



Independent School District No. 834 – Stillwater Area Public Schools
Stillwater City Hall, 216 North 4th Street, Stillwater, MN
August 9, 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 Pearson and the goals were read by Member Stivland.

V. Approval of the Agenda

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

VI. Superintendent's Report

Superintendent Pontrelli reported:

- She attended the MDE Back-to-School Conference
- Principals received 5D+ training for the past two days
- Learning Leaders and Admin meeting have taken place
- New Teacher Workshop begins on August 14
- ReImagine MN work starts up August 15, 2018
- Graduates did not receive Letter of Congratulations from local legislators last due to an unintentional oversight

VII. Introductory Items

A. Student Report

There was no student report.

1. The Communications team was recognized for receiving the Gold Medal Award from the National School Public Relations Association. The Stillwater Communications Team was one of eight districts of over 1,000 entries to be awarded this achievement.

VIII. Open Forum

Margaret Thomas, 2842 Wildcrest Ln, spoke about the GT Community feedback report.

Kathy Lohmer, 3305 Osgood Cove N, expressed disappointment that last year graduates did not receive her letter.

Bob Dettmer, 20617 Everton Ct N, expressed disappointment that last year graduates did not receive his letter.

Carl Blondin, 617 Sunrise Ln, spoke about attorneys and contracts.

IX. Consent Agenda

A. Minutes of July 12, 2018 School Board Meeting

B. Disbursement Register July 1 through August 10, 2018

C. Human Resources Personnel Report

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

X. Reports

A. Second Reading: Series 300 Policies School District Administration

The school board has its second reading of policies 301-306. Action on the policies will be requested at the August 23 business meeting.

B. District Membership

The school board discussed the memberships in the MSBA, MSHSL, AMSD, SEE organizations for the 2018-2019 school year. Action on the memberships will be requested at the August 23, 2018 business meeting.

XI. Action Items

A. Resolution Calling an Election

Clerk O'Loughlin introduced the resolution:

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

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

(a) 1. It is necessary for the school district to hold its general election for the purpose of electing four (4) school board members for terms of four (4) years each.

(b) The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 6th day of November, 2018

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to

coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

General Election Ballot

Independent School District No. 834
STILLWATER AREA PUBLIC SCHOOLS

November 6, 2018

Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this:



School Board Member Vote for Up to four

-
- | | |
|-----------------------|------------------|
| <input type="radio"/> | Candidate U |
| <input type="radio"/> | Candidate V |
| <input type="radio"/> | Candidate W |
| <input type="radio"/> | Candidate X |
| <input type="radio"/> | _____ |
| | write-in, if any |
| <input type="radio"/> | _____ |
| | write-in, if any |
| <input type="radio"/> | _____ |
| | write-in, if any |
| <input type="radio"/> | _____ |
| | write-in if any |
-

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

10. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

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

B. Appoint District Legal Counsel

Administration shared fee comparison chart of several public law firms. Administration recommended that the law firms of Kenney & Graven Chartered and Booth Law Group be appoint as counsel for 2018.

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

C. Resolution Ratifying and Approving TIES Reorganization and Definitive Agreements

Superintendent Pontrelli requested approval of the resolution.

WHERE AS, District's Board desires to approve and ratify the Reorganization as set forth in the Definitive Agreements, and to approve and ratify the District's Legal Representative's execution of the Definitive Agreements on behalf of the District.

1. Approval of the Reorganization

NOW THEREFORE BE IT RESOLVED, that Reorganization as described in the resolution and in the Definitive Agreements is hereby approved and authorized and ratified.

2. Approval of the Definitive Agreements

RESOLVED FURTHER, that the Reorganization Agreement executed by the District's Legal Representative, and presented to the District's Board and attached hereto as Exhibit B be, and the same hereby is, approved and ratified.

RESOLVED FURTHER, that the Amended Joint Powers Agreement executed by the District's Legal Representative and presented to the District's Board and attached hereto as Exhibit C, be, and the same hereby is, approved.

3. Continuation of TIES Entity

RESOLVED FURTHER, that the District hereby acknowledges and approves the continuation of TIES as a joint powers entity under MN Statutes Section 471.59 pursuant to the Definitive Agreements and recognizes that id the Reorganization is consummated, TIES will not dissolve except according to the terms of the Amended Joint Powers Agreement.

4. Authorizing Resolution

RESOLVED FURTHER, that District's Legal Representative is hereby authorized and directed to execute any and all other documents necessary to effectuate these resolutions and the Reorganization and to take or cause to be taken any and all other actions (including preparing, executing, issuing, delivering and filing any and all instruments, documents and agreements and amendments thereto) and to do any and all other acts or things in the name of and on behalf of TIES as any of them may deem necessary or appropriate in connection with the Reorganization and carrying into effect these resolutions.

RESOLVED FURTHER, that all actions taken to date by District's Legal Representative that are consistent with the purpose and intent of these resolutions are hereby in all respects authorized, approved, ratified and confirmed.

RESOLVED FURTHER, that capitalized terms used by not defined herein shall have the meaning set forth in the Definitive Agreements.

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

D. District Handbook 2018-2019

The district handbook contains summaries of the various required notices, as well as an overview and links to relevant school board-approved policies. The handbook is published electronically and can be found on the district

website. Families receive multiple communications each fall directing them to the online handbook. By October 1 of each year, parents/guardians are required to sign off that they have reviewed the policies, procedures and required notices contained within this handbook.

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

D. Series 200 Policies School Board – Policy Working Group

1. 209 Code of Ethics
2. 209.1 Board Policy Violation
3. 210 Conflict of Interest – School Board Members
4. 211 Criminal of Civil Action Against School District, School Board Member, Employee or Student
5. 212 School Board Member Development
6. 213 School Board Committees
7. 214 Out-of-State Travel by School Board Members
8. 215 School Board Resignation / Vacancy

Motion by: Member Ptacek to table 209 and 209.1; Second by: Member Stivland; Vote: 3 (Pearson, Pelletier, Ptacek) ayes, 3 nays (Hoepfner, Stivland, O'Loughlin), Motion Failed.

Motion by Member Stivland to approve 210-215 and send 209 and 209.1 back to the working group, Second by Member Pearson, Vote: 6 ayes, 0 nays, Motion Carried Unanimously.

XII. Board Member Reports

A. Board Chair Report

Board Chair Pelletier reported she met with appointed board member Hovland and visited the Summer Success program.

B. Board Member Reports

1. Mr. Hoepfner reported on the EMID meeting, visited the Summer Success program and attended the MSBA Summer Seminar.
2. Ms. Stivland visited the Summer Success program, attended the MSBA Summer Seminar and reported on the board self-evaluation.
3. Mr. Ptacek invited all to the SEE meeting on August 14 and reported on the 916 Board Meeting.
4. Ms. Pearson attended Summer Tuesday, thanked the staff for preparing for the start of school, announced there are three days left to file for school board.

C. Working Group Reports

1. Mr. Hoepfner reported the policy group will meet again next Friday.
2. Finance Group will meet once Mr. Hovland is officially seated as a board member.
3. Community Engagement Group is working on building a relations with Boutwells residents.

XI. Adjournment

The meeting adjourned at 8:36 p.m.

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