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. State Championship Mountain Bike Team
      2. State Championship Boys Soccer Team

VIII. Open Forum

IX. Consent Agenda
   A. Minutes of November 8, 2018 School Board Meeting
   B. Minutes of November 14, Special Meeting
   C. Accept Gifts and Donations September and October 2018
   D. Disbursement Register November 10-30, 2018
   E. Human Resources Personnel Report
   F. Collaborative Student Transportation of MN (CSTMN) Agreement
   G. Waste Management Extension Agreement

X. Reports
   A. Woodbury Comprehensive Plan Update – Mr. Batalden, Housing and Economic Development Coordinator for the City of Woodbury

XI. Action Items
   A. Brookview Elementary School Expansion - Superintendent Pontrelli
   B. School Calendar 2019-2020 – Dr. McDowell
   C. Final Reading: Attendance Policy – Policy Working Group
   D. Final Reading: Discipline Policy – Policy Working Group
   E. Final Reading: Code of Conduct Policy – Policy Working Group
   F. Final Reading: Board Policy Violation – Policy Working Group
   G. Legislative Platform 2019 – Legislative Working Group

XII. Board Member Reports
   A. Board Chair Report
   B. Board Member Reports
   C. Working Group Reports

XIII. Adjournment
   A. Adjourn
Agenda Item: Call to Order
Meeting Date: November 29, 2018

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

Recommendation:
Board action is not required.
Agenda Item: Roll Call  
Meeting Date: November 29, 2018

**Background:**
The School Board Chair will ask the secretary to take the roll. A quorum must be established in order for the meeting to proceed.

**Board Members**

Jennifer Pelletier, Board Chair
Sarah Stivland, Vice Chair
Shelley Pearson, Treasurer
Paula O'Loughlin, Clerk
George Hoeppner, Director
Don Hovland, Director
Mike Ptacek, 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: November 29, 2018

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

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

Recommendation:
Board action is not required.
A School Board member will read the District Mission statement.
The mission of Stillwater Area Public Schools, in partnership with students, family and community, is to develop curious individuals who are active and engaged leaders in an ever-changing world by challenging all students as they travel along their personalized learning pathways.

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

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

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

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

Recommendation:
Board action is not required.
Agenda Item V.
Date Prepared: November 13, 2018
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: November 29, 2018

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

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

Motion by: __________________________ Seconded by: __________________________ Vote: __________________________
Agenda Item: Superintendent Report
Meeting Date: November 29, 2018

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

Recommendation:
Board action is not required.
Agenda Item: Introductory Items
Meeting Date: November 29, 2018
Student Report and District Recognition

**Background:**
A. Each meeting the Student Board Members will provide updates on items of interest in the announcement category. Many times these topics develop between the time the agenda is prepared and distributed and the meeting date. Topics generally include announcement of academics, activities, arts and athletics. What is included in this item will vary each meeting depending on the nature of the topics, the school year schedule and time of activities.

B. Each meeting an individual, team, or program will be recognized for their excellence.

**Recommendation:**
Board action is not required.
Agenda Item: Open Forum
Meeting Date: November 29, 2018

Background:

If you wish to speak to the School Board, you will be able to do so at the start of the school board meeting during Open Forum. You may sign in only for yourself, not other individuals or groups, and only in person. The sign in sheet is made available 30 minutes prior and up to the start of the meeting. Due to time limitations, we will limit the number of speakers to 12. If you spoke at the last meeting, please consider allowing others to sign in before you. After you address the Board, please leave the podium.

Stillwater Area School District welcomes input from citizens as community involvement fosters better decision making and improved learning experiences for all students. While comments and questions are welcome during Open Forum, law prohibits the Board from discussing concerns about individual employees or students in a public meeting. We will stop the proceedings immediately if employee or student privacy issues are raised and direct the speaker to forward comments regarding individual employees or students to the superintendent.

Because we are modeling civil discourse for our community, speakers must present their testimony in a respectful manner. Vulgarity, character attacks, malice or specific complaints identifying staff or students by name or implication will not be permitted.

The Board will not deliberate, discuss, or engage in conversation with speakers during open forum.

However, the Board may ask administration to review the concern(s) presented.

Recommendation:
This is for informational purposes only.
Agenda Item IX. A. B. C. D. E. F. G.
Date Prepared: November 13, 2018
ISD 834 Board Meeting

Agenda Item: Consent Agenda
Meeting Date: November 29, 2018
Contact Person: Varies by item

Background:
The consent agenda is a meeting practice which packages routine reports, Board meeting minutes, and other non-controversial items not requiring discussion or independent action as one agenda item. The Board will approve this ‘package’ of items together in one motion.

A. School Board Meeting Minutes November 8, 2018
Contact Person: Paula O'Loughlin, Clerk or Barbara Proulx, Secretary
A copy of the Minutes is included for your review.

