



# Stillwater

AREA PUBLIC SCHOOLS

REVISED

**Independent School District 834**  
**Oak Park Building, 8355 Osman Ave N, Stillwater, MN**  
**School Board Business Meeting Agenda – March 19, 2020 6:00 p.m.**

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Agenda**
  
- IV. **Consent Agenda**
  - A. Minutes of March 5, 2020 Business Meeting
  - B. Minutes of March 5, 2020 Closed Meeting
  - C. Disbursement Register March 7 – March 20, 2020
  - D. Accepts Gifts and Donations – February 2020
  - E. Human Resources Personnel Report
  
- V. **Reports**
  - A. 2020 District Wide Pavement Rehabilitation – Ms. Hoheisel
  - B. COVID-19 Response and Preparation – Superintendent Pontrelli
  
- VI. **Action Items**
  - A. Auditor Services – Director Riehle/Ms. Hoheisel
  - B. Policy Final Readings – Director Burns, Policy Work Group
    - 101 – Legal Status of School District
    - 101.1 – Name of the School District
    - 102 – Equal Educational Opportunity
    - 103 – Complaints-Students, Employees, Parents, Other People
    - 104 – School District Mission Statement
  - C. Technology Purchases – Director Riehle, Finance Work Group
  - D. Emergency COVID-19 Release of Funds – Superintendent Pontrelli
  - E. Investigation on Bus Terminal Project – Chair Stivland
  - F. Administrative Leave – Chair Stivland
  
- VII. **Adjournment**
  - A. Adjourn to Closed Session

In response to recent guidance from the Centers for Disease Control and Prevention (CDC) on social distancing, the school board meeting on Thursday, March 19 will be available to the public to watch online only. The meeting will be web streamed live and archived on the district's website. Future board meetings may be conducted electronically until CDC recommendations related to the COVID-19 situation change.



**Agenda Item I.**  
**Date Prepared: March 9, 2020**  
**ISD 834 Board Meeting**

Agenda Item: Call to Order  
Meeting Date: March 19, 2020

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*Background:*

The School Board Chair will call the meeting to order.

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*Recommendation:*

Board action is not required.



**Agenda Item II.**  
**Date Prepared: March 9, 2020**  
**ISD 834 Board Meeting**

Agenda Item: Roll Call  
Meeting Date: March 19, 2020

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*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

Denise Pontrelli, Superintendent of Schools (ex-officio)

Khuluc Yang, Student Representative for 2019-2020

Elise Riniker, Student Representative for 2019-2020

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**Recommendation:**

Board action is not required.



**Agenda Item III.  
Date Prepared: March 17, 2020  
ISD 834 Board Meeting**

Agenda Item: Approval of the Agenda  
Meeting Date: March 19, 2020

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*Background:*

Once quorum has been established the School Board Chair will request approval of the meeting agenda.

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*Recommendation:*

A motion and a second to approve the meeting agenda will be requested.

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**Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_



**Agenda Item IV. A.B.C.D.E.  
Date Prepared: March 17, 2020  
ISD 834 Board Meeting**

Agenda Item: Consent Agenda  
Meeting Date: March 19, 2020  
Contact Person: Varies by item

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**Background:**

The consent agenda is a meeting practice which packages routine reports, Board meeting minutes, and other non-controversial items not requiring discussion or independent action as one agenda item. The Board will approve this 'package' of items together in one motion.

- A. School Board Meeting Minutes March 5, 2020  
Contact Person: Mike Ptacek, Clerk or Sherri Skogen, Secretary  
A copy of the minutes is included for your review.
  
- B. School Board Closed Meeting Minutes March 5, 2020  
Contact Person: Mike Ptacek, Clerk or Sherri Skogen, Secretary  
A copy of the minutes is included for your review.
  
- C. Disbursement Register March 7 – March 20, 2020  
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations  
A copy of the register has been distributed to board members.
  
