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 Report
VII. Introductory Items
   A. Student Report
   B. District Recognition
      1. Student Lead Professional Development
      2. Mr. Eric Anderson, Islamic Resource Group Building Bridges Award Recipient
      3. Robotics
VIII. Open Forum
IX. Consent Agenda
   A. Minutes of January 17, 2019 School Board Meeting
   B. Disbursement Register January 19 – February 8, 2019
   C. Human Resources Personnel Report
   D. Non MN Resident Tuition Agreement
   E. Finance and Operations Working Group Meeting Calendar 2019
X. Reports
   A. Taking Care of Our Children – Learning and Innovation Staff
XI. Action Items
   A. Desks for High School – Ms. Hoheisel
   B. Chiller Overhaul – Refrigerant Replacement – Ms. Hoheisel
   C. Cell Tower Contract Renewals– Ms. Hoheisel
   D. 2018-2019 Calendar Adjustment for Cold Days – Dr. McDowell
XII. Board Member Reports
   A. Board Chair Report
   B. Working Group Reports
      1. Community Engagement
      2. Finance and Operations
      3. Legislative
      4. Personnel
      5. Policy
   C. Board Member Reports
XIII. Adjournment
   A. Adjourn
Agenda Item I.

Date Prepared: February 1, 2019
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: February 7, 2019

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

Recommendation:
Board action is not required.
Agenda Item: Roll Call
Meeting Date: February 7, 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

Mike Ptacek, Board Chair
Shelley Pearson, Vice Chair
Liz Weisberg, Treasurer
Sarah Stivland, Clerk
Mark Burns, Director
Jennifer Pelletier, Director
Tina Riehle, 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: Pledge of Allegiance
Meeting Date: February 7, 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: District Mission and School Board Goals
Meeting Date: February 7, 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 (adopted June 2018)
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: Approval of the Agenda

Meeting Date: February 7, 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: Superintendent Report
Meeting Date: February 7, 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: Introductory Items  
Meeting Date: February 7, 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:  Open Forum
Meeting Date:  February 7, 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: Consent Agenda  
Meeting Date: February 7, 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 January 17, 2019  
Contact Person: Sarah Stivland, Clerk or Barbara Proulx, Secretary  
A copy of the Minutes is included for your review.

B. Disbursement Register January 19 – February 8, 2019  
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations  
A copy of the register has been distributed to board members.

C. 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.

D. Non MN Resident Tuition Agreement  
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations  
A tuition agreement has been received for the 2019-20

E. Finance and Operations Working Group Meeting Calendar 2019  
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations  
A calendar of meetings for 2019 is included for your review.

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

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

II. Roll Call: Present: Mike Ptacek, chair; Shelley Pearson, vice chair; Sarah Stivland, clerk; Liz Weisberg, treasurer, Mark Burns, director, Jennifer Pelletier, director; Tina Riehle, director and Superintendent Pontrelli, ex-officio. Student Representatives: Abdulaziz Mohamed and Nikhil Kumaran (absent).

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

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

V. Approval of the Agenda

Motion by: Member Weisberg to add Directive for the policy working group to review the Resolution Authorizing Administration to Develop Specifications and Solicit Bids; Second by: Member Stivland; Vote: 5 ayes, 2 (Burns, Pelletier) nays, Amendment Motion Carried.

Motion by: Member Pearson to approve the agenda; Second by: Member Stivland; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

VI. Superintendent’s Report

Superintendent Pontrelli reported:

- Attended a meeting with County and District staff to hear a proposal from local developers who expressed interest in purchasing Withrow School.
- Reported on the January 11, 2019 budget adjustment work session.
- Attended the ReImagine MN this past Monday.
- Attended a presentation by the Chamber of Commerce on their new initiative “Leadership in the Valley”
- Dr. Sharroky Hollie returned to Stillwater yesterday and continued working with staff about creating more responsive learning environments.

