



Independent School District No. 834 – Stillwater Area Public Schools  
Stillwater City Hall, 216 North 4<sup>th</sup> Street, Stillwater, MN  
June 21, 2018 – 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: Tom Lehmann, chair; Jennifer Pelletier, vice chair; Shelley Pearson, treasurer; Paula O'Loughlin, clerk; George Hoepfner, director; Mike Ptacek, director; Sarah Stivland, director (6:08); Superintendent Pontrelli (ex-officio)

III. Pledge of Allegiance: Board chair Lehmann 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

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

VI. Superintendent's Report

Superintendent Pontrelli reported on the two, two-day conferences that district hosted this week. The Ignite, Inspire, Innovation was held Monday and Tuesday and featured keynote speaker, Author George Couros; and the Brave New Workshop. Stanford's Design School led the d.school Deep Dive on Wednesday and Thursday.

VII. Introductory Items

A. Student Report

There was no student report.

VIII. Open Forum

There were no speakers.

IX. Consent Agenda

A. Minutes of June 7, 2018 School Board Meeting

B. Minutes of June 13, 2018 Special Board Meeting

C. Accept Gifts and Donations May 2018

D. Disbursement Register June 1-13, 2018

E. Treasurer's Report May 2018

F. Human Resources Personnel Report

G. Family Guided Routine Based Intervention Innovation Grant

*Motion by: Member Hoepfner to approve items A, B, C, D, E, G. Second by: Member Pearson, Vote: 7 ayes, 0 nays, Motion Carried.*

*Motion by: Member O'Loughlin to approve item F; Second by: Member Pelletier; Vote: 7 ayes, 0 nays, Motion Carried.*

X. Reports

A. First and Second Reading: Series 200 School Board Policies

The school board has its second reading of policies 201-208 and their first reading of policies 209-215. Approval of policies 201-208 will be requested at the July 12 business meeting. The second reading of policies 209-215 will occur at the July 12 meeting.

## B. Long-Term Facilities Maintenance Plan

Mr. Willger, Manager of Facilities and Site Operations, provided information on the required Long-term Facility Maintenance application. The application must include a Long-term Facilities Maintenance Revenue Application-Ten-year Expenditure, Long-Term Facilities Maintenance Projection, Statement of Assurances and School Board resolution/meeting minutes adopting the LTFM ten-year plan.

To qualify for a 2019 payable property tax levy, the 2020 Ten Year Plan must be adopted and submitted to the Department of Education. Approval of the plan will be requested at the July 12, 2018 business meeting.

## XI. Action Items

### A. 2018-2020 Terms & Conditions – Community Education Leads and Assistants

Superintendent Pontrelli provided a summary of changes for the Terms and Conditions.

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

### B. 2018-2020 Master Contract – St. Croix Paraprofessionals Association

Superintendent Pontrelli provided a summary of changes to the Master Contract.

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

### C. Proposed Termination of Employment of a Continuing Contract Employee

Board Member Lehmann introduced the following resolution and Member Stivland moved its adoption:

RESOLUTION PROPOSING TO IMMEDIATELY DISCHARGE A CONTINUING CONTRACT EMPLOYEE IDENTIFIED AS EMPLOYEE "A", AND, IN THE ALTERNATIVE, TO TERMINATE THE EMPLOYEE'S CONTINUING CONTRACT AT THE CLOSE OF A SCHOOL YEAR

BE IT RESOLVED, by the School Board of Independent School District No. 834 that:

1. Employee A is proposed to be immediately discharged pursuant to Minn. Stat. § 122A.40, Subd. 13;
2. Alternatively, it is proposed that Employee A's continuing contract be terminated at the close of the school year pursuant to Minn. Stat. § 122A.40, Subd. 9;
3. Written notice be sent to the employee regarding the proposed immediate discharge and termination at the close of a school year as provided by law, and that said notice shall be in the form set forth in Exhibit A attached hereto;
4. Each and all of the grounds set forth in said notice are within the grounds for the immediate discharge of a continuing contract employee and/or termination of the continuing contract of an employee effective at the close of the school year;
5. Exhibit A to this Resolution contains private data on individuals, pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and therefore the Superintendent is specifically directed to maintain the private data classification of the exhibit in accordance with applicable state law.
6. The written notice attached hereto as Exhibit A shall be signed by the Clerk of the School Board and served upon the employee as determined by the administration of Independent School District No. 834.
7. Pending any proceedings regarding the proposed immediate discharge or termination at the close of a school year, the employee shall be suspended with pay.