- D. Accepts Gifts and Donations – February 2020  
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations  
A copy of the register has been distributed to board members.
  
- E. Human Resources Personnel Report  
Contact Person: Cathy Moen, Executive Director of Administrative Services  
A summary of personnel transactions for the month is included for your review.

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**Recommendation:**

BE IT RESOLVED by the School Board of Independent School District 834 – Stillwater Area Public Schools that Consent Agenda Items A through E be approved as written, and a copy of the agenda items is attached to the minutes.

**Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_



Independent School District No. 834 – Stillwater Area Public Schools  
Stillwater City Hall, 216 North Fourth St, Stillwater, MN  
March 5, 2020 – 6:00 p.m. Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 6:00 p.m.
- II. **Roll Call:** Present: Sarah Stivland, chair; Mike Ptacek, clerk; Tina Riehle, treasurer; Mark Burns, director; Jennifer Pelletier, director; Liz Weisberg, director; Absent: Shelley Pearson, vice chair; Superintendent Pontrelli, ex-officio. Student Representatives: Absent: Elise Riniker and Khuluc Yang
- III. **Pledge of Allegiance:** Chair Stivland led the Pledge of Allegiance.
- IV. **District Mission and School Board Goals:** The mission statement was read by Director Ptacek and the goals were read by Director Pelletier.
- V. **Approval of the Agenda**

*Motion to approve the agenda by Member Riehle; seconded by: Member Pelletier, Vote: 6 ayes, 0 nays, Motion Carried Unanimously.*

- VI. **Superintendent Report**
  - School District is communicating with MDH and MDE regarding coronavirus
  - Dept. of Education posted graduation rates
  - Commend the district finance department for receiving excellence in financial reporting award
- VII. **Introductory Items**
  - A. Student Representative Report: No Report
  - B. District Recognition – Unified and TRUST Club students
- VIII. **Open Forum**
  1. Kathy Harvieux – Bus garage
  2. Francis Porbeni – Community Design Team
- IX. **Consent Agenda**
  - A. Minutes of February 20, 2020 Regular Meeting
  - B. Minutes of the February 13, 2020 Closed Meeting
  - C. Disbursement Register February 22-March 6, 2020
  - D. Human Resources Personnel Report
  - E. Cintas Corporation Agreement
  - F. Internet Network Services Agreement
  - G. Upper Lakes Foods, Inc. Renewal Agreement for 2020-2021

*Motion by: Member Pelletier to approve the agenda items A, B, C, E, F, G; Second by: Member Weisberg; Vote: 6 ayes, 0 nays, Motion Carried Unanimously.*

*Motion by: Member Ptacek to approve agenda item D; Second by: Member Stivland; Vote: 6 ayes, 0 nays, Motion Carried Unanimously.*

## **X. Reports**

### **A. Auditor Services**

Director Riehle reported that on October 11 and October 18, 2019 Stillwater Area Public Schools advertised for written proposals from certified public accounting firms to audit its financial statements for the fiscal year ending June 30, 2020, with option of auditing its financial statements for each of the four subsequent fiscal years.

November 5, 2019, Stillwater Area Public Schools received written proposals from four certified public accounting firms to audit its financial statements according to the specifications and conditions of the request for proposals. The board's Finance and Operations Working Group met on February 20, 2020 to review the proposals. The committee work resulted in the participating school board members recommending unanimously Clifton, Larson, Allen, LLP as the district auditor for fiscal year ending June 30, 2020. This will come to the next meeting as an action item.

### **B. Second Reading of Policies**

The following policies are up for biannual review.

Policy 101 – Legal Status of School District

Policy 101.1 – Name of the School District

Policy 102 – Equal Educational Opportunity – replaces SR 1.22

Policy 103 – Complaints – Students, Employees, Parents, Other People

Policy 104 – School District Mission Statement

These policies will come to next business meeting for a final review and approval.