VII. Introductory Items

A. Student Report

The student representatives reported on a variety of events taking place at Stillwater High School

- Sports update
- End of semester testing is taking place this week
- Student Council is celebrating Black History month in February

B. District Recognition

Bev Petrie, executive director of the Partnership Plan, introduced the winners of this year’s Da Vinci Fest.
VIII. Open Forum
1. Darla Simonet, 327 Baer Drive, Hudson, spoke in favor of Instructional Coaches.
2. Carl Blondin, 617 Sunrise Ave., Stillwater, spoke of Brookview and legal issues.
3. Edie Gruber, 11515 Partridge Rd. N., Stillwater, spoke in favor of Instructional Coaches.
5. Brandon Auge, 334 E. 34th Street, Mpls., spoke in favor of Instructional Coaches.
7. Iris Wotzka, 1222 N. William Street, Stillwater, spoke in favor of Instructional Coaches.
8. Tonya Weigel, 10221 Kerry Ct. N., Hugo, encouraged the board to move forward with their comprehensive plan for facilities.
9. Karen Latterell, 2102 Cottage Grove Dr., Woodbury, spoke in favor of Instructional Coaches.
10. Amy Burback, 213 Sherburne St. N., Stillwater, asked the board to respond to her email.

IX. Consent Agenda
A. Minutes of January 3, 2019 School Board Meeting
B. Accept Gifts and Donations December 2018
C. Disbursement Register January 5-18, 2019 (moved to act separately)
D. Human Resources Personnel Report
E. Field Trip: For 2 advisors, 1 chaperone and 11 students to travel to Anaheim, CA, April 24-28, 2019 to attend the National Scholastic Press Association/Journalism Convention

Director Ptacek requested to act on item C separately.
Motion by: Member Stivland to approve A, B, D and E; Second by: Member Pelletier; Vote: 7 ayes, 0 nays, Motion Carried.
Motion by: Member Ptacek to approve item C; Second by: Member Pearson; Vote: 7 ayes, 0 nays, Motion Carried.

X. Reports
A. Innovation in Stillwater Schools
Dr. McDowell along with students and staff, presented what Stillwater is doing to promote innovation in the classroom. The board members took part in an interactive, session with teachers and some students to hear about different experiences students are having in things like robotics and hydroponics to help bring to life the 4 Cs - communication, collaboration, critical thinking and creativity.

The school board recessed from 8:00 – 8:15 p.m.

B. 2019 School Board Meeting Locations
Ms. Proulx provided on update to the board on the possibility of holding the 2019 school board meetings at Stillwater City Hall. City Hall has some construction taking place and the Council Chambers would not be available until March. There would also be a nominal fee as a security deposit. The school board would also be expected to share half of the technical equipment cost. Another update will be given at a future meeting.
Motion by Member Burns to hold the February 21 meeting at the Oak Park Building, Second by Member Pearson, Vote: 7-0.
Motion by Member Stivland to amend the motion to hold the March 7 meeting at the Oak Park Building, Second by Member Weisberg. Vote: 7-0.

XI. Action Items
A. EMID (East Metro Integration District) dba Equity Alliance Letter of Withdrawal
Superintendent Pontrelli, and Mr. Anderson requested approval of the Resolution to Withdraw from EMID. School board members voted to approve dissolution of the joint powers agreement with Equity Alliance (formerly the East Metro Integration District or EMID) and withdraw from the collaborative. The district has been a member of the collaborative for many years as part of a voluntary integration program. The district is exploring a new agreement with South Washington County Schools. The partnership would allow the district to continue to receive state integration funding while providing new opportunities with
a neighboring district in the areas of professional development, family and community engagement, student programming, and college and career readiness.

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

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

B. School Board Committees and Working Group Assignments

Board Ptacek presented the member appointments for the 2019 year.

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

C. SAHS Nutrition Services Dish Machine Replacement

Ms. Hoheisel requested approval to replace the dishwasher in the Stillwater Area High School kitchen has been in operation since 1993. It is scheduled for replacement due to the worn internal parts and is part of the FY 2020 Long Term Facilities Maintenance plan. We can expect increased downtime and maintenance expenses if not replaced in the near future. The proposed dishwasher will have a substantial operational cost savings by using less water, chemicals and energy.

Eight proposals were received on December 7, 2018 by Nutrition Services. Three of the eight proposals were disqualified for proposing substitute dishwashers. Of the remaining five proposals, TriMark Foodservice Equipment, Supplies and Design of Egan, MN had the lowest proposal to install a Meiko, Model B-M74 P8 M-iQ conveyor dishwasher, for a total of $128,861.38. Administration recommends accepting the proposal from TriMark Foodservice Equipment, Supplies and Design to replace the Stillwater Area High School Nutrition Services dish machine.

