



# Stillwater

AREA PUBLIC SCHOOLS

Independent School District 834  
Stillwater City Hall - 216 North Fourth Street, Stillwater, MN  
School Board Business Meeting Agenda – October 26, 2017 at 6:00 p.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's Report
- VII. Introductory Items
  - A. Student Report
  - B. District Recognition
    1. Native American Parent Advisory Council
- VIII. Open Forum
- IX. Consent Agenda
  - A. Minutes of October 12, 2017 School Board Meeting
  - B. Minutes of October 17, 2017 School Board Meeting
  - C. Gifts and Donations June 1 – September 30, 2017
  - D. Disbursement Register October 5 - 17, 2017
  - E. Treasurer's Report for June, July, August and September 2017
  - F. Human Resources Personnel Report
  - G. Field Trip: For 1 coach, 1 chaperone and 10 Nordic Ski student athletes to travel to West Yellowstone, MT for training, November 18-24, 2017
- X. Reports
  - A. First Reading: Policy 101 – Legal Status of School District – *Policy Working Group*
  - B. First Reading: Policy 101.1 – Name of the School District – *Policy Working Group*
  - C. First Reading: Policy 102 – Equal Educational Opportunity – *Policy Working Group*
  - D. First Reading: Policy 103 – Complaints-Students, Employees, Parents, Other Persons – *Policy Working Group*
  - E. First Reading: Policy 104 – School District Mission Statement – *Policy Working Group*
  - F. First Reading: Policy 531 - Pledge of Allegiance – *Policy Working Group*
- XI. Action Items
  - A. Financial Report for Fiscal Year Ending June 30, 2017 – *Ms. Hoheisel, and Mr. Aaron Nielsen from Malloy, Montague, Karnowski, Radosevich & Co., P.A. (MMKR)*
- XII. Board Member Reports
  - A. Board Chair Report
  - B. Board Member Reports
  - C. Working Group Reports
- XIII. Adjournment
  - A. Adjourn



Agenda Item I.  
Date Prepared: October 18, 2017  
ISD 834 Board Meeting

Agenda Item: Call to Order  
Meeting Date: October 26, 2017

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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: October 18, 2017**  
**ISD 834 Board Meeting**

Agenda Item: Roll Call  
Meeting Date: October 26, 2017

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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**

George Hoepfner, Board Chair

Paula O'Loughlin, Vice Chair

Tom Lehmann, Treasurer

Jennifer Pelletier, Clerk

Shelley Pearson, Director

Mike Ptacek, Director

Sarah Stivland, Director

Denise Pontrelli, Superintendent of Schools (ex-officio)

Annabel Gregg, Student Board Member 2017-2018

Ava Yokanovich, Student Board Member 2017-2018

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**Recommendation:**

Board action is not required.



Agenda Item III.  
Date Prepared: October 18, 2017  
ISD 834 Board Meeting

Agenda Item: Pledge of Allegiance  
Meeting Date: October 26, 2017

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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: October 5, 2017  
ISD 834 Board Meeting

Agenda Item: District Mission and School Board Goals  
Meeting Date: October 12, 2017

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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*

*As board members we are morally and legally responsible for an equitable and quality education for each and every student in our district.*

*As board members we ensure decisions are made in the interest of ALL students E-21 and for future generations impacted by our actions.*

- Partner with Administration to assure all students are provided equitable opportunities to reach their maximum potential
- Participate in efforts that support student and community engagement
- Direct district efforts to develop a balanced budget for 2017-18
- Exercise Effective Self Governance

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*Recommendation:*

Board action is not required.



Agenda Item V.  
Date Prepared: October 18, 2017  
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda  
Meeting Date: October 26, 2017

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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.

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



**Agenda Item VI.**  
**Date Prepared: October 18, 2017**  
**ISD 834 Board Meeting**

Agenda Item: Superintendent Report  
Meeting Date: October 26, 2017

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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. A. B.  
Date Prepared: October 18, 2017  
ISD 834 Board Meeting

Agenda Item: Introductory Items  
Meeting Date: October 26, 2017  
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.**  
**Date Prepared: October 18, 2017**  
**ISD 834 Board Meeting**

Agenda Item: Open Forum  
Meeting Date: October 26, 2017

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*Background:*

If you wish to speak to the School Board, you will be able to do so at the start of the school board meeting during Open Forum. You may sign in only for yourself, not other individuals or groups, and only in person. The sign in sheet is made available 30 minutes prior and up to the start of the meeting. Due to time limitations, we will limit the number of speakers to 12. If you spoke at the last meeting, please consider allowing others to sign in before you. After you address the Board, please leave the podium.

Stillwater Area School District welcomes input from citizens as community involvement fosters better decision making and improved learning experiences for all students. While comments and questions are welcome during Open Forum, law prohibits the Board from discussing concerns about individual employees or students in a public meeting. We will stop the proceedings immediately if employee or student privacy issues are raised and direct the speaker to forward comments regarding individual employees or students to the superintendent.

Because we are modeling civil discourse for our community, speakers must present their testimony in a respectful manner. Vulgarity, character attacks, malice or specific complaints identifying staff or students by name or implication will not be permitted.

The Board will not deliberate, discuss, or engage in conversation with speakers during open forum.

However, the Board may ask administration to review the concern(s) presented.

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*Recommendation:*

This is for informational purposes only.



Agenda Item IX. A. B. C. D. E. F. G.  
Date Prepared: October 18, 2017  
ISD 834 Board Meeting

Agenda Item: Consent Agenda  
Meeting Date: October 26, 2017  
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. B. School Board Meeting Minutes October 12 and 17, 2017*

Contact Person: Jennifer Pelletier, Clerk or Barbara Proulx, Secretary  
A copy of the Minutes is included for your review.

*C. Gifts and Donations June 1 through September 30, 2017*

Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations  
A copy of the gifts and donations register is on file with the treasurer and the secretary.

*D. Disbursement Register October 5 – 17, 2017*

Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations  
A copy of the disbursement register is on file with the treasurer and the secretary.

*E. Treasurer's Report June, July, August and September 2017*

Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations  
A copy of the report is on file with the treasurer and the secretary.

*F. Human Resources Personnel Report*

Contact Person: Cathy Moen, Executive Director of Administrative Services  
A summary of personnel transactions for the month is enclosed, including retirements, resignations, releases, hires, additional assignments, leaves of absences, assignment changes and co-curricular hires.

*G. Field Trip*

Contact Person: Bob McDowell, Executive Director of Learning and Innovation  
An out of region field trip request has been received for 1 coach, 1 chaperone and 10 Nordic Ski student athletes to travel to West Yellowstone, MT for training, November 18-24, 2017

Board Approval of the Consent Agenda is needed.

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*Recommendation:*

A motion and a second to approve the Consent Agenda will be requested.

*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  
October 12, 2017 – 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: Paula O'Loughlin, vice chair led the meeting; Tom Lehmann, treasurer; Jennifer Pelletier, clerk; Shelley Pearson, director; Mike Ptacek, director; Sarah Stivland, director; Superintendent Pontrelli (ex-officio) Student Members: Annabel Gregg and Anna W. George Hoepfner, chair, arrived at 6:26 p.m.

III. Pledge of Allegiance: Vice Chair O'Loughlin led Pledge of Allegiance.

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

V. Approval of the Agenda

The agenda for the meeting was approved.

