



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, December 15, 2015

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 for a complete list of monthly events)

- Wednesday, December 23, 2015 - Friday, January 1, 2016, No School; DSC and Child Care hours listed on the District Website
- Tuesday, January 12, 2016 School Board Organizational and Regular Meeting, 7:00 p.m. - with Communication to the Board and Administration at 6:45 p.m.

D. CONSENT AGENDA

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

1. Minutes of the November 10, 2015 Regular School Board Meeting
2. Bills Paid for October 2015, in the following amounts:

D-1

| BILLS PAID | |
|------------------------|-----------------------|
| October 2015 | |
| Fund | Total Payments |
| General | \$2,672,341 |
| Food Service | 275,708 |
| Community Education | 114,319 |
| Building Construction | 1,809 |
| Debt Service | - |
| Trust and Agency | 3,800 |
| Internal Service Funds | 222,812 |
| OPEB Debt Services | - |
| OPEB Trust Account | - |
| TOTAL | \$3,290,788 |

3. Personnel Items

D-3

E. PRESENTATIONS, SPECIAL GUESTS, AND RECOGNITIONS

- | | |
|---|--|
| 1. 2015 Budget and Property Tax Presentation (Truth in Taxation) | Ms. Amy Schultz Director of Business Services |
|---|--|

F. DISCUSSION, REPORTS, INFORMATION ITEMS

1. **Effective Operations:** Improve our effective management of human, financial, and physical resources.
 - Comprehensive Annual Financial Report for Fiscal Year Ending June 30, 2015 Mr. Aaron Nielson
MMKR Certified Accountants
 - Monthly Financial Report for October 2015 Ms. Amy Schultz F-1
Director of Business Services

2. **Communications and Connections:** Increase the connection, engagement, and support of our families and communities.
 - Community Outreach Update Ms. Colleen Pederson
Director of Community Education

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.

G. ACTION ITEMS

1. Presentation of Gavel and Resolution Extending the Board's and the District's Appreciation to Colleen Vranish for Her Service to Spring Lake Park Schools.

Motion by _____, seconded by _____, to approve the following resolution:

WHEREAS, Colleen Vranish has passionately served the students, parents, residents, and staff of Spring Lake Park Schools since 2004; and

WHEREAS, her exemplary leadership, integrity, humility, insight, and dedication has inspired others, earned her the respect of her colleagues, and has had a positive effect on the school community; and

WHEREAS, she has been a steadfast advocate for children first and foremost, never straying from the District's mission to provide all students with the best education possible, leading the District to significant accomplishments; and

WHEREAS, her strong leadership, her strength of character, her ability to listen, and her convictions to find fair, open, and honest solutions to difficult problems helped the District through both challenging and rewarding times.

NOW THEREFORE BE IT RESOLVED, the School Board of Spring Lake Park Schools extends its heartfelt thanks and appreciation to Colleen Vranish as she prepares to leave the Board after twelve years of service, including five years as its chairperson.

Roll Call:

2. A Resolution Ratifying the Sale of General Obligation Refunding Bonds, Series 2015a, in the Original Aggregate Principal Amount of \$ _____ ; Fixing Their Form and Specifications; Directing Their Execution and Delivery; Providing for Their Payment; Providing for the Escrowing and Investment of the Proceeds Thereof; And Providing for The Refunding of Bonds Refunded Thereby

Motion by _____, seconded by _____ to approved the following resolution:

This is a place holder for the complete resolution, which will be added as an addendum to the agenda on Dec. 15, 2015.

Roll Call:

3. Resolution Authorizing Preparation and Submission of a Proposal to the Commissioner of Education for a Review and Comment on a Proposed Project

Motion by _____, seconded by _____, to approved the following resolution:

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

- a. The Board of Independent School District No. 16 (Spring Lake Park Schools) hereby finds and determines that it is necessary and expedient to provide for the acquisition and betterment of school sites and families, including the construction of a new elementary

school, together with necessary equipment, appurtenances and site improvements thereto (the 'Project'), and to provide a method to finance the Project.

- b. Administration is authorized and directed to consult with the Minnesota Department of Education, to cause a proposal to be prepared for submission on behalf of the Board to the Commissioner of Education for the Commissioner's Review and Comment on the Project, and to take such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended.

Roll Call:

4. Certification of Final 2015 Payable 2016 Property Tax Levy

Motion by _____, seconded by _____, to adopt the Final 2015 Payable 2016 Property Tax Levy and to certify the amounts to the Anoka County Department of Property Tax Administration.

| <u>Fund</u> | <u>Certified 2015 Levy</u> |
|--------------------|----------------------------|
| General | \$ 9,833,757.25 |
| Community Services | \$ 474,829.91 |
| Debt Service | \$ 8,954,833.48 |
| OPEB Debt Service | \$ 969,112.75 |
| TOTAL | \$20,232,533.39 |

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:

Jill Tessman - Lead Student and Family Advocate
Courtney Coulter - Student and Family Advocate
Alyssa Evenson - Student and Family Advocate

6. Approval of First Reading of New Policy

Motion by _____, seconded by _____, to approved the first reading of a new mandatory policy:

- 427 Workload Limits for Special Education Teachers G-6

7. Acknowledgment of Gifts

Motion by _____, seconded by _____, to acknowledge gifts as shown in G-7 and to extend the School Board's thanks and appreciation.

