



SPRING LAKE PARK SCHOOL DISTRICT 16

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 14, 2010
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

- Thursday, December 23, and Friday, December 24, 2010, No School K-12, Child Care Closed, No PS Classes, all district offices closed.
- December 27 through December 31, 2010, No School K-12; Child Care Open December 27-30.
- December 30-31, 2010, all district offices closed.
- Tuesday, January 11, 2011, School Board Regular Meeting, 7:00 p.m., 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 9, 2010 Regular School Board Meeting, November 9, 2010 Board Work Session; and the November 23, 2010 Board Work Session. D-1
2. Approval to Pay Bills for November 2010, in the following amounts: D-2

General	\$1,916,665.99
Food Service	120,343.56
Transportation	371,179.94
Community Services	89,707.03
Capital Expenditures	168,603.58
Building Construction	60,842.19
Debt Service	20.42

High expectations, high achievement for all. No excuses.

Trust and Agency	1,800.00
OPEB Trust Acct	0.00
OPEB Debt Service	0.00
Total of All Funds	<u>\$2,729,162.71</u>

3. Personnel Items

D-3

E. PRESENTATIONS AND RECOGNITIONS

- 2010 Budget and Property Tax Presentation (Truth In Taxation) Ms. Amy Schultz
Director of Business Services

F. DISCUSSION, REPORTS, INFORMATION ITEMS

1. **Professional Learning Community:** Align the work of adults to continuously improve personalized instruction and responsiveness to meet our students' unique and varied learning needs.

- Online Learning Ms. Jerelyne Nemanich
Assessments & Inst. Tech. Coordinator

2. **Student Learning and Development:** Improving student learning and realizing high achievement for all learners is our ultimate purpose and measure of success.

- Process and Progress Update: Ms. Paula Hoff & Dr. Bill Sommers
Secondary Schedule 2011-12 Principals (Middle School & High School)

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

- Monthly Financial Reports Ms. Amy Schultz
(Treasurer's Report and Monthly Financial Statement) 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. Approval of the Agreement Office and Professional Employees International Union Local No. 12, AFL-CIO, CLC representing Paraprofessional Employees of School District 16 Collective Bargaining 2010-2012

Motion by _____, seconded by _____, to approve the Agreement between Independent School District 16 and Professional Employees International Union Local No. 12, AFL-CIO, CLC representing Paraprofessional Employees of School District 16 Collective Bargaining 2010-2012, as recommended by the Board's Negotiating Committee and the Administration.

2. Approval of the Credit and Course Requirements for Spring Lake Park High School and Westwood Middle School as presented.

Motion by _____, seconded by _____, to approve the credit and course requirements as presented.

3. Second Reading of New Policy

G-3

Motion by _____, seconded by _____, to approve the second reading of the following new policy:

701.1 FUND BALANCE

4. Authorization of Issuance of Individual Procurement Card (P-Card)

Motion by _____, seconded by _____, to authorize the issuance of a Procurement Card to the following District 16 employees:

Mike Callahan	Northpoint Elementary Principal
Tracy Potratz	Northpoint Elementary Administrative Assistant
Kimberly Fehringer	Park Terrace Elementary Principal
Michelle Johnson	Park Terrace Elementary Administrative Assistant
Karen Stifter	Westwood Intermediate Administrative Assistant

5. Acknowledgment of Gifts

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

<u>Gift</u>	<u>Donor</u>	<u>Program</u>
\$100	Todd and Kim Kaus & Residential Mortgage Group	District-Wide
	Refer A Friend Program and Build Your Community	

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 meet in Closed Session to discuss employee negotiations.

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

J. ADJOURNMENT

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

ATTACHMENTS

Attachment D-1 – School Board Meeting Minutes



SPRING LAKE PARK SCHOOL DISTRICT 16

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

Minutes of the Regular Meeting School Board, Independent School District 16 Spring Lake Park, Minnesota Tuesday, November 9, 2010

A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE 7:00 P.M.

Chairperson Vranish called the meeting to order at 7:00 p.m.

The following School Board members were present: Colleen Vranish, John Stroebel, Marilyn Forsberg, Gary Brisbin, Kelly Delfs, Jodi Ruch, and Superintendent Dr. Jeff Ronneberg. Also in attendance were the 2010-11 Student Board Representatives: Krista Bryz-Gornia and Mike Edgett.

The following School Board members were absent: Annette Winrick.

B. AGENDA APPROVAL

Chairperson Vranish noted no changes to the agenda and asked for a motion to approve the agenda. *Motion by Stroebel, seconded by Delfs, motion carried.*

C. SOME FUTURE EVENTS

Board Chairperson Vranish reviewed the following events:

- Thursday, November 11, 2010, High School Play 7:00 p.m. (half-price for mentors/mentees/ students)
- Friday, November 12, 2010, No School K-12, Staff Workshops/In-service
- Friday, November 12, 2010, High School Play, 7:00 p.m., FAC
- Saturday, November 13, 2010, High School Fall Play, 2:30 p.m. Matinee and 7:30 p.m. FAC
- Monday, November 15, 2010, High School Jazz Concert, 7:30 p.m., FAC
- Tuesday, November 16, 2010, Middle School Fall Play, 7:00 p.m. Westwood Cafeteria
- Thursday, November 18, 2010, Middle School Fall Play, 7:00 p.m., Westwood Cafeteria
- Friday, November 19, 2010, Panther Foundation Staff Folleeez, 7:00 p.m. FAC
- Tuesday, November 23, 2010, School Board Work Session, 6:30 p.m., DSC
- Thursday, November 25 and Friday, November 26, 2010, No School K-12, Thanksgiving Holiday All Offices Closed.
- Wednesday, December 1, 2010, High School NSC Jazz Festival
- Friday, December 3, 2010, End of Trimester 1, K-12
- Monday, December 6, 2010, No School K-12, K-12 Staff Workshops/In-service
- Tuesday, December 14, 2010, Truth In Taxation 7:00 p.m. followed by Regular School Board Meeting, Communication to the Board and Administration at 6:45 p.m.