B. School Board Meeting Minutes November 14, 2018
Contact Person: Paula O'Loughlin, Clerk or Barbara Proulx, Secretary
A copy of the Minutes is included for your review.

C. Accept Gifts and Donations September and October 2018
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations
A copy of the register has been distributed to board members.

D. Disbursement Register November 10 – 30, 2018
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations
A copy of the register has been distributed to board members.

E. 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.

F. Collaborative Student Transportation Agreement
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations
A copy of the agreement is included for your review.

G. Waste Management Extension Agreement
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations
A copy of the agreement is included for your review.
A copy of the register has been distributed to board members.

Recommendation:
BE IT RESOLVED by the School Board of Independent School District 834 – Stillwater Area Public Schools that Consent Agenda Items A through G, 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 6:03 p.m.

II. Roll Call: Present: Jennifer Pelletier, chair; Sarah Stivland, vice chair; Paula O'Loughlin, clerk; George Hoeppner, director; Don Hovland, director; Mike Ptacek, director; and Superintendent Pontrelli, ex-officio. Student Representatives: Abdulaziz Mohamed and Nikhil Kumaran. Absent: Shelley Pearson, treasurer.

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

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

V. Approval of the Agenda
Motion by: Member Ptacek; Second by: Member Stivland; Vote: 6 ayes, 0 nays, Motion Carried Unanimously.

VI. Superintendent’s Report
Superintendent Pontrelli reported:
Our Athletic Teams are doing well!
The ReImagine MN work on the nine strategies continues
Recognized Director Sallman and all of community education for their work
Congratulated returning board member Shelley Pearson and new board members elect, Mark Burns, Tina Riehle and Liz Weisberg on being elected to the school board. New members will in the board in January 2019.

VII. Introductory Items
A. Student Report
The student representatives reported:
 - The theater department performed the *The Man Who Came to Dinner*
 - The movie by Nobel Peace Prize Winner, Kailash Satyarthi, *The Price of Freedom* will be shown at Stillwater High School on Wednesday, November 14th at 6:30 p.m. The film will be introduced by Mayor Ted Kozlowski who had the opportunity to meet Kailash.
 - Academic Team – Portrait of a Graduate
 - Sports Update
 - Boys soccer won state championship
 - Girls Volleyball competing for state
 - Mountain Bike Team won state championship
 - Peer Helpers is a new program designed to promote a positive school culture

VIII. Open Forum
1. Patti Isaacs, 13720 Paragon Ave. N. spoke in favor of the aquatics center.
2. Sarah Gabrielson, 17660 St. Croix Trail N, MOSC spoke a rebuttal to an open speaker from last meeting.
IX. Consent Agenda
A. Minutes of October 25, 2018 School Board Meeting
B. Disbursement Register October 27 – November 9, 2018
C. Human Resources Personnel Report
D. Agreement with Employee
Director Ptacek to remove item B and act on it separately.
Motion by: Member Stivland to approve A, C, D; Second by: Member O'Loughlin; Vote: 6 ayes, 0 nays, Motion Carried.
Motion by: Member Hoeppner to approve B; Second by: Member Hovland; Vote: 4 ayes, 2 (Ptacek, Stivland) nays, Motion Carried.

X. Reports
A. Second Reading: Attendance Policy
The policy working group presented the second reading of the attendance policy. Approval of the policy will be requested at the November 29 business meeting.

B. Second Reading: Discipline Policy
The policy working group presented the second reading of the discipline policy. Approval of the policy will be requested at the November 29 business meeting.

C. Final Reading: Code of Conduct Policy
The policy working group presented a revision of the school board code of conduct policy. Approval of the policy will be requested at the November 29 business meeting.

D. School Calendar 2019-2020
Dr. McDowell presented two drafts of the school calendar for the 2019-2020 school year. One calendar begins school prior to Labor Day, the other after Labor Day. The calendar committee is recommending a before Labor Day start. Action on the final calendar will be requested at the November 29 business meeting.

E. Every Student Succeeds Act (ESSA) Summary Report
Ms. Larson and Ms. Fierro presented information on Minnesota’s new Northstar Accountability System and shared the performance summary from the 2017-18 school year. This system replaces the Multiple Measures Rating (MMR). The Northstar Accountability System was designed to meet the requirements of the ESSA and the World’s Best Workforce. The Every Student Succeeds Act was enacted through federal legislation in 2015 and replaces the No Child Left Behind Act.

The board recessed from 8:35 – 8:45 p.m.

F. Enrollment Report
Ms. Hoheisel and Ms. Keister presented information on the District’s enrollment as of October 1, 2018.
15-Year Enrollment Trends: Highlights
- Our Oct. 1 enrollment is 67 students higher than projected
- We’ve seen a slight increase in market share - which is the number of students choosing our schools - from last year (71.7% to 72.1%).
- The market share number is even higher for our youngest students.
  - 74 percent of eligible kindergarten students chose our schools
  - 84 percent of preschool students stayed in Stillwater schools as kindergarteners
- We’ve seen a decrease of 79 students choosing charter schools from last year to this year

G. Brookview Expansion
Superintendent Pontrelli presented information on and recommended an addition to Brookview Elementary School. An expansion would provide space to address new housing developments in the area. Brookview was constructed with the intent to build out to accommodate 600 students, the school board sought approval to add on but, MDE required occupancy first. Action to expand Brookview Elementary School will be requested at the November 29 meeting.

