

Recommendation:
Board action is not required.



Agenda Item V.
Date Prepared: December 28, 2018
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: January 3, 2019

Background:

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

Recommendation:

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

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



Agenda Item VI.
Date Prepared: December 28, 2018
ISD 834 Board Meeting

Agenda Item: Oath of Office
Meeting Date: January 3, 2019
Contact Person: Jennifer Pelletier, Acting Chair

Background:

The acting board chair will administer the ceremonial Oath of Office to the three newly elected board members.

SCHOOL BOARD MEMBER OATH OF OFFICE

It is an honor that you were elected to guide the education of our community's children. As you recite the oath of office, you assume a tremendous responsibility as a director of our school district with the duties empowered by the Minnesota Legislature. This power puts you and the other members of our school board in the position of being both morally and legally responsible for equitable, quality education of every student in the district.

In carrying out this responsibility, you will be asked to fulfill the roles of vision, structure, accountability, and advocacy. In providing vision, the board, with extensive participation of the community, envisions the community's educational future and then formulates the goals, defines the outcomes and sets the course for the public schools.

To achieve the vision, the board establishes a structure and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework.

Because as a board we must be accountable to the community, we must ensure a continuous assessment of student achievement and all conditions affecting the education of our children.

As board members, we serve as education's key advocate on behalf of students and our community schools to advance the vision for our schools.

Furthermore, we must strive to work together with the superintendent and staff to lead the district toward fulfilling the vision we have created, fostering excellence for every student in the areas of academic skills and knowledge, citizenship and personal development.

Having signed the acceptance of office and oath of office, I hereby publicly affirm my commitment to the oath of office:

I affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No.834 to the best of my judgment and ability.



Agenda Item VII. A. B. C. D.
Date Prepared: December 28, 2018
ISD 834 Board Meeting

Agenda Item: Board Organization
Meeting Date: January 3, 2019
Contact Person: Jennifer Pelletier, Acting Chair

Background:

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

Board Nomination Process

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

Paper Ballot:

- If there is more than one person nominated for the office, there is a paper ballot.
- Each board member would vote for one candidate and sign his/her ballot.
- The votes of each board member would be read and the winning candidate announced.
- Votes of each board member would be recorded in the minutes of the meeting.
- According to Roberts Rules, a person can abstain from the voting, but needs to write this on his/her ballot.

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

A. Election of Chairperson

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

B. Election of Vice Chairperson

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

C. Election of Clerk

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

D. Election of Treasurer

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



Board Officers – Historical

For Informational Purposes Only

Year	Chair	Vice Chair	Clerk	Treasurer
2019				
2018 <small>June due to resignation of T. Lehmann</small>	J. Pelletier	S. Stivland	P. O'Loughlin	S. Pearson
2018	T. Lehmann	J. Pelletier	P. O'Loughlin	S. Pearson
2017	G. Hoepfner	P. O'Loughlin	J. Pelletier	T. Lehmann
2016	G. Hoepfner	M. Ptacek	P. O'Loughlin	A. Burbach
2015	T. Lehmann	K. Buchholz	M. Ptacek	A. Burbach
2014	T. Lehmann	K. Buchholz	G. Hoepfner	N. Fedie
2013	K. Buchholz	T. Lehmann	G. Hoepfner	N. Fedie
2012	G. Dierberger	M. Ptacek	K. Buchholz	T. Lehmann
2011	G. Dierberger	M. Ptacek	K. Buchholz	T. Lehmann
2010	G. Hoepfner	N. Fleischman	N. Fedie	G. Dierberger
2009	G. Hoepfner	N. Fleischman	N. Fedie	G. Dierberger
2008	K. Buchholz	S. Papke	R. Buchman	G. Hoepfner
2007	K. Buchholz	A. Aronson	R. Buchman	S. Papke
2006	G. Thole	C. Kunze	D. Junker	N. Hoffman
2005	G. Thole	C. Kunze	D. Junker	N. Hoffman
2004	D. Junker	G. Thole	A. Aronson	C. Kunze
2003	C. Hlavacek	J. Uppgren	C. Tollefsrud	D. Junker
2002	C. Hlavacek	J. Uppgren	C. Tollefsrud	D. Junker
2001	M. Cecconi	C. Hlavacek	C. Tollefsrud	J. Uppgren
2000	M. Cecconi	R. Buchman	C. Tollefsrud	J. Uppgren
1999	M. Radtke	M. Cecconi	A. Triplett	K. Rose
1998	M. Radtke	M. Cecconi	A. Gillen	D. Junker
1997	S. Zinnel	M. Radtke	A. Gillen	M. Cecconi
1996	M. Radtke	K. Rose	J. Friant	M. Cecconi



Agenda Item VIII.
Date Prepared: December 28, 2018
ISD 834 Board Meeting

Agenda Item: Superintendent Report
Meeting Date: January 3, 2019

Background:

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

Recommendation:

Board action is not required.



Agenda Item IX. A. B.
Date Prepared: December 28, 2018
ISD 834 Board Meeting

Agenda Item: Introductory Items
Meeting Date: January 3, 2019
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 X.
Date Prepared: December 28, 2018
ISD 834 Board Meeting

Agenda Item: Open Forum
Meeting Date: January 3, 2019

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 XI. A. through J.
Date Prepared: December 28, 2018
ISD 834 Board Meeting

Agenda Item: Consent Agenda
Meeting Date: January 3, 2019
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 December 20, 2018

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

A copy of the Minutes is included for your review.

