

South St. Paul
Public Schools



South St. Paul School Board - Committee-of-the-Whole
Monday, October 12, 2020 6:00 PM
Location: CITY HALL
125 THIRD AVENUE NORTH
South St Paul, Minnesota 55075

Agenda

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

I. 6:00 - 6:10 PM HUMAN RESOURCES (C. Miller)

A. Staffing

B. MOA Educational Support Professionals

C. Student Teaching Agreement

II. 6:10 - 6:20 PM ENROLLMENT (D. Webb)

A. Enrollment Update

III. 6:20 - 6:30 PM FACILITIES (D. Webb)

A. Central Square

IV. 6:30 - 7:00 PM SCHOOL BOARD

A. School Board Meeting Structure

B. Other Items Deemed Necessary by the School Board



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: October 12, 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 October 12, 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)**

10-12-20

Certified

A. Appointments/Reassignments

1. Christian Messier – 1.0 FTE Long-Term Substitute French Teacher-High School, Secondary Building, BA00, Step 1, effective October 12, 2020, through December 3, 2020.

Employee Pandemic Advisory Committee (June 15 – September 19, 2020; \$29.00 per hour; up to 95 hours)

Shawnee Krueger – COVID Coordinator (extension from August 31; increase from 25 hours)

Shawnee Krueger – COVID Coordinator (September 20 – December 31; \$29.00 per hour; up to 10 hours per week)

2020-21 Targeted Services (\$31.50 per hour)

After School Credit Recovery (October 6 – June 3; up to 139.5 hours)

Chris Marquis

Online Academy (September 28 – June 10; up to 111 hours)

Chris Marquis

Melissa Miller

Luke Olson

Jessica Peterson

After School Skill Development (October 6 – June 3; up to 139.5 hours)

Shelly Chermack

Jessica Peterson

2020-21 Curriculum Writing (\$29.00 per hour)

Up to 30 hours

Elizabeth Adiani (increase from 20)

Up to 20 hours

Jennifer Sexauer

Up to 8 hours hours

Frank Arend

Dana Dvorak

Tammy Lenarz

Professional Development – Diploma Program Workshop (\$29.00 per hour; 16 hours)

John Devine

Andrew Doran

Dylan Olson

Faith Purvey

B. Resignations/Retirements/Leaves/Reductions/Other

1. Ian Burk – Rescind leave of absence from his position as 1.0 FTE Science Teacher-Middle School, Secondary Building, effective September 8, 2020, through December 4, 2020.

Classified

A. Appointments/Reassignments

1. Cherie Bauer – Early Learning Assistant (Temporary), Kaposia Education Center, \$17.81 per hour, 30.5 hours per week, effective September 30, 2020, through June 10, 2021. (recall)
2. Susann Bougie – Early Learning Assistant (Temporary), Kaposia Education Center, \$17.81 per hour, 25.5 hours per week, effective September 30, 2020, through June 10, 2021. (recall)
3. Louise Campbell – Early Learning Program Assistant (Temporary), Family Education Center, \$19.51 per hour, effective September 30, 2020, through June 10, 2021. (recall)
4. Victoria Caraway – Part-Time Custodial Cleaner, Secondary Building, \$16.99 per hour, 20 hours per week, effective October 12, 2020.
5. Diane Czeck – Early Learning Assistant (Temporary), Family Education Center, \$17.81 per hour, 12.5 hours per week, effective September 30, 2020, through June 10, 2021. (recall)
6. Leslie Escoto Vega – Kids Choice Assistant (Temporary), Lincoln Center, \$18.13 per hour, 32.5 hours per week, effective September 28, 2020. (recall)
7. Candice Evanoff – Early Learning Assistant (Temporary), Kaposia Education Center, \$17.81 per hour, 30.5 hours per week, effective September 30, 2020, through June 10, 2021. (recall)
8. Lisa Fulweiler-Marz – Kids Choice Assistant (Temporary), Lincoln Center, \$18.13 per hour, 32.5 hours per week, effective September 28, 2020, through June 10, 2021. (recall)
9. Denise Geldernick – Early Learning Assistant (Temporary), Lincoln Center, \$17.81 per hour, 17.5 hours per week, effective September 30, 2020, through June 10, 2021. (recall)
10. Courtney Gutzman – Kids Choice Assistant (Temporary), Kaposia Education Center, \$18.13 per hour, 32.5 hours per week, effective September 28, 2020, through June 10, 2021. (recall)
11. Nadine Kuntz – Early Learning Assistant (Temporary), Kaposia Education Center, \$17.81 per hour, 30.5 hours per week, effective September 30, 2020, through June 10, 2021. (recall)
12. Michelle Lange – Early Learning Assistant (Temporary), Kaposia Education Center, \$17.81 per hour, 25.5 hours per week, effective September 30, 2020, through June 10, 2021. (recall)
13. Ashley Marz – Kids Choice Assistant (Temporary), Kaposia Education Center, \$18.13 per hour, 32.5 hours per week, effective September 28, 2020, through June 10, 2021. (recall)
14. Loretta Ohmann – Kids Choice Assistant (Temporary), Lincoln Center, \$18.13 per hour, 32.5 hours per week, effective September 28, 2020, through June 10, 2021. (recall)
15. Joanne O'Brien – Early Learning Assistant (Temporary), Family Education Center, \$17.81 per hour, 14 hours per week, effective September 30, 2020, through June 10, 2021. (recall)

