

## Regular Meeting (Virtual)

Monday, June 8, 2020 5:00 PM

CITY HALL, 125 THIRD AVENUE NORTH, South St Paul, Minnesota 55075

### I. ROLL CALL

### II. APPROVAL OF MEETING AGENDA/MINUTES (Strategic Direction 4)

- A. School Board Meeting Agenda, June 8, 2020
- B. Regular Meeting Minutes, May 26, 2020

### III. QUALITY-IN-ACTION, REPORTS AND DISCUSSION (Strategic Direction 4)

- A. Quality-in-Action (D Webb)
  - 1. Distance Learning Highlights
  - 2. End-of-the-Year Celebrations
- B. Report/Discussion
  - 1. Where have you seen a passion ignited? (Board)
  - 2. Human Resource Update (C. Miller)
    - a. Staffing
  - 3. Public Listening Session Report (D. Webb)
  - 4. Summer Programming Update (D. Webb)
  - 5. Finance Update (A. Bushberger)
    - a. 2020-21 Budgets
    - b. Proposed 2020-21 Meal Prices
  - 6. School Board Updates
    - a. Other items deemed necessary by the School Board (Board)

### IV. CONSENT ITEMS (Strategic Direction 3)

- A. Financial Claims: Bills Payable (D. Webb)
- B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves (C. Miller/D. Webb)

### V. POLICY REVIEW (Strategic Direction 1)

- A. Review, Policies Under Review Until July 27, 2020:
  - 1. #307 - School Closing
  - 2. #513 - Student Promotion, Retention and Program Design
  - 3. #611 - Home Schooling
  - 4. #613 - Graduation Requirements

### VI. BUSINESS ITEMS (Strategic Direction 3)

- A. Approval, for the South St. Paul School Board to approve scheduling the annual Tri-District Board meeting to be held virtually with Independent School Districts 197 and 199 on Tuesday, June 9 at 5:30 PM to discuss Tri-

District programming. (D. Webb)

- B. Approval, for the South St. Paul School Board to approve the Ratification of the 2019-2021 Educational Support Professionals Collective Bargaining Agreement. (D. Webb)

**VII. INFORMATIONAL ITEMS (Strategic Direction 4)**

**A. Board Members' Reports/Committee Updates:**

Board members will report on recent educational activities/events in which they have participated as well as other informational items

**VIII. SUPPLEMENTAL AGENDA**

**IX. ADJOURNMENT**



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## SOUTH ST. PAUL PUBLIC SCHOOLS Special School District No. 6

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MAY 26, 2020

The regular meeting of the Board of Education, Special School District No. 6, South St. Paul, was held virtually on Tuesday, May 26, 2020. Chair Jeff McClellan called the meeting to order at 5:01 PM with seven Board members present: Inspectors Arend, Bjorklund, Diaz, Felton, Laliberte, McClellan, and Walker. Others present included Superintendent of Schools Dr. Dave Webb and several district leaders.

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By Inspector Laliberte

Seconded by Inspector Diaz

That the South St. Paul School Board approves the May 26, 2020 School Board meeting agenda, supplemental agenda, and the minutes of the following meetings:

- A. Committee-of-the-Whole and Regular Board Meeting Minutes, May 11, 2020

Motion carried 7 yeas – Bjorklund, Walker, Laliberte, Arend, Felton, Diaz, and McClellan  
0 nays

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### **QUALITY-IN-ACTION**

The Digital Learning Team highlighted their work with SSP teachers and administrators in implementing Blended Learning in their instruction. Blended learning is an approach to education that combines online educational materials and opportunities for interaction online with traditional place-based classroom methods. It requires the physical presence of both teacher and student, with some elements of student control over time, place, path, or pace.

The presentation focused on reflections by current Blended Learning Cohort members on how their cohort experience has changed how they teach, how their students learn and how their experiences prepared them for our current period of Distance Learning.

### **REPORTS AND DISCUSSION**

*Public Listening Session:* There were no public listening session submissions to report.

*Igniting a Passion:* Board members and staff highlighted where they have seen a passion ignited throughout our District.

*Staffing:* Human Resource Director Cathy Miller highlighted the staffing that is going before the School Board for approval this evening.

*Continuance of Contracts:* As part of the annual staffing process, administration identifies probationary teachers to retain and those who will be granted tenure for the upcoming school year. The probationary teachers who are recommended to be retained and probationary teachers who would be granted tenure for the 2020-2021 school year will go before the School Board for approval this evening.

*District Update:* Superintendent Dave Webb provided an update on the new summer programming guidelines, planning for the 2020-21 school year and a highlight of the various financial challenges the district is faced with.

*June Board Meeting Structure:* School Board members engaged in a conversation to determine their meeting structure for June. At this time, Board members do not feel it is safe to return to in-person meetings. They will continue their current structure for June 8 and 22 of one meeting at 5:00 PM that is televised live through Town Square TV as well as a recorded version being sent to all staff and placed on the district’s website.

*Graduation Update:* Superintendent Dave Webb walked the School Board through the graduation guidelines set by the State of Minnesota, the Minnesota School Board Association’s legal advice on the guidelines as well as the planning for the Community Learning Center and South St. Paul Secondary commencement ceremonies.

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By Inspector Laliberte

Seconded by Inspector Walker

- A. Financial Claims—Bills Payable
- B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves.

Motion carried 7 yeas – Walker, Laliberte, Arend, Felton, Diaz, Bjorklund, and McClellan  
0 nays

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By Inspector Bjorklund

Seconded by Inspector Felton

For the South St. Paul School Board to approve the following policies that have been under review since April 27, 2020: 102, 104, 404, 413, 418, 419, 437, 501, 502, 503, 504, 505, 514, 516, 518, 521, 522, 526, 530, 531, 550, 608, 801.1, 474, and 536.

Motion carried 7 yeas – Bjorklund, Walker, Laliberte, Arend, Felton, Diaz, and McClellan  
0 nays

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By Inspector Felton

Seconded by Inspector Walker

For the South St. Paul School Board to approve the Continuance of Teachers’ Contracts for 2020-21.

Motion carried 7 yeas – Diaz, Bjorklund, Walker, Laliberte, Arend, Felton, and McClellan  
0 nays

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By Inspector Bjorklund

Seconded by Inspector Diaz

For the South St. Paul School Board to approve the 2020-21 Resolution for Membership into the Minnesota State High School League (MSHSL).

Motion carried 7 yeas – Felton, Diaz, Bjorklund, Walker, Laliberte, Arend, and McClellan  
0 nays

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By Inspector Arend

Seconded by Inspector Bjorklund

For the South St. Paul School Board to approve appointing Wendy Felton as the South St. Paul Public Schools, Special School District 6 representative on the Intermediate School District 917 School Board for a 3-year term beginning July 1, 2020.

Motion carried 6 yeas –Arend, Diaz, Bjorklund, Walker, Laliberte, and McClellan  
0 nays –  
1 Abstain – Felton

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The School Board members reported on various informational items and committees in which they serve.

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By Inspector Bjorklund

Seconded by Inspector Diaz

That the School Board moves to adjourn the May 26, 2020 meeting at 6:42 PM.

Motion carried 7 yeas – Laliberte, Arend, Felton, Diaz, Bjorklund, Walker, and McClellan  
0 nays

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Official Board Minutes are available in the District  
Office at 104 – 5<sup>th</sup> Ave. So. – So. St. Paul

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk  
School Board

South St. Paul  
Public Schools



# Quality-in-Action

**Dave Webb, superintendent**

*June 8, 2020*



# Distance Learning Highlights

- **Preschool Overview**
- **Elementary Students' Perspective**
- **Elementary Morning Meeting**
- **Secondary Teacher Perspective**



# SSP Preschool





# SSP Students' Perspective




# Elementary Morning Meeting



MESSAGE

Thursday April 23, 2020

Hola Amigos y Amigas,  
Today is Thursday. We do not have school tomorrow. We



Love, Ms. ERICKSON

RECORDED WITH SCREENCAST MATIC

11:30 AM 4/22/2020

# Secondary Teacher Perspective



A screenshot of a video call. The main area shows a presentation slide with the following text: "Jane Cornell", "10th grade Biology", and "South St Paul Secondary". Below the text are three images: a word cloud with "ORGANISMS" and "ECOLOGY" as prominent words; a blue illustration of a microscope and laboratory glassware; and a yellow illustration of a cell diagram with various organelles. In the top right corner, there is a small video window showing a woman with short brown hair, identified as Jane Cornell, speaking. The background of the video call is black.



# End-of-Year Celebrations

- Elementary School
- CLC Graduation
- Secondary Graduation

# Kaposia and Lincoln Parades



# Kaposia and Lincoln Parades



# Kaposia and Lincoln Parades



# Kaposia and Lincoln Parades





# CLC Graduation Video





# Secondary Graduation Parade





# Secondary Graduation Parade





# Secondary Graduation Parade



# Secondary Graduation Video



**ONCE A PACKER**



**ALWAYS A PACKER**



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** June 8, 2020

**Place on Agenda:** Regular Meeting

**Action Requested:** None. Discussion only

**Attachment:** None

<b>Topic:</b> Where have you seen a passion ignited?
<b>Presenter(s):</b> School Board and Administrators
<b>Background:</b>  <p>The District's Mission is to <i>Ignite a passion in every learner to inquire, continuously improve and engage in positively changing our world.</i></p> <p>Board Members and administrators will have the opportunity to share an experience where they have seen a passion ignited.</p>
<b>Recommendation:</b>  None.
<b>Alternatives:</b>  N/A



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** June 8, 2020

**Place on Agenda:** Regular Agenda/Consent Items

**Action Requested:** Approval

**Attachment:** Staffing

<b>Topic:</b> Staffing
<b>Presenter(s):</b> Human Resource Director Cathy Miller
<b>Background:</b>  Human Resource Director Cathy Miller will review the staffing that is recommended for approval at the June 8, 2020, school board meeting.
<b>Recommendation:</b>  Administration recommends approval of the proposed staffing.
<b>Alternatives:</b>  Amend the motion to remove a certain appointment, resignation, transfer, retirement, abolishment, or leave. Provide administration with directions for next steps.

