



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, October 6, 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)

- Monday, October 12, 2015 - No School K-12; Grades 9-12 Evening Conferences
- Tuesday, October 13, 2015 - No School K-12; K-5 and Lighthouse Evening Conferences
- Wednesday, October 14, 2015 - No School K-12; K-12 and Lighthouse Day Conferences
- Thursday, October 15, 2015 - No School K-12; No Staff
- Friday, October 16, 2015 - No School K-12; No Staff; District Services Center closed
- Monday, October 19, 2015 - Grades 9-12 Evening Conferences
- Tuesday, October 20, 2015 – Grades K-8 Evening Conferences
- Tuesday, October 27, 2015 - School Board Work Session, 6:00 p.m.
- Tuesday, November 10, 2015 Regular School Board 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 September 8, 2015 Regular School Board Meeting D-1a
- Minutes of the September 22, 2015 School Board Work Session D-1b

High expectations, high achievement for all. No excuses.

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

BILLS PAID	
August 2015	
Fund	Total Payments
General	\$ 822,827
Food Service	30,909
Community Education	75,912
Building Construction	336,332
Debt Service	-
Trust and Agency	28,250
OPEB Debt Services	-
OPEB Trust Account	-
TOTAL	\$ 1,294,230

3. Personnel Items

D-3

E. PRESENTATIONS, SPECIAL GUESTS, AND RECOGNITIONS

2015-16 Spring Lake Park High School International Students

- Ms. Sue Davis, American Field Service (AFS) Chapter President, East Metro Area Team:
 - Laura Bay Ruston, Denmark
 - Magdalena Cabrera Mas, Uruguay

F. 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.

- Student and Family Advocate Update
 - Mr. Mike Callahan
Director of Student Services
 - Ms. Jill Tesseman
Lead Student and Family Advocate
- Teaching, Learning, and Evaluation Update
 - Dr. Hope Rahn
Director of Learning and Innovation

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

- Enrollment Update
 - Ms. Amy Schultz
Director of Business Services

- Master Facilities Study Update

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

4. 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. Resolution Appointing Election Judges for the November 3, 2015 School District General Election

WHEREAS, Spring Lake Park ISD #16 will be conducting General Election on November 3, 2015; and

WHEREAS, pursuant to Minnesota Statutes Section 204B.21, election judges for precincts in a school district election must be appointed by the board of that school district; and

WHEREAS, persons selected to serve meet all requirements of MN statute and county administrative policy, and have been trained and certified pursuant to law.

NOW THEREFORE, BE IT RESOLVED BY THE SCHOOL BOARD OF SPRING LAKE PARK ISD #16, STATE OF MINNESOTA, as follows:

1) The individuals listed on Attachment A are hereby appointed to serve as election judges for the School District General Election to be held on November 3, 2015.

2) In the event circumstances require judges to be appointed in addition to the persons named in this resolution, the Clerk of Election is authorized to appoint as necessary, provided that the persons appointed meet all requirements of MN statute and administrative policy.

**Attachment A
Election Judges Appointed to Serve
2015 School District General Election of November 3, 2015**

ISD 16 P-1 - Woodcrest Elementary School, 880 Osborne Rd, Fridley, MN 55432

Nancy Rose-Balamut, Head Judge
Kathy Rootham, Assistant Head Judge
Rosemary Esler, Election Judge
Rosemay Fang-yen, Election Judge
Betty Murney, Election Judge
Judy Ann Rogge, Election Judge

ISD 16 P-2 - Westwood Intermediate School, 701 91st Ave NE, Blaine, MN 55434

Joe Schwarzrock, Head Judge
Jo Ann Heule, Assistant Head Judge
Kathy Appel, Election Judge
Jerrilynn Boehland, Election Judge
Zaiga Felix, Election Judge
Carol Johnson, Election Judge
Andrea Krist, Election Judge
Peter Pash, Election Judge
Victoria Tauer, Election Judge
Joette Zembal, Election Judge

Roll Call:

2. 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:

Amy Khang	Human Resources Specialist/Management Assistant
Mary Schultz	Administrative Assistant – Westwood Intermediate School
Emily Byers-Ferrian	Immersion Specialist – Woodcrest Spanish Immersion
Logan Cole	Office Paraprofessional – Northpoint Elementary

3. Approval of First Reading of Revised Policies

Motion by _____, seconded by _____ to approve the first reading of the following revised policies:

410 Family and Medical Leave

G-3

4. Acknowledgment of Gifts

Motion by _____, seconded by _____, to acknowledge the gifts as shown in G-4 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. ADJOURNMENT

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

ATTACHMENT D-1a

MINUTES OF THE SCHOOL BOARD REGULAR MEETING

School Board, Independent School District 16

Spring Lake Park, MN

Tuesday, September 8, 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, Jim Amundson, Amy Hennen, Marilynn Forsberg, along with Superintendent Jeff Ronneberg.

