



Independent School District No. 834 – Stillwater Area Public Schools
Stillwater City Hall, 216 North 4th Street, Stillwater, MN
September 12, 2019 – 6:00 p.m. Meeting Minutes

I. Call to Order: The meeting was called to order at 6:05 p.m.

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

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

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

V. Approval of the Agenda

Motion to approve the agenda by: Member Riehle; Second by: Member Stivland, Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

VI. Superintendent's Report

Superintendent Pontrelli reported:

1. Welcome Rick Robbins new executive director with the Partnership Plan.
2. Due to scheduling conflicts with Morris Leatherman, the survey has been scheduled for the September 26 meeting.
3. Attended Retired Educators luncheon and shared our initiatives and what is happening in the district.
4. Superintendent Advisory Council met this week. Working consistently with three areas of focus – legislative efforts, welcoming environments, and referendums.
5. Community Design Team had its first meeting this past Tuesday. Great turn out for first meeting.
6. At a recent Finance Working Group meeting there was a question on a past executive summary report. Will add an addendum to provide additional information to the cost and total cost of the Oak Park media center.

VII. Introductory Items

Superintendent Pontrelli recognized Representative Shelly Christiansen. She was nominated as a MN School Board Association Legislator of Distinction for 2019. Recognize her advocacy for the school district and across the state. She helped with the Snow Day Relief.

VIII. Open Forum

1. Robert Dickie – Helps with housing for family and youth. Students are at their facility and asks district to help with transportation.
2. Jim Franklin – Concern with open committee meetings. Attended Community Engagement Workgroup and they discussed good plans and engagement. Thank you for your goal oriented communication.
3. Kate Niemann – Stillwater Township – Open forum is an important mechanism for public to communicate with the board members. Appreciate the board's responses when reaching out.
4. Bob Sherman – Stillwater – Resolution of superintendent dispute. Thank you to Whitson Foundation.

5. Doug Hemer – Stillwater – Sent a letter to the Board regarding mediation. Realize the requirement to waive in advance any claims the superintendent might have to actions taken was not part of the motion and apologize for the misread. Applaud Chair for not including that requirement in the motion.
6. Josh Leonard – Thank you for a great opening couple weeks. Ready Set Go conferences meant a lot. Appreciate and thank teachers and staff for their enthusiasm. Thanks for the strong leadership.

IX. Consent Agenda

- A. Minutes of August 22, 2019 Special School Board Meeting
- B. Minutes of August 22, 2019 Business Meeting
- C. Disbursement Register August 24-September 13, 2019
- D. Marsh and McLennan Agency – Workers' Compensation Renewal
- E. Additional Transportation Facility Design
- F. Human Resources Personnel Report

Motion by: Member Pelletier to remove A and B from the motion; Second by Member Stivland to remove A and B and Vote on items C-F. Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

Motion by: Member Pelletier to accept and approve items C-F; Second by: Member Riehle; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

Minutes of August 22 Special School Board meeting have one change: V. Closed Session vote change from 7 ayes to 6 ayes.

Motion by Member Burns to accept and approve the August 22 Special School Board meeting minutes with the change indicated; Second by: Member Stivland; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

Minutes of the August 22, 2019 Business Meeting change XII. Board Member Reports. C. 1. Director Riehle. Remove the sentence 'Met with auditors who indicated to update the executive summary'. Change the word unanimous to anonymous. Add to B. Working Group Reports 2. Finance and Operations. Met with auditors and think it is important to have the executive summary corrected and they agreed it was important as well.

Motion by Member Riehle to accept and approve the minutes of the August 22, 2019 Business meeting minutes with the changes indicated; Second by: Member Weisberg; Vote: 6 ayes, 1 nay (Pelletier), Motion Carried.

X. Reports

- A. Open Forum Process
The Policy Work Group reviewed Policy 206 – Public Participation in School Board Meetings. The policy indicates there is flexibility to make changes. The Work Group wants to try and keep balance with efficient use of time. The Work Group's recommendation is to give 3 minutes and expand the number of speakers to 15 with the intent to revisit in November. The work group realizes the public forum is a very important piece of open business meetings.
- B. First Day of School Report
Dr. McDowell and Ms. Hoheisel presented information on the first day of school for the 2019-20 school year. Enrollment numbers for the first day were shared, as well as family experiences with the staggered start times for grades 6-12 and the K-5 conferences. This year's focus is 'every student every day'. The Stuff the Bus Campaign statistics was also shared.

The following are all mandatory policies. The Second Reading of the following policies were presented by Director Stivland.

