



South St. Paul School Board Meeting
Monday, July 27, 2020 5:00 PM
Location: Virtual

Agenda

{{Name: Agenda Item}} {{Speaker: Agenda Item Speakers}} {{AgendaItemEnd}}

I. ROLL CALL

II. MEETING AGENDA/MINUTES (Strategic Direction 4)

- A. Approval, for the South St. Paul School Board to approve the July 27, 2020 School Board Meeting Agenda and School Board Meeting Minutes from the June 22, 2020 and June 29, 2020 meetings. (J. McClellan)

III. REPORTS AND DISCUSSION (Strategic Direction 4)

- A. Return to School Update (D. Webb)

- B. Public Listening Session Report (D. Webb)

- C. Central Square Community Center Update (D. Webb, C. Esser, J. Hanson)

- D. School Resource Officer Update (D. Webb/P. Oeffling)

- E. River Heights Naming Committee Update (D. Webb)

- F. American Indian Annual Compliance Documentation (C. Garling-Squire)

- G. IOwA Designation (D. Webb)

- H. Human Resource Update (C. Miller)

1. Staffing (C. Miller)

2. 2021 Health Insurance Premium Rates (C. Miller/A. Bushberger)

IV. CONSENT ITEMS (Strategic Direction 3)

A. Financial Claims: Bills Payable (A. Bushberger)

B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves (C. Miller)

V. POLICY REVIEW (Strategic Direction 1)

A. Approval, Policies Under Review Since June 8, 2020 (J. McClellan)

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 the 2020-21 Independent Employee Agreement (C. Miller)

B. Approval, for the South St. Paul School Board to approve the 2021 Health Insurance Premium Rates. (C. Miller/A. Bushberger)

C. Approval, the Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority (IOwA) to comply with the MNIT Enterprise Identify and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and certified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize

Dave Webb to act as the Identified Official with Authority (IOwA) and Lisa Brandecker to act as the IOwA to add and remove names only for South St. Paul Public Schools District 0006-03. (D. Webb)

D. Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Resolution. (D. Webb)

VII. INFORMATIONAL ITEMS (Strategic Direction 4)

A. Board Members' Reports/Committee Updates/Where have you seen a passion:
Board members will report on recent educational activities/events in which they have participated as well as other informational items. (Board Members)

VIII. SUPPLEMENTAL AGENDA

IX. ADJOURNMENT



SOUTH ST. PAUL PUBLIC SCHOOLS

Special School District No. 6

JUNE 22, 2020

The regular meeting of the Board of Education, Special School District No. 6, South St. Paul, was held virtually on Monday, June 22, 2020. Chair Jeff McClellan called the meeting to order at 5:00 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.

By Inspector Arend

Seconded by Inspector Bjorklund

That the South St. Paul School Board approves the June 22, 2020 School Board meeting agenda, supplemental agenda, and the minutes of the following meetings:

A. Regular Board Meeting Minutes, June 8, 2020

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

REPORTS AND DISCUSSION

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

Public Listening Session: One submission was received through the Public Listening Session portal regarding the slavery and racial inequality curriculum in SSPPS. The submission also included a question on the District’s plan to increase the number of educators of color in our system. Superintendent Webb shared that he spoke with the person who reached out and shared some of the good things we are doing, challenges we are faced with and our work moving forward.

Middle School Principal: Superintendent Webb introduced new Middle School Principal Leah Bourg. Leah shared highlights of her background which includes extensive work in the International Baccalaureate (IB) program as well as establishing and leading Positive Behavioral Interventions and Supports (PBIS) and Multi-Tiered Systems of Support (MTSS).

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

2021 Health Insurance Rates and 2021 Dental, Life and Long-Term Disability (LTD) Renewal: Human Resource Director Cathy Miller provided an overview of administration’s recommendation for 2021 health insurance premiums as well as the Request for Proposals (RFP) process that must be conducted every five years for the dental, life and LTD insurance.

2020-21 Budget Update: Finance Director Aaron Bushberger provided a review of the 2020-21 budget, which included the anticipated revenue and expenditures for the General, Food Service, Community Service and Debt Service Funds. The General Fund budget for 2020-21 is anticipating a nearly \$1 million shortfall. Each year 80% of the district’s general fund revenue comes from the State of Minnesota and given the state’s current financial challenges and other COVID-19 related impacts, the district could face an even greater shortfall than previously projected.

SSPPS Long-Term Facilities Maintenance (LTFM): Finance Director Bushberger reviewed a summary of the LTFM 10-year plan, the revenue calculation that shows the estimated revenue for the next ten years and the expenditure plan that shows the estimated costs for the next ten years. In order to qualify for the LTFM revenue, the Board must approve a 10-year LTFM plan and submit it to the Minnesota Department of Education by July 31.

District 917 Long-Term Facilities Maintenance (LTFM): District 917 does not have authority to levy and therefore cannot levy for LTFM revenue dollars. As a member of District 917, we are allowed to levy on their behalf with funds then being paid to District 917 for the services they provide our district.

July and August Board Meeting Structure: School Board members engaged in a conversation to determine their meeting structure for the months of July and August. At this time, Board members do not feel it is safe to return to in-person meetings. They will continue their current structure for July 27 and August 10 and 24 of one meeting on each of those days 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. Board members also discussed the Public Listening Session structure during this pandemic time.

By Inspector Bjorklund

Seconded by Inspector Laliberte

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

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

By Inspector Felton

Seconded by Inspector Bjorklund

For the South St. Paul School Board to approve the 2020-21 school meal prices.

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

By Inspector Walker

Seconded by Inspector Bjorklund

For the South St. Paul School Board to approve the 2020-21 budget.

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

By Inspector Bjorklund

Seconded by Inspector Laliberte

For the South St. Paul School Board to approve the Long-Term Facilities Maintenance 10-year plan for South St. Paul Public Schools, Special School District 6.

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

By Inspector Diaz
For the South St. Paul School Board to approve the Resolution for Intermediate School District 917's Long-Term Facilities Maintenance (LTFM) program budget and authorizing inclusion of a proportionate share of those projects in the District's application for LTFM revenue.

Seconded by Inspector Bjorklund

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

By Inspector Laliberte
For the South St. Paul School Board to approve the Acceptance of Gifts Resolution.

Seconded by Inspector Arend

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

By Inspector Diaz
For the South St. Paul School Board to approve scheduling a special virtual board meeting on Monday, June 29, 2020 at 4:30 PM for the purpose of property, liability and workers' compensation insurance renewal and technology purchasing.

Seconded by Inspector Bjorklund

By Inspector Diaz
For the South St. Paul School Board to amend the motion to add enrollment discussion to the list of items for the June 29 special meeting agenda.

Seconded by Inspector Felton

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

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

By Inspector Laliberte
That the School Board moves to adjourn the June 22, 2020 meeting at 5:58 PM.

Seconded by Inspector Arend

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

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

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
School Board



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

JUNE 29, 2020

The special meeting of the Board of Education, Special School District No. 6, South St. Paul, was held virtually on Monday, June 29, 2020. Vice Chair Linda Diaz called the meeting to order at 4:30 PM with six Board members present: Inspectors Arend, Bjorklund, Diaz, Felton, Laliberte, and Walker. Chair McClellan was absent. Others present included Superintendent of Schools Dr. Dave Webb and several district leaders.

By Inspector Arend
That the South St. Paul School Board approves the June 29, 2020 School Board meeting agenda

Seconded by Inspector Bjorklund

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

By Inspector Walker
For the South St. Paul School Board to approve the lease agreement for financing technology purchases.

Seconded by Inspector Arend

Technology Director Paul Brashear and Finance Director Aaron Bushberger reviewed the details of the technology purchase request.

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

By Inspector Bjorklund
For the South St. Paul School Board to approve the Property/Liability, Cyber Liability and Workers Compensation Insurance for 2020-21.

Seconded by Inspector Arend

Finance Director Aaron Bushberger reviewed the details of the Property/Liability, Cyber Liability and Workers Compensation Insurance proposal for 2020-21.

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

By Inspector Arend
That the School Board moves to adjourn the June 29, 2020 special meeting at 5:34 PM.

Seconded by Inspector Laliberte

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

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

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
School Board

SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: July 27, 2020

Place on Agenda: Reports and Discussion

Action Requested: None

Attachment: PowerPoint

Topic: Return to School Planning Update
Presenter(s): Superintendent Dave Webb
Background: <p>We know staff and families have many questions and concerns about the start of school this fall. As a reminder, MDE and Governor Walz will announce, sometime the week of July 27, the learning scenario (distance, hybrid or in-person) that all school districts will start the school year. Once the announcement is made, SSP will communicate it with staff and families, however we will need additional time to finalize and communicate all the details. Regular updates will be shared with staff and families via email and they can also be found on the website and our social media channels.</p> <p>On Monday evening, Superintendent Webb will walk through the various learning scenarios and share the planning and work that is going on behind the scenes to prepare for the start of school.</p>
Recommendation: None.
Alternatives: N/A

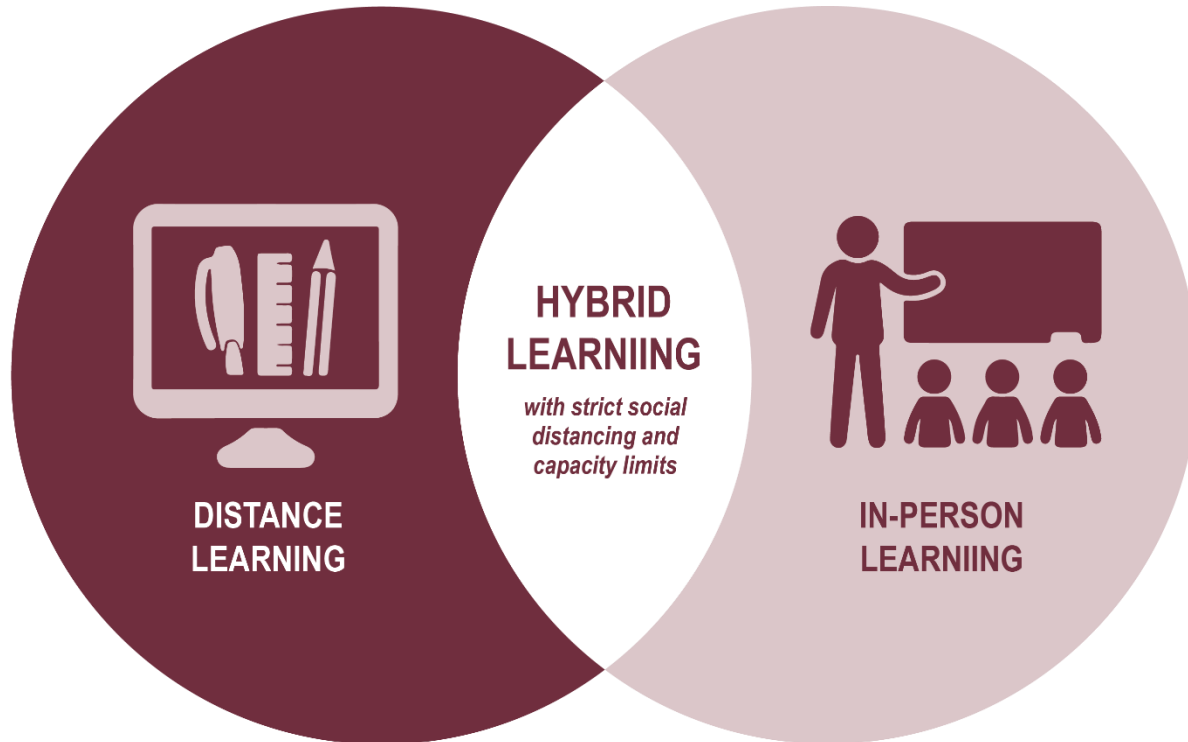
Return-to-School Planning Update

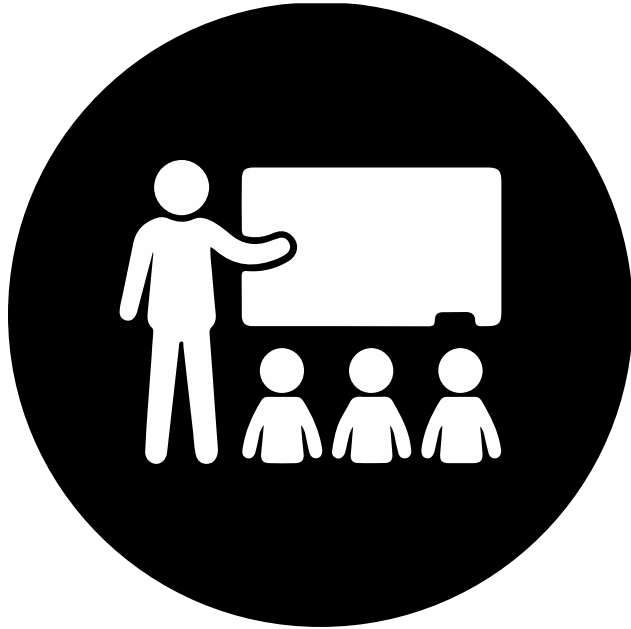
Superintendent Dave Webb

July 27, 2020



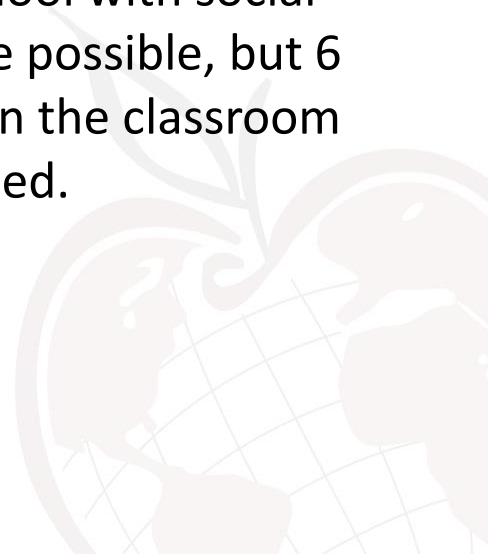
District Planning for 3 Scenarios





In-Person Scenario

- **In-person learning for all students:**
Students will learn at school with social distancing in place where possible, but 6 feet of social distancing in the classroom will not be strictly enforced.



Hybrid Scenario

- **Hybrid learning with strict social distancing and capacity limits:**

Students will learn at school part-time to limit the number of students in the classroom and to allow for strict social distancing. When not at school, students will be expected to complete digital learning activities at home. In this scenario, schools must limit the overall number of people in school facilities to 50 percent maximum occupancy.





Distance Learning Scenario

- **Distance learning only:**
Students will learn at home through digital learning and will receive daily interaction with their licensed teacher(s).



This Week's Announcement

Governor Walz will announce the learning scenario districts will start the 2020-21 school year with this fall.



District Plans



Following Governor's announcement, the District will finalize specific details for the start of the 2020-21 school year.



Finalized plans will be communicated with families.



Family Survey

- A survey will be sent to families asking them to share their intentions for their student(s) attending school this fall:
 - Return-in-person (*depending on Governor's order*); OR
 - Distance Learning full-time



Questions





SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: July 27, 2020

Place on Agenda: Reports and Discussion

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

School Board Agenda Item

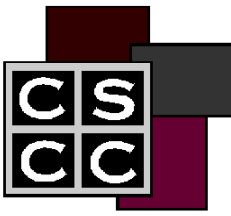
Meeting Date: July 27, 2020

Place on Agenda: Reports and Discussion

Action Requested: None

Attachment: History and Overview from Chris Esser
Central Square Management Agreement

Topic: Central Square Community Center
Presenter(s): Superintendent Dave Webb
<p>Background:</p> <p>The Central Square Community Center is operated in a joint partnership between the City of South St. Paul and South St. Paul Public Schools. On Monday evening, Parks and Recreation Director Chris Esser and school leaders will highlight the history and operation of the Central Square Community Center and provide a summary of the current and future considerations of the facility and programming. This same presentation was provided to the city council earlier this summer.</p>
<p>Recommendation:</p> <p>Management leaders from both entities are looking for direction from the council and school board to continue discussing, both internally and externally, the future of the Central Square Community Center.</p>
<p>Alternatives:</p>



Central Square Community Center

MEMORANDUM

TO: Chair McClellan, Special School District 6 Board of Education Chair

FROM: Chris Esser, Director of Parks & Recreation

CC: Mr. Joel Hanson, City Administrator
Dr. Dave Webb, Superintendent of Schools
Jeanne Zehnder, Community Education Director

RE: **Central Square Community Center Management Agreement and Transition Discussion**

DATE: July 27, 2020

THE HISTORY AND OPERATION OF CENTRAL SQUARE COMMUNITY CENTER:

Central Square History:

In March of 2000, the citizens of South St. Paul passed a bond referendum in support of South St. Paul Public Schools. A portion of this bond was earmarked to renovate Central Square Community Center (CSCC), a Special School District 6-owned building. During the year and a half process, over \$1.7 million referendum-approved dollars were spent to renovate over 7,000 square feet of space and construct an additional 3,000 square feet of new space at Central Square. Operation of the improved community center began in February 2002. The Parks & Recreation Department relocated to CSCC from Wakota Arena to manage the operation of the new community center under a joint Management Agreement between Special School District 6 and the City of South St. Paul.

Current Operation:

Memberships:

The core operation of CSCC is dependent upon membership and program revenue. Memberships hit a peak in 2013 at 1,002 and has since been steadily in decline. 2019 concluded with 692 memberships, a 31% decrease in membership from the all-time high.

Classes and Programs:

Instructor-led Fitness Classes and youth programs, primarily swimming and gymnastics lessons, comprise the majority of program revenue. The revenue and participation numbers have remained steady over time. Gymnastics lessons is the most popular offering, achieving maximum attendance with wait lists for most class levels and sessions.

The Senior Center:

In 2005, the Parks & Recreation Department began to contractually operate the Senior Center at Central Square on behalf of the school district. Under the Senior Center Agreement, the school district's community education budget pays approximately 33% (currently \$2,407 per month) of one Recreation Supervisor's salary. Revenues and expenditures to operate the Senior Center are run through the school district's community education budget and regularly operates at a deficit. While the individual Senior Center programs run budget neutral (revenue covers expenditures), there is not enough participation and surplus to support a staff member or the current contribution to the Recreation Supervisor's salary. All five parks & recreation/CSCC staff members and the CSCC Fitness Coordinator who operate from the offices at CSCC support the Senior Center operations in some capacity.

Capital Projects Fund:

The operational surplus revenue of CSCC has supported building capital projects that the school district does not have the surplus funding to support. Since the creation of the project fund in 2009, any annual profit from the operation of CSCC is reserved for Capital Projects. Central Square's operation to date has contributed \$338,866 to building, grounds, and facility equipment capital costs. The current Capital Fund balance is \$69,434, which cannot be used on operational expenses, only capital improvements, per the Management Agreement.

School District Activities:

Special School District 6 utilizes CSCC for the practices and competitions of three sports: girls swim team (fall season) boys swim team (winter season), and gymnastics (winter season). CSCC Members are not allowed to use the areas in CSCC these sports occupy when they are in session for practices, camps, and competitions. Community Education utilizes the facility's meeting and activity rooms for classes, primarily on weekends. School district staff also use meeting space at CSCC for meetings and workshops. School district activities receive priority as the landlord, thus can supersede any other scheduled activity whether CSCC-sponsored or outside group.

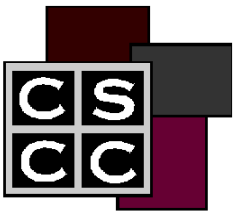
Building and Custodial Support:

Special School District 6 provides evening custodial services, operates and maintains the indoor pool, and maintains the physical building with shared custodial staff from the Secondary Building. CSCC's operating budget does not directly pay for these services, building rent or utilities. The CSCC operational budget does pay for summer pool operation, billed at \$14,000 annually. Those summer pool charges commenced in 2010.

CURRENT AND FUTURE CONSIDERATIONS:

Membership is in decline; market pressure has increased:

When the CSCC opened in 2002, anecdotally there were few fitness opportunities in the area: Curves, which served a female only clientele, the West St. Paul YMCA, and the Veterans Memorial Community Center (aka The Grove) in Inver Grove Heights. Over time, a substantial number of pocket and major corporate fitness facilities have moved into the area including Anytime Fitness, Snap Fitness, 24-hour Fitness, Orange Theory, LA Fitness, and Planet Fitness. While many of these facilities are not the comparable offering and scope of CSCC, the market



Central Square Community Center

pressure has forced the CSCC Board to put a hold on membership pricing for the past five years. Even with holding the line on membership pricing along with adopting virtually every fitness reimbursement and senior fitness program incentive, memberships continue to decline citing there are less expensive options at other, newer, and many times larger facilities. While CSCC revenue continues to decline, operating costs incrementally increase due to inflation and regular hard costs. To sustain the future of CSCC, increased taxpayer subsidy will likely be needed to operate.

Budget savings for both parent organizations in a time of economic uncertainty:

Due to 2020 economic impacts, caused in large part to the COVID-19 pandemic, both parent organizations are undoubtedly facing budget challenges. If the current operation of CSCC is to change, both parents would realize a cost savings in a time of need. While the exact changes are not defined, less services provided by CSCC would reduce operational costs and regular building maintenance needs for both parents. In addition, a budgetary cushion currently exists through the capital project fund balance of \$69,434. If the Capital Fund was repurposed by the parents to support on-going operation expenses and anticipated shortfalls, the fund is not sustainable and may not be able to provide operation change support in the future.