## **XI. Board Reports**

### **A. Board Chair Report**

No report

### **B. Working Group Reports**

1. Community Engagement – Director Weisberg – Next meeting March 17 at 1 pm
2. Finance and Operations – Director Riehle – No meeting since last board meeting
3. Legislative – Director Ptacek – Meeting hold on March 2. March 23 MSBA Day at the capitol, March 24 SEE Day at the capitol, March 27 SEE Regional meeting.
4. Policy – Director Burns – Met on Feb 25 and March 3. Discussed student survey policy, Distribution of Materials policy, Code of Conduct policy, and the curriculum based policies.

### **C. Board Member Reports**

1. Director Weisberg – Attended the Partnership Plan meeting. Partnership Party is scheduled on April 24.
2. Director Riehle – No report
3. Director Ptacek – Attended the MSBA officer training with Chair Stivland and Sherri Skogen.
4. Director Pelletier – Invited to the pre-school class at Andersen Elementary and attended a guest artist at Andersen Elementary. March 30 Central Services staff will have a practice reunification process and looking for volunteers. Shout out of Finance Department for their award.
5. Director Burns – No report

**XIII. Adjournment**

*Motion by Member Stivland to move to go into closed session pursuant to Minn. Stat. § 13D.05, Subd. 3(b), for an attorney-client privileged discussion regarding litigation options to address EN Properties, LLC's failure to perform certain terms of the purchase agreement and the City's related denial of an amendment to the bus terminal CUP. Motion seconded by: Member Riehle; 6 ayes; 0 nays. The meeting adjourned at 6:54 to closed session.*

*Respectfully submitted, Mike Ptacek, Clerk*



## Independent School District 834

Stillwater City Hall, 216 North Fourth St, Stillwater, MN

School Board Closed Meeting Minutes

March 5, 2020

I. The meeting was called to order at 7:06 p.m.

II. Roll Call

Members present: Mark Burns, Jennifer Pelletier, Mike Ptacek, Tina Riehle, Sarah Stivland, Liz Weisberg

Others present: Superintendent Pontrelli, Peter Mikhail

III. The Board adjourned to closed session at 7:06 p.m. pursuant to Minnesota Statute §13D.05 Subd. (3) to discuss attorney-client privileged discussion regarding litigation options to address EN Properties, LLC's failure to install water and sewer lines for the bus terminal site and the City of Lake Elmo's refusal to amend the site's CUP pending installation of the water and sewer lines.

*Motion by: Member Ptacek; Second by: Member Stivland; Vote: 6 ayes, 0 nays, motion carried unanimously.*

V. Closed meeting adjourned at 8:10 p.m.

*Motion by: Member Riehle; Second by: Member Stivland; Vote: 6 ayes, 0 nays, motion carried unanimously.*

*Respectfully submitted by Mike Ptacek, clerk.*

(New Hires, Resignations, Retirements, Terminations, Leave Requests)

**RETIREMENT/RESIGNATION/RELEASE**

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Cobb, Josh	Resignation	Paraprofessional 6.50 hrs/day Andersen Elementary School	SCPA	March 13, 2020
Koenig, Cynthia	Retirement (16 years)	Paraprofessional 6.25 hrs/day Afton-Lakeland Elementary School	SCPA	May 29, 2020
Reinke, Jennifer	Resignation	Community Education Assistant 5.0 hrs/day Rutherford Elementary School	CE Leads & Assistants	February 1, 2020
Wettstein, Deloris	Retirement (17 years)	Cafeteria 5.5 hrs/day Rutherford Elementary School	Cafeteria	May 29, 2020