H. 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.

I. CLOSED SESSION

Motion by _____, seconded by _____, to enter in to Closed Session to discuss employee negotiations and purchase of property by the school district.

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

J. ADJOURNMENT

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

ATTACHMENT D-1

MINUTES OF THE SCHOOL BOARD REGULAR MEETING School Board, Independent School District 16 Spring Lake Park, MN Tuesday, November 10, 2015

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, Amy Hennen, Jim Amundson, Marilynn Forsberg, and Kelly Delfs, along with Superintendent Jeff Ronneberg and Student Council School Board Representative Sierra Reiland.

School Board members absent: Colleen Vranish

Student Council School Board Representative absent: Dorothy Williams

B. AGENDA APPROVAL

Motion by Ruch, seconded by Hennen, to approve the agenda with the following change(s):

a. addition of Action Item 5 – Resolution Canvassing Returns of Votes of Spring Lake Park Independent School District No. 16 General Election Held November 3, 2015.

Motion carried unanimously with all members present voting yes.

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

- Thursday, November 26 & Friday, November 27, 2015 No School, Students and Staff – Holiday

- Thursday, December, 3 & Friday, December 4, 2015 No School for students – Staff Professional

Learning Days

- Tuesday, December 15, 2015 School Board Regular Meeting, 7:00 p.m.

- Includes Truth in Taxation Meeting

- With Communication to the Board and Administration at 6:45 p.m.

D. CONSENT AGENDA

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

1. Minutes of the October 6, 2015 School Board Regular Meeting and October 27, 2015 School Board Work Session

2. Bills Paid for September 2015, in the following amounts:

| BILLS PAID | |
|-----------------------|-----------------------|
| September 2015 | |
| Fund | Total Payments |
| General | \$ 1,896,238 |
| Food Service | 109,168 |
| Community Education | 28,180 |
| Building Construction | 1,500 |
| Debt Service | - |
| Trust and Agency | 4,300 |
| OPEB Debt Services | - |
| OPEB Trust Account | - |
| TOTAL | \$ 2,039,386 |

3. Personnel Items

I. EMPLOYMENTS

| <u>Name</u> | <u>Location</u> | <u>Position</u> | <u>Start Date</u> | <u>New or Replace</u> |
|-------------------|-----------------|------------------------------------|-------------------|-----------------------|
| Daniel Bruggeman | WWMS | Social Studies Teacher (0.2 FTE) | 9/28/2015 | Replace |
| Logan Cole | NP | Administrative Assistant | 9/29/2015 | Replace |
| Jodi Coleman | ECFE | Substitute Classroom Assistant | 10/27/2015 | New |
| Kayla Conradi | SLPHS | Child Care Assistant Teacher | 10/15/2015 | New |
| Lorrie Courts | NP | Paraprofessional, Special Educatio | 10/19/2015 | Replace |
| Dawn Crain | WC | PT Nutrition Services Associate | 11/13/2015 | Replace |
| Kristy Erickson | NP | Paraprofessional, Special Educatio | 10/19/2015 | New |
| Bailey Geist | PT | Music Teacher (0.8 FTE) | 9/1/2015 | Replace |
| Stephanie Onorato | SLPHS | Reading/Language Arts Teacher | 10/13/2015 | New |
| Shawn Poppe | SLPHS | PT Nutrition Services Associate | 10/19/2015 | Replace |
| Brooke Roloff | SLPHS | Paraprofessional, Special Educatio | 11/3/2015 | Replace |
| Steven Veenstra | Calvin Christia | School Counselor | 8/31/2015 | New |

II. TERMINATIONS/RESIGNATIONS/NON-RENEWAL OF CONTRACT

| <u>Name</u> | <u>Location</u> | <u>Employee Group</u> | <u>Notes</u> |
|----------------|-----------------|-------------------------|------------------------------------|
| Susan Benson | PT | Paraprofessional | Resignation as of November 3, 2015 |
| Joy Brueshaber | SLPHS | Nutritional Svcs | Resignation as of August 31, 2015 |
| Jill Driscoll | SLPHS | Health Care Specialists | Resignation as of October 20, 2015 |
| Barbara Obrien | SLPHS | Teachers | Resignation as of October 30, 2015 |

Motion carried unanimously with all members present voting yes.

E. DISCUSSION, REPORTS, INFORMATION ITEMS

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

Brief updates were given on the following two District Operational Plan projects:

World Language – Ms. Lisa Switzer, Coordinator of Learning, leads the work on the World Language project. Ms. Switzer reviewed the emerging influences that lead this work, key achievement points, as well as next steps for Spanish Immersion students, Spanish heritage speakers, and all learners.

