



Independent School District No. 834 – Stillwater Area Public Schools  
Central Services 1875 Greeley Street South, Stillwater, MN  
December 20, 2018 – 8:00 a.m. Meeting Minutes

I. Call to Order: The meeting was called to order at 8:02 a.m.

II. Roll Call: Present: Jennifer Pelletier, chair; Sarah Stivland, vice chair; Paula O'Loughlin, clerk; Shelley Pearson, treasurer; George Hoepfner, director; Don Hovland, director; Mike Ptacek, director; and 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 Hovland and the goals were read by Member Pearson.

V. Approval of the Agenda

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

IX. Consent Agenda

A. Minutes of December 13, 2018 School Board Meeting

B. Accept Gifts and Donations November 2018

C. Disbursement Register December 15 – 21, 2018

D. Human Resources Personnel Report

Director Ptacek requested to act on item C separately. Action on the disbursements was taken after VII. C.

*Motion by: Member Hoepfner to approve A, B, and D; Second by: Member Pearson; Vote: 7 ayes, 0 nays, Motion Carried.*

*Motion by: Member Pearson to approve item C; Second by: Member Ptacek; Vote: 7 ayes, 0 nays, Motion Carried.*

D. 2019-2020 Budget Adjustments

School board members have identified \$1.523 million in budget adjustments they'll be considering for the coming year. The list includes a reduction in the areas of professional development and curriculum development, cuts to administrative positions, a change in the high school staffing ratio, and increased fees for high school athletics and activities, facility rentals and users of FeePay. Board members expect to vote on the budget adjustment list on December 20, 2018. The district is facing a budget shortfall of \$2.5 million for the coming year and the board has been working for several months to identify ways to balance the budget. While the list of recommended adjustments is short of the \$2.5 million goal, the board may continue the discussion to identify additional areas of the budget to reduce in the future.

XI. Action Items

A. 2018-2019 Revised Budget

Ms. Hoheisel requested approval of the 2018-19 Revised Budget as presented at the December 13, 2018 board business meeting. This budget adopted by the School Board midyear is an update to the Preliminary Budget approved the previous June.

FUND	2018-19 Revenue Budget	2018-19 Expenditure Budget
General	107,742,343	112,095,229

Food Service	4,221,330	4,171,542
Community Service	7,093,805	7,076,648
Sub-Total Operating Funds	\$119,057,478	\$123,343,419
Building Construction Fund	50,000	8,395,000
Debt Service Fund	10,409,666	9,855,921
Sub-Total Non-Operating Funds	\$10,459,666	\$18,250,921
Trust Fund	25,000	25,000
Total All Funds	\$129,542,144	\$141,619,340

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

#### B. 2019-2020 Budget Adjustments

Administration presented the list of recommended adjustments for the 2019-2020 school year:

*Motion by Member O'Loughlin to cut Professional Development/Curriculum \$500,000, Capital \$125,000, Operations and Facilities \$75,000, District Wide \$52,000, Operations and Facilities \$40,000, Supply and Materials \$24,000 and reduce the board budget by \$10,000. A total of \$826,000. Second by Member Pelletier; Vote: 2 (O'Loughlin, Pelletier) 5 nays (Hoepner, Hovland, Pearson, Ptacek, Stivland) Motion Failed.*

Motion by Member Pearson to table additional reductions until January; Seconded by Member Ptacek; Vote: 5 ayes, 2 (Hoepner, O'Loughlin) nays. Motion Carried.

Area of Adjustment	Description of Reduction	Estimated Savings
Professional Development (PD)/Curriculum	Reduce both PD and Curriculum by \$250,000 and move building PD back to district for distribution	\$500,000
<i>Motion by: Member Stivland; Second by: Member Pearson; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.</i>		
Programming	Increase 9-12 staffing ration by one	\$300,000
<i>Motion by: Member Hoepner; Second by: Member Pelletier; Vote: 0 ayes, 7 nays, Motion Failed.</i>		
Administration/ Support Staff	Reduce staff and restructure department responsibilities	\$200,000
<i>Motion by: Member Ptacek; Second by: Member Stivland; Vote: 5 ayes, 2 (O'Loughlin, Pelletier) nays, Motion Carried.</i>		
Capital	Remove building level allocation	\$125,000
<i>Motion by: Member Ptacek; Second by: Member Pearson; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.</i>		
Programming	Remove YCAPP (alternate suspension) program	\$107,000
<i>Motion by: Member Pelletier; Second by: Member Stivland; Vote: 0 ayes, 7 nays, Motion Failed.</i>		
Operations and Facilities	Reduce cleaning, maintenance, grounds, supplies	\$75,000
<i>Motion by: Member Pearson; Second by: Member Pelletier; Motion Withdrawn.</i>		
<i>Motion by: Member Stivland to reduce by \$100,000; Second by: Member Ptacek; Vote: 4 ayes, 3 (Hoepner, Hovland, O'Loughlin) nays, Motion Carried.</i>		
Activities/Athletics	Increase high school athletic and activity participation fees to cover additional cost of programming	\$65,000
<i>Motion by: Member Pearson; Second by: Member Stivland; Vote: 1 ayes, 6 (Hoepner, Hovland, O'Loughlin, Pelletier,</i>		

