

## Study Session

Monday, March 4, 2024 6:00 PM

Stillwater Middle School, 523 Marsh St W, Stillwater, Minnesota 55082

I. <b>Call to Order</b>	<b>Speaker (s) :</b> Ms. Alison Sherman, School Board Chair
II. <b>Roll Call</b>	<b>Speaker (s) :</b> Ms. Alison Sherman, School Board Chair
III. <b>Pledge of Allegiance</b>	<b>Speaker (s) :</b> Ms. Alison Sherman, School Board Chair
IV. <b>Approval of Agenda</b>	<b>Speaker (s) :</b> Ms. Alison Sherman, School Board Chair
V. <b>Consent Agenda</b>	
V.A. Payment of Invoices - 2/17/2024 through 3/1/2024, Gifts and Donations - 1/1/2024 through 1/31/2024 & Treasurer's Report - January 2024	<b>Speaker (s) :</b> Ms. Marie Schrul, Executive Director of Finance
VI. <b>Strategic Direction A: Ensure the learning process is adaptable to meet individual student needs</b>	
VII. <b>Strategic Direction B: Foster a safe, welcoming and inclusive environment for all staff and students</b>	
VIII. <b>Strategic Direction C: Utilize systems and align resources in an efficient manner to support learning</b>	
VIII.A. Report: Legislative Update	<b>Speaker (s) :</b> Dr. Mike Funk, Superintendent
VIII.B. Action: Insurance Renewal Information for 2024-2025	<b>Speaker (s) :</b> Ms. Kristine Carlston, Executive Director of Human Resources
VIII.C. Action: 2024 Wireless Network Upgrade/Replacement	<b>Speaker (s) :</b> Mr. John Perry, Director of Learning Technology and System Design
VIII.D. Report: Second Reading Policy 209 - Code of Ethics	<b>Speaker (s) :</b> Mr. Paul Lee, Executive Director of Student Support Services
VIII.E. Public Input Related to Policy 209 - Code of Ethics	<b>Speaker (s) :</b> Mr. Paul Lee, Executive Director of Student Support Services
VIII.F. Action: Policy 209 - Code of Ethics	<b>Speaker (s) :</b> Mr. Paul Lee, Executive Director of Student Support Services
IX. <b>Strategic Direction D: Develop strong partnerships with the communities we serve</b>	
X. <b>Adjournment</b>	<b>Speaker (s) :</b> Ms. Alison Sherman, School Board Chair



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# Legislative Update

Presented to the School Board

March 4, 2024

# Legislative Update

- State is forecasting a surplus of \$3.7 billion to current biennium
- Next biennium the state is forecasting a deficit of **\$1.5 billion**
- School districts are appreciative of the funding from the last session. However, many districts are looking at significant funding deficits starting next year



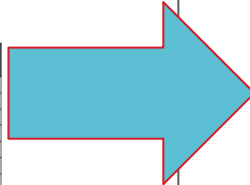
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Association of Metropolitan School Districts  
2024-25 Budget Survey

Projected budget shortfall assuming no additional funding is approved in the 2024 legislative session.

