



Independent School District No. 834 – Stillwater Area Public Schools
Video Conference
May 14, 2020 – 6:00 p.m. Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 6:11 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: Absent: Elise Riniker and Khuluc Yang

III. **Approval of the Agenda**

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

IV. **Open Forum**

- Carl Blondin, 617 Sunrise Ave, Stillwater – legal issues
- James Franklin, W Lakeland Township – legal counsel conduct policy
- Dianne Polasik, 14420 94th St N. Stillwater – request change in board direction

V. **Consent Agenda**

- A. Minutes of April 23, 2020 Regular Meeting
- B. Minutes of the April 28, 2020 Closed Meeting
- C. Disbursement Register April 25 – May 15, 2020
- D. Human Resources Report
- E. Annual Math Workbook Consumables
- F. Level III Grievance Response
- G. Authorization to conduct an investigation of an employee complaint dated February 26, 2020
- H. Retain attorney Kristi Hastings of the Pemberton Law firm to conduct the Board authorized investigation of an employee complaint dated February 26, 2020

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

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

Motion by: Member Burns to approve agenda item F; Second by: Member Pearson; Vote: 5 ayes, 2 nays (Ptacek, Weisberg), Motion Carried.

Motion by: Member Burns to approve agenda item H; Second by: Member Ptacek; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

VI. **Reports**

- A. Distance Learning/COVID-19 Update
Superintendent Pontrelli shared an update on what is next for distance learning, how COVID-19 has impacted our budget and community education, how the district is supporting our families, the end of the year impact, how we will honor our graduates virtually on May 30, and issues and actions to ensure success in the fall. Dr. McDowell explained changes in the grading protocol for all grade levels for this spring semester.

- B. Preliminary General Fund Budget
Dr. Thein reported on the preliminary general fund budget. He reviewed four areas: the projected general fund balance, the unassigned general fund balance considerations, unforeseen general and fund budget costs and savings. The budget is based on his assumptions. The preliminary budget will come to the board for approval at the June 11 school board meeting.
 - C. Chromebook Purchases
Mr. Perry presented that the district has 3000 Chromebooks expiring in July 2021. He proposes the purchase of 1,400 Chromebooks to replace and replenish aging Chromebooks district-wide. The total expense is \$400,000 each year for the next three years. These Chromebooks are needed to maintain state testing guidelines and to meet the needs of our students. Once a chromebook is purchased and licensed, that chromebook has no ongoing costs (except potential repair). Chromebooks need to be replaced cyclically every 5-6 years. There is a technology reserve fund to help with some of the cost.
 - D. RFP Report for Student Information Systems
Mr. Perry gave a modernized update to the student information platform. He explained the RFP process for seeking Student Information System (Skyward), Learning Management System (Schoology), and Assessment & Analytics (Illuminate) software services for the district. The District has used Skyward for over 20 years and is seeking solutions that would provide a more integrated environment for teachers, parents, and students while also exploring potential cost savings. A PowerSchool contract will be presented to the Finance Working Group before going to the full board as an action item on May 28.
- Director Burns went through the changes to each of the following policies that have been reviewed by the Policy Work Group.
- E. First Reading of Policy 428 – Employee Technology and Internet Access and Acceptable Use
In the past the policy was combined for both staff and students. In the proposed policy the Work Group separated the new policies for staff and students.
 - F. First Reading of Policy 524 – Student Technology and Internet Access and Acceptable Use
This policy has minimal changes with only the reference of staff removed. Encourage staff, parents and students give feedback on these two policies.
 - G. First Reading of Policy 506 – Student Discipline
This policy was up for annual review. The Disciplinary Review Committee made up of students, staff and parents reviewed this policy and a couple changes made to address the importance of student support systems and restorative practices.
 - H. First Reading of Policy 514 – Bullying Prohibition
This policy was also up for annual review. Disciplinary Review Committee reviewed the policy and proposed only one change in the definition “Immediately”. After being contacted by a resident, Director Pelletier is requesting the Work Group consider a Board policy to extend this policy to Board members and decide if this is applicable.
 - I. Third Reading of Policy 520 – Student Surveys
This policy is coming for a third review to the work group to explain more of the changes that were made with the help of legal consult. One change is it is an “opt in” instead of “opt out” for student surveys that contain certain content that is listed in the policy. Encourage comments to the work group before this will come back to the May 28 meeting for final approval.

Chair Stivland called for a 5 minute break.

