



Independent School District No. 834 – Stillwater Area Public Schools
Stillwater City Hall, 216 North 4th Street, Stillwater, MN
September 26, 2019 – 6:00 p.m. Meeting Minutes

I. Call to Order: The meeting was called to order at 6:09 p.m.

II. Roll Call: Present: Mike Ptacek, chair; Shelley Pearson, vice chair; Liz Weisberg, treasurer; Mark Burns, director; Jennifer Pelletier, director; Tina Riehle, director; Sarah Stivland, clerk; and Superintendent Pontrelli, ex-officio.

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

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

V. Approval of the Agenda

Motion to approve the agenda by: Member Pelletier; Second by: Member Stivland, Vote: 7 ayes, 0 nays, Motion Carried Unanimously.

VI. Superintendent's Report

Superintendent Pontrelli reported:

- Transportation will be provided for homeless students discussed at last week's open forum.
- Thank staff and school members who attended the school homecoming activities.
- Thank Anna Wilcek and staff for celebration of the 100th anniversary at Anderson Elementary.
- Community Design Team had second meeting to develop the principles for the group

VII. Introductory Items

A. Student Report: Elise Riniker and Khuluc Yang are the new board student representatives for the 2019-20 school year.

- Each of the students shared background about themselves including the clubs, activities and sports of which they are involved. They are both excited to work with the school board and represent their peers and have the student's voice heard.
- Homecoming activities included a dance with Community Thread, school music performances during lunches, powder puff girl's football game, spirit week and hallway decorating contests. The seniors visited elementary and middle school students and over 5,000 people attended the homecoming game and activities.
- Helping with freshman transition.
- Many athletics/activities/clubs have started.

B. District Recognition: Superintendent Pontrelli recognized the Building Assets, Reducing Risks (BARR) program and staff at the Stillwater Area High School. Assistant Principal Kraft and Katy Pupungatoa shared how BARR got its start. Thank the Superintendent for her support of BARR as it is in its third year. They praised the staff at SAHS who are dedicated to this program. A BARR 10 team has also been added. Thank the board for their support.

Superintendent Pontrelli also recognized the Lake Elmo staff for starting a 5th grade program. Principal Gorde, Brent Hagen, and Kelly Hoskins indicated they are building the ground work for 5th grade BARR. Recognized the staff involved with this program. The program is deepening relationships with students and holding some of the BARR model meetings. Thank the school board and administration to be able to provide this program.

VIII. Open Forum

1. Carl Blondin – Stillwater - Possible Data Practice Act violation
2. Carolyn Healy – Lake Elmo – Gun violence prevention

IX. Consent Agenda

- A. Minutes of September 12, 2019 Special School Board Meeting
- B. Minutes of September 12, 2019 Business Meeting
- C. Accept Gifts and Donations for August 2019
- D. Disbursement Register September 14-September 27, 2019
- E. Human Resources Personnel Report
- F. Field Trip: For two teachers, 14 chaperones and approximately 100 students to travel to Kansas City, MO, April 15-19, 2020 for the Wind Symphony and Concert Orchestra to participate in a Spring Performance tour

Motion by: Member Riehle to accept and approve; Second by: Member Pearson; Vote: 7 ayes, 0 nay, Motion Carried Unanimously.

X. Reports

- A. Community Survey Results
Peter Leatherman from the Morris Leatherman Group presented results from the Community Survey, which was conducted in August to assess the attitudes and opinions of residents and parents about the Stillwater Area Schools on a variety of areas, including: perception of education quality and offerings; District Referendum Atmospherics; and Future Facility Needs. The positive and negative key findings were shared.

Break at 7:58 pm. Reconvened at 8:06 pm

- B. Community Design Team
Director Burns shared the topic of meeting was generating district principles. The design team came up with key facility principles. Continue to develop the plan at the next meeting.