**HIRES/REHIRE**

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
DesJardins, Rachel	Community Education Casual District Wide	\$15.00 / hour	Casual	Casual	March 2, 2020
Hendry, Faythe	Community Education Casual District Wide	\$15.00 / hour	Casual	Casual	March 2, 2020
Kretman, Amanda	Community Education Assistant 1.75 hrs/week Andersen Elementary School	\$15.75 / hour	Replacement	CE Leads & Assistants	March 9, 2020
Kvaas-Reed, Samantha	Community Education Assistant 4.75 hrs/day Lake Elmo Elementary School	\$15.00 / hour	Replacement	CE Leads & Assistants	March 9, 2020
Rodriguez, Marcos	Paraprofessional 7.5 hrs/day Oak-Land Middle School	\$16.12 / hour	Student Need	SCPA	March 2, 2020
Tichawa, Margaret	Community Education Casual District Wide	\$28.00 / hour	Casual	Casual	March 2, 2020

**LEAVES OF ABSENCE**

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Syman, Mara	Approve	1.0 FTE Band Teacher District Wide	SCEA	August 24, 2020 - June 4, 2021

**ASSIGNMENT CHANGES**

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Appert, Joelle	1.0 FTE Special Education Teacher Rutherford Elementary School	1.0 FTE Special Education Teacher Stillwater Middle School	2020-2021 Staffing	SCEA	August 24, 2020
Barber, Mikki	.60 FTE Elementary Education Teacher Rutherford Elementary School	.50 FTE Intervention Teacher Rutherford Elementary School	2020-2021 Staffing	SCEA	August 24, 2020
Campbell, Kristi	.80 FTE Intervention Teacher Andersen Elementary School	1.0 FTE Intervention Teacher Andersen Elementary School	2020-2021 Staffing	SCEA	August 24, 2020
Cobb, Joshua	Paraprofessional 6.25 hrs/day Andersen Elementary School	Paraprofessional 6.50 hrs/day Andersen Elementary School	Replacement	SCPA	February 28, 2020
Fanous, Soher	Paraprofessional 4.25 hrs/day Andersen Elementary School	Paraprofessional 6.50 hrs/day Andersen Elementary School	Replacement	SCPA	March 16, 2020
Johnson, Danielle	.80 FTE Intervention Teacher Rutherford Elementary School	.50 FTE Intervention Teacher Rutherford Elementary School	2020-2021 Staffing	SCEA	August 24, 2020
Junko, Timothy	1.0 FTE GATE Teacher Stillwater Middle School	.80 FTE GATE Teacher Stillwater Middle School	2020-2021 Staffing	SCEA	August 24, 2020
Klein, Stacy	Paraprofessional 6.5 hrs/day Andersen Elementary School	Behavior Paraprofessional 7.0 hrs/day Andersen Elementary School	Replacement	SCPA	February 27, 2020
Peterson, Lisa	1.0 FTE Special Education Teacher Stillwater Middle School	.80 FTE GATE Teacher Stillwater Middle School	2020-2021 Staffing	SCEA	August 24, 2020
Spain, Stan	1.0 FTE Special Education Teacher Andersen Elementary School	1.0 FTE Special Education Teacher Rutherford Elementary School	2020-2021 Staffing	SCEA	August 24, 2020
Steil, Rachel	1.0 FTE English Teacher Stillwater Area High School	1.0 FTE English Teacher & Pathways Coordinator Stillwater Area High School	Partnership Plan	SCEA	March 31, 2020 - June 2, 2020



**Agenda Item: V. A.**  
**Date Prepared: March 17, 2020**  
**ISD 834 Board Meeting**

Agenda Item: 2020 District Wide Pavement Rehabilitation  
Meeting Date: March 19, 2020  
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

*Background:* The Stillwater Area Public Schools – 2020 District Wide Pavement Rehabilitation will take place at and consist of the following:

Site	Project Description
Stillwater Area High School	Replace west student parking lot and Grounds Dept trail
Stillwater Middle School	Sealcoat main parking lot bus loading area
Rutherford Elementary	Sealcoat entrance drive, parking lot and bus loading area
Rutherford Elementary	Mill and overlay overflow parking area

Construction costs for this project were estimated to be \$854,115.00 and are part of the approved FY 2021 Long-Term Facilities Maintenance funding. Four bids were received on March 5, 2020 for the district wide pavement rehabilitation project. The lowest responsible bidder is Bituminous Roadways, Inc. from Mendota Heights, MN for a bid total of \$591,000.00. Larson Engineering is recommending them as the lowest responsible bidder. Administration will request awarding a contract to Bituminous Roadways Inc. for the 2020 District Wide Pavement Rehabilitation project at the April 9, 2020 Board of Education meeting.