Elementary Report Card – Dr. Hope Rahn, Director of Learning and Innovation, shared the work done to tighten alignment between learning targets and grading tasks on the elementary report card in the areas of Language Arts and Math. Key achievement points were reported. Next steps include refinement of other areas of the elementary report card for Fall 2017 implementation based on Essential Learning Outcomes and ongoing assessment work.

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 September 2015 including treasurer's report, expenditures, and revenue.

Master Facilities and Programming Study Update - Ms. Amy Schultz, Director of Business Services, and Dr. Jeff Ronneberg, Superintendent, gave a brief review of the history of this study which began back in 2010 as a purposeful three-phase study to address projected enrollment growth. Highlights of the review include: student enrollment has increased by about 1,000 students (approx. 25%) since the 2005-06 school year. Projected enrollment for the 2024-25 school year is between 6,500 and 6,800 students. Current enrollment is approximately 5,600 students.

Phase 1 was completed in 2013 and included classroom additions at Park Terrace and Northpoint and moving Spanish Immersion to the Woodcrest facility. Phase 2 began in spring 2014 to address anticipated space needs at the middle grades. Actions completed in Phase 2 include: demographic and enrollment data updated Fall 2014; approval from Blaine City Council for additional driveway at the Westwood Complex; continual updating of Master Facilities and Programming Plan to best protect past community investments, maintain existing facilities, and limit future deferred maintenance needs; extensive study of current and future learning space needs necessary to meeting enrollment growth, early learning expansion, and K-12 programming needs. There was no clear solution for near-term space constraints so the Community Facilities Design Team was created – a team of 70 parents, students, staff, community members and business leaders – which provided guidance and recommendations relating to enrollment growth, including the recommendation for a new K-4 elementary school with reconfiguration of Northpoint and Park Terrace elementaries to K-4 schools, making room at the Westwood Complex for the middle grades enrollment growth.

Facilities and election timeline was outlined: Nov. 23 - 6th Community Facilities Design Team Meeting; December 15 - Direction from Board to submit Review & Comment; January 12 – bond proposal presentation to the Board; Jan/Feb – Board approval of Resolution calling for election; April 26 – Election Day.

Ms. Schultz gave an update of the bond refunding opportunity that is available to the school district. With interest rates low it is a good time to look at refunding which result in lower property taxes paid by district property owners. Refunding does not result in additional revenue or lower expenses for the school district. All savings are passed on to district property owners. Projections of this refunding show that the average homeowner would save approximately \$61/year.

3. Superintendent’s Report - Dr. Jeff Ronneberg, Superintendent of Schools, mentioned that December 3 and 4 are staff work days. December 3 staff will be wrapping up Tri I with finishing up report cards, communicating with parents, and doing final prep work for the start of Tri II. December 4 is a staff professional learning day in the buildings.

F. ACTION ITEMS

1. Approval of Resolution for the Sale of General Obligation Crossover Refunding Bonds Motion by Delfs, seconded by Forsberg, to approve the following resolution:

A RESOLUTION PROVIDING FOR THE SALE OF GENERAL OBLIGATION CROSSOVER REFUNDING BONDS, SERIES 2015A, IN THE APPROXIMATE AGGREGATE PRINCIPAL AMOUNT OF \$29,950,000; AND TAKING OTHER ACTIONS WITH RESPECT THERETO

BE IT RESOLVED By the School Board (the “School Board”) of Independent School District No. 16 (Spring Lake Park Schools), Anoka County, Minnesota (the “District”) as follows:

1. Background. It is hereby determined that:

(a) On November 7, 2006, the District issued its General Obligation School Building Bonds, Series 2006C (the “Series 2006C Bonds”), in the original aggregate principal amount of \$30,900,000, pursuant to Minnesota Statutes, Chapter 475, as amended, as approved by the voters of the District at a special election held on February 28, 2006. The Series 2006C Bonds are currently outstanding in the principal amount of \$28,310,000, of which \$27,500,000 in principal amount is subject to redemption on or after August 1, 2016. Proceeds of the Series 2006C Bonds were used to finance the acquisition and betterment of school sites and facilities in the District.

(b) On August 30, 2007, the District issued its General Obligation Alternative Facilities Bonds, Series 2007B (the “Series 2007B Bonds”), in the original aggregate principal amount of \$7,100,000, pursuant to Minnesota Statutes, Chapter 475, as amended, and Section 123B.59. The Series 2007B Bonds are currently outstanding in the principal amount of \$4,410,000, of which \$3,940,000 in principal amount is subject to redemption on or after August 1, 2016. Proceeds of the Series 2007B Bonds were used to finance the construction of certain health and safety projects included in the District’s five-year plan.

(c) The District is authorized by Section 475.67, subdivision 13 of the Act to issue and sell its general obligation bonds to refund outstanding bonds when determined by the School Board to be necessary and desirable.