D. CONSENT AGENDA

1. Minutes of the October 12, 2010 Regular School Board Meeting, and the October 26, 2010 School Board Work Session.

2. Approval to Pay Bills for October 2010, in the following amounts:

General	\$2,489,674.11
Food Service	228,922.39
Transportation	3,659.69
Community Education	72,693.81

Capital Expenditures	158,117.43
Building Construction	
Debt Service	103,392.43
Trust and Agency	4,872.05
OPEB TRUST ACCT	0.00
OPEB DEBT SERVICE	0.00
Total of All Funds	<u>\$3,061,331.91</u>

3. Personnel Items

I. EMPLOYMENTS

<u>NAME</u>	<u>LOC/POSITION</u>	<u>START</u>	<u>SALARY</u>	<u>NEW/REPLACE</u>
Elisabeth Charboneau	HS/English Teacher	10/19/10	\$ 30,345*	Replace
Tamara Miels	WWMS/Math Teacher	11/03/10	\$ 25,761*	Replace
Andrew Sinko	NP/Basic Skills Teacher (.5)	11/02/10	\$ 13,885*	Enrollment
Ryan Stromberg	DSC/Director of Human Resources	12/20/10	\$ 64,461*	Replace

*Pro-rated

II. LEAVES OF ABSENCE

Charles Stanek Custodian – SH– Requests a full-time Family and Medical Leave of Absence beginning October 13, 2010 and continuing for a maximum of twelve (12) weeks as permitted by FMLA Law.

Andrew Sinko Teacher – NP – Rescind 1.0 General Leave of Absence for the 2010-2011 school year and replace with .5 General Leave of Absence.

III. TERMINATIONS/RESIGNATIONS

Laura Larson – Paraprofessional – Senior High - Resignation as of October 12, 2010

Amanda Aamodt – Teacher – WWMS – Resignation as of November 2, 2010.

Motion by Forsberg, seconded by Brisbin, motion carried.

E. PRESENTATIONS AND RECOGNITIONS

Family, Career and Community Leaders of America (FCCLA): Advisor Lori Henry and student members: Morgan Croft, National Officer, Leah Sylvester, and Rachel Eiler reviewed awards received during the summer of 2010 and their national and state offices held. Ms. Henry expressed her appreciation for the students and their continued success in these endeavors.

F. DISCUSSION, REPORTS, INFORMATION ITEMS

1. **Student Learning and Development:** Improving student learning and realizing high achievement for all learners is our ultimate purpose and measure of success.

• Secondary Schedule 2011-12 Update

Principal Paula Hoff and Dr. Bill Sommers, Principal, reviewed the progress of the secondary schedule 2011-12.

- On August 24, 2010, the School Board approved the parameters for the administration's recommendation to proceed with the planning and implementation of new high school and middle school schedules (six-period day or its equivalent) for the 2011-12 school year.
- The School Board established parameters for effectively implementing this change in a "Guiding Change" document.
- Background Information 2010: August—provided information regarding process to be followed; October—provided specifics and updates regarding current status; November: provided data regarding staff and parent feedback as well as next steps.
- Components of the process at the High School: graduation credit and course requirements, daily schedule structure, and yearly schedule structure.

Assistant Principal Jane Stevenson and Principal Bill Sommers discussed the high school credit and course requirements currently utilized at Spring Lake Park High School, the State requirements, and the proposed requirements.

The Daily Schedule Task Force has studied multiple schedule structures which include semester/trimester. They also continue to examine structures for maximizing student options/personalization under a trimester-based scheduled.

The next steps for the High School will examine multiple schedule scenarios to address: maximize student choice/personalization, Music/World Language, Advanced Placement, Intervention, and credit make-up. Also included will be to establish daily time structures in line with the Guiding Change document.

Principal Paula Hoff reviewed the process at Westwood Middle School. The same guidelines are being used at the middle school as at the high school. While credits are not an issue at the middle school level, staff are investigating creative models to develop options. Feedback has been received from parents. A SWOT Analysis (strengths, weaknesses, opportunities, threats) has been conducted with staff regarding current proposals. Continuing communication will be included as part of weekly parent e-mail updates.

- Professional Learning Update

Ms. Denise Waalen, Director of Educational Services, reported on Spring Lake Park District 16 Professional Learning; continuously working to align the work of adults to improve personalized instruction in responsiveness to the varied students needs. She reviewed information as posted on the district website with accountability and professional development. Ms. Nemanich, as reviewed at the October School Board meeting, has updated/posted current information on staff professional development (math curriculum) and meaningful relationships and equity in the district.

The new teacher induction process has begun. We are continuing to work with our new teachers and the theme this year is utilizing the book One Can Make A Difference; learning community framework; professional learning review by Dr. Ronneberg.

On Friday, November 12, 2010, professional learning is taking place at all our buildings. There will be a full day of learning on Friday. Video clips will be posted on the district website.

- National Staff Development Council - Board of Trustees (Learning Forward)

Ms. Waalen noted that Dr. Jeff Ronneberg has been appointed to the NSDC Board of Trustees. Dr. Bill Sommers, Principal of Spring Lake Park High School and former President of the NSDC Board of Trustees, presented information regarding Dr. Ronneberg's appointment as 1 of 8 trustees that set policy nationally. Dr. Sommers noted that we are truly fortunate to have Dr. Ronneberg as our "lead learner."

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

- Monthly Financial Reports

Director of Business Services Amy Schultz reviewed the following August 2010 reports: Treasurer's Report; Cash Balance; Receipts/August; Outstanding Investments; Statement of Revenues; and Statement of Expenditures.

3. **Communication and Connections:** Increase the connection, engagement, and support for our families and community.

- Panther Foundation Activities Report

Ms. Colleen Pederson, Director of Community Education, presented current Panther Foundation Activities. She noted that since 2004, a quarter of million has been raised by the Panther Foundation and distributed for Spring Lake Park Schools District 16 projects. Recently \$23,000 was awarded for nine grant projects.

Ms. Pederson reviewed two major fund-raising events coming up soon:

- 1) The Staff Follleeez on Friday, November 19, 2010 at the Fine Arts Center. Many staff and student participants will be seen. Superintendent Ronneberg has always participated and

the School Board will judge events again this year. There will be dinner available prior to the event.