XI. Action Items
A. Aquatic Center Phase 2 Study
At a board meeting in October, members of a community group working to build an aquatic center in the Stillwater area presented their preliminary plans to the school board and asked for the board to fund a feasibility study at a cost of $20,000. The school board members raised concern about the cost of the study and voted to table a decision to allow more time to collaborate with stakeholders and local city officials.

Motion by: Member O’Loughlin to table and direct the aquatics group to have more conversations with other stakeholders and then come back to the district; Second by: Member Stivland; Vote: 6 ayes, 0 nays, Motion Carried.

B. Direct Administration to Form a Long Range Facility Plan
Superintendent Pontrelli requested direction from the board to form a task force to develop a plan on ways to enhance our facilities to ensure safe, secure and well maintained facilities that meet the needs of our learners, and match student enrollment with school capacity to maximize efficiency and effectiveness of our operations, now and into the future. The board will have a work session prior to the formation of the task force.

Motion by: Member Hoeppner; Second by: Member O’Loughlin; Vote: 5 ayes, 1 nays, Motion Carried.

C. Verizon Cell Tower Lease
Ms. Hoheisel presented information on a lease for a cell tower at Jaycee Fields. The new tower will generate about $26,000 in lease revenue to the district, with a yearly increase of two percent. A cell phone tower is already located at the Jaycee Fields, as well as at several other locations in the district.

Motion by: Member Ptacek; Second by: Member Stivland; Vote: 4 ayes, 2 (O’Loughlin, Ptacek) nays, Motion Carried.

XII. Board Member Reports
A. Board Chair Report
1. Board chair Pelletier reported on a meeting that was held to discuss board member orientation, elections and voting in the schools poses a safety risk, board notes, and comments on the wellness policy

Board Member Reports
1. Ms. Stivland and Ms. Pelletier met with Ms. Pontrelli to develop a board member orientation process.
2. Ms. O’Loughlin attended the TPP board retreat, announced The Partnership Plan funded 21 grants worth over $21,000 this fall, read a post written by the open forum speaker, and announced that Da Vinci Fest will be held on January.
3. Mr. Ptacek reported on the 916 talking points and Senator Pratt's special education paperwork proposition.

Working Group Reports
1. The policy working group is meeting on Monday.
2. The community engagement group is scheduling a meeting.
3. The finance committee met with the full budget committee to develop assumptions for the 2019-2020 budget

XIII. Adjournment
The meeting adjourned at 11:06 p.m.
Respectfully submitted, Paula O’Loughlin, school board clerk.
I. Call to Order: The meeting was called to order at 5:30 p.m.

II. Roll Call: Present: George Hoeppner, Don Hovland, Shelley Pearson, Jennifer Pelletier, Mike Ptacek and Superintendent Pontrelli (ex-officio) Absent: Paula O’Loughlin and Sarah Stivland

III. Pledge of Allegiance: Board Chair Pelletier led the Pledge of Allegiance.

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

V. Approval of the Agenda
The agenda for the meeting was accepted.

    Motion By: Ptacek; Second by Pearson; Vote: 5 ayes, 0 nays, Motion Carried.

VI. Action Items
A. Resolution Canvassing the Results of the General Election – Ms. Proulx

    RESOLUTION CANVASSING RETURNS
    OF VOTES OF SCHOOL DISTRICT GENERAL ELECTION

    BE IT RESOLVED by the School Board of Independent School District No. 834, as follows:
    1. It is hereby found, determined and declared that the general election of the voters of the district held on November 6, 2018 was in all respects duly and legally called and held.
    2. As specified in the attached Abstract and Return of Votes Cast, a total of 47,450 voters of the district voted at said election on the election of four school board members for four year term vacancies on the board caused by expiration of term on the first Monday in January next following the general election as follows:

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate Burns</td>
<td>12,065</td>
</tr>
<tr>
<td>Candidate Cooper</td>
<td>10,228</td>
</tr>
<tr>
<td>Candidate Fila</td>
<td>9,255</td>
</tr>
<tr>
<td>Candidate Hovland</td>
<td>10,705</td>
</tr>
<tr>
<td>Candidate Pearson</td>
<td>16,104</td>
</tr>
<tr>
<td>Candidate Riehle</td>
<td>13,743</td>
</tr>
<tr>
<td>Candidate Weisberg</td>
<td>14,502</td>
</tr>
</tbody>
</table>

    3. Candidate Pearson, Candidate Weisberg, Candidate Riehle and Candidate Burns, having received the highest number of votes, are elected to four year terms beginning the first Monday in January, 2019.
    4. The school district clerk is hereby authorized to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.
B. Resolution Authorizing Issuance of Certificates of Election and Directing School District Clerk to Perform Other Election Duties – Ms. Proulx

WHEREAS, the board has canvassed the general election for school board members held on November 6, 2018.

