



**Spring Lake Park Schools**  
District Services Center  
1415 81st Avenue NE  
Spring Lake Park, MN 55432

**SCHOOL BOARD MEETING**

**Communication to the School Board and Administration**

District Services Center – 6:45 p.m.

**SCHOOL BOARD REGULAR MEETING**

**District Services Center**

**Tuesday, February 14, 2017**

**7:00 P.M.**

*(Or immediately following the  
Communication to the School Board and Administration)*

**AGENDA**

**A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**B. AGENDA APPROVAL**

1. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the agenda as presented.

2. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the agenda with the following change(s):

a. \_\_\_\_\_ b. \_\_\_\_\_

**C. SOME FUTURE EVENTS (Please check the District Calendar and Resource Guide or the District website at [www.springlakeparkschools.org](http://www.springlakeparkschools.org) for a complete list of monthly events)**

- Thursday, February 16, 2017 No School – Staff Professional Work Day
- Friday, February 17, 2017 No School – Staff Professional Work Day
- Monday, February 20, 2017 No School - District Services Center closed
- Tuesday, February 28, 2017, School Board Work Session, 6:00 p.m.
- Tuesday, March 7, 2017, Regular School Board Meeting, 7:00 p.m.  
- with Communication to the Board and Administration at 6:45 p.m.
- Friday, March 10, 2017, No School - Staff Professional Work Day
- Monday, March 13 - Friday, March 17, 2017 No School, Spring Break
- Monday, March 20, 2017 No School – Staff Professional Work Day

**D. CONSENT AGENDA**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following items of the consent agenda:

High expectations, high achievement for all. No excuses.

1. Minutes of the:
  - January 10, 2017 School Board Organizational Meeting D-1a
  - January 10, 2017 School Board Regular Meeting D-1b
  - January 24, 2017 School Board Work Session D-1c
  
2. Bills Paid for December 2016, in the following amounts:

<b>BILLS PAID</b>	
<b>December 2016</b>	
<b>Fund</b>	<b>Total Payments</b>
General	\$2,754,620
Food Service	264,216
Community Education	106,654
Building Construction	212,437
Debt Service	-
Trust and Agency	-
Internal Service Funds	122,355
OPEB Debt Services	-
OPEB Trust Account	-
<b>TOTAL</b>	<b>\$3,460,282</b>

3. Personnel Items D-3

**E. DISCUSSION, REPORTS, INFORMATION ITEMS**

1. **Effective Operations:** Improve our effective management of human, financial, and physical resources.

- Monthly Financial Report for December 2016

Ms. Amy Schultz  
Director of Business Services

E-1
- Facilities Project Update

Ms. Amy Schultz  
Director of Business Services  
Dr. Jeff Ronneberg  
Superintendent of Schools

3. Superintendent's Report Dr. Jeff Ronneberg  
Superintendent of Schools

Each meeting, the Superintendent will take a few moments to update the Board on general items of interest such as accounts of visits to schools and classrooms, news about students and staff, community connections, or observations on past or upcoming events.

**F. ACTION ITEMS**

1. Approval of First Reading of Revised School Board Policies  
Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the first reading of the following revised policies:

- 102 Equal Educational Opportunity
- 214 Out-Of-State Travel by School Board Members
- 401 Equal Employment Opportunity
- 402 Disability Nondiscrimination
- 404 Employment and Other Background Checks
- 405 Veteran's Preference Hiring
- 406 Public and Private Personnel Data
- 407 Employee Right to Know – Exposure to Hazardous Substances
- 408 Subpoena of a School District Employee
- 410 Family and Medical Leave Act
- 412 Expense Reimbursement
- 413 Harassment and Violence
- 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- 415 Mandated Reporting of Maltreatment of Vulnerable Adults
- 417 Chemical Use and Abuse
- 418 Drug-Free Workplace/Drug-Free School
- 419 Tobacco-Free Environment
- 420 Students and Employees with Sexually Transmitted Infections and Disease and Certain Other Communicable Diseases and Infectious Conditions
- 421 Gifts to Employees
- 423 Employee-Student Relationships
- 424 License Status
- 427 Workload Limits for Special Education Teachers
- 502 Search of Student Lockers, Desks, Personal Possessions and Student's Person
- 506 Student Discipline

