



Independent School District No. 834 – Stillwater Area Public Schools
Stillwater City Hall, 216 North 4th Street, Stillwater, MN
January 4, 2018 – 6:00 p.m. Meeting Minutes

I. Call to Order: The meeting was called to order at 6:07 p.m.

II. Roll Call: Present: George Hoepfner, Tom Lehmann, Paula O'Loughlin, Shelley Pearson, Jennifer Pelletier, Mike Ptacek, Sarah Stivland, Superintendent Pontrelli (ex-officio) Student Member: Annabel Gregg

III. Pledge of Allegiance: Acting Chair Hoepfner led Pledge of Allegiance.

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

V. Approval of the Agenda

The agenda for the meeting was accepted.

Motion by: Member Stivland to move consent item G to a separate action item; Second by Member Pearson; Vote: 7 ayes, 0 nays, Motion Carried.

VI. Board Organization

A. Election of Board Chair

Motion by Hoepfner to nominate Lehmann as board chair; Second by O'Loughlin; Lehmann accepted the nomination; Motion by Ptacek to nominate Pearson as board chair; Second by Stivland; Pearson accepted the nomination; Vote: 4 ayes (Hoepfner, Lehmann, O'Loughlin, Pelletier) for Lehmann, 3 ayes (Pearson, Ptacek, Stivland) for Pearson. Tom Lehmann elected board chair for 2018.

B. Election of Vice Chair Person

Motion by Lehmann to nominate Pelletier as vice chair; Second by O'Loughlin; Pelletier accepted the nomination; Motion by Ptacek to nominate Pearson as vice chair; Second by Stivland; Pearson accepted the nomination; Vote: 4 ayes (Hoepfner, Lehmann, O'Loughlin, Pelletier) for Pelletier, 3 ayes (Pearson, Ptacek, Stivland) for Pearson. Jennifer Pelletier elected vice chair for 2018.

C. Election of Clerk

Motion by Pearson to nominate Stivland as clerk; Second by Ptacek; Stivland accepted the nomination; Motion by Pelletier to nominate O'Loughlin as clerk; Second by Lehmann; Pelletier accepted the nomination; Vote: 4 ayes (Hoepfner, Lehmann, O'Loughlin, Pelletier) for O'Loughlin, 3 ayes (Pearson, Ptacek, Stivland) for Stivland. Paula O'Loughlin elected clerk for 2018.

D. Election of Treasurer

Motion by Pelletier to nominate Pearson as treasurer; Second by Stivland; Pearson accepted the nomination; Vote: 7 ayes (Hoepfner, Lehmann, O'Loughlin, Pearson, Pelletier Ptacek, Stivland) for Pearson. Shelley Pearson elected treasurer for 2018.

VII. Superintendent's Report

Superintendent Pontrelli:

- Responded the December 14 open forum concern related to employee safety
- Announced the next Community Mental Health meeting will be January 16 at Oak Glen from 6 – 7:30 p.m.
- Encouraged everyone to attend the Portrait of a Graduate conversations
- Announced the MSBA conference is next week
- Asked the board to consider forming a community engagement working group
- Announced the DaVinci Fest is this weekend.

VIII. Introductory Items

A. Student Report

Student Member Annabel Gregg reported that semester 1 finals are approaching, the NHS Coffee House was a success, Winter sports looks strong and the Band Solo Competitions are this evening.

B. District Recognition

1. Promise Fellows

Superintendent Pontrelli recognized Ms. Prestegaard and the Promise Fellows that are currently working in our district mentoring students.

IX. Open Forum

1. Carl Blondin, 617 Sunrise Ave. Stillwater, MN spoke about profligate spending and expressed dissatisfaction with 834 VOICE.

X. Consent Agenda

A. Minutes of December 14, 2017 School Board Meeting

B. Disbursement Register December 7 - 18, 2017

C. Human Resources Personnel Report

D. Designate Official Publication

E. Designate District Depositories and Major Account Banks

F. Resolution Authorizing Use of Facsimile Signature

G. Resolution Authorizing Administration to Contract for Budgeted Items (moved to action item D)

H. Resolution Authorizing Administration to Develop Specifications and Solicit Bids

I. Resolution Authorizing Executive Director of Finance and Operations and Supervisor of Financial Services to Make Electronic Fund Transfers

J. Field Trip: For 1 advisor, 2 chaperones and approximately 15 students to attend the National Scholastic Press Association/ Journalism Education Association (NSPA/JEA) Convention in San Francisco, CA April 11 – 15, 2018

Motion by: Pelletier; Second by Stivland; Vote: 7 ayes, 0 nays, Motion Carried.

