Independent School District 834
Stillwater City Hall, 216 North 4th Street, Stillwater, MN
School Board Business Meeting Agenda – April 11, 2019 at 6:00 p.m.

I. Call to Order
II. Roll Call
III. Pledge of Allegiance
IV. District Mission Statement and School Board Goals
V. Approval of the Agenda
VI. Superintendent Report
VII. Introductory Items
   A. Student Report
   B. District Recognition
      1. Winter Sports: Gymnastics, Wrestling, and Girls Basketball
VIII. Open Forum
IX. Consent Agenda
   A. Minutes of March 21, 2019, 2019 School Board Meeting
   B. Minutes of April 1, 2019 School Board Meeting
   C. Disbursement Register March 23 – April 12, 2019
   D. Human Resources Personnel Report
   E. Field Trip: For one advisor and four students to travel to Anaheim, CA May 1 – 6, 2019 to attend the Business Professionals of America National Leadership Conference Competition
X. Reports
   A. 2019-2020 Preliminary Budget – Ms. Hoheisel
   B. Radon Results Spring 2019 – Ms. Hoheisel
   C. Second Reading: Discipline Policy – Policy Working Group
   D. Second Reading: Bullying Prohibition Policy – Policy Working Group
   E. Second Reading: Attendance Policy – Policy Working Group
   F. Second Reading: Technology Use Policy – Policy Working Group
XI. Action Items
   A. Health Insurance Renewals – Ms. Moen
   B. Adopt Long Range Facility Plan Task Force Roster – Community Engagement Working Group
   C. Stillwater Area High School Main Forum Room Seating – Ms. Hoheisel
   D. 2019 Bus Facility Improvements – Ms. Hoheisel
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: Call to Order
Meeting Date: April 11, 2019

Background:

The School Board Chair will call the meeting to order.

Recommendation:
Board action is not required.
Agenda Item: Roll Call
Meeting Date: April 11, 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: April 11, 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: April 11, 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 V.
Date Prepared: April 5, 2019
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: April 11, 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: April 11, 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: April 11, 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: April 11, 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: April 11, 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 March 21, 2019  
Contact Person: Sarah Stivland, Clerk or Barbara Proulx, Secretary  
A copy of the Minutes is included for your review.

B. School Board Meeting Minutes April 1, 2019  
Contact Person: Sarah Stivland, Clerk or Barbara Proulx, Secretary  
A copy of the Minutes is included for your review.

C. Disbursement Register March 23 – April 12, 2019  
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations  
A copy of the register has been distributed to board members.

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

E. Field Trip  
Contact Person: Bob McDowell, Assistant Superintendent  
A field trip request for one advisor and four students to travel to Anaheim, CA May 1 – 6, 2019 to attend the Business Professionals of America National Leadership Conference Competition has been received.

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.

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

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

V. Approval of the Agenda
The agenda for the meeting was approved.
*Motion by: Member Pearson to approve the agenda; Second by: Member Weisberg; Vote: 7 ayes, 0 nays, Motion Carried.*

VI. Superintendent’s Report
Superintendent Pontrelli reported on:
- Thoughtexchange
- Shadow a Student Experience
- 

VII. Introductory Items
A. Student Report
The student representatives reported on a variety of events taking place at Stillwater High School in the areas of academic, arts and athletics
- Girls Varsity basketball made it to the championship game
- Sports Update
- Business classes Stock Market game
- Concert Choir clinic at SMS tonight
- Band Trip
- Testing April 2 ACT and MCA
- Graduation meetings beginning
- Mental Health
- Speech Tournament this weekend
- NHS Induction March 25 at 7 p.m.
- Theatre production of Les Misables
- Brookview Decision
B. District Recognition
1. Superintendent Pontrelli recognized Stillwater Middle School for their national recognition award as a Project Lead the Way Distinguished School.

VIII. Open Forum
1. Carl Blondin, 617 Sunrise Dr., Stillwater, Brookview expansion and racism.
2. Bill Gilles, 3093 Lowell Ct., Stillwater, Brookview expansion.
3. Alison Sherman, 10954 Ashley Ln., Woodbury, Brookview expansion.
4. Andrea McCready, 924 Churchill St., spoke of superintendent evaluation and conflict of interest.
5. Sandi Hayner, Stillwater, spoke of accountability and transparency and requested proven leadership.
7. Sarah Voight, 2875 Mariner Ave. N., Lakeland Twp., spoke of thinking of things too late.
8. Margaret Thomas, 2842 Wildcrest Ln., Stillwater, spoke of board leadership.

IX. Consent Agenda
A. Minutes of March 7, 2019 School Board Meeting
B. Disbursement Register March 9-22, 2019
C. Accept Gifts and Donations February 2019
D. Human Resources Personnel Report
E. Field trip for 2 directors, 4 chaperones and 72 wind symphony and ensemble students to travel to Nashville, TN for the Spring Performance Tour March 27 – 31, 2019

Member Ptacek requested to act on item B separately
Member Weisberg to act on item D separately

Motion by: Member Burns; Second by: Pelletier; to approve items A, C, E, Vote: 7 ayes, 0 nays, Motion Carried.

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

Motion by: Member Stivland; Second by: Weisberg; to approve item D; Vote: 7 ayes, 0 nays, Motion Carried.

X. Reports
A. First Reading: Discipline Policy – Policy Working Group
B. First Reading: Bullying Prohibition Policy – Policy Working Group
C. First Reading: Attendance Policy – Policy Working Group
D. First Reading: Technology Use Policy – Policy Working Group

Member Stivland, Chair of the policy working group presented four policies for their first reading. The second reading is expected at the April 11, 2019 business meeting.

XI. Action Items
A. Adopt Actuarial Report
Ms. Urdahl, of the actuarial firm of Hildi Inc. presented the post-employment valuation report under GASB statement 74/75 and GASB statement 16. These reports are for the valuation year beginning July 1, 2018.
Motion by: Member Pelletier; Second by: Stivland; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

B. Tennis Court Rehabilitation and Resurfacing at Afton-Lakeland Elementary and Stillwater Middle School
Ms. Hoheisel recommended that the board award the bid to Upper Midwest Athletic Construction for a total of $65,240 for the 2019 Tennis Court Resurfacing projects. One proposal was received from Upper Midwest Athletic Construction of Andover, MN. Three other vendors were asked to provide proposals but did not respond.
Upper Midwest Athletic Construction’s proposal to repair the cracks with an ARMOR crack repair system and resurface the Afton-Lakeland tennis court is $47,450. Their proposal to repair the cracks at Stillwater Middle School is $17,790. The proposal total for both sites is $65,240. Construction costs for this project were estimated to be $61,750 and are part of the approved FY 2020 Long-Term Facilities Maintenance funding.  

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

C. Fund Expansion of Brookview Elementary School
Superintendent Pontrelli recommended the board approve the funding resolution to expand Brookview Elementary School.  

Motion by: Member Burns to approve the funding of the expansion of Brookview Elementary through Certificate of Participation as the funding mechanism; Second by: Pelletier, Vote: Motion to postpone kills this motion until it comes to the board at the later date.

Amended the motion by: Stivland to postpone until the completion of the long range facilities group recommendation, Second by: Riehle, Vote: 4 (Ptacek, Riehle, Stivland, Weisberg) ayes, 3 (Burns, Pearson, Pelletier) nays, Motion carried.

D. Appoint Architect for Brookview Elementary
This item was removed due to the postponement of item C.

E. Appoint Construction Manager for Brookview Elementary
This item was removed due to the postponement of item C.

XII. Board Member Reports
A. Board Chair Report
1. Upcoming work sessions meeting notices
B. Working Group Reports
1. Community Engagement – is scheduled to meet on Friday, March 22, beginning task force membership selection, Thoughtexchange process, request for RFP will out tomorrow, facilitator presentations April 22 or 23
2. Finance and Operations – is scheduled to meet on Friday, March 22.
3. Legislative – Attended the SEE Regional meeting, MSBA Day at the Capitol is Monday, March 25.
4. Personnel met and continues to develop the superintendent evaluation tool as well as the board self-evaluation tool.
5. Policy met this past week and will meet on April 1
Board Member Reports
1. Ms. Weisberg the Partnership Party is April 5, get your tickets soon!
2. Ms. Pelletier attended the Washington County Mental Health Advisory Committee meeting, attended the cultural training workshop.
3. Mr. Burns attended the culturally responsive board leadership seminar.
4. Ms. Pearson gave a shout out the to the girls basketball team, Stonebridge fifth graders attended a manner class at the Lowell Inn.
5. Mr. Ptacek congratulated the basketball team.

XIII. Adjournment
The meeting adjourned at 10:24 p.m.

Respectfully submitted, Sarah Stivland, school board clerk.
I. Call to Order: The meeting was called to order at 6:10 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.

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

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

V. Approval of the Agenda
The agenda for the meeting was approved.
Motion by: Member Weisberg; Second by: Pelletier; Vote: 7 ayes, 0 nays, Motion Carried.