**Certified**

A. Appointments/Reassignments

1. Elizabeth Higgins – 1.0 FTE Language Arts Teacher, Secondary Building, BA00, Step 5, effective August 24, 2020.

**2020 Summer School** (\$31.50 per hour)

Summer Learning – Middle School

(Session I: June 8 – 25; Session II: July 6 – 23; up to 57.6 hours per session)

Desirae Demmings – Language Arts

Tess Green – Science

Jenna Haack – Science

Claire Troxel – Science

Extended School Year (ESY)

(July 6 – 30; up to 76.8 hours)

Jillian Cole

Ashly Gagner

Jessica Green

B. Resignations/Retirements/Leaves/Reductions/Other

1. James Fischer – Resignation from his position as Counselor, Secondary Building, effective June 5, 2020.
2. Nicholas Hager – Resignation from his ECA positions as Junior High and Senior High Vocal Music Director, Varsity Singers/Show Choir Director, and Theatre Vocal Director, effective May 26, 2020.

Classified

A. Appointments/Reassignments

2020 Summer Maintenance (June 8 – July 31; \$16.99 per hour; up to 40 hours per week)

<u>Secondary Building</u>	<u>Kaposia</u>	<u>Lincoln</u>
Mark Anderberg	Karen Benjamin	Byron Anderson
Henry Bailey	Carmen Cartagena	Delia Cervantes-Garcia
Lori McNeese	John Fries	Maricel Kurth
Lisa Natvig	Terri Lambach	Tammy Meyer
Tina Owens	Lucas Mellen	Teresa Ortiz
Melissa Pugh	Jhovanny Torres-Pantaleon	Karen Sevlie
Susannah Spring		
Ben Vesey		
Richard Wiita		
Tony Yang		

2020 Summer Emergency Meal Program (June 15 – August 27)

Kaposia Education Center

Todd Hundt – Cook Manager, \$22.12 per hour, 30 hours per week  
Terri Lambach – Nutrition Assistant, \$16.23 per hour, 24 hours per week  
Michelle Patet – Nutrition Assistant, \$16.23 per hour, 24 hours per week  
Janet Roehlen – Helper, \$15.50 per hour, 22 hours per week  
Maria Schmit – Helper, \$15.50 per hour, 22 hours per week

Lincoln Center

Paula Casalenda – Nutrition Assistant, \$16.23 per hour, 24 hours per week  
Cheryl Dietrich – Nutrition Assistant, \$16.23 per hour, 24 hours per week  
Linda Nygaard – Cook Manager, \$22.12 per hour, 30 hours per week  
Holly Marchio – Helper, \$15.50 per hour, 22 hours per week  
Sonia Mercado – Nutrition Assistant, \$16.23 per hour, 24 hours per week  
Joanne Woods – Helper, \$15.50 per hour, 22 hours per week

Secondary Building

Liza Cuchna – Nutrition Assistant, \$16.23 per hour, 24 hours per week  
Lori Engh – Nutrition Assistant, \$16.23 per hour, 24 hours per week  
Sydney Latterell – Helper, \$15.50 per hour, 22 hours per week  
Sandra Levine – Cook Manager, \$23.30 per hour, 32 hours per week  
Daisy Medina-Cuenca – Helper, \$15.50 per hour, 22 hours per week  
Tamara Meyer – Nutrition Assistant Substitute, \$16.23 per hour  
Susan Nicholson – Nutrition Assistant, \$16.23 per hour, 24 hours per week  
Margaret Smith – Nutrition Assistant, \$16.23 per hour, 24 hours per week  
Sandra Tucitto – Nutrition Assistant, \$16.23 per hour, 24 hours per week

B. Resignations/Retirements/Leaves/Reductions/Other

1. Thomas Banaszewski – Extend leave of absence from his position as Maintenance Specialist, Service Building, effective August 19, 2019, through approximately July 31, 2020. (extension from May 31, 2020)

2. Lisa Dochniak – Resignation from her position as Nutrition Assistant, Community Learning Center, effective June 3, 2020.
3. Torrence Johnson – Leave of absence from his position as Part-Time Custodial Cleaner, Secondary Building, effective May 20, 2020 through June 3, 2020
4. Joseph Tonda – Resignation from his position as Special Education Assistant, Secondary Building, effective June 3, 2020.



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** June 8, 2020

**Place on Agenda:** Regular Meeting Reports

**Action Requested:** None

**Attachment:** None

**Topic:** School Board Listening Session Report

**Presenter(s):** Superintendent Dave Webb

**Background:**

Pursuant to Minnesota Statutes section 13D.021, and the current state of emergency declared by the Governor of Minnesota due to the COVID-19 pandemic, the Board Chair and Superintendent of Schools have determined that it is not prudent to conduct an in-person meeting of the School Board nor is it feasible to allow any member of the public to be present at the regular meeting location or any remote sites of any Board Members. All members of the School Board will participate by electronic means.

To allow members of the staff and public the opportunity to provide comments regarding items on the Board Meeting’s agenda, the board has established the [Listening Session Sign-up Form](#) on the South St. Paul Public Schools website that must be completed and submitted by 9:00 a.m. the day of the Board meeting. The Board will designate an individual to read a representative sample of the comments at the Board meeting. The public will not be given the opportunity to be heard in person at the Board meetings. This temporarily supersedes Policy 206.

The Board Chair or Superintendent of Schools or their designee, may follow-up, via phone or electronic communication, with the individual submitting the Listening Session Sign-up Form.

South St. Paul  
Public Schools



# District Update

**Dave Webb, superintendent**

*June 8, 2020*



# Summer Programming

- Summer Meals
- Summer Kids' Choice
- Community Education Opportunities
- Summer Learning



# Summer Meals

- June 15-July 1 and July 9-August 27
- Mondays and Thursdays (10 AM - Noon)
- Food will be distributed at SSP Secondary, Kaposia Education Center and Lincoln Center
- Three breakfasts and three lunches will be distributed every Mon/Thurs.



# Community Education

- No Kids' Choice Summer Programming
  - Did not meet minimum number of registrants
- Virtual Youth and Adult Enrichment Opportunities
- Virtual Family Activities
- Virtual Adult with Disabilities Activities

Visit [www.sspps.org](http://www.sspps.org) for more information



# Summer Learning

- **Special Education Extended School Year (K-12)**

- July 6-30

- **Elementary (K-4)**

- July 6-30

Visit [www.sspps.org](http://www.sspps.org) for more information



# Summer Learning

- **Middle School (5-7)**

- June 8-25 and July 6-23

- **HS Credit Recovery (9-12)**

- June 8-25 and July 6-23

Visit [www.sspps.org](http://www.sspps.org) for more information



# SOUTH ST. PAUL PUBLIC SCHOOLS

## School Board Agenda Item

**Meeting Date:** Monday, June 8, 2020

**Place on Agenda:** Regular Meeting

**Action Requested:** None

**Attachment:** 2020-21 Budget Summary  
2020-21 Budget Presentation Slides ([Flipped Video Presentation](#))  
COVID-19 Document

<b>Topic:</b> Proposed 2020-2021 Budgets
<b>Presenter(s):</b> Aaron Bushberger, Finance Director
<p><b>Background:</b></p> <p>Attached are the proposed 2020-2021 Budgets. The Board of Education must approve these budgets prior to June 30, 2020.</p> <p>The 2020-2021 Budget Summary includes a description of fund, budget assumptions and proposed 2020-2021 budget for each of the following funds: General Fund, Food Service Fund, Community Service Fund and Debt Service Fund.</p> <p>After reviewing these budgets, we will bring them to the Board for approval at the June 22, 2020 meeting.</p>
<b>Recommendation:</b> N/A
<b>Alternatives:</b> N/A

**South St. Paul**  
*Public Schools*



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# 2020-2021 Budgets

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First Reading: June 8, 2020  
Final Approval: June 22, 2020

# South St Paul Public Schools

Special School District No. 6

104 5th Ave S

South St Paul, MN 55075

[www.sspps.org](http://www.sspps.org)

651-457-9400

## School Sites

### **Kaposia Education Center**

1225 First Avenue South

Grades: PreK-5

### **South St Paul Secondary**

700 Second Street North

Grades 6-12

### **Lincoln Center Elementary**

357 9<sup>th</sup> Avenue North

Grades: PreK-5

### **Community Learning Center**

151 Sixth Street East

Grades 9-12

### **Family Education Center**

104 Fifth Avenue South

Early Childhood Family Education  
(ECFE)

## School Board

Jeff McClellan

Linda Diaz

Nikki Laliberte

Patricia Bjorklund

Bill Arend

Chris Walker

Wendy Felton

Chair

Vice Chair

Secretary-Clerk

Treasurer

Inspector

Inspector

Inspector

## Administration

Dr. Dave Webb

Aaron Bushberger

Superintendent

Finance Director

## District Financial Timeline

South St Paul Public Schools, along with all other Minnesota school districts, operates on a fiscal year from July 1 – June 30. The budget is presented to the School Board for approval each June. Management of the school district’s budget is a process that includes important steps that occur throughout the year. The life cycle of the 2020-21 budget began last fall and will conclude with the final audit scheduled for November 2021.

**September 2019** The school board reviewed and approved the preliminary property tax levy for fiscal year 2020-21.

**December 2019** The school board reviewed and approved the final property tax levy for fiscal year 2020-21.

**January 2020** The school board began the 2020-21 budget planning process by reviewing the 2020-21 budget assumptions and budget projections.

The school board reviewed and approved the 2020-21 Budget Guiding Change Document.