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

D. Directive for the policy working to Resolution Authorizing Administration to Develop Specifications and Solicit Bids

Motion by: Member Weisberg Second by: Member Stivland; Vote: 5 ayes, 2 (Burns, Pelletier) nays, Motion Carried Unanimously.

XII. Board Member Reports

A. Board Chair Report

1. Chair Ptacek provided an update on the January 11 budget adjustment work session, the board will hold another work session on this topic in the near future.

B. Working Group Reports

1. Community Engagement will meet in June to discuss what they would like the next year to look like.
2. Finance and Operations will meet soon.
3. Legislative is planning to attend SEE Day the Capitol on February 19. MSBA Day at the Capitol is March 25.
4. Personnel
5. Policy has a lot of work today.

Board Member Reports

1. Ms. Pelletier shadowed an instructional coach; attended a walk-through of the BARR program; attended a County Mental Health meeting; attended Manning and Highway 36 corridor meeting.
2. Ms. Riehle participated in a 916 Program visit, attended a SEE meeting, attended Da Vinci Fest, attended Phase 1 and Phase 2 training. Inquired where we are at in liaison assignments.
3. Ms. Weisberg thanked Kristen for meeting with her; attended MSBA training.
4. Ms. Stivian attended MSBA as a mentor for new members; attended MSBA conference;
5. Ms. Pearson thanked the teachers for their work during finals this week; announced that Mike Ptacek was recognized at the MSBA lunch for service credits during the MSBA conference,
6. Mr. Burns attended Phase 1 and Phase 2 training
7. Mr. Ptacek, attended the Da Vinci Fest; visited Lily Lake literacy program; attended the wrestling meet at SAHS.

XIII. Adjournment
The meeting adjourned at 9:59 p.m.

Respectfully submitted, Sarah Stivland, school board clerk.
## PERSONNEL CHANGES: BOARD MEETING 2/7/19

### RETIREMENT/RESIGNATION/RELEASE

<table>
<thead>
<tr>
<th>NAME</th>
<th>STATUS Description</th>
<th>ASSIGNMENT Description</th>
<th>GROUP</th>
<th>EFFECTIVE DATE</th>
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<tbody>
<tr>
<td>Carroll, Carrie</td>
<td>Retirement (25 years)</td>
<td>1.0 FTE Elementary Education Teacher Andersen Elementary</td>
<td>SCEA</td>
<td>June 3, 2019</td>
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<tr>
<td>Junghans, Arieanna</td>
<td>Resignation</td>
<td>Community Education Aide, 2.25 hrs/day Stonebridge Elementary</td>
<td>CE Leads &amp; Assistants</td>
<td>January 25, 2019</td>
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<tr>
<td>Kraeling, Rosalind</td>
<td>Resignation</td>
<td>Cafeteria, 4 hrs/day Oak-Land Middle School</td>
<td>Cafeteria</td>
<td>February 8, 2019</td>
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<tr>
<td>Koenning, Catherine</td>
<td>Resignation</td>
<td>Assistant Synchronized Swim Coach Stillwater Area High School</td>
<td>Co-Curricular</td>
<td>January 12, 2019</td>
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<tr>
<td>Lee, Melanie</td>
<td>Retirement (13 years)</td>
<td>0.95 FTE School Nurse District Wide</td>
<td>SCEA</td>
<td>March 1, 2019</td>
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<tr>
<td>Symalla, Dennis</td>
<td>Retirement (29 years)</td>
<td>1.0 FTE Science Teacher Stillwater Area High School</td>
<td>SCEA</td>
<td>June 3, 2019</td>
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### HIRES/REHIRES