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

1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 834 to the following candidates:
   a. Candidate Pearson
   b. Candidate Weisberg
   c. Candidate Riehle
   d. Candidate Burns

who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

2. The certificate of election shall be in substantially the form attached hereto.

3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.

4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

Motion By: Hovland; Second by Hoeppner; Vote: 5 ayes, 0 nays, Motion Carried.

VII. Adjourn

The meeting adjourned at 8:39 a.m.

Respectfully submitted, Paula O’Loughlin, Clerk
## Personnel Changes: Board Meeting 11/29/2018

### Retirement/Resignation/Release

<table>
<thead>
<tr>
<th>NAME</th>
<th>Status</th>
<th>Assignment</th>
<th>Group</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brochman, Michael</td>
<td>Retirement</td>
<td>Custodian, LVL VI, 8.0 hrs / day</td>
<td>Custodial</td>
<td>March 29, 2019</td>
</tr>
<tr>
<td>(34 years)</td>
<td></td>
<td>Stillwater Area High School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brodbeck, Theresa</td>
<td>Retirement</td>
<td>Cafeteria, 5.75 hours/day</td>
<td>Cafeteria</td>
<td>December 31, 2018</td>
</tr>
<tr>
<td>(19 years)</td>
<td></td>
<td>Lake Elmo Elementary</td>
<td></td>
<td></td>
</tr>
</tbody>
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### Leaves of Absence

<table>
<thead>
<tr>
<th>NAME</th>
<th>Status</th>
<th>Assignment</th>
<th>Group</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bol, Susan</td>
<td>Approve</td>
<td>1.0 FTE Speech Pathologist</td>
<td>SCEA</td>
<td>September 25, 2018 - January 1, 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Afton-Lakeland Elementary</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Central Services</td>
<td></td>
<td>Approximate Dates</td>
</tr>
<tr>
<td>Nelson, Heather</td>
<td>Approve</td>
<td>1.0 FTE Elementary Principal</td>
<td>Principals'</td>
<td>November 26, 2018 - January 4, 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rutherford Elementary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stewart, Susie</td>
<td>Approve</td>
<td>Secretary - Secondary Assistant Principal</td>
<td>Tech Support</td>
<td>January 24, 2019 - April 18, 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stillwater Area High School</td>
<td></td>
<td>Approximate Dates</td>
</tr>
<tr>
<td>Wriskey, Nicole</td>
<td>Approve</td>
<td>1.0 FTE Special Education Teacher</td>
<td>SCEA</td>
<td>October 11, 2018 - January 22, 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stillwater Middle School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zilles, Susan</td>
<td>Approve</td>
<td>Secretary - Secondary Principal</td>
<td>Tech</td>
<td>November 8, 2018 - December 19, 2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Oak-Land Middle School</td>
<td>Support</td>
<td>Approximate Dates</td>
</tr>
</tbody>
</table>

### Hires/Rehires

<table>
<thead>
<tr>
<th>NAME</th>
<th>Assignment</th>
<th>Salary Placement/ Hourly Rate</th>
<th>Reason</th>
<th>Group</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Celentano, Jared</td>
<td>Community Education Aide, 2.75 hrs/day Stonebridge Elementary</td>
<td>$9.65 / hour</td>
<td>Replacement</td>
<td>CE Leads &amp; Assistants</td>
<td>November 1, 2018</td>
</tr>
<tr>
<td>Crouse, Karissa</td>
<td>1.0 FTE LTS English Teacher Stillwater Area High School</td>
<td>$51,158.00</td>
<td>Replacement</td>
<td>SCEA</td>
<td>November 26, 2018 - June 3, 2019</td>
</tr>
<tr>
<td>Espinoza, Tanya</td>
<td>Paraprofessional, 4 hrs/day Stillwater Middle School</td>
<td>$15.61 / hour</td>
<td>Replacement</td>
<td>SCPA</td>
<td>November 7, 2018</td>
</tr>
<tr>
<td>Moosai, Alyxandria</td>
<td>Community Education Aide, 2.50 hrs/day Lake Elmo Elementary</td>
<td>$9.65 / hour</td>
<td>Replacement</td>
<td>CE Leads &amp; Assistants</td>
<td>November 12, 2018</td>
</tr>
</tbody>
</table>