XI. Action Items
A. Adopt Guiding Change Document for Long-Range Facility Planning
The school board adopted a Guiding Change Document for the long range facilities planning process. The document outlines the current realities facing the district, and also identifies the desired results and unacceptable means that will direct the work of the community task force.
Motion by: Member Weisberg; Second by: Pelletier; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

B. Polar Vortex School Calendar Adjustment
The school board approved changing the school calendar, putting April 19 back as a non-school day for all students. This change was made in response to the legislation signed by the governor yesterday that allows forgiveness of the instructional hours requirement.
Motion by: Member Pearson to remove April 19 as a student contact day and provide opportunity for employees to make up the hours for payment at another time; Second by: Burns; Vote: 4 ayes, 3 (Burns, Stivland, Weisberg) nays, Motion Carried.

XIII. Adjournment
The meeting adjourned at 10:02 p.m.
Respectfully submitted, Sarah Stivland, school board clerk.
## PERSONNEL CHANGES: BOARD MEETING 4/11/19

### RETIREMENT/RESIGNATION/RELEASE

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<tr>
<th>NAME</th>
<th>STATUS</th>
<th>ASSIGNMENT</th>
<th>GROUP</th>
<th>EFFECTIVE DATE</th>
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<tbody>
<tr>
<td>Breucop de Flores, Silvia</td>
<td>Probationary Release</td>
<td>Paraprofessional, 5.9 hrs/day</td>
<td>SCPA</td>
<td>May 31, 2019</td>
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<td></td>
<td></td>
<td>Lake Elmo Elementary</td>
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<tr>
<td>Brown, Abby</td>
<td>Retirement (31 years)</td>
<td>1.0 FTE Health Teacher</td>
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<td>June 3, 2019</td>
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<td>Espinoza, Tayna</td>
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<td>Paraprofessional, 4.0 hrs/day</td>
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<td>Hansen, Jan</td>
<td>Probationary Release</td>
<td>Paraprofessional, 6.0 hrs/day</td>
<td>SCPA</td>
<td>May 31, 2019</td>
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<td>Rutherford Elementary</td>
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<td>Kramer, Janice</td>
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<td>Community Education Assistant, 4.48 hrs/day</td>
<td>CE Leads &amp; Assistants</td>
<td>May 23, 2019</td>
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<td>Early Childhood Family Center</td>
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<td>Parker, Dolly</td>
<td>Resignation</td>
<td>Paraprofessional, 6.10 hrs/day</td>
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<td>Weis, Natalie</td>
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<td>Brookview Elementary</td>
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### HIRES/REHIRES

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<td>Breucop de Flores, Silvia</td>
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<td>Dalberg, Julie</td>
<td>Track Coach</td>
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<td>Replacement</td>
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<td>Hensley, Hannah</td>
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<td>Kristensen, Mary</td>
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<td>Martell, Rachel</td>
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<td>Meyer, Caleb</td>
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<td>2018-2019 Staffing</td>
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<td>Rogers, Kendall</td>
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<td>$12.00 / hour</td>
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<td>Snyder, Benjamin</td>
<td>Casual</td>
<td>$12.00 / hour</td>
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<td>Weisbrod, Daniel</td>
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### LEAVES OF ABSENCE

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<th>ASSIGNMENT</th>
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<th>EFFECTIVE DATE</th>
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<tr>
<td>Pearson, Jenna</td>
<td>Approve</td>
<td>Paraprofessional, 6.25 hrs/day</td>
<td>SCPA</td>
<td>March 18, 2019 - May 31, 2019</td>
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<td>Lily Lake Elementary</td>
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<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 - March 29, 2019 (Revised dates)</td>
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<td>Anderson, Elizabeth</td>
<td>.3 FTE Intervention Teacher Rutherford Elementary</td>
<td>.4 FTE Intervention Teacher Rutherford Elementary</td>
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<td>Arco, Rebecca</td>
<td>.6 FTE Elementary Education Teacher Rutherford Elementary</td>
<td>.5 FTE Intervention Teacher Afton-Lakeland Elementary</td>
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<td>Borer, Barbara</td>
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<td>Brennan, Helen</td>
<td>1.0 FTE YCAPP Teacher Transition Program</td>
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<td>Burdon, Amy</td>
<td>.8 FTE French &amp; Intervention Teacher Stillwater Middle School</td>
<td>.8 FTE French Teacher Oak-Land &amp; Stillwater Middle School</td>
<td>2019-2020 Staffing</td>
<td>SCEA</td>
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<tr>
<td>Dewall, Katie</td>
<td>1.0 FTE Kindergarten Teacher Andersen Elementary</td>
<td>1.0 FTE Kindergarten Teacher Stonebridge Elementary</td>
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<tr>
<td>Dubuque, Cheryl</td>
<td>Cafeteria, 3.0 hrs/day Stillwater Area High School</td>
<td>Cafeteria, 4.0 hrs/day Stillwater Area High School</td>
<td>Replacement</td>
<td>Cafeteria</td>
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<td>Fisher, Erika</td>
<td>1.0 FTE Math Teacher Oak-Land Middle School</td>
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<tr>
<td>Klehr, Tony</td>
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<td>1.0 FTE Social Studies Teacher Stillwater Area High School</td>
<td>2019-2020 Staffing</td>
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<tr>
<td>LaFrance, Cherie</td>
<td>Paraprofessional, 6.0 hrs/day Stillwater Area High School</td>
<td>Paraprofessional, 7.0 hrs/day Stillwater Area High School</td>
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<td>SCPA</td>
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<td>Myers, Nicole</td>
<td>Health Care Specialist 6.5 hrs/day Lake Elmo Elementary</td>
<td>1.0 FTE School Nurse Stillwater Area High School</td>
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<td>Neely, Megan</td>
<td>.80 FTE Speech Pathologist Lake Elmo Elementary</td>
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<td>Prestegaard, Jennifer</td>
<td>.80 FTE AVID Counselor Stillwater Area High School</td>
<td>1.0 FTE School Counselor Stillwater Area High School</td>
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<td>SCEA</td>
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<tr>
<td>Pridie, Jeff</td>
<td>.8 FTE Art Teacher Stillwater Middle School</td>
<td>.8 FTE Art Teacher Oak-Land &amp; Stillwater Middle School</td>
<td>2019-2020 Staffing</td>
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<td>Ryan, Angie</td>
<td>1.0 FTE Physical Education Teacher Oak-Land Middle School</td>
<td>1.0 FTE Physical &amp; Health Education Teacher Stillwater Area High School</td>
<td>2019-2020 Staffing</td>
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<td>Ryan, Ing Mari</td>
<td>1.0 FTE English Teacher Stillwater Area High School</td>
<td>1.0 FTE AVID Teacher Stillwater Area High School</td>
<td>2019-2020 Staffing</td>
<td>SCEA</td>
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<tr>
<td>Schreder-Vossen, Nancy</td>
<td>.8 FTE Science Teacher St. Croix Valley ALC</td>
<td>1.0 FTE Science Teacher Stillwater Middle School</td>
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<tr>
<td>Smith, Priscilla</td>
<td>Paraprofessional, 6.0 hours/day Stillwater Middle School</td>
<td>Paraprofessional, 6.0 hours/day Stillwater Middle School &amp; Andersen Elementary</td>
<td>Temporary Student Needs</td>
<td>SCPA</td>
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### ADDITIONAL ASSIGNMENTS

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<thead>
<tr>
<th>NAME</th>
<th>Position</th>
<th>Reason</th>
<th>Group</th>
<th>EFFECTIVE DATE</th>
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<tbody>
<tr>
<td>Britton, Larry</td>
<td>Assistant Track Coach Oak-Land Middle School</td>
<td>Replacement</td>
<td>Co-Curricular</td>
<td>March 18, 2019</td>
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<tr>
<td>Klancher, Kevin</td>
<td>8th Grade Baseball Coach Stillwater Middle School</td>
<td>Replacement</td>
<td>Co-Curricular</td>
<td>March 18, 2019</td>
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Report for Action: 2019-2020 Preliminary Budget
Meeting Date: April 11, 2019
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations
Action Timeline: April 25, 2019

Report Purpose:
The purpose of this report is to share detailed information for the 2019-2020 Preliminary Budget.

Summary:
The Board of Education is required by law to adopt a preliminary budget by June 30, 2019. Administration will recommend approval of the 2019-2020 Preliminary Budget at the April 25, 2019 board business meeting.

A copy of the 2019-2020 Preliminary Budget was provided.

