



# Stillwater

AREA PUBLIC SCHOOLS

**Independent School District 834**

**Central Services Building, 1875 South Greeley St., Stillwater, MN 55082**

**School Board Business Meeting Agenda – July 11, 2019 at 8:00 a.m.**

- I. Call to Order**
- II. Roll Call**
- III. Pledge of Allegiance**
- IV. District Mission Statement and School Board Goals**
- V. Approval of the Agenda**
- VI. Superintendent Report**
- VII. Introductory Items**

There are no introductory items for this meeting.

#### **VIII. Consent Agenda**

- A. Minutes of June 27, 2019 Business Meeting
- B. Disbursement Register June 29 – July 12, 2019
- C. Human Resources Personnel Report
- D. Identify Official with Authority for MDE

#### **IX. Board Member Reports**

- A. Board Chair Report
- B. Working Group Reports
  - 1. Community Engagement
  - 2. Finance and Operations
  - 3. Legislative
  - 4. Personnel
  - 5. Policy
- C. Board Member Reports

#### **X. Adjournment**

- A. Adjourn



Agenda Item I.  
Date Prepared: June 25, 2019  
ISD 834 Board Meeting

Agenda Item: Call to Order  
Meeting Date: July 11, 2019

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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: June 25, 2019**  
**ISD 834 Board Meeting**

Agenda Item: Roll Call  
Meeting Date: July 11, 2019

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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**

Mike Ptacek, Board Chair

Shelley Pearson, Vice Chair

Liz Weisberg, Treasurer

Sarah Stivland, Clerk

Mark Burns, Director

Jennifer Pelletier, Director

Tina Riehle, 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: June 25, 2019  
ISD 834 Board Meeting

Agenda Item: Pledge of Allegiance  
Meeting Date: July 11, 2019

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*Background:*

The Pledge of Allegiance will be recited prior to the approval of the meeting agenda.

I pledge Allegiance to the flag  
of the United States of America  
and to the Republic for which it stands,  
one nation under God, indivisible,  
with Liberty and Justice for all.

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*Recommendation:*

Board action is not required.



**Agenda Item IV.**  
**Date Prepared: June 25, 2019**  
**ISD 834 Board Meeting**

Agenda Item: District Mission and School Board Goals  
Meeting Date: July 11, 2019

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*A School Board member will read the District 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.

*A School Board member will read the School Board Goals (adopted June 2019)*

In partnership with community, parents, and students, the School Board of Stillwater Area Public Schools ensures excellence in education by:

Increasing student achievement for ALL students.

Securing long-term financial stability of the district.

Increasing community trust and engagement.

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*Recommendation:*

Board action is not required.



Agenda Item V.  
Date Prepared: June 25, 2019  
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda  
Meeting Date: July 11, 2019

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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.

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



Agenda Item VI.  
Date Prepared: June 25, 2019  
ISD 834 Board Meeting

Agenda Item: Superintendent Report  
Meeting Date: July 11, 2019

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*Background:*

Each meeting the Superintendent will provide an update on items of interest in the announcement category. Many times these topics develop between the time the agenda is prepared and distributed, and the meeting date. Topics generally include announcement of attendance at district events, communications items, informational items and correspondence items worth noting. What is included in this item will vary each meeting depending on the nature of the topics, the school year schedule and time of activities.

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*Recommendation:*

Board action is not required.



**Agenda Item VII.**  
**Date Prepared: July 8, 2019**  
**ISD 834 Board Meeting**

Agenda Item: Introductory Items  
Meeting Date: July 11, 2019  
Student Report and District Recognition

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*Background:*

A. Each meeting the Student Board Members will provide updates on items of interest in the announcement category. Many times these topics develop between the time the agenda is prepared and distributed and the meeting date. Topics generally include announcement of academics, activities, arts and athletics. What is included in this item will vary each meeting depending on the nature of the topics, the school year schedule and time of activities.

B. Each meeting an individual, team, or program will be recognized for their excellence.

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*Recommendation:*

Board action is not required.