*Motion by: Member Stivland; Second by: Member Pearson; Vote: 6 ayes, 0 nays, Motion Carried.*

VI. Superintendent's Report

Superintendent Pontrelli:

- Provided a status update on the bus garage, and the Marine and Withrow properties
- Will be meeting with the City of Hugo to discuss the upkeep of some of the outdoor facilities at Withrow School
- Shared that she received a complaint about ADA compliance at our new stadium and is working to resolve the issue
- Reported that the parking lot at Stillwater Area High School will undergo some work over MEA break to improve safety
- Announced that the District is hosting the Ignite and Innovate conference June 18-22, 2018

VII. Introductory Items

A. Student Report

The new student members provided an update on the academics, activities and sports taking place.

They announced:

- Quarter 1 ends November 2<sup>nd</sup> and students are working towards those grades
- Participation in the ACT Aspire pre-exams
- College and Career Center held an informational meeting during flextime
- AP Environmental Studies are collection water samples
- Marketing class is working on a stock exchange project
- The play *Grease* will preformed October 13, 14, 15, 26, 27, 28
- Student Council is now on Twitter
- Student Council held their first ever movie night in Pony Stadium with a showing of *Ferris Bueller's Day Off*

## B. District Recognition

1. Superintendent Pontrelli recognized Deb Van Klei, leader of district physical education, who received the Paul Schmidt Award from the MN Society of Health and Physical Educators.

## VIII. Open Forum

1. Tina Reihle, 10960 Norell Ave. N., Stillwater asked George and Paula for a response and claimed that Paula was libel.

2. Amy Burbach, 213 N. Sherburne St., Stillwater spoke about public discourse on educational needs.

3. Sue Schultz, 9180 Stonebridge, Stillwater, spoke of ADA compliance

4. Carl Blondin, 617 Sunrise Ave., Stillwater, spoke about investigation of misbehavior of members Stivland and Ptacek.

The board recessed from 6:36 – 6:41 p.m.

5. Eric Anderson, 5511 Oakgreen Pl. N. Oak Park Heights, spoke about learning from our kids.

## IX. Consent Agenda

A. Minutes of September 28, 2017 School Board Meeting

B. Minutes of October 10, 2017 Special Meeting

C. Disbursement Register September 21 – October 4, 2017

D. Human Resources Personnel Report

E. Field Trip: For 1 Coach and 4 students to attend the National FFA Convention and Expo/Career Show in Indianapolis, IN October 24 – 28, 2017

F. Field Trip: For 1 coach, 1 chaperone and 12 student athletes to travel to West Yellowstone, MT for training November 18-24, 2017.

G. Field Trip: For 4 coaches, 2 chaperones and 37 student athletes to travel to Stuart, FL to prepare for the season and team building March 17-24, 2018

*Motion by: Member Ptacek; Second by: Member Hoepfner; Vote: 7 ayes, 0 nays, Motion Carried.*

## X. Reports

A. Stillwater Innovates

Dr. McDowell shared that Stillwater Area Public Schools will launch its first Pony Idea Quest. Idea Quest is "crowd-based innovation" that allows staff to submit the ideas they believe best addresses a problem, best describes an opportunity, or best articulates an unmet need in our district. Other staff can read those ideas, build on each other's ideas, and vote on the ideas they like best. Ultimately, a committee will select from the top ideas and develop them for implementation.

## XI. Action Items

A. Combine Polling Locations

Board Chair Hoepfner introduced a resolution to combine polling locations in the event the district has a special election in 2018. After much discussion the board voted to table the item.

*Motion by: Member Lehmann to approve; Second by: Jennifer Pelletier;*

*Discussion. Motion by Member Hoepfner to table; Second by Member Lehmann Vote: 7 ayes, 0 nays, Motion Carried.*

## XII. Board Member Reports

1. Mr. Ptacek announced he will be attending meeting of the Legislative Action Committee (LAC) tomorrow.

D. Working Group Reports

1. Mr. Lehmann reported on the October 6 audit work session.

2. Ms. Pelletier reported that the policy working group met and will bring policies for first reading to the next meeting.

## XI. Adjournment

The meeting adjourned at 7:20 p.m.

*Motion by: Member Pearson; Second by: Member Pelletier; Vote: 7 ayes, 0 nays, Motion Carried.*

*Respectfully submitted, Jennifer Pelletier, school board clerk.*



Independent School District 834 – Stillwater Area Public Schools  
Central Services, 1875 South Greeley Street, Stillwater  
School Board Business Meeting Minutes – October 17, 2017 at 9:00 a.m.

I. Call to Order

The meeting was called to order at 9:05 a.m.

II. Roll Call

Members present: George Hoepfner, chair; Paula O'Loughlin, vice chair; Tom Lehmann, treasurer; Jennifer Pelletier, clerk; Shelley Pearson, director; Mike Ptacek, director; Sarah Stivland, director.

Members absent: None

III. Pledge of Allegiance

Board Chair Hoepfner led the Pledge of Allegiance

IV. District Mission and School Board Goals

Board Chair Hoepfner read the District Mission statement and the School Board Goals

V. Approval of the Agenda

*Motion by: Member Pearson; Second by: Member Stivland; Vote: 7 ayes, 0 nays, Motion carried.*

*Motion by Member O'Loughlin to add Open Forum to the agenda; Failed for lack of second.*

VI. Action Items

A. Agreement for Fees and Expenses for Kristi Hastings of Pemberton, Sorlie, Rufer & Kershner, P.L.L.P.

The board approved the agreement.

*Motion by: Member Lehmann; Second by: Member O'Loughlin; Vote: 5 ayes (Hoepfner, Lehmann, O'Loughlin, Pearson, Pelletier) 1 nay (Ptacek) 1 abstain (Stivland) Motion carried.*

VII. Adjourn

The meeting adjourned at 9:11 a.m.

*Motion by: Member O'Loughlin; Second by: Member Pelletier; Vote: 7 ayes, 0 nays. Motion carried.*

*Respectfully submitted, Jennifer Pelletier, School Board Clerk*

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

**RETIREMENT/RESIGNATION/RELEASE**

Jama, Zakaria	Resignation	Cafeteria, 3.0 hours/day Brookview Elementary	Cafeteria	October 20, 2017
Nelson, Gretchen	Resignation	Community Education Assistant, 5.0 hours/day Brookview Elementary	CE Leads & Assistants	October 2, 2017
Sutcliffe, Beth	Resignation	Cafeteria, 5.5 hours/day Stillwater Middle School	Cafeteria	October 18, 2017

**HIRES/REHIRES**

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Burke, Angela	Occasional Sub Health Care Specialist, 6.5 hours / day Rutherford Elementary	\$29.31 / hour	Occasional Sub	SCEA	October 11, 2017 - January 26, 2018 (approximate dates)
Drommerhausen, Michele	.50 FTE Temporary Behavior Specialist Andersen Elementary	\$48,740	Replacement	SCEA	October 4, 2017 - December 22, 2017
Flug, Joelle	Paraprofessional, 6.0 hours/day Lily Lake Elementary	\$15.61 / hour	2017-2018 Staffing	SCPA	October 11, 2017
Galbavy, Ellen	Community Education Assistant, 5.8 hours/day Stillwater Area High School PAC	\$13.21 / hour	New Position	CE Leads & Assistants	August 28, 2017
Hannah, Sandra	1.0 FTE Occasional Sub Elementary Teacher Stonebridge Elementary	\$395.82 / day	Occasional Sub	SCEA	October 25, 2017 - December 15, 2017 (approximate dates)
Hassenstab, Erik	Paraprofessional, 6.0 hours/day Stillwater Middle School	\$15.43 / hour	Replacement	SCPA	October 25, 2017
Karel, Merrily	Community Education Instructor District Wide	\$25.00 / hour	Casual	Casual	October 10, 2017
March III, Zachery	Community Education Assistant, 5.8 hours/day Stillwater Area High School PAC	\$13.21 / hour	New Position	CE Leads & Assistants	August 28, 2017
Meister, Kailea	Community Education Assistant, 5.0 hours/day Lily Lake Elementary	\$13.41 / hour	Replacement	CE Leads & Assistants	October 16, 2017
Pawelski, Lauren	Community Education Assistant, 5.8 hours/day Stillwater Area High School PAC	\$13.21 / hour	New Position	CE Leads & Assistants	October 10, 2017
Swenson, Abigail	Community Education Aide, 2.5 hours/day Lake Elmo Elementary	\$9.50 / hour	2017-2018 Staffing	CE Leads & Assistants	October 16, 2017
Teske, Nicholas	Community Education Assistant, 4.0 hours/day Stillwater Area High School PAC	\$13.21 / hour	New Position	CE Leads & Assistants	August 28, 2017
Vuppu, Swapna	Community Education Assistant, 3.6 hours/day Brookview Elementary	\$13.41 / hour	Replacement	CE Leads & Assistants	October 16, 2017