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<th>NAME</th>
<th>ASSIGNMENT Description</th>
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<th>REASON</th>
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<tr>
<td>Ahlgren, Adam</td>
<td>Community Education Instructor District Wide</td>
<td>$12.00 / hour</td>
<td>Casual</td>
<td>Casual</td>
<td>January 27, 2019</td>
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<tr>
<td>Beck, Gretchen</td>
<td>Community Education Assistant, 5.9 hrs/day Early Childhood Family Center</td>
<td>$13.41 / hour</td>
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<td>CE Leads &amp; Assistants</td>
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<td>Bertzky-Otten, Christina</td>
<td>Paraprofessional, 6.5 hrs/day Rutherford Elementary</td>
<td>$15.61 / hour</td>
<td>Additional Allocation</td>
<td>SCPA</td>
<td>January 23, 2019</td>
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<tr>
<td>Carbaugh, Curt</td>
<td>Community Education Casual PAC Center</td>
<td>$28.00 / hour</td>
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<td>Cowley, Zachary</td>
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<td>Frisch, Will</td>
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<td>Galbavy, Jeffrey</td>
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<td>Gilbert, Andrew</td>
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<td>Gruba, Katie</td>
<td>Community Education Instructor District Wide</td>
<td>$35.00 / hour</td>
<td>Casual</td>
<td>Casual</td>
<td>January 9, 2019</td>
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<td>Hartsell, Kristine</td>
<td>Cafeteria, 4 hrs/day Stillwater Area High School</td>
<td>$15.33 / hour</td>
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<td>Haugh, Andrew</td>
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<td>Haws, Jay</td>
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<td>Helms, Theresa</td>
<td>Paraprofessional, 4.0 hrs/week Early Childhood Family Center</td>
<td>$15.79 / hour</td>
<td>Additional Allocation</td>
<td>SCPA</td>
<td>January 18, 2019</td>
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<tr>
<td>Jones, Richard Keenan</td>
<td>1.0 FTE Social Studies Teacher Stillwater Area High School</td>
<td>$43,728</td>
<td>Replacement</td>
<td>SCEA</td>
<td>January 21, 2019 - June 3, 2019</td>
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<tr>
<td>Kennedy, Claire</td>
<td>Community Education Instructor PAC</td>
<td>$28.00 / hour</td>
<td>Casual</td>
<td>Casual</td>
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<tr>
<td>Laming, Christine</td>
<td>Elem Bldg Secr 6.0 hrs/day &amp; Paraprofessional, 1.0 hr/day Lily Lake Elementary</td>
<td>$18.39 / hour $15.79 / hour</td>
<td>Replacement</td>
<td>Tech Support SCPA</td>
<td>February 4, 2019</td>
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<td>Mazanec, Nathan</td>
<td>Community Education Casual District Wide</td>
<td>$12.00 / hour</td>
<td>Casual</td>
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<td>January 9, 2019</td>
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<tr>
<td>Novak, Mitch</td>
<td>Community Education Casual District Wide</td>
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<td>Casual</td>
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<td>Schreier, Cassie</td>
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<td>Casual</td>
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<tr>
<td>Seeman, Nicholas</td>
<td>Community Education Casual</td>
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<td>District Wide</td>
<td>Community Education Instructor</td>
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<td>Walerus, Milana</td>
<td>Community Education Instructor</td>
<td>$28.00 / hour</td>
<td>Casual</td>
<td>Casual</td>
<td>January 11, 2019</td>
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<td>Weege, Mitchell</td>
<td>1.0 FTE LTS Social Studies Teacher</td>
<td>$43,728</td>
<td>Replacement</td>
<td>SCEA</td>
<td>January 21, 2019 - June 3, 2019</td>
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<td>Whitestone, Debra</td>
<td>Cafeteria, 4.0 hours/day</td>
<td>$12.53 / hour</td>
<td>Replacement</td>
<td>Cafeteria</td>
<td>January 14, 2019</td>
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**LEAVES OF ABSENCE**

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<tr>
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<th>ASSIGNMENT</th>
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<th>EFFECTIVE DATE</th>
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<tr>
<td>Seivert, Kelly</td>
<td>Approve</td>
<td>Admin Asst - Student Support Services, 8.0 hrs / day</td>
<td>Tech Support</td>
<td>January 14, 2019 - February 18, 2019</td>
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<td>Tuchel, Tara</td>
<td>Approve</td>
<td>1.0 FTE ECSE Teacher</td>
<td>SCEA</td>
<td>January 8, 2019 - December 31, 2019</td>
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**ASSIGNMENT CHANGES**