B Disbursement Register December 22, 2018 through January 4, 2019

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

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

C. Human Resources Personnel Report

Contact Person: Cathy Moen, Executive Director of Administrative Services

A summary of personnel transactions for the month is enclosed, including retirements, resignations, releases, hires, additional assignments, leaves of absences, assignment changes and co-curricular hires.

Various Organizational Resolutions

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

Copies of these resolutions are included for your review.

D. Designate District Depositories and Major Accounts

E. Resolution Authorizing Use of Facsimile Signature

F. Resolution Delegating Contracting Authority

G. Resolution Authorizing Administration to Develop Specifications and Solicit Bids

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

I. Designate Official Publication

J. Amendment to Finance Procedure for Disbursements

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

A copy of the recommended amendment is included for your review.

Recommendation:

BE IT RESOLVED by the School Board of Independent School District 834 – Stillwater Area Public Schools that Consent Agenda Items A through D be approved as written, and a copy of the agenda items is attached to the minutes.

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



Independent School District No. 834 – Stillwater Area Public Schools
Central Services 1875 Greeley Street South, Stillwater, MN
December 20, 2018 – 8:00 a.m. Meeting Minutes

I. Call to Order: The meeting was called to order at 8:02 a.m.

II. Roll Call: Present: Jennifer Pelletier, chair; Sarah Stivland, vice chair; Paula O’Loughlin, clerk; Shelley Pearson, treasurer; George Hoepfner, director; Don Hovland, director; Mike Ptacek, director; and Superintendent Pontrelli, ex-officio.

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

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

V. Approval of the Agenda

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

IX. Consent Agenda

- A. Minutes of December 13, 2018 School Board Meeting
- B. Accept Gifts and Donations November 2018
- C. Disbursement Register December 15 – 21, 2018
- D. Human Resources Personnel Report

Director Ptacek requested to act on item C separately. Action on the disbursements was taken after VII. C.

Motion by: Member Hoepfner to approve A, B, and D; Second by: Member Pearson; Vote: 7 ayes, 0 nays, Motion Carried.

Motion by: Member Pearson to approve item C; Second by: Member Ptacek; Vote: 7 ayes, 0 nays, Motion Carried.

D. 2019-2020 Budget Adjustments

School board members have identified \$1.523 million in budget adjustments they’ll be considering for the coming year. The list includes a reduction in the areas of professional development and curriculum development, cuts to administrative positions, a change in the high school staffing ratio, and increased fees for high school athletics and activities, facility rentals and users of FeePay. Board members expect to vote on the budget adjustment list on December 20, 2018. The district is facing a budget shortfall of \$2.5 million for the coming year and the board has been working for several months to identify ways to balance the budget. While the list of recommended adjustments is short of the \$2.5 million goal, the board may continue the discussion to identify additional areas of the budget to reduce in the future.

XI. Action Items

A. 2018-2019 Revised Budget

Ms. Hoheisel requested approval of the 2018-19 Revised Budget as presented at the December 13, 2018 board business meeting. This budget adopted by the School Board midyear is an update to the Preliminary Budget approved the previous June.

FUND	2018-19 Revenue Budget	2018-19 Expenditure Budget
General	107,742,343	112,095,229

Food Service	4,221,330	4,171,542
Community Service	7,093,805	7,076,648
Sub-Total Operating Funds	\$119,057,478	\$123,343,419
Building Construction Fund	50,000	8,395,000
Debt Service Fund	10,409,666	9,855,921
Sub-Total Non-Operating Funds	\$10,459,666	\$18,250,921
Trust Fund	25,000	25,000
Total All Funds	\$129,542,144	\$141,619,340

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

B. 2019-2020 Budget Adjustments

Administration presented the list of recommended adjustments for the 2019-2020 school year:

Motion by Member O'Loughlin to cut Professional Development/Curriculum \$500,000, Capital \$125,000, Operations and Facilities \$75,000, District Wide \$52,000, Operations and Facilities \$40,000, Supply and Materials \$24,000 and reduce the board budget by \$10,000. A total of \$826,000. Second by Member Pelletier; Vote: 2 (O'Loughlin, Pelletier) 5 nays (Hoepfner, Hovland, Pearson, Ptacek, Stivland) Motion Failed.

Motion by Member Pearson to table additional reductions until January; Seconded by Member Ptacek; Vote: 5 ayes, 2 (Hoepfner, O'Loughlin) nays. Motion Carried.

Area of Adjustment	Description of Reduction	Estimated Savings
Professional Development (PD)/Curriculum	Reduce both PD and Curriculum by \$250,000 and move building PD back to district for distribution	\$500,000
<i>Motion by: Member Stivland; Second by: Member Pearson; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.</i>		
Programming	Increase 9-12 staffing ration by one	\$300,000
<i>Motion by: Member Hoepfner; Second by: Member Pelletier; Vote: 0 ayes, 7 nays, Motion Failed.</i>		
Administration/ Support Staff	Reduce staff and restructure department responsibilities	\$200,000
<i>Motion by: Member Ptacek; Second by: Member Stivland; Vote: 5 ayes, 2 (O'Loughlin, Pelletier) nays, Motion Carried.</i>		
Capital	Remove building level allocation	\$125,000
<i>Motion by: Member Ptacek; Second by: Member Pearson; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.</i>		
Programming	Remove YCAPP (alternate suspension) program	\$107,000
<i>Motion by: Member Pelletier; Second by: Member Stivland; Vote: 0 ayes, 7 nays, Motion Failed.</i>		
Operations and Facilities	Reduce cleaning, maintenance, grounds, supplies	\$75,000
<i>Motion by: Member Pearson; Second by: Member Pelletier; Motion Withdrawn.</i>		
<i>Motion by: Member Stivland to reduce by \$100,000; Second by: Member Ptacek; Vote: 4 ayes, 3 (Hoepfner, Hovland, O'Loughlin) nays, Motion Carried.</i>		
Activities/Athletics	Increase high school athletic and activity participation fees to cover additional cost of programming	\$65,000
<i>Motion by: Member Pearson; Second by: Member Stivland; Vote: 1 ayes, 6 (Hoepfner, Hovland, O'Loughlin, Pelletier,</i>		