Service to the community, especially the Senior Center:

If CSCC operations were altered, the existing membership would be impacted unless Special School District 6 transitions operation of the building as a community center utilizing school district resources or by contracting with a private vendor. If the fitness components ceased operation, current members have a variety of choices and inexpensive options provided locally by the public and private sectors. Whether school district or city operated, the Senior Center must remain in service to our community members.

PARKS & RECREATION TRANSITION OPPORTUNITY:

The Parks & Recreation Department at this point in time has a unique opportunity to physically relocate office location while still offering community activities and classes.

Doug Woog Arena:

Due to the recent vacancy created by the relocation of the Community Learning Center (CLC) by Special School District 6, there is a location for the Parks & Recreation Department to move to. Supervision of the arena was transitioned back to the Parks & Recreation Department in 2011 and since then management of the arena and personnel structure has changed which requires more support and oversight due to the improving success of arena operation and ice sales. The Parks & Recreation Department personnel can provide onsite assistance with arena operations and programming along with expanded opportunities utilizing seasonal dryland space and the former CLC space which could include programs, events, classes, Senior Center operation, and community meeting space as examples.

Budget savings and benefits:

The Parks & Recreation Department relocation will lessen the burden of taxpayers of both city and school, which is the same taxpayer. The benefit to ceasing operation of CSCC by the city will save computer hardware and software costs, reduce the need for administrative and finance department resources, and reduce staffing needs. In turn, Special School District 6 will benefit from an improved building with vacant interior space, more parking for the Secondary Building, and an opportunity to reduce utility and building costs if not operating as a community center, seven days a week.

The Parks & Recreation Department is proud of the 18-year history of operating Central Square Community Center and the relationship with Special School District 6. The factors currently in place for any transition to occur at this time point to many positives that are time sensitive, which is why this discussion is appropriate. City and school staff seek feedback and direction regarding the continuation of this discussion both internally and externally.

###

CENTRAL SQUARE MANAGEMENT AGREEMENT

THIS CENTRAL SQUARE MANAGEMENT AGREEMENT is made and entered into as of the 1st day of July, 2004, (the "Effective Date" and amended the 7th day of March, 2005, 1st day of June, 2009, and ~~2nd~~ day of ~~September~~ 2014) by and between the City of South St. Paul (the "City"), a Minnesota municipal corporation, and Special School District No. 6 (the "District"), a Minnesota public corporation (individually "Party" and collectively "Parties"). For valuable consideration, the Parties agree as follows:

ARTICLE ONE DEFINITIONS

Section 1.1 Definitions. Unless otherwise defined in this Agreement, the capitalized terms used herein shall have the meanings set forth in this Article One. Unless otherwise provided in this Agreement: (a) reference to any Party will include such Party's successors or permitted assigns; (b) reference to any law, ordinance or document will mean that law, ordinance or document as amended or supplemented from time to time; (c) when the context so requires, the singular includes the plural; and (d) references to any Section or Article will mean such Section or Article as it appears in this Agreement.

- 1.1.1. Agreement means this Agreement, including all exhibits incorporated herein, as it may be amended or restated from time to time.
- 1.1.2. Board means the Board of Education of Special School District No. 6, its governing body.
- 1.1.3. Bond Issue means the \$17,590,000 District bond issue approved by the voters in the year 2000, from the proceeds of which \$1,730,000 was used for capital improvements to Central Square.
- 1.1.4. Central Square Board means the board established pursuant to Article 4.
- 1.1.5. City means the City of South St. Paul, a Minnesota municipal corporation.
- 1.1.6. Central Square means the buildings, equipment, as defined in Addendum 1 and interior and exterior facilities used as a community center or in conjunction therewith, for student and citizen education and recreation at 100 -7th Avenue North in the City. Central Square is legally described on Exhibit A. (Please see exhibit A at the end of the document.)
- 1.1.7. City Council means the governing body of the City.
- 1.1.8. District means Special School District No. 6, a Minnesota public corporation.

1.1.9 Uncontrollable Circumstances means circumstances over which the Party required to make performance does not have control and which cannot or could not have been avoided by the exercise of reasonable care, including, but not limited to, acts of God, accidents, war, civil unrest, embargoes, strikes, litigation, blizzards, ice storms (but not including reasonably anticipated weather conditions for the geographic area), and delays by the other Party in the performance of its obligations.

ARTICLE TWO **RECITALS**

Section 2.1 Central Square. The Central Square physical building is owned, operated, maintained and managed by the District. The District is responsible for the maintenance items listed in Addendum 2. It is used by the District and the City for the educational and recreational activities of the Parties' constituencies.

Section 2.2 Joint Management. The Parties desire to undertake the joint management and operation of educational and recreational activities at Central Square in accordance with the terms and conditions of this Agreement.

Section 2.3 Joint Powers. The Parties are governmental units responsible for the education and recreation of their respective constituents, and enter into this Agreement pursuant to the authority conferred upon them by Minnesota Statutes Section 471.59 (1998).

ARTICLE THREE **THE AGREEMENT**

Section 3.1 Purpose. The purpose of this Agreement is to establish a joint administrative board to operate, manage and maintain (as defined by Addendum 2) Central Square as a Community Center which provides educational and recreational activities and to define the rights and obligations of the administrative board and the Parties.

Section 3.2 Cooperation. The Parties shall reasonably cooperate with each other in the implementation and performance of this Agreement. The duty to cooperate shall not require a Party to act in a manner inconsistent with its rights under this Agreement.

Section 3.3 Term. The initial term of this Agreement shall be two (2) years from the Effective Date. The term of this Agreement shall be renewable for successive one (1) year terms ("Extended Terms"), on the same terms and conditions provided that each Party notifies the other Party of its intention to renew this Agreement not less than ninety (90) calendar days prior to the beginning of the next Extended Term. This Agreement should be reviewed annually at a meeting between the City and the District.

ARTICLE FOUR
CENTRAL SQUARE BOARD

Section 4.1 Establishment. An administrative board designated the Central Square Board is hereby established with membership, obligations and authority as specified in this Agreement.

Section 4.2 Membership. The Central Square Board shall be composed of six members; three appointed by the City Council and three appointed by the School District Board. The Central Square Board Members initially appointed by each Party shall be appointed for terms of one (1) year, two (2) years, and three (3) years respectively. Thereafter, all Central Square Board members shall be appointed for three (3) year terms, and until a successor has been appointed and qualifies. A vacancy in the office of Central Square Board shall be filled for the unexpired term in like manner as provided for the selection of the member who vacated the office. The School District Board and the City Council will each appoint one of their members to serve as an ex-officio liaison to the Central Square Board.

Section 4.3 Meetings. The Central Square Board shall hold a regular meeting a minimum of five times a year on the dates and at the times and places provided in the bylaws or in a resolution adopted by the Central Square Board and filed in the office of the City Clerk and the office of the Secretary of the Board. Special meetings of the Central Square Board may be called by the Chair, or at the Chair's refusal by any four members, by written demand filed with the Secretary. Notice of a special meeting shall be given to each Central Square Board member by not less than three (3) days written notice stating the purpose(s), date, time, and place of the meeting, and by posted notice as required by law. The notice shall be mailed or otherwise delivered to each member of the Central Square Board.

4.3.1 **Open Meetings.** Meetings of the Central Square Board shall be open to the public and shall be subject to the provisions of Minnesota Statutes, Section 471.705 (1998).

Section 4.4 Bylaws. The Central Square Board shall adopt bylaws, not inconsistent with the provisions of this Agreement, governing its meetings and affairs. Adopted bylaws are listed in Addendum 3.

Section 4.5 Termination for Absence. The membership of a member of the Central Square Board who is absent from three consecutive regular or special meetings of the Central Square Board, without the approval of the Chair, shall terminate ten (10) days after the last meeting not attended. The Secretary of the Central Square Board shall promptly notify the member of the membership termination, the Central Square Board and the Party that appointed the terminated member.

Section 4.6 Officers. The officers of the Central Square Board shall be a Chair, Vice Chair, and Secretary who must be members of the Central Square Board. The term of office of the officers shall be for one year and until their successors are elected and qualify, except for termination under Section 4.3. The initial Chair shall be elected from the members appointed by the City Council and the Vice Chair from the members appointed by the Board. Thereafter, the election of the Chair and the Vice Chair shall alternate between the members appointed by the City Council and the members appointed by the Board.

4.6.1 Chair. The Chair shall preside at all meetings of the Central Square Board and shall exercise general supervision and direction over the more significant matters of policy affecting the operation, maintenance, and management of Central Square.

4.6.2 Vice Chair. In the absence of the Chair, or in the event of his or her inability or refusal to act, the Vice Chair shall perform the duties of the Chair; and, when so acting, shall have all the powers and be subject to all the limitations upon the Chair. The Vice Chair shall also perform such other duties as from time to time may be assigned to him or her by the Central Square Board.

4.6.3 Secretary. The Secretary shall, unless otherwise determined by the Central Square Board, be the Secretary of the Central Square Board and record the proceedings of the meetings of the Central Square Board and prepare and retain minutes of the meetings in appropriate form. The Secretary shall give proper notice of all meetings, and shall perform such other duties as may be assigned to the office by the Central Square Board.

ARTICLE FIVE

CENTRAL SQUARE BOARD AUTHORITY

Section 5.1 General. The Central Square Board shall have the authority and obligation to manage and operate Central Square educational and recreational activities on behalf of the Parties in accordance with the terms and conditions of this Agreement. Addendum 4 lists in-kind services that the City provides and pays for and the list of services and expenses paid for by the District.

Section 5.2 Authority. The authority and obligations of the Central Square Board shall include, but not be limited to, the following:

5.2.1 Establish, implement, and enforce policies regarding the use of Central Square, including space, equipment, and facilities by the constituencies of the District and the City. See Addendum 5 for Room Rental Policy, Addendum 6 for Membership Agreement and Liability Waiver, Addendum 7 for Purchasing Policy, Addendum 8 for Parking Policy, Addendum 9 for Capital Improvement Policy, Addendum 10 for Fees and Charges.

- 5.2.2 Make contracts, incur expenses, and make expenditures necessary and incident to its powers set forth in subsection 5.2.1 and provided they are included in and are consistent with the Central Square Budget (as defined in Section 6.1). All contracts shall be made in accordance with the Uniform Municipal Contracting Law (Minnesota Statutes, Section 471.345 (1998)).
- 5.2.3 Recommend an annual operating budget (including detailed revenue and expenditures) for the purposes of this Agreement to the District and the City no later than August 1 of each year for the succeeding calendar year. This budget will be formally approved by the District and City no later than September 1 of each year.
- 5.2.4 Establish personnel position descriptions necessary to accomplish the purposes of this Agreement, and to supervise or provide for the general supervision of personnel while engaged in services pursuant to this Agreement in accordance with the adopted budget. Addendum 11 contains a list of Central Square employees that are funded by the operating budget with their accompanying position descriptions.
- 5.2.5 If available and upon request, the District or the City, as the case may be, shall provide and assign their respective employees within the personnel position descriptions to the Central Square Budget on a full time or part time basis as required. The charges to be billed to the Central Square Budget for the personnel shall consist of actual costs for labor, including fringe benefits and costs directly related to such labor such as workers comp insurance. Each Party will provide engineering, accounting, legal, financial and other similar services to the Central Square Community Center on an as needed basis.
- 5.2.6 Liability Insurance. The District and the City shall name CSCC as an additional insured on their liability policies and furnish evidence that such insurance is in force. Addendum 6 contains the current Certificate of Liability Insurance.
- 5.2.7 Property Insurance. The District shall remain responsible for building related costs including fire and extended coverage insurance on Central Square unless said costs are specifically included in the approved CSCC Budget. Addendum 6 contains the current Certificate of Property Insurance.
- 5.2.8 Recommend a capital improvement list to the Board and Council each year for their consideration. This capital improvement list will serve as a vision for the on-going development of this facility. A current list is included in Addendum 9.

ARTICLE SIX
FINANCIAL

Section 6.1 Central Square Budget. Not later than September 1 of each year, the Parties shall approve a budget for the succeeding calendar year for the activities relating to Central Square in the budget year (“Central Square Budget”).

Section 6.2 Funds Depository. The City shall act as the fiscal agent and depository for Central Square. Disbursement of the funds will be in accordance with the approved budget. The City and District may agree to amend the Budget at any time. The City shall provide an annual financial report and timely monthly budget reports to the Board and the District of all revenue and expenditures. All financial records will be available to the School and City upon request. The City will also serve as the hiring agent for the operation of CSCC.

Section 6.3 Mediation. In the event the Parties are unable to agree upon a Central Square Budget by October 1 in any year, the controversy shall be referred to mediation before a neutral party selected by the Parties. The mediation shall be attended by officials of each Party having authority to settle the dispute.

Section 6.4 Cash Flows, Financing and Deficits. Debts to outsiders and between the City and District will be paid promptly. Projected and actual cash flow needs will be shared equally between the City and the School District and covered by timely cash deposits. Deficits if any will be determined at calendar year-end and will be shared equally between the City and the School District via appropriate payment.

Section 6.5 Operational Contribution. The adopted yearly CSCC Budget will serve as a guideline as to future operational contributions by the School District and the City.

Section 6.6 Budget Surplus. At the end of the City’s fiscal year, any budget surplus shall be deposited into a separate capital fund account to be used for capital outlay projects and costs that have been identified in a Capital Improvement Program (CIP). The fund shall not be used for on-going operational expenses. The CIP shall be recommended by the Board and approved by the School District and the City as part of the budget process no later than September 1 of the proceeding year. Upon annual budget approval by the School and City, the Board has the authority to approve project expenditures within that approved budget year as listed in the adopted CIP. Capital items to be included in the CIP are \$3,000 and above. Items less than \$3,000 are considered operational expenses and are budget and expended from the CSCC annual operational budget. The Board has the authority to approve special, unanticipated expenditures provided they meet the CSCC purchasing policy and funds are available through the budget surplus capital fund. Addendum 9 contains the current CIP project list.

ARTICLE SEVEN

DEFAULT; TERMINATION

Section 7.1 Event of Default. The persistent or repeated failure or refusal by a Party to substantially fulfill any of its material obligations under this Agreement shall constitute an Event of Default on the part of the Defaulting Party.

Section 7.2 Opportunity to Cure. No event set forth in Section 7.1 shall constitute an Event of Default giving rise to the right to terminate this Agreement unless and until (a) written notice is given to the Defaulting Party specifying that particular Event(s) of Default exists which will, unless corrected within not more than ten (10) days, constitute a material breach of this Agreement on the part of the Defaulting Party, and (b) the Defaulting Party has not corrected such default within such period of time.

Section 7.3 Performance Excused. In the event of an Unavoidable Circumstance, the inability or delay in the performance of any of the terms and provisions of this Agreement shall be excused and shall not constitute an Event of Default.

ARTICLE EIGHT **GENERAL PROVISIONS**

Section 8.1 Notices. Unless otherwise specifically provided, all notices, request, or other communications required or permitted to be given or made under this Agreement shall be in writing and may be delivered personally, or may be sent by cable, telex, facsimile, or certified mail (returned receipt requested) addressed:

If to the City: City of South St. Paul
125 Third Avenue North
South St. Paul, MN 55075
Attn: City Administrator

If to the School District Special School District No. 6
District Administrative Center
104 Fifth Avenue South
South St. Paul, MN 55075
Attn: District Superintendent

Any notice, request, or other communication shall be deemed to have been received as follows: (a) personal delivery, upon receipt, (b) telex, cable, or facsimile, 24 hours after transmission or dispatch, (c) certified mail, 3 business days after delivery to the United States postal authorities by the sender. If notice is sent by telex, facsimile, or cable, a confirming copy shall be sent by mail to the same address. A Party may change its above address by notice to the other Party given in accordance with this Section 8.1.

Section 8.2 Authorization and Validity. Each Party represents and warrants to the other Party as follows:

8.2.1. The execution, delivery, performance and observance by each Party of its obligations under this Agreement is within its powers, has been duly authorized by all necessary governing body action and do not and will not:

- (a) contravene, conflict, or violate any provisions of law presently in effect having applicability to it;
- (b) require the consent or approval of any governmental, regulatory or administrative agency or body; and
- (c) result in breach of or constitute a default under any material contractual obligation.

Section 8.3 Indemnity. Each Party shall indemnify, defend and hold harmless the other Party and their respective agents, elected officials, officers and employees from and against any loss, cost, liability, claim, damage, expense (including reasonable attorneys' fees, consultant's fees, disbursements, penalty, or fine) incurred in connection with any claim or cause of action arising from or in connection with this Agreement to the extent caused by the negligent act or omission of the indemnifying Party, or by its misrepresentation, fraud, or misconduct.

Section 8.4 Assignment. Neither Party may assign this Agreement or any part thereof without the prior written consent of the other Party.

Section 8.5 Headings and Exhibits. The subject headings of the Articles and Sections of this Agreement are inserted for the purpose of convenient reference and are not intended to be part of this Agreement nor to be considered in any interpretation of the same. The exhibits referenced in this Agreement are incorporated herein for all purposes.

Section 8.6 Entire Agreement. This Agreement and the exhibits referenced in this Agreement contain the entire understanding and agreement between the Parties with respect to its subject matter and supercede all previous communications, negotiations, and agreements between the Parties whether written or oral with respect to this subject matter.

Section 8.7 Waiver. No waiver by any Party, either express or implied, of any one or more defaults by the other Party in the performance of any provisions of this Agreement will operate or be construed as a waiver of any future default or defaults, whether of a like or different character.

Section 8.8 Preparation. The Parties and their legal counsel have cooperated in the drafting of this Agreement, and it is therefore to be deemed their joint work product and not to be construed against any Party by reason of its preparation.

Section 8.9 No Third Party Beneficiaries. Neither this Agreement nor any provision hereof nor any exhibit incorporated herein nor document executed by the Parties after the effective date hereof with respect to the subject matter hereof shall create any right in favor of or impose any obligation upon any person or entity other than the Parties, except as otherwise provided in the case of the Central Square Board.

Section 8.10 Counterparts. This Agreement may be executed in any number of counterparts, any one of which shall be deemed to be an original, but such counterparts when taken together shall constitute one and the same instrument.


Section 8.11 Severability. If any provision(s) hereof shall be held invalid or unenforceable by a court of competent jurisdiction or as a result of future legislative action, such holding or action shall be strictly construed and shall not affect the validity or affect any other provision(s) hereof; provided, however, that the Parties shall use reasonable efforts, including, but not limited to, the amendment of this Agreement, to ensure that this Agreement shall reflect as closely as practicable the intent of the Parties.

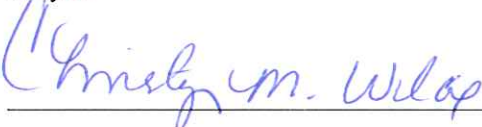
Section 8.12 Applicable Law. This Agreement and the rights and duties of the Parties will be governed, interpreted, performed, and enforced in accordance with the laws of the State of Minnesota.

Section 8.13 Amendment. This Agreement may be amended, supplemented, or otherwise modified only by a written instrument signed by the Parties.

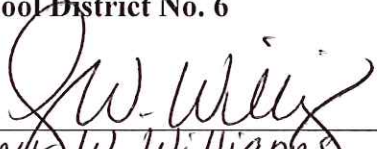
Section 8.14 Prior Contracts Termination. This agreement between the parties replaces all related prior contracts and understandings as of the effective date of this agreement.