(d) It is necessary and desirable for the reduction of debt service costs to the District that the District issue its General Obligation Crossover Refunding Bonds, Series 2015A (the “Bonds”), in the approximate aggregate principal amount of \$29,950,000, pursuant to Minnesota Statutes, Chapter 475, as amended, specifically Section 475.67, subdivision 13, and Section 123B.59 (collectively, the “Act”), to achieve the crossover refunding of the Series 2006C Bonds and the Series 2007B Bonds by (i) refunding on August 1, 2016, the 2017 through 2029 maturities of the Series 2006C Bonds; and (ii) refunding on August 1, 2016, the 2017 through 2023 maturities of the Series 2007B Bonds.

(e) The District is authorized by Section 475.60, subdivision 2(9) of the Act to negotiate the sale of the Bonds it being determined that the District has retained an independent financial advisor in connection with the sale of the Bonds. The actions of the District staff and its municipal advisor in negotiating the sale of the Bonds are ratified and confirmed in all aspects.

2. Covenant as to State Credit Enhancement. The District hereby covenants and obligates itself to notify the State of Minnesota of a potential default on the Bonds and to use the provisions of the Minnesota Statutes, Section 126C.55 (the “State Credit Enhancement Act”) to guarantee payment of the Bonds. The staff of the District is directed to notify the Minnesota Department of Education and Minnesota Management & Budget that the District has obligated itself to be bound by the provisions of such State Credit Enhancement Act, which provide for payment of principal of and interest on the Bonds by the State of Minnesota in the event of a default by the District.

3. Pricing Committee Appointed. The District hereby establishes a pricing committee with respect to the Bonds comprised of the Chair and the Director of Business Services or their designees (the “Pricing Committee”). The Pricing Committee is authorized and directed, with the advice of the District’s municipal advisor, Ehlers & Associates, Inc. (the “Municipal Advisor”), to review proposals for the purchase of the Bonds and award the sale of the Bonds to the prospective purchaser (the “Purchaser”) based on the recommendation of the Municipal Advisor and the following parameters: (i) the total savings in future debt service payments must be at least \$3,600,000; and (ii) the net present value of savings as a percentage of net present value of existing debt service must be at least 9.0%.

4. Acceptance of Proposal. The School Board will meet on Tuesday, December 15, 2015, or another date selected by the Pricing Committee upon the advice of the Municipal Advisor, to ratify the acceptance by the Pricing Committee of the proposal of the Purchaser and to take any other appropriate action with respect to the Bonds.

5. Authority of Municipal Advisor. The Municipal Advisor is authorized and directed to advertise the Bonds for sale in accordance with the terms of proposal to be prepared for the Bonds.

6. Authority of Bond Counsel. The law firm of Kennedy & Graven, Chartered, as bond counsel for the District, is authorized to act as bond counsel and to assist in the preparation and review of necessary documents, certificates and instruments relating to the Bonds. The officers, employees and agents of the District are hereby authorized to assist Kennedy & Graven, Chartered in the preparation of such documents, certificates, and instruments.

7. Covenants. In the resolution ratifying the sale of the Bonds, the School Board will set forth the covenants and undertakings required by the Act.

8. Official Statement. In connection with the sale of the Bonds, the officers or employees of the District are authorized and directed to cooperate with the Municipal Advisor and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the District upon its completion.

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

Resolution was duly adopted.

2. American Education Week, November 16-20, 2015

Motion by Hennen, seconded by Forsberg, to adopt the following resolution:

WHEREAS, American Education Week was first observed in December 1921 as an opportunity to focus public support on our nation's schools; and

WHEREAS, the strength of our nation depends on a citizenry that values our public schools and supports our children's education; and

WHEREAS, all staff in the district provide a safe, healthy and nourishing learning environment for our children and communities; and

WHEREAS, schools bring together adults and children, educators and volunteers, business leaders, and elected officials in a common enterprise.

NOW, THEREFORE BE IT RESOLVED the School Board of Spring Lake Park Schools hereby designates November 16-20, 2015 as American Education Week in Spring Lake Park Schools.

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

Resolution was duly adopted.

3. Approval of Second Reading of Revised Policies

Motion by Amundson, seconded by Forsberg, to approve the second reading of the following revised policies:

410 Family and Medical Leave

Motion carried unanimously with all members present voting yes.

4. Acknowledgment of Gifts

Motion by Ruch, seconded by Delfs, to acknowledge gifts and to extend the School Board's thanks and appreciation:

**Donations to Spring Lake Park Schools
Summary for November 10, 2015 Regular Board Meeting**

Monetary Donations

| Description | Value | Donor | Purpose/To |
|--------------------|-----------------|-----------------------------------|------------------------------|
| Monetary | \$ 99.00 | Wells Fargo Community Support | Westwood Intermediate School |
| Monetary | \$ 99.00 | Wells Fargo Matching Gift Program | Westwood Intermediate School |
| Monetary | \$ 57.72 | Wells Fargo Matching Gift Program | Spring Lake Park High School |
| Total | \$255.72 | | |

Non-Monetary Donations

| Item | Value | Donor | Purpose/To |
|-----------------|---------------|-----------------------------|--|
| Coffee | Value unknown | Caribou Coffee | Spring Lake Park High School staff mtg |
| Hats & Mittens | Value unknown | St. Philips Lutheran Church | Park Terrace Elementary students |
| Food | Value unknown | Joanne Lero | Panther Pantry |
| Office Supplies | Value unknown | Sue and Bill Elliott | Westwood Middle School teachers and office staff |
| Paper | Value unknown | Gayle Kojetin | Westwood Middle School student |

Motion carried unanimously with all members present voting yes.