**ASSIGNMENT CHANGES**

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
Fischer, Jayden	Community Education Assistant, 1.92 hours/day Afton-Lakeland Elementary	Community Education Assistant, 5.6 hours/day Stillwater Area High School PAC	New Position	CE Leads & Assistants	October 16, 2017
Majeski, Tara	Paraprofessional, 1.2 hours/day Lake Elmo Elementary	Paraprofessional, 1.95 hours/day Lake Elmo Elementary	Additional Allocations	SCPA	September 29, 2017
Rodriquez, Darcy	Family Engagement Coord., 6.0 hours/day 190 days Early Childhood Family Center	Early Childhood Coord., 8.0 hours/day 210 days Early Childhood Family Center	Position Restructure	CSS	October 2, 2017
Spaulding, Melissa	Community Education Assistant, 5.5 hours/day Lake Elmo Elementary	Community Education Assistant, 5.0 hours/day Lake Elmo Elementary	2017-2018 Staffing	CE Leads & Assistants	October 9, 2017



Agenda Item X. A. through F.  
Date Prepared: October 18, 2017  
ISD 834 Board Meeting

**Report for Action: First Reading of Policies 101, 101.1, 102, 103, 104, 531**

**Action Timeline: November 9, 2017**

Meeting Date: October 26, 2017

Contact Person: Jennifer Pelletier, Policy Working Group Chair

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**Report Purpose:**

The purpose of this report is to provide a first reading these policies:

101 – Legal Status of School District

101.1 – Name of the School District

102 – Equal Educational Opportunity

103 – Complaints-Students, Employees, Parents, Other Persons

104 – School District Mission Statement

531 - Pledge of Allegiance

**Summary:**

The Policy Working Group is reviewing our district policies in relation to the model policies of the MN School Boards Association model policies. Once the policy adoptions are completed all district policies will be better organized and easier for the public and staff to navigate. They will also be in compliance, and up-to-date. An annual policy review cycle will be recommended and maintained for upkeep of the policies.

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**Recommendation:**

This is a report for action. Action will be requested at the November 9, 2017 business meeting.



**SCHOOL DISTRICT**

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>Legal Status of School District</b>	<b>101</b>	<b>Adopted:</b>	<b>2-YEAR</b>

**I. PURPOSE**

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district’s powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board’s authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

**III. RELATIONSHIP TO OTHER ENTITIES**

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

**IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT**

- A. Funds
  - 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools and authority to manage and expend such funds, subject to applicable law.

2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. § 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.
4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter

into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

**Legal References:** Minn. Const. art. 13, § 1  
Minn. Stat. Ch. 123B (School Districts, Powers and Duties)  
Minn. Stat. Ch. 179A (Public Employment Labor Relations)  
Minn. Stat. § 465.035 (Conveyance or Lease of Land)  
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties of Political Subdivisions)  
*Minnesota Association of Public Schools v. Hanson*, 287 Minn. 415, 178 N.W.2d 846 (1970)  
*Independent School District No. 581 v. Mattheis*, 275 Minn. 383, 147 N.W.2d 374 (1966)  
*Village of Blaine v. Independent School District No. 12*, 272 Minn. 343, 138 N.W.2d 32 (1965)  
*Huffman v. School Board*, 230 Minn. 289, 41 N.W.2d 455 (1950)  
*State v. Lakeside Land Co.*, 71 Minn. 283, 73 N.W.970 (1898)

**Cross References:** MSBA/MASA Model Policy 201 (Legal Status of School Board)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)  
MSBA/MASA Model Policy 705 (Investments)  
MSBA/MASA Model Policy 706 (Acceptance of Gifts)  
MSBA/MASA Model Policy 801 (Equal Access to School Facilities)  
MSBA Service Manual, Chapter 3, Employee Negotiations  
MSBA Service Manual, Chapter 13, School Law Bulletin "F" (Contract and Bidding Procedures)

**SCHOOL DISTRICT**

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>Name of the School District</b>	<b>101.1</b>	<b>Adopted:</b>	<b>2-YEAR</b>

**I. PURPOSE**

The purpose of this policy is to clarify the name of the school district.

**II. GENERAL STATEMENT OF POLICY**

Pursuant to statute, the official name of the school district is Independent School District No. 834. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

**III. UNIFORM NAME**

- A. The name of the school district shall be Stillwater Area Public Schools.
- B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.
- C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No. 834 – Stillwater Area Public Schools, but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

**Legal References:** Minn. Stat. § 123A.55 (Classes, Number)

**SCHOOL DISTRICT**

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>Equal Educational Opportunity</b>	<b>102</b>	<b>Adopted:</b>	<b>2-YEAR</b>

*Note: School districts are required by statute to have a policy addressing these issues.*

**I. PURPOSE**

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. Every school district employee shall be responsible for complying with this policy conscientiously.
- E. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

**Legal References:** Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

**SCHOOL DISTRICT**

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>Complaints – Students, Employees, Parents, Other People</b>	<b>103</b>	<b>Adopted:</b>	<b>2-YEAR</b>

**I. PURPOSE**

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

**II. GENERAL STATEMENT OF POLICY**

A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.

B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.

C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 514 (Bullying Prohibition)

MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)



**SCHOOL DISTRICT**

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>School District Mission Statement</b>	<b>104</b>	<b>Adopted:</b>	<b>2-Year</b>

**I. PURPOSE**

The purpose of this policy is to establish a clear statement of the purpose for which the school district exists.

**II. GENERAL STATEMENT OF POLICY**

The school board believes that a mission statement should be adopted. The mission statement should be based on the beliefs and values of the community, should direct any change effort and should be the basis on which decisions are made. The school board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the school board governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

**III. 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.

**IV. REVIEW**

The school board will review the school district’s mission every two years, especially when members of the board change. The school board will conduct a comprehensive review of the mission, including the beliefs and values of the community, every five to seven years.

**Legal References:** Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement)  
Minn. Rule Parts 3501.0010-3501.0180  
Minn. Rule Parts 3501.0200-3501.0270

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>Pledge of Allegiance</b>	<b>531</b>	<b>Adopted:</b>	<b>3-Year</b>

*Note: School districts are required by statute to have a policy addressing these issues.*

**I. PURPOSE**

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

**II. GENERAL STATEMENT OF POLICY**

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher’s surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

**III. EXCEPTIONS**

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person’s right to make that choice.

**IV. INSTRUCTION**

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

**Legal References:** Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance)  
Minn. Stat. § 121A.11, Subd. 4 (Instruction)

**Cross References:**



Agenda Item XI. A.  
Date Prepared: October 3, 2017  
ISD 834 Board Meeting

**Report for Action: Financial Report FY2017**

**Action Timeline: October 26, 2017**

Meeting Date: October 26, 2017

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

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**Report Purpose:**

The purpose of this report is to present the audited financial statements for the year ending June 30, 2017.

