



**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 28, 2016**

**A. CALL TO ORDER**

Chairperson Stroebel called the meeting to order at 6:05pm.

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

School Board members absent: Jodi Ruch and Jim Amundson.

Jim Amundson arrived at 6:13pm.

Jodi Ruch arrived at 6:19pm.

**B. AGENDA APPROVAL**

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

a. Removal of Closed Session

*Motion carried unanimously with all members present voting yes. (4-0)*

**C. CONSENT AGENDA**

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

1. Routine Organizational Matters

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)

*High Expectations. High Achievement for All. No Excuses.*

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.

2. Personnel Items

**I. TERMINATIONS/RESIGNATIONS/NON-RENEWAL OF CONTRACT**

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

*Motion carried unanimously with all members present voting yes. (4-0)*

**D. DISCUSSION ITEMS**

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

2. District Operational Plan

\* 2015-16 Review – Superintendent Ronneberg shared a summary of the key achievement points and milestones accomplished in the 2015-16 school year for the two Board Priorities: Personalized Learning Plans, Grading, and conferences; and Master Facilities and Programming Study. In addition a brief review was given of the projects within the strategic anchors: Engaged, Enthusiastic Learners Effective Operations; and Communication and Connections. The summarized work in the 2015-15 District Operational Plan will be available on the district website at [springlakeparkschools.org](http://springlakeparkschools.org).

\* 2016-17 Update – Superintendent Ronneberg gave a quick update as the Board has heard many times about the projects within the 2016-17 District Operational Plan (DOP). Dr. Ronneberg mentioned that facilities will be a large part of board meetings this coming year as decisions are made regarding location of the new K-4 elementary school. He reviewed the recent work of the current Facilities for Future Programming Design Team. The team met on June 21 and June 28, with three additional meetings taking place over the 2016 summer. The design team is made up of approximately 25 staff, administrators, and one parent, with the focus of designing recommendations for establishing design principles and guidelines to guide the work of school-level design teams and establish initial designs for flexible learning spaces, design maker spaces, and the new K-4 elementary school.

3. Other – no items this evening.

#### **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:

*Motion by Delfs, seconded by Forsberg, to adopt the following resolution:*

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

*Resolution was duly adopted.*

F. **CLOSED SESSION** – removed.

G. **ADJOURNMENT**

*Motion by Ruch, seconded by Easter, to adjourn the meeting. Motion carried unanimously with all members present voting yes. (7-0) Meeting adjourned at 6:54pm.*

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Date

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