



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

**MINUTES OF THE REGULAR SCHOOL BOARD MEETING**  
**School Board, Independent School District 16**  
**Spring Lake Park, MN**  
**Tuesday, August 16, 2016**

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

Chairperson Stroebel called the meeting to order at 7:00pm.  
 The following School Board members were present: John Stroebel, Jodi Ruch, Jim Amundson, Amy Hennen, Marilyn Forsberg, Kelly Delfs, and Tony Easter, along with Superintendent Jeff Ronneberg.  
 School Board members absent: none.

**B. AGENDA APPROVAL**

*Motion by Forsberg, seconded by Amundson, to approve the agenda as presented. Motion carried unanimously with all members voting yes. (7-0)*

**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)

- Tuesday, August 30, 2016: Welcome Back Staff Breakfast (7:30am) & All Staff Meeting (8:30am) Spring Lake Park High School
- Tuesday, August 30, 2016 School Board Work Session, 6:00p.m
- Monday, September 5, 2016: Labor Day, all offices closed
- Tuesday, September 13, 2016 School Board Regular Meeting, 7:00 p.m. with Communication to the Board and Administration at 6:45 p.m.

**D. CONSENT AGENDA**

- Motion by Delfs, seconded by Easter, to approve the following items of the consent agenda:*
1. Minutes of the June 14, 2016 Regular School Board Meeting and June 28, 2016 School Board Work Session
  2. Bills Paid for May 2016 and June 2016

BILLS PAID - May 2016		BILLS PAID - June 2016	
Fund	Total Payments	Fund	Total Payments
General	\$2,319,897	General	\$4,719,451
Food Service	176,112	Food Service	165,213
Community Education	112,549	Community Education	137,889
Building Construction	-	Building Construction	7,500
Debt Service	-	Debt Service	450
Trust and Agency	-	Trust and Agency	300
Internal Service Funds	61,298	Internal Service Funds	57,225
OPEB Debt Services	-	OPEB Debt Services	-
OPEB Trust Account	-	OPEB Trust Account	-
<b>TOTAL</b>	<b>\$2,669,856</b>	<b>TOTAL</b>	<b>\$5,088,028</b>

### 3. Personnel Items

#### I. EMPLOYMENTS

<b>Name</b>	<b>Location</b>	<b>Position</b>	<b>Start Date</b>	<b>New or Replace</b>
<b>Brittany Altendorf</b>	WWMS	English Language Arts Teacher	8/29/2016	Replace
<b>Shannah Anderson</b>	SLPHS	English Language Arts Teacher	8/29/2016	Replace
<b>Katie Ayu</b>	WCSI	English Language Arts Teacher	8/29/2016	Replace
<b>Melissa Backman</b>	WWMS	Math Teacher	8/29/2016	Replace
<b>Kanaka Baldy</b>	WWMS	Reading Teacher	8/29/2016	Replace
<b>Leah Becklund</b>	WWIS	Grade 4 Teacher	8/29/2016	Replace
<b>Alissa Benzie</b>	WWIS	Special Education Teacher – ASD	8/29/2016	Replace
<b>Laura Blasena</b>	WCSI	Grade 5 Teacher	8/29/2016	Replace
<b>Hanna Bornetun</b>	Early Ed	Early Childhood Special Education Teacher	8/29/2016	Replace
<b>Kristin Bury</b>	WWMS	English Language Arts Teacher	8/29/2016	Replace
<b>Kelly Convery</b>	SLPHS	English Language Arts Teacher	8/29/2016	Replace
<b>Christine Dietz</b>	WWIS	Academic Specialist – ELL	8/29/2016	Replace
<b>Thomas Fields</b>	WWIS	Grade 4 Teacher	8/29/2016	Replace
<b>Alyssa Foty</b>	WCSI	Special Education Teacher – EBD	8/29/2016	Replace
<b>Jessica Frank</b>	PT	Grade 1 Teacher	8/29/2016	Replace
<b>Yesica Garay-Munoz</b>	WCSI	Office Paraprofessional/Receptionist	8/24/2016	Replace
<b>Ben Geisler</b>	SLPHS	Chemistry Teacher	8/29/2016	Replace
<b>Desirae Gillis</b>	PT	Grade 3 Teacher	8/29/2016	Replace
<b>Whitney Graden</b>	NP	Art Teacher (0.66 FTE)	8/29/2016	Replace
<b>Kyriacos Hadjiyiannis</b>	NP/WCSI	Physical Education Teacher (0.4 FTE)	8/29/2016	Replace
<b>Jennifer Haviland</b>	SLPHS	English Language Arts Teacher	8/29/2016	Replace
<b>Jenna Johnshoy-Aarestad</b>	DSC	Learning and Teaching Coordinator	7/1/2016	Replace
<b>Alex Johnson</b>	WWMS	Social Studies Teacher	8/29/2016	Replace
<b>Johanna Johnson</b>	NP	Grade 1 Teacher	8/29/2016	Replace
<b>Julie Knutson</b>	WWIS	Grade 4 Teacher	8/29/2016	Replace
<b>Megan Lee</b>	PT	Grade 1 Teacher	8/29/2016	Replace
<b>Danielle McGill</b>	WCSI	Student Support Building Coordinator	8/29/2016	Replace
<b>Trisha Nguyen</b>	WWIS	Grade 4 Teacher	8/29/2016	Replace
<b>Leah Obrycki</b>	NP	Special Education Teacher – EBD	8/29/2016	Replace
<b>Mayra Ortiz</b>	WCSI	Grade 2 Teacher	8/29/2016	Replace

