



Independent School District No. 834 – Stillwater Area Public Schools

Video Conference

April 9, 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: Absent: Elise Riniker and Khuluc Yang

III. **Approval of the Agenda**

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

IV. **Open Forum**

- Melanie Zahler – 630 Main St N – Disrespectful behavior
- Denise Stephens – Lake Elmo – Community feedback on recent decisions
- Sandi Hayner – Stillwater – Taxpayers and voters

V. **Consent Agenda**

- A. Minutes of March 19, 2020 Regular Meeting
- B. Minutes of the March 19, 2020 Closed Meeting
- C. Disbursement Register March 21 – April 10, 2020
- D. Human Resources Report
- E. Lily Lake Elementary Fire Alarm Replacement
- F. Andersen Elementary Rooftop and Make-up Unit Replacement
- G. Expenditure Form – Hiring of Interim Executive Director of Finance and Operations

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

Motion by: Member Burns to approve agenda items D and G; Second by: Member Ptacek; Vote: 6 ayes, 0 nays, 1 abstain (Pelletier), Motion Carried.

VI. **Reports**

- A. COVID-19 Response and Updates
Superintendent Pontrelli shared an update on the work happening within the district. We are providing professional development for instructional staff to help create lessons and provide resources. We have developed a variety of resources to help parents navigate their new role with training videos, online presentations and sample distance learning schedules. A comprehensive distance learning web page was provided for families. Our student advocates and school counselors have put together resources to help students and families deal with the stress and challenges of COVID-19. We have supplied more than 500 chrome books to students and 150 families are awaiting delivery of cellular hotspots coming in the next few days. There are many community organizations that are helping

the district with a variety of needs. We continue to serve meals to our students with 2100 bags of food handed out this past Monday, each containing five days' worth of meals. Child care was expanded to workers in Tier 2, which includes grocery store workers and others helping to maintain the services deemed essential by the governor. We are serving between 30 and 40 kids at our child care sites each day going from four down to three sites.

- B. 2020 Roof Replacement at Stillwater Middle School and Stillwater Area High School
Mr. Thein presented that the middle school will replace the roof section over the southeast corner classrooms on the east wing of the building. This roof section was last replaced in 1989 and has reached life expectancy. The high school will install metal panels on the upper east and north facing walls of the auditorium. The metal panels will eliminate the water intrusion in this area. Construction Costs for this project were estimated to be \$590,000 and are part of the approved fiscal year 2021 long-term facilities maintenance funding. Seven bids were included for review. The lowest responsible bidder combination was obtained by Diverse Construction Services, LLC for a bid total of \$321,397 at the middle school and Berwald Roofing Company Inc. for a bid total of \$86,300 at the high school.

At the April 23 meeting administration will request awarding a contract to the above two companies.

- C. District Wide Building Renovation
Mr. Thein shared that the 2020 district wide renovations consist of projects at Afton-Lakeland Elementary, Lily Lake Elementary, Stillwater Middle School and Stonebridge Elementary. These projects are part of the fiscal year 2021 long-term facilities maintenance program. The project is currently budgeted at \$1,766,000. Bids will be opened on April 14, 2020. It is a good time to start the work on these schools with no students in the buildings. Request awarding a contract to the lowest responsible bidder at the April 23 meeting.
- D. Stillwater Area High School Tuck Pointing
Mr. Thein indicated that the high school auditorium west exterior wall needs to be tuck pointed which is a process of removing and replacing the mortar between the bricks. The current mortar is no longer effective keeping water out of the wall cavity. The auditorium is scheduled to be closed this summer to accommodate this work. The budget for this project is \$150,000 and will be funded by the 2021 long-term facilities maintenance fund. Proposals for the project are due April 14 and administration will request awarding a contract to tuck point the west auditorium wall at the April 23, 2020 meeting.
- E. Oak-Land Middle School Tile Replacement
Mr. Thein presented that the middle school pool wall tile is loose and in need of replacement. The pool is scheduled to be closed starting June 20 and will reopen prior to the start of the school year. Pools need to be kept up to date due to the high humidity. The budget for his project is \$85,000 and will be funded by the 2021 long-term facilities maintenance fund. Proposals for the project are due on April 14 and administration will request awarding a contract to replace the middle school wall tile at the April 23 meeting.
- F. First Reading of Policy 406 – Public and Private Personnel Data
Director Burns presented Policy 406 for first reading. This policy does not currently have an analogous one and was taken primarily from the MSBA policy. The Policy Working Group has not made many changes. Parking space leasing was removed as it does not pertain to personnel. Any comments or questions related to the policy should be directed to the work group members. The Policy will come for second review at the April 23 meeting.