2. Approval of First Reading to Delete School Board Policy

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to delete the following policies:

- 403 Discipline, Suspension and Dismissal of School District Employees
- 404.1 Student Teachers and Interns
- 409 Employee, Publications, Instructional Materials, Inventions and Creations
- 416 Drug and Alcohol Testing
- 422 Policies Incorporated by Reference
- 425 Staff Ethics
- 426 School Weapon Policy

3. Lane Changes for Teachers

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the 2016-17 Lane Changes for Teachers as shown in Attachment F-3, and in accordance with the Master Agreement.

4. 2016-2017 Seniority Lists for Spring Lake Park School District 16 Employees

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the 2016-2017 Spring Lake Park Schools District 16 Seniority Lists for licensed employees as defined in M.S.§122A.40, and other employee groups as provided by their group's master contracts and as presented.

5. Authorization of Issuance of Individual Procurement Card (P-Card)

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the issuance of Procurement Card to the following Spring Lake Park Schools employees:

Heidi Rogers	Administrative Assistant – Northpoint Elementary School
Melissa Lindstrom	Special Education Teacher – Life Skills, District Services Center

6. Acknowledgment of Gifts

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to acknowledge gifts to the district, as shown in attachment F-6, and to extend the School Board's thanks and appreciation

**G. BOARD FORUM AND REPORTS (IF ANY)**

The Board Forum provides individual School Board members an opportunity to share with the School Board items of interest and information.

**H. CLOSED SESSION**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to enter in to Closed Session to discuss employee negotiations.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to reconvene the meeting.

**I. ADJOURNMENT**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn the meeting.

**ATTACHMENT D-1a**

Minutes will be attached as addendum

**ATTACHMENT D-1b**

Minutes will be attached as addendum

**ATTACHMENT D-1c**

Minutes will be attached as addendum

ATTACHMENT D-3



PERSONNEL AGENDA ITEMS

SPRING LAKE PARK SCHOOLS

High expectations. High achievement for all. No excuses.

DATE: February 7, 2017
TO: Dr. Jeff Ronneberg, Superintendent
FROM: Ryan Stromberg, Director of Human Resources and Organizational Development
RE: Personnel Agenda Items for the February 14, 2017 School Board Meeting

I. EMPLOYMENTS

Table with 5 columns: Name, Location, Position, Start Date, New or Replace. Rows include Alexis Foley, Karly Kotalik, Heidi Rogers, and Shannon Sorenson.

II. TERMINATIONS/RESIGNATIONS/NON-RENEWAL OF CONTRACT

Table with 4 columns: Name, Location, Employee Group, Notes. Rows include Karly Kotalik, Linda Nash, Heidi Rogers, Brooke Roloff, Shannon Sorenson, and Kristen Velasco.