School District	Projected Budget Shortfall — FY 25
Anoka-Hennepin	-\$24,000,000
Bloomington Public Schools	-\$10,400,000
Brooklyn Center Community Schools	-\$500,000
Buffalo-Hanover-Montrose Schools	-\$1,560,127
Burnsville-Eagan-Savage School District	-\$5,000,000
Centennial Schools	-\$1,200,000
Columbia Heights Public Schools**	-\$500,000
Duluth Public Schools	-\$6,000,000
Eastern Carver County Schools	-\$3,000,000
Eden Prairie Schools*	-\$188,312
Edina Public Schools	-\$3,820,000
Elk River School District ISD #728	-\$5,000,000
Farmington Area Public Schools	-\$2,450,000
Fridley Public Schools	-\$2,785,288
Hastings Public Schools	-\$1,600,000
Hopkins Public Schools	-\$3,800,000
Inver Grove Heights Schools	-\$1,600,000
Lakeville Area Schools**	\$0
Mahtomedi Public Schools	TBD
Mankato Area Public Schools	\$0
Minneapolis Public Schools	-\$90,000,000
Minnetonka Public Schools	-\$6,611,118
Mounds View Public Schools	\$0
North St. Paul-Maplewood-Oakdale	-\$8,000,000
Orono Schools	\$0
Osseo Area Schools*	\$0
Prior Lake-Savage Area Schools	-\$5,000,000
Richfield Public Schools**	\$0
Robbinsdale Area Schools	TBD
Rochester Public Schools***	-\$9,290,736
Rockford Area Schools	-\$900,000
Rosemount-Apple Valley-Eagan Public Schools	-\$14,258,000
Roseville Area Schools	-\$3,000,000
Saint Paul Public Schools	-\$107,500,000
Shakopee Public Schools	\$0
South St. Paul Public Schools*	-\$525,000
South Washington County Schools	-\$12,000,000
Spring Lake Park Schools	\$0
St. Anthony-New Brighton**	\$0
St. Cloud Public Schools — ISD 742	\$0
St. Louis Park Public Schools	-\$500,000
St. Michael-Albertville Schools	-\$62,000
Stillwater Area Public Schools	TBD
Wayzata Public Schools	TBD
West St. Paul-Mendota Heights-Eagan**	\$0
Westonka Public Schools	\$0
White Bear Lake Area Schools	-\$1,400,000
<b>TOTAL</b>	<b>-\$317,090,843</b>



## Examples of budget shortfalls from around the metro

St. Paul -\$107.5 million

Anoka-Hennepin -\$24 million

Rosemont-Apple Valley - Eagan -\$14.2 million

South Washington -\$12 million

Bloomington -\$10 million

Rochester -\$9 million

White Bear Lake -\$1.4 million



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\*Operating Referendum approved in 2022  
\*\*Operating Referendum approved in 2023  
\*\*\*Includes a one-time \$10 million donation from Mayo Clinic

# Proposed Legislation of Note

**SF 4184:** Modifies Local Option Revenue; Allows districts to levy for revenue for unemployment costs and paid family medical leave

**SF4144:** Increased Local Option Revenue from \$724 to \$920 combined with some other factors

**SF4461:** Modifies Open Meeting Law; Board members participating virtually no longer have to provide location.

**HF 4363:** Mental Health Instruction will be compulsory for grades 4-12 starting in 2026-27



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# Proposed Legislation

**HF 4373:** A public library or a library or media center controlled in whole or in part by a school district, charter school, or public postsecondary institution must not ban, remove, or otherwise restrict access to a book or other material based on its viewpoint or the messages, ideas, or opinions the book or material conveys.

**HF 3494:** The gender inclusion policy is intended to ensure student access to public school programming, activities, and facilities for each student regardless of their sexual orientation, gender identity, gender expression, or gender nonconformity.

NOTE: Professional Development timelines related to the READ Act might also be adjusted in this session



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# Insurance Renewal Information 2024-2025