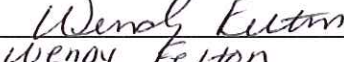
City of South St. Paul

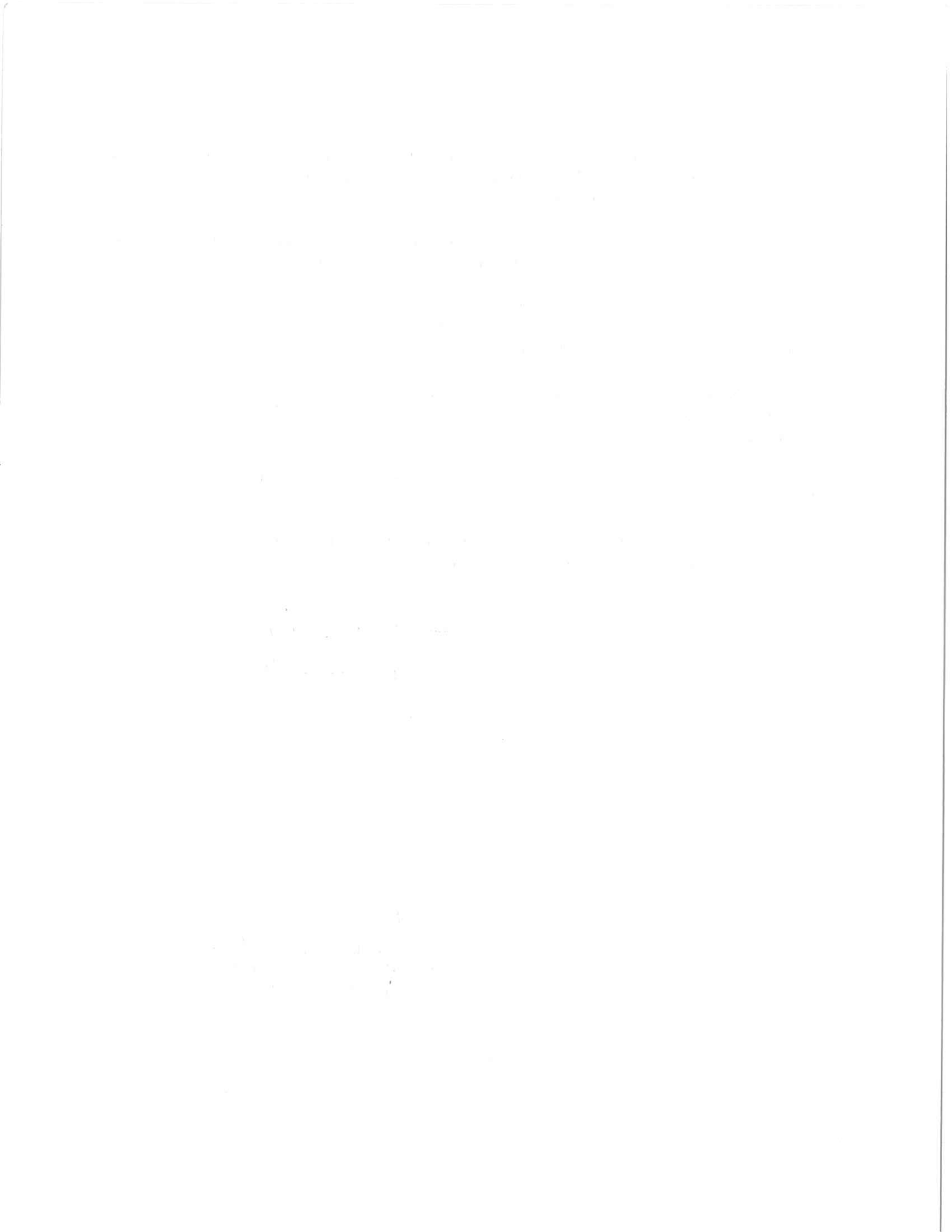
By: 
Name: _____
Title: Mayor

By: 
Name: _____
Title: City Clerk

Special School District No. 6

By: 
Name: Amy W. Williams
Title: President, Board of Education

By: 
Name: Wendy Felton
Title: Secretary-Clerk, Board of Education



Central Square Community Center Management Agreement **Addendum 1 – CSCC List of Equipment and Capital Contributions**

The operation of Central Square as a community center requires the purchase of equipment. CSCC designated equipment is the property of Central Square purchased through the annual operating budget. This equipment is considered mobile and separate from the physical building and fixtures. This equipment includes:

Central Square Community Center Equipment:

- Fitness Room Strength Equipment: Freemotion, Magnum, and Paramount brand purchased in 2011. Strength machines include: Freemotion F614 Functional Step, Freemotion F600 Chest, Freemotion F601 Shoulder, Freemotion F620 Lat, Freemotion F604 Row, Freemotion F624 dual cable cross, Freemotion F602 Bicep, Magnum 2040M Leg ext/Leg curl, Magnum 2037 Assist chip/dip, Magnum 6041 Abdominal/Lower Back, Magnum 2010 Multi-Hip, Paramount Leg Press.
- 1 StarTrac brand Pro recumbent bike (CSCC assumed ownership at the conclusion of the 2006-2008 lease).
- 1 Nustep brand TRS 4000 recumbent trainer (CSCC assumed ownership at the conclusion of the 2006-2008 lease).
- Leased Cardio Equipment (current 36-month lease concludes December 2014)
- Fitness Class Accessories: Fit balls, Bosus, TRX systems, hand weights, kettle bells, mats, steppers, portable stereos, pre-recorded music.
- Cardio Theater system and accessories (Fitness Room).
- 8 Televisions (4 Fitness Room, 1 Activity Room, 1 Lobby, 2 carted mobile).
- 2 DVD/VCR Combo Players
- Nintendo Wii Game Console, associated games & controllers (Owned by Senior Center)
- 1 LCD Projector
- Lobby furniture (tables and chairs)
- Tumble Track (50% ownership shared with Special School District 6)
- Gymnastics Mats
- Centennial Room conference tables and chairs
- 2 Portable white boards
- Pool Office furnishings
- 2 Portable Tot Docks
- Water Exercise equipment: weights, floats
- Water Exercise equipment storage cart
- Misc. Pool Equipment: Kickboards, Floaties, Lifejackets
- Lifeguard Rescue Tubes
- Portable Lifeguard Chair
- Refrigerator (Kitchen area)
- Stove (Kitchen area)
- Microwave
- Popcorn Machine/Cart (Owned by Mayor's Youth Task Force)
- Kitchen utensils
- Table cart
- Floor display case (donated by SSP Lions Club, 2007)
- Camera Surveillance System
- Wi-Fi Routers/Broadcasters (4 total)

Capital Improvement Contributions:

At the end of the City's fiscal year, any CSCC operating budget surplus is deposited into a separate capital fund account to be used for capital outlay projects and costs that have been identified in a Capital Improvement Program (CIP) annually approved by both parent organizations. Central Square has funded building and grounds improvements through the capital fund account for the betterment of the community center appearance, functions, safety, and in support of requests made by Special School District 6.

<u>Equipment/Project</u>	<u>Year</u>	<u>Amount</u>
Tumble Trak (Gymnastics Apparatus)	2006	\$2,000 (50% of total price)
Men's Locker Room – Locker Replacement	2007	\$7,700 (50% of total price)
Diving Board and Stand	2008	\$7,215 (50% of total price)
Building Paging System	2008	\$8,825 (50% of total price)
Shower Privacy Partitions – Both Locker Rooms	2009	\$6,543
Exterior Signs (2 signs)	2010	\$6,120
Exterior Play Structure Replacement	2010	\$39,142
Strength Equipment Replacement	2011	\$37,294
Women's Locker Room Renovation	2012	\$83,751
Solarium Window Replacement	2012	\$15,000
Gymnastics Mats	2012	\$3,000 (50% of total price)
Centennial Room Furniture Replacement	2013	\$8,433

TOTAL: \$225,023

Central Square Community Center Management Agreement **Addendum 2 – CSCC Maintenance**

The operation of Central Square as a community center requires the maintenance of the physical building. The building is the property of Special School District 6 thus school district staff is responsible for regular maintenance, custodial service, repairs and preventative maintenance of the building, parking lot, and grounds. Regular maintenance of the building has not been expended from the annual CSCC operation budget with the exception of summer pool operation. These specific maintenance services include:

Central Square Community Center Maintenance provided by District:

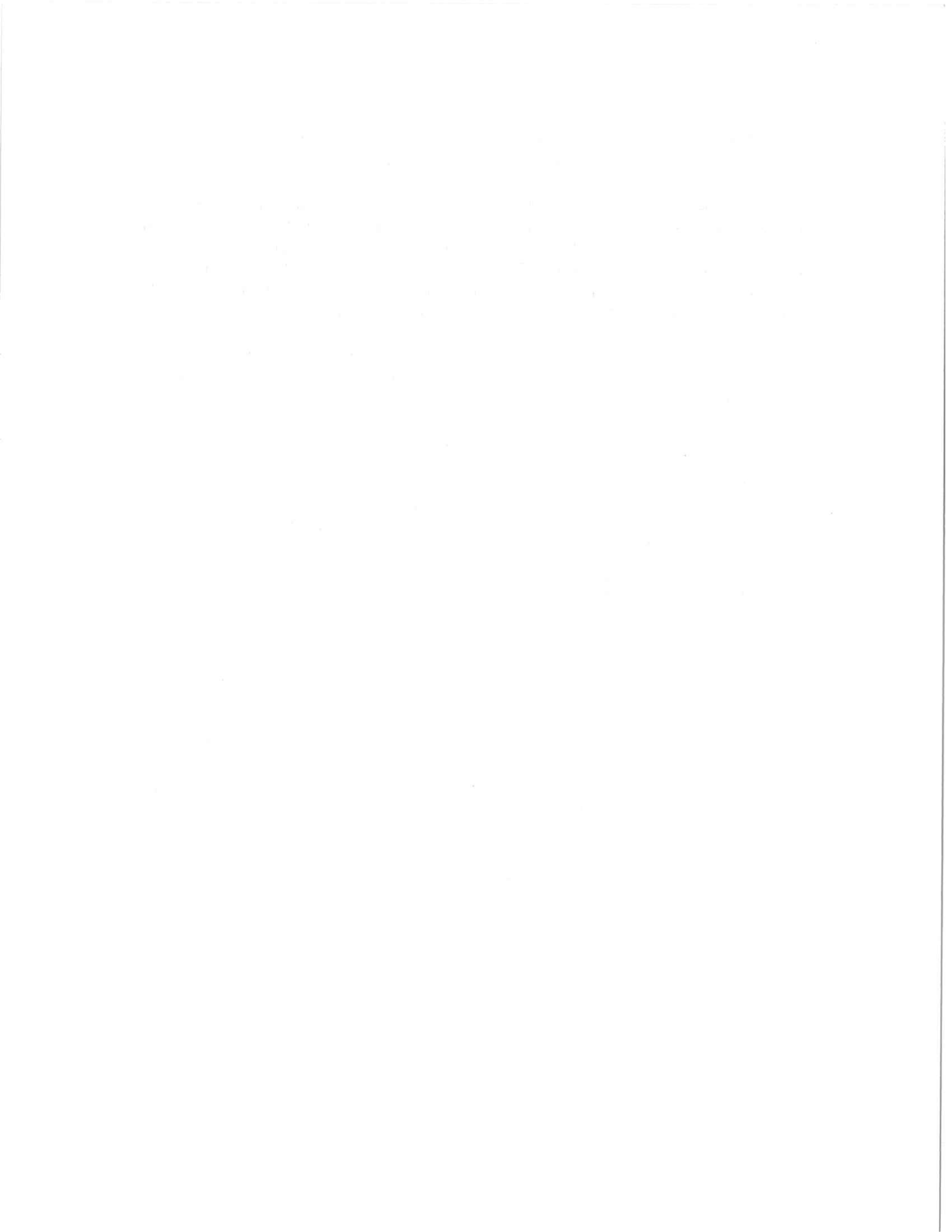
- Daytime custodial and maintenance support shared with the Secondary Building/High School.
- Evening dedicated custodial service.
- Indoor pool maintenance, supplies and service provided by a Certified Pool Operator: August - March.
- Rubbish disposal.
- Annual cleaning services similar to other school-owned buildings.
- Audio/Visual/Phone support shared with the Secondary Building/High School.
- General repairs.
- Non-contracted capital improvements and projects.
- Parking lot maintenance.
- Grounds maintenance.

Central Square Community Center Maintenance provided by City:

- Information Technology support for computers, servers, printers/copier/fax, internet, and software.

Central Square Community Center Maintenance provided by Central Square:

- Summer indoor pool maintenance, supplies, and service: April – July.
Fee is charged by District, paid by Central Square averaging \$14,000/year.
- Daily custodial service to administrative office areas and Fitness Room.



Central Square Community Center Management Agreement
Addendum 3 – Central Square Community Center Board By-Laws

ARTICLE I: NAME

The name of this Committee shall be known as the Central Square Community Center Board, hereinafter referred to as the “Board.”

For the purposes of these by-laws:

The City of South St. Paul will be referred to as the “city.”

Special School District 6 will be known as the “school.”

Central Square Community Center will be known as “CSCC.”

ARTICLE II: PURPOSE

A joint administrative board has been established by the city and the school to operate and manage Central Square as a Community Center which provides fitness opportunities, educational and recreational activities, and community gathering space.

ARTICLE III: OPERATION OF BOARD

Section 1: Membership

- A. The Board shall be composed of six members; three appointed by the City of South St. Paul City Council and three appointed by the Special School District 6 Board of Education. *See Appendix A for Special School District 6 Central Square Board Vacancy Policy.*
- B. The Board Members initially appointed by each Party shall be appointed for terms of three (3) years respectively and until a successor has been appointed and qualifies. Terms will be staggered to ensure that one school representative and one city representative will be eligible for appointment annually.
- C. A vacancy on the Board shall be filled for the unexpired term in a like manner as provided for the selection of the member who vacated the position. The city and school have incorporated Board member selection criteria and process in the CSCC Management Agreement.
- D. The City of South St. Paul City Council and Special School District 6 Board of Education will each appoint one of their members to serve as an ex-officio liaison to the Board.

- E. Staff liaisons will include the school's Director of Community Education and the city's Director of Parks and Recreation. Staff liaisons are responsible for the creation and distribution of the meeting agenda, distribution of the meeting minutes when completed by the Board's Secretary, and distribution of any supporting documentation.

Section 2: Meetings

- A. The Board shall meet the third Thursday of designated meeting months from January through November. The Board will meet a minimum of five times a year.
- B. Special meetings of the Board may be called by the Chair, or, at the Chair's refusal, by any four members by written demand filed with the Secretary. Notice of a special meeting shall be given to each Board member by not less than three (3) days written notice stating the purpose(s), date, time and place of meeting, and by posted notice required by law. The notice shall be mailed or otherwise delivered to each member of the Board.
- C. Meetings may be cancelled by the Chair, acting Chair or staff liaisons due to scheduling conflicts, lack of agenda items, or other legitimacies.
- D. A quorum is represented by four or more voting members. Each member of the board including the officers is represented by one vote for business items. Staff liaisons and ex-officio members are not allowed to vote.
- E. All meetings are open to the public and shall be subject to the provisions of Minnesota Statutes.

Section 3: Notification

Notice of all Board meetings, agendas and minutes will be mailed, one week prior to the meeting.

Section 4: Board Officers

- A. The officers of the Board shall be a Chair, Vice Chair and Secretary who must be members of the Board. The Chair and Vice Chair must be representative of both the school and the city and alternate representation every term.
- B. The term of the officers shall be one (1) year and until their successors are elected and qualify, except for termination.
- C. The election of the Chair and the Vice Chair shall alternate between the members appointed by the city and the members appointed by the school.

Example: Term 1: Chair = school representative, Vice Chair = city representative, Term 2: Chair = city representative, Vice Chair = school representative.

- D. Chair: The Chair shall preside at all meetings of the Board and shall exercise general supervision and direction over more significant matters of policy affecting the operation, maintenance and management of CSCC.
- E. Vice Chair: In the absence of the Chair, or in the event of his/her inability or refusal to act, the Vice Chair shall perform the duties of the Chair; and when so acting, shall have all the powers and be subject to all the limitations upon the Chair. The Vice Chair shall also perform such duties as from time to time may be assigned to him/her by the Board.
- F. Secretary: The Secretary shall, unless otherwise determined by the Board, be the Secretary of the Board and record the proceedings of the minutes of the meetings in appropriate form. The Secretary or their designee shall give proper notice of all meetings, and shall perform such other duties as may be assigned to the office by the Board.

Section 5: Termination

- A. The membership of a member of the Board who is absent from three consecutive regular or special meetings of the Board, without the approval of the Chair, shall terminate ten (10) days after the third meeting not attended.
- B. The Secretary of the Board shall promptly notify the member of the membership termination, the Board, and the party that appointed the terminated member.

Section 6: Resignation

Any member who wishes to resign from the Board shall give written notice of intent to the Chair who shall present the resignation at the next board meeting.

Section 7: Committees

Board shall establish committees according to need. Each Committee shall elect their own Chairperson.

Section 8: Parliamentary Authority

Roberts Rules of Order-Revised shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws of the Board.

Section 9: Fiscal Year

The fiscal year of the Board shall be the annual operating budget cycle of the city which has been designated as the fiscal agent for the CSCC operation budget. The fiscal year is January 1 – December 31.

Section 10: Amendments and Revision

- A. These by-laws may be amended at any meeting of the Board by two-thirds (2/3) vote, provided a quorum is present.
- B. After approval, all amendments or revisions shall be effective immediately.

Adopted by CSCC Board: November, 2008
Revised: May, 2014

Adopted: July 30, 2007

Revised: 9/6/07, 5/12/08; 2/9/09; 5/11/09; 6/23/14

214.1 CENTRAL SQUARE BOARD VACANCIES

I. PURPOSE

The purpose of this policy is to provide governing rules for the filling of vacancies on the Central Square Board.

II. GENERAL STATEMENT OF POLICY

A vacancy on the Central Square Board (CSB), Special School District No. 6, shall be posted and filled subject and pursuant to South St. Paul School Board Policy and City of South St. Paul Ordinance.

III. GENERAL PROVISIONS

A vacancy on the Central Square Board shall occur at the expiration of a 3-year term or when a member resigns. Any vacancy shall be filled by the Board of Education at any regular or special meeting following the completion of the procedures for filling of vacancies in section IV. of this policy

If a member appointed by the Board of Education is unable to serve on the CSB and attend its meetings for ninety (90) days or more because of illness or prolonged absence, the Board of Education may, at any regular or special meeting thereof, declare a vacancy to exist. After the Board of Education has, declared such vacancy to exist, the vacancy shall be filled by the Board of Education at a regular or special meeting thereof until the end of that current term or until such ill absent member is again able to resume his/her duties as a member of such CSB whichever date is earliest. When such ill or absent member is again able to resume his/her duties as a member of the CSB, the Board shall, so deem and declare such person to again be a member of the CSB, and the member appointed by the Board of Education in his/her place would no longer be a member thereof.

The qualifications required of applicants for appointment to fill a vacancy are then same as for election to that position. If at least one qualified person applies by the end of the open period for applicants, the requirements of this section shall be deemed to be satisfied.

IV. PROCEDURES FOR FILLING OF VACANCIES

- A. Declare or announce a vacancy at a Central Square Board meeting.
- B. Publicize vacancy in the newspaper of the city or district by advertisement and official notice, and by other formal and informal methods as it shall deem advisable.
- C. Receive applications from interested citizens. Applications must be accepted for a period of at least two weeks from the date of first publication.
- D. If no qualifying applications are received, the Board will reopen the application process and publicize the vacancy again. This process will continue until at least one application from an eligible candidate is received.
- E. Interviews with applicants shall take place with an interview committee comprised of the Director of Community Education and a member of the Board of Education. Interview questions will be developed by the Interview committee prior to the interviews. Each candidate will be asked the same set of questions. The questions will not be shared with the candidates before the interviews.
- F. Appointment or replacement of Board members shall be made, using the following voting procedure:
 - 1. If there is only one qualified applicant, that applicant will automatically be approved and recorded as a unanimous vote of the members voting favoring selection.
 - 2. If there are two or more applicants, the Director of Community Education and member of the Board of Education shall make a recommendation, based on qualifications and the interview, to the full Board of Education at their next regular business meeting
 - 3. The Board of Education will appoint a candidate to the CSB for a three year term.

Legal References: Minn. Stat. § 123.33

Cross References:

214.1-2

Central Square Community Center Management Agreement
Addendum 4 – In-Kind Services and Supplies

The operation of Central Square as a community center requires the in-kind services of both the City of South St. Paul and Special School District 6 that are not typically charged to the operating budget. In addition to services, the City of South St. Paul Parks and Recreation Department and Special School District 6 Community Education's Senior Center share supplies with Central Square Community Center due to their respective operations and occupancy in the building. These services and supplies include:

City of South St. Paul	Annual Cost	One-time Cost
<u>Administrative Services:</u>		
Director of Parks and Recreation	\$ 31,754	
Recreation Supervisor 1	\$ 28,638	
Recreation Supervisor 2	\$ 7,159	
Secretary	\$ 24,621	
Finance Department Support (budget, payroll, accounts payable/receivable, leases)	\$ 13,008	
 <u>Office Equipment:</u>		
Computers & Monitors (7 stations)		\$ 10,500
Printer/Photocopier/Facsimile Machine (1) - 50% lease shared with CSCC	\$ 1,320	
Office Furniture		\$ 13,000
 <u>Office Supplies:</u>		
Misc. paper, pens, paper clips, tape, etc.	\$ 1,000	
Computer software incl. annual maintenance fees (RecTrac and WebTrac)	\$ 3,750	\$ 30,845
Computer servers		\$ 9,000
 <u>Security:</u>		
<i>Surveillance equipment and monitoring.*</i>		\$ 3,000
 <u>Indoor Pool:</u>		
<i>Water service for indoor pool (184,000 gallons)*</i>		\$ 1,150
 <u>Misc. Facility Supplies:</u>		
Portable banquet tables (12)		\$ 5,520
Portable sound system		\$ 1,300
Popcorn maker/cart		\$ 250
TOTAL:	\$ 111,250	\$ 74,565

**Denotes essential building function for school district use & activities if Central Square was not a community center. The annual cost of these functions may or may not decrease if they were needed for school district use only.*

Special School District 6

Annual Cost	One-time Cost
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Custodial Services:

<i>Daytime custodial & maintenance provided by High School*</i>	\$ 16,464
Evening dedicated custodial service (2 staff)	\$ 29,173
Annual intensive summer cleaning (2 days)	\$ 1,796

<u>Finance Department Support (accounts payable/receivable, insurance, leases)</u>	\$ 1,904
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Building Utilities & Telephones:

<i>Natural Gas*</i>	\$ 16,064
<i>Electricity*</i>	\$ 28,137
<i>Trash Removal*</i>	\$ 1,950
<i>Water/Sewer*</i>	\$ 2,452
<i>Repair Supplies*</i>	\$ 13,489
<i>Telephones & Service*</i>	

Indoor Pool: August - April

<i>Certified Pool Operator (custodial staff)*</i>	\$ 688
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<u><i>Parking Lot and Grounds Maintenance*</i></u>	\$ 6,740
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Gymnastics Apparatus:

<i>Uneven bars (2)*</i>	\$	6,000
<i>Beams (3)*</i>	\$	9,000
<i>Vault*</i>	\$	5,000
<i>Spring Floor*</i>	\$	9,000
<i>Misc. Mats (cost share with CSCC)*</i>	\$	6,000
<i>Tumble Trak (50% owned by CSCC)</i>	\$	2,000

Senior Center Equipment:

Card tables	\$	400
Folding chairs	\$	400
Coffee Maker	\$	100
Little Gift Shop Furnishings	\$	500

Misc. Facility Supplies:

<i>Annual Capital Expenses (average)*</i>	\$ 24,250
<i>Portable bleachers*</i>	

TOTAL: \$ 143,107 \$ 38,400

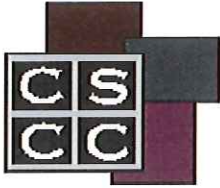
**Denotes essential building function for school district use & activities if Central Square was not a community center. The annual cost of these functions may or may not decrease if they were needed for school district use only.*

Leased Space

If Central Square Community Center was leased as a private/exclusive space, the value would be:

16,000 sq. feet @ \$8.53/ft. = \$136,480 (May, 2014 value)

Central Square Community Center Management Agreement
Addendum 5 – CSCC Room Rental Policy



Central Square Community Center
Room Rental Policy

To reserve a meeting or activity room at Central Square Community Center you may inquire in person at the front desk or call (651) 306-3690 Monday through Friday from 8 a.m. to 4:30 p.m. Rooms can only be rented when the building is open and when rooms are available, up to three months in advance. The hours of the facility are as follows:

<u>From September to May:</u>		<u>From June to August:</u>	
Monday-Friday	5:30 a.m. - 9:30 p.m.	Monday-Friday	5:30 a.m. – 8:30 p.m.
Saturday	7 a.m. – 7 p.m.	Saturday	7 a.m. – 5 p.m.
Sunday	11 a.m. – 7 p.m.	Sunday	11 a.m. – 5 p.m.