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<th>TO</th>
<th>REASON</th>
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<th>EFFECTIVE DATE</th>
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<tr>
<td>Dinzeo, Nicholas</td>
<td>Paraprofessional, 6.0 hrs/day</td>
<td>Paraprofessional, 29.5 hrs/week</td>
<td>Replacement</td>
<td>SCPA</td>
<td>February 11, 2019</td>
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<tr>
<td>Elmer, Mark</td>
<td>1.0 FTE PE Teacher</td>
<td>1.1 FTE PE Teacher</td>
<td>2018-2019</td>
<td>SCEA</td>
<td>January 22, 2019 - June 3, 2019</td>
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<tr>
<td>Koller, Joseph</td>
<td>Custodian IVB &amp; V, 8.0 hrs/day</td>
<td>Custodian V, 8.0 hrs/day</td>
<td>Replacement</td>
<td>Custodial</td>
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<td>Ludwig, Elise</td>
<td>Paraprofessional, 20 hrs/week</td>
<td>Paraprofessional, 6.25 hrs/day</td>
<td>Additional</td>
<td>SCPA</td>
<td>January 28, 2019</td>
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<td>McDonald, Emily</td>
<td>Community Education Assistant, 15 hrs/wk</td>
<td>Community Education Assistant, 1.75 hrs/wk</td>
<td>Employee's Schedule</td>
<td>CE Leads &amp; Assistants</td>
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**ADDITIONAL ASSIGNMENTS**

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<th>NAME</th>
<th>Position</th>
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<th>EFFECTIVE DATE</th>
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<td>Ho, Minhchau</td>
<td>Community Education Assistant, 1.75 hrs/day</td>
<td>Replacement</td>
<td>CE Leads &amp; Assistants</td>
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<td>Skweres, Benjamin</td>
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</table>
Consent Agenda Item: Non Minnesota Resident Tuition Agreement
Meeting Date: February 7, 2019
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

Summary:
The District has received an application for a Non Minnesota Resident Tuition Agreement for the 2019-20 school year. The application form is not included in the current board packet due to student data privacy reasons. However, the application will be made available for review by board members prior to the business meeting.

Administration recommends approval of the Tuition Agreement between School Board and parent of Non Minnesota Resident student for 2019-20

Recommendation:
Approval of the Consent Agenda will be requested.
Consent Agenda Item: Finance and Operations Working Group Meeting Calendar 2019
Meeting Date: February 7, 2019
Contact Person: Liz Weisberg, School Board Treasurer

Summary:
The Finance and Operations Working Group for has determined their meeting calendar for 2019. This calendar of meetings will be posted to the district website under school board committee assignment. These meetings are open to the public.

Recommendation:
Approval of the Consent Agenda will be requested.
# MEETING CALENDAR 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tr>
<td>February 25, 2019</td>
<td>7:45 – 9:00 a.m.</td>
<td>Central Services 1875 South Greeley Street Stillwater, MN</td>
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<td>October 28, 2019</td>
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<td>November 25, 2019</td>
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Finance and Operations Working Group Members 2019
- Liz Weisberg, School Board Treasurer
- Shelley Pearson, School Board Vice Chair
- Mark Burns, School Board Member
- Denise Pontrelli, Superintendent
- Kristen Hoheisel, Executive Director
- Bob McDowell, Assistant Superintendent
Agenda Item: Taking Care of Our Children
Meeting Date: February 7, 2019
Contact Person: Ms. Larson, Director of Learning and Student Engagement

Background:
Taking care of and supporting our student's social, emotional, and behavioral development and well-being is a top priority of Stillwater Area Public Schools. Over the last four years, we have aligned and developed strong systems of support beginning with early childhood and continuing through graduation. The purpose of tonight's report is to highlight some of the evidence-based systems we've implemented which help our students to learn, grow, belong, and become.

Recommendation:
This is a report for information. Action will not be requested.
Taking Care of Our Children
Presented to the School Board
February 7, 2019

E-12 Social Emotional Learning Framework
*accredited through CASEL Collaborative for Academic, Social, Emotional Learning

- **Early Childhood**
  - Responsive Classroom
  - Second Steps
  - Zones of Regulation

- **Elementary**
  - Responsive Classroom
  - Second Steps
  - Zones of Regulation
  - Move Mindfully

- **Middle School**
  - Where Everyone Belongs (WEB)
  - Developmental Designs

- **High School**
  - Link Crew
  - Building Assets, Reducing Risks (BARR)
It Takes a Valley...

Learning & Innovation Department

Instructional Coach

ISD 834 School Board

Tonight’s Highlights!
Agenda Item XI. A.
Date Prepared: January 25, 2019
ISD 834 Board Meeting

Action Item: Fund Expenditure: Desks for Stillwater Area High School
Meeting Date: February 7, 2019
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations
Action Timeline: February 7, 2019

__________________________________________
Background: Purchase over $50,000.

Location(s): Stillwater Area High School

Project Name: Student Desk Replacement

Fund: Capital

Fund Description: Equipment

Item: 300 student desks and chairs

Amount: $56,100

Other: The student desks are needed to facilitate AP testing. After the testing, they will be used to replace the desks in classrooms that are broken and no longer repairable. The desk purchase will avoid rental costs of tables and chairs to facilitate the testing.