Insurance/Plan Contract	2023-2024 Current Rate/Month	2024-2025 Renewal Rate/Month	Increase/Decrease
<b><u>Health and Hospitalization Insurance ~ Blue Cross &amp; Blue Shield of Minnesota</u></b>			
Gold Plan			eliminated
High Deductible / VEBA Single Plan	\$752.81	\$813.03	\$60.22
High Deductible / VEBA Family Plan	\$2,148.03	\$2,319.87	\$171.84
<b><u>Vision Insurance ~ Vision Service Plan (VSP) (Note: Vision insurance WAS provided in conjunction with Gold Plan, moving to a voluntary plan)</u></b>			
Composite Employee Plan	\$11.47		
Employee		\$9.90	
Employee + Spouse		\$15.83	
Employee + Child(ren)		\$16.16	
Family		\$26.06	
Note: This rate is guaranteed through June 30, 2028.			
<b><u>Dental Insurance ~ Delta Dental Plan of Minnesota</u></b>			
Self-Funded Composite Single/Family Plan	\$99.78	\$99.78	\$0.00
Note: There is a rate guarantee through June 30, 2025 on the admin fee for the self-funded plan.			
<b><u>Life and AD&amp;D Insurance ~ The Standard – <span style="color: red;">Moving to VOYA</span></u></b>			
Composite Employee Plan	\$.158/\$1,000/month	\$.136/\$1,000/month	(\$0.022)
Retiree Life	\$.158/\$1,000/month	\$.158/\$1,000/month	\$0.00
Note: This rate is guaranteed through June 30, 2027.			
<b><u>Supplemental Life Insurance ~ The Standard - <span style="color: red;">Moving to VOYA</span></u></b>			
Composite Employee Life and AD&D	Age Rate Table/\$1,000/month		\$0.00
Spouse Life	Age Rate Table/\$1,000/month		\$0.00
Child Life	\$.20/\$1,000/month		\$0.00
Note: This rate is guaranteed through June 30, 2027.			
<b><u>Long Term Disability Insurance ~ The Standard - <span style="color: red;">Moving to VOYA</span></u></b>			
Composite Employee Plan	\$.295/\$100	\$.344/\$100	\$0.049
Note: This rate is guaranteed through June 30, 2027.			
<b><u>Legal Insurance ~ ARAG</u></b>			
Composite Employee Plan	\$22.00/month	\$21.90/month	(\$0.10)
Note: This rate is guaranteed through June 30, 2029.			
<b><u>Employee Assistance Program (EAP) ~ The Standard - <span style="color: red;">Moving to VOYA</span></u></b>			
Provided as a Value Add with LTD/Life Insurance Plans		No Cost	\$0.00



## EXPENDITURE APPROVAL FORM Fiscal Year 2023-2024

**Instructions:** This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$175,000.00

**REQUESTED BY:** John Perry     **DATE:** March 4, 2024

### DESCRIPTION OF REQUEST

\$563,472 for the replacement of all wireless access points (778) across all district buildings. This cost represents hardware, support, and software licensing for the 5-years. Additional licensing will need to be acquired beginning in the fiscal year 2029-2030.

### FINANCIAL IMPACT

**\$563,472**  
**Budget(s) Impacted:** 100% Technology Levy

**Is This a One-Time Expenditure?**

**Yes**, once implemented there will be no ongoing costs  
*(At the end of 5 years the district will have the choice of purchasing additional years of licensing or evaluating new solutions. For the purpose of evaluating 5 year TCO there will be no ongoing costs)*

**No**, it will need to be funded indefinitely (annually)

**No**, it will need to be funded for Fiscal Years 2020-?

**Is there an off-setting revenue source(s)?**

**Yes**    List Source(s): Technology Levy

**No**

### PROGRESS MONITORING

Progress would be measured in implementation success and is expected to be completed within the 2024 calendar year.



**CALIAN**™

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## E-Rate 2024 Wireless Refresh Statement of Work

Prepared for:



### Stillwater Area Public Schools

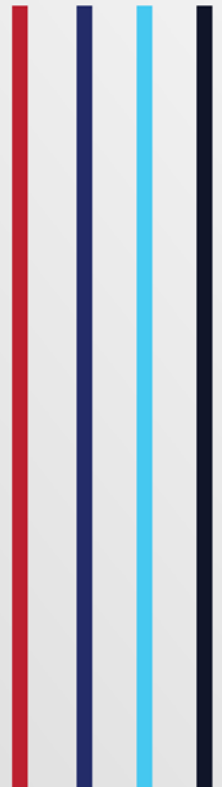
1875 Greeley Street S.  
Stillwater, MN 55082

**February 15, 2024**  
**v1.02**

Prepared By:

**Mike Donley**

Director, Solutions Architect  
mike.donley@Calian.com



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## 1. Introduction

This Statement of Work (“**SOW**”) is made between Calian Corp. (“**Calian**”) and Stillwater Area Public Schools (“Stillwater Area PS” (“**Client**”)) and identifies the consulting services (the “**Services**”) and deliverables (“**Deliverables**”) Calian and its partner will perform and deliver for Stillwater Area PS. (The Services and the Deliverables collectively referred to as the “**Work**”), as further described in Section 2 herein, as part of the **E-Rate 2024 Wireless Refresh** project (the “**Project**”).