Recommendation:
This is a report for action. Action will be requested at the April 25, 2019 board business meeting.
Purpose

• Review budget process and timelines
• Review key assumptions in budget development
• Present broad overview of budget
Budget Process

• Preliminary Budget
  o Adopt April 2019
  o Based on:
    • Enrollment projections
    • Approved budget adjustments
    • Current law and regulations

Preliminary Budget
  Summer

Revised Budget
  Mid-school year

Updated Revised Budget
  Spring
Budget Overview

General Fund

- Assumes 2.0% on General Education Formula
- Unassigned fund balance is currently projected at 4.64%
- Revenues and expenditures are balanced
- Contract parameters are not included
Budget Overview – General Fund

Revenues
• Increase in general education aid
• Increase in special education aid
• Increase in operating referendum
• Absence of non-federal grants

Expenditures
• Increase in employee contracts (settlements) and steps and lanes
• Increase in long term facility maintenance
• Increase in transportation
• Decrease for the budget adjustments
• Absence of non-federal grants
## Preliminary Budget Summary

<table>
<thead>
<tr>
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<td>General Fund</td>
<td>15,685,758</td>
<td>111,535,775</td>
<td>112,964,436</td>
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<td>Food Service Fund</td>
<td>568,493</td>
<td>4,300,525</td>
<td>4,118,531</td>
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<td>Community Service Fund</td>
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<td>Sub-Total Operating Funds</td>
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<td>122,925,616</td>
<td>124,192,769</td>
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## Preliminary Budget Summary

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<td>Building Construction Fund</td>
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<td>Debt Service Fund</td>
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<td>10,042,887</td>
<td>10,113,258</td>
<td>2,862,427</td>
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<td>Sub-Total Non-Operating Funds</td>
<td>4,211,314</td>
<td>10,042,887</td>
<td>11,391,774</td>
<td>2,862,427</td>
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<td>Trust Fund</td>
<td>165,695</td>
<td>25,000</td>
<td>25,000</td>
<td>165,695</td>
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<td>Total All Funds</td>
<td>21,988,909</td>
<td>132,993,503</td>
<td>135,609,543</td>
<td>19,372,869</td>
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</table>
Where Does The Revenue Come From?

- **$1 Breakdown**
  - 68 cents from state aid and credits
  - 26 cents from property taxes
  - 4 cents from other local revenue
  - 2 cents from federal aid
Where Does The Money Go?

based on program codes

$1 Breakdown

- 42 cents for Regular and Vocational Education
- 18 cents for Special Education
- 16 cents for Operations and Maintenance
- 7 cents for Transportation
- 6 cents for Instructional Support Services
- 4 cents for Pupil Support Services
- 3 cents for District Support Services
- 3 cents for District and School Administration
- 1 cent for Fiscal and Other Fixed Costs
Where Does The Money Go?

based on object codes

• $1 breakdown
  ▪ 51 cents for salaries
  ▪ 22 cents for benefits
  ▪ 17 cents for purchased services
  ▪ 1 cents for other expenditures
  ▪ 6 cents for capital expenditures
  ▪ 3 cents for supplies and materials
Where Does The Money Go?
Based on object codes without transportation, operating capital and long term facility maintenance

• $1 breakdown
  ▪ 60 cents for salaries
  ▪ 27 cents for benefits
  ▪ 9 cents for purchased services
  ▪ 3 cents for supplies and materials
  ▪ >1 cent for capital expenditures
  ▪ >1 cent for other expenditures
Summary and Key Messages

• A review of legislative action will occur as soon as information becomes available
• Preliminary budget will be revised next fall and will change
• Detailed budget document available on website
For further information visit our website at www.stillwaterschools.org
Click on *Departments* and *Finance*
Report for Information:  Radon Results Spring 2019  
Meeting Date:  April 11, 2019  
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

Summary:  
Stillwater Area Public Schools takes safety very seriously and works diligently to ensure we provide safe and healthy learning environments for all of our students.  
Radon is a colorless, odorless gas that naturally comes from soil and has been linked to some cancer deaths when found at elevated levels.  
While radon testing is not required for schools in Minnesota, our school district has tested our schools for radon and we have mitigated any issues when they arise.  
Formal radon testing in all of our buildings was scheduled to take place in the 2018-2019 school year during the MN Department of Health recommended timeframe of November 1-March 31. The testing was conducted by Field Environmental Consulting, using the MN Department of Health Radon in Schools Model Plan.  
Radon testing was conducted this winter in all of our schools and buildings. Two canisters initially showed concentration levels that were above the action level. Follow-up testing showed the concentration levels where action was not required. No further testing/mitigation is necessary.  

Recommendation:  
This is a report for information.  No action will be requested.
Radon Basics

Radon is naturally-occurring gas found in soil produced by the breakdown of uranium.

- It’s invisible and colorless
- It is a known human carcinogen
- Two in five homes have levels above the Environmental Protection Agency (EPA) action level of 4.0 picocuries per liter (pCi/L)
- It enters a building or home through cracks or other openings
Radon Testing In Our Schools

- Radon testing conducted this winter in all of our schools and buildings (843 radon detectors analyzed)

- Of those 843 canisters, two had initial radon concentrations above 4.0 pCi/L:
  - LL Classroom 205 = 4.1 pCi/L
  - SMS Office 189W = 7.5 pCi/L

- Follow-up testing in those two rooms showed concentrations well below the action level:
  - LL Classroom 205 = 1.8 pCi/L
  - SMS Office 189W = .6 pCi/L

- Per the Minnesota Department of Health, no further testing/mitigation is necessary
Next Steps

- Results of our radon testing program will be submitted to the Minnesota Department of Health
- Results will also be shared on the district website at stillwaterschools.org/radon
- We anticipate testing for radon again in five years, per the state’s recommended guidelines
**Action Item:** Policies for Second Reading:  
Meeting Date: April 11, 2019  
Contact Person(s): Policy Working Group

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**Summary:**  
The 2019 Policy Working Group will be presenting these policies for their second reading.  
  C. Discipline  
  D. Bullying Prohibition  
  E. Attendance Policy  
  F. Technology and Internet Acceptable Use  

The policies are included for your review.

---

**Recommendation:**  
This is a report for action. Action will be requested at the April 25, 2019 business meeting.
I. PURPOSE

The purpose of this policy is to help all members of the school community work collaboratively to create a safe, supportive and equitable school climate through the use of positive discipline practices. Effective positive discipline results from an equitable, supportive environment that stresses student self-direction, decision-making and responsibility.

All students have a right to learn and develop in a setting which promotes respect of self, others and property. Effective positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility.

II. GENERAL STATEMENT OF POLICY

1. It is the Board’s intent to ensure that students are aware of and comply with the District’s expectations for student conduct. Such compliance will enhance the District’s ability to maintain discipline and ensure that there is no interference with the educational process.

2. The District believes that a fair and equitable District-wide school discipline policy will contribute to the quality of a student’s educational learning experience.

3. The School Board recognizes that a positive and equitable learning environment is essential for students to thrive academically and developmentally.

4. The Board recognizes that no policy will cover all situations. Therefore, the building administrator(s) or designee will make a determination of the violation and/or consequence/disciplinary action when student actions are not specifically addressed. All actions by an administrator/designee will be made on a case-by-case basis.

III. DEFINITIONS

“Assault” is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another.

“Dismissal” means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.
“Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.

“Expulsion” means a school board action to prohibit an enrolled student from further attendance for up to 12 months from the date the student is expelled. The authority to expel rests with the school board.

“Removal from class” and “removal” mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five days, pursuant to this discipline policy.

“Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten school days; provided, however, if a suspension is longer than five class periods, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. A suspension may be extended to 15 days when the District has initiated expulsion procedures. This definition does not apply to dismissal for one school day or less, except as provided in federal law, for a student with a disability.

IV. AREAS OF RESPONSIBILITY

A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents.

C. Principal / Building Level Administrator. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for managing student conduct, with appropriate assistance from the administration. All teachers shall enforce the expectations for appropriate behaviors, as outlined in this policy. In exercising the teacher’s lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
E. Other District Personnel. All District personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent or designee. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

F. Parents or Legal Guardians. Parents and guardians have the legal responsibility for the behavior of their children, as determined by law and community practice. Parents/guardians are expected to exercise the required controls so that the student’s behavior will be conducive to the development of self-discipline and will not be disruptive to the school’s educational program. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

G. Community Members. Members of the community are expected to contribute to the establishment of a positive atmosphere at events sponsored by the school district or held on school district property.

H. Students. All students shall be held individually responsible for their behavior and for understanding and complying with the behaviors outlined in this policy.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

A. To know and obey all school rules, regulations, policies, and procedures;

B. To attend school daily, except when excused, and to be on time to all classes and other school functions;

C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;

D. To make necessary arrangements for making up work when absent from school;

E. To assist the school staff in maintaining a safe school for all students;

F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;

G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;

H. To be aware of and comply with federal, state, and local laws;

I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
J. To respect and maintain the school’s property and the property of others;

K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;

L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

M. To conduct themselves in an appropriate physical or verbal manner; and

N. To recognize and respect the rights of others.

VI. STUDENT RIGHTS

A. All students have the right to an education and the right to learn.

B. Students have the right to be safe and free from threatening situations on school property, at school activities, and in District vehicles.

VII. UNACCEPTABLE BEHAVIOR AND STUDENT DISCIPLINE

A. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also means a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events.

B. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the District does not represent that it will provide supervision or assume liability at these locations and events.

C. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the District or the safety or welfare of the student, other students, or employees. In addition, this policy applies to student conduct that has a nexus to school property or the school environment, including use of social media and other electronic communication.

