



Independent School District No. 834 – Stillwater Area Public Schools
Stillwater City Hall, 216 North 4th Street, Stillwater, MN
November 14, 2019 – 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: Mike Ptacek, chair; Shelley Pearson, vice chair; Liz Weisberg, treasurer; Jennifer Pelletier, director; Tina Riehle, director; Sarah Stivland, clerk; and Superintendent Pontrelli, ex-officio. Absent: Mark Burns, director
Student Representatives: Elise Riniker and Khuluc Yang

III. Pledge of Allegiance: Chair Ptacek led the Pledge of Allegiance.

IV. District Mission and School Board Goals: The mission statement was read by Director Pearson and the goals were read by Director Weisberg.

V. Approval of the Agenda

Motion to approve the agenda by: Member Pearson; Second by: Member Stivland, Vote: 6 ayes, 0 nays, Motion Carried Unanimously.

VI. Superintendent's Report

Superintendent Pontrelli reported on:

- Board Work Session was held on Limitless Learning.
- Legislative Breakfast was held which was very well attended including many students.
- Acknowledge and thank our Veterans.

VII. Introductory Items

A. Student Report: Elise Riniker and Khuluc Yang reported:

- Annual overnight held by Student Council
- Native American heritage month is being celebrated at the high school
- Speakers during flex time on the four pathways
- Various intramural and winter sports are starting first week of December
- Music program tickets go on sale on December 1
- Girl State Champion in Cross Country
- Girls swim and dive team are conference and sectional champions
- NCAA signing day – 13 students receiving scholarships

B. District Recognition: Superintendent Pontrelli and Mr. John Perry recognized the Rotary members who volunteer at the Media Centers at Rutherford and Stonebridge.

VIII. Open Forum

1. Karen Latterell – Woodbury – Read a letter from teacher Rachel Steil on support of secondary ELA adoption.
2. Jim Franklin – Lake Elmo – Memorandum to the Superintendent on audit findings.
3. Tim Kellen - The secondary literacy program adds choice. All students can be successful with this program.

4. Greta Larson – Basic need that is not being addressed of keyboarding/typing in the schools.
5. DeeDee Armstrong – Afton – Concerns with the policy on searching student property and the student survey policy.
6. Diane Polasik– Stillwater – Support teachers who are writing curriculums. Provide community with the district legal fees. Support for the superintendent.

IX. Consent Agenda

- A. Minutes of October 24, 2019 Business Meeting
- B. Minutes of October 24, 2019 Negotiations Closed Meeting
- C. Minutes of October 24, 2019 Attorney-Client Closed Meeting
- D. Disbursement Register October 26-November 15, 2019
- E. Human Resources Personnel Report
- F. Financial Disbursement Procedure Change

Motion by: Member Stivland to accept and approve items A, B, C, E and F; Second by: Member Pearson; Vote: 6 ayes, 0 nays, Motion Carried Unanimously.

Member Pelletier requested that item D be acted on separately to bring attention to the legal fees with Kennedy and Gravin.

Motion by: Member Pelletier to approve item D; Second by: Member Weisberg Vote: 6 ayes, 0 nays, Motion Carried Unanimously.

X. Reports

- A. Community Design Team

In the absence of Director Burns, Chair Ptacek reported that the Community Design Team met on November 4 with meeting topics on the observations on the school and property building tours, gap analysis reports, options for new building constructions, expansions and renovation ideas. Next meeting is on November 19.

- B. School Calendar

Dr. McDowell reported the 2020 calendar committee, which is comprised of parents, students, teachers, building administrators, and district staff, met on multiple occasions and developed three potential calendars. In order to reach calendar options there were many areas considered. The following three options were presented to the board.

Calendar A: Begins before Labor Day (mirrors the 2019 calendar start), allows for psat testing, does not hold school on November 3, has a full two weeks off for winter break, ends third quarter before spring break, holds spring break the last week of March, and ends with a full week of school before Memorial Day. Semesters are exactly balanced.

Calendar B: Begins before Labor Day, allows for psat testing, does not hold school on November 3, has one week and three days for winter break, ends third quarter before spring break, holds spring break the last week of March, and has a three day last week of school ending June 3. Semesters are fairly balanced.

Calendar C: Begins after Labor Day, allows for psat testing, does not hold school on November 3, has one week and three days for winter break, pushes secondary registration back, pushes staffing timelines back, holds spring break the last week of March, ends third quarter four days after spring break, and ends with a full week of school on June 11. Semesters are exactly balanced.

It is the committee's and administration's recommendation that the school board consider either calendar A or B for the 2020-2021 school year. This will come before the board as an action item at the November 21 meeting.