Charges

There is no charge for South St. Paul non-profit groups: school functions, city uses, fraternal organizations, civic groups, youth organizations, and churches. Groups that are classified under the aforementioned non-profit group list are allowed a maximum of two free rental periods per month, Monday – Thursday. If more than two rentals per month are requested or for Friday, Saturday, or Sunday rentals South St. Paul business and resident rates will apply for non-profit groups (see below).

The rate* for South St. Paul businesses and residents for all other uses is:

- \$18 an hour for Centennial Room North or South (\$36/hour for the entire room)
- \$15 an hour for Activity Room A, B, or C (\$45/hour for the entire room)

The rate* for Non-Resident businesses and patrons is:

- \$30 an hour for Centennial Room North or South (\$60/hour for the entire room)
- \$20 an hour for Activity Room A, B, or C (\$60/hour for the entire room)

Rentals may be subject to approval by the Central Square Community Center Board.

*Extra fees may apply for cleaning or damages.

Payment

Permit application and payment must be received 72 hours before the date of the rental. Checks can be made out to the South St. Paul Parks and Recreation Department and mailed to:

Central Square Community Center
Attn: Room Rental
100 7th Ave. North
South St. Paul, MN 55075

(continued)

General Rules

Groups using the community rooms are responsible for maintaining order and are liable for any damage to Central Square Community Center property.

- Smoking and the consumption of alcoholic beverages are not permitted.
- If using the kitchen it must be cleaned thoroughly after use including counters, utensils, and sinks.
- If beverages are served, no red liquids are allowed.
- Juvenile groups must be supervised by a responsible adult, parent or guardian. A 10:1 ratio of youth to adults is recommended.
- Requests for the use of the community rooms shall be processed on a first come first served basis, although Special School District #6 and the City of South St. Paul have priority over outside groups. A group may be required to reschedule a meeting if it is in the center's best interest. Central Square Community Center will do its utmost not to interfere with scheduled meetings. If changes occur, adequate advance notice shall be given.
- Furniture and/or equipment must not be removed from the community rooms.
- Users are responsible for cleaning up after their activity and restoring furniture and equipment back to its original condition and configuration.
- User agreements are non-transferable. The contact person listed on the permit application is responsible to enforce rules during the rental period.
- Any violation of these policies may result in denial of the applicant's future use of the room.

*At their discretion, CSCC employees may order the removal of patrons and/or revoke the permit immediately.

Availability

Reservations can be made no more than three months in advance. Monday through Thursday from 3-9:30 p.m. is considered peak time. Non-profit groups are only allowed to reserve a peak time space twice a month free of charge (see "Charges" section). There are other places available to the public in the community for non-profit groups to meet such as school buildings. Contact the Special School District 6 District Office at (651) 457-9465 or the Central Square front desk for more information.

Cancellation

Rental fees are eligible for refund if the cancellation is made 72 hours or more prior to the date of rental less a \$5 cancellation fee. No refunds or credits will be given for reservations cancelled less than 72 hours in advance.

Room Descriptions

CENTENNIAL ROOM

The Centennial Room consists of one large 1,500 sq./ft. room that can be used as one room or broke down into two separate equal size rooms, the North and South. The

Centennial Room is the community showcase for the Bremmer Hall of Excellence which recognizes prominent community members.

CENTENNIAL ROOM NORTH

Set up in a classroom style setting, Centennial North contains six 4 foot tables, 20 chairs, counter space and a whiteboard. The room fits 20-30 people comfortably.

CENTENNIAL ROOM SOUTH

Set up in a conference setting, Centennial South contains a large table that holds 16-20 people with a portable whiteboard, counter space, and a sink.

ACTIVITY ROOMS

The activity room is a 1,600 sq./ft. room that can be divided into three separate equal size rooms. The primary uses of the room are for our fitness classes, Senior Center groups, and our Child Watch program. There are hard wood floors and counters in every room when divided. Each room has tables and chairs available.

ACTIVITY ROOM A

Room A has counter space and can fit 20-30 people comfortably.

ACTIVITY ROOM B

Room B has counter space and can fit 20-30 people comfortably.

ACTIVITY ROOM C

Room C has one mirrored wall, counter space and can fit 20-30 people comfortably.

Extra Amenities

Based on availability rental groups may reserve:

Portable P.A. system \$7

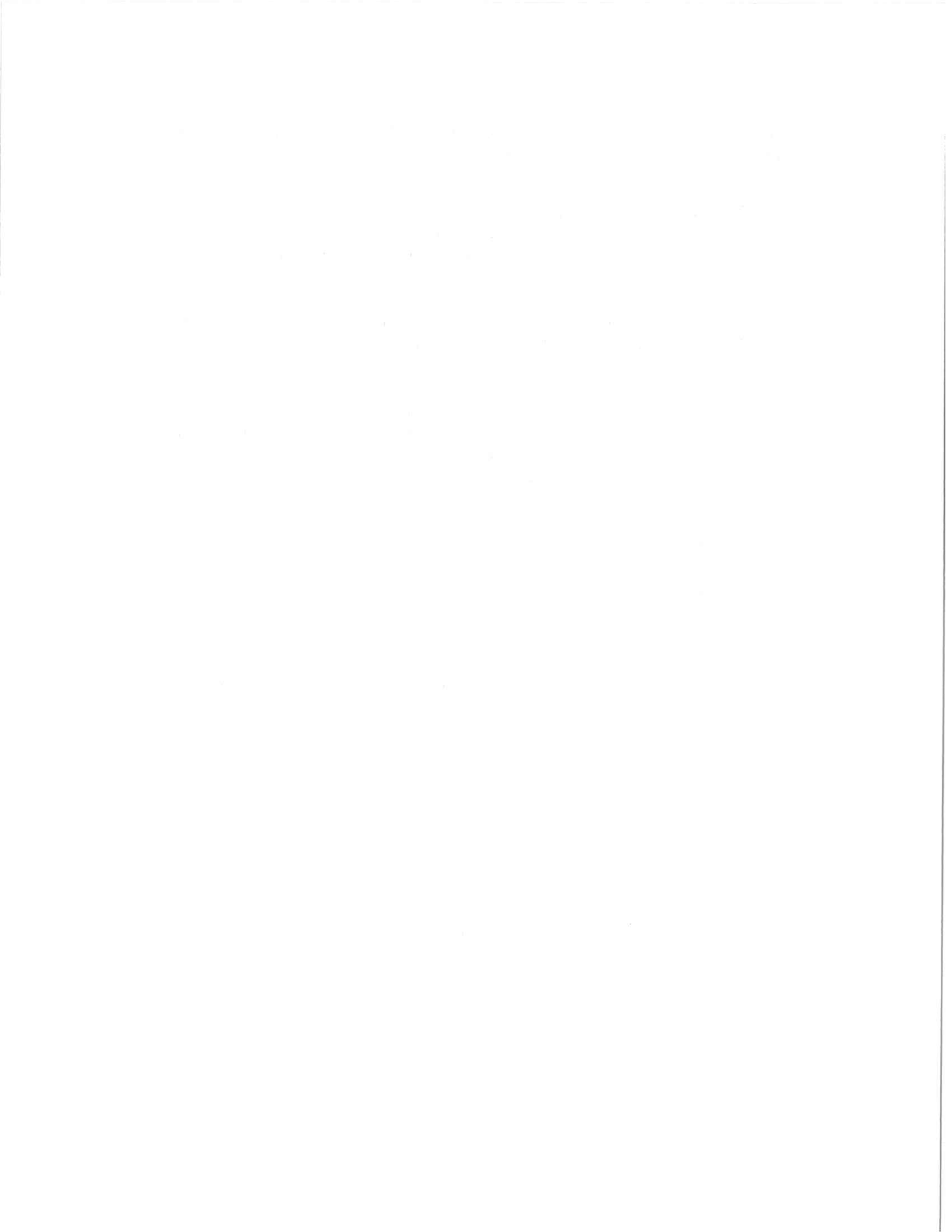
Overhead Projector \$6

TV/VCR/DVD \$5

Kitchen \$10 per hour with \$15 cleaning deposit (refundable)

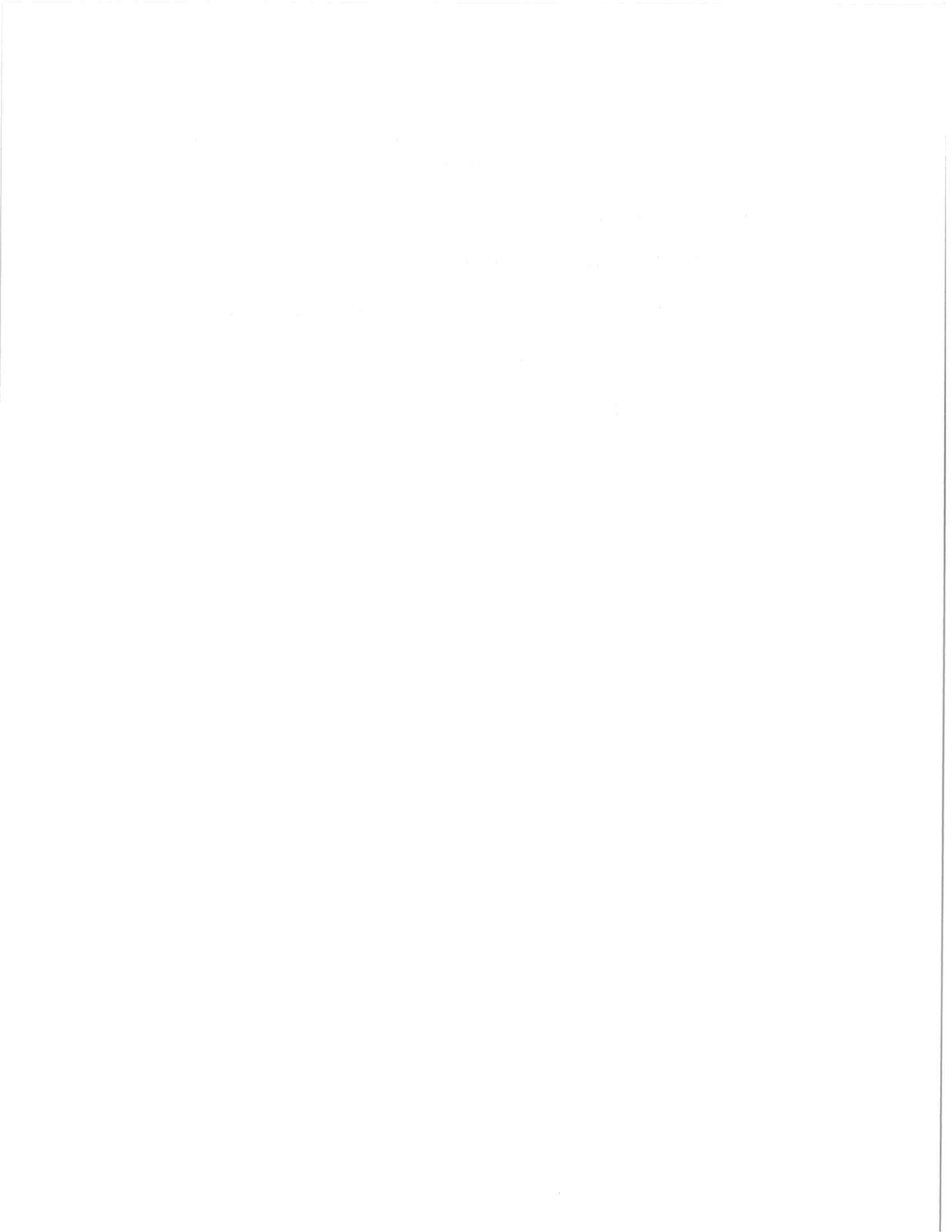
Wireless Internet Access \$5

***Fees listed are a flat fee for the entire rental period and do not include tax.**



Central Square Community Center Management Agreement
Addendum 6:

- 1. Membership Agreement**
- 2. Membership Terms and Conditions**
- 3. Waiver of Liability, Assumption of Risk and Indemnification**
- 4. Certificate of Property Insurance**
- 5. Certificate of Liability Insurance**





Central Square Community Center
 100 7th Avenue North, South St. Paul, MN 55075
 (651) 306-3690 - Fax (651) 306-3691

2/14

MEMBERSHIP AGREEMENT

Last Name _____ First _____ MI _____ Date of Birth _____ Gender _____

Address (City, State, Zip) _____

Home Phone _____ Cell Phone _____ Email Address (optional) _____

<u>Membership Term (Circle)</u>	<u>Resident</u>	<u>Year / 6 Month</u>	<u>Non-Resident:</u>	<u>Year / 6 Month</u>
<u>Fee Category (Circle):</u>	Adult Single	\$258.17 / \$142.48	Adult Single	\$357.80 / \$199.25
	Family	\$460.64 / \$258.17	Family	\$644.89 / \$355.66
<i>Prices effective 2/1/2013</i>	Youth/Senior	\$196.04 / \$111.41	Youth/Senior	\$273.17 / \$148.90
Family Membership Household – Must reside at same address: Note: There is a \$5.00 card replacement fee.				

Name (First, Last if different)	Date of Birth	Gender

By signing this Membership Agreement and Letter of Liability the signer has reviewed and concurs that all information in this agreement is correct to the best of his/her knowledge. The signee agrees to the attachments and all the terms and conditions listed on these forms. Patron acknowledges that they have read, and received a complete copy of this Agreement. Failure by patron to use facilities is not considered a surrender of the Agreement and does not relieve patron of payment of the pass fee after 14 days per the cancellation policy on attached sheet.

Actual Start Date: ___/___/___ Signature: _____ Date: ___/___/___

DRAFT AUTHORIZATION I (we) authorize the City of South St. Paul to initiate entries to debit my (our) account below for the payment of a Membership to Central Square Community Center. Requests received by the 30th of the month will have monthly payments deducted on the 15th of each month in the amount of \$_____ from the desired checking or savings account. I (we) have attached a voided check or savings deposit slip.

This authorization will remain in effect until cancelled by me in writing. If cancellation occurs before the 12 month agreement is fulfilled, I understand that I will be assessed one additional ACH monthly fee (at current membership category price) before cancellation is processed. **After the initial 12- month period is fulfilled, ACH cancellations are still required in writing however, you will not be assessed a fee.** Written cancellation must be received by the first day of the month to avoid being charged for that month's membership fee.

I understand that the ACH payment information is private and will only be used by the City for payment of Membership fees. INITIALS _____

BANK INFORMATION: (Name & Address) _____ Checking Savings

Account #: _____ Signature: _____ Date: _____

How did you hear about Central Square?			
<input type="checkbox"/> Friend	<input type="checkbox"/> City Web Site	<input type="checkbox"/> City Brochure	<input type="checkbox"/> Print Ad (Newspaper/Flyer)
		<input type="checkbox"/> Internet Search	<input type="checkbox"/> Other _____

SOUTH ST. PAUL CENTRAL SQUARE COMMUNITY CENTER MEMBERSHIP AGREEMENT TERMS AND CONDITIONS

MEMBERSHIP HOLDER INFORMATION: Questions regarding the agreement at South St. Paul Central Square Community Center should be directed to the front desk (651-306-3690).

FACILITIES: The South St. Paul Central Square Community Center membership entitles you to the use of the pool during lap swim, recreation swim and family swim times, complimentary child watch (during scheduled times), and unlimited use of the Fitness Center featuring the latest in strength and cardio exercise equipment.

Individuals must be 16 years of age or older to use Fitness Center equipment. Children ages 14 and 15 who are part of a Family Membership may use the equipment when accompanied and supervised by a parent.

Persons under 18 years of age are not permitted to use the swimming pool unless there is a lifeguard present or use is in conjunction with a separately approved school activity.

MEMBERSHIP CATEGORY/RESIDENCY DEFINITIONS: **Senior** – Age 55 and over (must show proof of age); **Youth** – Ages 16-18 (must show current student ID); **Adult/Single** – Ages 18-54; **Family** – Two adults living in same household and up to four dependents under the age of 26 living at same address. **Resident rates apply** to those who provide a valid proof of residency at the time of the purchase. Non-residents employed full-time in the City of South St. Paul are eligible for resident rates after providing a current pay stub with the employer's rightful address.

MEMBERSHIP HOLDER'S RIGHT TO CANCEL: YOU HAVE THE RIGHT TO CANCEL THIS AGREEMENT WITHIN 14 DAYS OF SIGNING THE AGREEMENT BY DELIVERING OR MAILING A WRITTEN NOTICE TO THE FACILITY. THE NOTICE MUST STATE THAT YOU DO NOT WISH TO BE BOUND BY THIS AGREEMENT AND MUST BE DELIVERED OR MAILED WITHIN 14 DAYS AFTER YOU SIGN THIS AGREEMENT. THE NOTICE MUST BE DELIVERED OR MAILED TO SOUTH ST. PAUL CENTRAL SQUARE COMMUNITY CENTER, 100 7th Avenue North, South St. Paul, Minnesota, 55075. TO EXPEDITE YOUR CANCELLATION, PLEASE INCLUDE YOUR MEMBERSHIP CARD WITH THE CANCELLATION NOTICE.

CANCELLATION OF MEMBERSHIP: The South St. Paul Central Square Community Center reserves the right to cancel the membership of any individual who violates the terms and conditions of the Membership Agreement or violates any rules or regulations of the South St. Paul Central Square Community Center.

EARLY TERMINATION : If cancellation occurs before the 12 month agreement is fulfilled, member shall be assessed one additional ACH monthly fee (at current membership category price) or a \$25 fee for those members who paid in full at time of membership purchase. Fee will be waived for military deployment only. Memberships will not be suspended for sudden illness or medical reasons. **PLEASE NOTE: ACH (automatic payment deduction) memberships do not expire. ACH members must cancel their**

membership in writing (download form @southstpaul.org/parks and recreation or inquire at CSCC reception desk). After the initial 12 month membership period is fulfilled, ACH cancellations are still required in writing, but do not incur a cancellation fee.

ACH Payment Plan (automatic payment deduction) recipients are subject to scheduled membership rate increases. Central Square Community Center will endeavor to provide sufficient written notice.

Non-Sufficient Checks: NSF (returned checks) are subject to \$35 fee including any direct pay plans. If direct payment is not kept current, Agreement will be cancelled.

COMPLETE AGREEMENT AND APPLICABLE LAW: The terms on the reverse side and on this side constitute the full agreement between you and us, and no oral promises whatsoever will be recognized or be binding upon the South St. Paul Central Square Community Center. This Membership Agreement is governed by Minnesota law.

Parks and Recreation Department Programs: Annual memberships do not apply to or will receive a credit when registering for special events or recreational programs sponsored by South St. Paul Parks and Recreation. Any reductions of annual membership holders will be listed on the advertisement.