- 2) The Panther Foundation Gala Event will be held on February 26, 2011. This will be the 7th Annual Gala. Over \$90,000 was raised last year.

Membership with the Panther Foundation can be done through the district website under community links to either join or renew. Other donation opportunities include a live and silent auction during the Gala Event.

Superintendent Ronneberg recognized Ms. Pederson for her tremendous time and work with the Panther Foundation.

4. Superintendent's Report:

Superintendent Ronneberg reported on the following:

- **Elementary Demographics, Boundaries, and Programming Study:** Amy Schultz and Tom Larson are heading up this study; anticipate that an initial executive summary will be completed by the end of November (will provide enrollment trends and projections by neighborhood and school, elementary marketshare trends, and an evaluation of current and optimal facility utilization at each of our sites). This information will be utilized to identify options and next steps to address immediate and long-term needs. At this point, we have not identified any boundary options for any consideration at this time.
- A series of three meetings will begin with our **Communications and Connections Advisory Council** on Monday, November 15, 2010. Superintendent Ronneberg will meet with this diverse group of 15-20 community members. Over the course of these three meetings they will assess our current communications—such as newsletters, website, e-communications, use of social media—and identify strengths and opportunities for improvement.
- The economic crisis is something we need to respond to. We met as a Board for a full day just over a week ago to strategically plan for the future. As you know, the State of Minnesota is facing a \$6 Billion dollar deficit in the upcoming legislative session, and there will be many new faces at the table as our legislature tackles this deficit. With K-12 education being 37% of the budget, and the budget needing to be reduced by 20%, we, like school districts throughout the metropolitan area and across the state, are projecting that we are in year 3 of an anticipated 7 years of flat funding from the State. We have made reductions in expenditures in recent years, realizing efficiencies in all aspects of our school district. The topics we have discussed earlier this evening, such as our transition to a six period day, are in response to the budget situation we face and our need to position our district for the future. The budget situation is real, and we need to plan for it proactively. It will require us to work in partnership as a staff, with our parents and community, and with our legislators. Superintendent Ronneberg thanked Don Betzoldt for his many years of service to our community; and congratulated Pam Wolf, our new Senator. In addition, he congratulated Tom Tillberry and Tim Sanders in their successful re-election bids.
- Superintendent Ronneberg commended staff at Woodcrest Elementary after his observations in classrooms last week. He noted that the student engagement, as a result of the instruction, was at the highest level - that of a model school. Students were engaged in dialogue, were setting goals and monitoring their own learning. It got that way because the staff at Woodcrest are adult learners who are committed to their students, and who have made learning a part of their work together, and they put their learning into practice. This kind of learning is happening among the adults in each of our schools. The students benefit as a result of this. Thanks staff - your efforts are appreciated!
- This next week is American Education Week, a week in which we celebrate the importance of education and learning, and the work of our teachers and staff that make that happen. Jim Knight, a professor at the University of Kansas, described the importance of learning well, and I think the importance of learning as we collectively face challenges over the next few months: *“Radical learners... are people who are driven by learning, who get up in the morning fired up to try something new, to make a difference, to teach and learn. They work the system*

to make it better, more equitable, more challenging and supportive. They work really hard because they know how much learning matters.”

G. ACTION ITEMS

1. Resolution Sale of General Obligation School Building Refunding Bonds, Series 2010A Motion by Ruch, to approve the Resolution Sale of Bonds as presented by Director of Business Services Amy Schultz.

**RESOLUTION AWARDING THE SALE, DETERMINING
THE FORM AND DETAILS, AUTHORIZING
THE EXECUTION, DELIVERY, AND REGISTRATION, AND PROVIDING
FOR THE PAYMENT OF
GENERAL OBLIGATION SCHOOL BUILDING REFUNDING BONDS, SERIES 2010A**

**Bond Sale Summary from Springstead Incorporated:
Refunding of 2004B Debt Issuance**

Par Amount of Sale: \$8,795,000
Method of Sale: Competitive
Number of Bidders: 4
Bid Spread Lo to High: .25% (25 basis points)
Winning Bidder: Piper Jaffray
Interest Rate on Original Debt: 4.55%
Interest Rate on New Debt: 1.60% (1.64% presale estimate)
Net Reduction in Future Debt Payments: \$475,733 (\$462,390 presale estimate)
Net Present Value Benefit: 4.873%
Moody's Rating: A1 Stable (Aa2 Credit Enhanced).

The motion for the adoption of the foregoing resolution was duly seconded by Member Stroebel, and upon vote being taken thereon, the following voted in favor thereof: Colleen Vranish, John Stroebel, Marilyn Forsberg, Gary Brisbin, Kelly Delfs, and Jodi Ruch.

and the following voted against the same: None.

Absent: Annette Winrick.

whereupon said resolution was declared duly passed and adopted.

2. American Education Week, November 14-20, 2010 Motion by Forsberg, seconded by Delfs, to approve 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 14-20, 2010, as American Education Week in Spring Lake Park Schools.

Roll Call voted in favor thereof: Colleen Vranish, John Stroebel, Marilyn Forsberg, Gary Brisbin, Kelly Delfs, and Jodi Ruch; and the following voted against the same: None. Motion carried.

3. First Reading of New Policy
Motion by Stroebel, seconded by Brisbin, to approve the first reading of the following new policy:
 701.1 FUND BALANCE
Motion carried.