**Agenda Item VIII. A. B. C. D.**  
**Date Prepared: June 25, 2019**  
**ISD 834 Board Meeting**

Agenda Item: Consent Agenda  
Meeting Date: July 11, 2019  
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 June 27, 2019**

Contact Person: Sarah Stivland, Clerk or Sherri Skogen, Secretary

A copy of the Minutes is included for your review.

**B. Disbursement Register June 29 – July 12, 2019**

Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

A copy of the register has been distributed to board members.

**C. 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.

**D. Identify Official with Authority for MDE**

Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

The board must assign a person from the district to assign security rights to MDE reporting systems annually.

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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 D, 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 4<sup>th</sup> Street, Stillwater, MN  
June 27, 2019 – 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: Mike Ptacek, chair; Shelley Pearson, vice chair; Sarah Stivland, clerk; Liz Weisberg, treasurer, Mark Burns, director, Jennifer Pelletier, director; Tina Riehle, director; and Superintendent Pontrelli, ex-officio.

III. Pledge of Allegiance: The Board chair 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 Stivland.

V. Approval of the Agenda

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

*Motion by Member Pearson to add an item to discuss changing the start time of the July 11 meeting from 6 p.m. to 8 a.m.; Second by Member Weisberg.*

VI. Superintendent's Report

Superintendent Pontrelli reported on:

- Thanked Barb Proulx for her dedication to the Stillwater School District upon her retirement.
- Welcomed Sherri Skogen who will be starting the role of executive assistant on July 1.
- Met with Woodbury Bert – housing and commercial projects – Thank Woodbury team for partnering on future events.
- Superintendent thanked board for their time taken on her review and now would like to work on her goals.
- Board will meet with Cuningham Group on Friday.

VII. Introductory Items

There were no introductory items for this meeting.

VIII. Open Forum

1. Denise Stephens spoke about the district's American Indian Education program.
2. Kristie Mack spoke of the lack of trust that is still in the community since the school closures in 2016.
3. Jim Franklin asked the board members what they have done to work with administration to bring the community together.
4. Denise Cote spoke in favor of Superintendent Pontrelli and the work she has done for students, staff and community.
5. Lisa Boland Blake spoke in favor of Superintendent Pontrelli and the administration for the work being done in the social, emotional and academic programming.
6. Maria Torres spoke in favor of the Spanish Immersion program and Superintendent Pontrelli efforts to hire bilingual staff.
7. Abby Brown spoke of the staff that have been let go and hired by other districts.
8. Mia Vaughn spoke about the wasteful and unsustainable habits within the schools.
9. Sandi Hayner spoke of dissatisfaction with a response from the superintendent.

IX. Consent Agenda

- A. Minutes of June 12, 2019 Special Meeting
- B. Minutes of June 13, 2019 School Board Meeting
- C. Accept Gifts and Donations May 2019
- D. Disbursement Register June 15-28, 2019
- E. Human Resources Personnel Report

*Motion by: Member Stivland to accept and approve; Second by: Member Weisberg; Vote: 7 ayes, 0 nays, Motion Carried.*

#### X. Reports

##### A. 2019-2022 Educational Technology Plan

Mr. Perry presented the draft of the 3-year educational technology plan. The District's 3-year educational technology plan comes to a close on June 30<sup>th</sup> 2019. Over the last 10 months, a Technology Council made up of teachers, administrators, and community members has met to guide the direction of the District's new 3-year plan. This plan continues the direction of the previous focusing on; connecting students to their learning at anytime from anywhere, ensuring teachers and students are fully supported, guaranteeing regular and reliable access for all, and creating a unified experience where users log into one place to gain access to all of their educational resources.

##### B. Schoology Learning Management System

Mr. Perry presented information on the learning management system and will request approval of the five-year contract at the July 25 meeting.

#### XI. Action Items

##### A. Superintendent Evaluation

Chair Ptacek introduced the final results of the superintendent evaluation.

*Motion to approve and place in the employees personnel file by Member Ptacek; Second by: Member Pearson, Vote: 5 ayes, 2 nays (Burns, Pelletier), Motion Carried.*

##### B. Wellness Policy

The Policy Working Group presented the final draft of the policy for approval.