By signing this Membership Agreement the signer has reviewed and concurs that all information in this Agreement is correct to the best of his/her knowledge. The signer agrees to the Membership Agreement and all the terms and conditions listed on the front and reverse of this form and the Waiver of Liability, Assumption of Risk and Indemnification form, as incorporated herein. The signer acknowledges that they have read and received a complete copy of this Agreement and the Waiver of Liability, Assumption of Risk and Indemnification form. This Agreement cannot be cancelled by the signer after 14 days of commencement without paying the \$25 cancellation fee. Failure by the signer to use facilities is not considered a surrender of the Agreement and does not relieve patron of payment of the Membership fee after 14 days per the cancellation policy.

Signature

Date

Printed Name



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/18/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Kraus-Anderson Insurance 420 Gateway Boulevard Burnsville MN 55337-2790		CONTACT NAME: Certificates Department PHONE (A/C, No, Ext): (952) 707-8261 FAX (A/C, No): (952) 890-0535 E-MAIL ADDRESS: Certificates@kainsurance.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Catlin Insurance Company Inc.	NAIC #
INSURED		INSURER B: SFM Mutual Insurance Company	0070
Special School District #6 104 5th Ave. South		INSURER C:	
South St. Paul MN 55075		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 14-15 Certificate

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.


INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR VVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			MN-EPP-10423-001	7/1/2014	7/1/2015	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY			MN-CAP-10424-001	7/1/2014	7/1/2015	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
								\$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			MN-EXL-10426-001	7/1/2014	7/1/2015	EACH OCCURRENCE	\$ 7,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE	\$ 7,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			035207.205	7/1/2014	7/1/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT	\$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: 100 7th Avenue South St. Paul, MN.

The Certificate Holder is an Additional Insured under the Commercial General Liability when required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

Central Square Community Center Attn: Chris Esser-Director of Parks & Recs 100 7th Avenue North South St. Paul, MN 55075	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Jean Sundlof/ASHLEY 
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CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
6/18/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28.

PRODUCER Kraus-Anderson Insurance 420 Gateway Boulevard Burnsville MN 55337-2790		CONTACT NAME: Certificates Department PHONE (A/C, No, Ext): (952) 707-8261 FAX (A/C, No): (952) 890-0535 E-MAIL ADDRESS: Certificates@kainsurance.com PRODUCER CUSTOMER ID:															
INSURED Special School District #6 104 5th Ave. South South St. Paul MN 55075		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Catlin Insurance Company Inc.</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Catlin Insurance Company Inc.		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER B:																	
INSURER C:																	
INSURER D:																	
INSURER E:																	
INSURER F:																	

COVERAGES **CERTIFICATE NUMBER: 14-15 Property** **REVISION NUMBER:**


LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS	
A	<input checked="" type="checkbox"/> PROPERTY	MN-EPP-10423-001	7/1/2014	7/1/2015	BUILDING	\$	
	CAUSES OF LOSS				DEDUCTIBLES	PERSONAL PROPERTY	\$
	<input type="checkbox"/> BASIC				BUILDING	BUSINESS INCOME	\$
	<input type="checkbox"/> BROAD				\$10,000	EXTRA EXPENSE	\$
	<input checked="" type="checkbox"/> SPECIAL				CONTENTS	RENTAL VALUE	\$
	<input type="checkbox"/> EARTHQUAKE				\$10,000	BLANKET BUILDING	\$
	<input type="checkbox"/> WIND					BLANKET PERS PROP	\$
	<input type="checkbox"/> FLOOD					<input checked="" type="checkbox"/> BLANKET BLDG & PP	\$ 134,297,300
	<input checked="" type="checkbox"/> Agreed Amount					<input checked="" type="checkbox"/> BVEE	\$ 1,000,000
	<input checked="" type="checkbox"/> RC					<input checked="" type="checkbox"/> Property off Premises	\$ 100,000
<input type="checkbox"/> INLAND MARINE	TYPE OF POLICY				\$		
CAUSES OF LOSS					\$		
<input type="checkbox"/> NAMED PERILS	POLICY NUMBER				\$		
<input type="checkbox"/> CRIME					\$		
TYPE OF POLICY					\$		
<input type="checkbox"/> BOILER & MACHINERY / EQUIPMENT BREAKDOWN					\$		
A	Computer/Software Replacement Cost	MN-EPP-10423-001	7/1/2014	7/1/2015	<input checked="" type="checkbox"/> Limit	\$ 4,158,040	
					<input checked="" type="checkbox"/> Deductible	\$ 1,000	

SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: Central Square located at 100 7th Avenue South St. Paul, MN.
Building Limit - \$9,365,000.

CERTIFICATE HOLDER Central Square Community Center Attn: Chris Esser-Director of Parks & Recs 100 7th Avenue North South St. Paul, MN 55075	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Jean Sundlof/ASHLEY 
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Central Square Community Center Management Agreement **Addendum 7 – CSCC Purchasing Policies and Procedures**

Statement of Policy

Honesty and prudence (making the best decision) are the guiding principles of procurement of goods and services with public monies. Because of the relatively small size of the Central Square Community Center (CSCC) and the wide ranging expertise required to deal with the broad variety of goods and services used by the CSCC, a centralized purchasing system is most efficient. A centralized system places great responsibility on a small number of people and it is important that clear purchasing policies and practices are followed. Smart purchasing and impeccable honesty need to be supported by sufficient documentation. Written purchasing documents properly filed and maintained serve both as an in-house information resource and provide the best evidence if the system is audited or individual purchasing decisions are questioned by outside parties. To insure that this statement of policy is implemented and to provide on-going evidence of compliance to outside parties, the following procedures have been established.

Fiscal Agent

The CSCC is a joint operation between the City of South St. Paul (City) and Special School District 6 (School District) and governed by an operational Management Agreement. The City became the fiscal agent of the operation funding for CSCC in July, 2004. The annual budget for CSCC runs on a January – December fiscal year and is approved by both the Special School District 6 School Board and City of South St. Paul City Council. Once approved, the CSCC operating budget is regularly reviewed by the CSCC Board comprised of three City and three School District appointed representatives.

Purchasing Procedures

Items approved through the annual budget process authorize approved staff to make purchases. Items not budgeted but are considered emergency or an unforeseen replacement critical to operation may be purchased if \$3,000 or less without CSCC Board approval. Items not budgeted that are not deemed: critical replacement, not considered emergency, or over \$3,000 cannot be purchased without approval by the CSCC Board.

Although not required, obtaining competing quotations for all large purchases is encouraged. However, at least two quotes must be secured and documented for all purchases of goods and services over \$5,000. If extenuating circumstances make obtaining quotes impossible or impractical, such reason will be noted on the Fiscal Agent's claim form. Examples of such circumstances include emergencies, one of a kind products, availability from only a single source, speed of delivery, and others. The CSCC

Page 2

Board will be authorized to waive this procedure when deemed appropriate. State statutes and regulations related to obtaining multiple quotations and conducting formal sealed bid purchasing procedures are hereby incorporated in this policy.

Going hand in hand with purchasing is receiving and disbursement. To create a clear record of the transaction, all invoices must be submitted with a completed verified claim form signed by an authorized employee to the Fiscal Agent before they are paid.

Consideration of local businesses

Purchasing considerations include price, quality, availability, and a variety of special concerns depending on the particular commodity or service. Because of the convenience factor and the general economic benefit to the School District and City, South St. Paul businesses will be seriously considered and selected for CSCC's purchases when it is prudent to do so.

Disbursement Procedures

The final step in purchasing procedure is receiving and disbursement. To create a clear record of the transaction, all original invoices must be submitted with a completed verified claim form signed by an authorized employee before they are paid by the Fiscal Agent. The signer is verifying, with his or her signature, the following facts:

- 1) The merchandise or service has been received in a timely manner and is acceptable;
- 2) The terms of the invoice are correct including price, discounts, and quantities;
- 3) Proper purchasing procedures have been followed;
- 4) Sales tax has been properly handled (as part of the invoice itself or a copy sent to Fiscal Agent for separate payment of the sales tax);
- 5) The expense coding properly reflects what the item is and the CSCC received the goods/services; and
- 6) Payment of the invoice will not create a budget concern outside of this policy.

Any questions on these policies and procedures should be directed to the attention of the Fiscal Agent and CSCC Board which are responsible for system oversight.

Approved by CSCC Board: March, 2008

Central Square Community Center Management Agreement **Addendum 8 – CSCC Parking Policy**

CSCC Parking Policy

The physical building and surrounding areas of Central Square Community Center (CSCC) are property of Special School District 6. CSCC exists as a member-supported facility thus adequate parking should be available in the name of customer service and compliance with city code. South St. Paul High School/Secondary Building, when in session and during special events, creates added pressure to all parking lots and on-street areas adjacent to CSCC. A cooperative parking agreement between city and school district representatives was established in 2005 and amended in 2012 after the demolition a church building created more parking spaces for use by the secondary building. The following parking areas have been designated and signed for the patrons of CSCC:

- All of the north parking lot - 44 spaces total.
- 14 angled parking spaces on the east side of the 100 block of 7th Avenue North. The remaining angled parking spaces are available for school use and the general public.

There are additional on-street parking areas available on 6th Avenue North and other adjacent streets with posted restrictions not associated with CSCC.

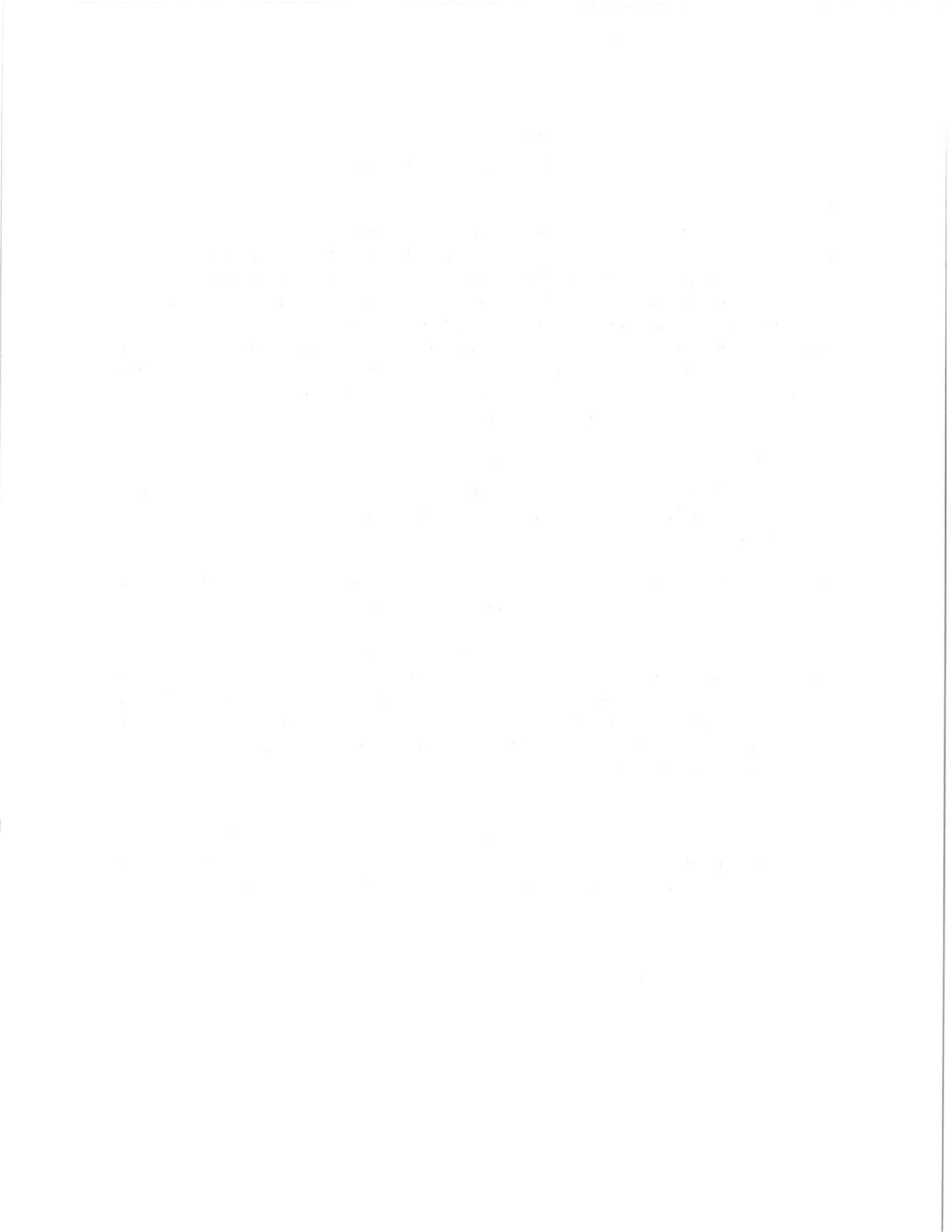
Temporary Parking during Secondary Building Construction

Special School District 6 will temporarily be utilizing the 21 parking spaces on the north side of the north parking lot during construction commencing in 2014. "CSCC Parking Only" signs will be temporarily removed. Upon completion of construction, the signs will be re-installed and the 44 total spaces in the north parking lot will resume designation for CSCC patrons only.

Enforcement

Enforcement of the CSCC designated parking spaces in the north parking lot and 7th Avenue during school hours and events is handled through the school resource officer if the offender is believed to be associated with the school. All other enforcement is the responsibility of the South St. Paul Police Department.

Approved: 2005, Amended: August, 2012, Amended: May, 2014



Central Square Community Center Management Agreement
Addendum 9 – List of Approved
Capital Improvement Program Projects

Central Square Community Center
Capital Improvement Program*

* Special School District 6 approves an annual CIP budget as part of their Buildings & Grounds budget.

The projects listed are intended to supplement the Buildings & Grounds CIP as approved and funded by the CSCC Capital Reserve Fund.

2015

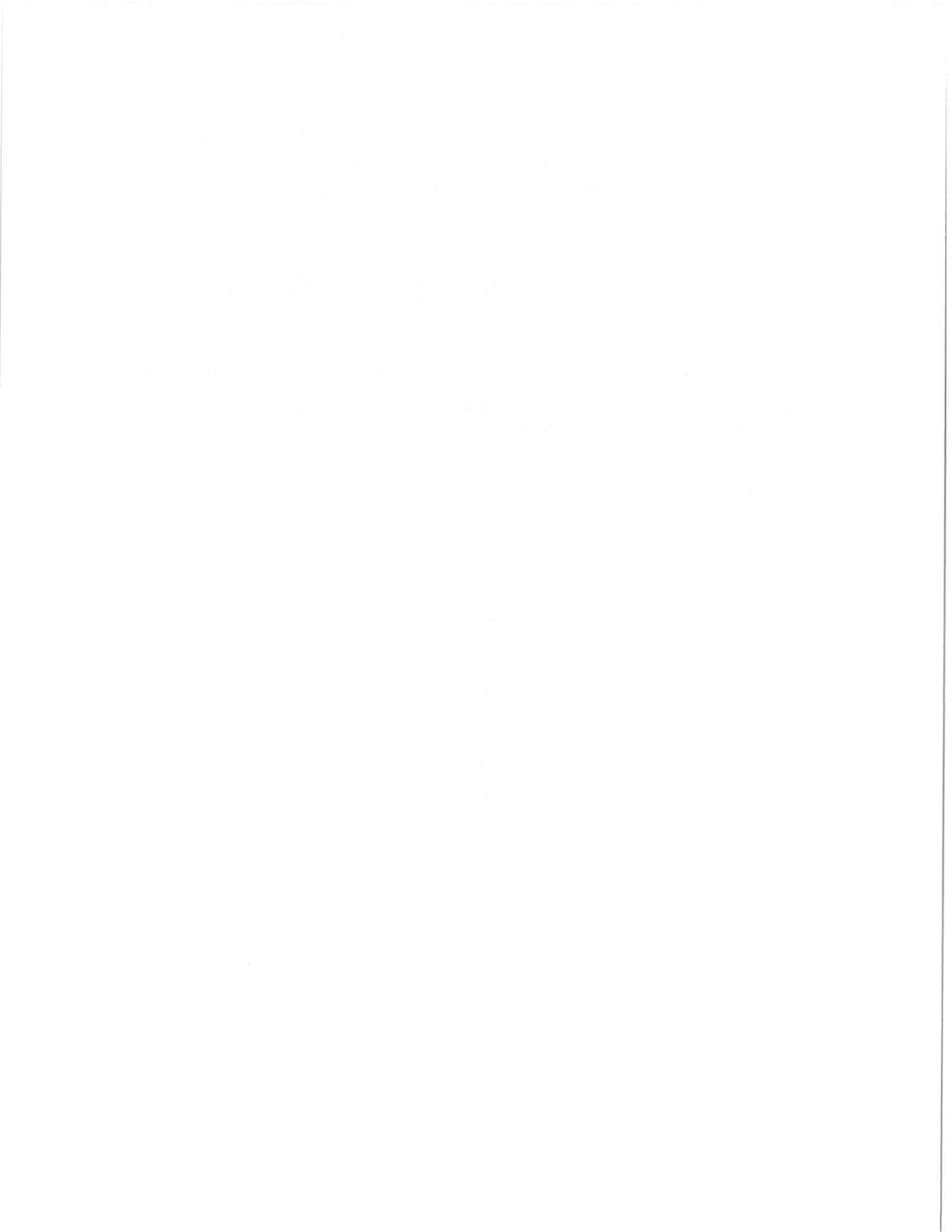
Project:	Cost:
1. Bottle filler drinking fountains	\$3,500
Total:	\$3,500

2016

Project:	Cost:
1. Entry Signage	\$4,000
2. Family Locker Room Shower	\$15,000
Total:	\$19,000

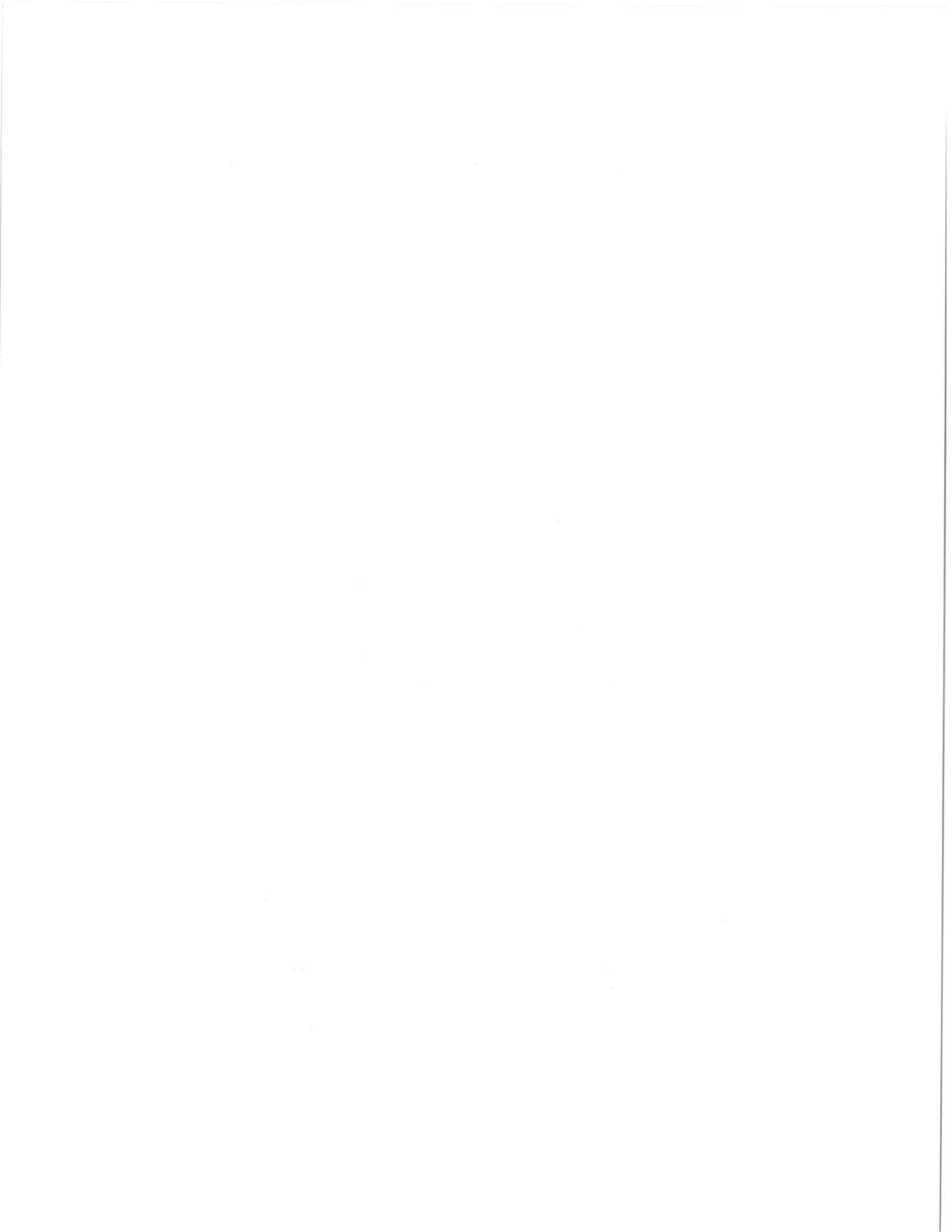
2017

Project:	Cost:
Total:	\$ -



Central Square Community Center Management Agreement
Addendum 10 – CSCC List of Current Fees and Charges