VII. Action Items

- A. 2020 District Wide Pavement Rehabilitation
Mr. Thein indicated this was presented at the March 19 school board meeting requesting \$591,000 be awarded to Bituminous Roadways Inc. for the 2020 district wide pavement project involving the high school, Stillwater Middle School, and Rutherford Elementary. Four separate project descriptions were provided. Larson Engineering reviewed the bids. Administration is requesting a contract be awarded to Bituminous Roadways for the project.

*Motion by: Member Pearson to approve the 2020 District Wide Pavement Rehabilitation project; Second by: Member Burns;
Vote: 7 ayes, 0 nays, Motion Carried Unanimously.*

B. Health Insurance Renewals

Ms. Moen presented the districts renewal rates for medical and dental insurance plans indicating the District Insurance Committee has reviewed and recommends the programs and rate changes effective July 1, 2020.

Medical insurance renewal – An RFP process was completed as it is a requirement by the Health Insurance Transparency Act (HITA), which requests we go out for proposals every two years. The decision of the Insurance Review Committee is to continue with the current insurance carrier – Blue Cross and Blue Shield as they had the lowest renewal. The Review Committee kept in mind was that since we are in the middle of a pandemic, the committee did not want to add additional stress with having a change in providers and medications. The recommended rate increase is 8%.

Dental insurance RFP's were completed last year. The Insurance Review Committee recommended with the dental reserve we have, is to increase the premium by 3% to ensure we are sufficiently covering all our claims.

Vision insurance has a correction for this plan that was incorrectly reflected in the RFP information last year. The rate for this plan needs to be corrected to reflect \$11.82, rather an \$11.52 which was approved by the Board in April 2019.

Motion by: Member Riehle to approve Blue Cross and Blue Shield as the district's medical insurance carrier for the 2020-21 and 2021-22 plan years, increasing the dental rate by 3% and correction of the vision plan coverage rate; Second by: Member Pelletier; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

VIII. Board Reports

- A. Board Chair Report – Attended the 916 board virtual meeting and they have chosen to end their education training program in the career and tech center. 916 administrative assistant, Linda Zahradka served for 49 years and is retiring.
- B. Working Group Reports
 1. Community Engagement – Director Weisberg – Both meetings canceled since we are unable to engage with the community. Liaisons will extend through the next semester.
 2. Finance and Operations – Director Riehle – Bus Terminal – application to amend the CUP going to Lake Elmo Planning Commission on April 13, April 21 city council will hold public hearing and on May 5 will either revoke or approve the CUP. Meeting held last Friday with Jan VanderWall and John Thein to discuss transportation and terminal. Gathering questions from board members for administration to respond with a possible work session to follow.
 3. Legislative – Director Ptacek – All SEE, MSBA and AMSD related meetings have been cancelled. Many newsletters coming from these organizations.
 4. Policy – Director Burns – Met on March 31. Discussed Policy 406. Began to look at new policies 601, 603 and 616 with the topic of curriculum and system accountability. Next meeting April 14. Will review policies 503, 506 and 524 which were just adopted last year. If the work group does not find any changes, they will not come before the board. Ask the board and community to review the policies and if any questions or concerns to direct them to one of the work group members. Legal counsel has reviewed policy 520 student survey policy. This will come back for a final review and approval at the next meeting.
- C. Board Member Reports
 1. Director Pearson – Thank you to families and students for your hard work, understanding and efforts.

2. Director Burns – Recognize the teachers and staff/administration who have worked hard to make this go off as seamless as it has been. Important for the board to get feedback. Validate the communications that have come in to the board.
3. Director Ptacek – Parents and students seem very upbeat. Recognize how hard it is to miss graduation, prom, and other activities.
4. Director Pelletier – Recognize Assistant Superintendent Dr. McDowell for his tremendous amount of work he has put into this district. He has accepted the Superintendent position in Hastings, MN. Addressed the letter that was brought to the board by some staff/community.
5. Director Riehle – Positive experience with distance learning. Special thank you to John Perry.
6. Director Weisberg – This new way of learning may change the way we educate our students.

XIII. Adjournment

Motion by Member Riehle to move to go into closed session pursuant to Minn. Stat. § 13D.05, Subd. 3(b), due to the need for confidential communication with the District's legal counsel related to correspondence from an employee's attorney setting forth alleged legal claims, requested action and threatened litigation. Motion seconded by: Member Weisberg; 7 ayes; 0 nays. The meeting adjourned at 8:03 pm to closed session.

Respectfully submitted, Mike Ptacek, Clerk