III. LEAVES OF ABSENCE

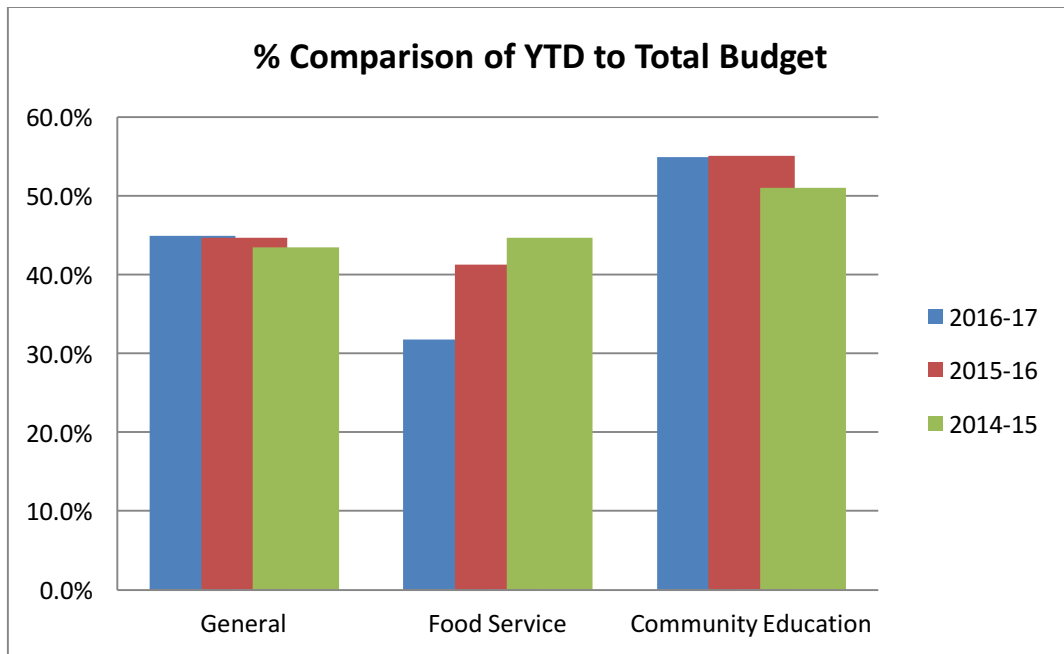
Table with 4 columns: Name, Location, Employee Group, Notes. Rows include Sally Holmgren, Rainiera Letourneau, Shawn Poppe, and Nichelle Williams-Johnson.

**ATTACHMENT E-1**

<b>TREASURER'S REPORT</b>				
<b>December 2016</b>				
<b>Fund</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Ending Balance</b>
General	\$28,301,809	\$6,944,409	\$6,288,006	\$28,958,212
Food Service	\$413,365	\$354,133	\$455,539	\$311,959
Community Education	\$254,343	\$283,876	\$339,143	\$199,076
Building Construction	\$47,513,474	\$227,942	\$408,709	\$47,332,707
Debt Service	\$9,277,662	\$1,048,791	\$775,526	\$9,550,927
Trust and Agency	\$78,175	\$165	\$165	\$78,175
Internal Service Funds	\$1,009,621	\$444,092	\$444,995	\$1,008,718
OPEB Trust Account	\$6,229,463	\$7,576	\$202,287	\$6,034,752
OPEB Debt Services	\$868,611	\$85,317	\$-	\$953,928
<b>TOTAL</b>	<b>\$93,946,522</b>	<b>\$9,396,302</b>	<b>\$8,914,370</b>	<b>\$94,428,454</b>