__________________________________________

Recommendation:
A motion and a second to approve the expense will be requested.

Motion by: ____________________ Seconded by: ____________________ Vote: ____________________
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**Sold To:**
STILLWATER SCHOOLS ISO 834  
5701 STILLWATER BLVD N, ROXANNE PECHACEK  
STILLWATER, MN 55082

**Ship To:** 8340001  
STILLWATER AREA HIGH SCHOOL  
5701 STILLWATER BLVD N  
STILLWATER, MN 55082

**TONY WILLGER**  
651-295-3999

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<td>Reed Walhof</td>
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<td>Lind</td>
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### Special Instructions “Pricing based on CMERDC contract pricing”

**Rep:** Reed Walhof

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**ACCEPTED BY:**  

**DATE:**

**TITLE:**
Agenda Item XI. B.

Agenda Item: Fund Expenditure: SAHS Chiller Overhaul and Refrigerant Replacement
Meeting Date: February 7, 2019
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations
Action Timeline: February 7, 2019

Background:
At the January 3, 2019 school board organizational meeting, the School Board set the limit of contracting delegation authority to $50,000. Prior to the January 3rd meeting, Stillwater Area Public Schools entered into an agreement with Johnson Controls Inc. to overhaul Chiller #2 at Stillwater Area High School for a value of $84,777.00. Since starting the overhaul, it is recommended that the R-123 refrigerant be replaced on chiller #2 because it is contaminated. The cost to replace the refrigerant is $15,767 less the value of the recovered contaminated refrigerant.

Location(s): Stillwater Area High School

Project Name: Chiller Overhaul – Refrigerant Replacement

Fund: Long Term Facilities Maintenance

Fund Description: Mechanical Systems

Item: Additional recommended service of refrigerant replacement

Amount: $15,767.00

Other:

Recommendation:
A motion and a second to approve the expense will be requested.

Motion by: ___________________ Seconded by: ___________________ Vote: ___________________
Budget Pricing

Project: Chiller Overhaul – Refrigerant Replacement

JCI/York proposes to provide new refrigerant for chiller being overhauled based on recent refrigerant analysis and condition of chiller internal components during recent overhaul. Provided is our recommendations, scope and pricing.

Scope:
- JCI will ship recovered refrigerant, 710 lbs., for recycling and credit.
- Install 1,000 lbs. of new R-123 refrigerant.

Price for 1,000 lbs. R-123 Refrigerant ............................................................. $15,767.00
Estimated price for Refrigerant credit ............................................................. $3,000.00
Total (Estimated) .................................................................................. $12,767.00

Note

This proposal incorporates by reference the Terms and Conditions included. This proposal is hereby accepted and Johnson Controls is authorized to proceed with the work; subject however, to credit approval by Johnson Controls, Inc. Milwaukee, Wisconsin.

Thank you for the opportunity to quote Johnson Controls / York Service and please feel free to call with comments or questions. This price is valid for 10 days.

Stillwater School District
Signature: __________________________
Date: __________________________
Name: __________________________
Customer PO# __________________________

Johnson Controls, Inc.
Signature: __________________________
Date: January 29, 2019
Name: Todd C Gohman
Title: Truck Based Service Manager
TERMS AND CONDITIONS

By accepting this proposal, Purchaser agrees to be bound by the following terms and conditions:

1. SCOPE OF WORK. This proposal is based upon the use of straight time labor only. Plastering, patching and painting are excluded. "Inline" duct and piping devices, including, but not limited to, valves, dampers, humidifiers, wells, taps, flow meters, orifices, etc., if required hereunder to be furnished by Johnson, shall be distributed and installed by others under Johnson's supervision but at no additional cost to Johnson. Purchaser agrees to provide Johnson with required field utilities (electricity, toilets, drinking water, project hoist, elevator service, etc.) without charge. Johnson agrees to keep the job site clean of debris arising out of its own operations. Purchaser shall not back charge Johnson for any costs or expenses without Johnson's written consent. Unless specifically noted in the statement of the scope of work or services undertaken by JCI under this agreement, JCI's obligations under this agreement expressly exclude any work or service of any nature associated or connected with the identification, abatement, clean up, control, removal, or disposal of environment Hazards or dangerous substances, to include but not be limited to asbestos or PCB's discovered in or on the premises. Any language or provision of the agreement elsewhere contained which may authorize or empower the Purchaser to change, modify, or alter the scope of work or services to be performed by JCI shall not operate to compel JCI to perform any work relating to Hazards without JCI's express written consent.

