



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*