**Mar-Apr 2020** The school board reviewed and approved the proposed budget adjustments for 2020-21.

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**June 2020** The school board will review and approve the 2020-21 budgets.

**December 2020** The school board reviews and approves the first budget revision for the 2020-21 fiscal year.

**March 2021** The school board reviews and approves the second budget revision for the 2020-21 fiscal year (if necessary).

**June 2021** The district administration closes the district’s financial year and begins the audit process.

**November 2021** The school board is scheduled to review and approve the final 2020-21 audit.

## District Financial Overview

Minnesota school districts are required by law to prepare financial reports and annual budgets. For school districts, these financial reports include the detailed tracking of revenues and expenditures within a structure known as the Uniform Financial Accounting and Reporting Standards (UFARS). The Minnesota Legislature mandated that school districts use the UFARS reporting system. This system allows school districts to meet legislative requirements, establish greater accuracy in reporting, and provide financial accountability of public funds.

A school district's operating budget is comprised of different revenue and expenditure categories called 'funds'. These funds are established within UFARS in accordance with statutory requirements and Generally Accepted Accounting Principles (GAAP). Each fund maintains its own separate revenues, expenditures and fund balances. South St Paul Public Schools currently uses seven funds:

Fund #	Fund Title	Common Purpose
01	General	Used to account for the general operating costs, such as educational activities, district instructional and student support programs, student support services, operations and maintenance costs and building and district administration.
02	Food Service	Record financial activities of a school district's food service program. Food service includes activities for the purpose of preparation and service of meals, snacks and milk in connection with school and community service activities.
04	Community Service	Used to record all financial activities of the Community Service program, including Early Childhood Family Education (ECFE), School Readiness, and Adult Basic Education (ABE)
07/47	Debt Service	Account for revenues and expenditures for a school district's outstanding bonded indebtedness.
08	Trust	The Trust Fund is used to record revenues and expenditures for the district's flexible benefit plan. (No annual budget required)
20	Internal Service	The Internal Service Fund is used for two purposes: <ol style="list-style-type: none"> <li>1. Record revenues and expenditures for the district's dental and medical self-insurance programs. (No annual budget required)</li> <li>2. Record financial activity related to assets held in a revocable trust to finance the district's OPEB liabilities.</li> </ol>

**SPECIAL SCHOOL DISTRICT NO. 6**

**ALL FUNDS**

**Proposed 2020-2021 Budget**

	General Fund	Food Service Fund	Comm Serv Fund	Debt Service Fund	TOTAL
<b>Revenue</b>					
Local sources					
Property taxes	\$7,165,588	\$0	\$547,549	\$3,064,592	\$10,777,729
Investment earnings	0	0	0	0	0
Other	769,880	503,255	908,000	0	2,181,135
State sources	34,285,817	141,620	880,364	0	35,307,801
Federal sources	1,240,000	1,566,882	12,000	0	2,818,882
Total revenue	<u>43,461,285</u>	<u>2,211,757</u>	<u>2,347,913</u>	<u>3,064,592</u>	<u>51,085,547</u>
<b>Expenditures</b>					
Current					
Salaries	25,822,030	626,438	1,446,749	0	27,895,217
Employee benefits	10,672,660	254,612	512,488	0	11,439,760
Purchased services	5,320,132	168,494	354,015	0	5,842,641
Supplies and materials	1,135,052	1,044,765	67,116	0	2,246,933
Capital expenditures	1,377,956	0	0	0	1,377,956
Other expenditures	123,620	160,860	0	0	284,480
Debt service	0	0	0	3,107,838	3,107,838
Capital outlay	0	150,000	0	0	150,000
Total expenditures	<u>44,451,450</u>	<u>2,405,169</u>	<u>2,380,368</u>	<u>3,107,838</u>	<u>52,344,825</u>
Net change in fund balances	-990,165	-193,412	-32,455	-43,246	-1,259,278
<b>Fund balances</b>					
Beginning of year	<u>4,843,309</u>	<u>688,611</u>	<u>103,019</u>	<u>729,915</u>	<u>6,364,854</u>
End of year	<u><u>\$3,853,144</u></u>	<u><u>\$495,199</u></u>	<u><u>\$70,564</u></u>	<u><u>\$686,669</u></u>	<u><u>\$5,105,576</u></u>

# General Fund – Fund 01

<b>Budget Assumptions</b>
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## Revenue

1. Property Taxes – Property taxes are budgeted based on the 2019 Payable 2020 Levy that was approved by the Board of Education on December 9, 2019.
2. Other – The primary source of revenue in this area is participation and admission fees. Revenue is based on the fee changes approved by the Board of Education. Other sources include the district’s student activities accounts and third party billing revenue.
3. State Sources – The following primary state funding sources have been budgeted:
  - a. General Education Revenue – the budget is based on \$6,567 per pupil unit, which is a 2% increase over the 2019-20 level of \$6,438.
  - b. Compensatory Revenue – the budget is based on the MDE’s entitlement report, which is based on the October 1, 2019 Free/Reduced student count.
  - c. Special Education Revenue – the budget is based on the special education formula and projected operating expenditures.
  - d. Other State Funding – budgets have been projected based on the approved levy, projected enrollment and MDE estimates.
4. Federal Sources – The district receives funding for Title I, Title II, Title III and Special Education. The district has budgeted for all federal programs at a similar level as 2019-20.
5. Enrollment – The table below shows the actual Average Daily Membership (ADM) for 2018-19, the budgeted ADM for 2019-20 and the projected ADM for 2020-21.

Grade	2018-19 Actual	2019-20 Budget	2020-21 Projected
ECSE (1)	45	40	40
VPK (2)	94	90	90
K	233	229	230
1-3	722	661	646
4-6	804	769	690
7-12	1,521	1,522	1,451
<b>Total</b>	<b>3,419</b>	<b>3,311</b>	<b>3,147</b>

- (1) ECSE = Early Childhood Special Education
- (2) VPK = Voluntary Pre-Kindergarten

## Expenditures

1. General Expenditures – The school board approved budget adjustments at their April 13, 2020 meeting. These adjustments included increases and decreases in different areas of the budget.
2. Salaries and Employee Benefits – Employee compensation is based on current collective bargaining agreements and estimates are used for any contracts that are currently in negotiations.
3. Class Size Norms – Class size norms remain unchanged from the 2019-20 school year. Staffing is based on the following class size norms:

Grade	2019-20 Norms	2020-21 Norms
K	20-24	20-24
1	21-25	21-25
2	22-26	22-26
3	23-27	23-27
4	24-28	24-28
5	25-29	25-29
6-8	27-31	27-31
9-12	29-33	29-33

4. Other Budgets – Most other budgets were held constant. Some budgets were increased for inflation – around a 2% increase from the 2019-20 budget.

**SPECIAL SCHOOL DISTRICT NO. 6**  
**General Fund**  
**2020-2021**

	2018-2019 <u>Actual</u>	2019-2020 <u>Budget</u>	2020-2021 <u>Proposed</u>
Revenue			
Local sources			
Property taxes	\$6,637,567	\$6,559,216	\$7,165,588
Investment earnings	221,258	150,000	0
Other	988,061	802,832	769,880
State sources	35,976,601	35,488,632	34,285,817
Federal sources	1,384,129	1,318,000	1,240,000
Total revenue	<u>45,207,616</u>	<u>44,318,680</u>	<u>43,461,285</u>
Expenditures			
Current			
Administration	1,161,013	1,185,362	1,371,351
District support services	1,891,938	2,255,123	1,988,506
Regular instruction	21,225,940	21,810,959	20,394,482
Vocational education instruction	180,823	0	0
Special education instruction	8,066,259	8,849,776	8,756,682
Instructional support services	3,950,967	4,412,224	4,281,959
Pupil support services	3,009,831	3,167,266	3,033,605
Sites and buildings	5,576,373	6,063,156	4,529,865
Fiscal and other fixed cost programs	173,521	-76,611	95,000
Total expenditures	<u>45,236,665</u>	<u>47,667,255</u>	<u>44,451,450</u>
Other financing sources (uses)			
Capital lease issued	406,750	0	0
Sale of capital assets	500	0	0
Transfers (out)	0	-200,000	0
Total other financing sources (uses)	<u>407,250</u>	<u>-200,000</u>	<u>0</u>
Net change in fund balances	378,201	-3,548,575	-990,165
Fund balances			
Beginning of year	<u>8,013,683</u>	<u>8,391,884</u>	<u>4,843,309</u>
End of year	<u><u>\$8,391,884</u></u>	<u><u>\$4,843,309</u></u>	<u><u>\$3,853,144</u></u>
Fund Balance %			
Restricted	2.9%	0.2%	0.7%
Unrestricted	15.8%	10.0%	8.0%
Total	<u><u>18.7%</u></u>	<u><u>10.2%</u></u>	<u><u>8.7%</u></u>

## Food Service Fund – Fund 02

### Budget Assumptions

#### Revenue

1. Other – Primarily Meal Sales – There is a proposed increase to student meal prices. In addition, all students who qualify for Free and Reduced Price meals will receive free meals. The proposed prices are as follows:

Grade	2019-20 Prices	2020-21 Prices
Elem Lunch	\$2.00	\$2.10
Sec Lunch	\$2.20	\$2.30

2. State Sources – State reimbursements are budgeted to remain constant from the 2019-20 levels.
3. Federal Sources – Federal reimbursements are budgeted to increase slightly from 2019-20 levels.

#### Expenditures

1. Salaries and Employee Benefits – Employee compensation is based on current collective bargaining agreements and estimates are used for any contracts that are currently in negotiations.
2. Other Costs – Other costs are based on projected supplies, materials and food related costs.
3. Capital outlay – Capital outlay is budgeted based on expected costs related to equipment replacements in the kitchens.