2. INVOICING & PAYMENTS. Johnson may invoice Purchaser monthly for all materials delivered to the job site or to an off site storage facility and for all work performed on-site and off-site. Ten percent (10%) of the contract price is for engineering, drafting and other mobilization costs incurred prior to installation. This 10% shall be included in Johnson's initial invoice. Purchaser agrees to pay Johnson the amount invoiced upon receipt of the invoice. Waivers of lien will be furnished upon request, as the work progresses, to the extent payments are received. If Johnson's invoice is not paid within 30 days of its issuance, it is delinquent.

3. MATERIALS. If the materials or equipment included in this proposal become temporarily or permanently unavailable for reasons beyond the control and without the fault of Johnson, then in the case of permanent unavailability, the time for performance of the work shall be extended to the extent thereof, and in the case of permanent unavailability, Johnson shall (a) be excused from furnishing said materials or equipment, and (b) be reimbursed for the difference between the cost of the materials or equipment permanently unavailable and the cost of a reasonably available substitute therefore.

4. WARRANTY. Johnson warrants that the equipment manufactured by it shall be free from defects in material and workmanship arising from normal usage for a period of ninety (90) days from delivery of said equipment, or if installed by Johnson, for a period of ninety (90) days from installation. Johnson warrants that for equipment furnished and/or installed but not manufactured by Johnson, Johnson will extend the same warranty terms and conditions which Johnson receives from the manufacturer of said equipment. For equipment installed by Johnson, if Purchaser provides written notice to Johnson of any such defect within thirty (30) days after the appearance or discovery of such defect, Johnson shall, at its option, repair or replace the defective equipment and return said equipment to Purchaser. All transportation charges incurred in connection with the warranty for equipment not installed by Johnson shall be borne by Purchaser. These warranties do not extend to any equipment which has been repaired by others, abused altered or misused, or which has not been properly and reasonably maintained. THESE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THOSE OF MERCHANTABILITY AND FITNESS FOR A SPECIFIC PURPOSE.

5. LIABILITY. Johnson shall not be liable for any special, indirect or consequential damages arising in any manner from the equipment or material furnished or the work performed pursuant to this agreement.

6. TAXES. The price of this proposal does not include duties, sales, use, excise, or other similar taxes, unless required by federal, state or local law. Purchaser shall pay, in addition to the stated price, all taxes not legally required to be paid by Johnson or, alternatively, shall provide Johnson with acceptable tax exemption certificates. Johnson shall provide Purchaser with any tax payment certificate upon request and after completion and acceptance of the work.

7. DELAYS. Johnson shall not be liable for any delay in the performance of the work resulting from or attributed to acts or circumstances beyond Johnson's control, including, but not limited to, acts of God, fire, riots, labor disputes, conditions of the premises, acts or omissions of the Purchaser, Owner, or other Contractors or delays caused by suppliers or subcontractors of Johnson Controls, etc.

8. COMPLIANCE WITH LAWS. Johnson shall comply with all applicable federal, state and local laws and regulations and shall obtain all temporary licenses and permits required for the prosecution of the work. Licenses and permits of a permanent nature shall be procured and paid for by the Purchaser.

9. DISPUTES. All disputes involving more than $15,000 shall be resolved by arbitration in accordance with the rules of the American Arbitration Association. The prevailing party shall recover all legal costs and attorney's fees incurred as a result. Nothing here shall limit any rights under construction lien laws.

10. ATTORNEYS' FEES. Purchaser agrees that he will pay and reimburse Johnson for any and all reasonable attorneys' fees which are incurred by Johnson in the collection of amounts due and payable hereunder.

11. INSURANCE. Insurance coverage in excess of Johnson's standard limits will be furnished when requested and required. No credit will be given or premium paid by Johnson for insurance afforded by others.