4. Acknowledgment of Gifts
Motion by Ruch, seconded by Stroebel, to acknowledge the following gifts and to extend the School Board's thanks and appreciation:

Gift	Donor	Program
FOR BACKPACK PROJECT AUGUST 2010:		
250 Backpacks with Supplies	Eaglebrook Church, Spring Lake Park Campus	
\$2,000	Panther Foundation	
Backpack Supplies	The Eagles Club	
Backpack Supplies	10490 Pierce Street Block Party	
	Mary Baggenstass, Block Captain	
\$100	Brad & Kelly Delfs	
\$50	Amy Schultz	
		Subtotal (cash/check only) \$2,150
FROM WELLS FARGO COMMUNITY SUPPORT CAMPAIGN:		
\$800	Michelle O'Leary	Lighthouse Program
\$35	Erik A. Wyatt	District-wide
		Subtotal \$835
FOR LIGHTHOUSE PROGRAM TECHNOLOGY:		
\$65	Leon & Katherine Goodrich	
\$75	Gayle and Dixie Gedstad	
\$30	Lisa and David Li	
\$60	Jane and Randy McGregor	
\$30	Roberta Megard	
\$30	Shawn and Michelle Harding	
\$30	Mike and Lynda Vacco	
\$100	Ellen Silverman and John Lee	
\$30	Lisa Roden	
		Subtotal \$450
FOR LEARNING ALTERNATIVES COMMUNITY SCHOOL:		
\$700	Lee Kopp, Kopp Family Foundation to fund the Random Acts of Kindness Program at the Learning Alternatives School	
		Subtotal \$700
FOR PARK TERRACE ELEMENTARY SCHOOL:		
\$800	Paul and Bev Matheson for "leveled" books	
		Subtotal \$800
		Grand Total \$4,935

Motion carried.

H. **BOARD FORUM AND REPORTS**

The Board Forum provides individual School Board members an opportunity to share with the School Board items of interest and information.

Student Board members Krista Bryz-Gornia and Mike Edgett presented the Student Report. Mr. Edgett reported on the Student Council's quest for a new Battle of the Bands; and the November 24 Blood Drive which will go to 11 local hospitals. He invited all donors to participate. Ms. Bryz-Gornia noted the date of December 10 for the Battle of the Bands with the vocal karaoke to begin at 6:00 p.m.. The school play will be performed four more times this weekend.

Board member Ruch reported on the Northpoint Elementary PTA meeting last night; she noted the presentation they received noted 12 different languages spoken at Northpoint Elementary

School. The last football game took place last week. And the Board Retreat last Friday (7 hours) was rewarding work.

Board member Strobel plugged the play—that it was excellent.

Board member Forsberg reported on a number of meetings: WWI PTO meeting, fundraiser done; Spanish Immersion and 4-5 graders; she had to leave the Board Retreat prior to the end of the day to attend the MSBA meeting to select outstanding Board member. The next MSBA Board meeting was accomplished on-line, and the Minnesota School Boards Association estimates it will save approximately \$10,000 per meeting by having a meeting on-line for its state-wide members. Other reports included EMID.

Board Vranish reported on the Park Terrace PTA meeting last Thursday which included a teacher showcase at the meetings (the Kindergarten classroom was showcased—they are participating in a Can Do Canine service project to have the opportunity to name a canine that will be trained for a service dog. Other reports included AMSD with an after-election report of what the legislature will look like.

Communication to the Board and Administration:

Beginning at 6:45 pm, any member of the school district community can speak with members of the School Board and/or Administration. They will listen, ask clarifying questions, and when appropriate provide a clear plan for follow-up to comments or questions. The following individual spoke at that time:

- A member of the community came to address the Board and administration on the proposed secondary schedule change for 2011-12.

I. **ADJOURNMENT 8:16 p.m.**

Motion by Ruch, seconded by Delfs, to adjourn the Regular Meeting at 8:16 p.m., motion carried.

Date

Annette Winrick, Clerk
Independent School District 16
Spring Lake Park School District



SPRING LAKE PARK SCHOOL DISTRICT 16

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

Minutes of the Board Work Session School Board, Independent School District 16 Spring Lake Park, Minnesota Tuesday, November 9, 2010 – 5:45 p.m.

A. CALL TO ORDER: 5:46 p.m.

Chairperson Vranish called the meeting to order at 5:46 p.m.

The following School Board members were present: Colleen Vranish, John Stroebel (6:00 p.m.), Marilyn Forsberg, Gary Brisbin, Kelly Delfs, Jodi Ruch, and Superintendent Dr. Jeff Ronneberg.

The following School Board members were absent: Annette Winrick.

B. AGENDA APPROVAL

Chairperson Vranish noted no changes to the agenda.
Motion by Ruch, seconded by Brisbin, motion carried.

C. DISCUSSION ITEMS

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

• Secondary Schedule 2011-12 Update

Denise Waalen opened the presentation on the Secondary Schedule Change Update. She noted: Effective Operations: Develop an implementation plan for a six-period schedule, or equivalent, to maximize student learning. It was noted the Board's consideration of a schedule change began in March when the budget development process identified budget reductions and modification (\$1.5 million for 2009-10, \$2.3 million for 2010-11, and projected \$1.7 million for 2011-12).

Principal Paula Hoff and Dr. Bill Sommers, Principal, reviewed the progress of the secondary schedule 2011-12.

- On August 24, 2010, the School Board approved the parameters for the administration's recommendation to proceed with the planning and implementation of new high school and middle school schedules (six-period day or its equivalent) for the 2011-12 school year.
- The School Board established parameters for effectively implementing this change in a "Guiding Change" document.
- Background Information 2010: August—provided information regarding process to be followed; October—provided specifics and updates regarding current status; November: provided data regarding staff and parent feedback as well as next steps.
- Components of the process at the High School: graduation credit and course requirements, daily schedule structure, and yearly schedule structure.

Assistant Principal Jane Stevenson and Principal Bill Sommers discussed the high school credit and course requirements currently utilized at Spring Lake Park High School, the State requirements, and the proposed requirements.

The Daily Schedule Task Force has studied multiple schedule structures which include semester/trimester. They also continue to examine structures for maximizing student options/personalization under a trimester-based schedule.

The next steps for the High School will examine multiple schedule scenarios to address: maximize student choice/personalization, Music/World Language, Advanced Placement, Intervention, and credit make-up. Also included will be to establish daily time structures in line with the Guiding Change document.

Principal Paula Hoff reviewed the process at Westwood Middle School. The same guidelines are being used at the middle school as at the high school. While credits are not an issue at the middle school level, staff are investigating creative models to develop options. Feedback has been received from parents. A SWOT Analysis (strengths, weaknesses, opportunities, threats) has been conducted with staff regarding current proposals. Continuing communication will be included as part of weekly parent e-mail updates.

2. Other

The School Board Retreat took place on Friday, October 29, 2010. The Board met at TeamWorks in Centerville, MN. The day centered on building board policy and operations. Four School Board members volunteered to participate in the upcoming policy refinement process task force. There will be two groups involved in this task force—one to include John Stroebel and Gary Brisbin; and the second group to include Marilyn Forsberg and Jodi Ruch.