**SPECIAL SCHOOL DISTRICT NO. 6**  
**Food Service Fund**  
**2020-2021**

	2018-2019 <u>Actual</u>	2019-2020 <u>Budget</u>	2020-2021 <u>Proposed</u>
Revenue			
Local sources			
Investment earnings	\$21,325	\$5,000	\$0
Other - primarily meal sales	503,165	502,300	503,255
State sources	159,698	141,619	141,620
Federal sources	<u>1,373,587</u>	<u>1,476,754</u>	<u>1,566,882</u>
Total revenue	2,057,775	2,125,673	2,211,757
Expenditures			
Current			
Salaries	604,479	642,431	626,438
Employee benefits	225,836	246,721	254,612
Purchased services	193,135	191,595	168,494
Supplies and materials	975,558	941,314	1,044,765
Other expenditures	143,161	158,325	160,860
Capital outlay	<u>4,083</u>	<u>117,000</u>	<u>150,000</u>
Total expenditures	2,146,252	2,297,386	2,405,169
Net change in fund balances	-88,477	-171,713	-193,412
Fund balances			
Beginning of year	<u>948,801</u>	<u>860,324</u>	<u>688,611</u>
End of year	<u>\$860,324</u>	<u>\$688,611</u>	<u>\$495,199</u>
Fund Balance %	<u>40.1%</u>	<u>30.0%</u>	<u>20.6%</u>

## Community Service Fund – Fund 04

<b>Budget Assumptions</b>
---------------------------

### Revenue

1. Property Taxes – Property taxes are budgeted based on the 2019 Payable 2020 Levy that was approved by the Board of Education on December 9, 2019. The district levies for General Community Education, Early Childhood Family Education (ECFE), Youth Services, Home Visiting and School Age Care – Disabled.
2. Other Sources – Primarily Tuition and Fees – The district collects participation fees in the following areas: Camps and Clinics, Preschool, School Age Care, Youth Development, After School Youth, Community Theatre (summer), Senior Citizen Programming and Early Childhood Family Education (ECFE).
3. State Sources – State funding for General Community Education, ECFE and School Readiness are based on Minnesota Department of Education (MDE) projections. State funding for Adult Basic Education (ABE), Childhood Screening and Non-Public Pupil Aid are based on district estimates.

### Expenditures

1. Salaries and Employee Benefits – Employee compensation is based on current collective bargaining agreements and estimates are used for any contracts that are currently in negotiations.
2. Other Costs – Other costs are based on projected supplies, materials and other related costs.

**SPECIAL SCHOOL DISTRICT NO. 6**  
**Community Service Fund**  
**2020-2021**

	2018-2019 <u>Actual</u>	2019-2020 <u>Budget</u>	2020-2021 <u>Proposed</u>
Revenue			
Local sources			
Property taxes	\$432,817	\$417,575	\$547,549
Investment earnings	16,794	10,000	0
Other - primarily tuition and fees	899,490	605,000	908,000
State sources	867,952	877,769	880,364
Federal sources	14,207	12,000	12,000
Total revenue	<u>2,231,260</u>	<u>1,922,344</u>	<u>2,347,913</u>
Expenditures			
Current			
Salaries	1,508,737	1,329,232	1,446,749
Employee benefits	530,806	474,362	512,488
Purchased services	270,664	283,455	354,015
Supplies and materials	82,059	72,716	67,116
Other expenditures	1,035	0	0
Capital outlay	1,734	0	0
Total expenditures	<u>2,395,035</u>	<u>2,159,765</u>	<u>2,380,368</u>
Other financing sources (uses)			
Transfers in	<u>0</u>	<u>200,000</u>	<u>0</u>
Net change in fund balances	-163,775	-37,421	-32,455
Fund balances			
Beginning of year	<u>304,215</u>	<u>140,440</u>	<u>103,019</u>
End of year	<u><u>\$140,440</u></u>	<u><u>\$103,019</u></u>	<u><u>\$70,564</u></u>
Fund Balance Components			
Community Education Programs	\$9,726	\$12,194	\$24,662
Early Childhood Family Education	28,469	17,184	25,835
School Readiness	89,202	75,541	19,716
Adult Basic Education	13,043	-1,900	351
Total	<u><u>\$140,440</u></u>	<u><u>\$103,019</u></u>	<u><u>\$70,564</u></u>

## Debt Service Fund – Fund 07 and 47

<b>Budget Assumptions</b>
---------------------------

### Revenue

1. Property Taxes – Property taxes are budgeted based on the 2019 Payable 2020 Levy that was approved by the Board of Education on December 9, 2019. The district is required to levy 105% of the scheduled bond principal and interest payments.

### Expenditures

1. Principal and Interest – The district makes payments based on the scheduled bond principal and interest payments.
2. Fiscal Charges and Other – The district incurs trustee costs related to the payments on the bonds.

**SPECIAL SCHOOL DISTRICT NO. 6**  
**Debt Service Fund**  
**2020-2021**

	2018-2019 <u>Actual</u>	2019-2020 <u>Budget</u>	2020-2021 <u>Proposed</u>
Revenue			
Local sources			
Property taxes	\$3,119,238	\$3,085,294	\$3,064,592
Investment earnings	<u>40,845</u>	<u>0</u>	<u>0</u>
Total revenue	3,160,083	3,085,294	3,064,592
Expenditures			
Debt Service			
Principal	1,935,000	1,995,000	2,045,000
Interest	1,153,548	1,100,938	1,056,238
Fiscal charges and other	<u>3,050</u>	<u>6,600</u>	<u>6,600</u>
Total expenditures	3,091,598	3,102,538	3,107,838
Net change in fund balances	68,485	-17,244	-43,246
Fund balances			
Beginning of year	<u>678,674</u>	<u>747,159</u>	<u>729,915</u>
End of year	<u><u>\$747,159</u></u>	<u><u>\$729,915</u></u>	<u><u>\$686,669</u></u>

South St. Paul  
Public Schools



# 2020-2021 Budget Review

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Aaron Bushberger  
Director of Finance  
June 8, 2020



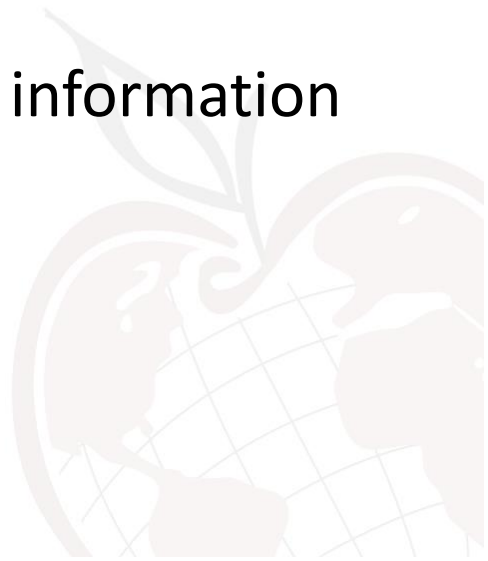
# Overview



- Budget Development
- Revenues
- General Fund
  - Fund Balance Policy
  - Budget Process
- Food Service Fund
- Community Education Fund
- Debt Service Fund

# Budget Development

- All budgets have been built assuming a ‘normal’ school year
  - This will provide a starting point
  - Budgets will be routinely revised as more information becomes known



# Revenue

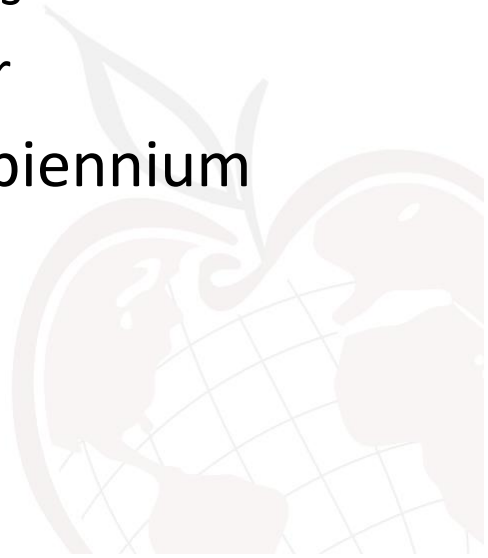
- Revenue source for each fund:

<b>Funding</b>	<b>General</b>	<b>Food Serv.</b>	<b>Comm. Ed.</b>
State	80%	8%	39%
Federal	3%	67%	1%
Property Taxes	15%	0%	19%
Fees/Other	2%	25%	41%
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>



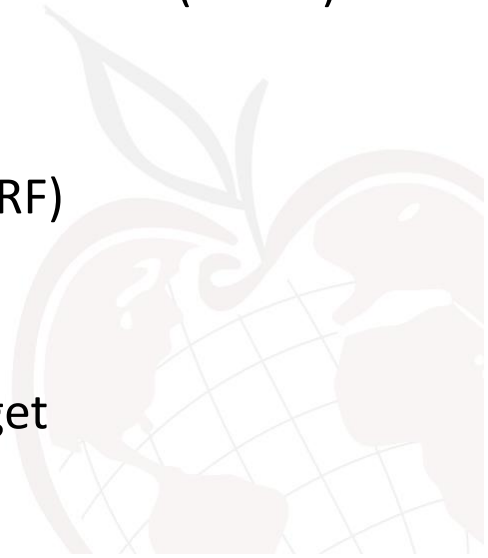
# Revenue

- State Funding
  - Approved biennium budget in May 2019
    - Funding for 2019-20 and 2020-21 school years
    - Assuming full funding for 2020-21 school year
  - Current State financial status for current biennium
    - Feb 2020 = \$1.5 billion **surplus**
    - May 2020 = \$2.4 billion **deficit**



# Revenue

- Federal Funding
  - CARES Act
    - Elementary and Secondary School Emergency Relief Fund (ESSER)
      - \$13.2 billion for US
      - \$140 million for MN
    - Governors Emergency Education Relief Fund (GEERF)
      - \$2.9 billion in US
      - \$43 million for MN
    - Funding for SSP unknown at this time, not in budget

