



Stillwater

AREA PUBLIC SCHOOLS

Independent School District 834

Central Services, 1875 Greeley Street South, Stillwater, MN

School Board Business Meeting Agenda – December 20, 2018 at 8:00 a.m.

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. District Mission Statement and School Board Goals
- V. Approval of the Agenda

- VI. 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

- VII. Action Items
 - A. 2018-2019 Revised Budget – Ms. Hoheisel
 - B. 2019-2020 Budget Adjustments – Superintendent Pontrelli
 - C. Course Additions, Revisions – Ms. Larson

- VIII. Adjournment
 - A. Adjourn



Agenda Item I.
Date Prepared: December 6, 2018
ISD 834 Board Meeting

Agenda Item: Call to Order
Meeting Date: December 20, 2018

Background:

The School Board Chair will call the meeting to order.

Recommendation:

Board action is not required.



Agenda Item II.
Date Prepared: December 6, 2018
ISD 834 Board Meeting

Agenda Item: Roll Call
Meeting Date: December 20, 2018

Background:

The School Board Chair will ask the secretary to take the roll. A quorum must be established in order for the meeting to proceed.

Board Members

Jennifer Pelletier, Board Chair

Sarah Stivland, Vice Chair

Shelley Pearson, Treasurer

Paula O'Loughlin, Clerk

George Hoepfner, Director

Don Hovland, Director

Mike Ptacek, Director

Denise Pontrelli, Superintendent of Schools (ex-officio)

Abdulaziz Mohamed, Student Representative for 2018-2019

Nikhil Kumaran, Student Representative for 2018-2019

Recommendation:

Board action is not required.



Agenda Item III.
Date Prepared: December 6, 2018
ISD 834 Board Meeting

Agenda Item: Pledge of Allegiance
Meeting Date: December 20, 2018

Background:

The Pledge of Allegiance will be recited prior to the approval of the meeting agenda.

I pledge Allegiance to the flag
of the United States of America
and to the Republic for which it stands,
one nation under God, indivisible,
with Liberty and Justice for all.

Recommendation:

Board action is not required.



Agenda Item IV.
Date Prepared: December 6, 2018
ISD 834 Board Meeting

Agenda Item: District Mission and School Board Goals
Meeting Date: December 20, 2018

A School Board member will read the District Mission statement.

The mission of Stillwater Area Public Schools, in partnership with students, family and community, is to develop curious individuals who are active and engaged leaders in an ever-changing world by challenging all students as they travel along their personalized learning pathways.

A School Board member will read the School Board Goals

The Stillwater Area Public Schools' Board of Education ensures outstanding learning opportunities for the social, emotional and academic growth of every student in our school district through authentic partnerships and meaningful communication with our community, parents and students. Every decision is made with a commitment to equity for all students and for future generations impacted by our actions.

We provide our stakeholders with regular updates on student achievement along with continual plans to enhance student learning in our district.

We ensure that our systems of management and oversight are clearly defined.

We invite ongoing dialogue and partnership with our community to learn from their knowledge and to enhance learning for our students.

Recommendation:
Board action is not required.



Agenda Item V.
Date Prepared: December 6, 2018
ISD 834 Board Meeting

Agenda Item: Approval of the Agenda
Meeting Date: December 20, 2018

Background:

Once quorum has been established the School Board Chair will request approval of the meeting agenda.

Recommendation:

A motion and a second to approve the meeting agenda will be requested.

Motion by: _____ *Seconded by:* _____ *Vote:* _____



Agenda Item VI. A. B. C. D.
Date Prepared: December 6, 2018
ISD 834 Board Meeting

Agenda Item: Consent Agenda
Meeting Date: December 20, 2018
Contact Person: Varies by item

Background:

The consent agenda is a meeting practice which packages routine reports, Board meeting minutes, and other non-controversial items not requiring discussion or independent action as one agenda item. The Board will approve this 'package' of items together in one motion.

A. School Board Meeting Minutes December 13, 2018

Contact Person: Paula O'Loughlin, Clerk or Barbara Proulx, Secretary

A copy of the Minutes is included for your review.

B. Accept Gifts and Donations November 2018

Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

A copy of the register has been distributed to board members.

C. Disbursement Register December 15 – 21, 2018

Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations

A copy of the register has been distributed to board members.

D. Human Resources Personnel Report

Contact Person: Cathy Moen, Executive Director of Administrative Services

A summary of personnel transactions for the month is included for your review.

Recommendation:

BE IT RESOLVED by the School Board of Independent School District 834 – Stillwater Area Public Schools that Consent Agenda Items A through D be approved as written, and a copy of the agenda items is attached to the minutes.

Motion by: _____ **Seconded by:** _____ **Vote:** _____



Independent School District No. 834 – Stillwater Area Public Schools
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN
December 13, 2018 – 6:00 p.m. Meeting Minutes

I. Call to Order: The meeting was called to order at 6:05 p.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. Student Representatives: Abdulaziz Mohamed and Nikhil Kumaran.

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 O'Loughlin and the goals were read by Member Hoepfner.

