



Spring Lake Park Schools

District Services Center

1415 81st Avenue NE

Spring Lake Park, MN 55432

MINUTES OF THE SCHOOL BOARD WORK SESSION and MEETING

School Board, Independent School District 16

Spring Lake Park, MN

Tuesday, June 27, 2017

A. CALL TO ORDER

Chairperson Stroebel called the meeting to order at 6:07pm.

The following School Board members were present: John Stroebel, Jodi Ruch, Amy Hennen, Kelly Delfs, Marilyn Forsberg, and Tony Easter, along with Superintendent Jeff Ronneberg.

Member Jim Amundson arrived at 6:11pm.

B. AGENDA APPROVAL

Motion by Delfs, seconded by Easter, to approve the agenda with the following change(s):

- a. addition of Closed Session
- b. addition of action item to approve administrator's agreement
- c. re-arrange order of agenda - move consent agenda to follow discussion items

Motion carried unanimously with all members present voting yes. (6-0)

C. DISCUSSION ITEMS

1. Facilities Update - per discussion, this update was merged into the District Operations Plan (DOP) review and update discussion item #2)

2. District Operational Plan

2016-17 Review - Superintendent Ronneberg shared a summary of the work accomplished and end of year updates for the projects in the 2016-17 school year. The summarized work in the 2016-17 District Operational Plan will be available on the district website at springlakeparkschools.org. In addition, Dr. Ronneberg updated the board that soil remediation will be needed at the new elementary school site, but will not slow down the schedule.

2017-18 Update - Superintendent Ronneberg and Dr. Hope Rahn reviewed the District Operational Plan (DOP) projects for the upcoming school year, highlighting the deliverables, key achievement points, timeline, and the Why for each of the projects. The 2017-18 DOP will be available on the district website at springlakeparkschools.org.

3. Other - no other discussion items this evening.

D. CONSENT AGENDA

Motion by Forsberg, seconded by Hennen, to approve the following items of the consent agenda:

1. Routine Organizational Matters

Routine Organizational Matters for 2017-2018

The School Board of Independent School District 16 authorizes the following for the school year 2017-2018:

- A. That the following be the approved School Board Reimbursements:
1. The financial stipend paid to the Chairperson be \$5,950.00 and the financial stipend paid to the Vice-Chairperson, Clerk, and Treasurer be set at \$5,450.00.
 2. The financial stipend paid to Directors be set at \$5,350.00.
 3. Each School Board member will be provided the option to participate in the District's group term life insurance program, and that the premium for selected options be deducted from the Board member's annual financial stipend.
 4. Expenses incurred by Board members, in accordance with the District's policies for which payment vouchers are submitted to the District's business office, reviewed by the School Board treasurer, reported to and approved by the School Board, and paid by the District.
 5. Worker's compensation coverage will be provided to School Board members for work directly related to School Board business.
- B. That the School District continue membership in the following organizations or associations for the 2017-2018 school year:
1. Minnesota School Boards Association (MSBA)
 2. Metropolitan Educational Cooperative Service Unit (Metro ECSU)
 3. Association of Metropolitan School Districts (AMSD)
 4. Minnesota State High School League (MSHSL)
- C. That for fiscal year 2017-2018, consistent with M.S. 123B.11, 123B.02, 471.38, and 471.425, the Superintendent, Director of Business Services, or designee, be hereby vested with the authority and responsibility to make routine payments in advance of Board approval.
- D. That Minnesota School District Liquid Asset Fund plus US Bank and Wells Fargo, First Horizon and Merchant Processing Center Transfirst (credit card receipts), Elavon, and Village Bank, N.A. as the official cash depositories for the fiscal year 2017-2018, and:
1. The School Board and the Chairperson, Clerk, and Treasurer hereby authorize the school district depository banks to honor checks, drafts, warrants, warrant-checks and other orders on public funds bearing facsimile signatures of any of said officers and to charge the same to the account upon which drawn fully as though those instruments bore the manually written signatures of any of said officers, in accordance with M.S. 47.41.
 2. The School Board of said district approves the use of such facsimile signatures and hereby determines to insure the school district with an insurance company authorized to do business within the state in the amount of up to \$100,000.00 blanket employee faithful performance bond forgery insurance against the loss of any public funds which may be withdrawn upon unauthorized use of such facsimile signatures, an officer of said school district shall not be personally liable for loss resulting from the use of any facsimile signature unless said loss occurs by reason of that officer's wrongful act, in accordance with M.S. 47.42.
 3. The clerk is hereby authorized and directed to furnish the school district depositories with copies of this approval and the school district officers and said depositories are hereby authorized and directed to make the necessary arrangements for the use of facsimile signatures thereafter.
 4. The School Board authorizes the Superintendent of Schools and the Superintendent's Executive Assistant to utilize facsimile signature stamps covering the Chairperson and the Clerk signatures, in accordance with M.S. 123b.02 covering general powers.
- E. That the Superintendent or designee, as assigned by the Superintendent, is authorized to make electronic fund transfers and report all such transfers to the School Board in a separate report included with the District's Monthly Financial Report.