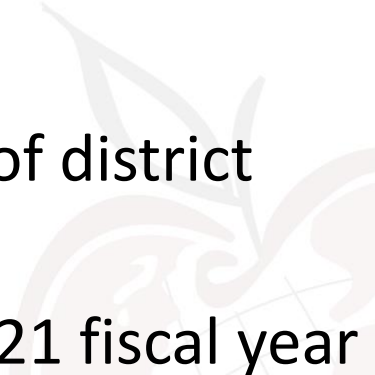


# Revenue

- Property Taxes
  - First half taxes due date moved back two months
    - May 15 to July 15
- Interest Revenue
  - Interest rates currently less than .50%



# General Fund Policy

- Fund Balance Policy (Policy #702.1)
    - The school district will strive to maintain a minimum unrestricted general fund balance of 12 percent of the annual budget
    - 12% equates to about 1.5 months worth of district operating expenditures
    - Projected to be at 8% at the end of 2020-21 fiscal year
- 

# General Fund Budget Process

January – Board reviews 2020-21 budget information

February – Admin. develops budget recommendations

March-April – Board reviews/approves 2020-21 adjustments

April-May – District finance staff prepares 2020-21 budgets

June – Board reviews and approves 2020-21 budgets

# General Fund

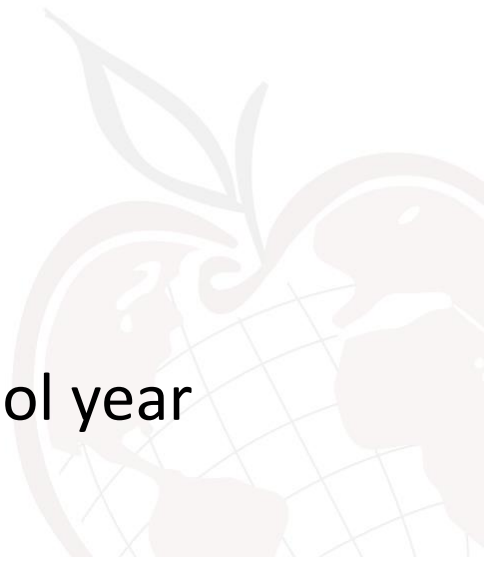
- Budget assumptions:
  - State funding
    - Full funding approved during 2019 legislative session
  - Average Daily Membership (ADM)

Year	ADM
2018-19 Actual	3,419
2019-20 Budget	3,311
2020-21 Projected	3,147



# General Fund

- Budget assumptions:
  - Staff compensation
    - Contract settlement estimates used
  - Other expenditures
    - Recent increases in some areas
  - Current uncertainty around 2020-21 school year



# General Fund

	2020-2021 <u>Proposed</u>
Beginning Fund Balance	\$4,843,309
Revenues	\$43,461,285
Expenditures	<u>\$44,451,450</u>
NET	-\$990,165
Ending Fund Balance	<u>\$3,853,144</u>
Fund Balance %	<u>8.0%</u>



# Looking Beyond 2020-21...

## 1. State Funding

- State projecting large deficits
- Payment ‘shifts’

## 2. Enrollment

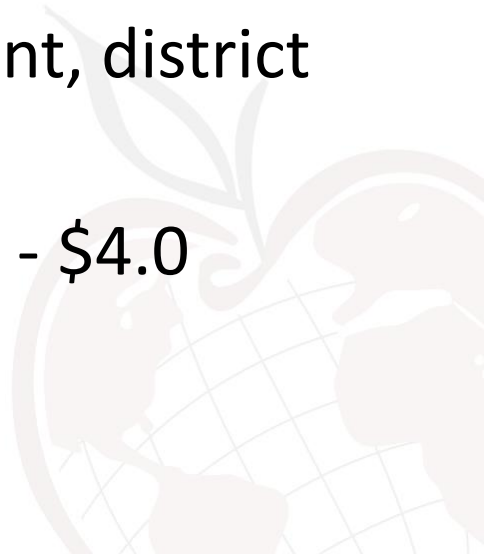
## 3. Expenditures

- 80% of costs are staff compensation costs



# Looking Beyond 2020-21...

- 2020-21 deficit is about \$1 million
- 2021-22 budget projections
  - Dependent on State funding, enrollment, district expenditures
  - Deficit projected between \$2.5 million - \$4.0 million



# Food Service Fund

- Budget assumptions:
  - Proposed increase in meal prices

	2019-20	2020-21	Change
BREAKFAST			
All Grade Levels	FREE	FREE	-
LUNCH			
Elementary	\$2.00	\$2.10	+\$0.10
Secondary	\$2.20	\$2.30	+\$0.10



# Food Service Fund

- Budget assumptions (cont.):
  - State/Federal funding
    - Slight increase in federal reimbursement rates
    - No change in state reimbursement rates
  - Staff compensation
    - Contract settlement estimates used
  - Food costs
    - Slight increase in budget



# Food Service Fund

	2020-2021 Proposed
Beginning Fund Balance	<u>\$688,611</u>
Revenues	\$2,211,757
Expenditures	<u>\$2,405,169</u>
NET	-\$193,412
Ending Fund Balance	<u><u>\$495,199</u></u>



# Community Education Fund

- Budget assumptions:
  - State funding
    - Full funding approved during 2019 legislative session
  - Fees revenue
    - No current change in fees
  - Staff compensation
    - Contract settlement estimates used



# Community Education Fund

	<b>2020-2021</b>
	<b>Proposed</b>
Beginning Fund Balance	<u>\$103,019</u>
Revenues	\$2,347,913
Expenditures	<u>\$2,380,368</u>
NET	-\$32,455
Ending Fund Balance	<u><u>\$70,564</u></u>



# Debt Service Fund

- Revenues
  - Based on 2020 property tax levy
- Expenditures
  - Based on debt payment schedules



# Debt Service Fund

	<b>2020-2021</b>
	<b>Proposed</b>
Beginning Fund Balance	<u>\$729,915</u>
Revenues	\$3,064,592
Expenditures	<u>\$3,107,838</u>
NET	-\$43,246
Ending Fund Balance	<u><u>\$686,669</u></u>



# Next Steps



- Board to approve 2020-21 budgets at the June 22, 2020 regular meeting
- Routine financial updates/revisions to Board based on new information



**South St Paul Public Schools – COVID-19 Financial Impact**

<b>GENERAL FUND</b>	
<b>GAINS</b>	<b>LOSSES</b>
Decrease in substitute costs (\$\$\$)	Transfer to Community Education Fund (\$\$\$)
Decrease in activities costs (officials, game workers, transportation, etc.) (\$\$)	Decrease in third party billing (MA) revenue (\$\$)
Decrease in utilities costs (\$)	Decrease in investment earnings (\$\$)
Decrease in classroom supply purchases (\$)	Decrease in activities participation fees (fees collected were refunded) (\$)
Decrease in copier/printer/paper costs (\$)	Decrease in facilities rental income (\$)
	Purchase of hot spots (\$)
	Decrease in activities ticket revenue (\$)
<b>FOOD SERVICE FUND</b>	
<b>GAINS</b>	<b>LOSSES</b>
Increase in food service federal meal reimbursement (\$\$)	Increase in supply purchases (\$\$)
Decrease in overall food costs (\$\$)	Decrease in investment earnings (\$)
<b>COMMUNITY EDUCATION FUND</b>	
<b>GAINS</b>	<b>LOSSES</b>
Transfer from General Fund (\$\$\$)	Decrease in Kids Choice revenue (\$\$\$)
	-No change in Kids Choice staffing for one month
	Decrease in other programming revenue (\$)
	Decrease in investment earnings (\$)



# SOUTH ST. PAUL PUBLIC SCHOOLS

## School Board Agenda Item

**Meeting Date:** Monday, June 8, 2020

**Place on Agenda:** COW

**Action Requested:** Review

**Attachment:** Meal Prices – 2020-21 Proposal

<b>Topic:</b> Meal Prices for 2020-21
<b>Presenter(s):</b> Aaron Bushberger, Finance Director
<p><b>Background:</b></p> <p>We are asking for your review of an increase in meal prices for the 2020-21 school year. This information was shared at the June 1, 2020 Finance Committee meeting as a part of the overall budget review.</p> <p>The attached document has two pieces of information. The first (on the top of the page) is a comparison of our meal prices with other Dakota County school districts. The second (on the bottom of the page) is the 2019-20 meal prices, along with the proposed 2020-21 meal prices. The proposal is to increase meals that we charge for by 10¢ per meal.</p> <p>Some additional information regarding this proposal:</p> <ul style="list-style-type: none"> <li>• SSP meal prices are 60-70¢ less, on average, compared to other Dakota County school districts</li> <li>• The Food Service Fund is currently operating in a deficit. While we have planned to spend the fund balance down, we also want to limit the size of the deficit</li> <li>• By changing the meal prices in consistent, smaller increments, it reduces the likelihood of having to make a large meal price adjustment in one year</li> <li>• The increase for a student that eats school lunch every day is \$17.00 per year</li> <li>• The breakfast program continues to be free for all students</li> </ul> <p>If the Board is in support of this proposal, we would ask for your approval for the meal prices at the June 22, 2020 meeting.</p>
<b>Recommendation:</b> Approval
<b>Alternatives:</b> Do not approve; meal prices do not change for 2020-21