Central Square Indoor Pool (sales tax is included)					
Daily Admission (includes tax)		<u>Youth/Sr.</u>	<u>Adult</u>		
	<i>CSCC Members</i>	Free	Free		
	<i>Resident</i>	\$4.00	\$4.00		
	<i>Non Resident</i>	\$4.00	\$4.00		
After Hour Rental Reservation					
	<i>1 hour rental: 0-30 guests</i>	\$63.20			
	<i>1 hour rental: 31-60 guests</i>	\$116.77			
	<i>1 hour rental: 61-90 guests</i>	\$170.33			
	<i>1 hour rental: 91-120 guests</i>	\$223.89			
Pool Rental Reservation Non Profit Groups (swim teams, schools)					
	<i>1 hour rental: 0-30 guests</i>	\$26.18			
Central Square Memberships (sales tax is included)					
Resident/Employee Membership		<u>Youth/Sr.</u>	<u>Adult</u>	<u>Family</u>	
	<i>1 Time Visit</i>	\$5.00	\$6.00	\$17.00	
	<i>10 Visit Card</i>	\$37.49	\$53.56	\$143.55	
	<i>6 Month</i>	\$111.41	\$142.48	\$258.17	
	<i>Annual</i>	\$196.04	\$258.17	\$460.64	
Non-Resident Membership		<u>Youth/Sr.</u>	<u>Adult</u>	<u>Family</u>	
	<i>1 Time Visit</i>	\$8.00	\$9.00	\$26.00	
	<i>10 Visit Card</i>	\$59.99	\$83.56	\$231.39	
	<i>6 Month</i>	\$148.90	\$199.25	\$355.66	
	<i>Annual</i>	\$237.17	\$357.80	\$644.89	
Central Square Meeting Rooms (sales tax is included)					
Centennial Room		<u>North</u>	<u>South</u>	(rates are per hour)	
	<i>Resident (business and individuals)</i>	\$19.28	\$19.28		
	<i>Non-Resident (business and patrons)</i>	\$32.14	\$32.14		
Activity Rooms		<u>Act. A</u>	<u>Act. B</u>	<u>Act. C</u>	(rates are per hour)
	<i>Resident (business and individuals)</i>	\$16.07	\$16.07	\$16.07	
	<i>Non-Resident (business and patrons)</i>	\$21.43	\$21.43	\$21.43	
*(No charge for SSP non-profit, school functions, city uses, fraternal organizations, civic groups, youth organizations and churches).					
Additional Charges		<i>Portable PA</i>	\$7.00	<i>Kitchen</i>	\$10.00/hr
		<i>Overhead</i>	\$6.00		
		<i>TV/DVD</i>	\$5.00		
		<i>Wireless</i>	\$5.00		



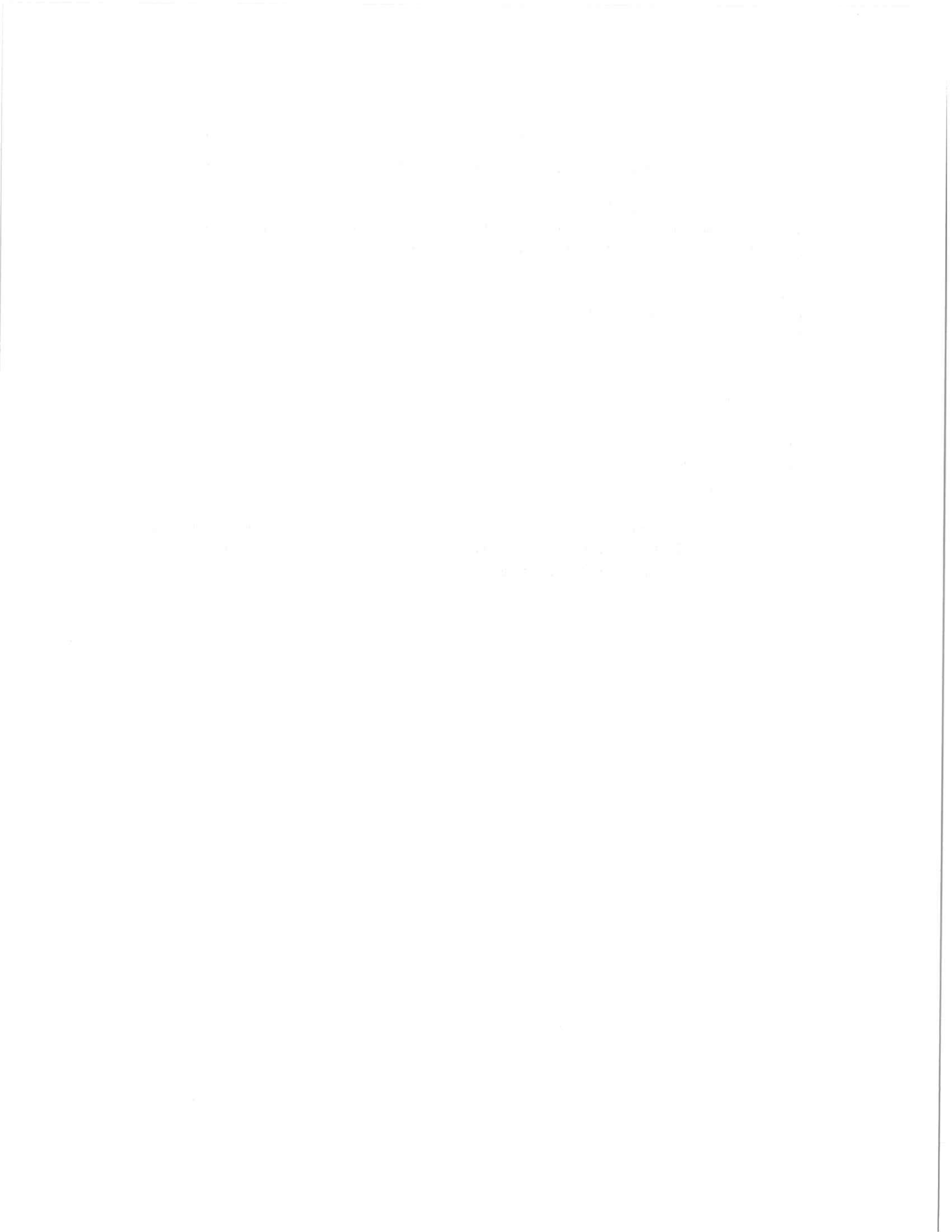
Central Square Community Center Management Agreement
Addendum 11 – CSCC Employee List and Job Descriptions

The operation of Central Square as a community center requires the hiring, supervision, and evaluation of employees that are regular, part-time. These positions are funded by the CSCC operating budget. These positions include:

Secretary (.5 FTE)
Fitness Coordinator (.5 FTE)
Building Attendants
Child Watch Attendant
Lifeguards
WSI Swim Instructors
Fitness Instructors
Personal Trainers
Gymnastics Instructors
Karate Instructor

Central Square Community Center follows the hiring practices and procedures of the City of South St. Paul. The position descriptions for CSCC part-time and temporary employees are included in this Addendum.

May, 2014



POSITION RESPONSIBILITY WRITE-UP

POSITION TITLE: SECRETARY
DEPARTMENT: PARKS AND RECREATION
ACCOUNTABLE TO: DIRECTOR OF PARKS AND RECREATION

Primary Objective of Position

To provide secretarial and clerical services along with supportive office management services to the Director of Park and Recreation. Aides the public in registering and provides them with appropriate information or referral.

Duties and Responsibilities

Provides secretarial service and assists the Parks and Recreation Director and Program Director in carrying out the responsibilities of the department.

To provide secretarial/receptionist/clerical services to the office of Parks and Recreation.

Responsible for typing/filing correspondence and other forms of communication for the Director of Parks and Recreation and Program Director.

Assists the public in registering for various programs, reserving facilities and utilizing other available services of the Parks and Recreation Department - counsels with individuals to help make the best use of the facilities and programs available.

Maintains office records, completes payroll, balances deposits and performs necessary bookkeeping on a timely basis.

Produces and duplicates graphic layouts for program "flyers", informational packets and brochures.

Prepares "flyers", newsletters and brochures for appropriate distribution to seniors, adults and youth.

Inventories, secures quotations and orders paper, duplicating products and general office supplies as needed.

Records and maintains up to date records of facility usage, mailing lists, program schedules, equipment issued, and other record maintenance as assigned.

Performs secretarial/clerical/printing services to youth and adult athletic organizations within the community.

Knowledge and Skills Required

Ability to type all reports, records and correspondence in relation to the efficient operation of the Parks and Recreation Department.

Ability to effectively compose attractive layouts for department flyers and brochures.

Considerable knowledge of business, English and correspondence.

Thorough knowledge of office practices and procedures.

Quality organizational skills, with ability to prioritize work under authority of the Director.

Ability to give counsel and assistance to citizens wishing to utilize the services of the Parks and Recreation Department.

Ability to operate all office machines and computers including a Desk Top Publisher and printer.

Ability to manage office and work with independence.

Knowledge of City's organization, operations, charter, code and geography.

A high school graduate with a minimum of four years of experience in typing, computers and bookkeeping in an office environment.

Extent of Supervision of Guidance Provided

Under the direct supervision of the Director of Parks and Recreation.

Responsibility for Public Contact

Continuous and daily, in-person and on phone requiring a high degree of tact, courtesy, and good judgement.

Supervision of Others

None required.



POSITION DESCRIPTION CITY OF SOUTH ST. PAUL

POSITION TITLE: Fitness Coordinator (Part-time)
DEPARTMENT: Central Square Community Center
ACCOUNTABLE TO: Recreation Supervisor
REVISED: August 2009

SUMMARY/DUTIES OF POSITION:

The primary objective of the position is to provide instruction, coordination and evaluation of exercise and/or fitness classes, personal training, and the Central Square Community Center fitness room. The position responsibilities include, but are not limited to, planning, organizing and implementing components of exercise instruction; scheduling and coordination of fitness staff including fitness class instructors and personal trainers; care and use of all equipment and facility with emphasis on fitness and activity rooms and; provide excellent customer service to participants and members by assisting at the front desk and throughout the facility.

This is a part-time, 25-hour per week or less position restricted to a limited number of working hours. The work schedule will vary based on the needs of Central Square Community Center and scheduled events. The work schedule will involve a combination of administrative and fitness instruction/personal training duties. Fitness instruction/personal training is considered special assignment duties and are restricted to a maximum of fifteen (15) hours per week. Evening and weekend hours are to be expected.

KNOWLEDGE, SKILLS AND ABILITIES:

- Possess knowledge and ability to express directions, demonstrate skills and provide patrons with assistance in use of equipment and facilities.
- Ability to promote a positive atmosphere.
- Ability to promote, organize and direct exercise/fitness classes.
- Ability to schedule, organize and coordinate exercise/fitness instructors and personal trainers.
- Ability to communicate effectively in the English language in both verbal and written modes, including the ability to provide clear explanations and answers to inquiries.
- Ability to work independently, meet deadlines, complete tasks and routines as assigned.
- Ability to comply with verbal and written instructions and established procedures.
- Ability to set priorities, organize workload, handle multiple responsibilities and maintain attendance.
- Ability to work with employees and others in a courteous, tactful and professional manner.
- Ability to hear within normal hearing range and understand spoken English delivered at a normal conversational level.
- Possess visual acuity correctable to read common documents and perform common office tasks.
- Possess knowledge of contemporary office practices, including familiarity and operational abilities as to common office equipment, filing systems, basic accounting principals and proper telephone etiquette.
- Ability to operate a personal computer, including proficient mastery of the Microsoft Operating Systems, Microsoft Office Suite programs and other common office programs.
- Ability to prepare and input activity registrations into computer/books with accuracy.
- Ability to make accurate arithmetic calculations.

OTHER DUTIES AND RESPONSIBILITIES:

- Responsible for verifying class participation for monthly pass or drop in fee through sign-in sheets.
- Complete and submit class evaluations, as required.

- Responsible for facilitating the instruction of scheduled classes and personal trainings by assisting in the hiring and orienting of instructors and trainers and ensuring instructor coverage for all classes and personal trainings.
- Consult with Recreation Supervisor on needs for specific age groups and abilities relating to exercise class offerings, fees, and advertising.
- Responsible for the care, cleaning and maintenance of fitness room and fitness class equipment and accessories as directed by the Recreation Supervisor.
- Recommend purchases for new or replacement exercise equipment and accessories.

MINIMUM REQUIREMENTS:

- High School Diploma or equivalent with additional education or work experience in recreation or related field.
- Prior exercise/fitness instructor experience.
- First Aid and CPR certification desired.
- Certification through NDEITA desired.
- Proficiency with the Microsoft Operating Systems, Microsoft Office Suite programs and other common office programs.

WORK ENVIRONMENT

The work environment characteristics described here are intended only as illustrations of the various types of work that may be performed. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the job.

Work will be generally performed in an indoor, temperature controlled environment and may require prolonged periods of sittings, composing written materials and communication in person, telephone or through e-mail. This position also requires the ability and endurance to demonstrate and teach fitness classes and personal training. Attendance at various daytime, evening and other off-hour meetings may be required.

PHYSICAL DEMANDS

Sight	<i>(frequent)</i> reading reports, journals, agendas, correspondence
Speech	<i>(frequent)</i> communicating with Staff, Mayor/Council, Board and Commission members and members of the general public
Hearing	<i>(frequent)</i> answering inquiries from Staff, Mayor/Council, Board and Commission members and members of the general public
Sitting	<i>(frequent)</i> at a workstation, meetings
Walking	<i>(frequent)</i> inside office and on-site Park and Recreation facilities, both indoors and outdoors
Grasping	<i>(frequent)</i> operating writing instruments and computer mouse/keyboard
Standing	<i>(frequent)</i> instruction of fitness classes/personal training
Lifting	<i>(frequent)</i> files/office materials, exercise equipment, lift and/or move up to 50 pounds
Twisting	<i>(frequent)</i> instruction of fitness classes/personal training



POSITION DESCRIPTION CITY OF SOUTH ST. PAUL

POSITION TITLE: CSCC Building Attendant (Temporary, Seasonal or 14 hours per week less)
DEPARTMENT: Parks and Recreation
ACCOUNTABLE TO: Recreation Supervisor
CREATED: May 2009

SUMMARY/DUTIES OF POSITION:

The Central Square Community Center Building Attendant position will be responsible for the supervision, control and safe operation of the Community Center for the guests and general public. Responsibilities include enforcing rules and policies pertaining to the facility; open and close of facilities per schedule; balancing of cash register and credit card machine, securing money bag and appropriate forms each evening; input activity registrations into computer/books; complete and submit all required reports to the Parks and Recreation Department; assist guests with basic needs; and provide direction in the event of an emergency. Other duties include general maintenance, such as; emptying trash, vacuuming, and cleaning.

This is a temporary, seasonal, or 14-hour per week or less position restricted to a limited number of working days or hours. The work schedule will vary based on the needs of the department and scheduled events. Evening and weekend hours are to be expected.

KNOWLEDGE, SKILLS AND ABILITIES

- Possess knowledge of contemporary office practices, including familiarity and operational abilities as to common office equipment, filing systems, basic accounting principles and proper telephone etiquette.
- Ability to operate a personal computer, including proficient mastery of the Microsoft Operating Systems, Microsoft Office Suite programs and other common office programs.
- Ability to prepare and input activity registrations into computer/books with accuracy.
- Possess comprehensive knowledge and command of business English and an ability to proofread and edit grammar, spelling, arithmetic, vocabulary and punctuation.
- Ability to make accurate arithmetic calculations.
- Ability to communicate effectively in the English language in both verbal and written modes, including the ability to provide clear explanations and answers to inquiries.
- Ability to work independently, meet deadlines, complete tasks and routines as assigned.
- Ability to comply with verbal and written instructions and established procedures.
- Ability to set priorities, organize workload, handle multiple responsibilities and maintain attendance.
- Ability to work with employees and others in a courteous, tactful and professional manner.
- Ability to effectively utilize human relations skills and abilities in resolving disputes and problems through verbal and nonverbal communications.
- Ability to hear within normal hearing range and understand spoken English delivered at a normal conversational level.
- Possess visual acuity correctable to read common documents and perform common office tasks.

MINIMUM REQUIREMENTS

- High School Diploma or G.E.D.
- Valid driver's license.
- 18-years of age or older.
- Minimum of two years customer service experience, supervision experience desired.
- First Aid, CPR Certification and AED training desired.



POSITION DESCRIPTION CITY OF SOUTH ST. PAUL

POSITION TITLE: Child Watch Leaders - CSCC (Temporary, Seasonal, or 14 hours per week or less)
DEPARTMENT: Parks and Recreation
ACCOUNTABLE TO: Recreation Supervisor
REVISED: May 2009

SUMMARY/DUTIES OF POSITION:

The Child Watch Leader positions primary objective of the position is to provide leadership, supervision and security for children within a position setting. The position responsibilities include, but are not limited to, ensuring the care and safety of all children; enforcement of rules and policies; sign children in and out of program; supervise Child Watch area and equipment; and use a positive approach when interacting with children.

This is a temporary, seasonal, or 14-hour per week or less position restricted to a limited number of working days or hours. The work schedule will vary based on the needs of the department and scheduled events. Evening and weekend hours are to be expected.

KNOWLEDGE, SKILLS AND ABILITIES

- Possess knowledge and ability to express directions, demonstrate skills and provide communication with children and adults.
- Possess knowledge and ability to enforce rules and policies pertaining to CSCC facilities.
- Ability to promote a positive atmosphere.
- Ability to effectively deal with disciplinary problems in accordance with established procedures.
- Ability to communicate effectively in the English language in both verbal and written modes, including the ability to provide clear explanations and answers to inquiries.
- Ability to comply with verbal and written instructions and established procedures.
- Ability to set priorities, organize workload, handle multiple responsibilities and maintain attendance.
- Ability to work with employees and others in a courteous, tactful and professional manner.
- Ability to hear within normal hearing range and understand spoken English delivered at a normal conversational level.
- Possess visual acuity correctable to read common documents.

OTHER DUTIES AND RESPONSIBILITIES:

- Responsible to ensure cleanliness of Child Watch area and ensure equipment is properly stored.
- Submit all reports to the Parks and Recreation Office in a timely manner, as required.
- Changing of infants/toddlers diapers, as necessary.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS

- Possess strong desire to work with children
- American Red Cross Babysitting course desired
- First Aid and CPR certification desired
- Age, education and past experience will be taken into consideration during the hiring process



POSITION DESCRIPTION CITY OF SOUTH ST. PAUL

POSITION TITLE: Lifeguard – Central Square (Temporary, Seasonal, or 14 hours per week or less)

DEPARTMENT: Parks and Recreation

ACCOUNTABLE TO: Aquatic Supervisor and Recreation Supervisor

REVISED: May 2009

SUMMARY/DUTIES OF POSITION:

The primary objective of the position is to perform routine to skilled technical work monitoring pool activities to ensure a safe environment. The position responsibilities include, but are not limited to, ensuring the care and safety of all swimmers; enforcement of pool policies and procedures; detect and respond to pool emergencies, including water rescue and administration of first aid; maintenance and cleaning of locker rooms, pool area, and pool equipment; and, demonstrate best possible manner of conduct to promote and encourage a positive atmosphere.

This is a temporary, seasonal, or 14-hour per week or less position restricted to a limited number of working days or hours. The work schedule will vary based on the needs of the department and scheduled events. Evening and weekend hours are to be expected.

KNOWLEDGE, SKILLS AND ABILITIES:

- Possess knowledge and ability to express directions, demonstrate skills and provide patrons with assistance in use of pool facility.
- Possess knowledge and ability to enforce pool policies and procedures.
- Ability to promote a positive atmosphere.
- Ability to effectively deal with disciplinary problems in accordance with established procedures.
- Ability to communicate effectively in the English language in both verbal and written modes, including the ability to provide clear explanations and answers to inquiries.
- Ability to work independently, meet deadlines, complete tasks and routines as assigned.
- Ability to comply with verbal and written instructions and established procedures.
- Ability to set priorities, organize workload, handle multiple responsibilities and maintain attendance.
- Ability to work with employees and others in a courteous, tactful and professional manner.
- Ability to hear within normal hearing range and understand spoken English delivered at a normal conversational level.
- Possess visual acuity correctable to read common documents and perform common office tasks.

OTHER DUTIES AND RESPONSIBILITIES:

- Wear required uniform while on duty.
- Participate in pool in-service training, as required.
- Report to work 15 minutes prior to the start of session, arriving at assigned post before the first swimmer enters the pool area.
- Never leave the pool area unattended. At breaks and closing, make sure all swimmers are out of the water before leaving your post.
- Prohibit all individuals from running on the pool deck and locker rooms; do not allow horseplay or exhibition that could jeopardize the safety and welfare of patrons.
- Ensure proper swim attire (i.e. swim diapers) for infants/toddlers is adhered to, no regular diapers are allowed in pool area.

MINIMUM REQUIREMENTS:

- Current American Red Cross Certification in Lifeguarding, First Aid and CPR.
- Age, education and past experience will be taken into consideration during the hiring process.