### Assignment Changes

<table>
<thead>
<tr>
<th>Name</th>
<th>From Assignment</th>
<th>To Assignment</th>
<th>Reason</th>
<th>Group</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Haumersen, Chris</td>
<td>Secretary - Secondary Asst. Principal - 7.5 hrs / day Oak-Land Middle School</td>
<td>Secretary - Secondary Principal - 8.0 hrs / day Oak-Land Middle School</td>
<td>Replacement</td>
<td>Tech Support</td>
<td>November 8, 2018 - December 19, 2018</td>
</tr>
<tr>
<td>Hodgin, Megan</td>
<td>Secretary - ECFC - 8.0 hrs / day Early Childhood Family Center</td>
<td>Secretary - ECFC - 7.0 hrs / day Early Childhood Family Center</td>
<td>Reduction Requested</td>
<td>Tech Support</td>
<td>November 8, 2018</td>
</tr>
<tr>
<td>Murphy, Lynn</td>
<td>Due Process Secretary 7.5 hrs / day Stillwater Area High School</td>
<td>Due Process Secretary 6.0 hrs / day Stillwater Area High School</td>
<td>Reduction Requested</td>
<td>Tech Support</td>
<td>November 5, 2018</td>
</tr>
<tr>
<td>Slayton, Tracey</td>
<td>Secretary - Counselor - 7.5 hrs / day Oak-Land Middle School</td>
<td>Secretary - Secondary Asst. Principal - 7.5 hrs / day Oak-Land Middle School</td>
<td>Replacement</td>
<td>Tech Support</td>
<td>November 8, 2018 - December 19, 2018</td>
</tr>
</tbody>
</table>

### Additional Assignments

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Reason</th>
<th>Group</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ahlin, Cally</td>
<td>Community Education Casual</td>
<td>Replacement</td>
<td>Casual</td>
<td>November 5, 2018</td>
</tr>
</tbody>
</table>
Consent Report: CSTMN (Collaborative Student Transportation Management Services)
Meeting Date: November 29, 2018
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

Report Purpose:
The purpose of this report is to secure an additional transportation service due to the increase of services for individual students who are in need of care and treatment, Special Education and homeless / highly mobile transportation.

Administration recommends that the Board approve the agreement between Independent School District No. 834 and CSTMN that will expire on June 30, 2019.

Recommendation:
Approval of the Consent Agenda will be requested.
October 29th, 2018

Kristen Hoheisel, Executive Director of Finance and Operations
Stillwater Area Public Schools
1875 Greeley Street S.
Stillwater, MN 55082

Re: Collaborative Transportation Management Services

Dear Ms. Hoheisel,

Thank you for the opportunity to provide you with this proposal in response to your request for collaborative transportation routing services. Collaborative Student Transportation of Minnesota (CSTMN) is prepared to provide an excellent service to your district and your neighboring districts through our shared transportation process. Our team has a strong history of providing transportation services for many school districts and schools in the metro and throughout Minnesota.

Our collaboration network contains over twenty qualified contractors that will be used to ensure your district experiences a great and efficient transportation service. Through our ability to provide a strong cooperative approach between districts, we are able to utilize many options that individual districts may not be able to access on their own. By joining this cooperative, CSTMN will be able to provide you many additional out-of-district routing and cost efficiencies, while continuing to serve your students and families at the high level your district expects.

We are excited to partner with your school district, and are prepared to provide the following services upon your review and execution of the enclosed Contract for Services (the “Contract”) and of the authorization in Section 5.0 of this letter:
1.0 CSTMN Scope of Work

- Routing collaboration services to assure maximum efficiencies for routes as requested by your transportation department.
- Selection, continued evaluation, negotiation, and assignment of appropriate contractor(s) for transportation services.
- Communicate with district transportation department and school administrative staff as needed to confirm a high level of service to students and families.
- Continue partnering with bus contractor(s) to establish procedures that will continue the high level of service to customers.

2.0 Fee Breakdown

- Collaborative Transportation Services: 10.0% of total cost of the contracted services (included in rate estimates)

3.0 Billing Method

- The total cost of the monthly transportation service will be invoiced by CSTMN no later than 21 days after the completion of every month that work is performed. Payment will then be due immediately.

4.0 Start Date and Termination

- Upon execution of the Contract and Section 5.0 on the following page, the Contract will be effective July 1, 2018. Termination will be made on June 30 of each year without written notice. A new contract will need to be signed prior to each school year for collaborative transportation services.

Thank you for this opportunity, and we look forward to our partnership with your school district! If you have any questions regarding this proposal, please feel free to contact me or the CSTMN transportation department at any time.

Sincerely,

Dillon LaHaye, Chief of Staff
Collaborative Student Transportation of Minnesota
(952) 843-3164 | dillon.lahaye@cstmn.org

Collaborative Student Transportation of Minnesota
1667 Snelling Ave N, Falcon Heights, MN 55108 | transportation@cstmn.org | www.cstmn.org
5.0 **Authorization to Proceed**

As authorization to proceed under the Contract, please sign below, keep a copy for your records, and return a fully executed version to Collaborative Student Transportation of Minnesota, LLC.

I have carefully reviewed the above cost proposal and authorize CSTMN to proceed.