The Work and the obligations performed under this SOW shall be conducted in accordance with and subject to all the terms and conditions outlined in this SOW and the master services agreement mutually executed by the parties (“**MSA**”).

Stillwater Area PS acknowledges that some of the Work performed by Calian under this SOW may be done remotely. If so, secured remote access will be provided by Stillwater Area PS so that Calian may perform the Work off-site as needed.

All onsite Work performed by Calian will be done at the following Stillwater Area PS location(s) (“**Client Location(s)**”):

TBD

Expected start date for the Work is typically 4-6 weeks after receipt of Stillwater Area PS’s purchase order along with the executed version of this SOW.

## 2. Scope of Work

### 2.1 Project Overview

The Client has engaged Calian for the completion of a wireless network refresh. Project efforts include the migration from Extreme Networks to Cisco Meraki wireless network infrastructure. The project accounts for a total of thirteen (13) site locations and seven hundred seventy-eight (778) access points (APs). No network cabling will be needed for completion under this SOW as the existing cabling is adequate for re-use. Client would like to complete project efforts in doing a 1:1 AP swap out that utilizes existing mount locations.

### 2.2 Project Objectives

- Hardware Lifecycle Management
- Future proof wireless solution
- Ease of management
- Reduced operational overhead.

### 2.3 Project Description

#### 2.3.1 Phase One: Discovery and Planning

Calian will hold project kickoff and collaboration meetings to introduce team members, define wireless access point refresh strategy and schedule, as well as gain access to existing wireless and network infrastructure components to complete discovery efforts around existing setup and configuration.

#### 1. Calian Responsibilities

- Conduct kickoff meeting.
- Attain necessary network access credentials to successfully deliver this project.
- Gather contact information for primary stakeholders.
- Coordinate with Client Project Manager (PM) on internal logistics and communication requirements.

- Gather all necessary information and documentation as it pertains to the project including the following:
  - Site locations under scope
  - APs per building and location
  - Site location network/server rooms (focus on network switches)
  - Wireless controllers and management consoles
- Document all findings from above.
- Take inventory of equipment and validate new equipment has arrived.
- Create a planning document outlining how to deploy the new APs to minimize disruption across the thirteen (13) sites on a site-to-site basis.
- Review findings with Client.
- Update stakeholders on project status.

## 2. Customer Responsibilities

- Participate in the kickoff meeting.
- Provide all necessary coordination with Client stakeholders.
- Provide network and remote access as required.
- Provide access to all relevant documentation (if not already provided under Calian pre-sales efforts).
- Procure new patch cables and other cable management accessories like Velcro (if needed).
- Provide existing cabling matrix. If none is provided, we will create one using the existing port and patch data (if not already provided under Calian pre-sales efforts).
- Provide a priority list for the sites and APs within each site.

### 2.3.2 Phase Two: Pre-Staging

The following includes steps and changes to the network devices prior to the change windows. These changes are assumed to be non-business impact and will be done during business hours.

#### 1. Calian Responsibilities

- Create new Meraki Dashboard
- Create network sites based on Client provided naming conventions.
- Add the new licensing and hardware inventory.
- Configure APs based on Phase One such as the following:
  - Service Set Identifiers (SSID) configurations (migrate up to four (4) SSIDs from Phase One)
  - Network VLAN assignment.
  - Security Settings
    - Sign-on method, encryption levels.
  - DHCP configuration settings.
  - Content Filtering.
  - Outbound rules
  - Layer 7/ Application layer rules
  - Traffic Shaping
  - Bandwidth limits
  - Application layer QOS and prioritization/ allowance rules
  - Radio Settings
- Bring up to two (2) APs online for test/ validation efforts.
  - Assign to site location.
  - Connect to network using one (1) Client provided device.
  - Complete base level test/validation efforts
- Update stakeholders on project status.