- F. Designation of Authorized Personnel
1. That the Director of Business Services and Finance Manager are authorized with full power to give Minnesota School District Liquid Asset Fund Plus written direction to:
 - a. Open and close accounts
 - b. Request changes to wire redemption instruction, and other account information
 - c. Effectuate the purchase and redemption of Fund Shares of the Entity
 2. That the following personnel with full power are authorized to give Wells Fargo, N.A. written direction to access all safe deposit boxes (for storage of education records, as required by law) in the District's name: Director of Business Services; and Spring Lake Park High School representative as appointed by the high school principal.
- G. That the firm of Kennedy & Graven is designated as the School District's attorney and legal advisor to the Superintendent of Schools and to further authorize the Superintendent or designee to consult with other legal counsel as necessary to best serve the needs of the School District.
- H. That Ehlers Investment Partners be designated as the School District's financial advisor.
- I. That the firm of Malloy, Montague, Karnowski, Radosevich, & CO., P.A., certified public accountants, be designated as the School District's accounting firm and accounting advisor to the Superintendent of Schools and to have said firm conduct the District's annual audit and assist in the preparation of the District's Annual Financial Report.
- J. That the following investment brokers (and their custodians) be designated as the official brokers for investment purposes for the fiscal year 2017-2018: US Bank Minneapolis and Minnesota School district Liquid Asset Fund Plus; PMA Financial Network, Inc/LaSalle National Bank, Village Bank, N.A., Wells Fargo; RBC Wealth Management.
- K. That for fiscal year 2016-2017, the Director of Business Services, or designee, be hereby vested with the authority and responsibility to invest funds which are not currently needed in accordance with M.S. 118A. Consistent with this delegation of responsibility for conducting the investment of excess funds, the Director of Business Services is hereby authorized to sign the following investment documents as deputy treasurer: Collateral Assignment Forms and Collateral Release Forms.
- L. That the board may authorize its Superintendent or Director of Business Services to lease, purchase, and contract for goods and services within the budget approved by the board.
- M. That the Board Treasurer, Chairperson, and Clerk mechanically sign the District's checks.
- N. That Blaine/Spring Lake Park Life be designated as the District's official newspaper for the 2017-2018 school year.
- O. That the Director of Learning and Innovation is the Identified Official with Authority for Spring Lake Park Schools, and has the legal authority to authorize persons to access MDE secure websites for Spring Lake Park Schools.
- P. That the District's per diem maximum amount for 2017-2018 be established at \$50.00 for staff and Board members when traveling on official school business.

2. Personnel Items

I. EMPLOYMENTS

Name	Location	Position	Start Date	New or Replace
Brenna Bloome	SLPHS	Science Teacher	8/28/2017	Replace
Ashley Drake	PT	Academic Specialist	8/28/2017	Replace
Alyssa Eschrich	WWMS	Science Teacher (0.8 FTE)	8/28/2017	New
Andra Gulenchyn	SLPHS	Language Arts Teacher (long-term substitute)	8/28/2017	Replace
Cynthia Nelson	PT	Art Teacher (0.8 FTE)	8/28/2017	Replace
Kairsten Nelson	WWMS	Grade 6 Teacher	8/28/2017	Replace
Bertha Ortiz-Robles	WCSI	Grade 1 Teacher	8/28/2017	Replace
Alexandra Post	WWMS	Language Arts Teacher	8/28/2017	Replace

II. TERMINATIONS/RESIGNATIONS/NON-RENEWAL OF CONTRACT

Name	Location	Employee Group	Notes
Kathleen Burns	SLPHS	Nutrition Services	Retirement as of June 8, 2017
Nicole Frase	NP	Teachers	Resignation as of June 9, 2017
Christina Miller	PT	Teachers	Resignation as of June 9, 2017
Tatiana O'Donnell	WCSI	Teachers	Resignation as of June 9, 2017
Ann Tate	WWI	Teachers	Resignation as of June 9, 2017

III. LEAVES OF ABSENCE

Name	Location	Employee Group	Notes
Hillary Aronow	NP	Teachers	August 28, 2017 through June 8, 2018
Casey Robertson	WWMS	Teachers	October 9, 2017 through June 8, 2018

Motion carried unanimously with all members voting yes. (7-0)

E. ACTION ITEM

1. Approve Recommendation to Discontinue Membership with TIES (Technology and Information Educational Services) Beginning FY19

Motion by Amundson, seconded by Forsberg, to approve the following resolution:

BE IT RESOLVED, by the School Board of Independent School District 16, to discontinue membership with TIES (Technology and Information Educational Services), effective beginning the FY19 school year.

IN ADDITION, notice to TIES will be given as necessary or as required.

Roll Call: Amundson, Ruch, Forsberg, Delfs, Hennen, Easter, Stroebel; Nays: None

Resolution was duly adopted.

2. Approval of Spring Lake Park Administrators Agreement for 2016-2017

Motion by Delfs, seconded by Hennen, to approve the proposed 2016-2017 agreement between Spring Lake Park School District 16 and the Spring Lake Park Schools Administrators as negotiated and recommended by the School Board Negotiation Committee and the Administration.

Motion carried unanimously with all members voting yes. (7-0)

F. CLOSED SESSION

Motion by Delfs, seconded by Easter, to enter in to Closed Session to discuss employee negotiations.

Motion carried unanimously with all members voting yes. (7-0) Entered in to Closed Session at 6:40pm.

Motion by Forsberg, seconded by Easter, to reconvene the meeting. Motion carried unanimously with all members voting yes. (7-0) Meeting reconvened at 6:51pm.

G. ADJOURNMENT

Motion by Ruch, seconded by Hennen, to adjourn the meeting. Motion carried unanimously with all members voting yes. (7-0) Meeting adjourned at 6:53pm.

Date

Amy Hennen, Clerk
Spring Lake Park Schools
Independent School District 16