D. The following are examples of areas of unacceptable behavior subject to disciplinary action by the District. Definitions of each are included in the administrative procedures associated with this policy. Unacceptable behavior may also include violation of any local, state, or federal law. These examples are not intended to be an exhaustive list. Any student who engages in any of these activities shall be subject to discipline in accordance with this policy and applicable procedures.

1. Abuse: Verbal, written or otherwise expressed

2. Academic Dishonesty
3. Alarm (False)

4. Alcohol: Intent to sell, give or share, possession or use

5. Ammunition, mace or pepper gas possession

6. Arson

7. Assault: Aggravated, physical, verbal, written, or otherwise expressed

8. Attendance issues

9. Attire

10. Bodily Harm; Inflicting

11. Bullying

12. Burglary

13. Chemicals: Intent to sell, give, or share; or under the influence, attempted possessions, or use

14. Communication Devices

15. Cyber-bullying

16. Damage of or Tampering of Property (Vandalism)

17. Distribution or possession of literature, video, pictures, or otherwise unauthorized materials

18. Driving: Careless or reckless

19. Explosives, Possession and/or use

20. False Threat, Bomb or Other Act of Violence

21. False Fire Alarm: or tampering with or interference with any fire alarm system;

22. Falsifying, Altering or Tampering with Any Records

23. Fighting: Promoting/Instigating

24. Fire Extinguisher: Unauthorized Use

25. Fireworks: Possession or use of
26. Gambling
27. Gang or Cult Activity
28. Harassment
29. Hazing
30. Incendiary/Ignition Device Use or Fire
31. Insubordination
32. Interference, Disruption or Obstruction
33. Lewd Behavior
34. Nuisance and/or Recording Devices
35. Parking
36. Pornography
37. Propping, Rigging, or Disabling a Secure Door
38. Pushing, Shoving, and Scuffling
39. Records or Identification Falsification
40. Robbery or Extortion
41. Sexual Violence
42. Technology Related
43. Terroristic threats
44. Theft, or Knowingly Receiving or Possessing Stolen Property
45. Tobacco
46. Trespassing
47. Vehicle: Unauthorized Use
48. Weapon or Look-alike Weapon; Possession
49. Other acts: as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others
or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VIII. DISCIPLINARY ACTION OPTIONS

The District will utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the District. Disciplinary action may include, but is not limited to, one or more of the following:

A. Student conference with teacher, principal, counselor, or other District personnel, and verbal warning;

B. Confiscation by District personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.

C. Parent contact and/or conference;

D. Removal from class;

E. In-school suspension;

F. Suspension from extracurricular activities;

G. Detention or restriction of privileges;

H. Loss of school privileges;

I. In-school monitoring or revised class schedule;

J. Referral to in-school support services;

K. Referral to law enforcement or other appropriate authorities, community resources or an outside agency;

L. Financial restitution;

M. A request for a petition to be filed in district court for juvenile delinquency adjudication;

N. Out-of-school suspension under the Pupil Fair Dismissal Act;

O. Preparation of an admission or readmission plan;

P. YCAPP alternative to suspension
Q. Expulsion under the Pupil Fair Dismissal Act;
R. Exclusion under the Pupil Fair Dismissal Act; and/or
S. Other disciplinary action as deemed appropriate by the District.

IX. REMOVAL OF STUDENTS FROM CLASS

A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student’s parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student’s conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher’s ability to teach or communicate effectively with students in a class or with the ability of other students to learn;

2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;

3. Willful violation of any school rules, regulations, policies or procedures; or

4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one activity period or class period of instruction for a given course of study and shall not exceed five such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

B. If a student is removed from class more than ten times in a school year, the school district shall notify the parent or guardian of the student’s tenth removal from class and make reasonable attempts to convene a meeting with the student’s parent or guardian to discuss the problem that is causing the student to be removed from class.

C. Procedures for the Removal of a Student From a Class

1. If a student is removed from class, the teacher, principal, or other District employee will complete a report describing the student’s behavior.

2. Teachers removing students from class are required to direct the student to the school office and verify his or her arrival as soon as practicable. Teachers will determine
whether a student needs to be accompanied to the office, and, if so, make the necessary arrangements.

3. The administrator may, at his/her option, assign the student to supervision in another area specially designated for this purpose.

4. The student will remain in the custody of the building administrator or his/her designee for the duration of the time prescribed.

5. Students removed for more than one class period will receive assignments from the teachers to enable the student to keep up with his/her class work.

D. Return of a Student to a Class from Which the Student was Removed

1. The student may return to class after a conference with the appropriate administrator, teacher, and/or the parent(s)/Guardian(s). At the time of this conference, a plan of action will be established.

2. Students removed from class will be required to examine and take measures to correct it.

E. Notification Procedures

1. Parents/guardians of students removed from class will be notified as soon as practicable of the rule violation that led to the removal, and any conditions for readmission.

Students with Disabilities; Special Provisions

(a) In cases involving students receiving special education services, appropriate special education staff will be notified of the removal to determine compliance with the student’s IEP and to determine whether further assessment or change in the student’s IEP is necessary.

(b) In cases involving students with suspected disability, the student assistance team or school counselor will be notified and the school’s pre-referral intervention process will be followed.

F. Devices for Detecting Chemical/Alcohol Use While on School Premises

1. Administration, with reasonable suspicion of student use of alcohol during the school day, and/or at school sponsored events, may implement or direct the use of a Passive Breath Alcohol Sensor Device to determine alcohol consumption.

2. Administration, with reasonable suspicion of student use of chemicals, may implement or direct the use of procedures allowed under law, to determine chemical use.
G. Procedures for Addressing Alcohol and/or Chemical Use or Abuse Problems of Students While on School Premises

1. The District has established a chemical/alcohol abuse pre-assessment team pursuant to Minnesota Statute 121A.26;

2. The District has established teacher reporting procedures to the chemical/alcohol abuse pre-assessment team, pursuant to Minnesota Statute 121A.29.

H. Procedures for Encouraging Early Detection of Behaviors Problems and Involvement of Parents/Guardians in Attempts to Improve a Student’s Behavior

1. During the enrollment process, schools will gather as much information from parent(s)/guardian(s) as possible to determine any pre-existing academic, behavioral, or attendance concerns.

2. School administrators will ensure the building is adequately supervised and that a system is in place for reporting behavior concerns, regardless of the time and day.

3. School administration will have a plan for reviewing attendance records on a regular basis and then act on the attendance concerns in accordance with the appropriate county truancy program.

4. Schools will establish a structure for teachers to discuss student behavior concerns that is clearly communicated and followed up by administration.

5. Schools must have a team including administration, counselors, the school nurse, and other staff as available to review student academic, attendance, behavior and social/emotional concerns.

6. Staff will intervene and support students early on as behavior concerns are surfacing.

7. Schools will work with chemical health support staff to assess student behavior and determine whether or not chemical issues are present.

8. In conjunction with the Special Education process, schools will have regularly scheduled meetings to consider whether students with academic, behavioral, or social/emotional concerns might need to be assessed for special education services.

9. A formal structure will be created to share information as students transition between schools and grades to assist in continuous support and intervention.

10. Schools will communicate with parent/guardian about academic progress and encourage parents/guardians to assist in identifying concerns.

X. DISMISSAL

A. Violations leading to suspension, based upon severity, may also be grounds for
actions leading to expulsion, and/or exclusion. A student may be dismissed on any of

1. Willful violation of any reasonable school board regulation, including those found in this policy;

2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored or extracurricular activities;

3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

B. Suspension Procedures

1. If a student’s total days of removal from school exceed ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the student’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

2. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 days.

3. A child with a disability may be suspended. When a child with a disability has been suspended for more than five consecutive days or ten cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child’s IEP team, including at least one of the child’s teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child’s IEP. That meeting
must occur as soon as possible, but no more than ten days after the sixth consecutive
day of suspension or the tenth cumulative day of suspension has elapsed.

4. The school administration will implement alternative educational services when the
suspension exceeds five days. Alternative educational services may include, but are not limited to:

   a. Special tutoring;

   b. Modified curriculum, instruction, and other modifications or adaptations;

   c. Instruction through electronic media;

   d. Special education services as indicated by appropriate assessments

   e. Homebound instruction

   f. Supervised homework;

   g. Enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the student to progress toward meeting graduation standards.

5. The school administration shall have an informal administrative conference with the student who is suspended. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student’s version of the facts. A separate administrative conference is required for each period of suspension.

6. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, implement alternatives to suspension, including but not limited to:

   a. Strongly encouraging a parent or guardian of the student to attend school with the student for one day;

   b. Petitioning the juvenile court that the student is in need of services.

7. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take
effect, and upon the student’s parent or guardian by mail within 48 hours of the conference.

8. The school administration shall make reasonable efforts to notify the student’s parent or guardian of the suspension by telephone as soon as possible. In the event that the student’s parent or guardian is not available for notification of the suspension at the time of the suspension, the student will remain in the school building for the remainder of the school day at a location or locations designated by the principal or his/her designee.

9. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student’s parent or guardian within 48 hours of the suspension. Service by mail shall be complete upon mailing.

10. Notwithstanding the foregoing provisions, the student may be suspended pending the school board’s decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five days.

C. Expulsion and Exclusion Procedures

1. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.

2. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.

3. The student and parent or guardian shall be provided written notice of the school district’s intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain the components required by the Minnesota Pupil Dismissal Act.

4. The hearing on a proposed expulsion shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school district, student, parent, or guardian.

5. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.

6. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.

7. The student shall have a right to a representative of the student’s own choosing, including legal counsel, at the student’s sole expense. The school district shall
advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.

8. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student or the parent or guardian providing them with access to and/or copies of the student’s records.

9. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

10. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.

11. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

12. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

13. The student cannot be compelled to testify in the dismissal proceedings.

14. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two days after the close of the hearing.

15. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer’s findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

16. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within 21 calendar days of school board
action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

17. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

18. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within 30 days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student’s age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

19. Whenever a student fails to return to school within ten school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student’s right to attend and to be reinstated in the school district.

XI. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student’s behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student’s behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XII. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within 30 days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student’s age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

Complete and accurate student discipline records will be maintained. The collection, dissemination, and maintenance of student discipline records and information shall be consistent with applicable school district policies and federal and state law.
XIII. STUDENTS WITH A DISABILITY

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student’s IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child’s IEP team and the child’s parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child’s behavior was (i) caused by or had a direct and substantial relationship to the child’s disability and (ii) whether the child’s conduct was a direct result of a failure to implement the child’s IEP.

If the student’s educational program is appropriate and the behavior is not a manifestation of the student’s disability, the school district will proceed with discipline, up to and including expulsion, unless the student’s educational program provides otherwise.

If the team determines that the behavior subject to discipline is a manifestation of the student’s disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student’s disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The District may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student’s case has been referred to juvenile court.

The District may terminate the enrollment of a nonresident student over the age of 17 enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The District will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this Discipline Policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy is available, upon request, in each principal’s office.

XVI. REVIEW OF POLICY
A committee shall convene annually to review this policy for effectiveness as prescribed by law. The committee will include principal, parent, student, and staff representatives. Recommended changes shall be submitted to the Board of Education for consideration.
I. PURPOSE

Students need a safe and civil environment to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students’ ability to learn and teachers’ ability to educate students in a safe environment.

It is the school district’s intent to prevent bullying, however, when it does occur, the district will take action to investigate, respond, remediate, and discipline acts of bullying, intimidation, violence, reprisal, retaliation, or other similar disruptive and detrimental behavior. Such conduct will be addressed to the extent that it affects the educational environment, and the rights and welfare of its students, and is within the control of the school district in its normal operations.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, as defined in 11.1.4 in this policy, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions, also defined in 11.1.5 in this policy. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place, and with or without the use of school resources, constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees, or materially or substantially interferes with a student’s educational opportunities or performance, or ability to participate in school functions or activities, or receive school benefits, services or privileges.

Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

B. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

C. False accusations or reports of bullying against another student are prohibited.

D. Students who commit prohibited acts of bullying, reprisal, or false reporting of bullying, or condone or support another student’s act of bullying, shall be subject to disciplinary action or other remedial responses in accordance with school district policies and procedures, up to and including suspension and/or expulsion.
E. Teachers, administrators, coaches, volunteers or other employees of the school district who commit, permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying shall be subject to disciplinary action up to and including termination.

F. Consequences for contractors or other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

G. The school district will investigate all reported complaints of bullying and will discipline or take appropriate action against any individual(s) found to have violated this policy.

III. DEFINITIONS

A. For purposes of this policy, the definitions included in this section apply.

“Bullying” (including “Cyberbullying” as defined in this policy) means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student’s educational opportunities or performance, or ability to participate in school functions or activities, or to receive school benefits, services or privileges.

B. “Cyberbullying” means bullying using technology or other electronic communication, including but not limited to, a transfer of a sign, signal, writing, sexting, image, sound, or data, including a post on a social network, Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school district property, at school-related functions, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. “Immediately” means as soon as possible but no later than the next school day.

D. “Intimidating, threatening, abusive, or harmful conduct means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person’s
actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). Prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. “On school district property or at school-related functions” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct, or knowingly make a false report about bullying.

G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of an individual who is the target or victim of prohibited conduct.

H. “Student” means a student enrolled in a public school or charter school.

IV. REPORTING PROCEDURES

A. Any student who believes he or she has been the target or victim of bullying or prohibited conduct under this policy shall report alleged acts to the building principal/supervisor, a teacher, or other trusted adult staff. Any person (student or adult) with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the building principal/supervisor, or designee.

A student or other person may report bullying anonymously, however, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal/supervisor of each building or available from the school district website, but oral reports shall be considered complaints as well.

C. The building principal/supervisor or designee is the person responsible for receiving
reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building principal/supervisor, or designee, the complaint shall be made or filed directly with the school district human rights officer or superintendent by the reporting party or complainant.

The building principal/supervisor or designee will serve as the primary contact and will ensure that this policy and any resulting actions resulting from a report are fairly and fully implemented. The building principal/supervisor or designee will also provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, coach, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying, or other prohibited conduct, shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building principal/supervisor immediately. School district personnel who fail to make reasonable efforts to address and resolve report conduct that may constitute bullying in a timely manner may be subject to disciplinary action.

E. Reports and investigative records of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data. The principal/supervisor or designee shall regulate access to such records and will ensure that information is not disclosed except as permitted by law.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant’s or reporter’s future grades or education environment, or employment, work assignments, or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a complaint or report of bullying, the building principal/supervisor or shall immediately undertake or authorize an investigation by school district officials or a third party designated by the school district. Such investigation shall include an opportunity for the alleged perpetrator to present a defense prior to the imposition of discipline or other remedial responses.

B. The building principal/supervisor or designee, or other appropriate school district officials, may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, reporter, students, or others
pending completion of an investigation of bullying or other prohibited conduct, consistent with applicable law.

C. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, positive behavior interventions, warning, suspension, exclusion, expulsion, transfer, remediation, or termination/discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct will be tailored to the particular incident, the nature of the conduct, and the student’s developmental age and behavior history. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies, and applicable regulations.

D. The school district is not authorized to disclose to a victim, private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the disciplinary or remedial action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child student with a disability, the school district shall, when determined appropriate by the child’s student’s individualized education program (IEP) team or Section 504 team, allow the child’s student’s IEP or Section 504 plan to be drafted to address the skills and proficiencies the child student needs as a result of the child student’s disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. REALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, coach, volunteer, contractor, or other employee of the school district who commits an act of reprisal or retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or other prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation, proceeding, or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

A. On an annual basis, staff will be provided information and applicable training regarding this policy. This policy will also be discussed with volunteers.

B. Staff will be provided appropriate training and ongoing staff development, on a cycle not to exceed three years, regarding the prevention and identification of bullying, and response to prohibited conduct. Newly hired staff shall receive such training during their
first year of employment in the district.

C. On an annual basis, students will be provided educational information about bullying and the harmful effects of bullying, as well initiatives to prevent bullying. Information regarding this policy will be included as a part of the education information provided to students.

D. The school district will implement programs and other initiatives to create a positive school climate, to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents/guardians, and staff. This policy shall appear in the district, staff and student handbooks, and other publications and training materials regarding school rules, procedures and standards of conduct.

B. This policy, or a summary thereof, will be conspicuously posted in the office of each school building, as well as district offices of the school district.

C. Each employee, and contractor who regularly interacts with students, will be provided this policy at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents under this policy will be included in the student discipline policy.

E. The school district will make this policy available to all parents and other school community members in an electronic format on the school district’s website.

F. An electronic copy of this policy shall be provided to the Commissioner of Education each time the policy is amended.

IX. REVIEW OF POLICY

A principal, parent, student, and staff representatives shall confer annually to review this policy for effectiveness and consistency with law. Recommended changes shall be submitted to the School Board of Education for consideration.

Legal References:

- Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
- Minn. Stat. § 121A.0695 121A.031 (School Board Policy; Prohibiting Intimidation and Student Bullying Policy)
- Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)
I. PURPOSE

A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student’s Responsibility

   It is the student’s right to be in school. It is also the student’s responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student’s responsibility to request any missed assignments due to an absence.

2. Parent or Guardian’s Responsibility

   It is the responsibility of the student’s parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher’s Responsibility

   It is the teacher’s responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher’s responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher’s responsibility to provide any student who has been absent with any missed assignments upon request.
Finally, it is the teacher’s responsibility to work cooperatively with the student’s parent or guardian and the student to solve any attendance problems that may arise.