*Motion to approve policy number 533 to replace policy S.R. 1.25 by Member Stivland; Second by: Member Burns, Vote: 7 ayes, 0 nays, Motion Carried.*

##### C. School Board Goals for 2019 and 2020

The Policy Working Group presented the final draft of the goals for approval.

*Motion to approve by Member Stivland; Second by: Member Weisberg, Vote: 7 ayes, 0 nays, Motion Carried.*

Approve document with the disclaimer that in the last column titled - How we will measure success/progress a statement will be added 'the board will review these indicators of success' before the bullet points.

##### D. Governmental Accounting Standards Board Statement 84

The School Board Members approved the resolution for GASB 84.

*Motion to approve by Member Weisberg; Second by: Member Stivland, Vote: 7 ayes, 0 nays, Motion Carried.*

##### E. Q Comp Levy

The School Board Members discussed the option of a non-vote approved levy to increase the fund for the Q-Comp program.

*Main Motion to approve a non-vote approved levy to the maximum allowed by statute which was \$750,000 or \$91/pupil by Member Pelletier; Seconded by: Member Burns Vote: 1ayes, 6 nays (Stivland, Ptacek, Weisberg, Riehle, Burns, Pearson) Motion fails.*

*Amended Motion to approve to amend a non-vote approved levy to \$321,000 plus \$50,000 for mentoring to alleviate the three FTE out of the general fund approve by: Member Pelletier; Second by: Member Burns. Vote: 2 ayes, 5 nays (Stivland, Ptacek, Weisberg, Riehle, Pearson), Motion fails.*

#### F. Construction Management Services

The Finance and Operations Working Group reviewed the proposals that were received for a construction manager. Five companies submitted proposals. The Construction Management Services scoring matrix identified three areas to determine how a company will be ranked. The matrix was provided to all of the respondents and their responses were based off of the elements of scoring. The results are as follows:

- 1.) Kraus-Anderson with 173 cumulative points
- 2.) Wenck with 164 cumulative points
- 3.) Knutson Construction with 116 cumulative points
- 4.) Ingensa with 94 cumulative points
- 5.) Bradbury Stamm Construction Winkleman with 115 cumulative points

*Motion to approve Kraus-Anderson construction services firm by Member Pelletier; Second by: Member Pearson, Vote: 4 ayes, 3 nays (Stivland, Weisberg, Riehle), Motion Carried.*

#### XII. Board Member Reports

##### A. Board Chair Report

1. Chair Ptacek reported on superintendent evaluation and time involved.

##### B. Working Group Reports

1. Community Engagement – Director Pearson indicated they did not meet since last meeting. Will continue to meet and engage with the community.
2. Finance and Operations – Director Weisberg reported there was a meeting and the tennis court issue is not resolved. Waiting to hear from attorney on next steps. Reviewed RFP's. Did receive treasurer's report.
3. Legislative – Chair Ptacek, Director Riehle and Director Stivland attended a SEE's regional meeting. Increase 2% of the basic formula for the next two years. Try to keep special education costs stable.
4. Personnel – Director Pearson indicated they have not met and only meet on an as needed basis.
5. Policy – Director Stivland indicated a meeting was held. A final review of board goals was completed and the wellness policy. Continue to work on and clean up other policies. Options being worked on for the use of a form for RFP's of \$50,000 or more.

##### C. Board Member Reports

1. Director Riehle – Commented on the SEE's meeting. Behalf of personnel committee thanked those for their time for the superintendent review.
2. Director Pelletier – Susan Kent from Woodbury, Senate file 2918 – Education School District 834 single member school member establishment. Keep eye on this.
3. Director Weisberg – Partnership meeting is in the process of finding an executive director. Correction on quote made earlier on breach of contract
4. Director Pearson – Thank you to Barb and best wishes. Discussed her trip to Haiti and how fortunate we are.
5. Director Stivland – Attended 916 Work session discussing equity. 916 library will have a resource library available. 916 hosting an equity camp on July 25 from 8:30-3:30 at Hamline. Thank Barb for her service.
6. Director Burns – Thank you to Barb.