<i>Ptacek, Stivland) nays, Motion Failed.</i>		
District Wide	User of FeePay picks up fees for use of credit card	\$52,000
<i>Motion by: Member O'Loughlin; Second by: Member Hovland; Vote: 5 ayes, 2 (Pearson, Stivland) nays, Motion Carried.</i>		
Operations and Facilities	Increase Fees for Facility Rental	\$40,000
<i>Motion by: Member O'Loughlin; Second by: Member Hoepfner; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.</i>		
Memberships/Contracts	Restructure assessment configurations	\$35,000
<i>Motion by: Member Hoepfner to transfer cost of ACT test to student; Second by: Member O'Loughlin; Vote: 1 ayes, 6 (Hovland, O'Loughlin, Pearson, Pelletier, Ptacek, Stivland) nays, Motion Failed.</i>		
<i>Motion by: Member Stivland; Second by: Member Pearson; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.</i>		
Supply and Materials	Reduce building supply budgets	\$24,000
<i>Motion by: Member Pearson; Second by: Member Ptacek; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.</i>		
	(NEW) Reduce school board budget	\$5,000
<i>Motion by: Member O'Loughlin to reduce board budget by \$10,000; Second by: Member Pelletier;</i>		
<i>Motion by: Member Pearson to amend the motion from \$10,000 to \$5,000; Second by: Member Stivland; Vote: 4 ayes, 3 (Hoepfner, O'Loughlin, Pelletier) nays, Motion Carried.</i>		
<i>Motion by: Member O'Loughlin to reduce board budget by \$5,000; Second by: Member Pelletier; Vote: 5 ayes, 2(O'Loughlin, Pelletier) nays, Motion Carried.</i>		
	(NEW) Eliminate Instructional Coaching Program	\$348,000
<i>Motion by: Member Stivland; Second by: Member Pearson; Vote: 3 (Pearson, Ptacek, Stivland) ayes, 4 (Hoepfner, Hovland, O'Loughlin, Pelletier) nays, Motion Failed.</i>		
	Total Reductions	\$1,081,000

Board Chair Pelletier excused herself from the meeting at 10:57. Vice Chair Stivland led the remainder of the meeting.

C. 2019-2020 Course Additions, Revisions

Ms. Larson requested approval of the course changes as presented at the December 13, 2018 business meeting.

Online Blended Biology: Students are provided the opportunity to take General Biology as an online blended biology course. They may take this online course for one semester or both semesters. This course follows the same Minnesota Benchmarks in Biology as General Biology. The revision to this course is to reinstate either Physical Science or STEM Physical Science as a prerequisite.

Human Anatomy and Medical Terminology: Changes within the University of Minnesota's College In Schools (CIS) Human Physiology course has required us to re-examine our scope and sequence relating to our Human Anatomy and Physiology course. The change away from our existing Human Anatomy and Physiology course to Human Anatomy and Medical Terminology will create two distinct courses in human biology and would allow for students to take both courses if they so choose. It provides more depth within Medical Terminology and related content.

Journalism and Yearbook: Journalism and Yearbook currently are separate courses although Yearbook content is covered within our Journalism course. Because Yearbook has been offered as an independent elective class, enrollment has inadvertently been limited. Officially combining Yearbook with Journalism will allow more students access to Yearbook experience. Students will have the option to take it for English credit or Art credit.

Advanced Video Productions: This new course will allow students to continue their learning from our Introduction to Video course. Students will focus on artistic processes, software exposure and digital video skills.

Computer Science Advanced Topics: This new course will allow students the opportunity to strengthen their computer science skills. It will focus on complex coding algorithms, programming, computer language, robotics, and allow students the opportunity to earn certification from Google for fixing Chromebooks.

Geometry with Computer Science: This new course will introduce students to computer science topics while earning their geometry credits. It will cover all information from our Geometry A & B course while embedding relating computer science concepts such as conditionals, loops, and syntax. It will also use a block coding language created by MIT entitled Scratch.

Motion by: Member O'Loughlin; Second by: Member Hovland; Vote: 6 ayes, 0 nays, Motion Carried Unanimously.

XIII. Adjournment

The meeting adjourned at 11:08 a.m.