**Summary:**

Mr. Aaron Nielsen of the audit firm Malloy, Montague, Karnowski, Radosevich and Co. (MMKR) will present the financial statements for the year ending June 30, 2017.

A copy of the financial statements and audit report are available for review.

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**Recommendation:**

A motion and a second to approve the Financial Report FY2017 is requested.

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

# INDEPENDENT SCHOOL DISTRICT NO. 834 STILLWATER, MINNESOTA

Audit Report  
Year Ended June 30, 2017





## AUDITOR'S ROLE

- **Opinion on Financial Statements**
  - **District Audit**
  - **Student Activities Audit**
- **Internal Controls and Compliance**
  - **Financial Statement Audits**
  - **Federal "Single Audit"**
  - **State Laws and Regulations**
  - **Manual for Activity Fund Accounting**



# AUDIT RESULTS

## ■ District Audit

- Unmodified Opinion on Basic Financial Statements
- Internal Control of Major Federal Programs
  - No material weaknesses or instances of noncompliance reported in the current year.



# AUDIT RESULTS

## ■ Student Activity Audit

- Our 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.
- Internal Control and Compliance Reports
  - The District reports student activities on a cash basis and internal controls are not sufficient to assure that all cash receipts have been recorded.
  - We reported 2 of 25 cash receipts were not deposited in a timely manner as defined by the *Manual for Activity Fund Accounting*.



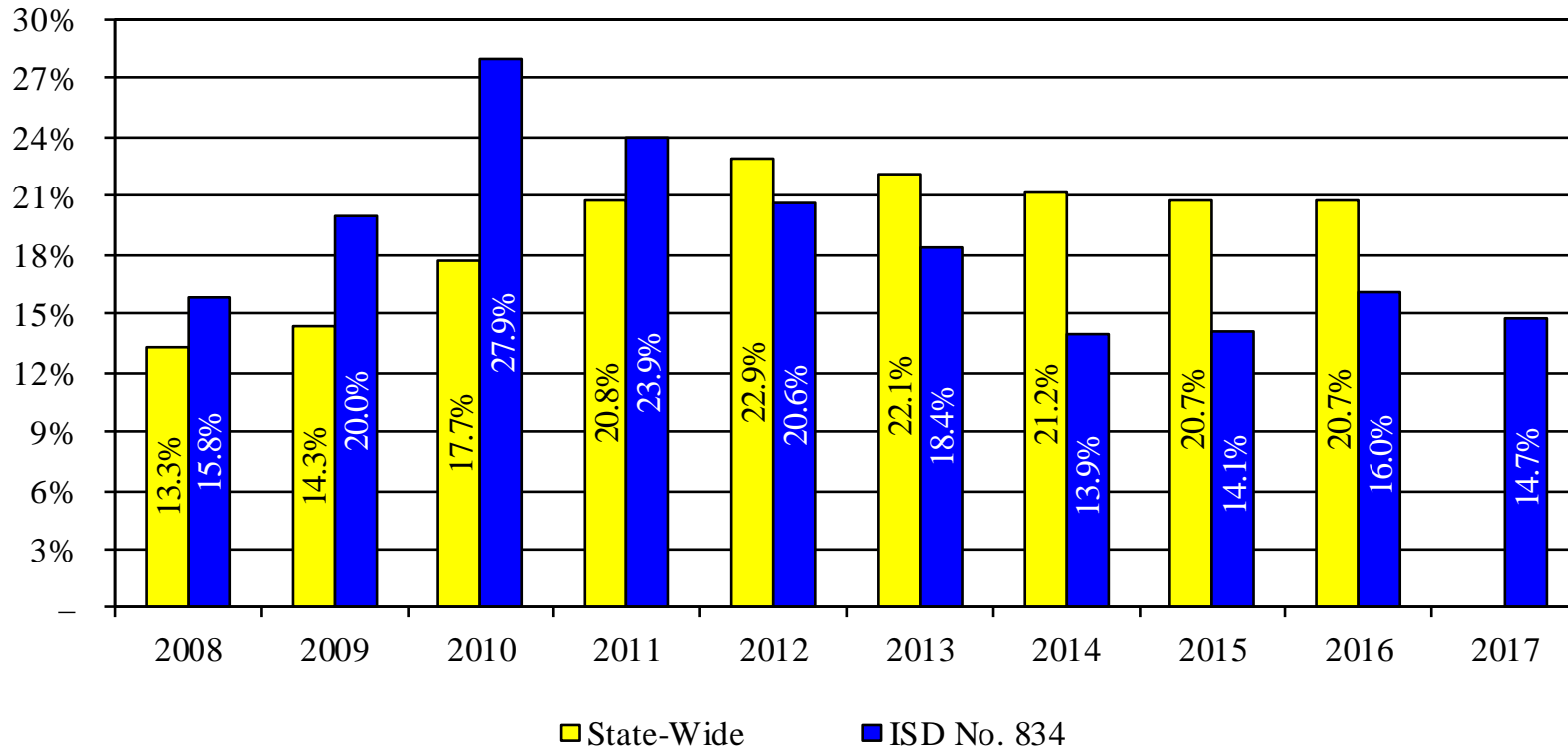
# GENERAL EDUCATION AID— BASIC FORMULA ALLOWANCE

<u>Fiscal Year</u> <u>Ended June 30,</u>	<u>Formula Allowance</u>	
	<u>Amount</u>	<u>Percent</u> <u>Increase</u>
2008	\$ 5,074	2.0 %
2009	\$ 5,124	1.0 %
2010	\$ 5,124	– %
2011	\$ 5,124	– %
2012	\$ 5,174	1.0 %
2013	\$ 5,224	1.0 %
2014	\$ 5,302	1.5 %
2015	\$ 5,831	2.0 %
2016	\$ 5,948	2.0 %
2017	\$ 6,067	2.0 %
2018	\$ 6,188	2.0 %
2019	\$ 6,312	2.0 %



# STATE-WIDE FUND BALANCES

State-Wide Unrestricted Operating Fund Balance  
 as a Percentage of Operating Expenditures





# REVENUE PER ADM SERVED

## Governmental Funds Revenue per Student (ADM) Served

	State-Wide		Seven-County Metro Area		ISD No. 834		
	2015	2016	2015	2016	2015	2016	2017
<b>General Fund</b>							
Property taxes	\$ 1,657	\$ 1,777	\$ 2,187	\$ 2,342	\$ 2,498	\$ 2,609	\$ 3,075
Other local sources	489	495	387	392	353	481	478
State	8,967	9,271	9,030	9,357	7,887	8,212	8,443
Federal	441	432	447	447	337	320	292
<b>Total General Fund</b>	<b>11,554</b>	<b>11,975</b>	<b>12,051</b>	<b>12,538</b>	<b>11,075</b>	<b>11,622</b>	<b>12,288</b>
<b>Special revenue funds</b>							
Food Service	522	548	516	545	447	459	475
Community Service	551	591	651	692	542	582	648
Debt Service Fund	1,061	1,053	1,127	1,084	968	1,077	536
<b>Total revenue</b>	<b>\$ 13,688</b>	<b>\$ 14,167</b>	<b>\$ 14,345</b>	<b>\$ 14,859</b>	<b>\$ 13,032</b>	<b>\$ 13,740</b>	<b>\$ 13,947</b>
ADM served per MDE School District Profiles Report (current year estimated)					<u>8,499</u>	<u>8,392</u>	<u>8,484</u>

Note: Excludes the Capital Projects – Building Construction and Post-Employment Benefits Debt Service Funds.