VII. Action Items

- A. Pathways Coordinators Expenditure Form
Dr. McDowell shared this is regarding the 1.0 FTE Pathways Coordinator Position and a .4 FTE coordinator position, at an estimated annual cost of \$149,000. Dr. McDowell expressed a budget concern regarding the two

additional positions. He suggested Board members review these two additional positions along with others when more information is available on state funding.

Motion by: Member Pelletier to table the Pathways Coordinators position; Second by: Member Ptacek; Vote 7 ayes, 0 nays. Motion Carried Unanimously.

B. 9th and 11th Grade Literacy Curriculum and Professional Development

Ms. Larson requested the adoption and approval of an expenditure of \$128,592.59 for the 9th and 11th grade curriculum and professional development through Houghton Mifflin Harcourt.

Motion by: Member Burns to approve the 9th and 11th grade curriculum and professional development; Second by: Member Weisberg; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

C. CliftonLarsonAllen LLP Auditor Engagement Letter

Dr. Thein presented CliftonLarsonAllen LLP engagement letter explaining the basic services to be provided in conjunction with the upcoming audit.

Motion by: Member Ptacek to approve the engagement letter with CliftonLarsonAllen, LLP; Second by: Member Riehle; Vote 7 ayes, 0 nays, Motion Carried Unanimously.

D. Web Redesign Contract

Ms. Keister shared that this contract with Finalsity to assist in designing, building and supporting the new websites. The main goal of this project is to create a more modern and functional website with a strong focus on enrollment marketing. The multi-year website vendor contract will replace the current website hosting and maintenance costs. The one-time costs associated with designing and building the site is already part of the 2019-2020 budget.

Motion by: Member Pearson to approve the website redesign contract; Second by: Member Ptacek; Vote 7 ayes, 0 nays, Motion Carried Unanimously.

E. Final Reading of Policy 406 – Public and Private Personnel Data

There were no concerns shared with Director Burns regarding Policy 406 which was brought before the board for final reading and approval.

Motion by: Member Pelletier to approve Policy 406-Public and Private Personnel Data; Second by: Member Stivland; Vote 7 ayes, 0 nays, Motion Carried Unanimously.

F. Oak-Land Tennis Court Resurfacing

Dr. Thein presented the 2020 Tennis Court Resurfacing project for approval. This project consists of repairing cracks and resurfacing the tennis courts at Oak-Land Middle School. This will extend the life of the playing surface. The project was estimated to cost \$50,000 and will be funded by the Long-term Facilities Maintenance fund. Two proposals were received on April 29, 2020. The lowest proposal was from Upper Midwest Athletic Construction of Andover, MN for a total of \$54,600.

Motion by: Member Ptacek to approve the contract to Upper Midwest Athletic Construction for tennis court resurfacing project in the amount of \$54,600; second by: Member Weisberg; Vote 7 ayes, 0 nays, Motion Carried Unanimously.

G. Transportation Contract and Lease Agreement

Mr. Vanderwall presented to the board that on December 20, 2019, Stillwater Area Public Schools received written quotations for transportation of resident public, nonpublic, and charter school children. Six quotes were received, and the district entered into direct negotiations with the low responsible incumbent vendor, North American Central School Bus, LLC dba Minnesota Central School Bus. On April 24, 2020, the School Board requested that Administration negotiate for another round of prices from three vendors, for both one year and four year duration pricing and asked that vendors respond to the question of provision of a terminal vs. a District supplied terminal. On May 5, 2020, new quotations were received from three vendors. These proposals have been evaluated both as to the proposed pricing and many other factors relevant to the ability to provide safe and efficient service to the School

District. It was Administration and Mr. Vanderwall's recommendation for approval of a 4-year contract with the incumbent contractor.

Motion by: Member Weisberg to approve entering into a four-year transportation contract with Metropolitan Transportation Network (MTN) school bus company; Second by: Member Riehle; Vote: 4 ayes (Ptacek, Riehle, Stivland, Weisberg), 3 nays (Burns, Pearson, Pelletier), Motion Carried.

H. Hiring Strategy

Chair Stivland indicated the Personnel Working group met with administration to work on a specific plan for a process to determine the hiring priorities to help navigate the economic downturn. This process has not completely been defined.

Motion by Member Stivland to extend the hiring pause until June 1, with the exception of the district-wide accountant; Second by: Member Riehle; Vote 5 ayes, 2 nays (Burns, Pelletier), Motion Carried.

VIII. Board Reports

A. Board Chair Report – District 916 golf tournament cancelled

B. Working Group Reports

1. Community Engagement – Director Weisberg – shared a post on social media regarding the meals program helping the district.

IX. Adjournment

A. The meeting adjourned formally at 11:21 p.m.

Respectfully submitted, Mike Ptacek, Clerk