



Independent School District No. 834 – Stillwater Area Public Schools  
Oak Park Building, 8355 Osman Ave N, Stillwater, MN  
March 19, 2020 – 6:00 p.m. Meeting Minutes

- I. **Call to Order:** The meeting was called to order at 6:08 p.m.
- II. **Roll Call:** Present: Sarah Stivland, chair; Mike Ptacek, clerk; Tina Riehle, treasurer; Mark Burns, director; Shelley Pearson, vice chair; Jennifer Pelletier, director; Liz Weisberg, director; Superintendent Pontrelli, ex-officio.  
Absent: Student Representatives: Elise Riniker and Khuluc Yang

III. **Approval of the Agenda**

*Motion by Member Pelletier to remove Action item VI. F.; Second by: Member Burns, Vote: 3 ayes (Burns, Pelletier, Pearson), 4 nays (Riehle, Stivland, Weisberg, Ptacek), Motion Fails.*

*Motion to approve the agenda by Member Ptacek; Second by: Member Riehle, Vote: 5 ayes (Riehle, Stivland, Pearson, Weisberg, Ptacek), 2 nays (Pelletier, Burns), Motion Carried.*

IV. **Consent Agenda**

- A. Minutes of the March 5, 2020 Regular Meeting
- B. Minutes of the 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

*Motion by: Member Pearson to approve the consent agenda items; Second by: Member Weisberg; Vote: 7 ayes, 0 nays, Motion carried unanimously.*

V. **Reports**

- A. 2020 District Wide Pavement Rehabilitation  
Ms. Hoheisel shared that the Stillwater Area Public Schools – 2020 District Wide Pavement Rehabilitation will 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 meeting.

B. COVID-19 Response and Preparation

Superintendent Pontrelli shared an update on the district's work and response that have been happening with the Governor's announcement of school closures from March 18-27 due to COVID-19. The Governor, along with the Department of Education, provided a list of more than 20 guidelines for schools to follow in order to ensure that every student in the state of Minnesota receives an equitable education and has equal access to learning and instruction during the COVID-19 pandemic. The top priorities are to develop systems to support and provide food services for our students, providing childcare for emergency workers and our educators, and creating a distance learning program that meets the needs of our students.

**VI. Action Items**

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.

*Motion by: Member Riehle to recommend Clifton, Larson, Allen, LLP as the district auditor for fiscal year ending June 30, 2020; Second by: Member Weisberg; Vote: 7 ayes, 0 nays; Motion carries unanimously.*

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

*Motion by Member Burns to approve Policy 101 – Legal Status of School District; Policy 101.1 – Name of the School District; Policy 102 – Equal Educational Opportunity, replacing Policy SR 1.22 ; Policy 103 – Complaints – Students, Employees, Parents, Other People; and Policy 104 – School District Mission Statement; Second by Member Weisberg; Vote: 7 ayes, 0 nays; Motion carries unanimously.*

C. Technology Purchases

Director Riehle shared she met with Mr. Perry to discuss allowing the district to purchase additional Chrome books to ensure equitable access to devices for all students in grades 6-12 and to update the district's phone system to support staff working remotely. Mr. Perry will provide updates and keep the board informed if any other urgent needs arise.

*Motion by Member Weisberg for the adoption of the resolution to approve \$200,000 for technology equipment for students and staff to facilitate successful distance learning experiences due to the COVID-19 virus quarantine; Second by Member Pearson; Roll Call Vote 7 ayes, 0 nays; Motion carries unanimous.*

D. Emergency COVID-19 Release of Funds

Superintendent Pontrelli shared that other unknown expenses may arise due to COVID-19 and the \$250,000 would be used for those purposes if needed. Administration will report to the board any items that may be purchased out of this fund.

*Motion by Member Stivland for the adoption of the resolution 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; Roll Call Vote: 7 ayes, 0 nays; Motion carries unanimously.*

E. Investigation on Bus Terminal Project

Chair Stivland indicated that there are concerns regarding the handling of the bus terminal project. Background documentation was provided to board members.

*Amendment to the motion by Director Burns to authorize an investigation of the bus garage project to include the entities discussed at the table and to select the service provider at a later date; Second by Member Pelletier; Vote: 2 ayes (Burns, Pelletier); 5 nays (Riehle, Stivland, Pearson, Ptacek, Weisberg); Motion fails.*

*Amendment to the motion that instead of hiring Pamela Harris we retain Michelle Soldo as the investigator; Second by Member Burns; Vote: 3 ayes (Pearson, Burns, Pelletier); 4 nays (Riehle, Stivland, Weisberg, Ptacek); Motion fails.*

*Motion by Member Stivland to authorize an investigation of the bus garage project and to retain attorney Pamela Harris and audit firm KDV Bergan for this purpose; Second by Member Weisberg; Vote: 5 ayes (Riehle, Stivland, Pearson, Ptacek, Weisberg); 2 nays (Pelletier, Burns); Motion carries.*

F. Administrative Leave

Chair Stivland shared that background documentation was provided to board members.

*Motion by Member Stivland to direct Superintendent Pontrelli to place the individual identified as "employee A" on paid administrative leave effective March 30, 2020 and this does not preclude "employee A" from performing tasks for COVID-19 response work as needed; Second by Member Ptacek; Vote: 4 ayes (Riehle, Stivland, Ptacek, Weisberg); 3 nays (Pearson, Pelletier, Burns); Motion carries.*

**XIII. Adjournment**

A. The meeting adjourned to closed session at 8:36 p.m.

*Motion by Member Stivland 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; Second by: Member Weisberg; Vote: 7 ayes, 0 nays; Motion carries unanimously.*

*Respectfully submitted, Mike Ptacek, Clerk*