16. Allison Olson – Early Learning Assistant (Temporary), Lincoln Center, \$17.81 per hour, 17.5 hours per week, effective October 7, 2020, through June 10, 2021. (recall)
17. Jennifer Peine – Part-Time Custodial Cleaner, Secondary Building, \$16.99 per hour, 20 hours per week, effective October 8, 2020.
18. Melissa Pugh – Student Supervisor (Temporary), Kaposia Education Center, \$15.81 per hour, 17.5 hours per week, effective September 28, 2020, through June 10, 2021.
19. Hunter Seaberg – Kids Choice Assistant (Temporary), Lincoln Center, \$18.13 per hour, 32.5 hours per week, effective September 28, 2020, through June 10. (recall)
20. Pamela Senft – Part-Time Custodial Cleaner, District Office, \$16.99 per hour, 15 hours per week, effective October 5, 2020.
21. Margaret Smith – Cashier, Kaposia Education Center, \$17.48 per hour, 27.5 hours per week, effective September 30, 2020. (rehire)
22. Nicole Trevino – Part-Time Custodial Cleaner, Kaposia Education Center, \$16.99 per hour, 20 hours per week, effective October 5, 2020.
23. Julie Troye – Kids Choice Assistant (Temporary), Kaposia Education Center, \$18.13 per hour, 32.5 hours per week, effective September 28, 2020, through June 10. (recall)
24. Louise Vega – Kids Choice Assistant (Temporary), Kaposia Education Center, \$18.13 per hour, 32.5 hours per week, effective September 28, 2020, through June 10. (recall)
25. Benjamin Vesey – Part-Time Custodial Cleaner, Secondary Building, \$16.99 per hour, 8 hours per week, effective October 6, 2020. (rehire)
26. Jordan Wallin – Kids Choice Assistant (Temporary), Kaposia Education Center, \$18.13 per hour, 32.5 hours per week, effective September 28, 2020, through June 10. (recall)
27. Christina Zambrano – Kids Choice Assistant (Temporary), Lincoln Center, \$18.13 per hour, 32.5 hours per week, effective September 28, 2020, through June 10. (recall)

Additional Hours

Jennifer Peterson – Health Assistant, Lincoln Center, planning and support, \$21.65 per hour, up to 32 hours, effective September 8 through October 1, 2020

Kelsey Robbins – Special Education Assistant, Middle School, bus assistant, \$19.37 per hour, up 3 hours, September 21 – 28, 2020.

B. Resignations/Retirements/Leaves/Reductions/Other

1. Kimberly Baker – Leave of absence from her position as Kids’ Choice Assistant, Lincoln Center, effective September 28, 2020, through June 10, 2021.
2. Samantha Chin – Resignation from her position as Communications Specialist, District Office, effective October 23, 2020.

