

**INDEPENDENT SCHOOL DISTRICT NO. 834  
STILLWATER AREA PUBLIC SCHOOLS  
ORGANIZATIONAL MEETING MINUTES  
JANUARY 3, 2019**

- I. Call to Order: The meeting was called to order at 6:03 p.m.
- II. Roll Call: Present: Jennifer Pelletier, acting chair; Mark Burns, director; Shelley Pearson, director; Jennifer Pelletier, director; Mike Ptacek, director; Tina Riehle, director; Sarah Stivland, director; Liz Weisberg, director; and Superintendent Pontrelli, ex-officio. Student Representatives: Abdulaziz Mohamed and Nikhil Kumaran.
- III. Pledge of Allegiance: Acting 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 Pearson.
- V. Approval of the Agenda  
Motion by: Member Stivland; Second by: Member Pearson; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.
- VI. Oath of Office  
Acting Chair Pelletier administered the ceremonial oath of office to Mark Burns, Shelley Pearson, Tina Riehle and Liz Weisberg.
- VII. Board Organization
  - A. Election of Board Chair  
Motion by Member Weisberg to nominate Member Ptacek as board chair; Second by Member Riehle; Mike Ptacek accepted the nomination; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.  
Mike Ptacek elected board chair for 2019.
  - B. Election of Vice Chair Person  
Motion by Member Stivland to nominate Member Pearson as vice chair; Second by Member Weisberg; Shelley Pearson accepted the nomination; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.  
Shelley Pearson elected vice chair for 2019.
  - C. Election of Clerk  
Motion by Member Weisberg to nominate Member Stivland as clerk; Second by Member Pearson; Sarah Stivland accepted the nomination; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.  
Sarah Stivland elected clerk for 2019.
  - D. Election of Treasurer  
Motion by Member Riehle to nominate Member Weisberg as treasurer; Second by Stivland; Liz Weisberg accepted the nomination; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.  
Liz Weisberg elected treasurer for 2019.
- VIII. Superintendent's Report  
Superintendent Pontrelli reported:
  - attending the AMSD Legislative Preview
  - the next SEE meeting is scheduled for January 11, 2019
  - encouraged everyone to come out and experience Da Vinci Fest this weekend
  - announced that ticket for the SAREA Sweetheart Ball are now on sale
- IX. Introductory Items
  - A. Student Report  
The student representatives reported on a variety of events taking place at Stillwater High School
    - Sports update
    - Semester 2 finals will be held January 17 and 18
    - Student Council is planning the Snow Ball Dance which will be held on February 2, 2019
    - The high school will be celebrating BLAST Week February 11-15, 2019
    - Battle of the Bands will be held February 15, 2019
    - Extended a Welcome to the new board members
  - B. District Recognition  
Superintendent Pontrelli recognized staff on winning the 'Technology Team of the Year' at the recent TIES conference.
- X. Open Forum
  1. Melinda Fierro, 3120 White Pine Way, shared her Stillwater story and spoke of the importance of professional development.
- XI. Consent Agenda
  - A. Minutes of December 20, 2018 School Board Meeting
  - B. Disbursement Register December 22, 2018 – January 4, 2019
  - C. Human Resources Personnel Report
  - D. Designate District Depositories and Major Accounts
  - E. Resolution Authorizing Use of Facsimile Signature
  - F. Resolution Delegating Contracting Authority
  - G. Resolution Authorizing Administration to Develop Specifications and Solicit Bids
  - H. Resolution Authorizing Executive Director of Finance and Operations and Supervisor of Financial Services to Make Electronic Fund Transfers
  - I. Designate Official Publication
  - J. Amendment to Finance Procedure for Disbursements  
Member Pelletier requested that item I be acted on separately.  
Member Ptacek requested that item B be acted on separately.  
Member Stivland requested that item F be acted on separately.  
Motion by Member Pelletier to approve items A, C, D, E, G, H, J; Second by Member Stivland; Vote: 7 ayes, 0 nays; Motion Carried.
  - F. Resolution Delegating Contracting Authority  
Motion by Member Stivland to change the amount of delegation of contracting authority to \$50,000 and if an item is over \$50,000 it would require board action; Seconded by Member Weisberg; Vote: 5 ayes; 2 (Burns, Pelletier); Motion Carried.
  - I. Designate Official Publication  
Motion by Member Pelletier to designate the Stillwater Gazette as official publication for 2019; Second by Member Pearson; Vote: 7 ayes; 0 nays, Motion Carried Unanimously.
- XII. Reports
  - A. Partnership with ISD 833 – South Washington County Schools – Superintendent Pontrelli  
In January 2018 the School Board passed a resolution of Intent to Withdraw from the East Metro Integration District (EMID) to allowing the District to explore other possible integration partnerships. Mr. Anderson presented information on Partnering with ISD 833 South Washington County Schools. Action to confirm or rescind withdrawal from EMID is expected at the January 17 business meeting.
  - B. School Board Committee Assignments and Working Groups 2019 – Board Chair  
Board members are asked to submit their requests to Mike Ptacek by Noon on Monday, January 7, 2019. Action on the committee assignments will be taken at the January 17, 2019 business meeting.
- XIII. Action Items
  - A. Establish 2019 Calendar of Meetings – Board Chair  
The school board approved the dates for their 2019 business meetings and the January 2020 organizational meeting. They approved the location of the January 17, February 7, July 11 and December 19 meetings. The board directed administration to look into the possibility of holding meetings at Stillwater City Hall. The board will discuss the calendar again at the January 17 meeting.  
Motion by: Member Burns to amend three calendar dates; Second by: Member Weisberg; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.  
Motion by: Member Pelletier to approve the calendar as amended; Second by: Member Stivland; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.
  - B. Establish 2019 Board Member Salaries – Board Chair  
The board members established their salaries as \$4,750 for each board member with the Board Chair receiving an additional \$500 for a total of \$5,250. Board members may also submit for mile and parking reimbursement for board workshops and conferences.  
Motion by: Member Pelletier; Second by: Member Stivland; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.
  - C. Disbursement Register December 22, 2018 – January 4, 2019  
Motion by: Member Ptacek; Second by: Member B; Vote: 7 ayes, 0 nays, Motion Carried Unanimously.
- XIV. Board Member Updates
  - A. Chairperson Report
    1. Mr. Ptacek thanked his colleagues for electing him Board Chair.
  - B. Board Member Reports
    1. Ms. Pelletier provided an update on BIZAA. The club has 10 sponsored families.
    2. Ms. Stivland will be attending the Da Vinci Fest; and reported that an orientation retreat will be scheduled.
    3. Ms. Riehle would like to send the teachers a questionnaire to collect feedback.
    4. Mr. Ptacek reported his attendance at the AMSD Legislative Preview and that he will be attending the SEE meeting on January 11, 2019.
    5. Ms. Weisberg questioned if there was a Finance Working Group meeting currently on the schedule.
  - C. Working Group Reports – There were no reports.
- XV. Adjournment  
The meeting adjourned at 8:43 p.m.

Respectfully submitted,  
Sarah Stivland,  
School board clerk.

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