Board members Stroebel and Brisbin will continue with training from Dennis Cheesebrow on how to go about drafting Board policies. They will then complete the initial drafts. Board members Forsberg and Ruch will then work with Stroebel to edit the initial drafts. The work would then come to the Board as a whole.

Staff Folleeezzz have asked School Board members to be judges again at the event on Friday, November 19, 2010.

D. **ADJOURNMENT: 6:37 p.m.**

Chairperson Vranish requested a motion to adjourn the Board Work Session.

Motion by Delfs, seconded by Forsberg, motion carried.

_____ Date

_____ Annette Winrick, Clerk
Independent School District 16
Spring Lake Park School District



SPRING LAKE PARK SCHOOL DISTRICT 16

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

Minutes of the Board Work Session School Board, Independent School District 16 Spring Lake Park, Minnesota Tuesday, November 23, 2010 – 6:30 p.m.

A. CALL TO ORDER: 6:35 p.m.

Chairperson Vranish called the meeting to order at 6:30 p.m.

The following School Board members were present: Colleen Vranish, John Stroebel, Marilyn Forsberg (6:40 p.m.), Annette Winrick, Gary Brisbin, Kelly Delfs, Jodi Ruch, and Superintendent Dr. Jeff Ronneberg.

The following School Board members were absent: None.

B. AGENDA APPROVAL

Chairperson Vranish noted no changes to the agenda.

Motion by Winrick, seconded by Brisbin, motion carried unanimously.

C. DISCUSSION ITEMS

1. Discussion of indication of executive positions on the School Board

Board Chair Colleen Vranish reviewed the process determined by the Board at their October Retreat for expressing interest in and identifying the executive positions of Board Chair, Vice Chair, Treasurer, and Clerk. An interest form was given to all Board members to indicate their potential interest in these executive positions. As a part of the policy/governance review and task force, this cycle of transition process will be defined so that there is a clear process for identifying four Board executive positions. An informal review of executive position roles and responsibilities was given. It was noted that current policy (in the 200 series) defines these roles and is posted on the district website.

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

• Secondary Schedule 2011-12 Update

Superintendent Ronneberg noted Principals Hoff and Sommers will review where the process is currently at and identify their current working draft for middle school course requirements and high school graduation requirements.

Principal Hoff reviewed the draft middle school requirements:

6th and 7th Grade

- Language Arts, full year
- Math, full year
- Social Studies, full year
- Science, full year
- Phy Ed/Health and Music: Alternate days, full-year Music options (band, choir, band and choir, or classroom music option).
- Art, trimester
- 21st Century, trimester
- World Culture/Language, trimester

8th Grade

- Language Arts, full year
- Math, full year

- Social Studies, full year
- Science, full year
- Electives Option One
 - o HS Spanish, full year
 - o PE/Health, full year, every-other day
 - o Choose elective opposite of PE/Health; Music, Art, 21st Century, full year, every-other day.
- Electives Option Two
 - o PE/Health, full year, every-other day
 - o Choose elective from below to alternate with health, full year, every-other day
 - o Choose two electives to alternate every-other day for full year

Elective choices in 8th grade; Music, art, 21st Century, Intro to Spanish.

Currently these options do meet Minnesota Core Standards requirements, and offer a rich program of preparation for high school.

Board members discussed the change in the program offerings with the FACS program. It was noted that components of the FACS program would be incorporated into the Health classes. Plus, before and after school clubs will offer opportunities for students. Director Waalen noted that nutrition information and such things as review of labels are incorporated in the Health classes.

Dr. Sommers reviewed the proposed credit requirements for the high school:

Graduation Requirements—2011-12/Class of 2015 – 64 credits

<u>Subject Area</u>	<u>Credits</u>
Language Arts	12
Mathematics	9
Science	9
Social Studies	10
Economics	1
Health & PE	4
Arts Based Courses	3
<u>Electives</u>	<u>16 (required) but can take up to 24</u>
Total	64 – 72

These requirements will be reflected in the Learning Alternatives Community School as well.

There will be a transition plan for students going from the 7 period day for current students, holding kids harmless as they transition.

Board members expressed appreciation for the communication plan and how well information is being given to parents, students, and staff members on a weekly basis by Principal Sommers. Many parents and staff members have expressed how well this has been happening. Principal Sommers noted that he intends to keep presenting all information on a continuing basis to ensure everyone is kept up-to-date as the process continues.

Superintendent Ronneberg noted recent conversations with Phy Ed teachers and noted the importance of continuing to offer and require 4 credits in Phy Ed and Health (which is more than most districts in the metro area). Principal Sommers reiterated his support of this level of Phy Ed and Health requirements as we continue to look, as a community and culture in American, of the high rate of obesity and other health issues.

Superintendent Ronneberg requested that if Board members have any questions, to please forward them. Principals Sommers and Hoff will present their formal proposal at the December 14, 2010 regular Board meeting for School Board action and approval.

3. Results of indication of executive positions on the School Board
Board Chair Colleen Vranish reviewed the tallied results of Board members interest in serving at the executive positions of Chair, Vice Chair, Treasurer, and Clerk.

4. Other

Good News:

Board Chair Vranish noted a communication from the Minnesota School Boards Association which indicates that the Spring Lake Park District 16 School Board will be honored with the MSBA's District Award of Distinction at the 2011 Leadership Conference in January. To achieve this award, a majority of the current Board members have to have received either the MSBA President's or Directors' Award. The award will be presented at the Awards Luncheon. Board Chair Vranish encouraged Board members to attend.

Superintendent Ronneberg reviewed an upcoming January event. Ms. Amy Kimmel, SLP Food Service, as coordinator of the SHIP Grant (\$48,000 grant), has invited Dr. Bob Rakowski of Houston, Texas, to present to our school and community on the importance of nutrition in our lives. This is the kick off, educational piece that hopefully will inspire our district to continue to make systemic nutritional changes to better the lives of our students. Dr. Rakowski will be in Spring Lake Park District 16 on January 13 and 14, 2011. While this event is still in the formative stage, we know he will be presenting to the Middle School on January 13th to all the students in the gym for approximately one hour. That evening (Thursday, January 13) we are "hoping" the High School Auditorium will be able to host Dr. Bob for a two hour parent and community presentation. On Friday, January 14, Dr. Bob will be presenting 2 one hour presentations for 9-11th graders (and LA) in the High School Auditorium. We are requesting you put these dates on your calendar (times to be confirmed).