Source of state-wide and seven-county metro area data: School District Profiles Report published by the MDE



# EXPENDITURES PER ADM SERVED

## Governmental Funds Expenditures per Student (ADM) Served

	State-Wide		Seven-County Metro Area		ISD No. 834		
	2015	2016	2015	2016	2015	2016	2017
<b>General Fund</b>							
Administration and district support	\$ 941	\$ 960	\$ 951	\$ 958	\$ 712	\$ 783	\$ 896
Elementary and secondary regular instruction	5,301	5,466	5,635	5,849	5,110	5,207	5,356
Vocational education instruction	147	158	136	146	132	151	139
Special education instruction	2,058	2,182	2,196	2,330	1,884	1,990	2,081
Instructional support services	586	622	689	725	674	657	825
Pupil support services	992	1,019	1,072	1,104	1,113	1,169	1,307
Sites, buildings, and other	881	890	832	847	1,052	1,028	1,088
Total General Fund – noncapital	10,906	11,297	11,511	11,959	10,677	10,985	11,692
General Fund capital expenditures	581	600	493	532	226	1,443	172
Total General Fund	11,487	11,897	12,004	12,491	10,903	12,428	11,864
<b>Special revenue funds</b>							
Food Service	528	542	523	539	440	454	468
Community Service	546	577	642	676	524	556	632
Debt Service Fund	1,489	1,522	1,701	1,453	1,033	1,107	1,180
Total expenditures	<u>\$ 14,050</u>	<u>\$ 14,538</u>	<u>\$ 14,870</u>	<u>\$ 15,159</u>	<u>\$ 12,900</u>	<u>\$ 14,545</u>	<u>\$ 14,144</u>
ADM served per MDE School District Profiles Report (current year estimated)					<u>8,499</u>	<u>8,392</u>	<u>8,484</u>

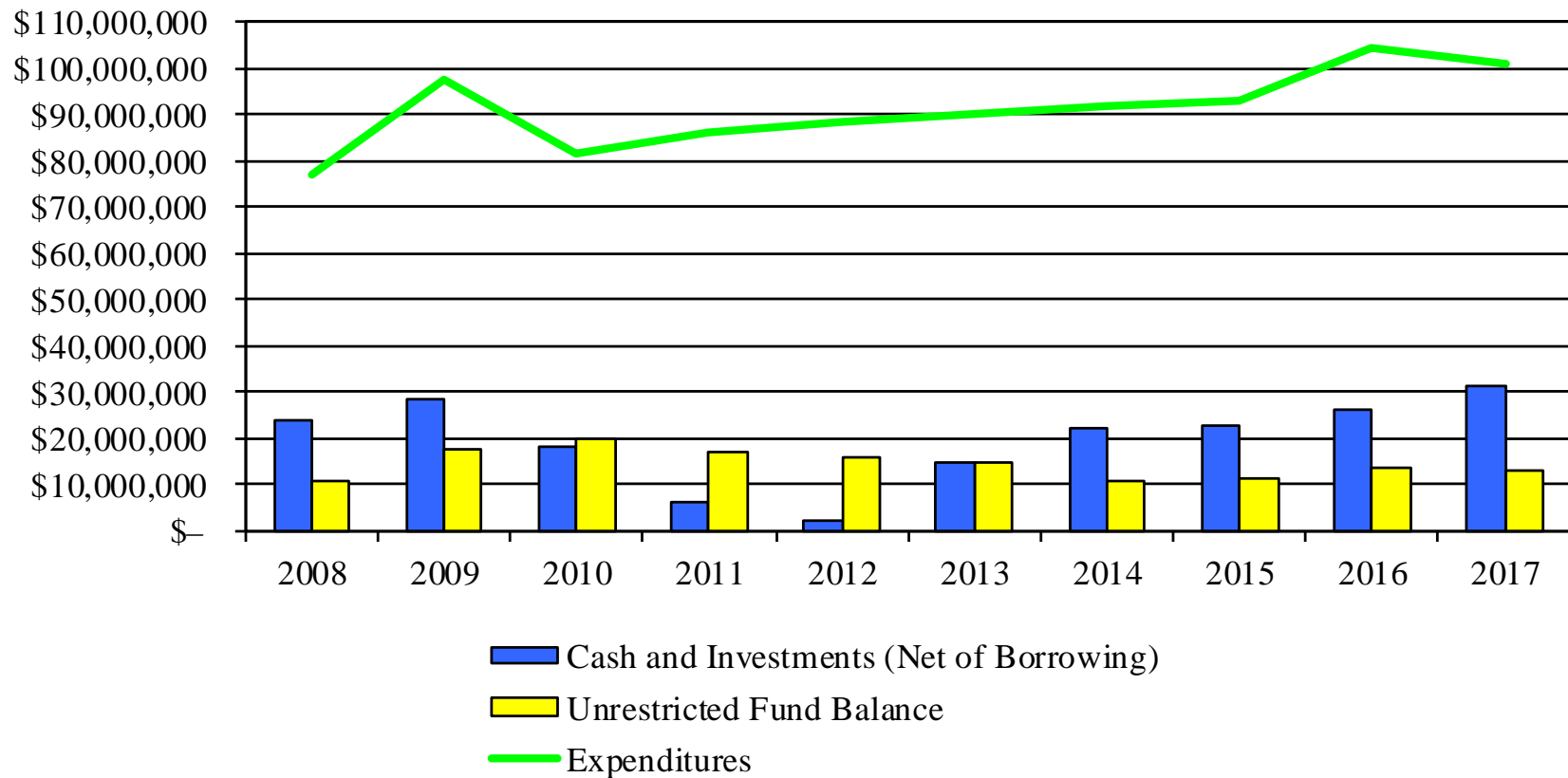
Note: Excludes the Capital Projects – Building Construction and Post-Employment Benefits Debt Service Funds.

Source of state-wide and seven-county metro area data: School District Profiles Report published by the MDE