Location(s): Various Sites

Project Name: 2020 District Wide Pavement Rehabilitation

Fund: Long-Term Facilities Maintenance – Site Projects

Item: Seal coat, bituminous overlay and bituminous replacement

Amount: Bituminous Roadways, Inc. for a bid total of \$591,000.00

The 2020 District Wide Pavement Rehabilitation project contract approval will be an action item at the April 9, 2020 Board of Education meeting.

## EXPENDITURE APPROVAL FORM Fiscal Year 2020-2021

**Instructions:** This form is to be completed any time a lease, purchase, or contract for goods or services exceeds \$50,000.

**REQUESTED BY:** Kristen Hoheisel      **DATE:** 3/11/2020

### DESCRIPTION OF REQUEST

The District Wide Pavement Rehabilitation project will replace the west student parking lot and portion of the Grounds Department trail at Stillwater Area High School; sealcoat the main parking lot and bus area at Stillwater Middle School; sealcoat the parking lot, sealcoat the bus area, and overlay the overflow parking at Rutherford Elementary. Construction costs for this project were estimated to be \$854,115.00 and are part of the approved FY 2021 Long-Term Facilities Maintenance funding. Four bids were received on March 5, 2020 for the District Wide Pavement Rehabilitation project. The lowest responsible bidder is Bituminous Roadways, Inc. from Mendota Heights, MN for a bid total of \$591,000.00. Larson Engineering is recommending them as the lowest responsible bidder.

### FINANCIAL IMPACT

**\$ 591,000. Additional costs may be incurred to remedy issues not identified in the construction plans.**

**Budget(s) Impacted:** \$591,000.00 Long-Term Facility Maintenance Budget.

**Is This a One-Time Expenditure?**

**Yes**, once implemented there will be no ongoing costs

**No**, it will need to be funded indefinitely

**No**, it will need to be funded for Fiscal Years 2020-?

**Is there an off-setting revenue source(s)?**

**Yes**    List Source(s): Long-Term Facilities Maintenance Revenue

**No**

### PROGRESS MONITORING

Work to be completed by August 14, 2020

**BID TABULATION**

<b>2020 District Wide Pavement Rehabilitation - Stillwater Area Public Schools Thursday March 5, 2019 @ 10:00am</b>						
<b>Contractor</b>	<b>Bituminous Roadways</b>	<b>ACI Asphalt</b>	<b>T.A. Schifsky &amp; Sons</b>	<b>Minnesota Roadways</b>		
<b>Response Contractor Forms</b>	Yes	Yes	Yes	Yes		
<b>Bid Bond</b>	Yes	Yes	Yes	Yes		
<b>Addendum #1</b>	Yes	Yes	Yes	Yes		
<b>Addendum #2</b>	Yes	Yes	Yes	Yes		
BASE BID #1 - Stillwater High School	\$457,000.00	\$636,743.66	\$540,000.00	\$497,364.00		
BASE BID #2 - Stillwater Middle School	\$70,000.00	\$78,294.49	\$65,525.00	\$72,950.00		
BASE BID #3 - Rutherford Elementary	\$64,000.00	\$87,193.81	\$70,300.00	\$75,838.00		
<b>TOTAL #1 THROUGH #3</b>	<b>\$591,000.00</b>	<b>\$802,231.96</b>	<b>\$675,825.00</b>	<b>\$646,152.00</b>		
<b>UNIT PRICES</b>						
UNIT PRICE #1 - 12" Base Correction (SY)	\$9.00	\$8.73	\$24.00	\$16.00		
UNIT PRICE #2 - Crack Sealing (LF)	\$0.75	\$0.64	\$0.70	\$1.00		
UNIT PRICE #3 - 2" Mill & Patch Repair (SY)	\$9.00	\$0.41	\$22.50	\$20.00		
UNIT PRICE #4 - 4" Bit. Over 8" Base Repair (SY)	\$23.00	\$0.99	\$48.00	\$50.00		
UNIT PRICE #5 - 6" Concrete over 6" Base (SF)	\$30.00	\$26.09	\$12.00	\$12.00		
UNIT PRICE #6- B612 Concrete Curb (LF)	\$80.00	\$60.00	\$50.00	\$60.00		