School Board members absent: Colleen Vranish, Kelly Delfs.

B. AGENDA APPROVAL

Motion by Ruch, seconded by Forsberg, to approve the agenda as presented. Motion carried unanimously with all members present voting yes. (5-0)

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)

- Tuesday, September 22, 2015 - School Board Work Session, 6:00 p.m.

- Tuesday, October 6, 2015 - School Board Regular Meeting, 7:00 p.m. (with 6:45 p.m. Communication to the School Board and Administration)

D. CONSENT AGENDA

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

1. Minutes of: August 11, 2015 School Board Regular Meeting and August 25, 2015 School Board Work Session

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

BILLS PAID July 2015	
Fund	Total Payments
General	\$ 725,499
Food Service	27,323
Community	
Education	70,079
Building Construction	79,381
Debt Service	2,154,881
Trust and Agency	-
OPEB Debt Services	145,385
OPEB Trust Account	-
TOTAL	\$ 3,202,548

3. Personnel Items

I. EMPLOYMENTS

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Start Date</u>	<u>New or Replace</u>
Stephanie Anderson	PT	Child Care Teacher	8/31/2015	New

Ed Chuinard	SLPHS	Special Education Teacher – EBD	8/31/2015	Replace
Daniel Cooper	WWMS	Technology Support Specialist	8/20/2015	Replace
Erin Drake	WWI	Art Teacher	8/31/2015	Replace
James Flaschberger	SLPHS	Production Cook	9/08/2015	Replace
Amy Gaides	WWMS	Science Teacher	8/31/2015	New
Sarah Gatlin	WWMS	Social Studies/ELL Teacher	8/31/2015	Replace
Michael Hagen	WWMS	Math Teacher	8/31/2015	Replace
Lisa Hansen	EC	Child Care Assistant Teacher	8/31/2015	New
Paul Hedrington	NP	Special Education Teacher – ASD	8/31/2015	Replace
Brianne Henkel	NP	Child Care Teacher	8/31/2015	New
Toren Johnson	WWMS	Social Studies Teacher (0.6 FTE)	8/31/2015	Replace
Mandy Lindemann	PT	Kindergarten Specialist (0.8 FTE)	9/3/2015	Replace
Alysha Lister	EC	Child Care Assistant Teacher	8/31/2015	New
Codey Miller	SLPHS	Special Education Teacher – EBD	8/31/2015	Replace
Ryan Mundt	SLPHS	Technology Support Specialist	8/24/2015	Replace
Stacy Nielsen	WWIS	School Psychologist	8/31/2015	Replace
Courtney Piekarski	WWMS	Dean of Students	8/31/2015	Replace
Jeffrey Reed	SLPHS	Dean of Students	8/10/2015	Replace
Scott Rhodes	SLPHS	Nutrition Services Associate	9/08/2015	Replace
Mary Schultz	WWI	Administrative Assistant	9/08/2015	Replace
Luom Seidenkranz	PT	Grade 1 Teacher (long-term sub)	8/31/2015	Replace
Dennis Steiner	SLPHS	Custodian	8/26/2015	Replace
Rachel Taran	SLPHS	Math Teacher/ACE Tutor (0.8 FTE)	8/31/2015	Replace
Audry Welty	EC	Child Care Assistant Teacher	8/31/2015	New
Troy Willemsen	SLPHS	Dean of Students	8/18/2015	Replace
Whitney Woodford	WWI	Health Care Specialist	8/18/2015	Replace
Maddie Sutton	PT	School Psychologist	8/31/2015	Replace
Claire Willett	WWMS	Language Arts Teacher	8/31/2015	Replace
Danielle Wold	NP	Grade 3 Teacher	8/31/2015	Replace