5. Resolution Canvassing Returns of Votes of Spring Lake Park Independent School District No.16 General Election Held November 3, 2015

Motion by Ruch, seconded by Delfs, to adopt the following resolution:

**RESOLUTION CANVASSING RETURNS OF VOTES OF
SPRING LAKE PARK INDEPENDENT SCHOOL DISTRICT NO. 16
GENERAL ELECTION HELD NOVEMBER 3, 2015**

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

1. It is hereby found, determined and declared that the General Election of the voters of this school district held on November 3, 2015, was in all respects duly and legally held.

2. As specified in the attached Abstract and Return of Votes Cast, a total of 168 voters of the district voted at said General Election on the election of three (3) school board members for three (3) four (4) year vacancies on the board caused by expiration of term on the first Monday in January following the general election. Votes cast for the office are as follows:

| Candidate | Votes | Elected |
|-----------------------|--------------|----------------|
| Anthony (Tony) Easter | 124 | X |
| Amy Hennen | 128 | X |
| Jim Amundson | 132 | X |
| Write-In | 18 | No |

4. Anthony (Tony) Easter, Amy Hennen, and Jim Amundson, having received the highest number of votes, are elected to four (4) year terms beginning on the first Monday in January, 2016.

5. The clerk is hereby directed to certify results of the General Election to the county auditors of each county in which the school district is located in whole or in part.

6. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk is hereby directed to deliver a certificate of election to each person entitled thereto. The clerk is also hereby directed to enclose with the certificate a form of acceptance of office and oath of office.

Roll Call: Ayes – Forsberg, Ruch, Delfs, Hennen, Amundson, Stroebel; Nays – none.

Resolution was duly adopted.

G. BOARD FORUM AND REPORTS

Student Council School Board Representative Sierra Reiland share information on activities taking place at Spring Lake Park High School and Westwood Middle School. She also gave an update on her recent trip to Chicago with the high school band.

Member Hennen attended the high school Parent Advisory Council meeting which included information on events taking place at the high school as well as the roles/responsibilities of the high school Deans.

Member Forsberg shared that she attended the high school play, gave an update on EMID (East Metro Integration District), as well as an update on NEMetro 916.

Chairperson Stroebel shared that he attended the Nov. 6 AMSD meeting and reminded board members that the AMSD policy conference is coming up.

H. CLOSED SESSION

Motion by Ruch, seconded by Amundson, to enter in to Closed Session to discuss purchase of property by the school district. Motion carried unanimously with all members present voting yes. Entered in to Closed Session at 7:52pm.

Motion by Delfs, seconded by Amundson, to reconvene the meeting. Motion carried unanimously with all members present voting yes. Meeting reconvened at 8:54pm.

I. ADJOURNMENT

Motion by Ruch, seconded by Forsberg, to adjourn the meeting. Motion carried unanimously with all members present voting yes. Meeting adjourned at 8:55pm.

Date

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

ATTACHMENT D-3



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

District Services Center 1415 – 81st Avenue NE Spring Lake Park Minnesota 55432

DATE: December 9, 2015
TO: Dr. Jeff Ronneberg, Superintendent
FROM: Ryan Stromberg, Director of Human Resources and Organizational Development
RE: Personnel Agenda Items for the December 15, 2015 School Board Meeting

I. EMPLOYMENTS

| <u>Name</u> | <u>Location</u> | <u>Position</u> | <u>Start Date</u> | <u>New or Replace</u> |
|---------------------|-----------------|-------------------------------------|-------------------|-----------------------|
| Daniel Bunich | WWI | Night Custodian | 11/23/2015 | Replace |
| Courtney Coulter | District Wide | Student & Family Advocate | 11/17/2015 | New |
| Crystal Daugherty | WWI | Grade 4 Teacher | 12/14/2015 | Replace |
| Nathan Halverson | SLPHS | Paraprofessional, Special Education | 11/9/2015 | Replace |
| Brenda Miles | DSC | Payroll Coordinator | 11/23/2015 | Replace |
| Bao Nguyen | NP | Paraprofessional, Special Education | 11/11/2015 | Replace |
| Gregory Pinnell | SLPHS | Social Studies Teacher/ACE Tutor | 11/9/2015 | New |
| Kristen Schuppan | WWI | Paraprofessional, Special Education | 11/19/2015 | New |
| Rondedrick Sinville | SLPHS | Chemistry Teacher | 10/19/2015 | Replace |