**Larson Engineering, Inc.**  
3524 Labore Road  
White Bear Lake, MN 55110-5126  
651.481.9120 Fax: 651.481.9201  
www.larsonengr.com



March 5, 2020

Mr. Tony Willger  
Stillwater Area Public Schools  
1875 South Greeley Street  
Stillwater, MN 55082

Re: Contractor Recommendation  
2020 District Wide Pavement Rehabilitation  
Stillwater Area Public Schools  
LEMN Project No: 12196209

Dear Mr. Tony Willger:

Based upon our review of the bid results for the above referenced project, we recommend the apparent low bidder, Bituminous Roadways, be awarded the contract in the amount of \$591,000.00 including all three bid items.

We have experience working with Bituminous Roadways on similar projects, and we have found their overall performance, workmanship, scheduling, and quality control to be good.

If you have any questions, please do not hesitate to contact our office.

Sincerely,  
**Larson Engineering, Inc.**

Greg A. Buchal, PE  
Project Manager

Attachment: Bid Tabulation



**Agenda Item: V. B.**  
**Date Prepared: March 17, 2020**  
**ISD 834 Board Meeting**

Agenda Item: COVID-19 Response and Preparation  
Meeting Date: March 19, 2020  
Contact Person: Superintendent Denise Pontrelli

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*Background:* On Sunday, March 15 Governor Tim Walz took action to close all Minnesota schools through March 27 to help slow the spread of the COVID-19 virus. Districts were also provided with direction to use the next two weeks to develop distance learning plans, and also coordinate efforts to provide child care to emergency workers and ensure meals are available to children in our community.

Superintendent Pontrelli will provide an update on the district's COVID-19 response and preparation efforts.

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No Action required.



**Agenda Item VI. A.**  
**Date Prepared: March 17, 2020**  
**ISD 834 Board Meeting**

**Action Item:** Auditor Services Contract  
Meeting Date: March 19, 2020  
Contact Person: Director Tina Riehle/Kristen Hoheisel, Executive Director of Finance and Operations

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**Summary:**

On October 11th and October 18th, 2019, Stillwater Area Public Schools advertised for written proposals from certified public accounting firms to audit its financial statements for the fiscal year ending June 30, 2020, with the option of auditing its financial statements for each of the four subsequent fiscal years.

On Tuesday, November 5, 2019, Stillwater Area Public Schools received written proposals from four certified public accounting firms to audit its financial statements according to the specifications and conditions of the request for proposals.

The district's finance and operations working group met on February 20, 2020 to review the proposals. The information was brought to the board as a report at the March 5, 2020 regular meeting.

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**Recommendation:**

Recommend Clifton, Larson, Allen, LLP as the district auditor for fiscal year ending June 30, 2020.

**Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_



**Agenda Item VI. B.**  
**Date Prepared: March 17, 2020**  
**ISD 834 Board Meeting**

Action Item: Policies for Final Reading  
Meeting Date: March 19, 2020  
Contact Person(s): Policy Working Group

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*Summary:*

The 2020 Policy Working Group will be presenting these policies for final reading.  
Policy 101 – Legal Status of School District  
Policy 101.1 – Name of the School District  
Policy 102 – Equal Educational Opportunity – replace SR 1.22  
Policy 103 – Complaints – Students, Employees, Parents, Other People  
Policy 104 – School District Mission Statement

The policies are included for your review.