4. **Administrator’s Responsibility**

   a. It is the administrator’s responsibility to require students to attend all assigned classes and study halls. It is also the administrator’s responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day’s absences stating the status of each. Finally, it is the administrator’s responsibility to inform the student’s parent or guardian of the student’s attendance and to work cooperatively with them and the student to solve attendance problems.

   b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. **Attendance Procedures**

   Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. **Excused Absences**

   a. To be considered an excused absence, the student’s parent or legal guardian may be asked to verify, in writing, the reason for the student’s absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

   b. The following reasons shall be sufficient to constitute excused absences:

      (1) Parent verified illness. (up to 3 consecutive days or 8 total per year)

      (2) Doctor verified illness. (up to 3 consecutive days or 8 total per year)

      (3) Family emergencies or serious illness in the family. (up to 3 days per year)

      (4) A death or funeral in the student’s immediate family or of a close friend or relative. (up to 4 days per year)
(5) Family vacation with advanced notice (up to 5 days per year)

(6) A student’s condition that required ongoing treatment for any health related issue (physical or mental) with a note from provider.

(7) Medical, dental or orthodontic treatment or counseling appointment.

(8) Court appearances occasioned by family or personal action.

(9) Religious instruction or holiday with advanced notice.

(10) Physical emergency conditions such as fire, flood, storm, etc.

(11) Serving a suspension.

(12) Active duty in any military branch of the United States.

(13) School bus arrived late

c. Consequences of Excused Absences

(1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

(2) Work missed because of absence must be made up within 2 days from the date of the student’s return to school. Any work not completed within this period shall result in “no credit” for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

All absences and tardies are unexcused by default. Students and families have 48 hours from the time a student returns to school to contact the school or produce a letter, note, or any documentation verifying a valid excuse reason in order to convert an unexcused code to an excused code. In cases of recurring unexcused absences, administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes. Students attending Stillwater Area Public Schools who attain 7 or more unexcused absences are considered a habitual truant and may be referred to the county attorney’s office.

3. Tardiness

Tardiness Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. Students who accumulate multiple unexcused tardies will be subject to the discipline rules found within their school handbook.
III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents or guardians at the beginning of each school year. This policy shall be posted on the district website and also be available upon request in each principal’s office. Any updates to this policy will be posted on the district website.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or

2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student’s parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;

2. That the parent or guardian should notify the school if there is a valid excuse for the child’s absences;

3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;

4. That this notification serves as the notification required by Minn. Stat. § 120A.34;

5. That alternative educational programs and services may be available in the child’s enrolling or resident district;

6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child’s truancy;

7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child’s driving privilege pursuant to Minn. Stat. § 260C.201; and

9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.

2. A school district attendance officer shall refer a habitual truant child and the child’s parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References:

- Minn. Stat. § 120A.05 (Definitions)
- Minn. Stat. § 120A.22 (Compulsory Instruction)
- Minn. Stat. § 120A.24 (Reporting)
- Minn. Stat. § 120A.26 (Enforcement and Prosecution)
- Minn. Stat. § 120A.34 (Violations; Penalties)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 260A.02 (Definitions)
- Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
- Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
- Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
I. PURPOSE

The School Board of Education believes that users should have an opportunity to access the Internet to facilitate learning, and for educational and personal growth in the use of technology, resource sharing, information gathering and communication skills. The use of the District technology system and access to use of the Internet is a privilege, not a right.

II. GENERAL STATEMENT OF POLICY

Access to the District technology system and to the Internet enables students and staff to explore thousands of libraries, databases, bulletin boards, and other global resources while exchanging messages with people around the world. The District expects that staff will blend thoughtful use of the school District technology system and the Internet throughout the curriculum and will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, as well as bullying awareness and response.

The District believes that the valuable information and interaction available on the Internet worldwide network far outweighs the possibility-risk that users may procure material that is inconsistent with the educational goals of the District. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials and the industrious user may discover inappropriate information.

Users are expected to use Internet access through the District technology system to further educational and personal goals consistent with the mission and policies of the District. Uses which might be acceptable on a user’s private personal account on another system may not be acceptable on this limited purpose network.

III. NOTIFICATION / DISCLAIMER

A. Students will use the District technology system, resources and accounts to access the internet.

B. The District makes no warranties, expressed or implied, for the Internet access it is providing. The system is provided on an “as is, as available” basis.

C. The District will not be responsible for any damages users experience, including but not limited to, damage, loss or unavailability of data stored on or accessed through the district technology system or for delays or interruptions in service or misdeliveries or non-deliveries of information. Additionally, the district will not be responsible for the accuracy, nature or quality of information stored or gathered on the District technology system.
D. The District will not be responsible for personal property used to access the District technology system or networks.

E. The District will not be responsible for the setup or maintenance of personal property used for remote access to District technology devices, networks, or District provided Internet access.

F. The collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, are governed by the Minnesota Data Practices law and District policy **SR 1.11** (Data Privacy Protection and Privacy of Pupil Specific Data Policy).

G. District policy and all its provisions and rules are subordinate to local, state and federal statutes.

To avoid unwanted financial obligations incurred by users through district technology systems or the Internet, parents/guardians and students must be aware that it is possible to purchase goods and services via the Internet.

IV. FILTERING TECHNOLOGY

A. The District will use various means to limit student and adult access to the Internet; however, these limits do not provide a foolproof means for enforcing the provisions of District policy and rules.

B. Filtering technology will be narrowly tailored and will not discriminate based on viewpoint.

C. With respect to any of its technology devices with Internet access, the District will monitor online activities and employ technology protection measures during any use of such technology devices by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;

2. Child pornography; or

3. Harmful to minors.

The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

(a) taken as a whole and with respect to minors, appeals to an indecent interest in nudity, sex, or excretion; or

(b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual or perverted act or sexual contact, or a lewd exhibition of the genitals; or

(c) taken as whole, lacks serious literary, artistic, political, or scientific value for minors.
D. Technology protection measures may be disabled by authorized personnel, during use by an adult, to enable access for bona fide research or other lawful purposes.

V. ACCEPTABLE USE AND RESPONSIBILITY

A. Users exercising their privilege to use the Internet as a resource must take responsibility for their choices in accessing and viewing information, and creating and publishing content.

B. Guidelines for Internet and District Technology System Use

1. It is impossible to assure that District staff can continually monitor each learner; therefore, it is important to emphasize the need for each student’s cooperation to act responsibly. With Internet access, users join a community of millions of people who share a world of information resources. Since this community is not ruled by laws in the traditional sense, users of the district technology system and the Internet must abide by the following rules:

(a) Users will be courteous and respectful in their messages to others, using appropriate language. Language that is knowingly false, defamatory, harassing, assaultive, bullying, discriminatory, obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit is prohibited.

(b) Users will not use the District technology system to engage in any illegal act or violate any local, state or federal ordinance or law.

(c) Users will respect legal protection provided by copyright laws, software licensing and trademarks.

(d) The District-provided Internet access will not be used for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district, nor will it be used for political fundraising and lobbying, or religious proselytizing.

(e) Users are prohibited from attempting to gain unauthorized access to the District technology system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the District technology system may not be encrypted without the permission of appropriate school authorities.

(f) By authorizing use of the District technology system, the District does not relinquish control over materials on the system or contained in files on the system. Users must be aware that they must expect only limited privacy in the contents of personal files on the District technology system. The District retains the right at any time to investigate or review the contents of any files and e-mail files. In addition, data and other materials in files maintained on the District technology system may be subject to review, disclosure or discovery under Minnesota Statutes, Chapter 13.

(g) Users will not use the District technology system or Internet to access, review, upload, download, store, print, post, receive, transmit or distribute:
i. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;

ii. materials or information that includes language or images that are inappropriate in or disruptive to the education setting or process (such as those described in 6.2.1.1 above), or could cause damage or danger of disruption to the educational process;

iii. materials that use language or images that advocate violence;

iv. materials that may constitute bullying, harassment or discrimination.

(h) Users will not use the District technology system or Internet to:

i. vandalize, damage, or disable property of another person or organization.

ii. Degrade or disrupt equipment, software, or system performance by spreading computer viruses or by other means;

iii. Tamper with, modify or change the District technology system software, hardware, or wiring;

iv. Take any action to violate the District’s technology security system, or use the system in such a way as to disrupt the use of other users.

2. Students

A. Students may use the District technology system for educational purposes consistent with the educational mission of the District.

B. For their safety, students will not send personal information about self or others, including but not limited to, home or school address, phone or credit card numbers or other personally identifiable information over the Internet.

C. Students who inadvertently access unacceptable material or an unacceptable Internet site should immediately report the situation to their classroom teacher or the building principal.

3. Staff

A. District-provided Internet access is limited to educational purposes consistent with the educational mission of the District except for incidental, occasional and brief personal use. Use of the Internet must not interfere with the conduct of school business and must be consistent with other District policies and rules.

B. Staff will be responsible for maintaining appropriate employee-student relationships at all times, even if communication is made through a user’s private personal account or personal system. Fraternization with students online in an unprofessional manner is prohibited.
C. Limitations on the uses of the District technology system described in District policy and rules apply to District employees regardless of whether students actually view or witness the offending materials or whether they could view or witness the offending materials.

1. Electronic mail is in no way to be regarded as private. In fact, System administrators have access to all files stored on District-owned servers and may need to use this access without prior warning. District employees should be aware that the District retains the right at any time to investigate or review the contents of their e-mail files.