#### 2. Client Responsibilities

- Provide naming convention for sites and APs.
- Participate in meetings and be accessible for questions.
- Participate in testing and validation.

### 2.3.3 Phase Three: Implementation

#### 1. Calian Responsibilities

- Calian's cabling team will provide for the installation and labeling of seven hundred seventy-eight (778) Meraki APs as a "one-for-one" replacement of existing APs per the planning documentation from Phase One.
- Calian engineer will assign names to APs based on the naming convention provided by the Client and location installed.
- Validate APs comes online and are visible under the Meraki dashboard.
- Label, test, and validate basic connectivity.
- Provide up to two (2) hours of remote support after each site completion.
- Update stakeholders on project status.

#### 2. Client Responsibilities

- Participate in meetings and be accessible for questions.
- Participate in any changes and cutovers.
- Participate in Testing and Acceptance Plan after cutover.
- Provide corporate owned devices for wireless testing.
- Provide approval to move to closeout phase.

### 2.3.4 Phase Four: Project Closeout

#### 1. Calian Responsibilities

- Conduct up to four (4) hours of knowledge transfer going over Meraki Dashboard and general wireless management as well as project scope review.
- Obtain project closure approval.
- Provide and obtain Client signed project closing form.

#### 2. Client Responsibilities

- Participate in knowledge transfer and closeout meetings.
- Sign and return project closing form.

## 2.4 Project Risks

The following have been identified as risks to the project timeline and/or budget. Calian will notify the Client immediately should these risks become issues.

- Issues with the underlying IT infrastructure could cause project delays that may require some additional budget.
- Availability and scheduling of required interview sessions and gaining remote access.
- ETA dates associated with equipment delivery could potentially cause delays in overall timeline.
- Project timelines delays may occur if Calian isn't able to migrate sites one at a time directly following one another.

## 2.5 Project Assumptions

The following assumptions have been made based on Calian's current understanding of the project:

- **Client Engagement:** Client will provide necessary resources for planning sessions, design reviews, and will provide feedback promptly.
- **Access:** Client will provide access and credentials as needed for full discovery of the existing network environment.
- **Subject Matter Experts:** Client will make their infrastructure/ networking experts available to ensure Calian has a complete understanding of the current systems.
- **Timely Approvals:** Client will approve all assessment deliverable documents promptly.
- **Project Communication:** Any project timeline delays or budget increases due to unforeseen challenges will be communicated promptly.
- Work performed by Calian will be remote and onsite depending on the task.
- AP installation assumes the use of the included mounting brackets only.

- Where APs are being replaced, new APs will be mounted in the same location and using the existing cable. Calian's cabling team is not responsible for existing cabling and connections.
- Work is to be done in a single phase and on consecutive workdays during regular operating hours unless otherwise scheduled by Calian.
- Additional trips due to circumstances outside of Calian's control may result in a CO and additional billings.
- If a man-lift is required, it will be provided by the Client.
- All patching cables are in a healthy state.
- Adequate staffing and project management is included in our response. If the agreed upon timeline is unexpectedly accelerated by the Client, a change order may be generated to cover additional staffing or overtime to meet the new deadlines.
- Client to provide maintenance windows large enough for project success.
- Work to be done during regular business hours.
- Client will provide a single location at each site for old hardware.
- All APs will be located indoors and in the site's names in Appendix A.

## 2.6 Project Exclusions

The following is considered out-of-scope:

- Once base connectivity has been established, troubleshooting of devices on the network is outside of this scope of work and are subject to separate Time and Materials billing.
- Removal of old hardware off site.
- After hours work.
- Remediation, configuration, or modification of hardware and software not specifically listed in this SOW is out of scope.