- C. Policy 412 – Expense Reimbursement

- D. Policy 427 – Workload Limits for Special Education Teachers
- E. Policy 502 – Search of Student Lockers, Desks, Personal Possessions, and Students Person
- F. Policy 722 – Public Data Requests – this policy was pulled due to concerns raised. The Policy Work Group will review and bring back for second review at a future meeting.

Final readings for Policy for 412, 427 and 502 will be brought to the September 26 board meeting.

XI. Action Items

A. Proposal to Consider Mediation Parameters

Chair Ptacek indicated there is a generous offer by the Whitson Foundation. In order to further consider the mediation proposed by Whitson Foundation the Chair wants to address the associated liability concerns, that he be authorized to contact the District's legal counsel to request she draft an agreement whereby the Superintendent would consent to the release of her personnel data in the course of mediation and agree to hold the District and Board harmless from any liability arising from the mediation, which must be held at Open Board meetings. The draft would be brought to future meetings for board review and approval and eventually approval by the Superintendent.

Motion by: Member Ptacek to approve the Board Chair to contact the district's legal counsel to request a draft agreement whereby the Superintendent would consent to the release of her personnel data in the course of mediation and agree to hold the District and Board harmless from any liability arising from the mediation which must be held at an Open Board meeting; Second by: Member Weisberg; Vote: 2 ayes; 5 nays (Burns, Stivland, Pearson, Riehle, Pelletier), Motion Denied.

XII. Board Member Reports

A. Board Chair Report

- Community Design Team met and was impressed with the students who participated.
- Two student representatives will start at the next board meeting.
- Will add to the Working Group Reports a report from the Community Design Team at future meetings.
- Asked Director Burns to comment on the first Community Design Team. Director Burns indicated there were very enthusiastic people involved. Worked on long term vision statements. Seven meetings scheduled and they are publicly posted. There is a Long Range Planning link on the website.
- Attended AMSD last week.
- MSBA has a Delegate Assembly made up of board members. Sarah and Mike nominated as delegates.

B. Working Group Reports

1. Community Engagement – Director Pearson – Work Group met today. Will have a tent up at the Homecoming carnival from 3:30-6:30 offering a brief survey and requesting board members help at the tent. Carnival is still looking for volunteers. World's Best Work Force has a need to fill more spots. Discussed board member school liaisons and looking for feedback.
2. Finance and Operations – Director Weisberg – Meeting held on August 29th. Meetings are posted on the website.
3. Legislative – Chair Ptacek – MSBA and AMSD are developing legislative platforms. A meeting will be scheduled of the work group and we are developing a timetable of legislative important events. SEE meeting scheduled on Sept 20th with Bill Morris speaking.
4. Policy – Director Stivland – Policy Work Group met this past Tuesday and met previously on the open forum questions. Reviewing mandatory policies by the state and those with annual review. Will then go back and work through other policies. Work Group meetings are open meetings. Board needs to define what the expectations if a board member is in the audience. Next meeting is October 1.
5. Personnel – Director Pearson – No meeting.

C. Board Member Reports

1. Director Pelletier – Involved in the Pollution Prevention group with Anderson Windows as a representative from the school district. Anderson is expanding in Cottage Grove and adding 125 new jobs. Concern with the Working Group meeting and possible quorum and would appreciate more discussion. Request for finance to discuss cuts we recently had and where they fit into the future budget. Nikhi Kumaran and Abdulaziz Mohamed wanted to wish every well and having a lot of fun at the UofMN and wish new student representatives luck.
2. Director Riehle – Opportunity to attend Ready Set Go at Afton Lakeland which was a really great experience. Attended Design Team meeting. Point out that Skyward and Schoology are available in app form which is convenient for parents. Shared information of attendance at a legally open and posted board meeting on August 29.
3. Director Weisberg – Attended the Community Design Team meeting and it was very encouraging. Attended the first Partnership Plan Meeting of the year. As board liaison will be attending the Grant Committee.
4. Director Pearson – Request to look into Open Forum speaker with transportation issues for the homeless students. Superintendent Pontrelli will follow-up. Attended Back to School nights and thank staff for all their work.
5. Director Stivland –SAHS performance of Ham Luke was voted Best Play and Best Technical Production at the International Festival Fringe in Edinburgh, Scotland. The Fall Fund Drive for the Intermediate District 916 Education Foundation is going on.
6. Director Burns – The theatre group worked very hard and has made Stillwater proud. Thank staff, administration and families for making the Ready Set Go conferences as well as back to school nights successful and educational. Statement for the Chair and board members for a reminder of the board's educational goals and responsibilities. Work toward fulfilling the goals we read at the meeting.

XIII. Adjournment

- A. The meeting adjourned at 8:27 p.m.

Respectfully submitted, Sarah Stivland, school board clerk.