<table>
<thead>
<tr>
<th><strong>Customer</strong></th>
<th><strong>Professional</strong></th>
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</table>
| Stillwater Area Public Schools  
1875 Greeley Street S.  
Stillwater, MN 55082 | CSTMN, LLC  
1667 Snelling Ave N, Suite 400  
St. Paul, MN 55108 |

10-29-18

<table>
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<tr>
<th>Authorized Signature</th>
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<td>Dillon LaHaye, Chief of Staff</td>
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Authorized Printed

Authorized Printed
Consent Agenda Item: Procurement of Waste Removal Service  
Meeting Date: November 29, 2018  
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

---

Summary
The purpose of this report is to recommend an additional period of six (6) months with Waste Management that will then expire on June 30, 2019.

Administration recommends that the Board approve the Procurement of Waste Removal Services between Independent School District No. 834 and Waste Management.

---

Recommendation:
Approval of the Consent Agenda will be requested.
Extension Agreement

Stillwater Area Public Schools District 834 and Waste Management having previously entered into a twelve (12) month AGREEMENT for trash and recycling services on January 1, 2018, do hereby mutually declare as follows:

- Whereas, the parties hereto wish to continue the contract arrangement currently in place; and
- Whereas, the original Agreement described above was scheduled to expire on January 1, 2019, and
- Whereas, the original Agreement provides for permitted extensions for additional periods, per Article 2- Contract Duration.

Now therefore, the parties agreed to extend the Agreement for Waste Management at the locations named therein for an additional period of six (6) months commencing on January 1, 2019 and ending on June 30, 2019.

The same parties hereto agree to extend the agreement, now ending June 30, 2019.

The parties further agree to the pricing and financial terms listed on Attachment “B” of the original Agreement.

Stillwater Area Public Schools

By: ____________________________
Name: __________________________
Title: __________________________
Date: __________________________

Waste Management

By: ____________________________
Name: __________________________
Title: __________________________
Date: __________________________
EXTENSION AGREEMENT

Stillwater Area Public Schools District 834 and Waste Management having previously entered into a three (3) year AGREEMENT for trash and recycling services on December 15, 2013, do hereby mutually declare as follows:

- Whereas, the parties hereto wish to continue the contract arrangement currently in place; and
- Whereas, the original Agreement described above was scheduled to expire on December 31, 2016, and
- Whereas, the original Agreement provides for permitted extensions for additional periods, per Article 2 – Contract Duration.

Now therefore, the parties agreed to extend the Agreement for Waste Management at the locations named therein for an additional period of one (1) year commencing on January 1, 2018 and ending on December 31, 2018.

The same parties hereto agree to extend the agreement, now ending December 31, 2018.

The parties further agree to the pricing and financial terms listed on Attachment "B" of the original Agreement.

Stillwater Area Public Schools

By: [Signature]

Name: Kristen Hoheisel

Title: Exec. Director of Finance & Operations

Date: 11/7/17

Waste Management

By: [Signature]

Name: Daniel W. Mrceck

Title: Sales Manager

Date: 11/3/17
Summary:
A representative from the City of Woodbury has been invited to share information from the plan that pertains to the areas of Woodbury that are in ISD 834.

Recommendation:
This is a report for information. Action will not be requested.
Summary:
At the November 8, 2018 business meeting, administration recommended the school board approve an expansion of up to eight classrooms at Brookview Elementary at a cost of approximately 5.5 million (total cost and taxpayer impact will be lessened by utilizing proceeds from sale of district properties). The expansion would provide space to address new housing development in the area, which is occurring faster than originally planned by city officials.

Recommendation:
Action to expand Brookview Elementary School will be requested.

Motion by: _____________________ Seconded by: _____________________ Vote: _____________________
Action Item: School Calendar 2019-2020
Meeting Date: November 8, 2018
Contact Person: Dr. McDowell, Executive Director of Learning and Innovation

Summary:
The school calendar was presented to the school board at their November 8 business meeting. This fall a committee was convened to develop a calendar proposal for the school board. The committee consisted of parents, student, staff, and building administrators.

The process began with a survey that captured input from 2127 parents, 486 staff, and 63 students, who in addition to responses, provided over 1200 comments. The committee used the survey information, neighboring district calendars, the MSHSL tournament schedule, follow up conversations with individuals and groups, and calendar requirements to develop guiding considerations.

The committee used the guiding considerations to develop draft calendars and ultimately came to consensus on a before Labor Day start calendar (A).

Administration recommends a before Labor Day start.

Recommendation:
Action to approve the 2019-2020 School Calendar Option A (before Labor Day start) will be requested.