#### XIII. Adjournment

- A. The meeting adjourned at 9:08 p.m.

*Respectfully submitted, Sarah Stivland, school board clerk.*

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

**RETIREMENT/RESIGNATION/RELEASE**

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Carpenter, Lauren	Resignation	Community Education Pre-K Assistant, 5.4 hrs/day Rutherford Elementary	CE Leads & Assistants	June 27, 2019
Johnson, Janice	Resignation	Paraprofessional, 4 hrs/day Rutherford Elementary	SCPA	June 25, 2019
Jordan, Randy	Resignation	Assistant Boys Basketball Coach Stillwater Area High School	Co-Curricular	May 13, 2019
Palmen, Ellen	Resignation	Community Education Pre-K Assistant, 5.4 hrs/day Rutherford Elementary	CE Leads & Assistants	June 27, 2019
Palumbo, Joseph	Resignation	Custodian, LVL V, 8.0 hours / day Lake Elmo Elementary	Custodian	July 10, 2019
Tynen, Jean	Resignation	Community Education Pre-K Assistant, 5 hrs/day Rutherford Elementary	CE Leads & Assistants	June 27, 2019

**HIRES/REHIRE**

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Ackfeld, Stacy	Paraprofessional, 24.5 hrs/week Early Childhood Family Center	\$16.50 / hour	2019-2020 Staffing	SCPA	September 3, 2019
Arney, Rebecca	Long Term Paraprofessional Sub, 6 hrs/day Lily Lake Elementary	\$16.31 / hour	Replacement	SCPA	September 3, 2019 - December 20, 2019
Biemaier, Sara	Community Education Casual District Wide	\$28.00 / hour	Casual	Casual	June 3, 2019
Borrman, Britta	Community Education Casual District Wide	\$15.00 / hour	Casual	Casual	June 19, 2019
Craft, Audrey	Community Education Casual District Wide	\$12.50 / hour	Casual	Casual	July 2, 2019
Falkenberg, Emily	Paraprofessional, 26 hrs/week Lily Lake Preschool	\$18.14 / hour	2019-2020 Staffing	SCPA	September 3, 2019
Hellner, Aron	Community Education Casual District Wide	\$12.50 / hour	Casual	Casual	July 2, 2019
Hooge-Chacka, Kristen	Paraprofessional, 24 hrs/week Early Childhood Family Center	\$18.14 / hour	2019-2020 Staffing	SCPA	September 3, 2019
Jackson, Ella	Community Education Casual District Wide	\$12.00 / hour	Casual	Casual	June 24, 2019
Johnson, Linda	Cafeteria, 4 hrs/day Stillwater Area High School	\$12.53 / hour	Cafeteria	Cafeteria	August 26, 2019
Kraemer, Jonathan	Community Education Casual District Wide	\$15.00 / hour	Casual	Casual	June 19, 2019
McDonald, Emily	Community Education Assistant, 4.75 hrs/day T-TH Rutherford Elementary	\$15.75 / hour	Summer Staffing	CE Leads & Assistants	July 2, 2019
Oeltjen, Alexa	Community Education Casual District Wide	\$15.00 / hour	Casual	Casual	June 19, 2019
Pettee, Julia	Community Education Casual District Wide	\$28.00 / hour	Casual	Casual	July 8, 2019
Purdie, Nicholas	Community Education Casual District Wide	\$12.00 / hour	Casual	Casual	July 15, 2019
Raddatz, Kate	Community Education Casual District Wide	\$15.00 / hour	Casual	Casual	June 19, 2019
Riehle, Katie	Community Education Casual District Wide	\$32.00 / hour	Casual	Casual	June 19, 2019
Shikenjanski, James	Assistant Boys Basketball Coach Stillwater Area High School	\$5,332.00	Replacement	Co-Curricular	July 1, 2019
Stangel, Emily	1.0 FTE Physical Education Teacher Oak-Land Middle School	\$43,728	2019-2020 Staffing	SCEA	August 13, 2019
Walsh, Olivia	Community Education Casual District Wide	\$15.00 / hour	Casual	Casual	June 19, 2019