The motion for the adoption of the foregoing resolution was duly seconded by Board Member Pelletier and upon vote being taken thereon, the following voted in favor thereof:

Lehmann, Hoepfner, O'Loughlin, Pearson, Pelletier, Ptacek, Stivland and the following voted against the same: None. whereupon said resolution was declared duly passed and adopted.

### D. Election of Board Officer(s) – Board Chair Tom Lehmann

Chair Lehmann announced his intent to resign from the board after the meeting this evening. Therefore a new chair person must be elected.

#### A. Election of Board Chair

Motion by Lehmann to nominate Pelletier as board chair; Pelletier accepted the nomination;

Motion by Ptacek to nominate Pearson as board chair, Pearson accepted the nomination;

Vote: 4 ayes (Hoepfner, Lehmann, O'Loughlin, Pelletier) for Pelletier, 3 ayes (Pearson, Ptacek, Stivland) for Pearson.

Jennifer Pelletier elected board chair for the remainder of 2018.

#### B. Election of Vice Chair Person

Motion by O'Loughlin to nominate Stivland as vice chair; Stivland accepted the nomination;

Motion by Ptacek to nominate Pearson as vice chair; Pearson accepted the nomination;

Vote: 4 ayes (Hoepfner, Lehmann, O'Loughlin, Pelletier) for Stivland 3 ayes (Pearson, Ptacek, Stivland) for Pearson. Sarah Stivland elected vice chair for the remainder of 2018.

## E. Resolution of Appreciation

Superintendent Pontrelli introduced the following resolution:

### RESOLUTION OF APPRECIATION - TOM LEHMANN

WHEREAS Tom Lehmann was elected to the School Board of Independent School District 834 in November of 2010, was given the Oath of Office in January 2011 and has served the Stillwater Area Public Schools community for over seven years; WHEREAS during his service he has been an officer of the School Board seven times; serving as Treasurer, vice chair and board chair;

WHEREAS during his service he has attended over 190 business meetings in addition to learning sessions, work sessions and subcommittee meetings;

WHEREAS during his service he has been a liaison to the committees of Schools for Equity in Education, TIES, Teachers-Administrators-Board, Metro ECSU, Association of Metropolitan School Districts, Council of Local Governments, and Andersen Corporation Advisory Council, As well as The Bridge to Excellence Strategic Planning Committee, the Budget Adjustment Advisory Committee, and most recently the Partnership Plan;

WHEREAS during his service he has been a liaison to Andersen Elementary and Oak-Land Junior High Schools;

WHEREAS during his service he has been on the working groups of Finance and Operations, Personnel, Negotiations, and Executive;

WHEREAS during his service worked to successfully secure a levy referendum in 2011 and a bond referendum in 2015;

WHEREAS during his service he has proudly championed over five thousand graduates from Stillwater Area High School;

NOW THEREFORE BE IT RESOLVED that the School Board of the Stillwater Area Public Schools extends deep gratitude to Tom Lehmann for placing the education of all students first in his decision-making and for making a positive difference in the lives of our students.

*Motion by: Member O'Loughlin; Second by: Member Hoepfner; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.*

## XII. Board Member Reports

### A. Board Chair Report

1. Mr. Lehmann reported that there are closed sessions scheduled at the end of this meeting.

### B. Board Member Reports

1. Member O'Loughlin thanked the Community Educations Department for the student activities that are scheduled for this summer.

2. Mr. Ptacek announced he will be attending the SEE regional meeting on June 26<sup>th</sup>.

3. Member Pearson congratulated the Boys Varsity Baseball on their State Championship.

### C. Working Group Reports

1. Mr. Hoepfner reported the policy group will meet again to review the suggested changes.

2. Ms. Pelletier reported on meeting that the Community Engagement group held last week.

## XI. Adjournment

The meeting adjourned to closed session for discussion of property identified as Marine Elementary School and also for evaluation of Superintendent Pontrelli at 8:38 p.m.

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

Closed session for property ended at 9:12 p.m.

Closed Session for evaluation adjourned at 10:41

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

The meeting adjourned at 10:41 p.m.

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

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