- C. Second Reading: Policy 534-Unpaid Meal Charges

Director Stivland indicated there were a few changes to the language around consequences for delinquency. The policy will come to the November 21 meeting for a final reading. Two changes that were not correctly stated in the policy were reviewed by Director Stivland and will be changed for the final reading.

The following policies were presented for first reading by Director Stivland.

- D. Policy 401-Equal Opportunity Employment – minimal changes made to the MSBA model
- E. Policy 402-Disability Nondiscrimination – minimal changes made to the MSBA model
- F. Policy 520-Student Surveys – MSBA model was used. Changes were mostly due to redundancy in the language.

Policies 401 and 402 will come for a second reading at the November 21 meeting. Policy 520 will go to Policy Work Group for further review the “opt-in” versus “opt-out” for student surveys.

G. District Phone System Upgrade

Mr. Perry gave background on the NEC Voice Over Internet Protocol (VOIP) phone system with approximately 1200 handset units that were implemented in April 2010. Originally scheduled to become obsolete in 2018, NEC extended support for the system through December of 2019. As initially reported during the June 27, 2019 meeting of the School Board, we have scheduled the replacement of this system for this school year. A new phone system will cost \$300K-\$500K. However, the proposal is to upgrade components of the telephone system, retaining much of our existing equipment, reducing the cost to approximately \$120K. The expectation is that this will extend the life of our telephone system by 5-10 years. This will come to the board for approval at the November 24 meeting.

XI. Action Items

A. Secondary Literacy Curriculum

Ms. Larson presented at the October 10th board meeting and is now requesting approval from the board. An update was provided by Ms. Larson to help answer questions that have come up. Policy R.1.2. is followed where it is indicated in the policy that the school district shall develop and maintain an articulated, aligned curriculum for pre-kindergarten through grade twelve with standards for student performance set at or above state and national expectations. The administration will provide a curriculum framework process that will be used by district administrators and teachers for curriculum reviews, major purchases of instructional materials, and new course development.

Motion to approve the secondary English Language Arts curriculum by Member Pelletier; Second by: Member Pearson, Vote: 3 ayes (Ptacek, Pearson, Pelletier); 3 nays (Stivland, Weisberg, Riehle), Motion Fails.

B. School Board Building Liaisons

Postponed to next meeting

Motion to postpone the School Board Building Liaisons action to the November 21 meeting by Member Pearson; Second by Member Stivland. Vote: 6 ayes, 0 nays. Motion Carries Unanimously.

The Final Reading of the policies below was presented by Director Stivland.

C. Policy 410-Family and Medical Leave - No changes have been made since previous reading.

Motion to approve Policy 410 by: Member Pearson; Second by Member Weisberg; Vote: 6 ayes; 0 nays, Motion Carried Unanimously.

D. Policy 620-Credit for Learning – The work group considered a change to the way grades are weighted for PSEO, but it was decided the language will remain as presently indicated in the policy.

Motion to approve Policy 620 by: Member Weisberg; Second by Member Riehle; Vote: 6 ayes; 0 nays, Motion Carried Unanimously.

- E. Joint Powers Agreement for Elections between Washington County and School District 834
Superintendent Pontrelli reviewed the updated agreement and costs with Washington County relating to school district elections.

Motion to approve the adoption of the board resolution authorizing entry into a joint powers agreement between Washington County and the School District of Stillwater for the purpose of managing the school district's election by Member Weisberg; Second by: Member Stivland, Vote: 6 ayes; 0 nays, Motion Carried Unanimously.

- F. Memorandum on Follow-up to the Audit Findings
Chair Ptacek shared that the Audit Report issued by Malloy, Montague, Karnowski, Radosevich and Co., P.A. on September 18, 2019 for the fiscal year ended June 30, 2019 cited four Findings which describe deficiencies in: (1) the District's internal control over compliance with the federal procurement requirements for special education programs; (2) compliance with the competitive bidding requirements for certain contracts; (3) compliance with the requirements for quotes on certain contracts; and (4) failure to obtain the required certification of withholdings from the Commissioner of Revenue on certain contracts.

The memo states there are four deficiencies; however these should be classified as Findings that were noted in the audit report. Due to concerns with the capacity to do an internal audit review, Chair Ptacek asked that it be complete as best as possible in the time frame given.

Motion to approve Superintendent Pontrelli provide a written report to the School Board no later than December 13, 2019 addressing all the Findings outlined in the memorandum by Member Weisberg; Second by: Member Stivland, Vote: 5 ayes; 1 (Pelletier) nays, Motion Carried.

XIII. Adjournment

Motion by Member Weisberg to adjourn the meeting due to the late hour; Second by: Member Stivland, Vote: 6 ayes; 0 nays, Motion Carried Unanimously.

- A. The meeting adjourned at 10:11 p.m.

Respectfully submitted, Sarah Stivland, school board clerk.