## 3. Project Management

If applicable, a project manager will be assigned by Calian upon execution of this SOW (the "**Calian Project Manager**") and will work with the Stillwater Area PS designated project manager (the "**Stillwater Area PS Project Manager**"), to be the primary points of contact under this SOW:

Description	Calian	Stillwater Area PS
Name:		
Title:		
Address:	840 W. Sam Houston Pkwy. N., Suite 420	1875 Greeley Street S.
City, St, Zip:	Houston, TX 77024	Stillwater, MN 55082
Telephone:	713-780-7580	
E-mail Address:		

## 4. Calian Responsibilities

This Section describes the responsibilities associated with the Work Calian will provide to Stillwater Area PS.

Calian will provide engineer(s) to perform the duties outlined in Section 2.1 of this SOW (collectively the "**Calian Partner Engineer(s)**"). Calian Engineer(s) are trained and have significant technical expertise to perform the Work as defined in this SOW. If no Calian Project Manager is assigned under Section 3, the lead Calian Engineer, as designated by Calian, will serve as Calian's primary point of contact under this SOW.

## 5. Stillwater Area PS Obligations

Stillwater Area PS shall:

- ensure that its personnel are actively participating in this engagement with Calian such that the personnel with relevant domain, business and/or technical expertise (the “**Stillwater Area PS Personnel**”) is made available to Calian as may be required during the term of this SOW. The Stillwater Area PS Personnel will be the acknowledged spokespersons for their respective areas of expertise and Calian will have regular and timely access to them. If the Stillwater Area PS Personnel are unable to attend a scheduled meeting with Calian, then the Stillwater Area PS Project Manager, designated personnel or delegate, as the case may be, will be the final authority on all items of discussion during such meeting;
- provide Calian timely access to its facilities and computer systems in accordance with Stillwater Area PS’s policies as Calian may require to perform the Work as outlined in this SOW;
- if applicable, provide remote access accounts to the Resources in accordance with Stillwater Area PS’s policies as Calian may require to facilitate the performance of the Work remotely.
- for Work that needs to occur at the Stillwater Area PS Location(s), make reasonable facilities accommodations for the Resources, including, without limitation, desks/cubicles, telephones and shared access to laser printer, copier, fax, and conference room facilities, and provide the Resources with all necessary access badges, keys, and /or escorts in order to perform the Work in a timely manner. Any delays in performing the Work associated with coordinating access to the Stillwater Area PS Location(s) will be the sole responsibility of Stillwater Area PS;
- respond promptly to any Calian request to provide direction, information, approvals, authorizations, or decisions that are reasonably necessary for Calian to perform the Work in accordance with the requirements of this SOW;
- provide such Stillwater Area PS materials or information as Calian may reasonably request to carry out the Work in a timely manner and ensure that such Stillwater Area PS materials or information are complete and accurate in all material respects;
- be responsible for and assume any and all risk associated with any issues with Services or Deliverables resulting from the content, completeness, accuracy and/or consistency of any data, materials or information supplied by Stillwater Area PS;
- acknowledge receipt and acceptance/rejection of all Deliverables associated with the SOW within ten (10) business days of delivery (not including statutory holidays). If such acknowledgement is not received within such time period, all Deliverables will be deemed acknowledged and accepted. Stillwater Area PS will use Calian’s Project Completion/Client Acceptance Form to indicate acceptance of Deliverables;
- provide support for applications used by Calian as may be necessary to allow Calian properly perform the Work;
- manage end users support calls during the course of the Project. Calian will review support issues caused by the Project to mitigate future issues, however Calian is not responsible for providing resources to handle such support calls unless expressly specified in the SOW; and
- if any additional hardware and/or software is required by Stillwater Area PS over and above what is specified in this SOW, procure, setup, and configure such hardware and/or software at Stillwater Area PS’s cost.

## 6. Estimated Project Duration

Dates to be determined, an estimate is provided below.

Phase	Resources	Time
All Phases	Partner Cabling Engineers 1 Calian Engineer 1 Calian Project Manager	Approximately 7 - 8 months

The parties acknowledge and agree that all dates and/or time frames referenced in this SOW for commencement or completion of any Work are estimates only and Calian shall not be liable to Stillwater Area PS in connection with any failure to meet such dates and/or time frames.