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*Recommendation:*

A motion and a second to approve each policy will be requested.

Policy 101 – Legal Status of School District

**Motion by:** \_\_\_\_\_ **Second by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

Policy 101.1 – Name of the School District

**Motion by:** \_\_\_\_\_ **Second by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

Policy 102 – Equal Educational Opportunity – replaces SR 1.22

**Motion by:** \_\_\_\_\_ **Second by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

Policy 103 – Complaints – Students, Employees, Parents, Other People

**Motion by:** \_\_\_\_\_ **Second by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_

Policy 104 – School District Mission Statement

**Motion by:** \_\_\_\_\_ **Second by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_



**SCHOOL DISTRICT**

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>Legal Status of School District</b>	<b>101</b>	<b>Adopted: 11-16-2017</b>	<b>2-YEAR</b>

**I. PURPOSE**

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district’s powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board’s authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

**III. RELATIONSHIP TO OTHER ENTITIES**

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

**IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT**

A. Funds

1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools and authority to manage and expend such funds, subject to applicable law.
2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.

2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. § 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.
4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued, subject to statutory limitations.

**Legal References:** Minn. Const. art. 13, § 1  
Minn. Stat. Ch. 123B (School Districts, Powers and Duties)  
Minn. Stat. Ch. 179A (Public Employment Labor Relations)  
Minn. Stat. § 465.035 (Conveyance or Lease of Land)  
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties of Political Subdivisions)  
*Minnesota Association of Public Schools v. Hanson*, 287 Minn. 415, 178 N.W.2d 846 (1970)  
*Independent School District No. 581 v. Mattheis*, 275 Minn. 383, 147 N.W.2d 374 (1966)  
*Village of Blaine v. Independent School District No. 12*, 272 Minn. 343, 138 N.W.2d 32 (1965)  
*Huffman v. School Board*, 230 Minn. 289, 41 N.W.2d 455 (1950)  
*State v. Lakeside Land Co.*, 71 Minn. 283, 73 N.W.970 (1898)



**SCHOOL DISTRICT**

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>Name of the School District</b>	<b>101.1</b>	<b>Adopted: 11-16-2017</b>	<b>2-YEAR</b>

**I. PURPOSE**

The purpose of this policy is to clarify the name of the school district.

**II. GENERAL STATEMENT OF POLICY**

Pursuant to statute, the official name of the school district is Independent School District No. \_\_\_\_\_ 834. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

**III. UNIFORM NAME**

- A. The name of the school district shall be Stillwater Area Public Schools.
- B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.
- C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No. 834 – Stillwater Area Public Schools, but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

**Legal References:** Minn. Stat. § 123A.55 (Classes, Number)

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>Equal Educational Opportunity</b>	<b>102</b>	<b>Adopted: 11-16-2017</b>	<b>2-YEAR</b>

**I. PURPOSE**

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual based on any of the categories listed above. For information about the types of conduct that constitute violation of the school district’s policy on harassment and violence and the school district’s procedures for addressing such complaints, refer to the school district’s policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. Every school district employee shall be responsible for complying with this policy conscientiously.
- E. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the Human Rights Officer.

**Legal References:** Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>Complaints – Students, Employees, Parents, Other People</b>	<b>103</b>	<b>Adopted: 12-14-2014 Revised: 11-16-2017</b>	<b>2-YEAR</b>

