



Independent School District 834

Videoconference

School Board Special Meeting Agenda – July 13, 2020 at 5:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Adjourn to Closed session
- IV. Approval of the Agenda
- V. Assistant Superintendent Selection
- VI. Process and Timeline for Replacement of Director Burns and Director Pearson
- VII. Board Chair Report
- VIII. Adjournment



Agenda Item I.
Date Prepared: July 7, 2020
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: July 13, 2020

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item II.
Date Prepared: July 7, 2020
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: July 13, 2020

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

Sarah Stivland, Board Chair

Shelley Pearson, Vice Chair

Tina Riehle, Treasurer

Mike Ptacek, Clerk

Mark Burns, Director

Jennifer Pelletier, Director

Liz Weisberg, Director

Ex-Officio, Malinda Lansfeldt, Interim Superintendent

Recommendation:

Board action is not required.



Agenda Item III.
Date Prepared: July 8, 2020
ISD 834 Board Meeting

Agenda Item: Adjourn to Closed Session
Meeting Date: July 13, 2020

Background:

Pursuant to Minn. Stat. § 13D.05, Subd. 3(b), the board will go into a closed session for attorney client privileged information regarding the Hudson Blvd. bus garage property in Lake Elmo.

Recommendation:

A motion and a second to adjourn to a closed session.

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



Agenda Item IV.
Date Prepared: July 7, 2020
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: July 13, 2020

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 V.
Date Prepared: July 7, 2020
ISD 834 Board Meeting

Agenda Item: Assistant Superintendent Selection
Meeting Date: July 13, 2020
Contact Person: Chair Stivland

Background:

Candidate materials were provided to board members.

Recommendation:

A Roll Call Vote will be taken on the recommendation for hire for the Assistant Superintendent.

A motion and a second to approve the recommendation to offer an employment contract to the candidate with the most votes.

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



Agenda Item VI.
Date Prepared: July 7, 2020
ISD 834 Board Meeting

Action Agenda Item: Process and Timeline for Replacement of Directors Burns and Pearson
Meeting Date: July 13, 2020
Contact Person: Chair Stivland

Background:

Due to the resignation of Director Burns and Director Pearson, board members were provided a draft of a timeline and materials to review to put a process in place to fill these vacant positions.

Recommendation:

A motion and a second for approval of the timeline and process for the replacement of Director Burns and Director Pearson.

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



**Resolution Establishing the Procedure and Schedule to
Fill a School Board Vacancy by Appointment**

Board Member _____ moved the adoption of the following resolution:

WHEREAS, a vacancy exists on the School Board due to the resignation of Board members Mark Burns and Shelley Pearson; and

WHEREAS, the vacant positions expire on the first Monday in January, 2022; and

WHEREAS, Minnesota Statutes §123B.09, subd. 5b requires that the vacant School Board positions be filled by appointment by the School Board until a special election is held in conjunction with the next general election.

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

1. The School Board will appoint two individuals to serve on the School Board until a successor is elected by special election at the time of the next general election.
2. The School District will place a statement on the School District's website announcing that two vacancies exists on the School Board and that individuals interested in being considered for appointment may submit an application, which will be available on the website on (date).
3. The School Board authorizes the School Board's secretary to accept applications from individuals interested in appointment to the vacant School Board positions beginning on (date) at noon and ending on (date) at 3:00 p.m.
4. A special School Board meeting shall be held on (date) to interview all eligible individuals who have submitted complete applications for the two Board positions, and the Board may identify an applicant to recommend for appointment at the School Board's next regular meeting on (date).
5. The appointment to the vacant positions shall be made at the School Board's regular meeting on (date) by resolution adopted by a simple majority vote of a quorum of the School Board and entered into the minutes. The appointments shall be effective on the 31st day following the School Board's resolution making the appointment, absent receipt of a valid petition rejecting the appointee in compliance with the requirements under Minnesota Statutes §123B.09, subd. 5b(b).

The motion for the foregoing resolution was seconded by Member _____.

The following voted in favor of the resolution:

The following voted against the resolution:

WHEREUPON said resolution was duly declared passed and adopted.



The School Board of Stillwater Area Public Schools is accepting applications from residents of Independent School District No. 834 who are interested in serving on the School Board for two vacant director positions. The appointees will serve until December 31, 2020.

The School Board will appoint a new member using the process outlined below:

Legal requirements: Candidates must be at least 21 years of age, be eligible to vote, have been a resident of the school district for at least 30 days, have not been convicted of an offense for which registration is required under MN Stat. Section 243.166.

Time commitment: Approximately 20 hours per month

Meetings: Business meetings are twice a month. There may also be special meetings, work sessions, committee meetings, trainings, and seminars.

APPLICATION AND INTERVIEW PROCESS

Applications will be available by contacting the Superintendent's Office, 1875 South Greeley Street, Stillwater, MN, 55082, at 651-351-8455 or may be downloaded beginning at 8:00 a.m. on **DATE** from the district website at stillwaterschools.org. The deadline to submit applications (including a completed application form, cover letter, and resume) to the Superintendent's Office is by 3 p.m. on **DATE**. Applications received after the stated deadline will not be considered. The school district assumes no responsibility for application materials that were sent but not received by the stated deadline.

All applications and any accompanying materials will be considered public information.

The School Board will interview all qualified applicants at a special meeting on **DATE**. Applicants may be considered for appointment at that meeting.

The appointment to the vacant director position shall be effective on the 31st day following the School Board's resolution for appointment, absent a valid petition for rejection of the appointee within 30 days of the appointment pursuant to Minnesota Statutes § 123B.09, subd 5b(b). The appointment to the vacant director position shall continue through December 31, 2020.

HOW TO APPLY

1. Complete and submit the application form.
2. Enclose/attach a resume to the application.
3. Enclose/attach a cover letter introducing yourself and explaining why you are interested in serving on the School Board of Independent School District No. 834.

Submit all materials (application, resume, and cover letter) online OR by an appointment with Sherri Skogen, School Board Secretary, 1875 South Greeley Street, Stillwater, MN 55082, 651-351-8455 OR skogens@stillwaterschools.org. **Application deadline is 3:00 p.m. on DATE.**



Please answer all of these questions before submitting.

1. Contact Information

Name: _____

Address: _____

Address 2: _____

City/Town: _____

State: _____

ZIP: _____

Email Address: _____

Phone Number: _____

2. What do you see as the role of the School Board and your role as a school board member?

3. Please identify and describe how you would address what you believe are the district's three most important issues.

4. What skills, perspectives and expertise do you have that will enhance the work of the School Board?

5. Please describe your previous professional and/or volunteer activities in the local community, as well as involvement in activities or programs sponsored by Stillwater Area Public Schools.

6. Why are you interested in serving on the School Board?

7. I hereby affirm that I am:

- ☐ At least 21 years old
- ☐ An eligible voter
- ☐ A district resident for a least 30 days
- ☐ Not a convicted sex offender (MN Stat. Section 243.166)

8. By submitting this application, I hereby certify that the information I have presented in this application is complete, accurate and true to the best of my knowledge, and I hereby authorize the School Board to verify this information as may be required.

☐ **I Agree**

Signature



SCHOOL BOARD VACANCY TIMELINE

<i>Date</i>	<i>Task</i>
July 13	Special Meeting to develop timeline and process
July 23	Regular Meeting to declare vacancy by resolution Board officer reorganization
July 24	Post application on website
July 24 – July 31 at 3 PM	Accept applications
July 31 – August 4	Review applications
July 31	Post Special Meeting
August 5	Special Meeting to conduct interviews and possibly vote for appointee
August 6	Appoint successor by resolution at regular board meeting
September 8	30 day period for petition
September 10	Seat successor and administer Oath of Office at a regular board meeting

SCHOOL BOARD

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
Board Resignation/Vacancy	215	Adopted: 8-26-2010 Revised: 08-09-2018	2-Year

- A. School Board vacancy occurs when a member:
1. Dies
 2. Resigns
 - a. Whenever possible, a Board member wishing to resign shall give written notice to the Board at least one month prior to the resignation date.
 3. Ceases to be a resident of the district
 4. Is unable to serve on the School Board and attend its meetings for 90 days or more because of illness or prolonged absence from the district
 5. Is removed for proper cause from the School Board through School Board action.
Vacancy Caused by an Ill or Absent Member
- B. When a School Board vacancy is caused by an ill or absent member, the position shall be filled as follows:
1. The School Board, by resolution, shall declare a vacancy to exist and the process by which the vacancy will be filled.
 2. Applications to fill the vacancy, for a period of time determined by the School Board, shall be accepted from district residents, unless the School Board determined by a majority vote that a different process will be utilized.
 3. The School Board shall fill the vacancy by a majority vote of the remaining elected members of the School Board at a regular or special meeting.
 4. The vacancy shall be filled by appointment and evidenced by a resolution, which shall be recorded in the minutes of the meeting.
 5. The vacancy shall be filled for the remainder of the unexpired term or until the ill or absent member is able to resume duties as a member of the School Board,

whichever occurs first.

- C. When a School Board vacancy is caused by reasons other than an ill or absent member, the position shall be filled as follows:
1. Applications to fill the vacancy, for a period of time determined by the School Board, shall be accepted from district residents, unless the School Board determines by a majority vote that a different process will be utilized.
 2. The School Board shall fill the vacancy by a majority vote of the remaining elected members of the School Board at a regularly scheduled or special meeting of the School Board. The appointment shall be evidenced by a resolution entered into the minutes and shall be effective 30 days following adoption of the resolution.
 - a. An appointment to fill a vacancy shall not be effective if a petition to reject the appointee is filed with the School District Clerk. To be valid, a petition to reject an appointee must be signed by a number of eligible voters residing in the District equal to at least 5% of the total number of voters voting in the District at the most recent state general election, and must be filed within 30 days of the School Board's adoption of the resolution making the appointment. If a valid petition is filed according to the requirements, the appointment by the School Board is ineffective and the School Board must fill the vacancy with a different appointee by the procedures of this Section
 3. The School Board shall make the appointment by a majority vote of the remaining elected members of the School Board at a regular scheduled or special meeting of the School Board.
- D. If an appointment to a vacant position becomes effective, it shall continue until:
1. A special election is held no later than the first Tuesday after the first Monday in November following the vacancy; or
 2. If the vacancy occurs less than 90 days prior to the first Tuesday after the first Monday in November in the year in which the vacancy occurs, the special election must be held no later than the first Tuesday after the first Monday in November of the following calendar year; or
 3. If the vacancy occurs less than 90 days prior to the first Tuesday after the first Monday in November in the third year of the term, or anytime during the fourth year of the term, no special election is required.
 4. All required elections or appointments to fill vacancies shall be for the unexpired term.

Legal References: Minn. Stat. §123B.09



Agenda Item VII. A.
Date Prepared: July 8, 2020
ISD 834 Board Meeting

Agenda Item: Chairperson Report
Meeting Date: July 13, 2020

Background:

A. Chairperson Report

Recommendation:

Board action is not required.



Agenda Item VIII.
Date Prepared: July 7, 2020
ISD 834 Board Meeting

Agenda Item: Adjournment
Meeting Date: July 13, 2020
Contact Person: School Board Chair

Background:
The meeting must be adjourned formally.