3. Jeri Cullen – Resignation from her position as Part-Time Custodial Cleaner, District Office, effective September 28, 2020. (verbal)
4. Candice Evanoff – Leave of absence from her position as Kids’ Choice Assistant, Kaposia Education Center, effective September 28, 2020, through June 10, 2021.
5. Julie Gullikson – Resignation from her position as Early Learning Assistant, Lincoln Center, effective October 6, 2020.
6. Guadalupe Mendez-Pliego – Resignation from her position as Early Learning Assistant, Lincoln Center, effective September 28, 2020.
7. Trina Oster – Resignation from her position as Kids’ Choice Program Assistant, Lincoln Center, effective September 28, 2020.
8. Thomas Rongitsch – Leave of absence from his position as Kids’ Choice Assistant, Lincoln Center, effective September 28, 2020, through June 10, 2021.
9. Margaret Smith – Resignation from her position as Early Learning Assistant, Kaposia Education Center, effective September 28, 2020.
10. Katherine Tigan – Resignation from her position as Early Learning Assistant, Kaposia Education Center, effective September 28, 2020.
11. Teranic Williams – Leave of absence from her position as Kids’ Choice Assistant, Kaposia Education Center, effective September 28, 2020, through June 10, 2021.
12. Jesus Yanez – Leave of absence from his position as ELL Assistant, Kaposia Education Center, effective September 23, 2020, through approximately December 21, 2020.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, October 12, 2020

Place on Agenda: Committee-of-the-Whole and Regular Agenda

Action Requested: Approval

Attachment: Memorandum of Agreement – Insurance Eligibility

Topic: Memorandum of Agreement – Insurance Eligibility
Presenter(s): Cathy Miller, Human Resource Director and Aaron Bushberger, Finance Director
<p>Background: Due to staffing, enrollment and funding uncertainties associated with the pandemic, Kids Choice Assistants were laid off in April 2020 and Early Learning Assistants were laid off in June 2020. Because of increased staffing needs, employees in both areas were recalled the end of September/early October.</p> <p>The 2019-21 Educational Support Professionals Collective Bargaining Agreement states employees must be employed at least 1,044 hours per year to be eligible for medical insurance and 1,044 hours or 30 hours per week and at least 9 months per year for dental, life, and long-term disability insurances. Based on the recall dates and 2020-21 assignment calendar, it is not possible to work 1,044 hours per year and meet insurance eligibility requirements as stated in the collective bargaining agreement.</p> <p>A Memorandum of Agreement between the District and Educational Support Professionals is proposed stating medical, dental, life, and long-term disability insurance eligibility for the 2020-21 school year applies to employees regularly employed for at least thirty (30) hours per week. The proposed Memorandum of Agreement expires June 30, 2021.</p> <p>Administration recommends approval of the proposed Memorandum of Agreement on insurance eligibility.</p>
<p>Recommendation: Approval of Memorandum of Agreement on insurance eligibility.</p>
<p>Alternatives: Do not approve the Memorandum of Agreement and direct administration with next steps.</p>

**Memorandum of Agreement
Insurance Eligibility**

The South St. Paul Public Schools and South St. Paul Educational Support Professionals agree to the following, effective September 1, 2020, through June 30, 2021:

Eligibility for medical insurance in the 2019-21 Educational Support Professionals collective bargaining agreement indicates employees must be regularly employed at least 1,044 hours per year. Eligibility for dental insurance, life insurance and long-term disability insurance in the agreement indicates only employees who are regularly employed at least nine (9) months per year and thirty (30) hours per week, or a minimum of 1,044 hours per year.

For the 2020-21 school year, eligibility for medical, dental, life, and long-term disability insurance applies to employees regularly employed for at least thirty (30) hours per week.

This Memorandum of Agreement is entered into as part of the Agreement between the South St. Paul Schools, Special School District #6, and the South St. Paul Educational Supports Professionals, Local #7312.

This Memorandum of Agreement will expire on June 30, 2021.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

For _____
South St. Paul Public Schools
Special School District No. 6
South St. Paul, MN 55075

For _____
Education Minnesota
South St. Paul Educational Support
Professionals
Local No. 7312

School Board Chair

President

School Board Secretary-Clerk

Negotiations Representative

Director of Human Resources

Negotiations Representative

Date

Date



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: October 12, 2020

Place on Agenda: Committee-of-the-Whole and Regular Agenda

Action Requested: Approval

Attachment: 2020-21 Student Teacher Agreement – St. Mary’s University

Topic: Student Teacher Agreement – St. Mary’s University
Presenter(s): Cathy Miller, Human Resource Director
Background: A student teacher placement has been coordinated between St. Mary’s University and South St. Paul School District beginning in October 2020. To finalize the student teacher placement, approval of the agreement between St. Mary’s University and South St. Paul Schools is necessary. This agreement and placement aligns with South St. Paul Schools Student Teaching Policy #437.
Recommendation: Approval of 2020-21 Student Teacher Agreement with St. Mary’s University
Alternatives: Do not approve Student Teacher Agreement and direct administration with next steps.