Motion by: _____________________ Seconded by: _____________________ Vote: _____________________
# School Calendar Before LD/Short Winter 2019-2020

### Before LD/Short Winter 2019-2020

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#### November 2019 (T21/S18)

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**MEA 17 and 18**

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*School Resumes

#### February 2020 (T20/S19)

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#### March 2020 (T17/S16)

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#### April 2020 (T22/S21)

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#### June 2020 (T2/S0)

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**Elementary Conferences are:**
To Be Determined

**Middle School Conferences are:**
To Be Determined

**Senior High Conferences are:**
To Be Determined

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<tr>
<th>Quarter 1 = 43</th>
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<th>Semester 1 = 87</th>
<th>Quarter 3 = 43</th>
<th>Quarter 4 = 42</th>
<th>Semester 2 = 85</th>
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Student Contact Days = 172  
Teacher Contract Days = 192  
New Teacher Contract Days = 195

Latest Draft October 24, 2018
### School Calendar After LD-Short Winter Break 2019-2020

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**Elementary Conferences are:**
To Be Determined

**Middle School Conferences are:**
To Be Determined

**Senior High Conferences are:**
To Be Determined

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<th>Quarter 1 = 44</th>
<th>Quarter 2 = 44</th>
<th>Semester 1 = 88</th>
<th>Quarter 3 = 42</th>
<th>Quarter 4 = 42</th>
<th>Semester 2 = 84</th>
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Student Contact Days = 172   Teacher Contract Days = 192   New Teacher Contract Days = 195

DRAFTED: August 22, 2018
Action Item: Final Reading:  Attendance Policy  
Meeting Date:  November 29, 2018  
Contact Person: Policy Working Group

Summary:
The policy working group has met and reviewed the recommended attendance policy.

This policy updates and aligns our attendance processes across the district, meets the MN Department of Education standards, and complies with the federal attendance guidelines.

The school board members received the first reading of the policy at the October 25, 2018 business meeting and the second reading at the November 8, 2018 business meeting.

Administration recommends approval of the policy.

Recommendation:
Action to approve the attendance policy will be requested.

Motion by: _____________________  Seconded by:  _____________________  Vote:  ______________________
STUDENTS

<table>
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<tr>
<th>POLICY TITLE</th>
<th>POLICY NUMBER</th>
<th>ADOPTED</th>
<th>REVIEW FREQUENCY</th>
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<td>Student Attendance</td>
<td>503</td>
<td>Adopted:</td>
<td>Annually</td>
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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)
Summary:
Administration convened a committee to conduct the annual review of the discipline policy. The committee was comprised of 2 parents, 1 student, 1 teacher, 1 principal, 2 assistant principals and 1 district office staff member.

The committee recommended some slight changes to the policy. The policy was then forwarded to the policy working group for review.

The policy working group has met and reviewed the recommended attendance policy. The school board received the first reading of the policy at their October 25, 2018 school board meeting and the second reading at their November 8, 2018 business meeting.

Administration recommends approval of the policy.

Recommendation:
Action to approve the discipline policy will be requested.

Motion by: _____________________ Seconded by: _____________________ Vote: _____________________
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 interfere
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 Procedure

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.

2. Students with Disabilities; Special Provisions

3. 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.

4. 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.

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

6. 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.

7. Administration, with reasonable suspicion of student use of chemicals, may implement or direct the use of procedures allowed under law, to determine chemical use.
F. 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.

G. 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 as 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

2. Willful conduct that significantly disrupts the rights of others to an education, extracurricular activities; or

3. Willful conduct that endangers the student or other students, or surrounding

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 REASMISSION 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.
Action Item: Code of Conduct Policy
Meeting Date: November 29, 2018
Contact Person: Policy Working Group

Summary:
School board members have had several conversations about the criteria necessary in a Code of Ethics / Conduct policy.

The School Board has discussed this policy at their:
June 21, 2018 business meeting (first reading)
July 12, 2018 business meeting (second reading)
August 9, 2018 business meeting (final reading)
November 8, 2018 business meeting (revised final reading)

After extensive revisions the policy working group is recommending a Code of Conduct policy.

Recommendation:
Action to approve the Code of Conduct policy will be requested.

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

The purpose of this policy is to assist each school board member in understanding his or her role in contributing to an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Because we desire to maintain an effective and responsible school board, each school board member agrees to abide by this code of conduct.

School Board members will:

1. Attend all board meetings prepared for discussion of agenda items.

2. Realize it is the primary responsibility of the school board to represent the best interest of all students in the district.

3. Participate in school board member trainings and orientation to learn about the duties and functions of the school board and the responsibilities of a board member.

4. Recognize that school board authority rests with the school board in legal session, and not with any individual school board member except as may be authorized by law.

5. Recognize that board decisions may only be legally transacted in an open meeting of the school board.

6. Make no personal promises or undertake any independent action that might compromise the Board as a whole.

7. Actively engage stakeholders, including community members, parents, staff, students, administration and other school board members to gain a wide range of perspectives to inform responsible decision making.

8. Understand that board members have wide latitude to speak out on controversial matters toward the goal of district improvement, while maintaining confidentiality of privileged information.
9. Guard the confidentiality of information that is protected under applicable law.

10. Listen with an open mind to the ideas and views of others and votes one’s conscience after sufficient discussion has taken place.

