



Independent School District No. 834 – Stillwater Area Public Schools
Stillwater City Hall, 216 North 4th Street, Stillwater, MN
July 12, 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: Jennifer Pelletier, chair; Sarah Stivland, vice chair; Shelley Pearson, treasurer; Paula O'Loughlin, clerk; George Hoepfner, director; Mike Ptacek, Superintendent Pontrelli (ex-officio)

III. Pledge of Allegiance: Board chair Pelletier 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 O'Loughlin.

V. Approval of the Agenda

Motion by: Member O'Loughlin; Second by: Member Stivland; Vote: 6 ayes, 0 nays, Motion Carried Unanimously.

VI. Superintendent's Report

Superintendent Pontrelli reported two directors attended a school safety seminar, principals have been in literacy training all week, she attended the Council of City Mayors meeting with Mayor McComber. She invited everyone to come out to Summer Tuesdays and stop by the Stillwater Pony booth. She thanked communications fill-in person Barb Nicol for work while Mrs. Keister was on maternity leave.

VII. Introductory Items

A. Student Report

There was no student report.

1. The State Champion Girls Softball and Boys Baseball Teams were recognized for their accomplishments.

VIII. Open Forum

There were no speakers.

IX. Consent Agenda

A. Minutes of June 21, 2018 School Board Meeting

B. Minutes of June 22, 2018 Special Board Meeting

C. Disbursement Register June 14-30, 2018

D. Human Resources Personnel Report

E. Amend Polling Locations and Combined Polling Locations for 2018

F. Identify Official with Authority for MDE – the School Board identified Barbara Proulx as the Official with Authority for the 2018-2019 school year.

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

X. Reports

A. Second Reading: Series 200 School Board Policies 209-215

The school board has its second reading of policies 209-215. Action on the policies will be requested at the August 9 business meeting.

B. First Reading: Series 300 Policies – School District Administration

The school board discussed the 300 series policies for the first reading. The second readings of these policies are expected at the August 9, 2018 meeting.

C. Resolution Reauthorizing Referendum Authority

Ms. Hoheisel presented the resolution and requested that action be taken at the August 23, 2018 business meeting. The 2018 legislative session considered adopting a recommendation made by Governor Dayton to simplify the \$300 board-approved authority by including it in Local Optional Revenue rather than requiring boards to reauthorize the \$300 at least every five years. This provision was vetoed, as it was packaged in the E-12 Omnibus Spending Bill.

D. Designation of Legal Counsel for 2018-19

Superintendent Pontrelli presented the need for the designation of legal counsel. This item will be brought for action to the August 9, 2018 business 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. School Board Vacancy Appointment Resolution

Board Chair Pelletier presented the following resolution:

WHEREAS, on June 22, 2018 the School Board of Independent School District No. 834 declared a vacancy to exist on the School Board following the resignation of Board member Tom Lehmann; and

WHEREAS, the vacant position expires on the first Monday in January 2019; and

WHEREAS, upon the existence of a vacancy Minn. Stat §123B.09, subd. 5b requires the School Board, by resolution, to appoint an individual to serve in the vacant position until an individual is elected by special election at the time of the next general election; and

WHEREAS, the School Board has completed the process to consider applicants to serve in the vacant School Board position; and

WHEREAS, the School Board has determined that Donald G. Hovland is an individual who is eligible and qualified to serve in the vacant position until a successor is elected by special election at the time of the next general election.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 834 that Donald G. Hovland is hereby appointed to fill the vacant position and serve on the School Board until a special election is held and a successor qualifies for office. The appointment shall be effective on the 31st day following this resolution, absent receipt of a valid petition rejecting the appointee in compliance with the requirements under Minn. Stat. §123B.09, subd 5b(b).

NOW, THEREFORE, BE IT FURTHER RESOLVED that the School Board declares that a special election for the vacant School Board position shall be held in conjunction with the School Board's next regular general election.

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

B. Election Filing Dates Resolution

Ms. Proulx presented the following resolution:

BE IT RESOLVED by the School Board of Independent School District No.834, State of Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 834 shall begin on July 31, 2018 and shall close on August 14, 2018. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 14, 2018.

2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.

3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.

4. The notice of said filing dates shall be in substantially the following form:

NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD

INDEPENDENT SCHOOL DISTRICT NO.834 STILLWATER AREA PUBLIC SCHOOLS STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No.834 shall begin on July 31, 2018 and shall close at 5 o'clock p.m. on August 14, 2018.

The general election shall be held on Tuesday, November 6, 2018. At that election, four (4) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk, at 1875 South Greeley Street, Stillwater, MN. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5 o'clock p.m. on August 14, 2018.

Dated: July 2, 2018

BY ORDER OF THE SCHOOL BOARD

Ms. Paula O'Loughlin

School District Clerk

Motion by: Member O'Loughlin; Second by: Member Pearson Vote: 6 ayes, 0 nays, Motion Carried Unanimously.

C. Long Term Facility Maintenance Ten Year Plan

Ms. Hoheisel requested approval of the plan in the form of this resolution:

RESOLUTION APPROVING STILLWATER AREA PUBLIC SCHOOL DISTRICT NO. 834'S LONG TERM FACILITY MAINTNENANCE REVENUE TEN YEAR PLAN

BE IT RESOLVED by the School Board of Independent School District No. 834, State of Minnesota as follows:

The school board of Stillwater Area Public School District No. 834 has approved a long term facility maintenance revenue tem year plan for its facilities for the 2019-2020 school year in the amount of \$7,642,500. The various components of this program are attached as EXEHIBIT A hereto and are incorporated herein by reference. Said budget is hereby approved.

Motion by: Member O'Loughlin; Second by: Member Hoepner; Vote: 6 ayes, 0 nays, Motion Carried Unanimously.

D. Series 200 Policies School Board – Policy Working Group

1. 201 Legal Status of School Board
2. 202 School Board Officers
3. 203 Operation of the School Board – Governing Rules
4. 203.1 School Board Procedures; Rules of Order
5. 203.2 School Board Meeting Agenda
6. 203.3 Consent Agendas
7. 204 School Board Meeting Minutes
8. 205 Open Meetings and Closed Meetings
9. 206 Public Participation in School Board Meetings
10. 207 Public Hearings

Motion by: Member Hoepner; Second by: Member O'Loughlin; Vote: 6 ayes, 0 nays, Motion Carried Unanimously.

11. 208 Development, Adoption, and Implementation of Policies

Motion by: Member Hoepner; Second by: Member O'Loughlin; Vote: 6 ayes, 0 nays, Motion Carried Unanimously.

XII. Board Member Reports

A. Board Chair Report

1. Evaluation summary. Board Chair Pelletier read a summary of the superintendent's evaluation for the 2017-18 school year. The summary noted strengths and suggested areas of growth in the four goals areas.

B. Board Member Reports

1. Mr. Hoepner reported on the EMID meeting.
2. Mr. Ptacek Reported on the NE Metro 916 meeting and the announced the upcoming SEE Legislative meeting.

C. Working Group Reports

1. Mr. Hoepner reported the policy group will meet again next Friday.

2. Ms. O'Loughlin reported on the Finance Working Group meeting and announced that the board will begin working budget reductions to balance the budget.

XI. Adjournment

The meeting adjourned at 8:37 p.m.

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