II. TERMINATIONS/RESIGNATIONS/NON-RENEWAL OF CONTRACT

<u>Name</u>	<u>Location</u>	<u>Employee Group</u>	<u>Notes</u>
Rachel Babcock	DSC	Unaffiliated	Resignation as of August 28, 2015
Lila Bennett	SLPHS	Teacher	Resignation as of September 3, 2015
Stacey Benz	WWMS	Teacher	Resignation as of June 11, 2015
Sarah Bovee	SLPHS	Paraprofessional	Resignation as of June 5, 2015

Macgregor Byrne	SLPHS	Paraprofessional	Resignation as of June 05, 2015
Nicole Goerges	WWMS	Teacher	Resignation as of June 8, 2015
Elizabeth Johnson	WWI	Paraprofessional	Resignation as of August 20, 2015
Naomi Kerongo	NP	Paraprofessional	Resignation as of June 5, 2015
Sarah Klemmensen	WWI	Teacher	Resignation as of June 8, 2015
Jay Merrigan	SLPHS	Paraprofessional	Resignation as of August 17, 2015
Jennifer Miller	PT	Teacher	Resignation as of August 31, 2015
Tanaiah Mitchell	NP	Teacher	Resignation as of June 8, 2015
Leslie Richard	PT	Paraprofessional	Resignation as of June 05, 2015
Janet Running Rowe	WWMS	Teacher	Resignation as of June 8, 2015
Patrick Spehn	NP	Child Care Professional	Resignation as of August 28, 2015
Brianne Wodicka	PT	Teacher	Resignation as of June 8, 2015
Abby Young	WWMS	Teacher	Resignation as of June 8, 2015

III. STAFF LEAVE REQUESTS

<u>Name</u>	<u>Location</u>	<u>Employee Group</u>	<u>Dates</u>
Elizabeth Carlson	WWMS	Teacher	September 24, 2015 until December 17, 2015

IV. PARAPROFESSIONAL RECALL FROM LAYOFF

<u>Name</u>	<u>Location</u>	<u>Employee Group</u>	<u>Notes</u>
Andrea Grange	PT	Paraprofessional	Recalled from layoff as of September 8, 2015
Madison Graves	NP	Paraprofessional	Recalled from layoff as of September 8, 2015
Gina Perfetti	EC	Paraprofessional	Recalled from layoff as of September 8, 2015
Dayna Rivard	SLPHS	Paraprofessional	Recalled from layoff as of September 8, 2015
Marni Williams	SLPHS	Paraprofessional	Recalled from layoff as of September 8, 2015

Motion carried unanimously with all members present voting yes. (5-0)

E. PRESENTATIONS, SPECIAL GUESTS, AND RECOGNITION

1. Spring Lake Park Lions Scholarship Foundations – Presentation of Scholarship Check - Norm Kelzenberg. Mr. Kelzenberg was not able to attend this evening’s meeting. Karen will follow up.

2. Convoy of Hope – Presentation of Certificate of Appreciation. Kelly Black with Emmanuel Christian Center and on behalf of Convoy of Hope presented a certificate of appreciation to Spring Lake Park Schools for the contribution of the use of the high school and grounds for the August 1st event.

3. Certificate of Excellence in Financial Reporting from the Association of School Business Officials-International: Spring Lake Park District 16 is a multiple-winner of this award, most recently for its Comprehensive Annual Financial Report for Fiscal year ended June 30, 2014. This is Spring Lake Park Schools’ 9th year in a row to receive this award.

F. 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.

2015-16 District Operational Plan (DOP) - The DOP and update meets World's Best Workforce plan and reporting. Dr. Jeff Ronneberg, Superintendent of Schools; Dr. Hope Rahn, Director of Learning and Innovation; Mr. Mike Callahan, Director of Student Services. At the August board meeting a broad overview was given of the DOP and two Board priorities – Personalized Learning Plans, Grading and Conferences; Master Facilities and Programming Study. At this evening's meeting a brief overview was given of the 2014-15 student achievement results, district desired results, district leverage goal, and school leverage goals. In addition, an overview of the milestones and deliverables was given for four key projects within the DOP: Essential Learning Outcomes and Assessments; Accelerating Student Learning; Customized Learning by Design; and Systemic Innovation by Design. The District Operational Plan (DOP) can be found on the district website under the 'district' tab and includes information on ways for community members and parents to be involved throughout the district.