**ATTACHMENT E-1, continued**

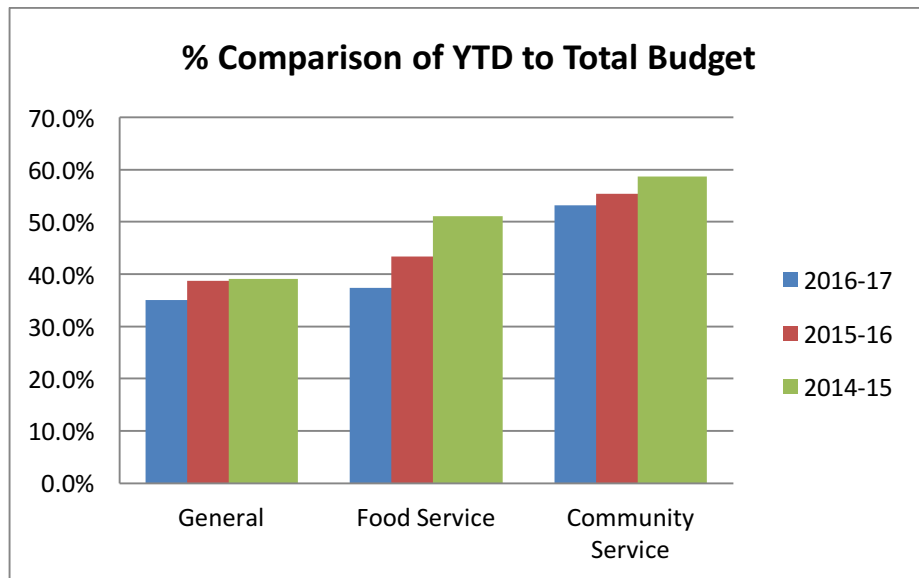
<b>STATEMENT OF REVENUES</b>						
<b>For the month ended December 31, 2016</b>						
<b>Fund</b>	<b>Month</b>	<b>Year</b>	<b>Budget</b>	<b>YTD as % of Budget</b>		
	<b>To-Date</b>	<b>To-Date</b>		<b>2016-17</b>	<b>2015-16</b>	<b>2014-15</b>
General	\$5,506,306	\$27,520,435	\$61,320,501	-		
Food Service	232,882	889,798	2,800,000	44.9%	44.6%	43.4%
Community Education	212,506	1,588,595	2,895,000	31.8%	41.2%	44.7%
Building Construction	31,670	50,069,275	-	54.9%	55.1%	51.0%
Debt Service	905,884	5,460,523	8,964,833	N/A	N/A	N/A
Trust and Agency	-	1,166	50,000	60.9%	390.6%	501.8%
Internal Service Funds	444,092	1,943,308	-	2.3%	59.6%	38.6%
OPEB Debt Service	85,317	562,061	969,113	N/A	N/A	N/A
<b>Total All Funds</b>	<b>\$7,418,657</b>	<b>\$88,035,161</b>	<b>\$76,999,447</b>	<b>58.0%</b>	<b>57.6%</b>	<b>10.0%</b>





**ATTACHMENT E-1, continued**

STATEMENT OF EXPENDITURES						
For the month ended December 31, 2016						
Fund	Month	Year	Budget	YTD as % of Budget		
	To-Date	To-Date		2016-17	2015-16	2014-15
General						
Compensation	\$3,467,117	\$15,628,745	\$45,244,584	34.5%	35.0%	35.7%
Purchased Services	1,058,993	3,369,718	9,688,206	34.8%	35.8%	32.8%
Supplies & Materials	157,366	1,007,878	1,739,694	57.9%	72.6%	69.1%
Capital Expenditures	276,040	1,322,363	3,887,726	34.0%	70.2%	71.1%
Other Expenses	783	68,466	110,900	61.7%	83.3%	68.4%
Health and Safety	25,949	113,896	600,000	19.0%	83.6%	84.2%
<b>Total General Fund</b>	<b>4,986,248</b>	<b>21,511,066</b>	<b>61,271,110</b>	<b>35.1%</b>	<b>38.7%</b>	<b>39.1%</b>
Food Service	316,981	1,045,270	2,800,000	37.3%	43.4%	51.1%
Community Service	263,128	1,540,972	2,900,000	53.1%	55.4%	58.7%
Building Fund	212,437	2,717,198	-	N/A	N/A	N/A
Debt Service	632,619	34,010,057	41,275,866	82.4%	7.0%	24.2%
Trust and Agency	-	37,950	50,000	75.9%	75.4%	44.3%
Internal Service Funds	444,995	2,091,576	-	N/A	N/A	N/A
OPEB Debt Service	-	138,725	922,950	15.0%	22.3%	37.3%
<b>Total All Funds</b>	<b>\$6,856,408</b>	<b>\$63,092,814</b>	<b>\$109,219,926</b>	<b>57.8%</b>	<b>26.8%</b>	<b>38.3%</b>