# GENERAL FUND FINANCIAL POSITION

General Fund Financial Position  
Year Ended June 30,





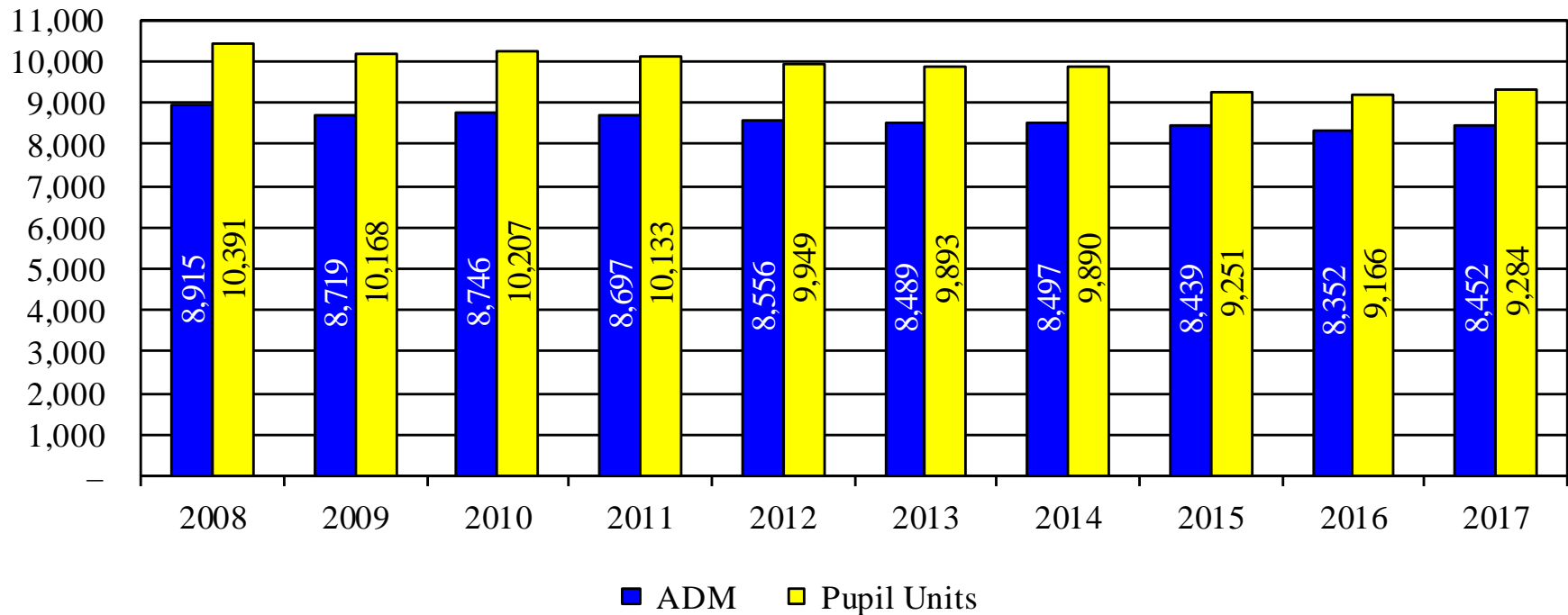
# GENERAL FUND FINANCIAL POSITION

	June 30,				
	2013	2014	2015	2016	2017
Nonspendable fund balances	\$ 341,429	\$ 380,847	\$ 271,178	\$ 180,717	\$ 132,997
Restricted fund balances (1)	1,696,761	1,931,056	2,467,558	2,590,464	8,070,793
Unrestricted fund balances					
Committed	–	–	–	3,783,815	1,883,815
Assigned	9,434,577	5,992,778	2,125,946	1,851,841	3,351,587
Unassigned	5,200,321	4,672,888	9,137,032	7,753,286	7,852,065
 Total fund balance	<u>\$ 16,673,088</u>	<u>\$ 12,977,569</u>	<u>\$ 14,001,714</u>	<u>\$ 16,160,123</u>	<u>\$ 21,291,257</u>
 Unrestricted fund balances as a percentage of expenditures	<u>16.3%</u>	<u>11.6%</u>	<u>12.2%</u>	<u>12.8%</u>	<u>13.0%</u>
 Unassigned fund balances as a percentage of expenditures	<u>5.8%</u>	<u>5.1%</u>	<u>9.9%</u>	<u>7.4%</u>	<u>7.8%</u>

(1) Includes deficits in restricted fund balance accounts allowed to accumulate deficits under UFARS, which are part of unassigned fund balance on the accounting principles generally accepted in the United States of America-based financial statements.