**MUTUAL AGREEMENT FOR STUDENT TEACHING
BETWEEN
ST. MARY’S UNIVERSITY
EDUCATION DEPARTMENT
MINNEAPOLIS, MINNESOTA
AND
SOUTH ST. PAUL PUBLIC SCHOOLS
2020-2021**

This agreement is entered into between South St. Paul Public Schools, South St. Paul, Minnesota (the “District”) and St. Mary’s University, Minneapolis, Minnesota (the “College/University”). The purpose of this Agreement is to outline the terms of the training/student teaching experience for the student of the College/University and to identify the responsibilities of the College/University and the District.

The following conditions are made a part of the agreement:

(College/University) agrees to:

1. Place at the District only student teachers who are eligible for such placement under state and College/University rules, and School Board regulations. All student teacher placements will be initiated through and approved by the District through its department of human resources.
2. Inform its faculty and students of the District’s policies and regulations that relate to the placement at the District.
3. Provide District with College/University student teaching expectations/requirements.
4. Pay stipend to the cooperating teacher of the District based on College/University policy for each student teacher placed.
5. Provide regular student teaching supervision by a qualified designee(s) of the College/University.
6. Cooperate with the District in the development and implementation of the District’s Student Teaching Program.
7. Notify the District in the event a student teacher placed at the District is no longer enrolled in the College/University’s program.

The District agrees to:

1. Supply to the student teacher so placed by College/University an opportunity to work in a teaching learning situation under the supervision of a practicing teacher who holds a continuing license and has at least three years total teaching experience.
2. Cooperate with College/University in the development and implementation of the District’s Student Teaching Program.

3. Ensure that all student teachers placed at the District complete a criminal background check, at the expense of the student teacher or College/University, prior to the student teacher beginning at the District.
4. Provide appropriate supervision of the student teacher while at the District pursuant to rules promulgated by its Board. Such rules may not conflict with any minimum requirements established by the State or College/University with regard to the Student Teaching Program.
5. Immediately notify College/University if there is a change in the licensure status of any cooperating teacher providing supervision to any student teacher assigned hereunder.
6. Not replace any of its employees nor fill any vacancies normally filled by an employee with a student teacher assigned under this agreement. Therefore, a student teacher will not act as a substitute teacher.
7. Provide the College/University with copies of all policies and regulations applicable to student teachers.
8. Provide emergency medical care to the student teacher or College/University faculty member, at the District (if available) in case of injury or illness, or obtain other appropriate treatment as they choose. Any hospital or medical costs arising from such injury or illness will be the sole responsibility of the College/University faculty member or student teacher who received the treatment and not the District.
9. Reserve the right to deny a student teaching opportunity to an applicant and to terminate a student teaching assignment at any time, due to a lack of funding or for any other reason.
10. Recognize that it is the policy of both the District and the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The District agrees to adhere to this policy in implementing this agreement.

Liability:

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and will not be responsible for the acts of the other party and the results thereof. The College/University's liability will be governed by the Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, as amended, and by this Agreement or any other laws applicable to the College/University. The District's liability will be governed by Minnesota Statutes Section 466.04, as amended.

Term of Agreement:

This agreement will commence on October 5, 2020 and end on June 30, 2021. This Agreement may be terminated by either party at any time upon 60 days' written notice to the other party. Termination by the District will not automatically become effective with respect to student teachers then participating in the learning experience program, and said student teachers may be allowed to continue at the sole option of the District.