12. INDEMNITY. The Parties hereto agree to indemnify each other from any and all liabilities, claims, expenses, losses or damages, including attorneys' fees, which may arise in connection with the execution of the work herein specified and which are caused, in whole or in part, by the negligent act or omission of the Indemnifying Party.

13. OCCUPATIONAL SAFETY AND HEALTH. The Parties hereto agree to notify each other immediately upon becoming aware of an inspection under, or any alleged violation of, the Occupational Safety and Health Act relating in any way to the project or project site.

14. ENTIRE AGREEMENT. This proposal, upon acceptance, shall constitute the entire agreement between the parties and supersedes any prior representations or understandings.

15. CHANGES. No change or modification of any of the terms and conditions stated herein shall be binding upon Johnson unless accepted by Johnson in writing.
Action Item: Cell Tower Contract Renewals
Meeting Date: February 7, 2019
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

Background:

We have five outstanding contracts on cell phone towers. Contract language is that an agreement is made for five years, with the option to renew for five additional and successive five-year terms for Miller Stadium and JC Fields and four additional and successive five-year terms for OLMS. Depending on contract language, if we choose not to renew, here is the timeline for the contracts coming due this calendar year:

**Miller Stadium**: Set to renew 5 year term in March 2019. 30 day written notice required. Therefore, the board would need to take formal action by *mid-February* to cancel. This particular tower brings in and estimated $14,514 in revenue with a 3% annual inflation rate.

**JC Fields**: Set to renew 5 year term in March 2019. 30 day written notice required. Therefore, the board would need to take formal action by *mid-February* to cancel. This particular tower brings in and estimated $28,183 in revenue with a 3% annual inflation rate.

**OLMS**: Set to renew 5 year term in October 1, 2019. At least 6 month written notice required. Therefore, the board would need to take formal action by *mid-April* to cancel. This particular tower brings in and estimated $26,148 in revenue with a 4% annual inflation rate.

Presently, the **Cell Towers collectively generate about $100,000** in revenue.

Recommendation:

Administration recommends renewing the contracts.

*Motion by: ____________________ Seconded by: ____________________ Vote: ____________________*
Action Item: 2018-2019 Calendar Adjustment for Cold Days
Meeting Date: February 7, 2019
Contact Person: Dr. Bob McDowell, Assistant Superintendent

Background:

After missing four days of school due to the extreme cold, we now fall below the state-required student contact hours (1020) for the year, for 7th, 8th, and 10-12th grade students. Based on the number of minutes in each student day, middle school and high school students need to attend school 168 days within our current calendar to meet the hours requirement. We are now at 167 days.

Administration is recommending holding school on Presidents Day (Feb. 18). This would bring us up to 168 days (1020 hours). Additionally, should there be another weather-related day off, we are requesting the board approve April 19 (Good Friday) as a student contact day for secondary students only (6-12).

Please note, we’ve received communication from the Minnesota Department of Education that school districts will be held harmless if they fall below the minimum requirement, but they’ve also acknowledged that they legally cannot make that decision, nor can the governor. The Legislature would need to make special dispensation to waive the minimum hours requirement, which to date, it has not done.

Attachment: 2018-2019 Calendar

Recommendation:

Action to adjust the calendar will be requested.

Motion by: ___________________ Seconded by: ___________________ Vote: ___________________
### Stillwater Area Public Schools Parent Calendar 2018-2019

#### July 2018

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* First Day of School

#### September 2018

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* End of Quarter 1

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Winter Break Dec. 24-Jan. 1

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* End of Quarter 2/Semester 1

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* End of Quarter 3

Spring Break March 11-15

#### April 2019

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* Last Day of School

#### June 2019

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### Starting a new year off right

**Monday, August 27**

Orientation day and first day of school for grades 6 and 9 only.

**Tuesday, August 28**

First day of school for grades 7-8 and grades 10-12.

**Wednesday, August 29**

First day of school for elementary students (K-5).

Ready, Set, Go Conferences for grades K-5. Watch for more information this summer.

Approved 11/16/2017
Agenda Item: School Board Reports
Meeting Date: February 7, 2019

Background:

A. Chairperson Report

B. Working Group Reports
   1. Community Engagement
   2. Finance and Operations
   3. Legislative
   4. Personnel
   5. Policy

C. Board Member Reports

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

Recommendation:
Board action is not required.
Agenda Item: Adjournment
Meeting Date: February 7, 2019
Contact Person: School Board Chair

Background:
The meeting must be adjourned formally.