II. TERMINATIONS/RESIGNATIONS/NON-RENEWAL OF CONTRACT

| <u>Name</u> | <u>Location</u> | <u>Employee Group</u> | <u>Notes</u> |
|------------------|-----------------|-----------------------|-------------------------------------|
| Ann Bryz-Gornia | WMS | Teacher | Resignation as of December 22, 2015 |
| Dawn Crain | WC | Nutrition Services | Resignation as of November 27, 2015 |
| Rakelle Deen | District Wide | Casual | Resignation as of December 22, 2015 |
| Catherine Hansen | ECFE | Community Services | Resignation as of December 31, 2015 |
| Sarah Hudson | ECFE | Community Services | Resignation as of December 2, 2015 |
| Betarani Radiana | NP | Nutrition Services | Resignation as of December 22, 2015 |
| Marni Williams | NP | Paraprofessional | Resignation as November 16, 2015 |

III. LEAVES OF ABSENCE

| <u>Name</u> | <u>Location</u> | <u>Employee Group</u> | <u>Notes</u> |
|----------------------------|------------------------|------------------------------|--|
| Lauren Brannen | WCSI | Teacher | December 17, 2015 through January 11, 2016 |
| Allison Caldwell | PT | Teacher | February 29, 2016 through May 17, 2016 |
| Katherine Johnson | PT | Teacher | March 14, 2016 through June 3, 2016 |
| Meghan Settingsgard | PT | Teacher | January 25, 2016 through May 30, 2016 |
| Jacqui Smith | WWMS | Clerical | November 24, 2015 through January 5, 2016 |
| Katelyn Vavra | WCSI | Teacher | May 17, 2016 through June 13, 2016 |

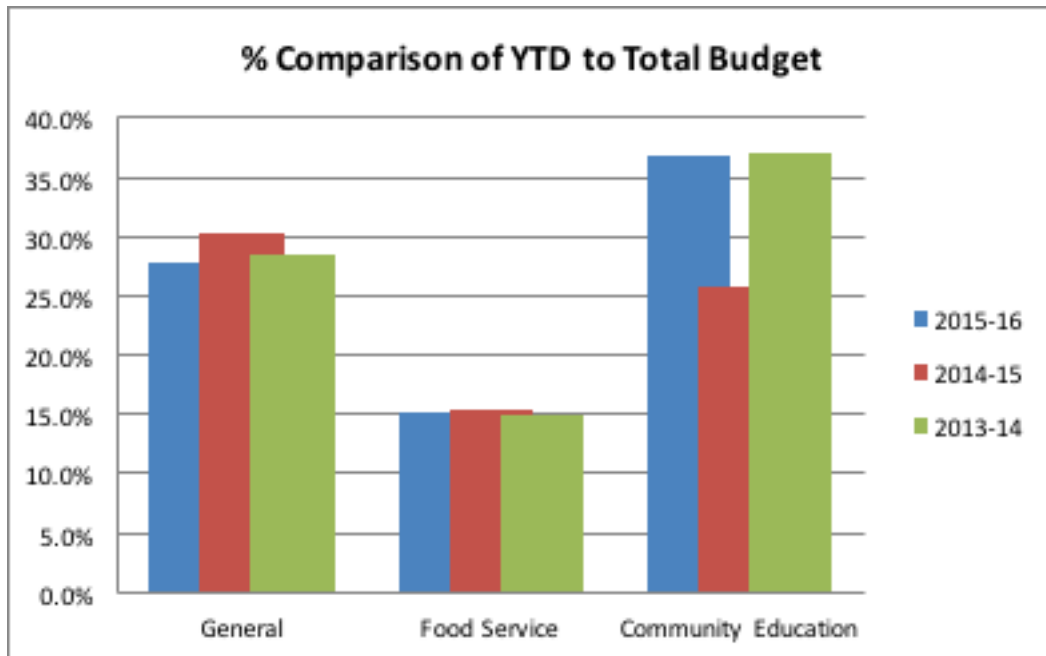
ATTACHMENT F-1

Treasurer's Report

| TREASURER'S REPORT | | | | |
|---------------------------|------------------------------|--------------------|----------------------|---------------------------|
| October 2015 | | | | |
| Fund | Beginning Balance | Receipts | Disbursements | Ending Balance |
| General | \$23,221,298 | \$5,411,627 | \$5,361,606 | \$23,271,319 |
| Food Service | \$333,668 | \$157,560 | \$348,459 | \$142,769 |
| Community Education | \$242,541 | \$452,199 | \$330,994 | \$363,746 |
| Building Construction | \$(1,500) | \$- | \$1,809 | \$(3,309) |
| Debt Service | \$44,888,751 | \$1,861,289 | \$- | \$46,750,040 |
| Trust and Agency | \$79,526 | \$- | \$3,800 | \$75,726 |
| Internal Service Funds | \$385,567 | \$372,352 | \$554,964 | \$202,955 |
| OPEB Trust Account | \$5,926,572 | \$- | \$- | \$5,926,572 |
| OPEB Debt Services | \$306,973 | \$133,597 | \$- | \$440,570 |
| TOTAL | \$75,383,396 | \$8,388,624 | \$6,601,632 | \$77,170,388 |