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

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

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Clark, Tamara	Resignation	Community Education Assistant, 5.75 hrs/week Andersen Elementary	CE Leads & Assistants	1/3/2019
Elmer, Mark	Retirement (32 years)	1.0 FTE PE Teacher, Asst. Football Coach & Weight Room Suprv. Stillwater Area High School	SCEA	6/3/2019
Good, Rhonda	Resignation	Cafeteria, 4 hrs/day Stillwater Area High School	Cafeteria	1/18/2019
Ludgatis, Tammy	Retirement (8 years)	Paraprofessional, 3 hours/day Lake Elmo Elementary	SCPA	1/3/2019
Potter, Paige	Resignation	Community Education Assistant, 1.75 hrs/day Stonebridge Elementary	CE Leads & Assistants	1/4/2019
Stoltz, Scotty	Resignation	Paraprofessional, 6.0 hrs/day Lake Elmo Elementary	SCPA	12/21/2018
Stoltz, Scotty	Resignation	Community Education Assistant, 10 hours/week Stonebridge Elementary	CE Leads & Assistants	12/21/2018
Swenson, Kim	Resignation	Paraprofessional, 5.9 hours/day Early Childhood Family Center	SCPA	1/1/2019

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Fein, Leah	Casual Interpreter District Wide	\$30.00 / hour	Casual	Casual	12/19/2018
Kummer, Jeanelle	Cafeteria, 3 hrs/day Lake Elmo Elementary	\$15.05 / hour	Replacement	Cafeteria	1/2/2019
Skweres, Benjamin	Community Education Assistant, 2.5 hrs/day Stonebridge Elementary	\$13.41 / hour	Replacement	CE Leads & Assistants	1/7/2019
Sorensen, Stephen	8th Grade Boys Basketball Coach Stillwater Middle School	\$2,236.00	Replacement	Co-curricular	1/2/2019
Van Tassel, Karen	Cafeteria, 5.25 hrs/day Lake Elmo Elementary	\$15.05 / hour	Replacement	Cafeteria	1/2/2019
Weis, Natalie	Paraprofessional, 5.75 hrs/day Lake Elmo Elementary	\$15.43 / hour	Replacement	SCPA	1/3/2019

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Hamilton, Leah	.8 FTE Speech Pathologist Stillwater Middle, Stillwater Area High & District Wide	1.0 FTE Speech Pathologist Stillwater Middle, Stillwater Area High & District Wide	2018-2019 Staffing	SCEA	8/20/2018
Newborg, Nicole	Clerk - Substitute Coordination, 3.0 hrs/day Stillwater Area High School	Clerk - Substitute Coordination, 3.0 hrs/day Stillwater Area High School	2018-2019 Staffing	Tech Support	September 26, 2018 - May 31, 2019 (Adjusted dates)

ADDITIONAL ASSIGNMENTS

NAME	Position	Reason	Group	EFFECTIVE DATE
Hamernick, Amy	Ski Club Advisor Oak-Land Middle School	2018-2019 Staffing	Co-Curricular	12/17/2018
Hovland, Rachel	Ski Club Advisor Oak-Land Middle School	2018-2019 Staffing	Co-Curricular	12/17/2018



Agenda Item XI. D.
Date Prepared: December 12, 2018
ISD 834 Board Meeting

Consent Report: Designate Depositories of Major Accounts
Meeting Date: January 3, 2019
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

Background:

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

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

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

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

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

KH:lm



**INDEPENDENT SCHOOL DISTRICT #834
SCHOOL BOARD RESOLUTION
DESIGNATING DEPOSITORIES AND MAJOR ACCOUNT BANKS**

Whereas, it is the practice of the School Board of Independent School District #834 to adopt its annual organizational resolutions at its first meeting of the calendar year;

Whereas, Administration has reviewed the checking and depositing needs for School District funds and has recommended the designation of the following depositories:

First State Bank and Trust
Lake Elmo Bank
MN Trust (PMA Financial)

U.S. Bank
U.S. Bancorp Piper Jaffray

Whereas, Administration has recommended that the following depositories continue to be designated as Major Account Banks:

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

Whereas, any Board member who has stock or any other financial interest in a bank located within the boundaries of the school district, other than a regular account, must make this fact a matter of public record; and no individual Board member voting on this resolution has any such financial interest;

Now therefore the School Board of Independent School District #834 hereby resolves:

1. The Board designates the following depositories for School District funds:

First State Bank and Trust
Lake Elmo Bank
MN Trust (PMA Financial)

U.S. Bank
U.S. Bancorp Piper Jaffray

2. The Board designates the following depositories as Major Account Banks:

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



Agenda Item XI. E.
Date Prepared: December 12, 2018
ISD 834 Board Meeting

Consent Report: Resolution Authorizing Use of Facsimile Signature
Meeting Date: January 3, 2019
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

Background:

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

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

KH:lm



**INDEPENDENT SCHOOL DISTRICT #834
SCHOOL BOARD RESOLUTION
AUTHORIZING FACSIMILE SIGNATURES**

Whereas, it is the practice of the School Board of Independent School District #834 to adopt its annual organizational resolutions at its first meeting of the calendar year;

Whereas, Minnesota Statutes § 47.41 permits the School District to authorize its depository banks to accept facsimile signatures of any officer or other person authorized to sign checks or other orders for public funds on deposit;

Whereas, Minnesota Statutes § 47.42 authorizes the School District to insure depositors against losses arising from any unauthorized use of such facsimile signatures; and

Whereas, if the School District insures depositors against losses arising from the misuse of facsimile signatures, under Minnesota Statutes § 47.42 the authorized signers shall not be personally liable for losses arising from the misuse of their facsimile signatures unless the loss occurs by reason of that person's own wrongful act;

Now therefore the School Board of Independent School District #834 hereby resolves:

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



Agenda Item XI. F.
Date Prepared: December 12, 2018
ISD 834 Board Meeting

Consent Report: Resolution Authorizing Administration to Contract for Budgeted Items
Meeting Date: January 3, 2019
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

Background:

Minnesota Statute 123B.52, subdivision 2, states that the Board may authorize its superintendent or business manager to lease, purchase, and contract for goods and services within the Board-approved budget. In our Administration, the title of the business manager is Executive Director of Finance. The current statutory limit on the delegated contracting authority is \$100,000. (**See** Minn. Stat. § 123B.52, Subd. 2; **and** Minn. Stat. § 471.345, Subd. 3.) The Board has the discretion to set the limit at a lower amount if it chooses. Staff recommends the Board adopt the following resolution authorizing the Superintendent and the Executive Director of Finance to contract for items in the Board-approved budget:

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

KH:lm



**INDEPENDENT SCHOOL DISTRICT #834
SCHOOL BOARD RESOLUTION
DELEGATING CONTRACTING AUTHORITY**

Whereas, it is the practice of the School Board of Independent School District #834 to adopt its annual organizational resolutions at its first meeting of the calendar year;

Whereas, Minnesota Statute 123B.52, subdivision 2, authorizes the Board to delegate to the superintendent or business manager the authority to lease, purchase, and contract for goods and services within the Board-approved budget;

Whereas, the title of the School District's business manager is Executive Director of Finance; and

Whereas, the current statutory limit on the delegated contracting authority under Minnesota Statutes §§ 123B.52 and 471.345 is \$100,000;

Now therefore the School Board of Independent School District #834 hereby resolves:

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



Agenda Item XI. G.
Date Prepared: December 12, 2018
ISD 834 Board Meeting

Consent Report: Resolution Authorizing Administration to Develop Specifications and Solicit Bids
Meeting Date: January 3, 2019
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

Background:

Minnesota Statute 123B.52 provides that the Board may not enter into certain types of contracts with an estimated cost or value over \$100,000 without first advertising for bids or proposals. For items within the Board's approved budget that require advertising for bids, the following resolution authorizes Administration to develop specifications and solicit bids for the Board's consideration:

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

KH:lm



**INDEPENDENT SCHOOL DISTRICT #834
SCHOOL BOARD RESOLUTION
AUTHORIZING PREPARATION OF SPECIFICATIONS FOR BIDS
(BUDGETED ITEMS ONLY)**

Whereas, it is the practice of the School Board of Independent School District #834 to adopt its annual organizational resolutions at its first meeting of the calendar year;

Whereas, Minnesota Statutes § 123B.52 provides that the Board may not enter into certain types of contracts with an estimated cost or value over \$100,000 without first advertising for bids or proposals;

Whereas, items within the Board's approved budget may require advertising for bids under Minnesota Statutes § 123B.52; and

Whereas, the Board finds it expedient to authorize staff to prepare specifications and advertise for bids on items that are within the Board's approved budget;

Now therefore the School Board of Independent School District #834 hereby resolves:

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



Agenda Item XI. H.
Date Prepared: December 12, 2018
ISD 834 Board Meeting

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

Meeting Date: January 3, 2019

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

Background:

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

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

KH:lm



**INDEPENDENT SCHOOL DISTRICT #834
SCHOOL BOARD RESOLUTION
AUTHORIZING ELECTRONIC FUND TRANSFERS**

Whereas, it is the practice of the School Board of Independent School District #834 to adopt its annual organizational resolutions at its first meeting of the calendar year;

Whereas, Minnesota Statutes § 471.38, subdivision 3, authorizes the School District to utilize electronic fund transfers for the following matters: (1) for a claim for a payment from an imprest payroll bank account or investment of excess money; (2) for a payment of tax or aid anticipation certificates; (3) for a payment of contributions to pension or retirement fund; (4) for vendor payments; and (5) for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund;

Whereas, to be eligible to utilize electronic fund transfers, the School District must annually delegate the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee;

Now therefore the School Board of Independent School District #834 hereby resolves:

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



Consent Report: Designate Official Publication
Meeting Date: January 3, 2019
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

Report Purpose:

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

Summary:

Administration requested proposals from the *Stillwater Gazette*, *Lillie Suburban Newspapers, Inc.*, *Press Publications/St. Croix Valley Press and Country Messenger*. Criteria for evaluation of proposals included cost per column inch to publish District 834's legal notices and proceedings, the schedule for newspaper publications including deadlines for submission of notices, and, pertinent newspaper service/circulation data.

The *Stillwater Gazette* is published once a week, on Fridays, for submission of legal notices, with circulation to approximately 1,823 households in the St. Croix Valley area zip codes. *Lillie Suburban Newspapers, Inc.* is published weekly, for submission of legal notices, with circulation to approximately 7,500 households in Oakdale, Lake Elmo, and Woodbury. *The Lowdown - St. Croix Valley Area* is published weekly. In 2019 *The Lowdown* will not be doing submission of legal notices. The *Country Messenger* is published weekly, for submission of legal notices, with circulation to approximately 868 households. *The following table shows the proposed rates for 2019 as well as historical costs.*