V. Approval of the Agenda

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

VI. Superintendent's Report

Superintendent Pontrelli reported:

- School visits to Stonebridge, Stillwater Middle, and Early Childhood
- WBWF Public Meeting held on Tuesday for the community
- Meeting with Associated Eye Care explore working/school opportunities to partner
- Century College President with partnership with Stillwater Chamber for Leaders in the Valley Conference in 2020

VII. Introductory Items

A. Student Report

The student representatives reported on a variety of events taking place at Stillwater High School

- Sports update
- Semester 1 is ending and students are getting ready for winter break
- NHS coffee house
- Academic Vision Team soliciting feedback and incorporating student voice
- Attended the AMSD meeting – met with lobbyist

B. District Recognition

Student Isaac Harrington was recognized for being elected to the Board of Officers for the MN Chapter of SkillsUSA.

VIII. Open Forum

1. Margaret Thomas, 2842 Wildcrest Lane, advocated for the Gifted and Talented program.
2. Josephine and Julia, students at SAHS, asked the board to consider adding a 7th period to the high school day.
3. Tonya Weigel, 10221 Kerry Court N, Hugo, advocated for programming to challenge gifted students.
4. Eric Anderson, 5511 Oakgreen, Oak Park Heights, thanked the outgoing board members for their service.

5. Carl Blondin, 617 Sunrise Avenue, encouraged the board to add onto Brookview School.

IX. Consent Agenda

- A. Minutes of November 29, 2018 School Board Meeting
- B. Disbursement Register December 1-14, 2018
- C. Human Resources Personnel Report
- D. Polling Locations and Combined Polling Locations for 2019

Director Ptacek requested to act on item B separately.

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

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

X. Reports

A. Truth In Taxation

The Board of Education adopted a preliminary property tax levy on September 27, 2018. Kristen Hoheisel, executive director of finance and operations, provided information on the Truth in Taxation Requirements including the current budget and the proposed Tax Levy for Taxes Payable 2018. The public had an opportunity to comment.

1. Public Comment

Carl Blondin encouraged the board not to be wasteful in their spending.

Sandi Hayner encouraged the board to start getting busy.

B. Course Additions, Revisions

Ms. Larson, director of learning and student engagement, presented the recommended changes to programming developed by the curriculum advisory committee. Approval of the changes will be requested at the December 20, 2018.

C. 2018-2019 Revised Budget

Ms. Hoheisel presented the 2018-19 Revised Budget. This budget adopted by the School Board midyear is an update to the Preliminary Budget approved the previous June. The Revised Budget is based on the October 1 student enrollment and revised revenue estimates. It is not anticipated that the budget will be revised again for the remainder of the fiscal year. Action will be requested at the December 20, 2018 business meeting.

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.

The board recessed at 9:17 to 9:25 p.m.

XI. Action Items

A. Certify the 2018 Levy Payable 2019

The School Board is required to adopt the final levy for Taxes Payable 2019 and certify to the county auditor on or before December 28, 2018. The School Board certified the 2018 Payable 2019 Tax Levy as follows:

General Fund	\$ 28,964,541.56
Community Service Fund	\$ 940,576.60
Debt Service Fund	\$ 9,940,886.82
Total Levy	\$ 39,846,004.98

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

B. First Amendment to Purchase Agreement

On October 25, 2018 the School Board approved a Property Purchase Agreement for Marine Elementary School for property located at 550 Pine Street, Marine on St. Croix, MN. During title work, an extra parcel identification number was addressed as a portion of Parcel 2 on Exhibit A, but lie in Block 39 and not Block 40. Exhibit A Legal Description of the Property has been amended to include Parcel 7 with the proper identification.

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

C. Resolutions of Appreciation

Board members Donald Hovland, Paula O'Loughlin and George Hoepfner were recognized for their service. A resolution honoring each member was read by Superintendent.

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

XII. Board Member Reports

A. Board Chair Report

1. Chair Pelletier and Superintendent Pontrelli met with Associated Eye to discuss opportunities for our students, she thanked the WBWF committee.

Board Member Reports

1. Ms. Pearson reported on an article about the friendship between two students and the positive light that it reflected.

2. Mr. Ptacek reported on the Legislative Breakfast and a 916 meeting.

3. Mr. Hoepfner reported on the EMID board meeting minutes and a 9th grade choir concert

Working Group Reports

1. Finance Working reminded that action on budget adjustments will take place on Thursday

2. The Policy Working Group will begin with the Wellness and Religion policies in the new year.

XIII. Adjournment

The meeting adjourned at 10:07 p.m.