### ATTACHMENT F-3

#### Lane Changes 2016-2017

Name	Location	Current Step	Current Lane	New Lane
Angus, Wendy	PRKT	7	BA30	BA45
Aschenbeck, Amy	PRKT	3	MA15	MA30
Barnette, Mary	Lighthouse	25	MA45	MA60
Becker, Cora	WWMS	3	BA	BA15
Buck, Daniel	SLPHS	14	MA15	MA30
Chalupnik, Denise	WWIS	15	MA	MA30
Coulter, Katie	PRKT	5	MA	MA15
Dahler, Jodi	PRKT	12	MA	MA30
Dietrick, Rachel	WWMS	4	BA15	BA30
Harmann, Victoria	EACH	6	BA	MA
Hayle, Jennifer	WCSI	7	MA	MA30
Howard, Samantha	NTHP	5	MA	MA30
Johnston, Laura	WCSI	3	BA	BA15
Kirkland, April	PRKT	5	BA	BA15
Knutson, Julie	WWIS	4	BA	BA30
Lay, Catherine	NTHP	5	BA30	MA
Luecke, Caleb	WWMS	5	MA	MA15
Lukkasson, Brian	SLPHS	13	MA	MA15
Malecek, Mindy	WCSI	3	BA	BA15
McKenzie, Kimberlye	PRKT	7	BA	BA30
Meier, Molly	NTHP	5	BA15	MA
Nelson, Daniel	WWMS	18	BA45	MA
Nimlos, Sarah	WWMS	10	MA	MA15
Norlander, Celeste	NTHP	4	BA15	BA30
Olmscheid, Darrin	SLPHS	6	MA	MA30
Peterson, Andrea	WWIS	10	BA30	MA
Phillippo, Theresa	NTHP	8	BA30	MA
Putz, Kristine	WWMS	3	BA15	BA30
Rimmereid, Sara	PRKT	3	BA	BA30
Sandven, Kaline	SLPHS	10	MA	MA45
Schugel, Kacie	PRKT	6	BA60	MA
Skauge, Angela	WWMS	11	BA30	MA
Smith, Scott	SLPHS	18	BA30	BA45
Tomczak, Marie	NTHP	7	BA30	MA
Utes, Ryan	WWMS	12	MA	MA60
Wall, Sarah	PRKT	9	BA	BA30
Zimmermann, Jennifer	PRKT	10	BA	BA30
Zisla, Heidi	WWIS	12	MA	MA15
<b>Total Employees</b>	<b>38</b>			

## ATTACHMENT F-6

### Gifts to the Spring Lake Park School District February 14, 2017 School Board Regular Meeting

#### Monetary Donations

Description	Value	Donor	Purpose/To
Monetary	\$ 392.00	Lighthouse PTO	Lighthouse School – field trip busing
Monetary	\$ 419.25	Spring Lake Park Lions	Lighthouse School – field trip busing
Monetary	\$ 349.60	Box Top's Education	Northpoint Elementary
Monetary	\$ 500.00	Exxon Mobile	Northpoint Elementary
Monetary	\$ 500.00	Spring Lake Park Lions	Northpoint Elementary
Monetary	\$ 161.00	Wells Fargo Community Support	Northpoint Elementary
Monetary	\$ 8.05	Wells Fargo Workplace Campaign Gift	Northpoint Elementary
Monetary	\$ 100.00	Community Share of MN	Park Terrace Elementary
Monetary	\$ 122.00	Wells Fargo Community Support	Park Terrace Elementary
Monetary	\$ 204.40	Box Tops for Education	Westwood Intermediate
Monetary	\$ 754.00	Lifetouch	Westwood Intermediate
Monetary	\$ 75.00	Wells Fargo Community Support	Westwood Intermediate
Monetary	\$ 676.50	Lifetouch	Woodcrest Spanish Immersion
Monetary	\$ 60.00	Medtronic	Woodcrest Spanish Immersion
Monetary	\$ 93.10	The K Foundation	Woodcrest Spanish Immersion
Monetary	\$ 70.00	Wells Fargo Workplace Campaign Gift	Woodcrest Spanish Immersion
<b>Total</b>	<b>\$ 4,484.90</b>		

#### Non-Monetary Donations

Item	Value	Donor	Purpose/To
School Supplies	Kumon Learning Center	Northpoint student needs	School Supplies
Pants & Socks	Melissa Hanscom	Park Terrace Elementary	Pants & Socks
Hats & Mittens	Emmanuel Christian Center	Park Terrace Elementary	Hats & Mittens
School Supplies	Pat Leight	Spring Lake Park Schools students and staff	School Supplies
Hats & Mittens	Emmanuel Christian Center	Westwood Intermediate	Hats & Mittens