January 1, 2019 – December 31, 2019 Proposed Rate		1 st Publishing Price per Inch	2 nd Publishing Price per Inch
Stillwater Gazette		\$3.40	\$3.40
Lillie Suburban Newspapers, Inc.		\$3.50	\$3.25
The Lowdown – St. Croix Valley Area		N/A	N/A
Country Messenger		\$7.00	\$7.00
Historical Costs/ Official Newspaper	Actual	1 st Publishing Price per Inch	2 nd Publishing Price per Inch
Gazette	2017-18	\$3.40	\$3.40
Gazette	2016-17	\$3.40	\$3.40
Gazette	2015-16	\$3.60	\$3.00
Gazette	2014-15	\$3.50	\$2.95
Gazette	2013-14	\$3.40	\$2.85
Gazette	2012-13	\$3.30	\$2.75
Gazette	2011-12	\$3.20	\$2.65
Gazette	2010-11	\$3.10	\$2.60
Gazette	2009-10	\$3.00	\$2.50
Gazette	2008-09	\$2.50	\$1.95
Gazette	2007-08	\$2.50	\$1.95
Gazette	2006	\$2.50	\$1.95
Courier News	2005	\$2.70	\$2.00
Courier News	2004	\$2.75	\$2.00
Gazette	2003	\$2.84	\$1.99
Courier News	2002	\$2.85	\$2.00
Gazette	2001	\$2.85	\$2.00

Recommendation:

After evaluating all criteria, Administration recommends that the Board of Education designate the Stillwater Gazette as the newspaper for official publications from January 1, 2019 to December 31, 2019. Approval of the Consent Agenda will be requested.



Agenda Item XI. K.
Date Prepared: December 17, 2018
ISD 834 Board Meeting

Consent Agenda Item: Financial Disbursement Procedural Change

Meeting Date: January 3, 2019

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

Summary

The school board requested a change in when we submit payment to our vendors. At the June 7, 2018, business board meeting the school board approved that payments will not be distributed until approved by the school board effective July 1, 2018.

The procedure also states that when claims cannot be deferred until the next board meeting without a loss to the district, a claim may be paid prior to board approval. We consistently have claims with finance charges for services that have been performed in the following categories:

Utilities

Xcel Energy
Center Point Energy
AT & T Phone
T-Mobile Phone
Century Link
Municipal water bills
Municipal utility bills
Wex Bank (SA / Speedway) fuel bills

Miscellaneous Categories

Insurance bills
Sam's Club
WalMart bills

Administration is recommending a standing authorization of payment to the above vendors prior to board approval.

Attachment: Financial Disbursement Procedural document

Recommendation:

Approval of the Consent Agenda will be requested.



ADMINISTRATIVE PROCEDURES

PROCEDURE TITLE	BOARD APPROVAL	EFFECTIVE DATE
Financial Disbursement Procedural Change	June 7, 2018	July 1, 2018

Accounts payable check register will be submitted to the school board at regular board meetings. Payments will not be distributed until approved by the school board.

When payment of a claim cannot be deferred until the next board meeting without a loss to the district of a discount privilege, and due to contract terms, purchase order terms, or a vendor's standard terms which are part of the contract, a claim may be paid prior to board approval, providing that the board (MN Statute 123B.02 subd. 19):

1. has delegated authority to the clerk or a designated business administrator to make a payment prior to board approval; and
2. requires that payment made prior to board approval be acted upon at the next board meeting.

Payment prior to board approval must not affect the right of the district or a taxpayer to challenge the validity of a claim.

In recognition that there may be times when the practice of payment distribution is not timely or practical, payment may be authorized by designated authority.



Agenda Item XII. A.
Date Prepared: December 28, 2018
ISD 834 Board Meeting


Report for Action: Partnership with ISD 833 – South Washington County Schools
Meeting Date: January 3, 2019
Contact Person: Superintendent Pontrelli
Action Timeline: January 17, 2019

Background:

Stillwater Area Public Schools believes in educational access and opportunity for all students. This presentation will outline the possibilities for partnership between the Offices of Integration and Equity with South Washington County Schools.

Recommendation:

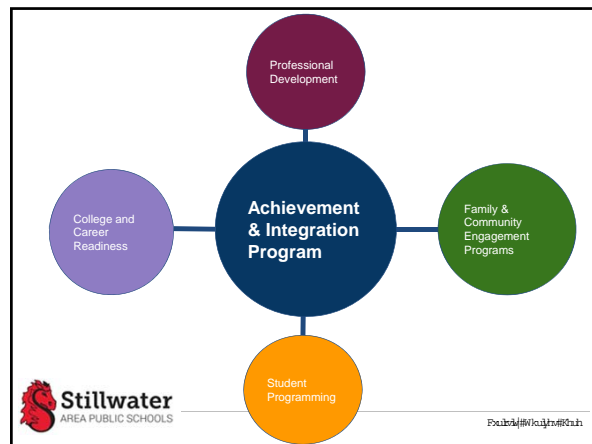
This is a report for action. Action will be requested at the January 17, 2019 business meeting.