D. ADJOURNMENT: 7:35 p.m.

Chairperson Vranish requested a motion to adjourn the Board Work Session.

Motion by Ruch, seconded by Delfs, motion carried unanimously.

Date

Annette Winrick, Clerk
Independent School District 16
Spring Lake Park School District

Attachment D-2 – Payment of Bills for November 2010

Wire Number	Amount	Date	Vendor Name
3083	91,302.32	111910	MINNESOTA TRA
3084	42,673.74	111910	MINNESOTA STATE TAX TEL
3085	55,188.58	111910	PEOPLES BANK OF COMMERCE
3086	39,683.81	111910	PUBLIC EMPLOYEES RETIREMENT ASSOCIATION
3087	1,171.11	111910	TWIN CITY CO-OPS FEDERAL
3088	2,165.00	111910	UNITED EDUCATORS CREDIT UNION
3089	255,793.19	111910	US BANK TAX-TEL
3090	25,325.67	111910	US BANK
3091	59,673.50	111910	BANK OF NEW YORK
3092	36,874.80	111910	US BANK
3093	11,674.80	111910	PEOPLES BANK OF COMMERCE
3094	90,358.24	113010	MINNESOTA TRA
3095	42,222.10	113010	MINNESOTA STATE TAX TEL
3096	57,726.08	113010	PEOPLES BANK OF COMMERCE
3097	40,132.82	113010	PUBLIC EMPLOYEES RETIREMENT ASSOCIATION
3098	1,171.11	113010	TWIN CITY CO-OPS FEDERAL
3099	2,165.00	113010	UNITED EDUCATORS CREDIT UNION
3100	251,728.90	113010	US BANK TAX-TEL
3101	25,467.85	113010	US BANK

Attachment D-3 – Personnel Items

Spring Lake Park Schools

District 16



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

DATE: December 7, 2010
TO: Dr. Jeff Ronneberg, Superintendent
FROM: Ms. Theresa Nistler, Manager Human Resources
RE: Personnel Agenda Items For The December 14, 2010 School Board Meeting.

I. EMPLOYMENTS

<u>NAME</u>	<u>LOC/POSITION</u>	<u>START</u>	<u>SALARY</u>	<u>NEW/REPLACE</u>
Beth Knutson	WWI/SE Para	11/22/10	\$ 11,492*	New

*Pro-rated

II. LEAVES OF ABSENCE

Becca Gangl Teacher – WC– Requests a full-time Family and Medical Leave of Absence beginning March 8, 2011 and continuing for a maximum of twelve (12) weeks as permitted by FMLA Law.

Mark Bryan Custodian – SH – Requests a full-time Family and Medical Leave of Absence beginning October 12, 2010 and continuing for a maximum of twelve (12) weeks as permitted by FMLA Law.

Kristi Kranz Teacher – SH – Requests a full-time Family and Medical Leave of Absence beginning December 20, 2010 and continuing for a maximum of twelve (12) weeks as permitted by FMLA Law.

Melissa Hardie Teacher – NP – Requests a full-time Family and Medical Leave of Absence beginning November 22, 2010 and continuing for a maximum of twelve (12) weeks as permitted by FMLA Law.

Erin LemkeTeacher – WWMS – Requests a full-time Family and Medical Leave of Absence beginning November 5, 2010 and continuing for a maximum of twelve (12) weeks as permitted by FMLA Law.

Patricia Jansen Teacher – SH – Requests a full-time General Leave of Absence beginning November 17, 2010 and continuing for a maximum of twelve (12) weeks as permitted by FMLA Law.

Jacob Pudlick Custodian – DW – Requests a Military Leave of Absence beginning October 17, 2010 and continuing until October 20, 2010.

III. TERMINATIONS/RESIGNATIONS

Emily Anttila – Special Ed Paraprofessional – WWMS – Resignation as of December 7, 2010
Silvia Gonzalez – Clerical Receptionist – DSC – Resignation as of December 31, 2010
Mary Stone – Special Ed Paraprofessional – Avanti – Resignation as of January 3, 2011
Theresa Nistler – Human Resources Manager – DSC – Resignation as of December 8, 2010
Shane Kvidera – Paraprofessional/Math – LA – Resignation as of November 26, 2010
Helen Rapoport – Child Care Teacher – CS – Resignation for Retirement as of November 12, 2010

Attachment D-3a – Personnel Items

Spring Lake Park Schools
District 16



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

DATE: December 14, 2010
TO: School Board members
FROM: Dr. Jeff Ronneberg, Superintendent
RE: Personnel Agenda Item Addition for The December 14, 2010 School Board Meeting

I. TERMINATIONS/RESIGNATIONS

Matt Lusian – Custodian – WWI – Termination as of November 19, 2010

Attachment -1a – Treasurer’s Report

TREASURER'S REPORT
OCTOBER 2010

FUND	BEG BALANCE	RECEIPTS	DISBURSEMENTS	END BALANCE
GENERAL	\$ 13,046,408.57	\$ 5,008,858.43	\$ 4,596,162.56	\$ 13,459,104.44
FOOD SERVICE	\$ 570,220.92	\$ 196,559.31	286003.87	\$ 480,776.36
COMMUNITY EDUCATION	\$ 111,555.57	\$ 345,361.73	\$ 192,665.25	\$ 264,252.05
BUILDING CONSTRUCTION	\$ 1,111,052.85	\$ 37,714.91	\$ 103,392.43	\$ 1,045,375.33
DEBT SERVICE	\$ 2,046,233.10	\$ 1,784,638.06	\$ -	\$ 3,830,871.16
TRUST AND AGENCY	\$ 63,446.32	\$ 700.00	\$ 4,872.05	\$ 59,274.27
OPEB DEBT SERVICE	\$ (8,393.68)	\$ 65,258.26	\$ -	\$ 56,864.58
OPEB TRUST ACCT	\$ 5,768,338.38	\$ -	\$ -	\$ 5,768,338.38
TOTAL	\$ 22,708,862.03	\$ 7,439,090.70	\$ 5,183,096.16	\$ 24,964,856.57

