



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

SCHOOL BOARD WORK SESSION and MEETING
District Services Center
Tuesday, June 28, 2016
6:00pm

AGENDA

A. CALL TO ORDER

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. CONSENT AGENDA

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

1. Routine Organizational Matters C-1

2. Personnel Items C-2

D. DISCUSSION ITEMS

1. Facilities Update

2. District Operational Plan

- 2015-16 Review
- 2016-17 Update

3. Other

E. ACTION ITEMS

1. RESOLUTION APPROVING NORTHEAST METROPOLITAN INTERMEDIATE SCHOOL DISTRICT NO. 916'S LONG TERM FACILITY MAINTENANCE BUDGET AND AUTHORIZING THE INCLUSION OF A PROPORTIONATE SHARE OF THOSE PROJECTS IN THE DISTRICT'S APPLICATION FOR LONG TERM FACILITY MAINTENANCE REVENUE

BE IT RESOLVED by the School Board of Independent School District No. 16, State of Minnesota, as follows:

1. The school board of Northeast Metropolitan Intermediate School District No. 916 has approved a long term facility maintenance budget for its facilities for the 2016-2017 and 2017-2018 school year in the amount of \$275,435. The various components of this program budget are attached as EXHIBIT A hereto and are incorporated herein by reference. Said budget is hereby approved.
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate school district's budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long term facility maintenance revenue application.
3. The proportionate share of the costs of the intermediate school district's long term facility maintenance program for each member school district to be included in its application shall be determined by utilizing a blended rate where half of the rate is determined by multiplying the total cost of the intermediate school district long term facility maintenance times the ratio of the member school district's net tax capacity to the total net tax capacity of the intermediate school district and half of the rate is determined by multiplying the total cost of the intermediate school district long term facility maintenance times the ratio of ADM utilization by district to the total ADM utilization. The inclusion of this proportionate share in the district's long term facility maintenance revenue application for fiscal year 2017 is hereby approved, subject to approval by the Commissioner of the Minnesota Department of Education.
4. Upon receipt of the proportionate share of long term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

Roll Call:

F CLOSED SESSION

Motion by _____, seconded by _____, to enter into to Closed Session

Motion by _____, seconded by _____, to reconvene the meeting.

G. ADJOURNMENT

Motion by _____, seconded by _____, to adjourn the meeting.

ATTACHMENT C-1

Routine Organizational Matters for 2016-2017

- A. That the following be the approved School Board Reimbursements:
1. The financial stipend paid to the Chairperson, Clerk and Treasurer be set at \$5,400.00, and that paid to the Vice-Chairperson and Directors at \$5,000.00.
 2. 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.
 3. 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.
 4. 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 2016-2017 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 2016-2017, 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 2016-2017, 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 School sand 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 2016-2017: 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 ads 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 2016-2017 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 2016-2017 be established at \$50.00 for staff and Board members when traveling on official school business.

ATTACHMENT C-2



PERSONNEL AGENDA ITEMS

SPRING LAKE PARK SCHOOLS

High expectations. High achievement for all. No excuses.

DATE: June 22, 2016
TO: Dr. Jeff Ronneberg, Superintendent
FROM: Ryan Stromberg, Director of Human Resources and Organizational Development
RE: Personnel Agenda Items for the June 28, 2016 School Board Meeting

I. TERMINATIONS/RESIGNATIONS/NON-RENEWAL OF CONTRACT

Name	Location	Employee Group	Notes
Alicia Dedrickson	PT	Teachers	Resignation as of June 13, 2016
Crystal Hokanson	SLPHS	Nutrition Services	Resignation as of June 10, 2016

ATTACHMENT E-1

Northeast Metro 916
 Long Term Facility Maintenance Levy Allocation
 Combined 2016-2017 and 2017-2018


ISD #	District		Weighted Ave Alloc.
12	Centennial		\$ 14,845.29
13	Columbia Heights		\$ 15,685.09
14	Fridley		\$ 8,087.81
831	Forest Lake		\$ 12,752.79
832	Mahtomedi		\$ 10,309.25
621	Mounds View		\$ 24,304.41
622	North St. Paul		\$ 51,002.53
623	Roseville		\$ 20,687.21
833	South Washington County		\$ 43,352.94
16	Spring Lake Park		\$ 22,074.28
282	St. Anthony		\$ 3,265.12
15	St. Francis		\$ 7,094.37
834	Stillwater		\$ 20,094.48
624	White Bear Lake		\$ 21,879.44

\$ 275,435.00

Replaces the former health and safety tax levy.
 Two years combined due to Capitol View Center facility planning in the fall of 2015
 Allocation based on 50% utilization and 50% tax capacity

ATTACHMENT E-2 - EXHIBIT A

MDE / School Finance

		Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		<h3>Long-Term Facility Maintenance Revenue Application</h3> <h3>Ten Year Expenditure</h3>								ED - 02478-01															
INSTRUCTIONS: Enter estimated expenditures that are allowable uses of Long-term Facilities Maintenance Revenue under MS 123B.595, Subd. 10, by UFARS Finance Code by fiscal year in the space provided. Finance codes shown for accessibility and deferred capital expenditures and maintenance projects are proposed new Finance codes								District Name: Northeast Metro Intermediate District				District # 916															
								Date: 3/7/2016																			
				District Contact for Questions on this Spreadsheet:				E-mail: jamin.wood@nemetro.k12.mn.us																			
				Name: Jamin Wood				Phone #: (651) 415-5568																			
		Fiscal Year, Ending June 30th -->		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026														
ESTIMATED EXPENDITURES:																											
Health and Safety, Excluding Projects in Finance codes 358, 363 and 366 Costing > \$100,000 per Site																											
Finance	Category																										
347	Physical Hazards													\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00			
349	Other Hazardous Materials													\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00		
352	Environmental Health & Safety Management													\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00		
358	Asbestos Removal and Encapsulation													\$ 83,700.00	\$ 112,535.00	\$ 206,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
363	Fire Safety													\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		
366	Indoor Air Quality													\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Total Health and Safety Capital Projects												\$123,300	\$152,135	\$246,400	\$39,600	\$39,600	\$39,600	\$39,600	\$39,600	\$39,600	\$39,600	\$39,600			
Health and Safety, Projects Costing > \$100,000 per Site																											
358	Asbestos Removal and Encapsulation													\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
363	Fire Safety													\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
366	Indoor Air Quality													\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Total Health and Safety Capital Projects \$100,000 or More												\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Accessibility																											
Finance	Category																										
367	Accessibility													\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Deferred Capital Expenditures and Maintenance Projects																											
Finance	Category																										
368	Building Envelope													\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
369	Building Hardware and Equipment													\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
370	Electrical													\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
379	Interior Surfaces													\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
380	Mechanical Systems													\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
381	Plumbing													\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
382	Professional Services and Salary													\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
383	Roof Systems													\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
384	Site Projects													\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Total Deferred Capital Expense and Maintenance												\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
		Total Annual 10 Year Plan Expenditures												\$123,300	\$152,135	\$246,400	\$39,600	\$39,600	\$39,600	\$39,600	\$39,600	\$39,600	\$39,600	\$39,600	\$39,600		

end of worksheet