<b>Gregory Pinnell</b>	SLPHS	Social Studies Teacher	8/29/2016	Replace
<b>Rachel Rosales</b>	WWIS	Grade 4 Teacher	8/29/2016	Replace
<b>Rachel Roth</b>	NP	Kindergarten Teacher	8/29/2016	Replace
<b>Amanda Scott</b>	PT	Kindergarten Teacher	8/29/2016	Replace
<b>Kelly Semlak</b>	NP	Student Support Building Coordinator	8/29/2016	Replace
<b>Patricia Stock</b>	PT	Academic Specialist – SPED	8/29/2016	Replace
<b>Amy Thompson</b>	EC	Preschool Teacher	8/29/2016	New
<b>Janna Todd</b>	SLPHS	English Language Arts Teacher	8/29/2016	Replace
<b>Sara Vincent</b>	SLPHS/LH	Phy Ed/Health Teacher (0.967 FTE)	8/29/2016	Replace
<b>Samantha Waibel</b>	WCSI	Academic Specialist – ELL	8/29/2016	Replace

## II. TERMINATIONS/RESIGNATIONS/NON-RENEWAL OF CONTRACT

<b>Name</b>	<b>Location</b>	<b>Employee Group</b>	<b>Notes</b>
<b>Taylor Bothun</b>	WWMS	Teacher	Resignation as of July 29, 2016
<b>Cory Bowers</b>	DSC	Unaffiliated II	Resignation as of July 21, 2016
<b>Monica Capo Sintes</b>	WCSI	Teacher	Resignation as of June 13, 2016
<b>Sarah Colberg</b>	DW	Casual	Resignation as of July 26, 2016
<b>Brenna Duffy</b>	WWIS	Teacher	Resignation as of June 13, 2016
<b>Matthew Edmonds</b>	SLPHS	Teacher	Resignation as of June 13, 2016
<b>Ann Holmlund</b>	WMS	Paraprofessional	Retirement as of June 10, 2016
<b>Courtney Kohn</b>	WWIS	Teacher	Resignation as of June 13, 2016
<b>Mary Larson</b>	WWIS	Teacher	Retirement as of June 13, 2016
<b>Melanie Parkin</b>	SLPHS	Teacher	Resignation as of June 13, 2016
<b>Jacob Roberts</b>	WWMS	Teacher	Resignation as of June 13, 2016
<b>Wesley Skogman</b>	SLPHS	Custodian	Resignation as of July 29, 2016
<b>Julie Soderlund</b>	SLPHS	Teacher	Resignation as of June 13, 2016
<b>John Sundgren</b>	SLPHS	Coach	Resignation as of August 2, 2016
<b>Moua Yang</b>	SLPHS	Paraprofessional	Resignation as of August 18, 2016

## III. LEAVES OF ABSENCE

<b>Name</b>	<b>Location</b>	<b>Employee Group</b>	<b>Notes</b>
<b>Diane Clements</b>	PT	Teachers	August 29, 2016 through November 23, 2016
<b>Kathleen Kingsbury</b>	NP	Teachers	October 31, 2016 through January 20, 2017

<b>Stacy Lindahl</b>	WWI	Child Care Professionals	August 4, 2016 through October 4, 2016
<b>Leonard Parkin</b>	WWI	Custodians	June 13, 2016 through August 30, 2016

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

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

**1. Engaged, Enthusiastic Learners:** Align work of adults to continuously improve personalized instruction and responsiveness to meet our students’ unique and varied needs.