**South St Paul Public Schools  
Meal Prices – 2020-21 Proposal**

**2019-20 DAKOTA COUNTY MEAL PRICES**

	<i>Breakfast</i>				<i>Lunch</i>			
	<b>Elem.</b>	<b>Middle</b>	<b>High</b>	<b>Adult / 2<sup>nd</sup></b>	<b>Elem</b>	<b>Middle</b>	<b>High</b>	<b>Adult / 2<sup>nd</sup></b>
<i>South St Paul</i>	FREE	FREE	FREE	\$1.90	\$2.00	\$2.20	\$2.20	\$3.80
<i>IGH</i>	FREE	\$1.10	\$1.10	\$1.90	\$2.00	\$2.20	\$2.20	\$3.80
<i>WSP</i>	\$1.40	\$1.80	\$1.80	\$2.30	\$2.75	\$3.15	\$3.15	\$4.05
<i>Burnsville</i>	\$1.60	\$1.60	\$1.60	\$2.20	\$2.80	\$2.90	\$2.90	\$4.10
<i>Hastings</i>	\$1.30	\$1.30	\$1.30	\$1.80	\$2.70	\$2.85	\$3.00	\$3.80
<i>Farmington</i>	\$1.45	\$1.45	\$1.45	\$1.85	\$2.75	\$2.90	\$2.95	\$3.75
<i>Lakeville</i>	\$1.30	\$1.65	\$1.65	\$2.15	\$2.50	\$2.60	\$2.65	\$3.85
<i>Rosemount...</i>	\$1.55	\$1.60	\$1.60	\$2.05	\$2.50	\$2.55	\$2.65	\$3.75

**2020-21 SSP MEAL PRICE RECOMMENDATION**

	<b>2019-20 PRICE</b>	<b>2020-21 PRICE</b>	<b>CHANGE</b>
<b>BREAKFAST</b>			
ELEMENTARY	FREE	FREE	-
MIDDLE SCHOOL	FREE	FREE	-
HIGH SCHOOL	FREE	FREE	-
ADULT / 2 <sup>ND</sup> MEAL	\$1.80	\$1.90	+ \$.10
<b>LUNCH</b>			
ELEMENTARY	\$2.00	\$2.10	+ \$.10
MIDDLE SCHOOL	\$2.20	\$2.30	+ \$.10
HIGH SCHOOL	\$2.20	\$2.30	+ \$.10
ADULT / 2 <sup>ND</sup> MEAL	\$3.80	\$3.90	+ \$.10



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** June 8, 2020

**Place on Agenda:** Regular Agenda – Consent

**Action Requested:** Approval

**Attachment:** Financials – Bills Payable

<b>Topic:</b> Financials – Bills Payable
<b>Presenter(s):</b> Finance Director Aaron Bushberger
<b>Background:</b>  It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.
<b>Recommendation:</b>  Approve financial statement
<b>Alternatives:</b>  N/A



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** June 8, 2020

**Place on Agenda:** Regular Agenda/Consent Items

**Action Requested:** Approval

**Attachment:** Staffing

<b>Topic:</b> Staffing
<b>Presenter(s):</b> Human Resource Director Cathy Miller
<b>Background:</b>  Human Resource Director Cathy Miller will review the staffing that is recommended for approval at the June 8, 2020, school board meeting.
<b>Recommendation:</b>  Administration recommends approval of the proposed staffing.
<b>Alternatives:</b>  Amend the motion to remove a certain appointment, resignation, transfer, retirement, abolishment, or leave. Provide administration with directions for next steps.

**Certified**

A. Appointments/Reassignments

1. Elizabeth Higgins – 1.0 FTE Language Arts Teacher, Secondary Building, BA00, Step 5, effective August 24, 2020.

**2020 Summer School** (\$31.50 per hour)

Summer Learning – Middle School

(Session I: June 8 – 25; Session II: July 6 – 23; up to 57.6 hours per session)

Desirae Demmings – Language Arts

Tess Green – Science

Jenna Haack – Science

Claire Troxel – Science

Extended School Year (ESY)

(July 6 – 30; up to 76.8 hours)

Jillian Cole

Ashly Gagner

Jessica Green

B. Resignations/Retirements/Leaves/Reductions/Other

1. James Fischer – Resignation from his position as Counselor, Secondary Building, effective June 5, 2020.
2. Nicholas Hager – Resignation from his ECA positions as Junior High and Senior High Vocal Music Director, Varsity Singers/Show Choir Director, and Theatre Vocal Director, effective May 26, 2020.

Classified

A. Appointments/Reassignments

2020 Summer Maintenance (June 8 – July 31; \$16.99 per hour; up to 40 hours per week)

<u>Secondary Building</u>	<u>Kaposia</u>	<u>Lincoln</u>
Mark Anderberg	Karen Benjamin	Byron Anderson
Henry Bailey	Carmen Cartagena	Delia Cervantes-Garcia
Lori McNeese	John Fries	Maricel Kurth
Lisa Natvig	Terri Lambach	Tammy Meyer
Tina Owens	Lucas Mellen	Teresa Ortiz
Melissa Pugh	Jhovanny Torres-Pantaleon	Karen Sevlie
Susannah Spring		
Ben Vesey		
Richard Wiita		
Tony Yang		

2020 Summer Emergency Meal Program (June 15 – August 27)

Kaposia Education Center

Todd Hundt – Cook Manager, \$22.12 per hour, 30 hours per week  
Terri Lambach – Nutrition Assistant, \$16.23 per hour, 24 hours per week  
Michelle Patet – Nutrition Assistant, \$16.23 per hour, 24 hours per week  
Janet Roehlen – Helper, \$15.50 per hour, 22 hours per week  
Maria Schmit – Helper, \$15.50 per hour, 22 hours per week

Lincoln Center

Paula Casalenda – Nutrition Assistant, \$16.23 per hour, 24 hours per week  
Cheryl Dietrich – Nutrition Assistant, \$16.23 per hour, 24 hours per week  
Linda Nygaard – Cook Manager, \$22.12 per hour, 30 hours per week  
Holly Marchio – Helper, \$15.50 per hour, 22 hours per week  
Sonia Mercado – Nutrition Assistant, \$16.23 per hour, 24 hours per week  
Joanne Woods – Helper, \$15.50 per hour, 22 hours per week

Secondary Building

Liza Cuchna – Nutrition Assistant, \$16.23 per hour, 24 hours per week  
Lori Engh – Nutrition Assistant, \$16.23 per hour, 24 hours per week  
Sydney Latterell – Helper, \$15.50 per hour, 22 hours per week  
Sandra Levine – Cook Manager, \$23.30 per hour, 32 hours per week  
Daisy Medina-Cuenca – Helper, \$15.50 per hour, 22 hours per week  
Tamara Meyer – Nutrition Assistant Substitute, \$16.23 per hour  
Susan Nicholson – Nutrition Assistant, \$16.23 per hour, 24 hours per week  
Margaret Smith – Nutrition Assistant, \$16.23 per hour, 24 hours per week  
Sandra Tucitto – Nutrition Assistant, \$16.23 per hour, 24 hours per week

B. Resignations/Retirements/Leaves/Reductions/Other

1. Thomas Banaszewski – Extend leave of absence from his position as Maintenance Specialist, Service Building, effective August 19, 2019, through approximately July 31, 2020. (extension from May 31, 2020)

2. Lisa Dochniak – Resignation from her position as Nutrition Assistant, Community Learning Center, effective June 3, 2020.
3. Torrence Johnson – Leave of absence from his position as Part-Time Custodial Cleaner, Secondary Building, effective May 20, 2020 through June 3, 2020
4. Joseph Tonda – Resignation from his position as Special Education Assistant, Secondary Building, effective June 3, 2020.



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** June 8, 2020

**Place on Agenda:** Regular Agenda

**Action Requested:** Review

**Attachment:** Policies: 307, 513, 611 and 613

<b>Topic:</b> Policy Review
<b>Presenter(s):</b> Superintendent Dave Webb
<b>Background:</b>  School district policy #208 requires policies under review to be placed on two consecutive School Board meeting agendas for review and comment by board members, staff and community members. On the third and subsequent meeting, the policies will go before the School Board for approval.  Recommended changes to the attached policies are reflected by highlighting text added to the policy and strikethrough of text to be removed. The School Board will continue to review these policies and receive input from staff and community members prior to their recommended approval on July 27, 2020.
<b>Recommendation:</b>  None at this time.
<b>Alternatives:</b>  Remove a policy or policies from the agenda for review.



*Adopted: January 24 1984*

*Revised: 5/19/92, 5/24/04; 2/9/09; 3/26/12; 11/25/13; 10/27/14; 7/25/16;  
6/26/17; 9/10/18; 6/24/19; 7/27/20*

## **307 EMERGENCY CLOSING OF SCHOOLS**

### **I. PURPOSE**

The purpose of this policy is to clarify the procedures and public notifications for closing of school district facilities due to hazardous weather or other emergency conditions.

### **II. GENERAL STATEMENT OF POLICY**

The superintendent or designee is empowered to close any or all school district facilities or to alter the start or ending time of a school or program in the event of hazardous weather or conditions that threaten the health and safety of students or district employees.

### **III. GENERAL FACTORS**

Factors to be considered in the decision to close a facility or to alter the start or ending time of a school or program, include:

- A. Existing and predicted weather conditions
- B. Advice of the transportation contractors concerning driving, drivers, traffic and parking conditions affecting all transportation, public and private.
- C. Actual occurrence or imminent possibility of any emergency condition that would make programs or facilities operation difficult or dangerous.
- D. Inability of employees to report to duty, which might result in inadequate operation of district facilities, or deficient supervision or instruction of students.
- E. Discussion with neighboring school districts experiencing similar weather or emergency conditions

### **IV. NOTIFICATION**

- A. Emergency closing, late start, and early release (“emergency closing”) procedures will be publicized each school year, and actual emergency closings will be announced through school district communication mediums and local media outlets.
- B. Whenever possible, the decision to close school for the day will be made by 5:30 a.m. and notification to students and families will occur at least two hours prior to normal K-12 school start time. In the event of a school delay or early dismissal, decisions will be made as soon as possible to provide appropriate notification to staff and families.