Office of Equity and Integration


Report to the School Board
January 3, 2019

Facebook #WASD #Kuh



Minnesota Achievement & Integration Program

- State provides funding for voluntary integration
- Districts apply for categorical funding
- Three-year (2017-2020) Achievement and Integration Plans require approval by the MN Department of Education and local School Board



Stillwater AREA PUBLIC SCHOOLS Facebook #WASD #Kuh

Professional Development




South Washington County Schools

Achievement & Integration Partnership Programming Alignment




South Washington County Schools


Professional Learning for Teachers


- Session 1: Our Brains and Intercultural Competency
- Session 2: Exploring My Culture and My Classroom's Culture
- Session 3: Our Brains' Unconscious Associations and Intercultural Communication Styles
- Session 4: Intercultural Conflict Styles and Learning Discourse Across Cultures

Stillwater AREA PUBLIC SCHOOLS Facebook #WASD #Kuh

Joint Professional Learning


Writing to learn	Inquiring to learn	Collaborating to learn	Organizing to learn	Reading to learn
Cornell Notes - thinking with a pencil Academic Planner - writing as a tool for remembering Thinking Maps - prewriting strategies Reflections - writing to explore social/emotional and behavioral identity	Cornell Notes - higher level thinking through repetitions Costa's Levels of thinking and understanding Metacognition - thinking about our own thinking Socratic Seminars - open ended discussions exploring complex topics Reflections - writing as a means of identifying social/emotional and behavioral goals Marking text - questioning and critical thinking while reading	Comfort and Stretch - understanding and valuing difference as a means for collaborating and learning in diverse settings Friends vs. colleagues Socratic Seminars - open ended discussions exploring complex topics Culturally Responsive Activities - identifying and validating culture in individuals Communication - intentional focus on strategies for working with diverse partners	Cornell Notes - organizing our learning Binder system of organizing materials Academic Planner - time management strategies Thinking Maps - organizing our thinking	Cornell Notes - study tool Metacognition - thinking about our own thinking Socratic Seminars - discussions based on rigorous authentic text material Marking text - standard annotation strategies


Facebook#WVIA#T#82#h



MISSION STATEMENT:

To connect schools, parents, and community together as equal partners in the education of every child and to provide all students with the option and access of a postsecondary education.


Facebook#WVIA#T#82#h



MIDDLE SCHOOL SUCCESS

is a 1 quarter class for ALL Stillwater 6th & 7th Graders

Middle School Success is a class that will provide engaging strategies to empower students so they can reach their full potential in school and life.



21st Century Skills Taught

Writing to Learn
Inquiring to Learn
Collaborating to Learn
Organizing to Learn
Readng to Learn

MIDDLE SCHOOL SUCCESS TEACHERS
 Laura Weld SMS Tera Peterson OMS Tim Hartung OMS

DISCOVER ENGAGE SUCCEED


The curriculum is designed to:

Collaborate with Parents to Navigate the School System

Support Home Learning Environments

Develop Skills for Collaborating with School Staff

Provide Parents with the Necessary Information for Post-Secondary and College Options


Facebook#WVIA#T#82#h

Family & Community Engagement



Igniting a passion



South Washington County Schools

Community Outreach



Caminos

Islamic Society of Woodbury East Metro


Facebook#WVIA#T#82#h

College & Career Readiness



Cross District Student Programming

- AVID Summer Physical Education and Health
- AVID Summer Art
- Middle School Summer Innovation and Exploration Pilot
- Youth Executive Board
- What's your Story? A Podcasting Adventure



L-fsdyj @ cferwllwzfa

Advancement
Via
Individual
Determination Decades of College Dreams



L-fsdyj @ cferwllwzfa

Questions?



L-fsdyj @ cferwllwzfa

Student Programming





Agenda Item XI. B.
Date Prepared: December 28, 2018
ISD 834 Board Meeting

Report for Action: School Board Member Assignments 2019
Meeting Date: January 3, 2019
Contact Person: School Board Chair

Background:

The School Board Chair will appoint board committees and working groups for 2019. Working groups are advisory groups that gather information on topics in the related areas. These groups do not make recommendations to the School Board. Please contact the Board Chair if you are interested in serving on a particular group or committee

School Board Representative to:

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

School Board Sub-Committees 2019

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

Note: Assignments are made in January of each calendar year

Recommendation:

Approval of the 2019 Committee Representatives and Working Group Assignments will be requested at the January 17 business meeting.



Agenda Item XIII. A.
Date Prepared: December 28, 2018
ISD 834 Board Meeting

Agenda Item: Establish 2019 Calendar of Meetings
Meeting Date: January 3, 2019
Contact Person: Board Chair

Background:

The Board Chair will share the proposed 2019 school board meeting dates.

Attachment – Draft Calendar

Recommendation:

A motion and a second to approve the 2019 School Board Meeting Calendar will be requested.

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



SCHOOL BOARD MEETING CALENDAR 2019

Date	Time	Location	Type of Meeting
January 3 (first Thursday due to organizational items)	6:00 p.m.	Oak Park Building	Organizational & Regular Business
January 17 (third Thursday due to org mtg)	6:00 p.m.	Oak Park Building	Regular Business
February 14	6:00 p.m.	Oak Park Building	Regular Business
February 28	6:00 p.m.	Oak Park Building	Regular Business
March 7	6:00 p.m.	Oak Park Building	Regular Business
March 28	6:00 p.m.	Oak Park Building	Regular Business
April 11	6:00 p.m.	Oak Park Building	Regular Business
April 25	6:00 p.m.	Oak Park Building	Regular Business
May 9	6:00 p.m.	Oak Park Building	Regular Business
May 23	6:00 p.m.	Oak Park Building	Regular Business
June 13	6:00 p.m.	Oak Park Building	Regular Business
June 27	6:00 p.m.	Oak Park Building	Regular Business
July 11	6:00 p.m.	Oak Park Building	Regular Business
July 25	6:00 p.m.	Oak Park Building	Regular Business
August 8	6:00 p.m.	Oak Park Building	Regular Business
August 22	6:00 p.m.	Oak Park Building	Regular Business
September 12	6:00 p.m.	Oak Park Building	Regular Business
September 26	6:00 p.m.	Oak Park Building	Regular Business
October 10	6:00 p.m.	Oak Park Building	Regular Business
October 24	6:00 p.m.	Oak Park Building	Regular Business
November 14	6:00 p.m.	Oak Park Building	Regular Business
November 21	6:00 p.m.	Oak Park Building	Regular Business
December 12	6:00 p.m.	Oak Park Building	Regular Business
December 19	6:00 p.m.	Oak Park Building	Regular Business
January 2, 2020 (first Thursday due to organizational items)	6:00 p.m.	Oak Park Building	Organizational & Regular Business
Oak Park Building 6355 Osman Ave N Stillwater, MN 55082			
<p>Notice is hereby given that on occasion some members of the board may attend a meeting remotely. 13D.015 Subd 5. Notice. If telephone or another electronic means is used to conduct a regular, special, or emergency meeting, the entity shall provide notice of the regular meeting location, of the fact that some members may participate by electronic means, and of the provisions of subdivision 4. The timing and method of providing notice is governed by section 13D.04. In addition, the entity must post the notice on its Website at least ten days before any regular meeting as defined in section 13D.04, subdivision 1.</p>			