XI. Reports

A. School Board Committee Assignments and Working Groups 2018

Board members were asked to let the chair know their top three preferences for assignments. Superintendent Pontrelli recommended adding a Community Engagement working group. The policy group was asked to update the policy and bring to the next meeting. The chair will appoint members and the board will be asked to approve the assignments at their January 18 business meeting.

B. School Board Goals

The school board will schedule a work session to finalize their goals.

XII. Action Items

A. Establish 2018 Calendar of Meetings

The board established their meeting dates for the 2018 year. The calendar of dates can be found on the district website at www.stillwaterschools.org

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

B. Establish Board Member Salaries

The board members established their salaries as \$4,750 for each board member with the Board Chair receiving an additional \$500 for a total of \$5,250. Board members may also submit for mile and parking reimbursement for board workshops and conferences.

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

C. Revised Budget 2017-18

Ms. Hoheisel requested approval of the revised budget for 2017-18 as follows:

FUND	2017-18 Revenue Budget	2017-18 Expenditure Budget
General	104,995,602	107,511,394
Food Service	4,222,625	4,222,605
Community Service	6,226,488	6,179,020
Sub-Total Operating Funds	\$115,444,715	\$117,913,019
Building Construction Fund	152,803	20,571,316
Debt Service Fund	10,050,085	9,869,923
Sub-Total Non-Operating Funds	\$10,202,888	\$30,441,239
Trust Fund	25,000	25,000
Total All Funds	\$125,672,603	\$148,379,258

Motion by: Member O'Loughlin; Second by: Member Hoepfner; Vote: 6 ayes, 1(Stivland) nays, Motion Carried.

D. Consent Agenda Item G – Resolution Authorizing Administration to Contract for Budgeted Items

Minnesota Statute 123B.52, subdivision 2, states that the Board may authorize its superintendent or business manager to lease, purchase, and contract for goods and services within the Board-approved budget. In our Administration, the title of the business manager is Executive Director of Finance. The current statutory limit on the delegated contracting authority is \$100,000. (*See* Minn. Stat. § 123B.52, Subd. 2; *and* Minn. Stat. § 471.345, Subd. 3.) The Board has the discretion to set the limit at a lower amount if it chooses. Staff recommends the Board adopt the following resolution authorizing the Superintendent and the Executive Director of Finance to contract for items in the Board-approved budget:

1. The Board hereby authorizes the Superintendent and the Executive Director of Finance to lease, purchase, and contract for goods and services that: (a) are within the budget the Board has approved; and, (b) do not exceed \$100,000.
2. Any proposed lease, purchase, or contract exceeding \$100,000 must be submitted to the Board for approval.
3. Any proposed lease, purchase, or contract for an item outside the Board's approved budget must be submitted to the Board for approval.
4. Notwithstanding the delegation of authority in Paragraph 1, the Board retains the discretion and authority to review, approve, or reject any proposed lease, purchase, or contract before it is executed."

Motion by: Member Stivland to reduce the limit to \$50,000; Second by: Member Ptacek; Vote: 3 (Pearson, Ptacek, Stivland) ayes, 4 (Lehmann, Hoepfner, O'Loughlin, Pelletier) nays, Motion Failed.

Motion by: Member Pearson to reduce the limit to \$75,000; Second by: Member Ptacek; Vote: 3 (Pearson, Ptacek, Pelletier) ayes, 4 (Lehmann, Hoepfner, O'Loughlin, Stivland) nays, Motion Failed.

Motion by: Member Hoepfner; Second by Member Pelletier; to approve as presented. Vote: 5 (Hoepfner, Lehmann, O'Loughlin, Pelletier, Pearson) ayes, 2 (Stivland, Ptacek) nays, Motion Carried.

XIII. Board Member Updates

A. Chairperson's Report

Chair Lehmann thanked Mike Ptacek for his 9 year service on the Valley Outreach board of directors.

B. Board Member Reports

1. Member Pelletier reported that Senator Klobuchar will be attending Da Vinci Fest this weekend and the Luther College Symphony will be performing at the high school on February 5.
2. Member Hoepfner thanked the community for their commitment to the Pony Activity Center.
3. Member Pearson announced the Stillwater Noon Rotary will hold their annual Taste of the Valley at the Lake Elmo Inn Events Center on January 26 from 6-9 p.m. The proceeds will benefit our Alternative Learning Center.
4. Member Ptacek reported that the 916 Organizational meeting is next week.

C. Working Group Reports.

1. Member Ptacek announced that MSBA and AMSD have released their legislative agendas and platforms.

XIV. Adjournment

The meeting adjourned at 8:07 p.m.

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

Respectfully submitted, Paula O'Loughlin, school board clerk.