2. Staff who inadvertently access unacceptable material or an unacceptable Internet site should immediately report the situation to their building principal or a district administrator.

VI. PARENT/GUARDIAN RIGHTS/RESPONSIBILITIES

A. The proper use of the District technology system and the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents/guardians and employees of the District. Outside of school, parents/guardians are responsible for monitoring their student’s use of the District technology system and of the Internet if the student is accessing the District technology system from home or a remote location.

B. Parents/guardians have the right at any time to investigate or review the contents of their child’s files and e-mail files and to request the termination of their child’s individual account at any time.

VII. CONSEQUENCES OF DISTRICT TECHNOLOGY SYSTEM /INTERNET MISUSE

A. Inappropriate or offensive content distributed electronically or posted to social media, regardless of whether it was done using the district technology system, may be investigated by school and District officials and, if warranted, may result in disciplinary action.

B. Students and/or staff engaging in unacceptable use of the Internet when off school District premises may be in violations of this policy as well as other District policies. If the District receives a report of unacceptable use originating from a non-district technology device or resource, the District may investigate such reports to the best of its ability. Students and staff may be subject to disciplinary action for such conduct.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or District policy or rules.

D. Evidence of illegal or prohibited activities may be disclosed to law enforcement authorities and civil or criminal liability under applicable laws may result. The District will cooperate fully with local, state or federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with District policies conducted through the District technology system.

1. Students
(a) Inappropriate use may result in termination of the student’s access privileges and other consequences as described in the District’s Discipline Policy, including, but not limited to, payments for unauthorized financial obligations, damages or repairs.
(b) Obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student’s parents/guardians. Inappropriate use may also result in suspension, expulsion or exclusion from school.
(c) Student use of Internet capabilities in a manner which violates any other school policy or procedure will be subject to additional consequences pursuant to the District and building disciplinary rules.

2. Staff

(a) Depending on the nature and degree of a violation of District policies and rules, unacceptable use of the District technology system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for financial obligations incurred, damages and repairs; discipline under other appropriate District policies or rules, including, but not limited to, a warning, reprimand, suspension with or without pay, or termination of employment; or civil or criminal liability under other applicable laws.

VIII. DISTRIBUTION AND ACKNOWLEDGEMENT OF POLICY TERMS AND CONDITIONS

A. Parents/Guardians and Students

1. Notification of this policy and the requirements herein will be provided to parents/guardians and students as part of the annual district handbook and on the District’s web page.

2. User agreement and acceptance of the terms and conditions of this policy will be accomplished through parental/guardian electronic acknowledgement via the District’s online registration process at the beginning of each school year.

B. Staff

1. Notification of this policy and the requirements herein will be provided to staff electronically as a part of the annual staff online policy review and on the District’s web page.

2. User agreement and acceptance of the terms and conditions of this policy will be accomplished as a part of the District’s annual staff online policy review process.

Legal References:
47 U.S. C. 254 Children’s Internet Protection Act (CIPA) of 2000
47 C.F.R. 54.520 FCC Rules Implementing CIPA
Minnesota Statutes 125B.15 to 125B.25
Minnesota Statutes, Chapter 13
Agenda Item: 2019-2020 Employee Benefits Insurance Renewals
Meeting Date: April 11, 2019
Contact Person: Cathy Moen, Executive Director of Administrative Services

**Background:**

District administration has secured/established renewal information and rates for all insurance plans, benefits administration services, as well as the employee assistance plan.

The following is summary information related to plan renewals/changes:

- **Medical Insurance:** Blue Cross and Blue Shield will continue to be the carrier and plan administrator for medical insurance. There are no recommended changes in plan design, however, due to elimination of the fitness club reimbursement by BCBS, this will no longer be a part of the District’s plan. The recommended rate increase is 4%.

- **Vision Insurance:** Vision Service Plan (VSP) will continue to be the carrier for vision. This plan is offered in conjunction with the Gold Plan. The monthly rate will increase by 5.21% and a rate guarantee has been obtained through June 30, 2023.

- **Dental:** Delta Dental will continue to be the carrier and plan administrator. No changes in rate are recommended. A rate guarantee has been obtained through June 30, 2024.

- **Group Life:** Recommended change in carrier to Standard, with no change in premium. Rate guarantee obtained through June 30, 2022.

- **Supplemental Life Insurance (employee paid):** Recommended change in carrier to Standard. The supplemental life plan will move to an age rated plan. The secondary dependent only supplemental life plan will be eliminated as this coverage is available as part of the primary supplemental plan.

- **Long Term Disability (LTD):** Recommended change in carrier to Standard. Recommended rate reduction of $.275 per $100 in monthly payroll (previously $.54 per $100), with no change in plan design. This change in rate will result in an estimated reduction in annual premiums of $145,776. A rate guarantee has been obtained through June 30, 2022.

- **Legal (employee paid):** ARAG will continue to be the carrier with a monthly increase in rates from $18.50 to $22.00 per month. Benefits for this plan have been enhanced.

- **Employee Assistance Plan (EAP):** Recommended change in provider to Standard. This benefit will be provided at no cost to the District as a supplemental benefit of our Long Term Disability and Group Life plans. This change will result in an annual reduction in cost to the District of $17,583.

- **Benefit Administration:** PlanSource will continue to be the service provider with no changes in rates.

- **COBRA/ Retiree Insurance Administration:** Recommended change in service provider to HR Simplified. The yearly cost will increase by $8,250 and a rate guarantee has been obtained through June 30, 2022.

- **Flex/VEBA/HSA Administration:** Recommended change in service provider to Further. No change in rates or plan design. Rate guarantee obtained through June 30, 2021.
The District Insurance Committee has reviewed and recommends the insurance programs and rates, effective July 1, 2019. Renewal rate information for insurance plans is attached.

Recommendation:

Administration recommends that the School Board approve the proposed insurance renewal rates for the plan year effective July 1, 2019 through June 30, 2020.

Motion by:______________________ Second by:___________________________ Vote:__________________
## Insurance Renewal Information
### 2019-2020

<table>
<thead>
<tr>
<th>Insurance/Plan Contract</th>
<th>2018-2019 Current Rate/Month</th>
<th>2019-2020 Renewal Rate/Month</th>
<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Hospitalization Insurance ~ Blue Cross &amp; Blue Shield of Minnesota</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gold Single Plan*</td>
<td>$684.71</td>
<td>$712.10</td>
<td>$27.39</td>
</tr>
<tr>
<td>Gold Family Plan*</td>
<td>$1,952.36</td>
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<td>$78.09</td>
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<tr>
<td>High Deductible / VEBA Single Plan</td>
<td>$556.92</td>
<td>$579.20</td>
<td>$22.28</td>
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<tr>
<td>High Deductible / VEBA Family Plan</td>
<td>$1,589.12</td>
<td>$1,652.68</td>
<td>$63.56</td>
</tr>
<tr>
<td>* Need to add VSP vision rates to get total Gold Premium charged</td>
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</table>

### Vision Insurance ~ Vision Service Plan (VSP) (Note: Vision insurance provided in conjunction with Gold Plan)

<table>
<thead>
<tr>
<th>Composite Employee Plan</th>
<th>$10.95</th>
<th>$11.52</th>
<th>$0.57</th>
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</thead>
<tbody>
<tr>
<td>Note: This rate is guaranteed through June 30, 2023.</td>
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### Dental Insurance ~ Delta Dental Plan of Minnesota

<table>
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<tr>
<th>Self-Funded Composite Single/Family Plan</th>
<th>$94.06</th>
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<td>Note: There is an admin rate guarantee through June 30, 2024 on the admin fee for the self-funded plan.</td>
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### Life and AD&D Insurance ~ USAble

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<tr>
<th>Composite Employee Plan</th>
<th>$.14/$1,000/month</th>
<th>$.14/$1,000/month</th>
<th>$0.00</th>
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</thead>
<tbody>
<tr>
<td>Note: This rate is guaranteed through June 30, 2022. Moving to coverage to Standard</td>
<td></td>
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</table>

### Supplemental Life Insurance ~ USAble

<table>
<thead>
<tr>
<th>Composite Employee Life and AD&amp;D</th>
<th>$.17/$1,000/month</th>
<th>age rate table / $1,000/month</th>
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<tbody>
<tr>
<td>Dependent Life</td>
<td>$.60 per family unit</td>
<td>Being Removed</td>
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<tr>
<td>Spouse Life</td>
<td>$.15/$1,000/month</td>
<td>age rate table / $1,000/month</td>
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<tr>
<td>Child Life</td>
<td>$.20/$1,000/month</td>
<td>$.20/$1,000/month</td>
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<tr>
<td>Note: This rate is guaranteed through June 30, 2022. Moving to coverage to Standard</td>
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### Long Term Disability Insurance ~ USAble

<table>
<thead>
<tr>
<th>Composite Employee Plan</th>
<th>$.54/$100</th>
<th>$.275/$100</th>
<th>$0.00</th>
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<tr>
<td>Note: This rate is guaranteed through June 30, 2022. Moving to coverage to Standard</td>
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### Legal Insurance ~ ARAG

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<thead>
<tr>
<th>Composite Employee Plan</th>
<th>$18.50/month</th>
<th>$22.00/month</th>
<th>$3.50</th>
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<tr>
<td>Note: This rate is guaranteed through June 30, 2022.</td>
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### Employee Assistant Program (EAP) ~ Sand Creek

<table>
<thead>
<tr>
<th>Composite Employee Plan</th>
<th>$13.30/employee/year</th>
<th>Value add with Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: Moving to Standard as part of the life and ltd coverage at no additional cost.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Action Item:** Long Range Facility Plan Task Force Roster  
**Meeting Date:** April 11, 2019  
**Contact Person:** Shelley Pearson, Community Engagement Working Group Chair  
**Action Timeline:** April 11, 2019

---

**Summary:**
The Community Engagement Working Group met four times to review applications for the Long-Range Facility Planning Task Force. A total of 96 people applied to be part of the task force.