**I. PURPOSE**

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

**II. GENERAL STATEMENT OF POLICY**

- A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. A person may make a complaint at any level of the school district, i.e. principal, superintendent or school board; however, persons are encouraged to bring a complaint at the building level when appropriate. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint-so a decision can be made as to whether the complaint should be referred to a district level administrator(s).
- B. Complaints-containing serious allegations shall-be referred to the superintendent or his/her designee, who shall determine whether an internal or external investigation should be conducted, the nature and scope of the investigation, and-the person/entity responsible for the investigation or follow-up procedures. The person designated to investigate the complaint shall report the outcome of the matter to the appropriate administrator.
- C. The appropriate administrator shall inform the complainant of the outcome of the investigation or follow-up and any corrective measures that were taken, within the confines and limitations of the Minnesota Government Data Practices Act or other applicable law. The superintendent or other appropriate administrator shall be consulted in advance of communication with the complainant and copied on correspondence to the complainant.
- D. The classifications of data (public, private or confidential) related to complaints made pursuant to this policy are governed by applicable provisions of the Minnesota Government Data Practices Act and the Family Educational Rights and Privacy Act (FERPA).

**Legal References:** Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13; Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g



POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
School District Mission Statement	104	Adopted: 11-16-2017	2-Year

**I. PURPOSE**

The purpose of this policy is to establish a clear statement of the purpose for which the school district exists.

**II. GENERAL STATEMENT OF POLICY**

The school board believes that a mission statement should be adopted. The mission statement should reflect the beliefs and values of the district community, should influence any change effort and should be considered when decisions are made. The school board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the school board governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

**III. MISSION STATEMENT**

The mission of Stillwater Area Public Schools, in partnership with students, family and community, is to develop curious individuals who are active and engaged leaders in an ever-changing world by challenging all students as they travel along their personalized learning pathways.

**IV. REVIEW**

As part of the strategic planning process, the school board will conduct a comprehensive review of the mission, including the beliefs and values of the community.

**Legal References:** Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement)



**Agenda Item: VI. C.**  
**Date Prepared: March 17, 2020**  
**ISD 834 Board Meeting**

Action Item: Technology Purchases  
Meeting Date: March 19, 2020  
Contact Person: Director Riehle, Finance Working Group

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*Background:*

Director Perry will provide updates to the board as purchases are made. This is equipment that is necessary now, but will be beneficial for the future use.

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*Recommendation:*

*Motion to approve \$200,000 for technology equipment for students and staff to facilitate successful distance learning experiences due to the COVID-19 virus quarantine.*

**Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_



**Agenda Item: VI. D.**  
**Date Prepared: March 18, 2020**  
**ISD 834 Board Meeting**

Action Item: Emergency COVID-19 Release of Funds  
Meeting Date: March 19, 2020  
Contact Person: Superintendent Pontrelli

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*Background:*

Additional funds may be made available at a future date as needed.

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*Recommendation:*

*Motion to make \$250,000 available for any need that arises related to the COVID-19 quarantine. The board will receive updates as funds are used.*

**Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_



**Agenda Item VI. E.**  
**Date Prepared: March 18, 2020**  
**ISD 834 Board Meeting**

**Action Item:** Investigation on Bus Terminal Project  
Meeting Date: March 19, 2020  
Contact Person: Chair Stivland

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*Summary:*

A copy of the documentation was provided to board members.

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*Recommendation:*

A motion and a second to authorize an investigation of the bus garage project and to retain attorney Pamela Harris and audit firm KDV Bergan for this purpose.

**Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_



**Agenda Item VI. F.**  
**Date Prepared: March 18, 2020**  
**ISD 834 Board Meeting**

**Action Item:** Administrative Leave  
Meeting Date: March 19, 2020  
Contact Person: Chair Stivland

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A copy of the documentation was provided to board members.

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*Recommendation:*

A motion and a second to direct the Superintendent to place the individual identified as “employee A” on paid administrative leave effective March 30, 2020.

**Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_



**Agenda Item VII. A.  
Date Prepared: March 17, 2020  
ISD 834 Board Meeting**

Agenda Item: Adjournment  
Meeting Date: March 19, 2020  
Contact Person: School Board Chair

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**Background:**

The meeting will be adjourned to closed session.

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*Motion to move into closed session pursuant to Minnesota Statute § 13D.03(b). The governing body of a public employer may by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25.*

**Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_ **Vote:** \_\_\_\_\_