BANK	BANK BALANCE	OUTSTANDING DEPOSITS	OUTSTANDING CHECKS	RECONCILED BANK
MSDLAF - Main Acct	\$ 3,302,166.53	\$ 18,113.75	\$ 624,825.86	\$ 2,695,454.42
MSDMAX - General	\$ 1,010,711.54			\$ 1,010,711.54
MSDLAF- General	\$ 10,217,612.76			\$ 10,217,612.76
MSDLAF - Student Coun	\$ 1.08			\$ 1.08
MSDLAF - Westwood Middle	\$ 1,707.94			\$ 1,707.94
MSDLAF - Westwood Elem	\$ 2,057.79			\$ 2,057.79
MSDLAF - Northpoint	\$ 1,712.30			\$ 1,712.30
MSDLAF - Park Terr Elem	\$ 2,105.63			\$ 2,105.63
MSDLAF - Woodcrest Elem	\$ 2,027.81			\$ 2,027.81
MSDLAF - Senior High	\$ 2,586.94			\$ 2,586.94
MSDLAF - Payroll account	\$ 23,178.79			\$ 23,178.79
Athletics	\$ 1.07			\$ 1.07
Community Services	\$ 2,896.70			\$ 2,896.70
MSDLAF-Construction Fund	\$ 1,045.16			\$ 1,045.16
Village Bank-Construction Func	\$ -			\$ -
Village Bank	\$ 5,226,312.13			\$ 5,226,312.13
OPEB TRUST reconciling item	\$ 5,775,444.51			\$ 5,775,444.51
TOTAL	\$ 25,571,568.68	\$ 18,113.75	\$ 624,825.86	\$ 24,964,856.57

OUTSTANDING INVESTMENTS
OCTOBER 2010

VILLAGE BANK	COST MARKET VALUE	MATURITY DATE	INTEREST RATE
Joyce Nordstrom Memorial Scholarship Fund CD Certificate of Deposit	\$ 35,016.01 \$ 5,191,296.12	2/28/2011	3.000% 0.500%
TOTAL	\$ 5,226,312.13		

Spring Lake Park Schools

District 16



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

DATE: October 31, 2010
TO: Amy Schultz
FROM: Jill Schwint
RE: Monthly Financial Statement Analysis – October 31, 2010

Fund balance report for the month ended October 31, 2010 – Exhibit I

The fund balance report for the month ended October 31, 2010 reflects the adopted budget for the 2010-11 school year as presented to the School Board in June, 2010.

Statement of revenues for the month ended October 31, 2010 – Exhibit II

The statement of revenues for the month ended October 31, 2010 indicates that total district revenues for all funds are at 21.2% of the budget. This is lower when compared to previous years which have ranged from 18.8% to 24.5% at this time of year. The general fund revenues vary depending upon the federal aid requests that are made after the expenditures are incurred vs. metered throughout the year. The Community Services Fund's revenues reflect the needs of the students in those programs. The enrollment in the programs is consistent with prior years but the revenues a change in the financial status for those students. The Trust and Agency fund was adjusted to properly reflect revenues and expenses vs. the netting of the revenues into the expenses. Based upon our projected revenues and our anticipated receipt of funds, the revenues reflect favorably when compared to previous fiscal years.

Statement of expenditures for the month ended October 31, 2010 – Exhibit III

The statement of expenditures for the month ended October 31, 2010 indicates that total district expenditures for all funds are at 22.6% of the budget. This compares with the prior years which have normally ranged from 21.9% to 25.1%. All expenditures are presently under review and budget adjustments will be presented to the Board early in the next calendar year. The Health and Safety expenditures vary depending upon the timing of projects. The District is in its second year after all construction has been completed. The District's capital needs will reflect a cycle not affected by the students moving to temporary or new spaces. The expenditures reflect favorably when compared to previous fiscal years.

Summary

The financial activity through October 31, 2010 compares favorably with prior years financial activity.