- C. If a student flex learning day is declared, it will be included in the communication to families, students and staff.
- D. Student and/or staff make-up days may be declared as needed.
- E. When an emergency closing occur, employees will observe the terms of their respective contracts concerning reporting for work (see Appendix I).
- F. Each school or district facility will develop a facility plan detailing procedures for facility-specific emergency closing. The facility plan will be in accordance with overall district procedures and guidelines.

## V. EMERGENCY CLOSING IMPLEMENTATION

- A. Late start
  - 1. If a late start is declared (i.e. two-hour delay), staff, students, and parents should continue to monitor media reports and/or district website for additional announcements, change in status or possible closing.
  - 2. When a late start is declared:
    - a. All morning Adult Basic Education (ABE) classes are cancelled
    - b. Kids choice will start late, in accordance with the emergency announcement (e.g. two hours late)
    - c. All morning Early Childhood (ECSE and ECFE) and Community Preschool classes are cancelled
    - d. After-school and evening activities, including ABE, ECFE, Kids' Choice and Preschool Care will take place as scheduled.
- B. School Cancellation
  - 1. When conditions are so adverse that travel and normal school operations are most difficult, if not impossible, or other emergencies occur, the schools will be closed for the entire day.
  - 2. In general, all student and public activities in the district buildings will be cancelled when schools are closed. Exceptions are to be cleared by the Superintendent of Schools (see Appendix II).
- C. Early dismissal:
  - 1. Whenever possible, the District will avoid calling for an early dismissal that results in sending students home school early (either by bus or foot), recognizing the additional challenge or burden such a decision can place on families.

2. If it is determined by the Superintendent of Schools that it is a prudent decision to send students home early, it will be done by the advancement of all building dismissal and bus schedules on an hourly time basis.
3. When an early dismissal is declared, the following programs are as noted:
  - a. Afternoon and evening Adult Basic Education (ABE) classes may be cancelled
  - b. Afternoon and evening ECFE and preschool programs may be cancelled
  - c. After-school Kids' Choice will be canceled



## Appendix I to Policy 307

### EMPLOYEE RESPONSIBILITIES AND REPORTING PROCEDURES FOR EMERGENCY SCHOOL CLOSINGS

#### 1. SCHOOLS CLOSED: UP TO SEVEN (7) DAYS

The district may declare up to seven emergency flex learning days based on school closings; five of the possible flex learning days are reserved specifically for weather-related closings and two of the possible flex learning days are reserved for any type of school closing. Employees follow the parameters listed below:

For each of the sites/departments noted below, the district will ensure that one pre-designated administrator, clerical and custodial staff member (one from each group) will report to work:

- Secondary Building (administrator, clerical, custodial)
- Kaposia Education Center (administrator, clerical, custodial)
- Lincoln Education Center (administrator, clerical, custodial)
- Community Learning Center (one designee only)
- District Office (one designee only)
- Family Education Center (one designee only)

#### Custodial and Maintenance Employees

Full-time employees will report to work as designated by supervisor. Full-time employees who do not report to work will use available time off or take leave without pay. Part-time employees do not report to work and are not paid, unless designated by supervisor.

#### Directors, Principals, Assistant Directors/Coordinators, District Support, Technology and 12-month Clerical and 12-month Student Support employees

Employees have the option to report to work, work from home, or use available time off. Employees are to obtain pre-approval from their supervisor, identifying which option they will select and the respective work plans.

#### Teachers

Employees have the option to report to work or work from home when an emergency flex learning day is declared. Employee who work from home must be able to meet the expectations of the flex learning plan.

#### Kids' Choice Paraprofessionals (12 month employees)

Employees do not report to work, but have the following options:

- Make-up time by participating in approved professional development within a designated timeframe
- Use available vacation or personal leave time
- Take leave without pay

Paraprofessionals, Clerical, Student Support and Nutrition Services employees who work less than 12-months:

Employees do not report to work, but have the following options:

- Make-up time by participating in approved professional development within a designated timeframe
- Use available vacation or personal leave time
- Take leave without pay

Substitutes

Substitute employees do not report to work and are not paid.

## 2. **SCHOOLS CLOSED: EIGHT (8) DAYS AND BEYOND**

Student and staff make-up days may be declared in the event of three (3) or more school closings from a combination of non-weather closings (days 1-3) or weather-related closings (days 6-8). The first two of any combination of these closing days will be declared flex learning days. When schools are closed and make-up days are necessary, employees shall follow the parameters listed below:

For each of the sites/departments noted below, the district will ensure that one pre-designated administrator, clerical and custodial staff member will report to work:

- Secondary Building (administrator, clerical, custodial)
- Kaposia Education Center (administrator, clerical, custodial)
- Lincoln Education Center (administrator, clerical, custodial)
- Community Learning Center (one designee only)
- District Office (one designee only)
- Family Education Center (one designee only)

Custodial and Maintenance Employees

Full-time employees will report to work as designated by supervisor. Full-time employees who not report to work will use available time off or take leave without pay. Part-time employees do not report to work and are not paid, unless designated by supervisor.

Directors, Principals, Assistant Directors/Coordinators, District Support, Technology and 12-month Clerical and 12-month Student Support employees

Employees have the option to report to work, work from home, or use available time off. Employees are to obtain pre-approval from their supervisor, identifying which option they will select and the respective work plans.

Teachers

Employees do not report to work and will be expected to work on the designated make-up day(s) as determined by the School Board.

Kids Choice Paraprofessionals (12 month employees)

Employees do not report to work, but have the following options:

- Make-up time by participating in approved professional development within a designated timeframe
- Use available vacation or personal leave time
- Take leave without pay

Paraprofessionals, Clerical, Student Support and Nutrition Services employees who work less than 12-months:

Employees do not report to work and will be expected to work on the designated make-up day(s) as determined by the School Board.

Substitutes

Substitute employees do not report to work and are not paid.

**3. LATE START**

When a late start is called (i.e. two-hour delay), district staff are to report, unless otherwise noted below, as soon as practical and as conditions allow.

Kids Choice Paraprofessionals (12 month employees)

Employees report as noted in the announcement (e.g. if a two-hour delay is called, then staff should report two hours later than their usual reporting time).



## **Appendix II to Policy 307**

### **GUIDELINES FOR CANCELLING AFTER-SCHOOL ACTIVITIES**

1. When the school district is closed prior to the start of the school day due to hazardous weather, all buildings are closed to activities and building use, unless otherwise designated under paragraphs 7 and 8 below. District offices and the district buildings and grounds department may need to be open to facilitate the removal of snow and ice so that school can reopen the following day.
2. When an individual school is closed due to building-related problems, a determination about after-school activities will be made with the principal, superintendent or designee, director of buildings and grounds, and the facility scheduler, as may be necessary.
3. On occasions when school is in session but weather concerns arise after school has begun, a decision must be made about activities and/or building usage scheduled after school. A decision will be made on a district-wide basis by the superintendent or designee. This decision will be made and communicated as early as possible but may not always be made by the close of the school day. Upon closure, notification will be initiated by the director of communications or designee.
4. All school/building closure announcements will be posted as soon as practical on the district website, distributed via appropriate district communication channels, and sent to local media outlets.
5. For county, state or other multijurisdictional events, a separate determination will be made by the superintendent or designee.
6. Saturday and Sunday events may also need to be cancelled due to hazardous weather or building-related problems. The superintendent or designee will make a decision on a district-wide basis. Upon closure, notification will be initiated by the director of communications or designee.
7. On occasion, the superintendent, in consultation with the principal, activities director, director of buildings and grounds, facility scheduler, and/or designee may decide to hold voluntary varsity extra-curricular activities in an effort to continue with seasonal competitions. Such a decision will be made on a case-by-case basis. In the event that a decision is made to hold a practice or competition on a day in which school or other activities are canceled, coaches/advisors are prohibited from penalizing a player/participant who is not able to attend the voluntary practice or event. Communication about individual activity practices and events will be the responsibility of the activity's coach/advisor.
8. Offsite events and Minnesota High School League sponsored special events (e.g. hockey, skiing, tournaments) need special consideration because the venues have been reserved. The superintendent or designee and activities director will make a determination regarding these events. An announcement will be initiated by the director of communications or designee if activities are cancelled.



Adopted: December 13, 2004

MSBA/MASA Model Policy 513

Orig. 1995

Revised: 2/28/05, 6/26/06, 8/27/07, 5/12/08; 10/27/08

Rev. 2016

7/27/09; 6/25/12; 7/25/16; 8/14/17; 6/10/19; 7/27/20

## 513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

### I. PURPOSE

- A. The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention and program design.

### II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

#### A. Promotion

1. Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

#### B. Retention

##### 1. Kindergarten – 8<sup>th</sup> Grade

Retention of a student will occur when professional staff feels that it is in the best interest of the student. Prior to the retention of the student, the professional staff must have multiple consultations with the parents and consider the student's physical development, maturity, and emotional factors, along with the student's academic achievement.

##### 2. 9<sup>th</sup> – 12<sup>th</sup> Grade Students

These students are on a credit system that requires the completion of a specified number of credits to be eligible for a South St. Paul High School diploma.

#### C. Intervention Process

1. Intervention will occur when a student fails to meet grade level benchmarks. The district supports a multi-tiered system of intervention including, but not limited to:

- a) Teacher/Parent Contact
- b) Access to Intervention Courses
- c) Enrollment in Targeted Services (school year & summer school)
- d) Referral to Student Intervention Team
- e) Referral to Child Study

D. Program Design

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating the world's best workforce.
2. The school district will adopt guidelines for assessing and identifying students for participation in gifted and talented programs. The guidelines should include the use of:
  - a) Multiple objective criteria; and
  - b) Assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice exceptional, and English Learners.
3. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
  - a) Assess a student's readiness and motivation for acceleration; and
  - b) Match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.
4. The school district will adopt procedures, which describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child's ability to meet kindergarten grade expectations and progress to first grade in the subsequent year for early admission to kindergarten or first grade of gifted and talented learners. The comprehensive evaluation must use valid and reliable instrumentation, be aligned with state kindergarten expectations, and include a parental report and teacher observations of the child's knowledge, skills, and abilities. The procedures must be sensitive to under-represented groups.