General Provisions:

1. Neither the District nor the College/University will assign or transfer any rights or obligations under this agreement without the prior written consent of the other party.
2. Any amendments to this agreement will be in writing and signed by authorized representatives from each party.
3. The parties agree that in fulfilling the duties of this agreement, they are responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated by the Act.
4. Student teachers are participants in an educational program, and for purposes of this agreement, shall not be considered employees of either the College/University or the District, except as provided for in Minnesota Statutes Section 122A.69. Student teachers shall not be entitled or eligible to participate in any benefits or privileges given or extended to employees of the College/University or the District, except as provided by Minnesota Statutes Section 122A.69.
5. The State of Minnesota has laws (the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the "MGDPA")) that classify the College/University's written and electronic information as public, private, or confidential. Except as otherwise provided in law or College/University policy, data on students is private and may not be shared with any other party. If the District receives a request from a third party for any data provided to the District by the College/University, the District agrees to immediately notify the College/University. The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and 34 C.F.R. § 99, apply to the use and disclosure of education records that are created or maintained under this agreement.
6. Student teachers assigned to the learning experience program at the District under this agreement will be required to sign a Student Teaching Program Agreement before the student teacher begins the Student Teaching Program at the District.

Approved:

Signed For: St. Mary's University
Name: Lynn G. Albee
Title: Dean, School of Education

Signature: 

Date: October 5, 2020

Signed For: South St. Paul Public Schools

Signature: _____
School Board Chair

Date: _____



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, October 12, 2020

Place on Agenda: Committee-of-the-Whole

Action Requested: None, review only

Attachment: Oct 1 Enrollment

Topic: Enrollment Update
Presenter(s): Aaron Bushberger, Finance Director
<p>We would like to provide you with a high-level October 1 enrollment update. October 1 is an important date for enrollment reporting that often is used for payment estimates from the State of Minnesota and funding calculations for future years.</p> <p>District administration is in the process of analyzing our current enrollment data. This analysis includes comparing current year data to previous years and trend data, and projections that were established in the budget. More detailed information will be presented to the Board at a future COW meeting.</p>
Recommendation: N/A
Alternatives: N/A

**South St. Paul Public Schools
October 1 Enrollment (K-12)**

	2019-20 Actual	2020-21 Budget	2020-21 Actual
Kindergarten	231	229	211
Grade 1	237	224	220
Grade 2	210	225	221
Grade 3	211	197	203
Grade 4	247	200	207
Grade 5	260	243	240
Grade 6	260	247	230
Grade 7	258	247	256
Grade 8	253	249	254
Grade 9	259	243	264
Grade 10	263	249	245
Grade 11	234	250	254
Grade 12	262	229	246
TOTAL	3185	3032	3051



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, October 12, 2020

Place on Agenda: Committee-of-the-Whole

Action Requested: None, review only

Attachment: Oct 1 Enrollment

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Presenter(s): Aaron Bushberger, Finance Director
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Recommendation: N/A
Alternatives: N/A

**South St. Paul Public Schools
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SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: October 12, 2020

Place on Agenda: Committee-of-the-Whole and Regular Meeting Reports

Action Requested: None. Information Only

Attachment: Central Square Community Center (CSCC) Background

Topic: Central Square Community Center Facility Study
Presenter(s): Superintendent Dave Webb
<p>Background:</p> <p>In September, we learned that the City of SSP will be ending the joint Central Square partnership with the school district, effective June 30, 2021. Since SSP Schools is the current owner of the Central Square facility, the school district will need to develop a plan for facility usage as the partnership ends. SSP school district leaders have begun initial discussions with Wold Architects to engage with the SSP community to gather their input and feedback. On Monday, we will share our plan for community engagement and gather feedback from the school board on our next steps.</p> <p>The following invite was shared in the October 7 Staff and Family newsletters:</p> <p>You're Invited to Join a SSP Central Square Facility - Community Feedback Session!</p> <p>As you may know, the City and School District have decided to end their Central Square partnership due to declining membership at Central Square. The school district is seeking community input and feedback on future programming and additional possible uses of the Central Square facility. You are invited to share your input at one of our sessions:</p> <ul style="list-style-type: none"> • Who: Interested SSP Community Members • What: A SSP community conversation and feedback gathering session with Wold Architects and SSP school leaders • Where: A Virtual Google Meet conversation using this link • When: 7pm on October 22 and November 12 • Why: To assist us in gathering community feedback on additional possible uses of the Central Square Facility
<p>Recommendation:</p> <p>N/A</p>
<p>Alternatives:</p> <p>N/A</p>

Central Square Community Center (CSCC) Background

History of Building/Partnership between SSP School District and the City

The South St. Paul School District is the owner of the Central Square building. When the city and school district entered into a partnership to establish the CSCC in February 2002, the SSP Parks and Recreation relocated from Wakota Arena (now known as Woog Arena) to the CSCC. Under a joint Management Agreement between SSPPS and the City of South St. Paul, the Parks and Recreation Department operated the management of the site.