<i>Ptacek, Stivland) nays, Motion Failed.</i>		
District Wide	User of FeePay picks up fees for use of credit card	\$52,000
<i>Motion by: Member O'Loughlin; Second by: Member Hovland; Vote: 5 ayes, 2 (Pearson, Stivland) nays, Motion Carried.</i>		
Operations and Facilities	Increase Fees for Facility Rental	\$40,000
<i>Motion by: Member O'Loughlin; Second by: Member Hoepfner; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.</i>		
Memberships/Contracts	Restructure assessment configurations	\$35,000
<i>Motion by: Member Hoepfner to transfer cost of ACT test to student; Second by: Member O'Loughlin; Vote: 1 ayes, 6 (Hovland, O'Loughlin, Pearson, Pelletier, Ptacek, Stivland) nays, Motion Failed.</i>		
<i>Motion by: Member Stivland; Second by: Member Pearson; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.</i>		
Supply and Materials	Reduce building supply budgets	\$24,000
<i>Motion by: Member Pearson; Second by: Member Ptacek; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.</i>		
	(NEW) Reduce school board budget	\$5,000
<i>Motion by: Member O'Loughlin to reduce board budget by \$10,000; Second by: Member Pelletier;</i>		
<i>Motion by: Member Pearson to amend the motion from \$10,000 to \$5,000; Second by: Member Stivland; Vote: 4 ayes, 3 (Hoepfner, O'Loughlin, Pelletier) nays, Motion Carried.</i>		
<i>Motion by: Member O'Loughlin to reduce board budget by \$5,000; Second by: Member Pelletier; Vote: 5 ayes, 2(O'Loughlin, Pelletier) nays, Motion Carried.</i>		
	(NEW) Eliminate Instructional Coaching Program	\$348,000
<i>Motion by: Member Stivland; Second by: Member Pearson; Vote: 3 (Pearson, Ptacek, Stivland) ayes, 4 (Hoepfner, Hovland, O'Loughlin, Pelletier) nays, Motion Failed.</i>		
	Total Reductions	\$1,081,000

Board Chair Pelletier excused herself from the meeting at 10:57. Vice Chair Stivland led the remainder of the meeting.

#### C. 2019-2020 Course Additions, Revisions

Ms. Larson requested approval of the course changes as presented at the December 13, 2018 business meeting.

Online Blended Biology: Students are provided the opportunity to take General Biology as an online blended biology course. They may take this online course for one semester or both semesters. This course follows the same Minnesota Benchmarks in Biology as General Biology. The revision to this course is to reinstate either Physical Science or STEM Physical Science as a prerequisite.

Human Anatomy and Medical Terminology: Changes within the University of Minnesota's College In Schools (CIS) Human Physiology course has required us to re-examine our scope and sequence relating to our Human Anatomy and Physiology course. The change away from our existing Human Anatomy and Physiology course to Human Anatomy and Medical Terminology will create two distinct courses in human biology and would allow for students to take both courses if they so choose. It provides more depth within Medical Terminology and related content.

Journalism and Yearbook: Journalism and Yearbook currently are separate courses although Yearbook content is covered within our Journalism course. Because Yearbook has been offered as an independent elective class, enrollment has inadvertently been limited. Officially combining Yearbook with Journalism will allow more students access to Yearbook experience. Students will have the option to take it for English credit or Art credit.

Advanced Video Productions: This new course will allow students to continue their learning from our Introduction to Video course. Students will focus on artistic processes, software exposure and digital video skills.

Computer Science Advanced Topics: This new course will allow students the opportunity to strengthen their computer science skills. It will focus on complex coding algorithms, programming, computer language, robotics, and allow students the opportunity to earn certification from Google for fixing Chromebooks.

Geometry with Computer Science: This new course will introduce students to computer science topics while earning their geometry credits. It will cover all information from our Geometry A & B course while embedding relating computer science concepts such as conditionals, loops, and syntax. It will also use a block coding language created by MIT entitled Scratch.

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

### XIII. Adjournment

The meeting adjourned at 11:08 a.m.

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