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

Master Facilities and Programming Study Update - Ms. Amy Schultz, Director of Business Services, gave an update to the Board and public. Documents and further information can be found on the district website under 'Facilities Update'. Ms. Schultz reviewed the 'why' for this study – increase in enrollment over the past 10 years of 26%, with projected enrollment increase of 20-25% in the next ten years equaling a projected enrollment of 6,500-6,800 students by the 2024-25 school year. She also highlighted the Guiding Change desired results which accommodate the needs of our students and families. A review was given of the Community Facilities Design Team work and the outcome of their five meetings during the spring of 2015, including the recommendation of a new K-4 elementary school and reconfiguration of Northpoint Elementary and Park Terrace Elementary to K-4 schools. The new elementary school would open Fall 2018.

Ms. Schultz reviewed the work that was completed during the summer of 2015 and shared the two most feasible location options for a new elementary school – 1. 109th and Lexington; 2. National Sports Center off of 105th.

Next steps include: continuation of conceptual design, costing and phasing option work during September and October; 6th meeting with Community Facilities Design Team in November as well as refining conceptual design, cost and phasing options; Facilities Master Plan formal presentation to the School Board December 2015 or January 2016 and the submission of the Review and Comment to MDE.

3. **Communications and Connections:** Increase the connection, engagement, and support of our families and communities

Branding Project Update - Mr. Bob Noyed, Director of Communications, briefly reviewed the Guiding Change document, covering the 'why' of rebranding, desired results, unacceptable means, and accomplishments. He shared the new district logo, the new panther mascot logo, and next steps in implementation. Board comments followed supporting the efforts and appreciation of the work.

4. Superintendent's Report - Dr. Jeff Ronneberg, Superintendent of Schools reminded the Board that the Panther Foundation carnival and 5k is on Sept. 19th at the Spring Lake Park High School stadium. He also shared photos of the first day of school and mentioned that this year is starting off with the district's largest enrollment ever.

G. ACTION ITEMS

1. Second Reading/Approval of Revised Policies

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

- 101.1 Name Of The School District
- 406 Public and Private Personnel Data
- 515 Protection and Privacy Of Pupil Records

Motion carried unanimously with all members present voting yes. (5-0)

2. Acknowledgement of Gifts

Motion by Hennen, seconded by Amundson, to acknowledge gifts to the district as shown below and to extend the School Board's thanks and appreciation.

**Spring Lake Park Schools ISD 16
Donation summary for September 8, 2015 Regular Board Meeting**

Monetary Donations

Description	Value	Donor	Purpose/To
Monetary	\$ 57.72	Wells Fargo Matching Gift Program	Spring Lake Park High School
Monetary	\$ 260.00	Wells Fargo Matching Gift Program	Spring Lake Park High School
Monetary	\$ 175.00	Target	Spring Lake Park High School
Monetary	\$ 25.00	Wells Fargo Matching Gift Program	Westwood Middle School
Monetary	\$ 6.90	Wells Fargo Matching Gift Program	Northpoint Elementary
Monetary	\$ 60.00	Wells Fargo Matching Gift Program	Woodcrest Spanish Immersion
Monetary	\$ 325.00	Girls Golf Boosters	Spring Lake Park High School State Tournament Banquet
Monetary	\$ 2,000.00	Track & Field Boosters	Spring Lake Park High School Field Pit Covers
Monetary	\$ 200.00	Nordic Ski Boosters	Spring Lake Park High School Ski Rental Reimbursement
Total	\$ 3,109.62		

Non-Monetary Donations

Item	Value	Donor	Purpose/To
Clothing and 3 backpacks	Value unknown	Anonymous	Woodcrest Spanish Immersion

Motion carried unanimously with all members present voting yes. (5-0)

3. Application for Consolidated Elementary and Secondary Education (ESEA) Funding

Motion by Forsberg, seconded by Ruch to approve the following resolution:

WHEREAS, the Congress of the United States has declared it to be the policy of the United States to combine the federal financial ESEA assistance programs it provides to local educational agencies; and,

WHEREAS, the purpose of these programs is to expand and improve the education of local educational agencies; and

WHEREAS, District 16, Spring Lake Park, MN, desires to carry out the policy of the Congress of the United States by developing projects in concert with current guidelines which will expand and improve the educational programs and contribute to meeting the needs of the children who attend school in District 16.