The applications for potential members were evaluated on a variety of factors, including geographic location and areas of expertise, to ensure a variety of perspectives are considered. The working group has identified, and is recommending the board approve, a group of 30 parents, community members, staff and students to serve on the task force.

Task force member names will be made public following approval of the school board.

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**Recommendation:**
A motion and a second to adopt the roster of task force members will be requested.

**Motion by:** ____________________  
**Second by:** ____________________  
**Vote:** ____________________
Agenda Item: Stillwater Area High School Main Forum Room Seating Replacement
Meeting Date: April 11, 2019
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

Background: The seats and tables in the Main Forum Room at the Stillwater Area High School are scheduled to be replaced and are part of the FY 2020 Long-Term Facilities Maintenance plan. They are being purchased off of the National Cooperative Purchasing Alliance (NCPA) Contract #07-41 thru Innovative Office Solutions, LLC. The cost to replace the seats and tables is $125,568.96.

Location(s): Stillwater Area High School

Project Name: Main Forum Room Seating and Table Replacement

Fund: Long-Term Facilities Maintenance – Building Hardware and Equipment

Item: Seating and Table Replacement

Amount: Innovative Office Solutions, LLC in the amount of $125,568.96

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

Motion by: ___________________________ Seconded by: _________________________ Vote: ___________________________
<table>
<thead>
<tr>
<th>TERMS</th>
<th>CUSTOMER</th>
<th>P.O. NUMBER</th>
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</thead>
<tbody>
<tr>
<td>Net 30 days</td>
<td>3518340, STILLWATER SCHOOLS ISD 834</td>
<td>TBD</td>
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**Sold To:**
STILLWATER SCHOOLS ISD 834  
5701 STILLWATER BLVD  
STILLWATER, MN 55082

**Ship To:**
STILLWATER AREA HIGH SCHOOL  
5701 STILLWATER BLVD  
STILLWATER, MN 55082-5508

TONY WILLGER  
651-295-3999

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<tr>
<th>SALESPERSON</th>
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<th>ORDER ENTRY PERSON</th>
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<tbody>
<tr>
<td>Reed Walhof</td>
<td>3/18/2019</td>
<td>lind</td>
<td>FURNDS</td>
</tr>
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</table>

### Rep: Reed Walhof

<table>
<thead>
<tr>
<th>Product Number</th>
<th>Description</th>
<th># Ord</th>
<th>Unit</th>
<th>Price</th>
<th>Extension</th>
</tr>
</thead>
</table>
| M Series | M60 Swing Away - Tecton Seat  
Seating: Upholstered, Back: Poly  
Upholstery Grade 1  
18" Straight Table | 138 | EA | 532.68 | 73.509.84 |
| M Series | M Series - Wire Management  
Undermount | 1.5 Power/1 USB Per User  
NCPA Contract #07-41 | 138 | EA | 202.86 | 27.994.68 |
| X20 Tables | X20 Tables - 24 x 60  
3mm  
Locking Casters  
NCPA Contract #07-41 | 12 | EA | 642.62 | 7.711.44 |
| Tecton Complementary | Tecton - Caster, Back: Poly, Seat: Upholstery Standard  
Textile Grade 1  
NCPA Contract #07-41 | 8 | EA | 485.00 | 3.880.00 |
| Installation | Sedia Systems Approved Installer  
Non-Union Installation  
Assumes No Cost Dumpster Access  
NCPA Contract #07-41 | 1 | EA | 12.473.00 | 12.473.00 |

### Subtotal 125,568.96  
Sales-Use Tax 0.00  
Del/Svc Charges 0.00  
Misc Charges 0.00  
Total 125,568.96

**ACCEPTED BY:**  

**DATE:**

**TITLE:**
Agenda Item: 2019 Bus Facility Improvements  
Meeting Date: April 11, 2019  
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

*Background:* The Stillwater Area Public Schools – 2019 Bus Facility Improvements project will provide bus parking, site lighting, fire protection and public utilities. These items are required as part of the City of Lake Elmo Conditional Use Permit for the occupancy of the Bus Facility. This bid does not include the paving of the employee parking area and the relocation of the District’s fueling station that will need to be completed.

Construction costs for this project were estimated to be $1,954,000 and will be funded Building Construction Fund. Five bids were received on March 26, 2019 for the Bus Facility Improvement project. The lowest responsible bidder is Peterson Companies, Inc. of Chisago City, MN for a combined bid total of $1,851,300. Larson Engineering is recommending them as the lowest responsible bidder. Administration recommends awarding a contract to Peterson Companies Inc. for the 2019 Bus Facility Improvements project.

Location(s): Bus Facility

Project Name: 2019 Bus Facility Improvements

Fund: Building Construction Fund

Item: Parking Lot Expansion and Public Utility Extension

Amount: Peterson Companies Inc. for a bid total of $1,851,300.00

*Recommendation:*

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

*Motion by:* ___________________________  *Seconded by:* ___________________________  *Vote:* ___________________________
<table>
<thead>
<tr>
<th>Company Name</th>
<th>Combined Bid</th>
<th>Base Bid</th>
<th>Alternate #1</th>
<th>Signed</th>
<th>Bid Bond</th>
<th>Unit Price #1</th>
<th>Unit Price #2</th>
<th>Unit Price #3</th>
<th>Unit Price #4</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Peterson Companies, Inc.</td>
<td>$1,851,300.00</td>
<td>$1,596,300.00</td>
<td>$255,000.00</td>
<td>X</td>
<td>X</td>
<td>$21.00</td>
<td>$22.00</td>
<td>$6.75</td>
<td>$7.50</td>
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<td>2 Miller Excavating, Inc</td>
<td>$1,856,923.00</td>
<td>$1,549,255.00</td>
<td>$307,668.00</td>
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<td>$21.30</td>
<td>$23.65</td>
<td>$7.40</td>
<td>$9.15</td>
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<td>3 Sheehy Construction Co.</td>
<td>$1,869,300.00</td>
<td>$1,667,300.00</td>
<td>$202,000.00</td>
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<td>X</td>
<td>$18.30</td>
<td>$19.85</td>
<td>$5.60</td>
<td>$6.45</td>
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<tr>
<td>4 AVM Construction LLC</td>
<td>$2,039,400.00</td>
<td>$1,778,000.00</td>
<td>$261,400.00</td>
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<td>$19.00</td>
<td>$21.00</td>
<td>$6.00</td>
<td>$7.00</td>
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<tr>
<td>5 T.A. Schifsky &amp; Sons, Inc.</td>
<td>$2,600,000.00</td>
<td>$2,300,000.00</td>
<td>$300,000.00</td>
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<td>X</td>
<td>$30.00</td>
<td>$30.00</td>
<td>$7.00</td>
<td>$8.00</td>
</tr>
</tbody>
</table>
March 29, 2019

Kristen Hoheisel  
Stillwater Area Public Schools  
1875 South Greeley Street  
Stillwater, MN  55082

Re: Contractor Recommendation  
2019 Bus Facility Improvements  
Stillwater Area Public Schools  
LEMN Project No: 12196005

Dear Kristen Hoheisel:

Based upon our review of the bid results for the above referenced project, we recommend the apparent low bidder, Peterson Companies, Inc., be awarded the contract in the total amount of $1,851,300.00, for the base bid work and alternate #1.

We have experience working with Peterson Companies on similar projects and they have also performed work for the School District in the past, and we have found their overall performance, workmanship, scheduling, and quality control to generally be good.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Larson Engineering, Inc.

Greg A. Buchal, PE  
Project Manager

Attachment: Bid Tabulation
Paying for the New Terminal

- $3.5 million budgeted within the bond for bus terminal
- Additional bond revenue available:
  - $2 million in savings when bonds were sold
  - More than $800,000 in interest earnings

Bonds = Buildings
Bond proceeds cannot be used for operational expenses
Existing building

Existing gravel pavement

Stormwater pond area
Agenda Item: School Board Reports  
Meeting Date: April 11, 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: April 11, 2019
Contact Person: School Board Chair

Background:
The meeting must be adjourned formally.