Agenda Item XIII. B.
Date Prepared: December 28, 2018
ISD 834 Board Meeting

Agenda Item: Establish 2019 Board Member Salaries
Meeting Date: January 3, 2019
Contact Person: Board Chair

Background:

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

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

Attachment – Comparison Schedule

Recommendation:

A motion and a second to approve the 2019 Board Member Salaries will be requested.

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

2018/2018-19 SCHOOL BOARD COMPENSATION							
DISTRICT	Chairperson	V-Chairperson	Clerk	Treasurer	Directors	Prescheduled Meetings Per Year	Additional Meetings
<u>Centennial</u>	\$5,600	N/A	\$5,400	\$5,000	\$4,800	24	As needed
<u>Columbia Hts</u>	\$7,200	\$6,000	\$6,000	\$6,000	\$6,000	21	10
<u>St. Francis</u>	\$6,200	\$5,568	\$5,568	\$5,568	\$5,568	22	As needed
<u>Spring Lk Pk</u>	\$5,950	\$5,450	\$5,450	\$5,450	\$5,350	21	As needed
<u>SA-NB</u>	\$4,800	\$4,000	\$4,000	\$4,000	\$4,000	23	As needed
<u>Mounds View</u>	\$7,000	\$6,800	\$6,500	\$6,500	\$6,500	23	As needed
<u>NSP-M-Oakd</u>	\$6,200	\$5,700	\$5,700	\$5,700	\$5,700	25	As needed
<u>Roseville</u>	\$6,240	\$4,960	\$4,960	\$4,960	\$4,960	20	As needed
<u>White Bear Lk</u>	\$5,450	\$5,250	\$5,450	\$5,250	\$5,050	22	As needed
<u>Forest Lake</u>	\$5,200	\$4,800	\$5,000	\$5,000	\$4,800	24	As needed
<u>Mahtomedi</u>	\$5,754	\$5,254	\$5,254	\$5,204	\$5,145	21	As needed
<u>So Wash Cty</u>	\$5,400	\$5,400	\$5,400	\$5,400	\$5,400	23	As needed
<u>Stillwater</u>	\$5,250	\$4,750	\$4,750	\$4,750	\$4,750	24	As needed
<u>Fridley</u>	\$5,293	\$5,061	\$5,061	\$5,061	\$5,061	12	See note
<u>NE Metro 916</u>	\$5,700	\$5,100	\$5,200	\$5,100	\$5,000	12	As needed
Average	\$5,816	\$5,292	\$5,313	\$5,263	\$5,206	21	10
Average w/o highest and lowest	\$5,787	\$5,274	\$5,323	\$5,265	\$5,199		
<u>Int Dist 287</u>	\$5,000	\$4,000	\$4,000	\$4,000	\$4,000	17	As needed
<u>Int Dist 288</u>	\$900	\$900	\$900	\$900	\$900	9	See note
<u>Int Dist 917</u>	\$4,250	\$4,000	\$4,000	\$4,000	\$4,000	12	As needed
NOTES:							
St. Francis	Stipend of \$50 for negotiation committee meetings of four hours or less and \$100 for negotiations committee meetings exceeding four hours. Mileage reimbursed for meetings other than regularly scheduled school board meetings at the current IRS approved rate established.						
Fridley	Each meeting includes a work session, public forum and business meeting.						
Stillwater	Mileage reimbursement to meetings other than school board meetings.						
Int. Dist 917	Stipend of \$30 for the Personnel and Insurance Committee members only and an additional \$30 if the meeting goes over two hours. May choose to receive Board's contribution toward PERA defined contribution plan.						
Int. Dist. 288	\$100 per board member, per meeting for 2018. Meet monthly; except that the months of June, July, and December will be scheduled, but held only on as-needed basis.						
12/21/2018							



Agenda Item XIV. A. B.C.
Date Prepared: December 28, 2018
ISD 834 Board Meeting

Agenda Item: School Board Meeting Updates
Meeting Date: January 3, 2019
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.



Agenda Item XV.
Date Prepared: December 28, 2018
ISD 834 Board Meeting

Agenda Item: Adjournment
Meeting Date: January 3, 2019
Contact Person: School Board Chair

Background:
The meeting must be adjourned formally.