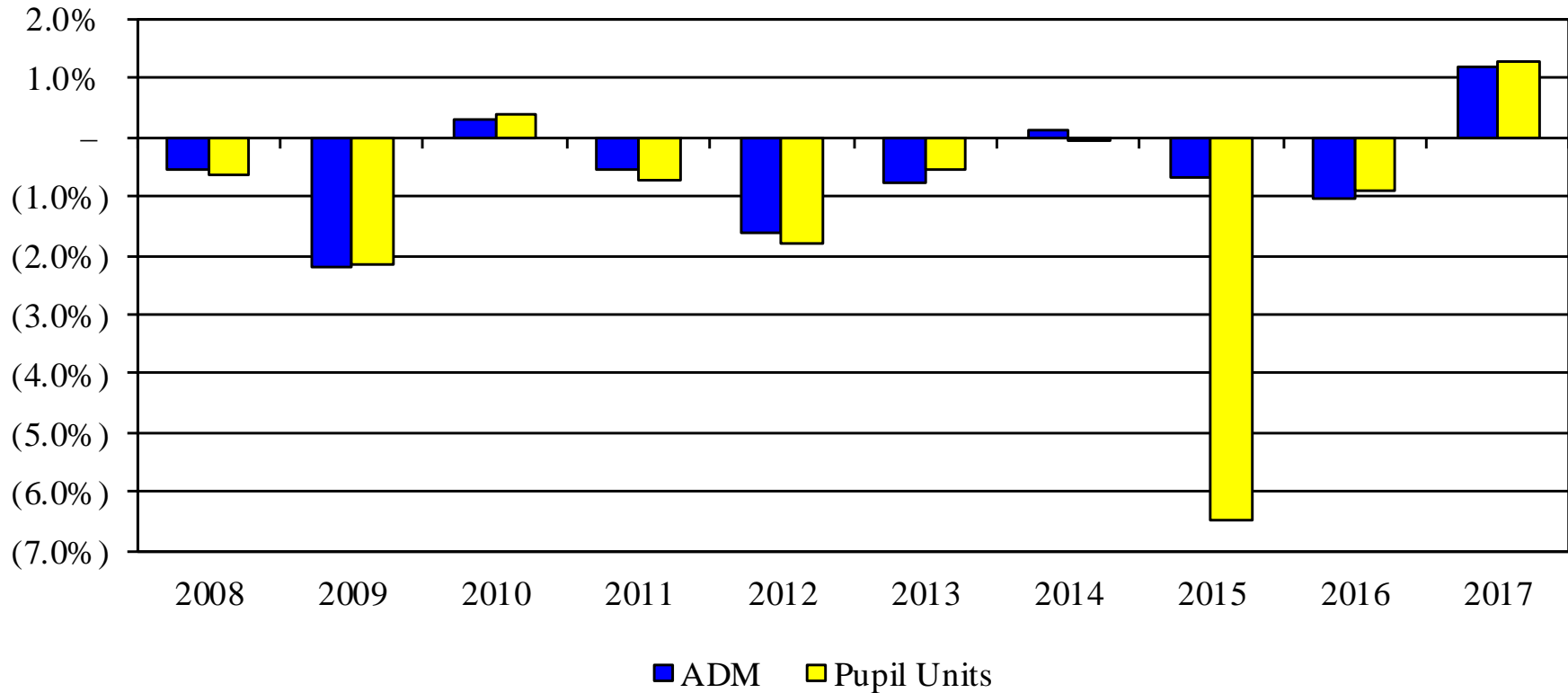
# ADJUSTED ADM AND PUPIL UNITS SERVED

Adjusted ADM and Pupil Units Served



# CHANGE IN STUDENTS SERVED

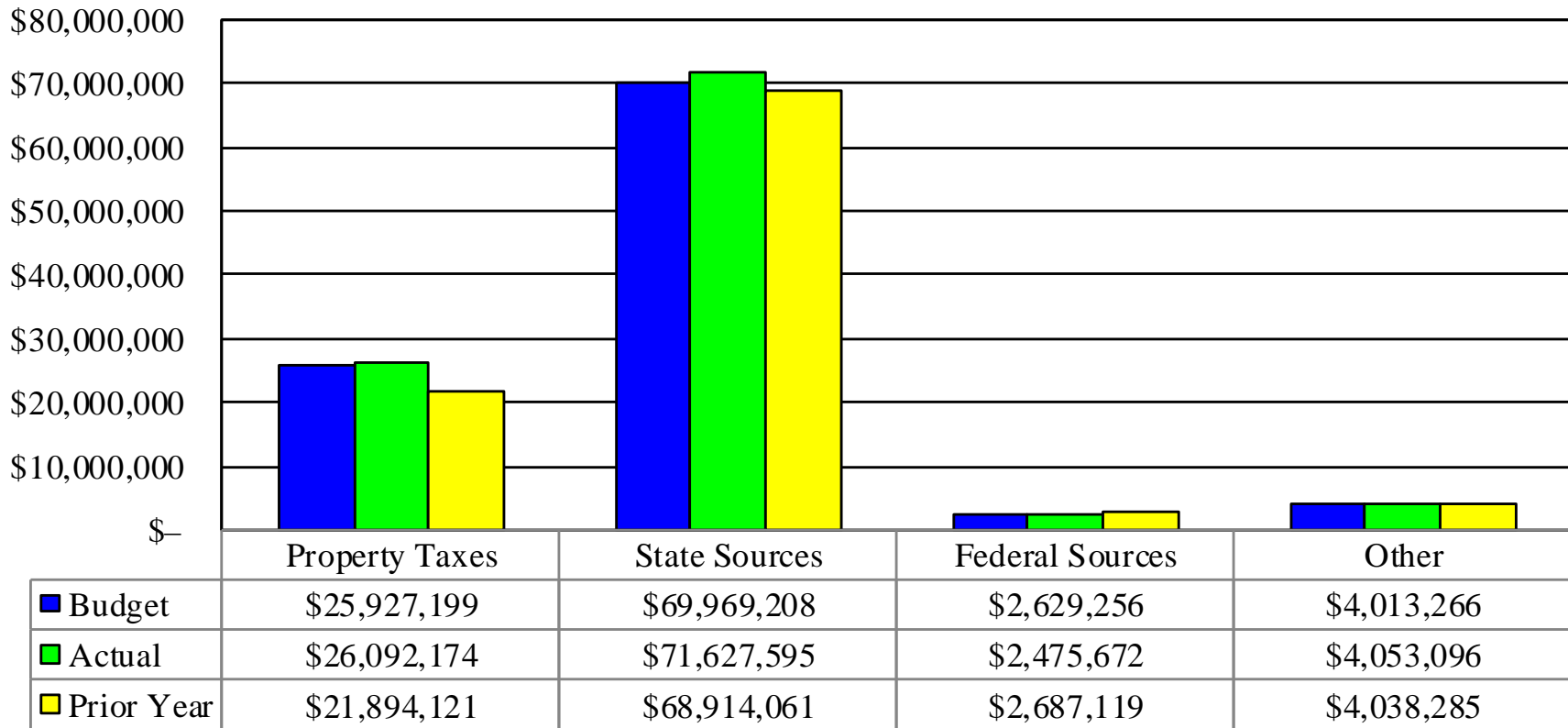
Change in Adjusted  
ADM and Pupil Units Served





