



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

SCHOOL BOARD WORK SESSION
District Services Center
Tuesday, June 25, 2019
6:00pm

AGENDA

A. CALL TO ORDER

B. AGENDA APPROVAL

1. Motion by _____, seconded by _____, to approve the agenda as presented.
2. Motion by _____, seconded by _____, to approve the agenda with the following change(s):
 - a. _____
 - b. _____

C. CONSENT AGENDA

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

1. Routine Organizational Matters – Attachment A

D. DISCUSSION ITEMS

1. Summer Facilities Projects Update
2. District Operational Plan
 - 2018-19 Review
 - 2019-20 Update
3. Levy and Capital Renewal Update
4. Other

E. ADJOURNMENT

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

ATTACHMENT A

Routine Organizational Matters for 2019-2020

The School Board of Independent School District 16 authorizes the following for the school year 2019-2020:

- A. That the following be the approved School Board Reimbursements:
1. The financial stipend paid to the Chairperson be \$5,950.00 and the financial stipend paid to the Vice-Chairperson, Clerk, and Treasurer be set at \$5,450.00.
 2. The financial stipend paid to Directors be set at \$5,350.00.
 3. Each School Board member will be provided the option to participate in the District's group term life insurance program, and that the premium for selected options be deducted from the Board member's annual financial stipend.
 4. Expenses incurred by Board members, in accordance with the District's policies for which payment vouchers are submitted to the District's business office, reviewed by the School Board treasurer, reported to and approved by the School Board, and paid by the District.
 5. Worker's compensation coverage will be provided to School Board members for work directly related to School Board business.
- B. That the School District continue membership in the following organizations or associations for the 2019-2020 school year:
1. Minnesota School Boards Association (MSBA)
 2. Metropolitan Educational Cooperative Service Unit (Metro ECSU)
 3. Association of Metropolitan School Districts (AMSD)
 4. Minnesota State High School League (MSHSL)
- C. That for fiscal year 2019-2020, consistent with M.S. 123B.11, 123B.02, 471.38, and 471.425, the Superintendent, Director of Business Services, or designee be hereby vested with the authority and responsibility to make routine payments in advance of Board approval.
- D. That Minnesota School District Liquid Asset Fund plus US Bank and Wells Fargo, PMA Financial Network, and Village Bank, N.A. as the official cash depositories for the fiscal year 2019-2020, and:
1. The School Board and the Chairperson, Clerk, and Treasurer hereby authorize the school district depository banks to honor checks, drafts, warrants, warrant-checks and other orders on public funds bearing facsimile signatures of any of said officers and to charge the same to the account upon which drawn fully as though those instruments bore the manually written signatures of any of said officers, in accordance with M.S. 47.41.
 2. The School Board of said district approves the use of such facsimile signatures and hereby determines to insure the school district with an insurance company authorized to do business within the state in the amount of up to \$100,000.00 blanket employee faithful performance bond forgery insurance against the loss of any public funds which may be withdrawn upon unauthorized use of such facsimile signatures, an officer of said school district shall not be personally liable for loss resulting from the use of any facsimile signature unless said loss occurs by reason of that officer's wrongful act, in accordance with M.S. 47.42.
 3. The clerk is hereby authorized and directed to furnish the school district depositories with copies of this approval and the school district officers and said depositories are hereby authorized and directed to make the necessary arrangements for the use of facsimile signatures thereafter.
 4. The School Board authorizes the Superintendent of Schools and the Superintendent's Executive Assistant to utilize facsimile signature stamps covering the Chairperson and the Clerk signatures, in accordance with M.S. 123b.02 covering general powers.

- E. That the Superintendent or designee, as assigned by the Superintendent, is authorized to make electronic fund transfers and report all such transfers to the School Board in a separate report included with the District's Monthly Financial Report.
- F. Designation of Authorized Personnel
 - 1. That the Director of Business Services and Finance Manager are authorized with full power to give Minnesota School District Liquid Asset Fund Plus written direction to:
 - a. Open and close accounts
 - b. Request changes to wire redemption instruction, and other account information
 - c. Effectuate the purchase and redemption of Fund Shares of the Entity
 - 2. That the following personnel with full power are authorized to give Wells Fargo, N.A. written direction to access all safe deposit boxes (for storage of education records, as required by law) in the District's name: Director of Business Services; Finance Manager; and Spring Lake Park High School representative as appointed by the high school principal.
- G. That the firm of Kennedy & Graven is designated as the School District's attorney and legal advisor to the Superintendent of Schools and to further authorize the Superintendent or designee to consult with other legal counsel as necessary to best serve the needs of the School District.
- H. That Ehlers Investment Partners be designated as the School District's financial advisor.
- I. That the firm of Malloy, Montague, Karnowski, Radosевич, & CO., P.A., certified public accountants, be designated as the School District's accounting firm and accounting advisor to the Superintendent of Schools and to have said firm conduct the District's annual audit and assist in the preparation of the District's Annual Financial Report.
- J. That the following investment brokers (and their custodians) be designated as the official brokers for investment purposes for the fiscal year 2018-2019: US Bank Minneapolis and Minnesota School district Liquid Asset Fund Plus; PMA Financial Network Inc/LaSalle National Bank, Village Bank N.A., Wells Fargo RBC Wealth Management.
- K. That for fiscal year 2019-2020, the Director of Business Services, or designee, be hereby vested with the authority and responsibility to invest funds which are not currently needed in accordance with M.S. 118A. Consistent with this delegation of responsibility for conducting the investment of excess funds, the Director of Business Services is hereby authorized to sign the following investment documents as deputy treasurer: Collateral Assignment Forms and Collateral Release Forms.
- L. That the board authorize its Superintendent or Director of Business Services to lease, purchase, and contract for goods and services within the budget approved by the board.
- M. That the Board Treasurer, Chairperson, and Clerk mechanically sign the District's checks.
- N. That Blaine/Spring Lake Park Life be designated as the District's official newspaper for the 2019-2020 school year.
- O. That the Director of Learning and Innovation, Dr. Hope Rahn, is the Identified Official with Authority for Spring Lake Park Schools, and has the legal authority to authorize persons to access MDE secure websites for Spring Lake Park Schools.
- P. That the District's travel reimbursement rates for 2019-2020 will be based on the U.S. General Services Administration Per Diem Rates, which uses rates adjusted to travel costs by city. Rates are broken down by each meal covered as well as incidental expenses while traveling.

Q. The Board directs the superintendent, or designee, to develop an e-learning day plan in alignment with MN Statute 120A.414. This plan will be shared with the school board and community at the beginning of the school year.