## 7. Term and Termination

### 7.1 Completion Criteria

This SOW shall terminate under any of the following circumstances:

- Calian and Stillwater Area PS mutually agree to terminate this SOW in writing.
- The completion of the Work, which shall be confirmed upon the execution by both parties of Calian's Project Completion and Acceptance Form.

In the event of early termination of the SOW prior to the completion of the Work, Stillwater Area PS shall pay to Calian all fees and expenses owing for the Work performed up to the date of termination.

## 8. Payment Terms and Change Orders

This Section describes the general terms and conditions under which Calian will perform the Services and provide the Deliverables for Stillwater Area PS as described in this SOW.

### Payment Terms

Stillwater Area PS shall pay all fees specified in this SOW and reimburse Calian for all reasonable travel, living and other out-of-pocket expenses incurred by Calian in connection with the performance of the Work, provided that Calian delivers supporting documentation of all such expenses to Stillwater Area PS with each related invoice. Upon Stillwater Area PS's execution of this SOW, Stillwater Area PS shall issue a purchase order ("**Purchase Order**") equal to the total amount of fees specified in this SOW. Upon receipt of the Purchase Order, Calian will invoice Stillwater Area PS for the Work in accordance with the payment schedule outlined in Section 9 of this SOW. All undisputed fees will be due and payable by Stillwater Area PS within thirty (30) days of receipt of an undisputed invoice for the provision of the Work. Any late payments by Stillwater Area PS hereunder shall be subject to interest in accordance with the terms of the MSA and Calian may, in its discretion, suspend Services and/or terminate this SOW in accordance with the terms of the MSA.

### Change Orders

- (a) The scope of the Services and Deliverables expressly identified in this SOW encompasses all Work to be performed by Calian hereunder. No amendment or modification to this SOW, including, without limitation, the scope of the Work to be delivered by Calian, will be valid or binding upon the parties unless such amendment or modification is mutually agreed to in writing by both parties, as further described in this Section.
- (b) If either party wishes to change the scope or performance of the Work, it shall submit details of the requested change to the other party in writing. Calian shall, within a reasonable time after such request, provide a written estimate to Stillwater Area PS of: (i) the likely time required to implement the change; (ii) any necessary additions or variations to the fees and other charges for the Work arising from the change; (iii) the likely effect of the change on the Work; and (iv) any other impact the change might have on the performance of this SOW.
- (c) Promptly after receipt of the written estimate, the parties shall negotiate and agree in writing on the terms of such change (a "**Change Order**"). Neither party shall be bound by any Change Order unless mutually agreed to in writing.
- (d) Notwithstanding Section (a), (b) and (c), Calian may, from time to time, alter the Work without the consent of Stillwater Area PS provided that such changes do not materially affect the nature or scope of the Work, or the fees or any performance dates set forth in the SOW.

## 9. Acceptance

This SOW is open for acceptance by Stillwater Area PS for thirty (30) days from the date first written above.

The parties may sign and deliver this SOW in any number of counterparts, each of which will be deemed an original and all of which, when taken together, will be deemed to be one agreement. Each party may sign and deliver this SOW electronically (e.g., by digital signature and/or electronic reproduction of a handwritten signature), and the receiving party will be entitled to rely upon the apparent integrity and authenticity of the other party's signature for all purposes.

<b>Professional Services: E-Rate 2024 Wireless Refresh</b>	<b>Cost</b>
Professional Services Total – Purchase Order Amount:	<b>\$78,000.00</b>
<b>Payment Schedule</b>	<b>Amount</b>
<b>Payment – Invoiced Upon Completion</b>	<b>\$78,000.00</b>

All references in this SOW to dollar amounts, “dollars” or “\$” are references to American dollars (USD).

All fees referenced in this Section 9 above are exclusive of applicable taxes and are based solely on the scope of the Work outlined in this SOW.

Upon acceptance, Stillwater Area PS shall issue a purchase order equal to the total amount specified.