CSCC Board

The Central Square Board is currently composed of six members; three appointed by the South St. Paul School Board and three appointed by the City Council. The Director of Parks and Recreation for the city and the Director of Community Education for SSPPS, co-facilitate the operations of the CS Board. The Board meets five times a year and has the authority and obligation to manage and operate Central Square's educational and recreational activities on behalf of the parties in accordance with the terms and conditions of the agreement. School district appointed representatives on the Central Square Community Center Advisory Board are: Luke Olson, Susan Berg-Williams, Julie Monson. District liaisons are School Board Member Nikki Laliberte, and Director of Community Education, Jeanne Zehnder.

Declining Membership Causing an End to the City/School District CSCC Partnership

The core operation of CSCC is dependent upon membership and program revenue. Membership hit a peak in 2013 at 1,002 members and has since been steadily in decline, 2019 concluded with 692 memberships, a 31% decrease in membership from the all-time high. Due to the current pandemic, memberships have continued to decrease. There has also been an increase in competition of local fitness centers, adding to the decrease in CSCS memberships. Due to these factors, at their September meeting, the City of SSP decided to end the Central Square partnership effective June 30, 2020.

Capital Project Funds

The operational surplus revenue of CSCC has supported capital projects. Since the creation of the project fund in 2009, any annual profit from the operation of CSCC is reserved for Capital Projects. CSCC operation to date has contributed \$338,866 to buildings, grounds and facility equipment capital costs. Currently there is a fund balance of \$69,424. These funds can only be used for capital improvements.

Building and Custodial Support

The SSP District currently provides evening custodial services, operates and maintains the indoor pool, and maintains the physical building with shared custodial staff from the Secondary Building. The 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 (fees are charged for swim lessons that Park and Rec runs).

The Senior Center

In 2005, the Parks and Recreation department began to contractually operate the Senior Center at CSCC on behalf of the school district. Under the Senior Center Agreement, the school District's Community Education budget pays approximately 33% of one Recreation Supervisor's salary. Revenues and expenditures to operate the Senior Center programs run through the Community Education budget. Programs, activities offered are expected to run budget neutral (revenues covers expenditures) revenues from such programs/activities do not support/cover the salary of the Recreation Supervisor salary.

City Run Central Square Programming at CSCC:

Instructor-led fitness classes and youth programs.:

- Silver Sneakers
- Fitness Classes
- 55+ Fitness Classes
- Defensive Drivers for 55 and older -held at CSCC but the State takes registration
- *Senior Center (Annual membership fee is \$10, a bi-monthly newsletter, activities-penny bingo 2x per month/cards, trips, spring/fall fashion show/holiday lunch/monthly board meeting and gift shop)
- *CE pays 33% or \$2407.00 per month of one Recreation Supervisor salary to oversee the senior program
- Taxes
- Pool (rental, water fitness, open swim, lap swim & swimming lessons)
- Gymnastics Open class held on Saturdays & 7 scheduled classes each season
- Karate
- Youth Programming (trips & day camps on non-school days and summer)
- Summer Playground Child Care programs housed at either Lincoln Center or Kaposia
- Fare for All (has now moved to Doug Woog Arena)
- Facility Rental-They rent the pool, the two Centennial rooms for meetings and events- CSCC Parks and Recreation staff are responsible for facility rental.

SSP School District Activities

The District currently 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 while these sports are in session or have practices, camps, competitions. Community Education utilizes the facility's meeting and activity rooms for classes primarily on the weekends. School District staff also use the meeting space at CSCC for meetings and workshops. All School District activities receive priority as the landlord, thus can supersede any other scheduled activity whether CSCC-sponsored or outside group. Note: District and Community Education do not control the scheduling of the facility and must secure space through CSCC Parks and Recreation staff even though the building is a District building.

Scheduling of the Facility

The City and Parks and Recreation staff currently manage the rental and facility use of CSCC.