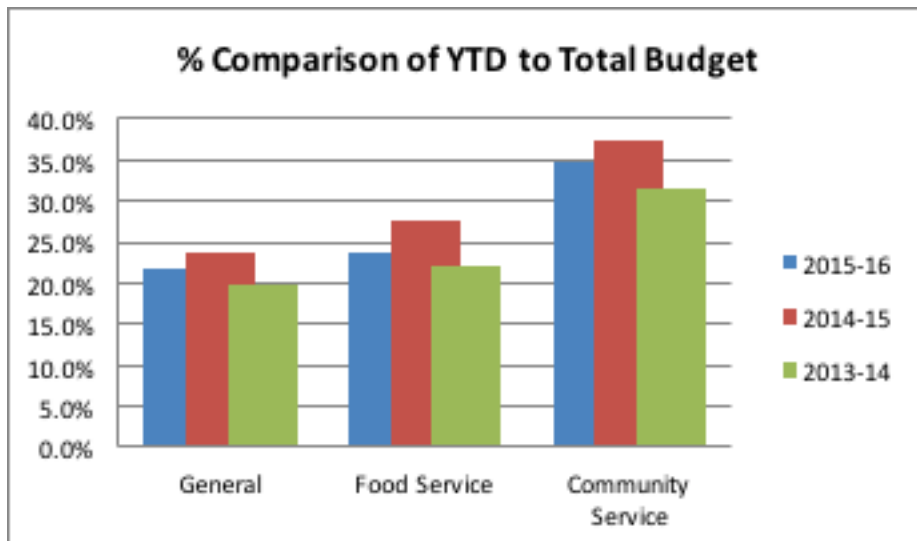
ATTACHMENT F-1, con't

| STATEMENT OF REVENUES | | | | | | |
|--------------------------------------|---------------------|----------------------|----------------------|--------------------|--------------|--------------|
| For the month ended October 31, 2015 | | | | | | |
| Fund | Month | Year | Budget | YTD as % of Budget | | |
| | To-Date | To-Date | | 2015-16 | 2014-15 | 2013-14 |
| General | \$ 4,453,989 | \$ 16,440,152 | \$ 59,338,842 | 27.7% | 30.3% | 28.5% |
| Food Service | 134,726 | 397,397 | 2,600,000 | 15.3% | 15.4% | 15.0% |
| Community Education | 392,379 | 1,030,868 | 2,800,000 | 36.8% | 25.7% | 37.0% |
| Debt Service | 1,861,289 | 2,520,434 | 9,552,452 | 26.4% | 31.1% | 28.4% |
| Trust and Agency | - | 29,611 | 50,000 | 59.2% | 38.5% | 33.7% |
| Internal Service Funds | 22,036 | 22,036 | - | N/A | N/A | N/A |
| OPEB Debt Service | 133,597 | 203,561 | 687,914 | 29.6% | 10.0% | 28.2% |
| Total All Funds | \$ 6,998,016 | \$ 20,644,059 | \$ 75,029,208 | 27.5% | 29.7% | 28.4% |



ATTACHMENT F-1, con't

| STATEMENT OF EXPENDITURES | | | | | | |
|---|---------------------|----------------------|-----------------------|---------------------------|----------------|----------------|
| For the month ended October 31, 2015 | | | | | | |
| Fund | Month | Year | Budget | YTD as % of Budget | | |
| | To-Date | To-Date | | 2015-16 | 2014-15 | 2013-14 |
| General | | | | | | |
| Compensation | \$ 3,361,160 | \$ 8,469,178 | \$ 43,287,456 | 19.6% | 19.7% | 19.1% |
| Purchased Services | 895,051 | 1,755,282 | 9,470,711 | 18.5% | 18.1% | 14.6% |
| Supplies & Materials | 175,854 | 654,493 | 1,370,786 | 47.7% | 46.7% | 42.7% |
| Capital Expenditures | 289,241 | 1,726,731 | 4,120,169 | 41.9% | 65.2% | 24.1% |
| Other Expenses | 1,578 | 61,357 | 106,185 | 57.8% | 68.5% | 41.4% |
| Health and Safety | 18,033 | 91,311 | 149,029 | 61.3% | 32.7% | 37.2% |
| Total General Fund | 4,740,917 | 12,758,352 | 58,504,336 | 21.8% | 23.8% | 19.9% |
| | | | | | | |
| Food Service | 333,702 | 615,218 | 2,600,000 | 23.7% | 27.7% | 22.1% |
| Community Service | 278,690 | 972,615 | 2,797,327 | 34.8% | 37.4% | 31.4% |
| Debt Service | - | 3,393,808 | 51,011,965 | 6.7% | 24.2% | 25.7% |
| Trust and Agency | 3,800 | 33,950 | 50,000 | 67.9% | 43.5% | 35.6% |
| Internal Service Funds | 554,964 | 1,175,072 | - | N/A | N/A | N/A |
| OPEB Debt Service | - | 145,385 | 651,270 | 22.3% | 24.6% | 21.3% |
| Total All Funds | \$ 5,912,073 | \$ 19,094,400 | \$ 115,614,898 | 16.5% | 14.7% | 15.8% |



ATTACHMENT G-6

SCHOOL POLICIES
INDEPENDENT SCHOOL DISTRICT 16

| | | |
|----------------|-----|--|
| POLICY | 427 | Page: 1 of 2 |
| SERIES | 400 | Personnel |
| SUBJECT | 427 | Workload Limits for Special Education Teachers |
| Adopted | | 1 st Reading December 15, 2015 |
| Revised | | |

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Board of Teaching to instruct children with specific disabling conditions.

B. Direct Services

“Direct Services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

C. Indirect Services

“Indirect services” means special education services provided by a special education teacher which include ongoing progress, reviews: cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect

services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

Legal References:

Minn. Stat. 179A.07, Sub. 1 (inherent Managerial Policy)

Minn. Rule 3525.0210, Subpx. 14, 27, 44, and 49 (Definitions of “Direct Services,” “Indirect Services,” “Teacher,” and “Workload”)

Minn. Rule 3525.2340, Subp. 4.B (Case Loads for School-Age Education Service Alternatives)

Cross References:

Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)

Policy 608 (Instructional Services – Special Education)

ATTACHMENT G-7

Spring Lake Park Schools ISD 16 Donation summary for December 15, 2015 Regular Board Meeting

Monetary Donations

| Description | Value | Donor | Purpose/To |
|--------------|-------------------|--|---|
| Monetary | \$ 3,459.00 | Girl's Hockey Boosters | Athletics & Activities – additional coaching support |
| Monetary | \$ 20.00 | Lighthouse Parent | Lighthouse School |
| Monetary | \$ 35.00 | Northwestern University | Lighthouse School – supplemental school supplies |
| Monetary | \$ 592.50 | Wells Fargo Community Support Campaign | Northpoint Elementary |
| Monetary | \$ 599.40 | Wells Fargo Matching Gifts Program | Northpoint Elementary |
| Monetary | \$ 1,000.00 | Spring Lake Park Lions | Northpoint Elementary – supplemental school supplies |
| Monetary | \$ 1,000.00 | Spring Lake Park Lions | Park Terrace Elementary – supplemental school supplies |
| Monetary | \$ 25.00 | Cub Foods - Fridley | Park Terrace Elementary – Thanksgiving baskets for families |
| Monetary | \$ 25.00 | Cub Foods - Blaine Pheasant Ridge | Park Terrace Elementary – Thanksgiving baskets for families |
| Monetary | \$ 50.00 | Target Blaine | Park Terrace Elementary – Thanksgiving baskets for families |
| Monetary | \$ 25.00 | Walmart Fridley | Park Terrace Elementary – Thanksgiving baskets for families |
| Monetary | \$ 67.34 | Wells Fargo Matching Gifts Program | Spring Lake Park High School |
| Monetary | \$ 130.00 | Wells Fargo Matching Gifts Program | Woodcrest Spanish Immersion |
| Monetary | \$ 70.00 | Wells Fargo Community Support Campaign | Woodcrest Spanish Immersion |
| Monetary | \$ 1,000.00 | Spring Lake Park Lions | Woodcrest Spanish Immersion – supplemental school supplies |
| | | | |
| Total | \$8,098.24 | | |

Non-Monetary Donations

| Item | Value | Donor | Purpose/To |
|------------------------------------|---------------|--|---|
| Food | Value unknown | Spring Lake Park Traveling Basketball Club | Panther Pantry |
| Food | Value unknown | Joanne Lero | Panther Pantry |
| Food | Value unknown | Atlas Chiropractic | Panther Pantry |
| Hams | Value unknown | Fridley Target | Park Terrace Elementary – Thanksgiving baskets for families |
| Boxes | Value unknown | Cub Foods - Blaine North | Park Terrace Elementary – Thanksgiving baskets for families |
| Cereal | Value unknown | Tina Ericson | Panther Pantry |
| Hats, Mittens & Scarves - Handmade | Value unknown | Ravelry (Online Fiber Arts Community) | Panther Pantry |
| Socks | Value unknown | NP Parents, Students & Staff | Panther Pantry |

| | | | |
|-------------------------------|---------------|--|--------------------------|
| Coats, Boots, Outside Wear | Value unknown | SLP Schools Parents, Students & Staff | Panther Pantry |
| Parking Signs | Value unknown | KR Signs Inc (Blaine) | Athletics & Activities |
| First Aid Supplies | Value unknown | Anonymous | Spring Lake Park Schools |
| Poinsettias | Value unknown | Fridley American Legion Auxiliary | District Services Center |
| Poinsettias | Value unknown | DALCO - Bob Diercks & Greg Hamstad | District Services Center |