This SOW authorizes Calian to provide Stillwater Area PS with the Services and Deliverables according to the general terms and conditions outlined in Sections 1 through 8 in this SOW.

IN WITNESS WHEREOF, the parties hereto have executed this SOW as of the latest date written below.

**Agreed to:** Calian Corp.

**Agreed to:** Stillwater Area Public Schools

QUO #: \_\_\_\_\_

PO #: \_\_\_\_\_

By: \_\_\_\_\_  
Authorized Signature

By: \_\_\_\_\_  
Authorized Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Address: 840 W. Sam Houston Pkwy. N.  
Suite 420  
Houston, TX 77024

Address: 1875 Greeley Street S.  
Stillwater, MN 55082

Phone: (713) 780 - 7580

Phone: \_\_\_\_\_

## 10. Appendix A

Building/ Location	Number of Access Points
Afton-Lakeland Elementary School	39
Andersen Elementary School	31
Brookview Elementary School	68
Lake Elmo Elementary School	51
Lily Lake Elementary School	42
Rutherford Elementary School	51
Stonebridge Elementary School	43
Oak-Land Middle School	67
Stillwater Middle School	88
Stillwater Area High School	230
Oak Park Building	37
Central Services Building	8

**Calian Corp.**  
 21960 Minnetonka Blvd, Suite 100  
 Excelsior, MN 55331  
 Phone: 952-374-5300  
 Fax: 952-374-5399  
 Web: calian.com/itcs



**Cisco Meraki Wireless Access Points**

<b>Cisco Meraki Wireless Access Points</b>	<b>Quote #087521 v4</b>
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<b>Prepared For:</b>	<b>Ship To:</b>	<b>Date Issued:</b>
<b>Stillwater Area Public Schools - ISD 834</b>	<b>Stillwater Area Public Schools - ISD 834</b>	<b>02.15.2024</b>
John Perry 1875 Greeley Street S. Stillwater, MN 55082	John Perry 1875 Greeley Street S. Stillwater, MN 55082	<b>Expires:</b> <b>02.16.2024</b>
<b>P:</b> (651) 351-8414 <b>E:</b> perryj@stillwaterschools.org	<b>P:</b> (651) 351-8414 <b>E:</b> perryj@stillwaterschools.org	<b>Payment Terms:</b> <b>Net 30 Days</b>
		<b>Rep:</b> <b>Todd Heinrich</b>
		<b>Email:</b> <b>todd.heinrich@calian.com</b>
		<b>Phone:</b> <b>952-374-5300</b>

Ln#	Description	Price	Qty	Ext. Price
	Cisco Meraki CW9164I			
1	<b>Cisco Meraki CW9164I AP (Wifi 6E, tri-band 4x4) Cloud Managed</b> *** Includes Meraki MR Enterprise License, 5YR	\$624.00	778	\$485,472.00
2	<b>Professional Services - Calian</b> *** Please see SOW document for detailed explanation of services.	\$78,000.00	1	\$78,000.00
3	<b>Training, Knowledge Transfer, Basic Level Day 1 Support</b>	\$0.00	1	\$0.00
			<b>Subtotal:</b>	<b>\$563,472.00</b>

Quote Summary	Amount
Cisco Meraki CW9164I	\$563,472.00
<b>Total:</b>	<b>\$563,472.00</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. All product return requests are subject to approval and may incur a restock fees.

<b>Acceptance</b>	
<b>Stillwater Area Public Schools - ISD 834</b>	
Signature / Name	Initials
Date	
PO Number	



**SCHOOL BOARD**

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Code of <b>Ethics</b> Conduct	209	Adopted: 11-29-2018 Reviewed: 1-05-2023	<del>2-Year</del> Annual

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

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

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

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

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a

whole, is to see that the schools are properly run – not to run them myself.

5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

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

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

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

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

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

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.

6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

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

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law

***Legal References:***

Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School Districts)

Minn. Stat. § 123B.09 (Boards of Independent School Districts)

Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

***Cross References:*** None

**SCHOOL BOARD**

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