



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

## **MINUTES OF THE SCHOOL BOARD REGULAR MEETING**

**School Board, Independent School District 16**

**Spring Lake Park, MN**

**Tuesday, October 6, 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, Marilyn Forsberg, Colleen Vranish, and Kelly Delfs, along with Superintendent Jeff Ronneberg and Student Council School Board Representatives Sierra Reiland and Dorothy Williams. School Board members absent: None

### **B. AGENDA APPROVAL**

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

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

- 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 Ruch, seconded by Hennen, to approve the following items of the consent agenda:*

1. Minutes of the September 8, 2015 Regular School Board Meeting and the September 22, 2015 School Board Work Session
2. Bills Paid for August 2015, in the following amounts:

<b>BILLS PAID</b>	
<b>August 2015</b>	
<b>Fund</b>	<b>Total Payments</b>
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	-
<b>TOTAL</b>	<b>\$ 1,294,230</b>

### 3. Personnel Items

#### I. EMPLOYMENTS

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

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

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

## **III. STAFF LEAVE REQUESTS**

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

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

## **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 introduced Laura Bay Ruston from Denmark and Magdalena (Maggie) Cabrera Mas from Uruguay. Laura and Maggie shared information regarding their host families, families, activities they are participating in at the high school, and how Spring Lake Park High School is both similar and different from their home school. Board members welcomed the students to Spring Lake Park Schools.

## **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, reminded the board that this work is part of the District Operational plan and stems from the new Deans Model that was implemented last year. The main focus of Student and Family Advocates is to provide support, expertise, and consultation on connecting families to resources within and outside of the school district. Advocates will work as a team across buildings, helping families obtain basic needs and mental health support from the community. Mr. Callahan introduced Ms. Jill Tesseman, Lead Student and Family Advocate. Ms. Tesseman shared that she is excited about partnering with staff and working with Spring Lake Park Schools families on an individual basis with their questions and needs around homelessness, mental health, student attendance, and basic needs such as food and housing. Board comments and questions followed.

**Teacher Learning and Evaluation Update** - Dr. Hope Rahn, Director of Learning and Innovation, and Curtis Horton, Continuous Improvement and Innovation Coach at Park Terrace Elementary, shared an update on the first year prototype implementation in 2014-2015. Teacher Learning and Evaluation goals align with the District Operational Plan, school innovation and improvement plans, department team and personal improvement plans. Mr. Horton shared an update on the three phases of the Teacher Learning and Evaluation process timeline for the 2015-16 school year.

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

Enrollment Update - Ms. Amy Schultz, Director of Business Services. Ms. Schultz provided an update on enrollment since the last meeting including information by grade, school, cohort, demographics, and projected numbers comparison. As of October 6, 2015 current enrollment was 5,670 students, based on ADM (average daily membership). Overall enrollment has increased 234 students for the 2015-2016 school year. Enrollment numbers are reviewed weekly and staffing addressed as necessary to maintain class size targets. Dr. Ronneberg reminded the Board that due to the district being part of the Achievement and Integration program, open enrollment registrations are accepted if the district has the physical capacity.

Master Facilities Study Update - Dr. Jeff Ronneberg, Superintendent of Schools, and Ms. Amy Schultz, Director of Business Services. The district has been engaged in a purposeful long-term, three phase study since 2010 to address projected enrollment growth. Enrollment is projected to increase an additional 20-25% by the 2024-2025 school year. Phase I of the study focused on elementary growth and was completed fall of 2013. Phase II began in the 2013-14 school year to design options to address projected enrollment growth at the Westwood Campus, early learning, and Spring Lake Park High School. The Community Facilities Design Team made up of community members, business leaders, parents, students and staff was created to identify options to address projected enrollment growth. The team of 70 met five times in the Spring of 2015 which led to a recommendation of constructing a new K-4 elementary school and change configuration to K-4 for elementary schools, leaving Spanish Immersion at K-5. Ms. Schultz reviewed the work completed during the summer of 2015 which included extensive meetings with architects and construction consultants as well as in depth investigation into viable land options for a new elementary school.

Key achievement points for the next several weeks were reviewed and consist of: finalize purchase of land, further determination of costing and phasing of facilities projects to be included in an anticipated bond proposal, present the plan and gather input from Community Facilities Design Team, solicit ongoing feedback and guidance from the School Board, complete a draft of Review and Comment to submit to Minnesota Department of Education, and continue communication with parents, staff and community.

Key activities and dates include updates in October and November to the school board, final meeting of the Community Facilities Design Team on Nov. 23, review and approval by the school board of Review and Comment document in December or January, and anticipated bond proposal in Spring 2016.

Superintendent's Report - Dr. Ronneberg thanked teachers and staff for all the work they each do each day.

#### **G. ACTION ITEMS**

1. Resolution Appointing Election Judges for the November 3, 2015 School District General Election Motion by Forsberg, seconded by Delfs, to approve the following resolution:

**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: Ayes: Delfs, Ruch, Amundson Vranish, Hennen, Forsberg, Stroebel; Nays: None

*The resolution was duly adopted.*

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

*Motion by Ruch, seconded by Forsberg, 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

*The motion carried unanimously with all members present voting yes. (7-0)*

**3. Approval of First Reading of Revised Policies**

*Motion by Delfs, seconded by Amundson to approve the first reading of the following revised policies:*

410 Family and Medical Leave

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

**4. Acknowledgment of Gifts**

*Motion by Vranish, seconded by Ruch, to acknowledge the gifts as shown in G-4 and to extend the School Board's thanks and appreciation.*

**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
<b>Total</b>	<b>\$ 9,786.96</b>		

**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

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

**H. BOARD FORUM AND REPORTS**

Chairperson Stroebel welcomed the many students at tonight's meeting and Student Council School Board Representatives Sierra Reiland and Dorothy Williams. Sierra and Dorothy introduced themselves and shared information on this week's Homecoming events. Sierra is in 12<sup>th</sup> grade and president of Student Council. Dorothy is in 11<sup>th</sup> grade and the Student Council Public Relations Representative.

**I. ADJOURNMENT**

*Motion by Delfs, seconded by Ruch, to adjourn the meeting. Motion carried unanimously with all members present voting yes. (7-0) Meeting adjourned at 8:20pm.*

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Date

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