2016-17 District Operational Plan Overview - Dr. Jeff Ronneberg, Superintendent, and Dr. Hope Rahn, Director of Learning and Innovation reviewed the various aspects of the District Operational Plan (DOP). This plan guides the work of the district and is focused on continuous improvement and innovation while raising student engagement and helping students see there are no limits to their futures. Highlights of the review included: the three strategic anchors – Engaged, Enthusiastic Learners; Effective Operations; and Communications and Connections; and the projects associated with each anchor; district vision; the strategic plan; and a review of Competency-Based Learning – a School Board priority. The second School Board priority – Facilities – was reviewed later in the meeting.

The District Operational Plan (DOP) meets MDE’s World’s Best Workforce requirements. The DOP is currently available on the district website at [springlakeparkschools.org](http://springlakeparkschools.org) on the Our Strategic Plan page. Board members commented on the large amount of work taking place over the summer, with a couple of clarifying questions around World Language course offerings and Competency-Based Learning.

Teacher Hiring and Retention Update - Ryan Stromberg, Human Resources and Organizational Development Director. The district vision demands that the best candidates be hired to meet district needs, that the most talented teachers and staff be retained, and that an environment be created that attracts individuals who want to be part of Spring Lake Park Schools. Over the last 5 years, due to increased enrollment, approximately 80 new teaching positions have been added in order to keep class sizes within target values. In addition, 93% of the teaching staff who were invited to return have chosen to be part of the district for the 2016-17 school year. For those choosing not to return, relocation, retirement, and staying home due to family responsibilities are the main reasons. Mr. Stromberg included quotes from several new teachers, sharing why they choose Spring Lake Park Schools.

**2. Effective Operations:** Improve our effective management of human, financial, and physical Resources

Monthly Financial Report - Ms. Amy Schultz, Director of Business Services, reviewed the monthly financial report for May 2016 including treasurer’s report, expenditures, and revenue.

Facilities Update - Facilities for Future Programming Design Team - Dr. Jeff Ronneberg, Superintendent of Schools, Dr. Hope Rahn, Director of Learning and Innovation, Amy Schultz, Director of Business Services, Jennie Hayle, Woodcrest Spanish Immersion Kindergarten Teacher, Lindsay Johnson, Learning and Teaching Coordinator, Rich Oney, Parent of students in the district. Ms. Amy Schultz thanked the voters for approving the April 26, 2016, \$49.925 million bond referendum and reviewed the bond priorities: avoid current and projected overcrowding by building a new preK-4 elementary school and adding classroom space at the high school; meet growing interest and demand for preschool and early childhood programming by building early learning classrooms; enhance personalized learning through the expansion of K-12 STEM programming and Career and Technical Education at the secondary level. The projects to be completed with funding from the bond include:

- Construction of a new preK-4 elementary school (land cost included)
- Remodel existing spaces at SLPHS to create more classrooms, remodel media center and construct additional science classrooms
- Remodel early learning office space at Woodcrest into K-5 classrooms
- Construct early learning classrooms to meet growing interest and demand
- Renovate existing spaces at all schools for STEM programming
- Renovate existing spaces at SLPHS and Westwood for Career and Technical Education programming

The administrative oversight team, which includes district administrators, architects and construction consultants, has been meeting since early May 2016. Accomplishments to this point: organized a Facilities for Future Programming Design Team; developed the design process and structure to guide the facilities planning process; developed the implementation timeline to guide the phasing of construction projects.

The Facilities for Future Programming Design Team started meeting in June 2016, for a total of 5 meetings over the summer. The team was composed of teachers and staff from all district schools, as well as parent representatives. Accomplishments include: learned and studied about emerging influences in education, focusing on facilities and learning environments; spent two days touring school facilities in other districts; developed desired results aligned with the design principals that were previously developed by the Community Facilities Design Team during their work in Spring 2015. The desired results will be used throughout the upcoming facilities processes.

Jennie Hayle, Lindsay Johnson, and Rich Oney shared their experiences as members of the Facilities for Future Programming Design Team. They reviewed the work accomplished around the five design principals, which are: Spring Lake Park Schools is committed to: 1. encouraging collaboration and innovation in learning and teaching; 2. being flexible to meet varying needs and learning styles; 3. creating an inviting and welcoming atmosphere for all; 4. fostering community partnerships; 5. establishing fiscal responsibility and environmental sustainability.

Ms. Schultz shared next steps in the design process, including work of core groups, continuation of consideration of possible elementary school sites, innovation work at each school site to better engage students and facilitate learning, establish parent/staff team to review athletic/activities facility needs. Construction of the new elementary school will begin spring of 2017 and is scheduled to open for the 2018-2019 school year.