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

(New Hires, Resignations, Retirements, Terminations, Leave Requests)

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Kraemer, Lana	Retirement (27 years)	Secretary - Elementary, 6.0 hrs/day, Paraprofessional, 1 hr/day Lily Lake Elementary	Tech Support	February 1, 2019
Rassett, Kiana	Resignation	Community Education Assistant, 2.45 hrs/day Rutherford Elementary	CE Leads & Assistants	December 21, 2018

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Beadle, Megan	Approve	1.0 FTE Art Teacher Stillwater Middle School	SCEA	November 29, 2018 - January 17, 2019
Johnson, Anne	Approve	.5 FTE Instructional Coach Brookview Elementary	SCEA	April 8, 2019 - June 3, 2019

HIRES/REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/ HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
McDermott, Nicole	ECFC Assistant, 29 hrs/week Early Childhood Family Center	\$14.15 / hour	Replacement	CE Leads & Assistants	December 17, 2018
Meister, Kailea	ECFC Assistant, 27 hrs/week Afton - Lakeland Elementary	\$13.61 / hour	Replacement	CE Leads & Assistants	December 17, 2018

ASSIGNMENT CHANGES

NAME	FROM	TO	REASON	GROUP	EFFECTIVE DATE
McDowell, Robert	Executive Director of Lrng & Innov. Central Services	Assistant Superintendent Central Services	Title Change	Directors	December 21, 2018
Schultz, Hannah	.8 FTE Social Studies Teacher Stillwater Middle & Stillwater Area High	.9 FTE Social Studies Teacher Stillwater Middle & Stillwater Area High	2018-2019 Staffing	SCEA	January 23, 2019



Agenda Item VII. A.
Date Prepared: November 16, 2018
ISD 834 Board Meeting

Action Item: 2018-2019 Revised Budget
Meeting Date: December 20, 2018
Contact Person: Kristen Hoheisel, Executive Director of Finance and Operations
Action Timeline: December 20, 2018

Summary:

Ms. Hoheisel presented the 2018-2019 Revised Budget at the December 13, 2018 board business meeting.

The 2018-2019 Revised Budget adopted by the Board of Education midyear is an update to the Preliminary Budget approved the previous June. The Preliminary Budget is built on conservative enrollment projections and estimates of revenues. The Revised Budget is based on the October 1 student enrollment and revised revenue estimates.

Administration recommends approval of the 2018-2019 Revised Budget.

A copy of the 2018-19 Revised Budget was provided.

Recommendation:

A motion and a second to approve the 2018-2019 Revised Budget is requested.

Motion by: _____ ***Seconded by:*** _____ ***Vote:*** _____



Agenda Item VII. B.
Date Prepared: December 14, 2018
ISD 834 Board Meeting

Report for Action: Budget Adjustment 2019-20
Meeting Date: December 20, 2018
Contact Person(s): Superintendent Pontrelli and Board Chair Pelletier
Action Timeline: December 20, 2018

Summary:

At the December 13, 2018 school board business meeting, school board members reviewed a list of \$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 and facility rentals.

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
Programming	Increase 9-12 staffing ratio and reduce extra requirements at the high school	\$300,000
Administration/ Support Staff	Restructure department responsibilities	\$200,000
Capital	Remove building level allocation	\$125,000
Programming	Remove YCAPP (alternate suspension) program	\$107,000
Operations and Facilities	Reduce cleaning, maintenance, grounds, supplies	\$75,000
Activities/Athletics	Increase high school athletic and activity participation fees to cover additional cost of programming	\$65,000
District Wide	User of FeePay picks up fees for use of credit card	\$52,000
Operations and Facilities	Increase fees for Facility Rental	\$40,000
Memberships/ Contracts	Restructure assessment configurations, charge service fee for Advanced Placement (AP) tests	\$35,000
Supply and Materials	Reduce building supply budgets	\$24,000
	TOTAL BUDGET ADJUSTMENTS	\$1,523,000

Recommendation:

A motion and second to approve the Budget Adjustment for 2019-2020 will be requested.

Motion by: _____ **Seconded by:** _____ **Vote:** _____



Agenda Item VII. C.
Date Prepared: December 14, 2018
ISD 834 Board Meeting

Report for Action: Course Additions, Revisions, and Deletions
Meeting Date: December 20, 2018
Contact Person: Ms. Rachel Larson, Director of Learning & Student Engagement
Action Timeline: December 20, 2018

Summary:

Ms. Larson presented the recommendation at the December 13, 2018 school board business meeting.

Every year teachers, departments, curriculum teams, administrators and members from the Learning and Innovation Department are provided an opportunity to submit Course Approval Forms to the Curriculum Advisory Council. This may include course additions, revisions, and deletions. Prior to submission to the Curriculum Advisory Council, proposals must be supported by the building administrator and Learning and Innovation Department directors.

On November 27, 2018 the Curriculum Advisory Council, comprised of students, parents, community members, teachers, administrators and members of the Learning and Innovation Department, approved that the following changes for the 2019-2020 school year be brought forward for your action and approval:

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.

Recommendation:

Administration recommends approval of the course changes for the 2019-2020 School Year.

Motion by: _____ ***Seconded by:*** _____ ***Vote:*** _____



Agenda Item VIII.
Date Prepared: December 6, 2018
ISD 834 Board Meeting

Agenda Item: Adjournment
Meeting Date: December 20, 2018
Contact Person: School Board Chair

Background:
The meeting must be adjourned formally.