11. **Strive to support the decisions of the school board, even if one’s position concerning an issue is different.**

12. Understand that any action, private or otherwise is a reflection on the school district as a whole.

13. Recognize that disparaging remarks about fellow board members or administration undermine the board’s ability to govern.

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

15. Attempt to appraise and plan for both the present and future educational needs of our students, the school district, and community.

**Legal References:**

Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.143 (Superintendent)
Summary:
School board members have had several conversations about the criteria necessary in a board policy violation policy.

The School Board has discussed this policy at their:
June 21, 2018 business meeting (first reading)
July 12, 2018 business meeting (second reading)
August 9, 2018 business meeting (final reading)
November 29, 2018 business meeting (revised final reading)

After extensive revisions the policy working group is recommending a Board Policy Violation policy.

Recommendation:
Action to approve the Board Policy Violation policy will be requested.

Motion by: _____________________ Seconded by: _____________________ Vote: _____________________
I. **GENERAL STATEMENT OF POLICY**

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

II. **DETERMINING A POLICY VIOLATION**

If there is a question about a possible violation of policy, or other forms of misconduct, the Board shall proceed in the following manner:

A. A private conversation between the board member accused of misconduct or violation of policy and the Board Chair or Vice Chair, in lieu of the Board Chair.

B. The Board chair will respond in a timely manner whether the allegation should end after the initial conversation or be submitted to the entire Board for further review and possible action.

III. **ADDRESSING A POLICY VIOLATION**

Therefore, in the event of a member’s violation of policy, or other forms of misconduct, the Board shall proceed in the following manner:

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

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

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

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

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

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

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

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

Legal References: Minn. Stat. §123B.09
Agenda Item: 2019 Legislative Platform
Meeting Date: November 29, 2018
Contact Person(s): Legislative Working Group

Background:
Each year the school board develops a Legislative Platform outlining the District’s priorities to share with legislators who represent District 834 at the State Capitol.

The members of the Legislative Working Group have met and developed a platform based on feedback from fellow board members and prepared a 2019 Legislative Platform for Stillwater Area Public Schools.

The board members were led through a priority exercise which gave the working group direction in the development of the platform.

Members of the working group will introduce the priorities included on this year's platform.

The School Board will take action on the final version of the 2019 Legislative Platform.

Recommendation:
Action on the 2019 Legislative Platform will be requested.

Motion by: ___________________________ Seconded by: ___________________________ Vote: ___________________________
Increase the basic general education funding formula

- The average formula increase has been 1.53 percent for the past 16 years, which has not kept up with our rising costs (see chart below).
- An increase of two percent on the general education formula equals approximately $1 million to our budget. A two percent increase covers step/lane increase for all employee groups (which cost our district $800,000 to $1 million annually), but doesn’t address other rising costs like insurance, gas, etc.
- Stillwater relies on state funding for approximately 68 percent of its revenues. We are below the cap for our operating levy and do not have a capital projects levy for technology, which means we have fewer local resources available to our students than many other school districts.

Increase the state’s share of special education funding

- The special education costs for the district have increased by 24 percent from 2012 to 2018.
- Special education funding from the state and federal sources equates to approximately 60 percent of the total special education costs in Stillwater.
- The percentage of the general fund that goes towards the unreimbursed costs of special education have gone from 7.5 percent in 2012 to 12.7 percent in 2018 - at an annual cost of approximately $8 million to our district.
Provide funding to increase the safety and security of schools, as well as support mental health initiatives for students

Working to make our school buildings more safe and secure for students and staff, and supporting our students in the area of mental health are priorities for our district. However, without additional funding, we're limited in what we can do to install new security measures or hire additional support staff.

- Our district applied for $1.325 million in grants from the Minnesota Department of Education, but did not receive any additional funding to address building security concerns.
- Washington County's Sheriff's Office has conducted a security audit of our schools to help identify priorities for future projects, as funding becomes available.
- Community members, retired educators and parents have approached the district about fundraising to collect donations to direct toward security improvements in our schools.
- Additional staff members, as well as additional training for existing staff, are needed to address the increasingly complex mental health needs of our students. Mental health issues can manifest in attendance problems, behavior issues and classroom disruptions, and in the most severe instances, violence against themselves or others.
- We're working with Washington County, community organizations and local mental health providers and residents to help reduce stigma around mental illness and make it easier for students, staff and parents to find and access resources. Increased funding would help accelerate the rate in which we can implement programs to better support our students.

More information is available upon request or at stillwaterschools.org
Agenda Item: School Board Meeting Updates
Meeting Date: November 29, 2018
Chairperson Report and Board Member Reports

Background:
A. Chairperson Report
B. Board Member Reports
C. Working Group Reports

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

Recommendation:
Board action is not required.
Agenda Item: Adjournment
Meeting Date: November 29, 2018
Contact Person: School Board Chair

Background:
The meeting must be adjourned formally.