NOW, THEREFORE BE IT RESOLVED that District 16 apply for financial assistance available under ESEA and that Dr. Hope Rahn be named as the Local Educational Agency representative and be directed to execute and file application(s) for and on behalf of the School District in all activities related to these ESEA programs.

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

The resolution was duly adopted.

H. BOARD FORUM AND REPORTS

Member Forsberg shared that the NEMetro 916 vote to build a new school carried. Member Amundson thanked Ms. Schultz for the clear and accurate financial planning that led the district being awarded the Certificate of Excellence in Financial Reporting.

I. ADJOURNMENT

Motion by Ruch, seconded by Forsberg, to adjourn the meeting. Motion carried unanimously with all members present voting yes. (5-0) Meeting was adjourned at 8:20pm.

Date

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

ATTACHMENT D-1b

MINUTES OF THE SCHOOL BOARD WORK SESSION and MEETING School Board, Independent School District 16 Spring Lake Park, MN Tuesday, September 22, 2015

A. CALL TO ORDER

Chairperson Stroebel called the meeting to order at 6:02pm.

The following School Board members were present: John Stroebel, Jodi Ruch, Amy Hennen, Marilyn Forsberg, and Colleen Vranish along with Superintendent Jeff Ronneberg.

School Board members absent: Kelly Delfs and Jim Amundson.

B. AGENDA APPROVAL

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

a. addition of the word 'maximum' to Action Item 1.

Motion carried unanimously with all members present voting yes. (5-0)

C. DISCUSSION ITEMS

1. Enrollment Update

Ms. Amy Schultz, Director of Business Services, reviewed the preliminary enrollment numbers for the 2015-16 school year. Current enrollment as of Monday, Sept. 21 was 5,693. Enrollment is 100 students higher than budgeted. A more in-depth report will be shared at the October 6 meeting.

2. Facilities Study Update

Dr. Ronneberg reminded the board that this study has been ongoing since 2010 and reviewed the Context and Reality portion of the Facilities Guiding Change. Facilities are being studied due to increased enrollment and based on enrollment projections by Reinhardt Consulting the Westwood Complex will exceed capacity Fall 2018. Additional Early Learning space will be needed prior to 2018 as well. Dr. Ronneberg walked through near-term, mid-term, and long-term projects looking at drafts of conceptual collaborative learning space designs and furniture configurations at each district building, noting that the furniture options would not be part of a bond. He also reviewed the September 2015 – January 2016 timeline for next steps that was presented at the Sept. 8 Board meeting and mentioned that April 26, 2016 will most likely be the bond election date that will be recommended to the Board. The next steps include: costing and phasing options, meeting #6 with the Community Facilities Design Team, formal presentation to the board, and submission of Review and Comment to MDE (Minnesota Department of Education).

3. Student and Family Advocate Update

Mr. Mike Callahan, Director of Student Services, reminded the Board that the Student and Family Advocate positions in the district are part of the new Deans Model that was implemented at the middle and high school last school year. The Student and Family Advocate program will support our families not only during the school day, but outside of school hours as well. Members of this team will not have traditional 8am – 4pm hours, but will include evenings and weekends all year long. Advocates will be designated at sites, but will be working as a team across buildings, to help families obtain mental health support from the community, and basic needs such as housing and food, while building positive relationships with families.

Jill Tessemen has been hired to lead the team, which will consist of an additional 2.5 FTE positions.

Currently 1 of the additional 2.5 FTE positions has been filled, with additional interviews taking place.

4. Preliminary Taxes Payable Levy 2016 Overview

Ms. Amy Schultz, Director of Business Services, shared information regarding the preliminary taxes payable levy for 2016. At this time a 1%-2% levy increase is foreseen. Ms. Schultz shared that additional bond refunding opportunities are being investigated to positively affect the taxes of district community members.

In addition, Ms. Schultz spoke to the Long Term Facilities Maintenance Revenue action item. Due to changes in legislation, the 3-year plan that was required in the past and approved this past spring has been dropped and the new requirement is now a 10-year plan. The 10-year plan will be annually updated then up for approval by the Board.

D. ACTION ITEMS

1. Approval to Certify the Proposed Maximum 2015 Payable 2016 Property Tax Levy

Motion by Forsberg, seconded by Hennen, to approve the certification of proposed 2015 Payable 2016 Property Tax Levy. Motion carried unanimously with all members present voting yes. (5-0)

2. Approval of the FY 2017 Application for Long-term Facilities Maintenance Revenue to be submitted to the Minnesota Department of Education.