Weis, Kristen	Paraprofessional, 12 hrs/week Early Childhood Family Center	\$16.50 / hour	2019-2020 Staffing	SCPA	September 3, 2019
Wiggins, Jamie	1.0 FTE Elementary Education Teacher Lake Elmo Elementary	\$73,286	2019-2020 Staffing	SCEA	August 13, 2019

**ASSIGNMENT CHANGES**

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Dinzeo, Nicholas	Paraprofessional, 29.5 hours/week Early Childhood Family Center	Paraprofessional, 29 hours/week Early Childhood Family Center	2019-2020 Staffing	SCPA	September 3, 2019
Le Roy, Kristine	Paraprofessional, 25 hours/week Early Childhood Family Center	Paraprofessional, 26 hours/week Early Childhood Family Center	2019-2020 Staffing	SCPA	September 3, 2019
Nielsen, Amy	Clerk - Athletic Office, 3.0 hrs / day Stillwater Area High School	Clerk - MS Office & Athletic Office, 5.5 hrs / day Oak-Land MS & Stillwater Area High School	2019-2020 Staffing	Tech Support	August 19, 2019
Taverna, Jenna	.8 FTE School Nurse Early Childhood Family Center	.9 FTE School Nurse Early Childhood Family Center & Transition	2019-2020 Staffing	SCEA	August 19, 2019
Thompson, Tina	Paraprofessional, 21 hours/week Early Childhood Family Center	Paraprofessional, 21.75 hours/week Early Childhood Family Center	2019-2020 Staffing	SCPA	September 3, 2019

**ADDITIONAL ASSIGNMENTS**

NAME	Position	Reason	Group	EFFECTIVE DATE
Kapfer, Stephanie	.2 FTE School Nurse Long Term Substitute Oak-Land & Stillwater Middle School	Replacement	SCEA	August 19, 2019 - December 20, 2019



**Agenda Item VIII. D.**  
**Date Prepared: July 10, 2019**  
**ISD 834 Board Meeting**

Agenda Item: Designate Identified Official with Authority for MDE Access Recertification System

Meeting Date: July 11, 2019

Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

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*Background:*

In April of 2015, the Minnesota Department of Education (MDE) released the External User Access Recertification System. This system provides school districts with information and control over who has access to the MDE secure reporting systems for their district.

The External User Access Recertification System replaces paper forms with one system that allows them to:

1. See everyone with external access to MDE secure systems for their Local Education Agency (LEA).
2. Pre-authorize new external user access to MDE secure systems for their LEA.
3. Annually review, recertify or revoke external user access to MDE secure systems for their LEA.

To use the External User Access Recertification System, the local education agency must designate the Identified Official with Authority to assign job duties and authorize external user (district employees) access for their LEA.

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*Recommendation:*

Administration recommends that the School Board approve to designate Kristen Hoheisel, Executive Director of Finance and Operations, as the Identified Official with Authority for MDE Access Recertification System at the July 11, 2019 business meeting.



**Agenda Item IX. A. B.C.**  
**Date Prepared: July 10, 2019**  
**ISD 834 Board Meeting**

Agenda Item: School Board Reports  
Meeting Date: July 11, 2019

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*Background:*

- A. Chairperson Report
- B. Working Group Reports
  - 1. Community Engagement
  - 2. Finance and Operations
  - 3. Legislative
  - 4. Personnel
  - 5. Policy
- C. Board Member Reports

Each meeting the Board Chair and the members of the school board will provide updates on items of interest in the announcement category. Many times these topics develop between the time the agenda is prepared and distributed, and the meeting date. Topics generally include announcement of attendance at district events, working group updates, communications items, informational items and correspondence items worth noting. What is included in this item will vary each meeting depending on the nature of the topics, the school year schedule and time of activities.

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*Recommendation:*

Board action is not required.





**Agenda Item X.**  
**Date Prepared: July 10, 2019**  
**ISD 834 Board Meeting**

Agenda Item: Adjournment  
Meeting Date: July 11, 2019  
Contact Person: School Board Chair

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*Background:*  
The meeting must be adjourned formally.

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