***Legal References:*** Minn. Stat. § 120B.15 (Gifted and Talented Program)  
Minn. Stat. § 123B.143, Subd. 1 (Superintendents)

***Cross References:*** MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing, Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)  
MSBA/MASA Model Policy 620 (Credit for Learning)



Adopted: August 9, 2004

MSBA/MASA Model Policy 611

Orig. 1996

Revised: 7/11/05; 8/28/06; 7/25/16; 6/10/19  
7/27/20

Rev. 2017

## **611 HOME SCHOOLING**

### **I. PURPOSE**

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

### **II. GENERAL STATEMENT OF POLICY**

The Compulsory Attendance Law (Minn. Stat. § 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (Minn. Stat. § 120A.22, Subd. 1)

### **III. CONDITIONS FOR HOME SCHOOLING**

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minn. Stat. § 120A.22.

### **IV. IMMUNIZATION**

The parent or guardian of a home-schooled child shall submit statements as required by Minn. Stat. § 121A.15, Subds. 1, 2, 3, 4, and 12 on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year. (Minn. Stat. § 121A.15, Subd.8)

### **V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS**

Upon formal request as required by law, the school district will provide textbooks, (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided in Minn. Stat. § 123B.42 and Minn. Rules Ch. 3540. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

## **VI. PUPIL SUPPORT SERVICES**

Upon formal request as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided by Minn. Stat. § 123B.44 and Minn. Rules Ch. 3540. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for any of these purposes.

## **VII. EXTRACURRICULAR ACTIVITIES**

Resident pupils who receive instruction in a home school (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students. (Minn. Stat. §§ 123B.36, Subd. 1, and 123B.49, Subd. 4)

## **VIII. SHARED TIME PROGRAMS**

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

## **IX. OPTIONAL COOPERATIVE ARRANGEMENTS**

### **A. Activities**

1. Minnesota State High School League sponsored activities (where six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school which is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League Bylaw 403.00. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.

- b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
  - c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities where six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

**B. Transportation Services**

- 1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
- 2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

***Legal References:***

Minn. Stat. § 124D.03 (Enrollment Options Program)  
 Minn. Stat. § 120A.22 (Compulsory Instruction)  
 Minn. Stat. § 120A.24 (Reporting)  
 Minn. Stat. § 120A.26 (Enforcement and Prosecution)  
 Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)  
 Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)  
 Minn. Stat. § 123B.36 (School Boards May Require Fees)  
 Minn. Stat. § 123B.41 (Definitions)  
 Minn. Stat. § 123B.42 (Textbooks, Individual Instruction Material, Standard Tests)  
 Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
 Minn. Stat. § 123B.86 (Equal Treatment - Transportation)  
 Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
 Minn. Rules Ch. 3540 (Textbooks, Individualized Instruction Materials, Standardized Tests)

***Cross References:***

MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)  
 MSBA/MASA Model Policy 510 (School Activities)



*Adopted: June 22, 1998*

*MSBA/MASA Model Policy 613*

*Revised: 8/9/04; 9/26/05; 9/24/07; 1/26/09; 8/10/09  
9/9/13; 7/27/15; 7/25/16; 9/11/17; 6/10/19  
7/27/20*

*Orig. 1997*

*Rev. 2017*

## **613 GRADUATION REQUIREMENTS**

### **I. PURPOSE**

The purpose of this policy is to set forth requirements for graduation from the school district.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of the school district that all students must pass the Minnesota state graduation standards, test requirements or higher guidelines in all mandated academic areas as per state requirements or guidelines and must satisfactorily complete, as determined by the school district, all course credit requirements and graduation standards, as established by the school board, in order to graduate.

### **III. DEFINITIONS**

- A. “Academic standard” means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, or the arts, or (2) a locally adopted expectation for student learning in health, the arts, career and technical education, or world languages.
- B. “Course credit” is equivalent to a student’s successful completion of an academic trimester of study or a student’s mastery of the applicable subject matter, as determined by the school district. Successful completion is determined by obtaining a grade of D- or higher in a given course. Grading scales can be found in the SSP Secondary Student Handbook.
  - 1. SSP Secondary students may only earn weighted grades in International Baccalaureate Diploma Program courses. A list of Diploma Courses with weighted grades can be found on the SSP Secondary website.
- C. “Section 504 Accommodation” means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- D. “Individualized Education Program,” or “IEP,” means a written statement developed for a student eligible by law for special education and services.

- E. “English Language Learner” or “ELL” student means an individual whose first language is not English and whose academic success may be negatively impacted by lack of English language proficiency.

#### **IV. DISTRICT ASSESSMENT COORDINATOR**

The Director of Learning is the school district’s District Assessment Coordinator in charge of all test procedures.

#### **V. GRADUATION REQUIREMENTS**

- A. All students must meet Minnesota Graduation requirements in all mandated academic course and assessment areas as per state requirements or guidelines in order to graduate.
- B. Students beginning ninth grade in the 2009-2010 school year and later must successfully complete, as determined by the school district, the following high school level course credits for graduation:
  - 1. Twelve credits of language arts;
  - 2. Nine credits of mathematics, including three credits of algebra II or its equivalent, geometry, statistics and probability, or its equivalent, sufficient to satisfy all of the academic standards in mathematics. Students must satisfactorily complete three credits of algebra I by the end of 8th grade, sufficient to satisfy all of the 8th grade standards in mathematics.
  - 3. Nine credits of science, including at least three credits of biology, three credits of chemistry or physics and three elective credits of science. The combination of credits must be sufficient to satisfy all of the academic standards in either chemistry or physics and all other academic standards in science.
  - 4. Twelve credits of social studies, encompassing United States history, geography, government and citizenship, world history, and economics;
  - 5. One credit of physical education;
  - 6. Two credits in the arts;
  - 7. A minimum of:
    - a. Class of 2019 and classes thereafter, 20 MYP/elective credits plus 45 required credits for a total of 65 credits.
    - b. To allow for academic interventions, MYP requirements are subject to change based on individual student needs.
- C. All students must satisfactorily complete the following Minnesota Academic Standards, in accordance with the standards developed by the Department of Education:

1. Minnesota Academic Standards, English Language Arts K-12;
  2. Minnesota Academic Standards, Mathematics K-12;
  3. Minnesota Academic Standards, Science K-12;
  4. Minnesota Academic Standards, Social Studies K-12;
  5. Minnesota Academic Standards, Arts K-12;
  6. Minnesota Academic Standards, Physical Education K-12
- D. All students must satisfactorily complete the following required and elective standards, in accordance with the standards adopted by the school district:
1. School District Standards, Health (K-12);
  2. School District Standards, Career and Technical Education (K-12); and
  3. School District Standards, World Languages (K-12).

## **VI. EARLY GRADUATION**

Students may be considered for early graduation, as provided for within Minn. Stat. § 120B.07 upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

## **VII. NOTICE**

The students and their parents are notified of the school district's graduation requirements through the Student Handbook that is distributed and reviewed at the beginning of each school year or upon registration. Each student must sign and return the handbook agreement form indicating they have received the handbook and agree to ask questions to any policies they do not understand.

### ***Legal References:***

- Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
- Minn. Stat. § 120B.018 (Definitions)
- Minn. Stat. § 120B.021 (Required Academic Standards)
- Minn. Stat. § 120B.023 (Benchmarks)
- Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)
- Minn. Stat. § 120B.07 (Early Graduation)
- Minn. Stat. § 120B.11 (School District Process)
- Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)
- Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
- Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
- Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
- Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
- Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
- Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
- Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

20 U.S.C. § 6301, et seq. (No Child Left Behind Act)

***Cross References:***

MSBA/MASA Model Policy 104 (School District Mission Statement)

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability)



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** June 8, 2020

**Place on Agenda:** Regular Business Meeting Agenda

**Action Requested:** Approval

**Attachment:** None

<b>Topic:</b> Joint TriDistrict School Board Meeting
<b>Presenter(s):</b> Superintendent Dave Webb
<b>Background:</b>  The TriDistrict School Boards of Special School District 6 and Independent School Districts 197 and 199 meet annually to discuss the work of the partnership. This year the joint meeting will be held virtually on Tuesday, June 9 at 5:30 PM. CCR Lead Designer Ben Kusch will highlight the work of the TriDistrict CCR programs.
<b>Recommendation:</b>  Approve scheduling and conducting a special virtual School Board meeting with Independent School Districts 197 and 199 on Tuesday, June 9 at 5:30 PM to discuss TriDistrict programming.
<b>Alternatives:</b>  Do not approve and direct administration with next steps.



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** Monday, June 8, 2020

**Place on Agenda:** COW and Regular Agenda

**Action Requested:** Approval

**Attachment:**

<b>Topic:</b> 2019-2021 Educational Support Professional Agreement
<b>Presenter(s):</b> Cathy Miller, Human Resource Director and Aaron Bushberger, Finance Director
<b>Background:</b> <p>The school district has reached a tentative agreement with the South St. Paul Educational Support Professionals, on the Collective Bargaining Agreement for the period of July 1, 2019 through June 30, 2021. The proposed agreement is within the parameters established by the Board of Education.</p> <p>The components of the settlement have been provided to the School Board and the Educational Support Professional group approved this settlement. The Agreement includes a salary increase of 2.0% in year one and 0% in year two, along with 5% increase in the district contribution towards health insurance in year one and 0% increase year two.</p>
<b>Recommendation:</b> <p>Approval the agreement with the Educational Support Professionals for the agreement period of July 1, 2019 to June 30, 2021.</p>
<b>Alternatives:</b> <p>Do not approve the agreement and direct administration with next steps.</p>