Motion by Vranish, seconded by Ruch, to approve the FY 2017 Application for Long-term Facilities Maintenance Revenue be submitted to the Minnesota Department of Education. Motion carried unanimously with all members present voting yes. (5-0)

E. CLOSED SESSION

Motion by Hennen, seconded by Forsberg, to enter in to Closed Session to discuss purchase of property by the school district. Motion carried unanimously with all members present voting yes. (5-0) Entered in to Closed Session at 7:30pm.

Motion by Vranish, seconded by Forsberg, to reconvene the meeting. Motion carried unanimously with all members present voting yes. (5-0) Meeting reconvened at 8:12pm.

F. ADJOURNMENT

Motion by Ruch, seconded by Vranish, to adjourn the meeting. Motion carried unanimously with all members present voting yes. (5-0) Meeting adjourned at 8:13pm.

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

DATE: September 30, 2015
TO: Dr. Jeff Ronneberg, Superintendent
FROM: Ryan Stromberg, Director of Human Resources and Organizational Development
RE: Personnel Agenda Items for the October 6, 2015 School Board Meeting

I. EMPLOYMENTS

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Start Date</u>	<u>New or Replace</u>
Fiorella Ball	WWI	Office Paraprofessional – Receptionist	9/16/15	Replace
Doris Chaves	WCSI	Grade 2 Teacher (long-term substitute)	9/10/2015	Replace
Yoanna Combe Tortolero	WCSI	Kindergarten Teacher	8/31/2015	New
Justin DeLong	SLPHS	Language Arts Teacher	9/28/2015	Replace
Alyssa Evenson	DSC	Student and Family Advocate	9/28/2015	New
Cara Franklin	SLPHS	Teacher – Coordinator of Work-Based Learning	8/31/2015	Replace
Angela Fredrickson	WWMS	Nutrition Services Associate	9/14/2015	Replace
Christine Hjelle	SLPHS	Child Care Assistant Teacher	9/21/2015	Replace
Autumn Johnson	NP	Child Care Aide	9/28/2015	New
Amy Khang	DSC	Human Resources Specialist	9/14/2015	Replace
Viet Le	WWMS	Math Teacher	9/8/2015	Replace
Emily Quitney	NP	Special Education Teacher – ASD	8/31/2015	Replace
Ryan Quitney	SLPHS	Child Care Teacher	8/31/2015	New
Claudia Ramirez Rojas	WCSI	Grade 2 Teacher	8/31/2015	Replace
Jenny Rodriguez	WCSI	Grade 3 Teacher	8/31/2015	Replace
Sandra Rosero	WCSI	Grade 1 Teacher	8/31/2015	Replace
Maria Santana	WCSI	Grade 4 Teacher	8/31/2015	New
Maria Jose Sarce	WCSI	Kindergarten Teacher	8/31/2015	Replace
Maria Schefelbein	WCSI	Para: Special Ed, Lunch & Recess Supervisor/Instruct	9/8/2015	New
Michele Smith	SLPHS	Special Education Teacher – DCD (long-term su	8/31/2015	Replace
Lauren Zweber	NP	Academic Specialist	9/28/2015	Replace

II. TERMINATIONS/RESIGNATIONS/NON-RENEWAL OF CONTRACT

<u>Name</u>	<u>Location</u>	<u>Employee Group</u>	<u>Notes</u>
Michael Buchman	SLPHS	Teacher	Resignation as of September 21, 2015
Melissa Garcia	SLPHS	Nutrition Services	Resignation as of September 25, 2015
Carolynn Wicks	NP	Clerical	Resignation as of September 28, 2015

III. STAFF LEAVE REQUESTS

<u>Name</u>	<u>Location</u>	<u>Employee Group</u>	<u>Dates</u>
LaToiya Jefferson	DSC	Unaffiliated	September 28 until November 6, 2015
Erin Stalsberg	NP	Teacher	September 28 until December 18, 2015
Christa Zirbes	DSC	Unaffiliated	December 8, 2015 until February 29, 2016

ATTACHMENT G-3

**SCHOOL POLICIES
INDEPENDENT SCHOOL DISTRICT 16**

POLICY	410	Page: 1 of 9 10
SERIES	400	Personnel
SUBJECT	410	Family and Medical Leave
Adopted		January 9, 2001
Revised		May 11, 2004, November 10, 2009; October 9, 2012; 1 st Reading Revision October 6, 2015

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C § 101(a)(13)(B).