### 3. Superintendent's Report

Dr. Ronneberg thanked staff for all of their work over the summer, whether the time was volunteered or paid. Staff of all positions were within the district over the summer getting ready for the new school year.

## **F. ACTION ITEMS**

### **1. Authorization of Issuance of Individual Procurement Card (P-Card)**

*Motion by Ruch, seconded by Easter, to authorize the issuance of Procurement Card to the following Spring Lake Park Schools employees:*

Bill Neiss    Opportunities in Emergency Care Teacher

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

2. Acknowledgment of Gifts

*Motion by Delfs, seconded by Hennen, to acknowledge gifts to the district, as shown in attachment F-2, and to extend the School Board’s thanks and appreciation.*

**Spring Lake Park Schools  
Donation summary for August 16, 2016 Regular Board Meeting**

**Monetary Donations**

Description	Value	Donor	Purpose/To
Monetary	\$ 2,000.00	Panther Foundation	Community Education Backpack Project
Monetary	\$ 146.05	Wells Fargo Community Support	Northpoint Elementary
Monetary	\$ 2,500.00	YUM! Brands Foundation	Panther Pantry
Monetary	\$ 147.00	Wells Fargo Community Support	Park Terrace Elementary
Monetary	\$ 255.06	Wells Fargo Community Support	Spring Lake Park High School
Monetary	\$ 2,239.84	Target Take Charge of Education	Westwood Intermediate
Monetary	\$ 141.00	Wells Fargo Community Support	Westwood Intermediate
Monetary	\$ 117.12	Miscellaneous donors unknown	Westwood Intermediate Band Program
Monetary	\$ 70.00	Wells Fargo Community Support	Woodcrest Spanish Immersion
<b>Total</b>	<b>\$ 7,616.07</b>		

**Non-Monetary Donations**

Description	Donor	Purpose/To
Food	Joanne Lero	Panther Pantry
School Supplies	Mark & Cleo Swenson	Backpack Project
School Supplies	Oak Crest Senior Housing	Backpack Project
School Supplies	Substance Church	Backpack Project

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

3. Approval of Resolution Authorizing Entry into Joint Powers Agreement in the Form of a Declaration of Trust Establishing the “MN Trust” and Authorizing Participation Therein

*Motion by Easter, seconded by Ruch, to approve the following resolution:*

*(Amy Schultz gave a brief review of the reasons behind the resolution in reference to investment of money from the bond funds. Bonds were sold in July 2016, three investment companies were interviewed, and the decision was made to go with PMA Financial Network, Inc)*

WHEREAS, Minnesota governmental units may invest their monies and enter into contracts and agreements as authorized by Minnesota Statutes, Section 118A.04 and Section 118A.05; and

WHEREAS, Minnesota Statutes, Section 471.59 (the Joint Powers Act) provides among other things that governmental units, by agreement entered into through action of their governing bodies, may jointly or cooperatively exercise any power common to the contracting parties; and

WHEREAS, MN Trust (the Fund) was established for the purpose of joint investment of governmental units’ moneys so as to enhance the investment earnings accruing to each of the governmental units

pursuant to the Joint Powers Act by adoption of a joint powers agreement in the form of a Declaration of Trust by Independent School District No. 192 (Farmington) and Independent School District No. 241 (Albert Lea) acting as the initial participants thereof, and further, by filing the executed Declaration of Trust with the Minnesota Secretary of State pursuant to Minnesota Statutes, Chapter 318; and

WHEREAS, the Declaration of Trust authorizes governmental units of the State of Minnesota, including, and without limitation, any city, county, town, school district, and any other political subdivision or agency of the State of Minnesota, and including any instrumentality of a governmental unit, all as defined in the Joint Powers Act, to adopt and enter into the Declaration of Trust and become Fund participants (the Participants); and

WHEREAS, the Declaration of Trust and Information Statement, describing and summarizing certain details with respect to the Fund, have been presented to this School Board (the Board); and

WHEREAS, the Fund is governed by a Board of Trustees (the Trustees) in accordance with the terms of the Declaration of Trust; and

WHEREAS, the Board deems it advisable for Independent School District No. 16, Spring Lake Park Schools, Minnesota (the District) to adopt and enter into that certain Declaration of Trust, as amended, dated April 11, 2007, (the Declaration of Trust) in order to become Participants; and

WHEREAS, the Board deems it advisable for the District to make use from time to time, in the discretion of its officials, of the Fund's fixed income investment program and other Fund programs available to Participants; and