# GENERAL FUND REVENUE

General Fund Revenue

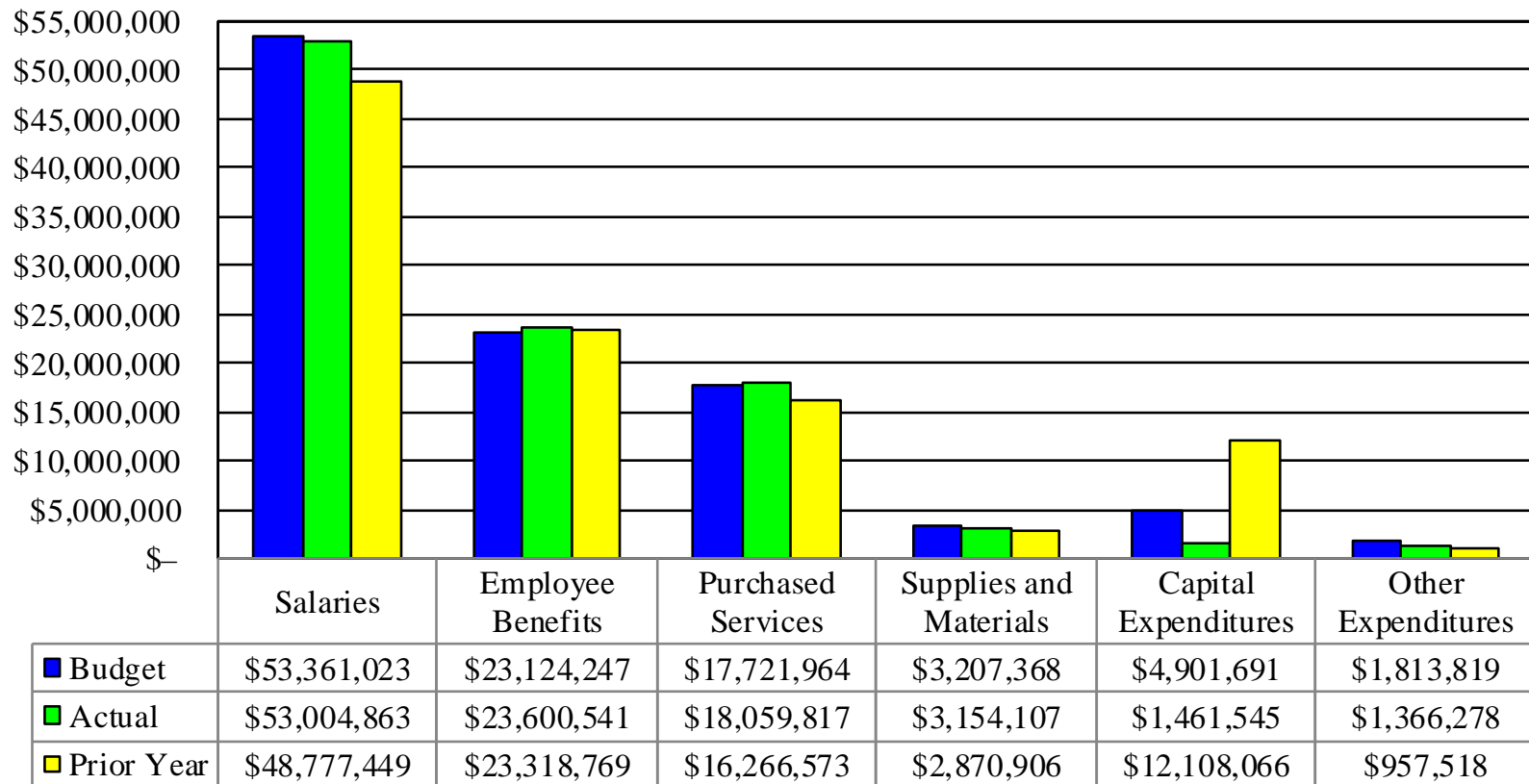






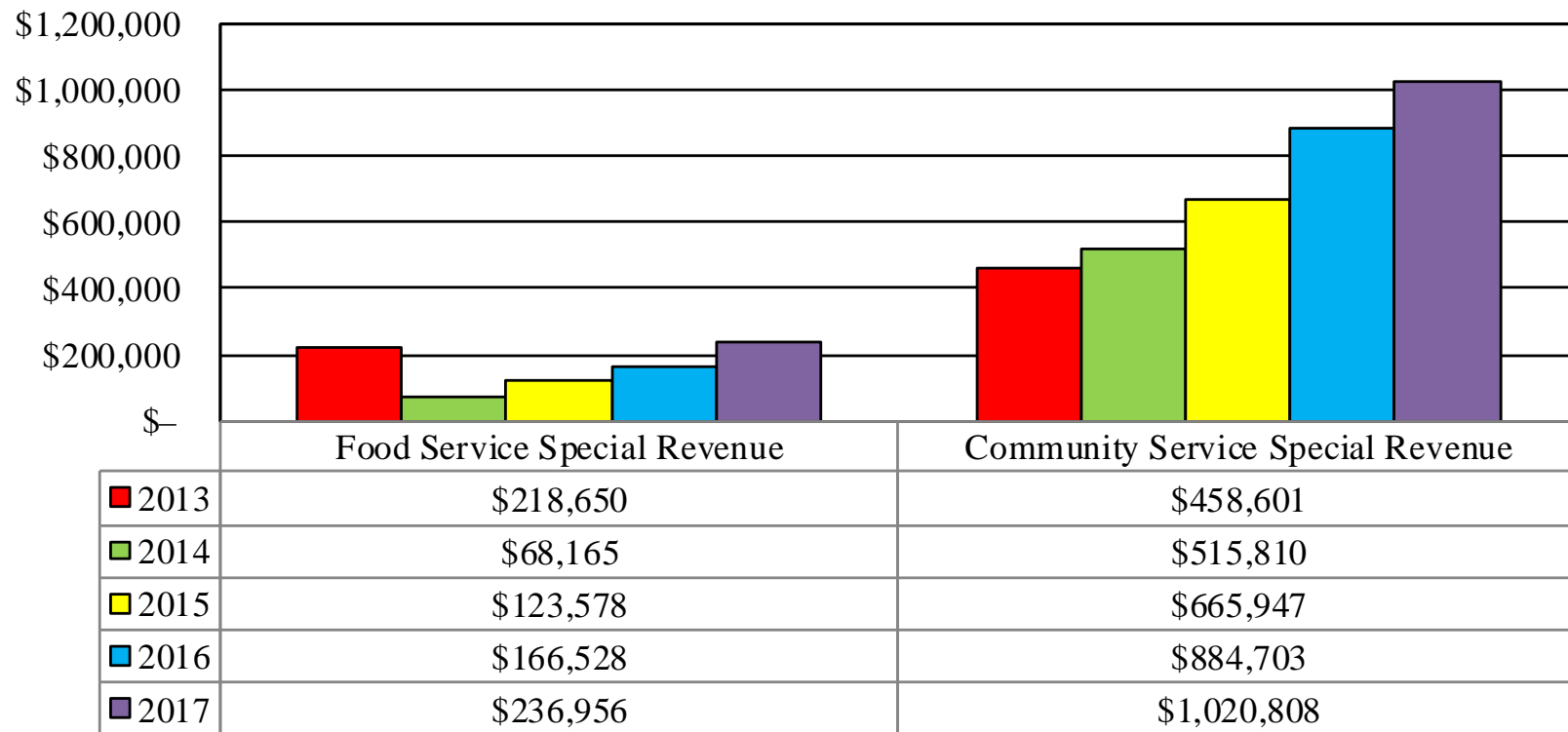
# GENERAL FUND EXPENDITURES

General Fund Expenditures



# OTHER GOVERNMENTAL FUNDS

Other Operating Funds  
 Total Fund Balances





# INTERNAL SERVICE FUNDS

	June 30,		
	<u>2015</u>	<u>2016</u>	<u>2017</u>
Operating revenue			
Charges for services	\$ 15,747,052	\$ 15,173,620	\$ 15,394,761
Operating expenses			
Health benefit claims and fees	14,119,837	12,702,482	15,931,096
Dental benefit claims and fees	871,844	883,357	919,581
Total operating expenses	<u>14,991,681</u>	<u>13,585,839</u>	<u>16,850,677</u>
Operating income (loss)	755,371	1,587,781	(1,455,916)
Nonoperating revenue			
Investment earnings	<u>4,684</u>	<u>6,126</u>	<u>6,255</u>
Change in net position	760,055	1,593,907	(1,449,661)
Net position			
Beginning of year	<u>1,586,458</u>	<u>2,346,513</u>	<u>3,940,420</u>
End of year	<u>\$ 2,346,513</u>	<u>\$ 3,940,420</u>	<u>\$ 2,490,759</u>



# DISTRICT-WIDE STATEMENT OF NET POSITION

	June 30,		Increase (Decrease)
	2017	2016	
Net position – governmental activities			
Total fund balances – governmental funds	\$ 48,418,052	\$ 107,011,308	\$ (58,593,256)
Total capital assets, net of depreciation	154,274,482	102,349,805	51,924,677
Bonds and certificates of participation	(121,560,910)	(131,702,255)	10,141,345
PERA and TRA pension adjustments	(78,637,014)	(55,638,787)	(22,998,227)
OPEB adjustments	(11,279,630)	13,492,636	(24,772,266)
Other adjustments	(30,362)	(762,741)	732,379
	<u>\$ (8,815,382)</u>	<u>\$ 34,749,966</u>	<u>\$ (43,565,348)</u>
Net position			
Net investment in capital assets	\$ 66,141,043	\$ 65,414,063	\$ 726,980
Restricted	9,753,511	9,743,503	10,008
Unrestricted	<u>(84,709,936)</u>	<u>(40,407,600)</u>	<u>(44,302,336)</u>
	<u>\$ (8,815,382)</u>	<u>\$ 34,749,966</u>	<u>\$ (43,565,348)</u>

EMID Board Business Meeting  
October 18, 2017  
Forest Lake High School Campus

Closed Session: Board members began the meeting with a closed session to discuss the evaluation of Executive Director Dr. Jean Lubke. Preceding this discussion, board members filled out individual evaluation forms as well as viewing copies of 360 style form summaries submitted by Dr. Lubke's peers. A summary of the evaluation is included in your board packet materials.

1. After a short tour of Forest Lake High School's remodeling led by their new Superintendent Steve Massey, the board heard a presentation on numerous elements of their equity work led by Carolyn Carr Latady. The goal of Forest Lake's work is to "increase access and remove barriers." While highlighting numerous programs, the most time was spent on sharing the latest versions of their Equity Portraits. While presenting data their leaders felt was very helpful to their work, the Equity Portrait was meant to be a user friendly document that was helpful to their community and could be replicated by other EMID districts.

2. Mary Bussman, Equity Consultant for Professional Development, presented the program evaluations for the 2016-2017 AVID programs and professional learning. She highlighted the various uses of AVID programming that districts chose to implement, as well as sharing the participation numbers and demographics of the students involved.

She also highlighted the number of attendees and events classified as professional development. She noted that there were 1007 attendees for 24 separate events, including 204 registrations from non-member districts. Especially popular was the Equity Coaching work with Jamie Almanzan, programming that will expand to Inver Grove Heights, South St. Paul and Stillwater during the 2017-2018 school year.

3. Dr. Lubke followed Ms. Bussman's report with an overview of new programs and services that will take place during the current school year, including work with Farmington schools, the MN Literacy Council, MSBA, and the MN Association of Charter Schools.

4. Dr. Lubke gave an update on the ReImagine MN work. Leadership teams from the east metro met on October 4 for the next step in gathering information; this was followed by work in the west metro (October 11) and the north and south (October 18). There will be a draft report of this work at the December 8th AMSD policy session.

5. The Board had a first reading of policy revisions for FY18. There was some discussion, particularly related to the board's discipline policy. Board members

were encouraged to read the expanded discipline policy from Roseville Schools which puts an emphasis on restorative justice.

6. The Board encouraged Dr. Lubke to investigate the work necessary to create a 501(c)3 foundation to aid in obtaining foundation grants and to meet our new income expectation for grant funding. The Board made clear that this foundation would have a separate board of directors which should represent more diversity than our current board. This board's task would be fund raising and not suggesting or implementing EMID board policy.



Agenda Item XII. A. B.C.  
Date Prepared: October 18, 2017  
ISD 834 Board Meeting

Agenda Item: School Board Meeting Updates  
Meeting Date: October 26, 2017  
Chairperson Report and Board Member Reports

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*Background:*

- A. Chairperson Report
- B. Board Member Reports
- C. Working Group 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 XIII.  
Date Prepared: October 18, 2017  
ISD 834 Board Meeting

Agenda Item: Adjournment  
Meeting Date: October 26, 2017  
Contact Person: School Board Chair

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*Background:*  
The meeting must be adjourned formally.

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*Recommendation:*  
Board approval is requested.

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