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

2. a **covered** veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, **and was discharged or released under conditions other than dishonorable**, at any time during the period of five years preceding the **first date on which the veteran undergoes that medical treatment, recuperation, or therapy** the eligible employee takes FMLA leave to care for the covered veteran.

C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. **An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations.** While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her **National Guard or Reserve military service obligation** **USERRA-covered service obligation** or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.

D. **“Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness.**

DE. “Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.

EF. “Outpatient status” means, with respect to a covered servicemember **who**

is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:

1. a military medical treatment facility as an outpatient: or
2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

FG. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:

1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
2. to attend military events and related activities of a covered military member;
3. to address issues related to childcare and school activities of a covered military member’s child;
4. to address financial and legal arrangements for a covered military member;
5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
6. to spend up to **five 15 calendar** days with a covered military member who is on a short-term, temporary rest and recuperation leave during a period of deployment;
7. to attend post-deployment activities related to a covered military member; **and**
8. **to address parental care needs: and**
89. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.

GH. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or
2. continuing treatment by a health care provider.

HI. "Veteran" has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness", in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed

before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

b. ~~a "serious injury or illness";~~ in the case of a covered veteran who was a member of the Armed Forces, including a member of the Armed Forces or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces ~~(or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces)~~ and that manifested itself before or after the member became a veteran, and is:-

(i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank or rating; or

(ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based in whole or in part, on the condition precipitating the need for military caregiver leave: or

(iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment: or

(iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken:

by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition, or because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.E. above.

7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the unrequested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.

11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave maybe required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The Superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the School Board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. SixTwelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV. A.1a. or IV.A.1.b. above may qualify for a ~~six~~12-week unpaid ~~parenting leave for birth or adoption of a child~~ which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the

employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 ~~consecutive~~ months and has worked an average number of hours per week equal to one-half of the full-time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be only available during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26 week period. Employees

may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.

6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES.

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than twenty percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a trimester/semester may be required to extend the leave through the end of the trimester/semester. The number of weeks remaining before the end of a trimester/semester does not include scheduled school breaks, such as summer, winter, or spring break.
 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a trimester/semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the trimester/semester.
 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a

trimester/semester, the school district may require that the leave be continued until the end of the trimester/semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the trimester/ semester.

3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the trimester/semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the trimester/semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the **extend extent** that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY.

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. pt. 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin "M" (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees-Family Medical Leave Act Summary)

ATTACHMENT G-4

Donation summary for October 6, 2015 Regular Board Meeting

Monetary Donations

Description	Value	Donor	Purpose/To
Monetary	\$ 797.12	Lighthouse PTO	Field Trip Bus Cost donation
Monetary	\$ 100.00	Blaine Eagles	Westwood Intermediate
Monetary	\$ 57.72	Wells Fargo Matching Gift	Spring Lake Park High School
Monetary	\$ 70.00	Baseball Diamond Club/boosters	Baseball Equipment
Monetary	\$ 265.00	Volleyball Boosters	Volleyball Shorts
Monetary	\$ 2,298.37	Dance Team Boosters	Dance Team Uniforms
Monetary	\$ 5,000.00	Spring Lake Park Lions	Backpack Project
Monetary	\$ 1,198.75	Park Terrace PTA	Student Take Home Folders
Total	\$		

Non-Monetary Donations

School Supplies	Value unknown	Cluts family	Park Terrace students
School Supplies	Value unknown	Brenda Powers	Westwood Intermediate students
15 backpacks w/supplies	Value unknown	Emmanuel Christian Center	Westwood Intermediate students
School Supplies	Value unknown	Allina Health	Westwood Intermediate students
175 Backpacks w/supplies	Value unknown	Substance Church	Backpack Project
30 Thermal Lunch Totes w/School Supplies	Value unknown	Kathy Falkner	Panther Pantry
2800 lbs Food	Value unknown	Spring Lake Park Youth Football Assoc	Panther Pantry
Food	Value unknown	Joanne Lero	Panther Pantry