WHEREAS, the Board deems it advisable for the District to make use from time to time the services provided by PMA Financial Network, Inc., PMA Securities, Inc., Prudent Man Advisors, Inc., and Associated Bank, National Association and Associated Trust Company, National Association, and/or their affiliates and successors, in connection with the District's utilization of the Fund.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. The District shall adopt and enter into the Declaration of Trust, which is adopted by reference herein with the same effect as if it had been set out verbatim in this Resolution, and thereby become a Participant in the Fund. A copy of the Declaration of Trust shall be filed in the minutes of the meeting at which this Resolution was adopted. The Chair and the Clerk of the Board, being the officers charged with the responsibility for executing documents, are authorized to take such actions and execute any and all such documents as they may deem necessary and appropriate to effectuate the entry of the District into the Declaration of Trust and to utilize Fund programs and services through PMA Financial Network, Inc., PMA Securities, Inc., Prudent Man Advisors Inc., and Associated Bank.

Section 2. The District and those acting on its behalf are hereby authorized to invest its available moneys, not presently needed for other purposes or restricted for other purposes, from time to time and to withdraw such moneys from time to time in accordance with the provisions of the Declaration of Trust including investment through the Fund programs and other Fund services offered through PMA Financial Network, Inc. PMA Securities, Inc., Prudent Man Advisors, Inc, and Associated Bank. The following officers and officials of the District, and their respective successors in each office, are hereby designated as Authorized Officials (the Authorized Officials) with full power and authority to effectuate the investment and withdrawal of moneys of District from time to time in accordance with the Declaration of Trust, pursuant to the Fund's fixed income investment program and other Fund services available to Participants: Dr. Jeff Ronneberg, Superintendent, and Amy Schultz, Director of Business Services; The District's Superintendent shall advise the Fund of any changes in Authorized Officials in accordance with the procedures established by the Trustees.

Section 3. The Trustees are hereby designated as having official custody of the District's moneys that are directed to be invested in accordance with the Declaration of Trust.

Section 4. Authorization is hereby given for members of the Board and officials of this District to serve as Trustees from time to time if selected as such pursuant to the provisions of the Declaration of Trust.

Section 5. Authorization is hereby given, until further notice, for the Superintendent to act as a representative and take action on behalf of the District as a Participant in the Fund.

Section 6. The District may open depository accounts, enter into wire transfer agreements, safekeeping agreements, collateral agreements, third party surety agreements securing deposits, and lockbox agreements with institutions participating in Fund programs including Associated Bank, its successor, or Fund programs of PMA Financial Network, Inc., PMA Securities, Inc., and Prudent Man Advisors, Inc. and that these institutions shall be deemed eligible depositories pursuant to Minnesota Statutes, Section 118A.02. PMA Financial Network, Inc. and/or PMA Securities, Inc. are authorized to act on behalf of the District as agent with respect to such Fund accounts and agreements.

Section 7. Financial institutions which qualify as depositories under Minnesota law and are included on a list approved and maintained for such purpose by the Fund's Administrator are hereby designated as depositories of the District pursuant to Minnesota Statutes, Section 118A.02 and moneys of the District may be deposited therein, from time to time in the discretion of the Authorized Officials, pursuant to the fixed income investment program available to Participants.

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

*Resolution was duly adopted. (7-0)*

#### **G. BOARD FORUM AND REPORTS**

Member Forsberg gave a brief update on the recent MSBA Summer Seminar that she attended as well as an update on NEMetro 916 and Equity Alliance MN (formerly EMID). Chairperson Stroebel attended the recent AMSD meeting.

#### **H. CLOSED SESSION**

*Motion by Delfs, seconded by Forsberg, to enter in to Closed Session to discuss employee negotiations and purchase of property. Properties being discussed: site currently owned by the National Sports Center, site owned by the Metropolitan Airports Commission near 85<sup>th</sup> Ave NE and Hwy 10, and site at the northwest corner of 109<sup>th</sup> and Lexington Ave. Motion carried unanimously with all members voting yes. (7-0) Entered in to Closed Session at 8:40pm.*

*Motion by Easter, seconded by Forsberg, to reconvene the meeting. Motion carried unanimously with all members voting yes. (7-0) Meeting reconvened at 9:38pm.*

#### **I. ADJOURNMENT**

*Motion by Ruch, seconded by Forsberg, to adjourn the meeting. Motion carried unanimously with all members voting yes. (7-0) Meeting adjourned at 9:39pm.*

\_\_\_\_\_  
Date

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