XI. Action Items

- A. Financial Statements FY 2019

Mr. Aaron Nielsen and Ms. Jackie Huegel of the audit firm Malloy, Montague, Karnowski, Radosevich and Co. (MMKR) presented the financial statements for the year ending June 30, 2019. The District audit showed an “unmodified” opinion on basic financial statements. The student activity audit opinion was qualified for a limitation related to the completeness of cash receipts reported. The reported cash balances and cash receipts and disbursements are fairly presented.

Motion to approve the Financial Report FY2019 by Member Pearson; Second by: Member Pelletier, Vote: 7 ayes; 0 nays, Motion Carried Unanimously.

- B. Fund Expansion of Brookview Elementary School through Certification of Participation

Matt Rantapaa from R. W. Baird presented estimated tax impact associated with expanding Brookview Elementary. Matt reviewed the preliminary pay 2020 levy information and what the tax implications of levy with and without

Certificate of Participation. The expansion would provide space to address new housing development in the area, which is occurring faster than originally planned by city officials. Recent data confirms a substantial increase in our tax base with relevant implications for this project. The board can finalize or cancel in December. Administration/board will communicate to the Community Design Team their work is important and this decision is available if this is one of their options.

Motion by Director Burns to secure funding for the expansion of Brookview Elementary school through a Certificate of Participation upon certification by the school board of a final 2019 payable 2020 property tax levy which includes the tax levy amount for such certificate of participation. Second by: Member Pelletier. Vote: 4 ayes (Burns, Pearson, Ptacek, Pelletier); 3 nays (Weisberg, Riehle, Stivland). Motion Carried.

C. Adopt Preliminary Proposed Property Tax Levy 2019 Payable 2020

State law requires that the School Board adopt a proposed property tax levy for taxes payable in 2020 by September 30, 2019. The amount adopted by the district for preliminary 2019 payable 2020 provides revenue for the 2020-21 school year and is limited by state statute and voter approved referendum. This differs from the county and city calendar in that the 2020 levy provides the revenue for their 2020 calendar year budget.

The school board may adopt a preliminary levy based on September estimates, or may adopt a preliminary levy that states "Maximum Levy". If the board adopts a "Maximum Levy", then Minnesota Department of Education adjustments may be made subsequent to the action by the Board. If a dollar amount is adopted in September, adjustments that would increase the levy are not allowed.

The action that the School Board takes now is not the final action on the payable 2020 levies. However, it is an important action because the final levy that the School Board certifies in December may not be greater than the proposed levy approved now and the amount of the proposed levy will be used by the County to calculate the truth-in-taxation notices that will be sent to taxpayers.

The maximum amounts the district can levy in various categories are specified in state law. The total levy is made up of many separate components in three funds (General, Community Service and Debt Service). The 2019 (Payable 2020) property tax levy provides revenue primarily for the 2020-21 school year. The exact tax rate will not be known for taxes payable in 2020 until at least January. Estimates will be available at the Board Business meeting in December.

Motion to adopt preliminary proposed property tax levy 2019 payable 2020 by Member Stivland; Second by: Member Pelletier, Vote: 7 ayes; 0 nays, Motion Carried Unanimously.

D. New/Updated Demographic Contract with Teamwork's International

During 2018 Teamwork's International prepared Demographic, Enrollment and Housing Analysis Reports for Stillwater Area Public Schools. Entering into a contract with Teamwork's International to conduct this analysis will cost approximately \$15,000. This annual contract would be the same contract the district entered into during 2018. It would take approximately 60 days from the time of receiving October 2019 enrollment data, for Teamwork's to complete the analysis. The latest demographic analysis information was provided in December of 2018. This was not a budgeted item. Option to revisit in spring 2020 if a demographic report is thought to be appropriate at that time.

Motion to enter into contract with Teamwork's International to conduct a new/updated analysis by Member Pelletier; Motion fails for lack of a second motion.

The remaining action items will be moved to the next meeting. Motion to adjourn the meeting by Member Stivland; Second by Member Weisberg, Vote: 7 ayes; 0 nays, Motion Carried Unanimously.

XIII. Adjournment

- A. The meeting adjourned at 10:28 p.m.

Respectfully submitted, Sarah Stivland, school board clerk.