Spring Lake Park School District 16
2010-2011 Adopted
Budget

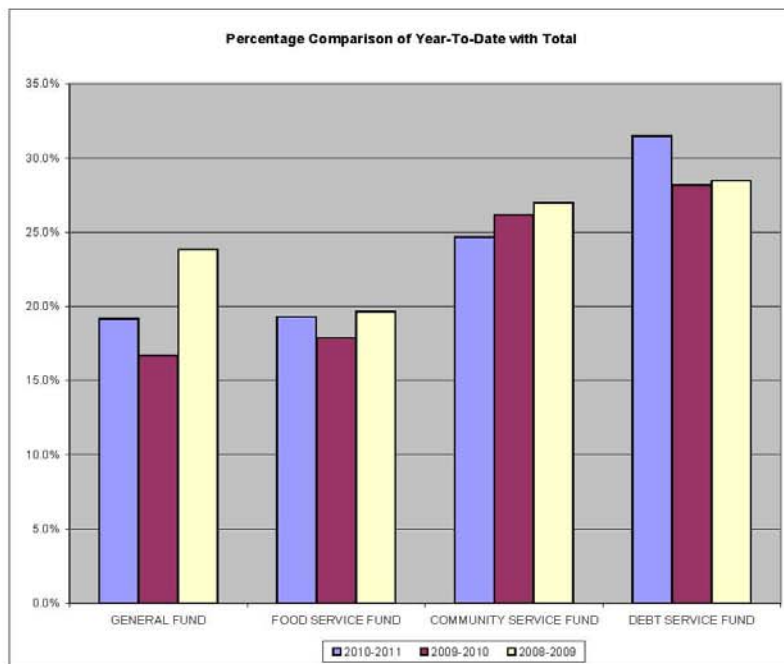
	Audited Fund Balance 7/1/2009	Revised Revenue Budget 2009-2010	Revised Expenditure Budget 2009-2010	Revised Change in Fund Balance	Revised Fund Balance 6/30/2010	Proposed Revenue Budget 2010-2011	Proposed Expenditure Budget 2010-2011	Proposed Change in Fund Balance	Proposed Fund Balance 6/30/2011
Operating Funds									
General Fund									
Unreserved/Undesignated									
Operating fund Balance	\$ 697,225	\$43,271,732	\$43,998,456	\$ (394,148) *	\$ 303,077	\$ 42,834,168	\$ 42,828,473	\$ 5,695	\$ 308,772
Reserved/Designated Fund Balance									
Reserve - Severance/ Health Benefits	332,576	-	-	(332,576) *	-	-	-	-	-
Reserve - Health & Safety	(601,479)	744,558 (a)	677,045	87,513	(533,966)	21,780	172,100	(150,320) (a)	(684,286)
Reserve - Operating Capital	406,007	1,702,957	2,165,799	(462,842)	(56,835)	1,730,170	1,900,181	(170,011)	(226,846)
Designated - Student Activities	87,798	200,000	200,000	-	87,798	100,000	100,000	-	87,798
Designated - Voc Land	316,512	-	-	-	316,512	-	130,000	(130,000)	186,512
General Fund	\$ 1,238,639	\$45,919,247	\$47,041,300	\$ (1,122,053)	\$ 116,586	\$ 44,686,118	\$ 45,130,754	\$ (444,636) (a)	\$ (328,050)
Food Service Fund	271,712	1,859,500	1,918,260	(58,760)	212,952	1,859,500	1,940,860	(81,360)	131,592
Community Service Fund	12,520	2,465,134	2,465,134	-	12,520	2,502,501	2,508,671	(6,170)	6,350
Total Operating Funds	\$ 1,522,871	\$50,243,881	\$51,424,694	\$ (1,180,813)	\$ 342,058	\$ 49,048,119	\$ 49,580,285	\$ (532,166)	\$ (190,108)
Non Operating Funds									
Alternative Facilities - Health and Safety	(1,431,952)	183,735	-	183,735	(1,248,217)	1,248,217 (a)	-	1,248,217 (a)	-
Debt Service Fund	437,351	8,010,980	7,598,575	412,405	849,756	7,880,255	7,237,431	642,824	1,492,580
Trust and Agency Fund	73,487	100,000	100,000	-	73,487	100,000	100,000	-	73,487
Total All Funds	\$ 601,757	\$58,538,596	\$59,123,269	\$ (584,673)	\$ 17,084	\$ 58,276,591	\$ 56,917,716	\$ 1,358,875	\$ 1,375,959

* Reserve for Severance is no longer required by the Minnesota Department of Education. Fund balance is being transferred to the unreserved/undesignated account.

SPRING LAKE DISTRICT 16
STATEMENT OF REVENUES
For the Month ended October 31, 2010

Exhibit II

	Month-To-Date	Year-To-Date	Budget	% of Total		
				2010-2011	2009-2010	2008-2009
GENERAL FUND	2,652,944.05	8,568,811.93	44,686,118	19.2%	16.7%	23.8%
FOOD SERVICE FUND	196,353.37	359,148.76	1,859,500	19.3%	17.9%	19.6%
COMMUNITY SERVICE FUND	329,988.84	617,406.73	2,502,501	24.7%	26.2%	27.0%
DEBT SERVICE FUND	1,784,638.06	2,481,454.32	7,880,255	31.5%	28.2%	28.5%
TRUST AND AGENCY FUND	(4,417.00)	37,750.00	100,000	37.8%	42.2%	42.1%
TOTAL ALL FUNDS	4,963,724.32	12,064,571.74	57,028,374	21.2%	18.8%	24.5%



SPRING LAKE DISTRICT 16
STATEMENT OF EXPENDITURES
For the Month ended October 31, 2010

Exhibit III

	Month -To-Date	Year-To- Date	Revised Budget	% of Total		
				2010-2011	2009-2010	2008-2009
GENERAL FUND						
Salaries and Wages	2,150,277.65	5,434,720.27	26,413,745	20.6%	19.8%	21.0%
Employee Benefits	781,656.57	1,662,902.18	7,570,845	22.0%	20.8%	19.8%
Purchased Services	631,276.73	1,126,216.67	7,804,628	14.4%	18.2%	21.9%
Supplies & Materials	186,565.94	390,106.71	1,508,993	25.9%	29.9%	39.3%
Capital Expenditures	33,382.38	104,709.07	1,155,627	9.1%	12.6%	38.9%
Other Expenses	3,956.03	387,911.22	492,710	78.7%	30.6%	77.7%
Health and Safety	25,541.35	61,018.86	184,206	33.1%	9.4%	52.0%
TOTAL GENERAL FUND	3,812,656.65	9,167,584.98	45,130,754	20.3%	19.8%	23.1%
FOOD SERVICE FUND	284,186.79	350,809.62	1,940,860	18.1%	16.5%	16.1%
COMMUNITY SERVICE FUND	191,159.38	660,542.78	2,508,664	26.3%	26.4%	27.2%
DEBT SERVICE FUND	-	2,620,725.01	7,237,431	36.2%	35.0%	38.1%
TRUST AND AGENCY FUND	36,628.21	37,972.33	100,000	38.0%	0.5%	59.2%
TOTAL ALL FUNDS	4,324,631.03	12,837,634.72	56,917,709	22.6%	21.9%	25.1%



Attachment G-3 – Policy Second Reading

SCHOOL POLICIES INDEPENDENT SCHOOL DISTRICT 16

POLICY	701.2	Page: 1 of 1
SERIES	700	Non-Instructional Operations
SUBJECT	701	Fund Balance
Adopted		
Revised		

I. PURPOSE

The purpose of this policy is to ensure the financial stability of the district allowing the district the ability to meet unexpected budget circumstances.

II. GENERAL STATEMENT OF POLICY

To ensure the financial stability of the district, the School Board will strive to maintain an unreserved, undesignated fund balance of 4-8% of the district's general fund operating expenditures (excluding health & safety).

III. REQUIREMENT

The Superintendent or such other school official as designated by the Superintendent or the School Board shall each year prepare a calculation of the district's current financial position related to this fund balance policy for review by the School Board. The School Board shall review the calculation during the budget development process for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.