POSITION DESCRIPTION CITY OF SOUTH ST. PAUL

POSITION TITLE: WSI Instructor (Temporary, Seasonal, or 14 hours per week or less)
DEPARTMENT: Parks and Recreation
ACCOUNTABLE TO: Aquatic Supervisor and Recreation Supervisor
REVISED: May 2009

SUMMARY/DUTIES OF POSITION:

The Central Square Community Center WSI Instructor positions primary objective is to instruct students of all ages in the American Red Cross Learn to Swim Program. The position responsibilities include ensuring the care and safety of all swimmers; enforcement of pool policies and procedures; detect and respond to pool emergencies, including water rescue and administration of first aid; and use a positive approach to teaching, provide feedback both individually and in a group setting.

This is a temporary, seasonal, or 14-hour per week or less position restricted to a limited number of working days or hours. The work schedule will vary based on the needs of the department and scheduled events. Evening and weekend hours are to be expected.

KNOWLEDGE, SKILLS AND ABILITIES

- Possess knowledge of skills on progression cards for each program level being taught.
- Possess knowledge and ability to express directions, demonstrate skills and provide students with support and assistance with proper techniques.
- Possess knowledge and ability to enforce pool policies and procedures.
- Ability to promote a positive atmosphere.
- Ability to effectively deal with disciplinary problems in accordance with established procedures.
- Ability to communicate effectively in the English language in both verbal and written modes, including the ability to provide clear explanations and answers to inquiries.
- Ability to work independently, meet deadlines, complete tasks and routines as assigned.
- Ability to comply with verbal and written instructions and established procedures.
- Ability to set priorities, organize workload, handle multiple responsibilities and maintain attendance.
- Ability to work with employees and others in a courteous, tactful and professional manner.
- Ability to hear within normal hearing range and understand spoken English delivered at a normal conversational level.
- Possess visual acuity correctable to read common documents and perform common office tasks.

MINIMUM REQUIREMENTS

- High School Diploma or G.E.D.
- Valid driver's license.
- 18-years of age or older.
- Current American Red Cross Certification in W.S.I.
- First Aid, CPR Certification and AED training desired.



POSITION DESCRIPTION CITY OF SOUTH ST. PAUL

POSITION TITLE: Exercise/Fitness Instructor (Temporary, Seasonal, or 14 hours per week or less)

DEPARTMENT: Parks and Recreation

ACCOUNTABLE TO: Recreation Supervisor

REVISED: May 2009

SUMMARY/DUTIES OF POSITION:

The primary objective of the position is to provide instruction, supervision and evaluation of exercise and/or fitness classes. The position responsibilities include, but are not limited to, planning, organizing and implementing components of exercise instruction; supervision of participants enrolled in the classes; care and use of all equipment and facility use, and, provide excellent customer service to participants.

This is a temporary, seasonal, or 14-hour per week or less position restricted to a limited number of working days or hours. The work schedule will vary based on the needs of the department and scheduled events. Evening and weekend hours are to be expected.

KNOWLEDGE, SKILLS AND ABILITIES:

- Possess knowledge and ability to express directions, demonstrate skills and provide patrons with assistance in use of equipment and facilities.
- Ability to promote a positive atmosphere.
- Ability to promote, organize and direct exercise/fitness classes.
- Ability to communicate effectively in the English language in both verbal and written modes, including the ability to provide clear explanations and answers to inquiries.
- Ability to work independently, meet deadlines, complete tasks and routines as assigned.
- Ability to comply with verbal and written instructions and established procedures.
- Ability to set priorities, organize workload, handle multiple responsibilities and maintain attendance.
- Ability to work with employees and others in a courteous, tactful and professional manner.
- Ability to hear within normal hearing range and understand spoken English delivered at a normal conversational level.
- Possess visual acuity correctable to read common documents and perform common office tasks.

OTHER DUTIES AND RESPONSIBILITIES:

- Responsible for verifying class participation for monthly pass or drop in fee through sign-in sheets.
- Complete and submit a class evaluation, as required.
- Consult with Program Directors on needs for specific age groups relating to exercise classes.

MINIMUM REQUIREMENTS:

- Prior exercise/fitness instructor experience.
- First Aid and CPR certification desired.
- Certification through NDEITA desired.
- Age, education and past experience will be taken into consideration during the hiring process.

POSITION DESCRIPTION CITY OF SOUTH ST. PAUL

POSITION TITLE: Personal Trainer (Seasonal/Temporary)

DEPARTMENT: CSCC/Parks and Recreation

ACCOUNTABLE TO: Recreation Supervisor

CREATED: September, 2009

SUMMARY/DUTIES OF POSITION:

The primary objective of the Personal Trainer position is to conduct fitness assessments and personal training sessions with patrons of Central Square Community Center. Position responsibilities include, but are not limited to, planning, organizing and implementing components of exercise instruction; supervision of patrons in training sessions; care and use of all equipment and facility use, and, provide excellent customer service to participants.

This is a seasonal/temporary position restricted to a limited number of working days or hours, and is subject to programming needs and city budget limitations. The work schedule will vary based on the needs of the department and scheduled events. Evening and weekend hours are to be expected.

KNOWLEDGE, SKILLS AND ABILITIES:

- Possess knowledge and ability to express directions, demonstrate skills and provide patrons with assistance and proper use of equipment and facilities.
- Ability to promote a positive atmosphere.
- Ability to provide fitness orientations.
- Ability to conduct risk assessment and health consultation requiring high level of confidentiality.
- Ability to conduct fitness assessments, design and implement individual workout programs including health and fitness goal setting.
- Ability to communicate effectively in the English language in both verbal and written modes, including the ability to provide clear explanations and answers to inquiries.
- Ability to work independently, meet deadlines, complete tasks and routines as assigned.
- Ability to comply with verbal and written instructions and established procedures.
- Ability to set priorities, organize workload, handle multiple responsibilities and maintain attendance.
- Ability to work with employees and others in a courteous, tactful and professional manner.
- Ability to hear within normal hearing range and understand spoken English delivered at a normal conversational level.
- Possess visual acuity correctable to read common documents and perform common office tasks.

OTHER DUTIES AND RESPONSIBILITIES:

- Responsible to keep detailed and accurate records of patron information.
- Complete and submit a program evaluation, as required.
- Consult with Recreation Supervisor on needs for the program of facility.

MINIMUM REQUIREMENTS:

- Prior personal training, exercise/fitness experience required.
- First Aid, CPR and AED certification required.
- Good communication skills and ability to work with people.
- 18-years of age or older.



POSITION DESCRIPTION CITY OF SOUTH ST. PAUL

POSITION TITLE: Gymnastics Instructor
DEPARTMENT: Parks and Recreation – Central Square
ACCOUNTABLE TO: Recreation Supervisor
REVISED: March 2010

SUMMARY/DUTIES OF POSITION:

The primary objective of the Gymnastic Instructor position is to provide instruction, supervision and evaluation of youth gymnastic classes. The position responsibilities include, but are not limited to, planning, organizing and implementing components of gymnastics instruction; preparation of weekly lesson plans stressing proper techniques and safety for each level of gymnastics; supervise and work with children in a group setting and on an individual basis in order to teach specific skills; responsibility to maintain and keep all equipment and facilities in good condition; responsibility for completing and submitting class evaluations; and, perform other duties as assigned.

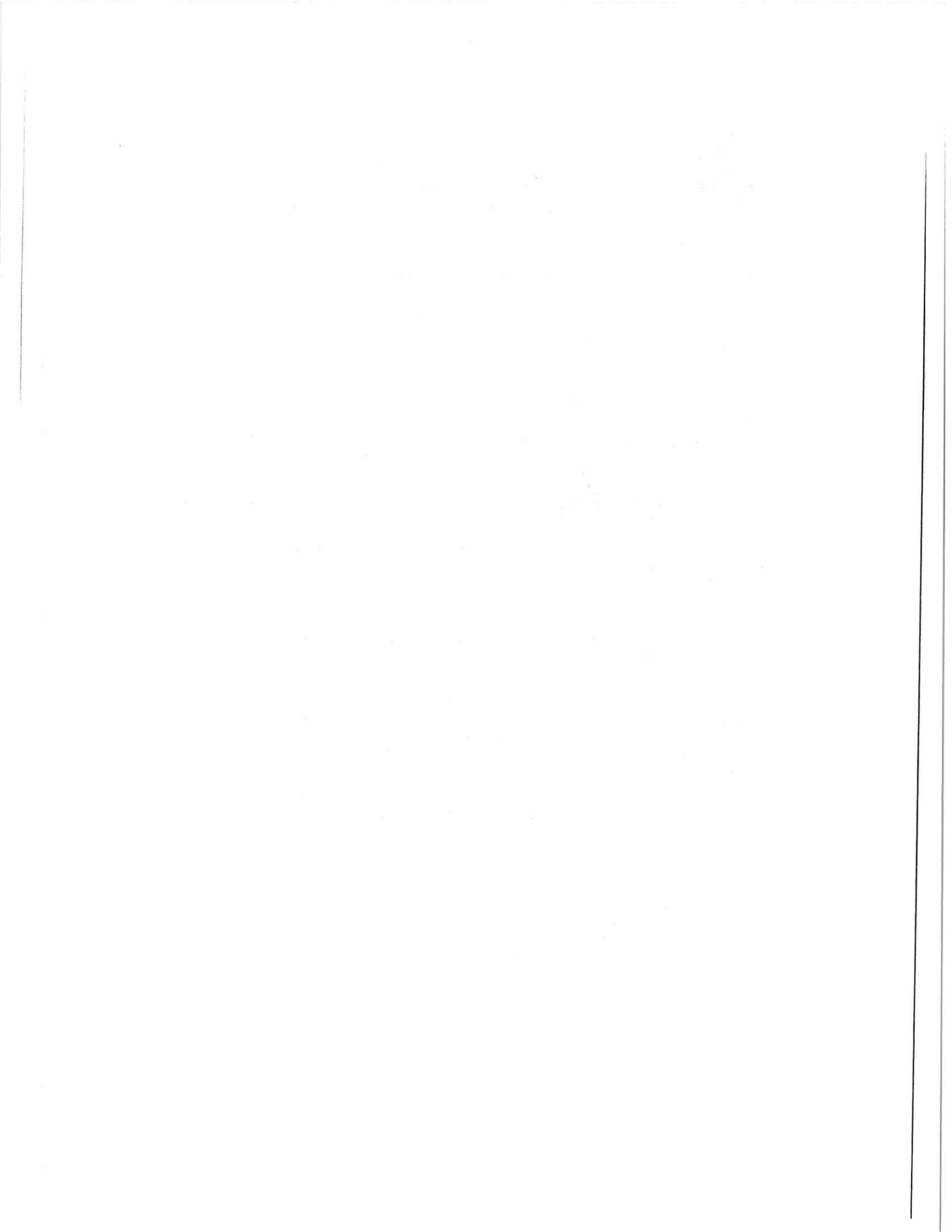
This is a temporary/seasonal position restricted to a limited number of working days and/or hours. The work schedule will vary based on the needs of the department and scheduled events. Day, evening and weekend hours are to be expected.

KNOWLEDGE, SKILLS AND ABILITIES

- Possess knowledge and ability to express directions, demonstrate skills and provide communication with children and adults.
- Ability to promote, organize and direct gymnastic classes.
- Ability to promote a positive atmosphere.
- Ability to effectively deal with disciplinary problems in accordance with established procedures.
- Ability to communicate effectively in the English language in both verbal and written modes, including the ability to provide clear explanations and answers to inquiries.
- Ability to comply with verbal and written instructions and established procedures.
- Ability to work independently, set priorities, organize workload, handle multiple responsibilities and maintain attendance.
- Ability to work with employees and others in a courteous, tactful and professional manner.
- Ability to hear within normal hearing range and understand spoken English delivered at a normal conversational level.
- Possess visual acuity correctable to read common documents.

MINIMUM REQUIREMENTS

- Age 18 or older
- Possess strong desire and ability to work with children
- Prior teaching experience
- Ability to pass a background investigation
- First aid and CPR certification desired



Central Square Community Center Management Agreement
Addendum 12 – Administrative Support Charge and Reimbursement

For the 2013 Central Square Community Center operating budget, the City reallocated Parks/Recreation Staff time to all appropriate program budgets based on a “time-spent” analysis. Much of that time and expense of Parks/Recreation administrative staff is realized in the operation of Central Square Community Center. This allocation across several program budgets includes the administrative positions of the Director of Parks and Recreation and the two Recreation Supervisors. The allocation does not include the Secretary position and Fitness Coordinator who are two true employees dedicated only to Central Square.

To offset the annual staffing allocation budgeted expenditure for the Director of Parks and Recreation and two Recreation Supervisors, the City is providing reimbursing revenue in the form of an Administrative Support Charge that it alone will contribute to the Central Square operating budget. **This results in a net zero impact to the CSCC operating budget.**

The Memorandum to the Board of Education explaining the budgeting practice is included in this Addendum.



To: Special School District #6 School Board members

From: Josh Feldman, Finance Director
Steve King, City Administrator

Date: November 7, 2012

Re: Staffing Allocation change for the 2013 CSCC budget

The Draft 2013 CSCC budget includes a change of practice with regard to the display of Staff time expenditures generated by CSCC operations. This change implements one of the recommendations resulting from a joint review on January 3, 2011 of the CSCC Management Agreement and CSCC budgeting/Capital Improvement Project practices. The recommendation was to have the budget better reflect the *“true operating cost that both parent organizations bring to the CSCC including facility maintenance, administrative staffing, utilities, and other “in-kind” contributions defined by the Management Agreement”*. The finance officers from each parent were tasked with incorporating that approach and thus the proposed changes in the 2013 CSCC budget.

While The City has moved to include more accurate budget allocations for City Staff time consumed in operating the CSCC, it is not clear that the School District has conducted a similar review and placed similar modifications in the 2013 CSCC budget. The City certainly would invite such an approach and regard them as additional refinements serving the goal of better disclosing the true cost of operating the CSCC.

It has also come to the City's attention that the School Board may have additional questions and concerns regarding the proposed CSCC 2013 Budget format changes. This memorandum is meant to help explain the rationale for change and hopefully addresses concerns.

Background:

In 2011, City Staff initiated a cost review of staff time and internal administrative support charges for a number of City operations and programs (e.g. Utilities, Airport, Wakota Arena, Parks and Recreation, etc.). The focus was on programs and budgets that consumed City Staff time and administrative support services but which did not include appropriate corresponding expenditure line items to account for the Staff and support services received.

Several factors stimulated this review.

First, the City's continuing budget struggle to cope with erratic and substantially reduced State Aids, stagnant tax base development and the crash of property values has necessitated cuts or other modifications to existing staffing, programs and services. To make informed decisions and to weigh alternatives associated with these changes, the City Council needed a better understanding of the full and true costs of programs and services.

Second, we are in an era of increased demand for transparency and for accounting practices that better and more fully inform the general public about the actual costs of public services. One outcome of this movement has been required changes to budgeting and financial reporting methods. Assigning and appropriately reflecting complete costs in program and service budgets comports with these trends.

Third, recent history with some of our program budget sectors has led the City to more precisely assign and justify staffing and administrative support service expenditure line items. As a specific example, the City's recent efforts to find budget savings through reorganized and reduced management expenditures at Fleming Field led to charges from some quarters that the staffing and support services line item expenditures listed in our Airport budgets were insufficiently documented. As a result, there has been considerable effort to provide very clear explanations for budget expenditure lines and their rationale.

Fourth, as a shared enterprise, the CSCC will probably always generate questions and discussion about the equitable allocation of costs between the two parents. In addition, the services rendered through the CSCC will probably also always be regarded as a bit more discretionary than some of the other program activities of the parents. Good information on the true cost of operating the CSCC can help respond to questions that might arise in these regards.

The cost review study cited at the onset of this discussion and a review of best practices led City Staff to identify opportunities for improvement in how the City accounts for internal and staff time expenditures. Focusing on the Parks/Recreation Department portion of the Staff analysis, it was noted that the Department manages multiple programs and services through separate and

distinct program budgets that include expenditure line items and revenues. Prior to 2013, the City allocated all Parks/Recreation administrative staffing expense only to the Parks/Recreation Administration program budget. In contrast, however, seasonal staffing expense was delineated and specifically allocated to the individual programs that consumed those services. This inconsistent practice created fiscal and administrative challenges. It also resulted in a misleading expression of the cost for those programs and services. The CSCC was one of the programs receiving Parks/Recreation Administrative staffing without fully accounting for the expense within its budget.

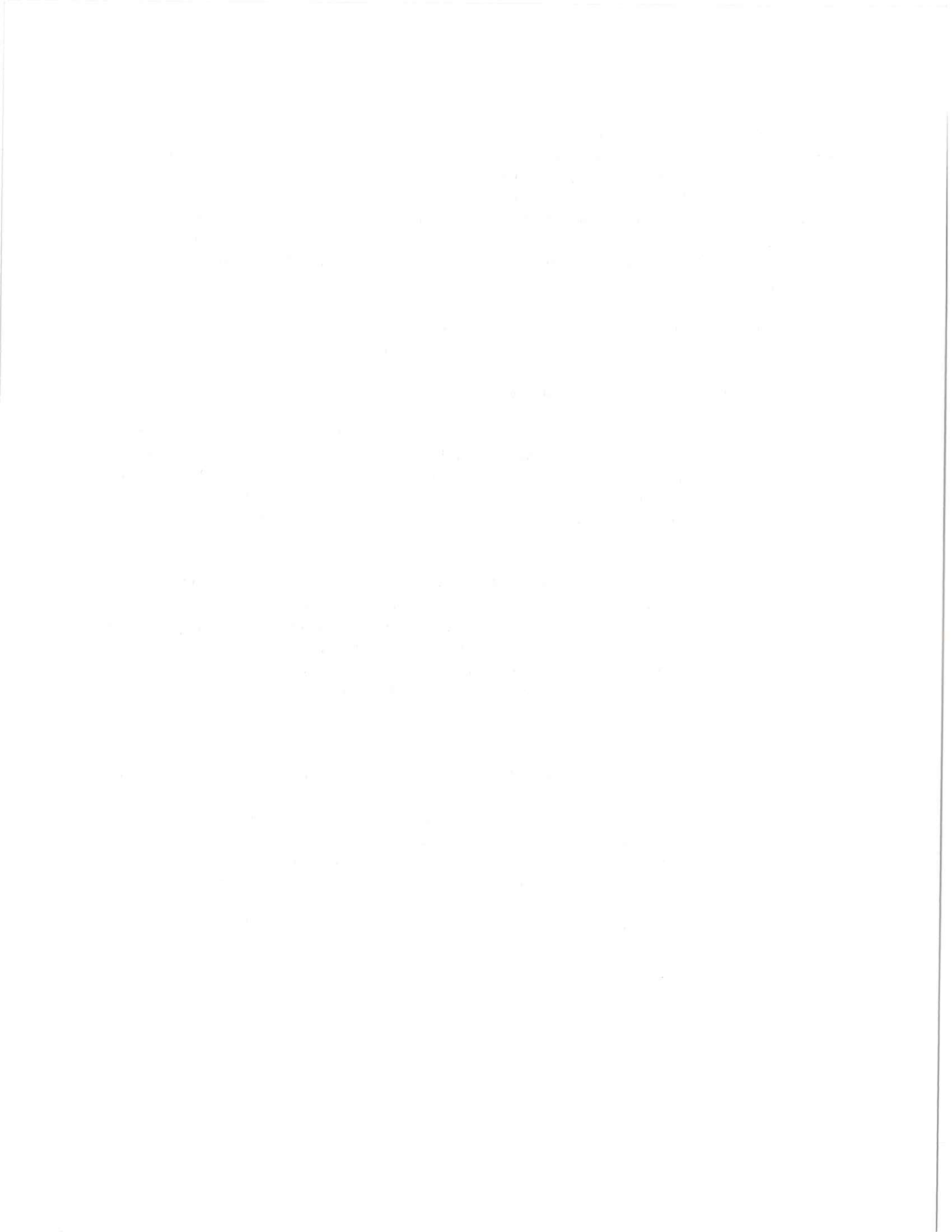
As a result of the study and corresponding adjustment of accounting practices, the following principles have been incorporated into the City's budgeting practice:

1. Measuring the cost of Government Services –

- a. **Best practice recommendation** – the GFOA (Government Finance Officer Association) maintains that an identification of the cost of government services is useful for the evaluation of performance measurement, benchmarking service levels, and setting the appropriate level of user fees to pay for the service. These costs include salaries, wages, and benefits of employees while they are providing the service.
- b. **City's Adjusted Practice** – the City reallocated Parks/Recreation Staff time to appropriate program budgets based on a time spent analysis. Much of that time and expense is realized in the Central Square Community Center Budget. To offset this increase of budgeted expenditures, the City is providing new revenue in the form of an administrative services charge that it alone will contribute. **This results in a net zero impact to the CSCC budget.**

2. Transparency and comparability –

- a. **Best practice recommendation** – The City's budget has historically provided limited financial information to readers and decision makers. The City recently modified its budgeting approach and has expanded the information that is provided in the budget. GFOA recommends that the budget include this expanded information as a means to increase public understanding of the staffing levels and related responsibilities associated with each budgeted program.
- b. **City's Adjusted Practice** – the City now presents and allocates appropriate Parks/ Recreation staffing levels in the appropriate program budgets based on a 'time-spent' analysis and responsibility levels.





SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: July 27, 2020

Place on Agenda: Reports and Discussion

Action Requested: None

Attachment: None

Topic: 2020-21 School Resource Officer Planning Update
Presenter(s): Commander Phil Oeffling, South St. Paul Police Department Superintendent Dave Webb, South St. Paul Public Schools
<p>Background:</p> <p>The South St. Paul Police Department and administrative leaders from the South St. Paul Public Schools have been collaboratively meeting to review our School Resource Officer (SRO) programming and plan for the coming school year. Given the societal context of our conversations at this time, we are intentional about plans that promote skills and relationship building and will allow for an even more positive approach for SROs and student and community interaction in our schools. Areas of agreements include:</p> <ul style="list-style-type: none"> • Shared professional development including de-escalation and crisis training, implicit bias and anti-racism training, trauma and mental health information and response, and child development information • Expansion of classroom presentations and intentional relationship building at the elementary buildings • Enhanced chemical health support/presentations • Establishing clear guidelines regarding roles in responding to youth behaviors <p>Commander Oeffling and Dr. Webb will share highlights of our SRO programming and planning.</p>
<p>Recommendation:</p> <p>None at this time.</p>
<p>Alternatives:</p> <p>N/A</p>



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: July 27, 2020

Place on Agenda: Reports and Discussion

Action Requested: None at this time. A formal recommendation will come before the School Board on August 10, 2020

Attachment: PowerPoint

Topic: River Heights Building Naming Committee Update and Recommendation
Presenter(s): River Heights Building Naming Committee
<p>Background:</p> <p>One year ago, SSP Schools purchased the River Heights building, located on Thompson Avenue, in South St. Paul. For the past six months, we have been working hard to coordinate and complete a total renovation of this property. When it opens in the fall, it will host our Community Learning Center programs and our Community Education programs. In the redesign and repurposing of this building, and in preparation for the new school year, we knew that this building also needed a new name.</p> <p>To complete this task, per our district naming policy (Naming of District Facilities Policy, Policy 801.1), a committee was formed to begin the process of bringing forth a recommendation before the School Board.</p> <p>On Monday evening, the committee, consisting of the following members,</p> <ul style="list-style-type: none"> • Board Chair Jeff McClellan • Board Vice Chair Linda Diaz • Superintendent Dave Webb • Connie Garling-Squire, Early Learning and Equity Director • Mark Fenton, Building and Grounds Director • Robin O'Reilly, Community Learning Center Assistant Principal • Chuck Ochocki, High School Principal • Jeanne Zehnder, Community Education Director <p>will review the process and details surrounding their recommendation listed below. The School Board will have time to engage in conversation regarding the recommendation before them.</p>
<p>Recommendation:</p> <p>The naming committee recommends the River Heights building be renamed The South St. Paul Education Center.</p>
<p>Alternatives:</p> <p>N/A</p>

River Heights Building

Update and Naming Recommendation

Superintendent Dave Webb

July 27, 2020



River Heights Building

710 – 19th Avenue North



River Heights Building Update

- Purchase
- Construction Project
- Planned Use



Renaming the River Heights Building

- **Naming Facilities Policy #801.1**
- **Committee formed**
- **Name suggestion opportunity for our community**
- **Committee review, discussions and recommendation**



Next Steps

- **Recommendation before School Board – July 27**
- **Request for approval before School Board – August 10**



Renaming Recommendation

South St. Paul Education Center



Questions and Comments





SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: July 27, 2020

Place on Agenda: Reports and Discussion

Action Requested: None. Report Only

Attachment: American Indian Annual Compliance Documentation

Topic: American Indian Annual Compliance Documentation
Presenter(s): Connie Garling-Squire, Director of Equity and Early Learning
<p>Background:</p> <p>The SSPPS American Indian Education Program continues to grow. As you may recall, for the 2019-20 school year, our American Indian Community Liaison responsibilities were contracted through Equity Alliance. Chris Johnson coordinated both meaningful direct student support, and outstanding events for the community. We were able to maintain an active Parent Advisory Group by combining IGH and SSP parent leadership. The annual compliance documents showing “Concurrence” by our parent committee indicates agreement with the programming and that we fulfilled the expectations for the American Indian Education Programming for the 2019-20 school year.</p>
<p>Recommendation:</p> <p>No formal approval.</p>
<p>Alternatives:</p> <p>N/A</p>

Annual Compliance Documentation

District/School Name and Number: _____

AIPAC Resolution Vote

**Please indicate with a checkmark how the AIPAC voted by choosing Option 1 or Option 2.*

Option 1: A vote of Concurrence

The American Indian Parent Advisory Committee issued a vote of Concurrence:

Date of Concurrence vote: 2/18/2020

Date the AIPAC presented the resolution to the school board: _____

OPTION 2: A VOTE OF NON-CONCURRENCE

The American Indian Parent Advisory Committee issued a vote of Non-Concurrence: _____

A vote of Non-Concurrence requires the AIPAC to provide specific recommendations for improvement to the school board. The school board is required to respond in writing to each recommendation within 60 days of the recommendations being put forth. The school board must provide this written response to both the AIPAC and to the Office of Indian Education.

Date of Non-Concurrence vote: _____

Date the AIPAC presented the resolution and recommendations to the school board: _____

Date the school board response is due: _____

THE DISTRICT/SCHOOL DOES NOT HAVE AN AIPAC

Our District/School does not have an AIPAC _____ (indicate with checkmark)

Our district has not yet formed an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes, section 124D.78. The district superintendent will contact the Office of Indian Education to receive guidance on this process, its expectations and requirements.

Required signatures

**Please include a printed name along with your signature.*

School Board Chairperson _____

Date

Superintendent _____

Date

AIPAC Chairperson _____

Date



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, July 27, 2020

Place on Agenda: Regular Agenda Business Item

Action Requested: Approval

Attachment: None

Topic: Identified Official with Authority (IOwA) designation
Presenter(s): Dr. Dave Webb, Superintendent of Schools
<p>Background:</p> <p>The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user’s access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Dave Webb to act as the Identified Official with Authority (IOwA) and Lisa Brandecker to act as the IOwA to add and remove names only for South St. Paul Public School Dist. 0006-03.</p>
<p>Recommendation:</p> <p>The Board recommends to authorize Dave Webb to act as the Identified Official with Authority (IOwA) and Lisa Brandecker to act as the IOwA to add and remove names only for South St. Paul Public School Dist. 0006-03.</p>
<p>Alternatives:</p> <p>Don’t approve and provide administration with next steps.</p>



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: July 27, 2020

Place on Agenda: Regular Agenda/Consent Items

Action Requested: Approval

Attachment: Staffing

Topic: Staffing
Presenter(s): Human Resource Director Cathy Miller
Background: Human Resource Director Cathy Miller will review the staffing that is recommended for approval at the July 27, 2020, school board meeting.
Recommendation: Administration recommends approval of the proposed staffing.
Alternatives: Amend the motion to remove a certain appointment, resignation, transfer, retirement, abolishment, or leave. Provide administration with directions for next steps.

**VII.A.1 Staff Appointments, Resignations, Retirements, Terminations
and Leaves (Cathy Miller)**

07-27-20

Certified

A. Appointments/Reassignments

1. Jesse Arvidson – 1.0 FTE Special Education Teacher (Temporary), High School, MA30, Step 3, effective August 24, 2020, through June 14, 2021. (rehire; pending MDE license)
2. Ashly Gagner – 1.0 FTE Special Education Teacher (Temporary), Lincoln Center, BA30, Step 4, effective August 24, 2020, through June 14, 2021. (rehire; pending MDE license)
3. Rachel Hosszu – 1.0 FTE Special Education Teacher (Temporary), Kaposia Education Center, BA00, Step 4, effective August 24, 2020, through June 14, 2021. (rehire; pending MDE license)
4. Anne Price – 1.0 FTE School Counselor, High School, MA45, Step 9, effective August 24, 2020.
5. Abby Rouster – 1.0 FTE Special Education Teacher (Temporary), Middle School, BA00, Step 1, effective August 24, 2020, through June 14, 2021. (rehire; pending MDE license)
6. Gabriel Thompson – 1.0 FTE Math Teacher, Middle School, BA45, Step 9, effective August 24, 2020. (pending criminal background check)

Change of Assignment – effective for the 2020-21 school year

Jana Beck – ECFE Teacher, Family Education Center, increase from .63 FTE to .65 FTE

Connor Murphy – Change from 1.0 FTE Humanities Teacher, Secondary Building, to 1.0 FTE Digital Learning Specialist (TOSA), District-wide

Patricia Cooper – ECFE Parent Educator, Family Education Center, increase from .72 FTE to .80 FTE

2020 Summer School (\$31.50 per hour)

Credit Recovery

(Session I: June 8 – 25; Session II: July 6 – 23; up to 72 hours per session [correction from 62.4 hours])

Conrad Anderson – Session II

Allison Binder – Session I and II

Julia Brunner – Session I and II

Christopher Marquis – Session I and II

Suzanne Meyer – Session I and II

Luke Olson – Session I and II

Rachet White – Session II

Summer Learning Academy (July 6 – 30; up to 96 hours)

Lincoln

Emma Benson

Deborah Borrell

Heather Gerken

Robbyn Wincentzen

2020 Summer Curriculum Writing (\$29.00 per hour)Secondary Building

<u>Up to 48 hours</u>	<u>Up to 18 hours</u>	<u>Up to 9 hours</u>
Dave Palmquist	Lindsay Alejandrino	Tiffany Brian
Scott Sundly	Barb Bodette	Desirae Demmings
	John Devine	Carly Gates
<u>Up to 31 hours</u>	Andrew Doran	Tyne Grefe
Conrad Anderson	Chris Gustillo	Carol Jerney
	Tom Hart	
<u>Up to 30 hours</u>	Sue McDaniel	<u>Up to 6 hours</u>
Randy Bjorklund	Lindsey McNown	Chris Bakken
Jeff Lago	Courtney Nygaard	Tim Kennealy
Dave Palmquist	Sara Voss	Chris Marquis
Mollie Perrenoud		

Up to 20 hours

Beth Adiani
Heather Mortel

<u>Kaposia</u>	<u>Lincoln</u>	KEC/LC
<u>Up to 9 hours</u>	<u>Up to 27 hours</u>	<u>Up to 40 hours</u>
Diane Boonstra	Emily Schmidt	Angela Husom
Noel Chirhart		
Kim Dahlen	<u>Up to 9 hours</u>	<u>Up to 27 hours</u>
Bridget Farrell	Jody Krone	Julia Finn
Katie Linscheid	Shelly Laliberte	
Kristin Sasse	Kathleen Larson	
Kristin Troup	Arlene McAlpine	
	Lindsey Peterson	
	Jessica Splittstoesser	

Employee Pandemic Advisory Committee (June 15 – August 31, 2020; \$29.00 per hour; up to 25 hours)

Shawnee Krueger
Chris Moore

Additional Hours – 2020-21 School Year Planning (\$29.00 per hour; up to 40 hours)

Shawnee Krueger – LSN

Additional Hours – Student Scheduling (Hourly rate of pay; up to 16 hours)

Angela Ryter – Assistant Principal

B. Resignations/Retirements/Leaves/Reductions/Other

1. Elizabeth Carlson – Resignation from her position as .35 FTE ABE Teacher, Adult Basic Education, effective July 31, 2020.
2. Angela Husom – Resignation from her position as 1.0 FTE MTSS Specialist-Elementary (TOSA), District-wide, effective July 31, 2020.

3. Mollie Perrenoud – Resignation from her position as 1.0 FTE Spanish Teacher, Secondary Building, effective June 29, 2020.
4. Matthew Schneider – Resignation from his position as 1.0 FTE Media and Tech Teacher, Kaposia Education Center, effective July 2, 2020.
5. Susan Stabnow – Leave of absence from her position as 1.0 FTE Math Teacher, Secondary Building, effective approximately December 13, 2020, through March 7, 2021.

Classified

A. Appointments/Reassignments

1. Mathew Lindeman – Part-Time Custodial Cleaner, Central Square, \$16.99 per hour, 20 hours per week, effective July 6, 2020. (rehire)
2. Mollie Weeks – School Psychologist Intern, Secondary Building, effective August 24, 2020, through June 14, 2020.

Employee Pandemic Advisory Committee (June 15 – August 31, 2020; up to 25 hours; hourly rate of pay for hours worked outside of regular schedule)

Amanda Hackerson
Terri Lambach
Sandra Levine
Larry Lough
Carolyn Roe

Administrative Team (no additional compensation)

Aaron Bushberger
Mark Fenton
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Cathy Miller
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B. Resignations/Retirements/Leaves/Reductions/Other

1. Julie Conrad – Resignation from her position as Preschool Teacher, Kaposia Education Center, effective June 4, 2020.
2. Joseph Gerten – Retirement from his position as Maintenance Specialist, Service Building, effective July 30, 2020. (Correction from July 31, 2020)
3. Carolyn Roe – Leave of absence from her position as Elementary Principal Administrative Assistant, Lincoln Center, effective approximately November 23, 2020, through February 10, 2021.
4. Wendy Smith – Leave of absence from her position as MARRS Specialist, District Office, effective June 18, 2020, through July 2, 2020.
5. Susan Wethern – Resignation from her position as Nutrition Assistant, Secondary Building, effective July 6, 2020.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, July 27, 2020

Place on Agenda: Committee-of-the-Whole (discussion)
Regular Agenda (action)

Action Requested: Approval

Attachment: Proposed 2021 Health Insurance Rates

Topic: Proposed 2021 Health Insurance Rates
Presenter(s): Cathy Miller, Director of Human Resources and Aaron Bushberger, Director of Finance
<p>Background: In 2018, we moved to a self-insured health insurance model through HealthPartners with rates determined by the district. An important component of a self-insured plan is to build and maintain an adequate reserve to ensure funds are available to offset fluctuating costs. At the June 22, 2020 School Board Meeting, administration reported that based on analysis of claims history, expected future claims and the status of our current reserve account for payment of claims; administration recommends a zero percent (0%) increase in the annual health insurance premiums for 2021. Additional information regarding this recommendation is listed below:</p> <ul style="list-style-type: none"> • The goal is to have approximately 6-9 months' worth of expense in reserve. • As of May 2020, the district had about 8 months' worth of expenses in reserve. • We began the health self-insurance plan in January 2018, and have raised premiums by 8% in 2019 and 2020 in order to build the reserve. • It is important to note, we do not feel that we will be able to achieve a 0% change in future years, and will need to raise rates appropriately to fund the normal inflationary increases in medical costs. • The proposed 2021 health insurance rates are attached. <p>The 2021 proposed rates for health insurance were shared with the district's insurance committee.</p>
<p>Recommendation: Administration recommends approval of the proposed 2021 health insurance premium rates</p>
<p>Alternatives: Do not approve and direct administration with next steps</p>

South St. Paul Schools

Proposed 2021 Health Insurance Rates (7/27/20)

Health Insurance

Annual Rates	\$500-\$35 Deductible Plan	\$1500-\$35 Deductible Plan	\$2800-80% HSA Plan
Single	\$10,383.68	\$9,367.88	\$7,717.94
Single + One	\$21,878.16	\$19,737.95	\$16,261.43
Family	\$29,541.28	\$26,651.46	\$21,957.22



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: July 27, 2020

Place on Agenda: Regular Agenda – Consent

Action Requested: Approval

Attachment: Financials – Bills Payable

Topic: Financials – Bills Payable
Presenter(s): Finance Director Aaron Bushberger
Background: 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.
Recommendation: Approve financial statement
Alternatives: N/A



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: July 27, 2020

Place on Agenda: Regular Agenda/Consent Items

Action Requested: Approval

Attachment: Staffing

Topic: Staffing
Presenter(s): Human Resource Director Cathy Miller
Background: Human Resource Director Cathy Miller will review the staffing that is recommended for approval at the July 27, 2020, school board meeting.
Recommendation: Administration recommends approval of the proposed staffing.
Alternatives: Amend the motion to remove a certain appointment, resignation, transfer, retirement, abolishment, or leave. Provide administration with directions for next steps.

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SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: July 27, 2020

Place on Agenda: Regular Board Agenda – Policy

Action Requested: Approval

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

Topic: Policy Approval
Presenter(s): Superintendent Dave Webb
Background: 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. The attached policies have been under review and comment for the last two School Board meetings on June 8 and 22, 2020 and are now up for their final review and approval on July 27, 2020.
Recommendation: Administration recommends approval of the policies listed above.
Alternatives: Approve all policies or select to pull certain policies for additional review time.



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 – 8th 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. 9th – 12th 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: Monday, July 27, 2020

Place on Agenda: Regular Agenda

Action Requested: Approval

Attachment:

Topic: 2020-2021 Independent Employee Agreement
Presenter(s): Cathy Miller, Human Resource Director and Aaron Bushberger, Finance Director
Background: Administration recommends a one-year agreement for 2020-2021 with employees in the Independent group, including a 0% salary increase and a 0% increase to the district contribution for health insurance. Independents include staff in the following employee groups: Administrators, Coordinators/Administrative Support, District Support, Technology, Student Support and Nutrition Services. Included in this agreement is a salary adjustment to the position of the Administrative Assistant to the Superintendent, due to restructuring of duties. This agreement is within the salary and benefit parameters established by the Board of Education.
Recommendation: Approval of 2020-2021 Independent Employee Agreement
Alternatives: Do not approve and direct administration with next steps.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, July 27, 2020

Place on Agenda: Committee-of-the-Whole (discussion)
Regular Agenda (action)

Action Requested: Approval

Attachment: Proposed 2021 Health Insurance Rates

Topic: Proposed 2021 Health Insurance Rates
Presenter(s): Cathy Miller, Director of Human Resources and Aaron Bushberger, Director of Finance
<p>Background: In 2018, we moved to a self-insured health insurance model through HealthPartners with rates determined by the district. An important component of a self-insured plan is to build and maintain an adequate reserve to ensure funds are available to offset fluctuating costs. At the June 22, 2020 School Board Meeting, administration reported that based on analysis of claims history, expected future claims and the status of our current reserve account for payment of claims; administration recommends a zero percent (0%) increase in the annual health insurance premiums for 2021. Additional information regarding this recommendation is listed below:</p> <ul style="list-style-type: none"> • The goal is to have approximately 6-9 months' worth of expense in reserve. • As of May 2020, the district had about 8 months' worth of expenses in reserve. • We began the health self-insurance plan in January 2018, and have raised premiums by 8% in 2019 and 2020 in order to build the reserve. • It is important to note, we do not feel that we will be able to achieve a 0% change in future years, and will need to raise rates appropriately to fund the normal inflationary increases in medical costs. • The proposed 2021 health insurance rates are attached. <p>The 2021 proposed rates for health insurance were shared with the district's insurance committee.</p>
<p>Recommendation: Administration recommends approval of the proposed 2021 health insurance premium rates</p>
<p>Alternatives: Do not approve and direct administration with next steps</p>

South St. Paul Schools

Proposed 2021 Health Insurance Rates (7/27/20)

Health Insurance

Annual Rates	\$500-\$35 Deductible Plan	\$1500-\$35 Deductible Plan	\$2800-80% HSA Plan
Single	\$10,383.68	\$9,367.88	\$7,717.94
Single + One	\$21,878.16	\$19,737.95	\$16,261.43
Family	\$29,541.28	\$26,651.46	\$21,957.22



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, July 27, 2020

Place on Agenda: Regular Agenda Business Item

Action Requested: Approval

Attachment: None

Topic: Identified Official with Authority (IOwA) designation
Presenter(s): Dr. Dave Webb, Superintendent of Schools
<p>Background:</p> <p>The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user’s access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Dave Webb to act as the Identified Official with Authority (IOwA) and Lisa Brandecker to act as the IOwA to add and remove names only for South St. Paul Public School Dist. 0006-03.</p>
<p>Recommendation:</p> <p>The Board recommends to authorize Dave Webb to act as the Identified Official with Authority (IOwA) and Lisa Brandecker to act as the IOwA to add and remove names only for South St. Paul Public School Dist. 0006-03.</p>
<p>Alternatives:</p> <p>Don’t approve and provide administration with next steps.</p>



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: July 27, 2020

Place on Agenda: Regular Agenda/Business Items

Action Requested: Approval

Attachment: Acceptance of Gifts Resolution

Topic: Acceptance of Gifts
Presenter(s): Superintendent Dave Webb
Background: Per school board policy, the School Board may receive and accept, for the benefit of the school district, bequests, donations or gifts for any proper purpose. All gifts received by the District must comply with applicable fire codes, health guidelines, and safety regulations (i.e. furniture, technology, and appliances). Gifts may only be accepted by the adoption of a resolution approved by two-thirds of its members.
Recommendation: Administration recommends the approval of. the Acceptance of Gifts Resolution
Alternatives: Do not approve the Acceptance of Gifts Resolution and direct administration with next steps.



Special School District No. 6
 (South St. Paul Public Schools)
 State of Minnesota

**ACCEPTANCE OF GIFTS
 RESOLUTION**

Board Meeting Date: **July 27, 2020**

Member _____ introduced the following resolution and moved its adoption:

Be it Resolved, that the School Board of South St. Paul Public Schools, Special School District No 6, accept the following donations as indicated in the detailed background listed below:

MONETARY

Donation Amount	Designated To	Donation From	Purpose
\$200	Random Acts of Kindness Fund	Elizabeth Songalia	As needed

VALUE IN KIND

Donation Item	Designated To	Donation From	Purpose

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted