



Independent School District No. 834 – Stillwater Area Public Schools

Video Conference

April 23, 2020 – 6:00 p.m. Meeting Minutes

I. **Call to Order:** The meeting was called to order at 6:02 p.m.

II. **Roll Call:** Present: Sarah Stivland, chair; Shelley Pearson, vice chair; Mike Ptacek, clerk; Tina Riehle, treasurer; Mark Burns, director; Jennifer Pelletier, director; Liz Weisberg, director; Superintendent Pontrelli, ex-officio.  
Student Representatives: Elise Riniker and Khuluc Yang

III. **Approval of the Agenda**

*Motion to approve the agenda by Member Riehle; seconded by: Member Pearson, Vote: 7 ayes, 0 nays, Motion Carried Unanimously.*

IV. **Introduction – Student Report**

Elise Riniker and Khuluc Yang provide the following updates:

- Elections for student council were held for the 2020-21 school year. Introductions of the new board representatives will be at the May 28 meeting.
- Attended a graduation committee meeting.
- Clubs are finding a new way to keep in touch and continue meeting.
- AP testing will be held online.
- Many students are enjoying the flexibility with e-learning and making the most out of the situation. Google hangouts are helpful with teachers and peers.
- Seniors are receiving their lawn signs.

V. **Open Forum**

- Kris Olson, 441 Broadway St S, Stillwater – Pony Pride Project
- Kristie Smith, 1230 Paris Ave N, West Lakeland – Pony Pride Project
- John Franklin, 642 Midwest Place N – Direction the board is going
- Sandi Hayner, 1357 Lydia Circle – Responsibility of administration
- Jim Franklin – 642 Midwest Trail – Bus vendor
- Melanie Zahler – 630 Main St N – Bus terminal
- Pamela Carlson – 1266 Paris Trl N – Board planning
- Carl Blondin – 617 Sunrise Ave – School bus facility, proposed hiring freeze

VI. **Consent Agenda**

- A. Minutes of April 9, 2020 Business Meeting
- B. Minutes of April 9, 2020 Closed Meeting
- C. Disbursement Register April 11 – April 24, 2020
- D. Accepts Gifts and Donations – March 2020
- E. Human Resources Personnel Report
- F. Northeast Metro District 916 Fiscal Year 2021 Special Education Services Itinerant Agreement

*Motion by: Member Riehle to approve agenda items A, B, D, E, F; Second by: Member Pearson; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.*

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

## **VII. Reports**

### **A. Distance Learning/COVID-19 Updates**

Superintendent Pontrelli announced Governor Walz has all MN schools closed for the remainder of the school year to slow the spread of COVID. We will continue with distance learning. Family support resources and ideas were shared. A webinar series will be provided for tips and strategies for families to survive this new normal. Principal Bach shared graduation ideas from a committee that was formed including some seniors. MSHL announced there will be no spring sports or activities. May 1 and May 4 will not be student contact days so teachers can prepare for distance learning for the remainder of the school year. Dr. McDowell shared information on attendance, student engagement and IEPs for special education students during distance learning. \$100,000 has been spent in technology out of the \$450,000 approved for COVID related purchases. A generous donation was received from the Whitson Foundation to use for COVID related items.

### **B. Second Reading of Policy 406 – Public and Private Personnel Data**

Director Burns presented Policy 406 for a second reading. No changes were made since the previous reading. Any comments or questions related to the policy should be directed to work group members. The policy will come for final review and approval at the May 14 meeting.

### **C. CliftonLarsonAllen LLP Auditor Engagement Letter**

Dr. John Thein reported per auditing standards, CliftonLarsonAllen LLP has provided an engagement letter explaining the basic services they will perform in conjunction with auditing. This will come back for board final approval at the May 14 meeting.

### **D. Web Redesign Contract**

Ms. Keister and Mr. Perry reported how the school district staff are working to redesign the district and school websites and are recommending the board consider approval of a new vendor, Finalsity, to assist in designing, building and supporting the new sites. This multi-year contract would replace the existing website hosting and maintenance costs. The one-time costs associated with designing and building the new site has already been built into the 2019-2020 budget. The main goal of this project is to create a more modern and functional website with a strong focus on enrollment marketing. This will come for approval at the May 14 board meeting. The new site would then be expected to be launched winter 2020.

## **VIII. Action Items**

### **A. Stillwater Middle School Partial Roof Replacement and Stillwater Area High School Wall Panel Installation**

Dr. John Thein presented a partial roof replacement at the middle school and wall panel installation at the high school at the previous board meeting. Construction costs for this project were estimated to be \$590,000 and are part of the approved FY 2021 Long-Term Facilities Maintenance funding. The bids came in under the estimated amount. The lowest responsible bidder combination was by Diverse Construction Services, LLC of Columbia Heights, MN for a bid total of \$321,397.00 at Stillwater Middle School and Berwald Roofing Company Inc. of North Saint Paul, MN for a bid total of \$86,300.00 at Stillwater Area High School Administration requests awarding the bid to Diverse Construction Services, LLC for the roof replacement at Stillwater Middle School and Berwald Roofing Company Inc. for the metal wall panel installation at Stillwater Area High School.

*Motion by: Member Ptacek to approve the 2020 Stillwater Middle School partial roof replacement and the Stillwater Area High School wall panel installation project; Second by: Member Pelletier; Roll Call Vote: 7 ayes, 0 nays, Motion Carried Unanimously.*

B. District Wide Building Renovation

Dr. John Thein shared these projects are part of the FY 2021 Long-Term Facilities Maintenance program. The project is budgeted at \$1,766,000 with various items including: flooring, casework, lighting, demountable walls, plumbing fixtures, and domestic water main. The lowest responsible bidder is Market and Johnson Inc. of Oakdale, MN with a bid of \$1,416,881.00 with all bids being very close. BWBR Architects recommends entering into a contract with Market and Johnson Inc. to complete the District wide renovation project. Administration requests the board approval.

*Motion by: Member Burns to approve the 2020 District Wide Building Renovation project; Second by: Member Ptacek; Roll Call Vote: 7 ayes, 0 nays, Motion Carried Unanimously.*

C. Stillwater Area High School Tuck Pointing

Dr. John Thein brought before the board the Stillwater Area High School Auditorium west exterior wall requires tuck pointing. The budget for this project is \$150,000 and will be funded by the FY 2021 Long-Term Facilities Maintenance fund. Two proposals for the project were received on April 14, 2020. The lowest proposal is from Advanced Masonry Restoration of Little Canada, MN for a total of \$65,500 which came in considerably under budget. BWBR Architects recommends awarding the contract to them. Administration requests approval to award the proposal to Advanced Masonry Restoration.

*Motion by: Member Ptacek to approve the Stillwater Area High School tuck pointing project; Second by: Member Pelletier; Roll Call Vote: 7 ayes, 0 nays, Motion Carried Unanimously.*

D. Oak-Land Middle School Tile Replacement

Dr. John Thein presented that at the last meeting it was brought before the board that the Oak-Land Middle School pool wall tile is loose and in need of replacement. This is being withheld as there were some irregularities in the bids and significant differences between some contractors. Administration would like to go back out for a more fair bid process.

*Motion by: Member Pelletier to withdraw the motion for the Oak-Land Middle School tile replacement project for further action; Second by: Member Pearson; Roll Call Vote: 7 ayes, 0 nays, Motion Carried Unanimously.*

E. Transportation Contract and Lease Agreement – Dr. John Thein and Mr. Jan Vanderwall

Dr. Thein indicated a work session was held last evening to review transportation contracts. Transportation consultant, Mr. Jan Vanderwall shared his recommendation to approve a four year transportation contract with MN Central School Bus, the district's current vendor. The lowest bid is also the incumbent and keeping the same vendor would provide consistency with the district and less of a learning curve. Current contract is due to end July 31, 2020 with MN Central. That contract has a provision that we will provide the site for the company. Last November we went out for an RFP and received five responses in December. January it was discovered there may be issues with the bus terminal. Question arose whether we should enter into a contract with a bus company that obligated us to have a site if we didn't have a site available. Mr. Vanderwall worked with a Caldwell relator on three options for other bus terminal sites. Board members discussed concerns with the bidding process and the future of the district's current transportation terminal.

*Motion by: Member Weisberg that the board direct administration to negotiate with MTN, MN Central, and MN Coaches for our transportation contract beginning July 31, 2020 to include pricing with a district terminal and without a district terminal for a one year and four year format; Second by: Member Riehle. Roll Call Vote: 7 ayes, 0 nays; Motion Carried Unanimously.*

*Motion by: Member Stivland to amend the motion that the board directs administration to negotiate with MTN, MN Central, and MN Coaches for our transportation contract beginning August 1, 2020 to include pricing with a district terminal and without a district terminal in a one year and four year format. Second by: Member Riehle; Roll Call Vote: 6 ayes, 1 nay (Pelletier); Motion Carried.*

Chair called for a 5 minutes recess

*Motion by Member Stivland to direct administration to negotiate a one year lease with Stage Coach Property or another property deemed workable; Second by: Member Weisberg. This motion was withdrawn by Chair Stivland.*

**F. Proposed Approach for All New Hires**

Chair Stivland shared that with the current economic outlook relating to the pandemic, she would recommend we pause and not over hire to protect the current employees.

Dr. McDowell and Ms. Moen gave an overview of the staffing process, how many vacant positions are currently open in the district, which positions they could possibly hold off until June, and which positions recommended for continuation to hire. April 8 principals started posting and hiring externally. Paraprofessionals have similar language as teachers and with COVID Ms. Moen worked with the paraprofessional union and posted 57 positions this last week. Have not rehired for any school age care summer program and that is usually 60 people. This area will come up once we know more of what the summer looks like. Discussion was held on using different tiers and/or which positions would be put on a hiring pause.

*Motion by Chair Stivland for a hiring freeze until May 15 and work together to ensure we have tiers decided and define a process that can be agreed upon going forward. Second by: Member Riehle.*

*Motion by Member Pearson to amend the motion of a hiring pause, excluding teaching staff until May 15 and to work together to ensure we have tiers decided and define a process that can be agreed upon going forward. Second by: Member Ptacek; Vote 7 ayes; 0 nays. Motion Carried Unanimously.*

*Motion by Member Pelletier to amend the amended motion of a hiring pause until May 15 excluding teaching staff and all paras to ensure we define a process that can be agreed upon going forward; Second by: Member Burns; Roll Call Vote 7 ayes, 0 nays. Motion Carries Unanimously.*

*Motion by Member Stivland to amend the amended motion of a hiring pause until May 15 excluding teacher staff and Special Education paras and work on a strategy going forward; second by: Member Burns; Vote 7 ayes, 0 nays. Motion Carries Unanimously.*

**IX. Adjournment**

*Motion by Chair Stivland due to the late hour the board will forego the remaining portion of the meeting; Second by Member Pelletier; Vote: 7 ayes, 0 nays. Motion Carries Unanimously.*

A. The meeting adjourned at 11:33 pm

*Respectfully submitted, Mike Ptacek, Clerk*