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Meeting Date: October 12, 2020
Place on Agenda: Committee-of-the-Whole
Action Requested: None. Discussion Only
Attachment: School Board Meeting Plan

Topic: School Board Meeting Plan
Presenter(s): Superintendent Dave Webb
Background: As we have done in previous weeks, we will review our most recent county data and other key points in determining our meeting structure for our upcoming School Board meeting. As a reminder, <ul style="list-style-type: none">• There are five phases to our School Board meeting structure<ul style="list-style-type: none">○ Phase I – Full Virtual○ Phase II – Mostly Virtual○ Phase III – Hybrid (current phase)○ Phase IV – Mostly In-Person○ Phase V – Full In-Person
Recommendation: No change to our meeting structure recommendation at this time.
Alternatives: N/A

BACKGROUND

A School Board Meeting Transition Plan was developed to allow our School Board and district leaders to adapt and adjust the School Board meeting structure to ensure the safety and well-being of all meeting participants and attendees. As the pandemic continues to change and evolve, we will continue to review and modify meeting logistics as needed.

There are five phases to the transition process:

- Phase I – Full Virtual
- Phase II – Mostly Virtual
- Phase III – Hybrid
- Phase IV – Mostly In-Person
- Phase V – Full In-Person

Difference between phases:

- Phase I to II
 - Allow School Board, superintendent and admin asst. to attend in-person
- Phase II to III
 - Allow for public attendance at committee-of-the-whole and regular business meeting. Max of 12 audience members.
- Phase III to IV
 - Allow for in-person attendance for the Public Listening Session
- Phase IV to V
 - Full open with no accommodations or limitations

TRANSITION PLAN

Phase I – Full Virtual

- School Board members and leadership team attend virtually
- **Committee-of-the-Whole and Regular Business meetings** are combined for a 5:00 PM start
 - Meeting is televised live through Town Square TV on the Educational Access Channel 20 with playbacks of meetings broadcast every Wednesday at 1:00 PM and 7:00 PM.
 - A recorded version of the meeting will be placed on the District's [website](#)
- **Public Listening Session**
 - No in-person attendance; form submission only
 - School Board members notified of submissions prior to each School Board meeting
 - Submission acknowledged by Board Chair and/or Superintendent on-air during meeting
 - Board Chair and/or Superintendent follow-up with individual(s) who submitted a Public Listening Session form

Phase II – Mostly Virtual

- **Logistics**
 - School Board members, Superintendent and admin assistant attend in-person
 - Leadership team members attend virtually if they have an item on the agenda
 - Presentations flipped when possible
 - School Board members and staff in attendance must complete [Daily Health Assessment](#) prior to attending in-person
 - Any School Board member feeling ill or uncomfortable with attending in-person can attend virtually.
 - Face coverings required for everyone on site. May lower or remove mask when speaking.
 - The council chambers has plexiglass partitions between each School Board member
 - School Board member/staff [seating chart](#)

- **Committee-of-the-Whole meeting** begins at 6:00 PM at City Hall
 - No staff/public attendance allowed

- **Regular Business meeting** begins at 7:15 PM at City Hall
 - No staff/public attendance allowed
 - Meeting televised live through Town Square TV on the Educational Access Channel 20 with playbacks of meetings broadcast every Wednesday at 1:00 PM and 7:00 PM.
 - Meeting [livestreamed](#)
 - A recorded version of the meeting will be placed on the District's [website](#)

- **Public Listening Session**
 - Same as Phase I

Phase III – Hybrid

- **Logistics**
 - Same as Phase II

- **Committee-of-the-Whole meeting** begins at 6:00 PM at City Hall
 - Staff/Public attendance allowed – Limited to 12 audience members
 - Sign-up process for attendance - [Guidelines and sign-up](#)
 - Audience seats spaced per health guidelines

- **Regular Business meeting** begins at 7:15 PM at City Hall
 - Staff/Public attendance allowed – Limited to 12 audience members
 - Sign-up process for attendance – [Guidelines and sign-up](#)
 - Meeting is televised live through Town Square TV on the Educational Access Channel 20 with playbacks of meetings broadcast every Wednesday at 1:00 PM and 7:00 PM.
 - Meeting [livestreamed](#)
 - A recorded version of the meeting will be placed on the District's [website](#)

- **Public Listening Session**
 - Same as Phase I and II

Phase IV – Mostly In-Person

- **Logistics**
 - Same as Phase II and III
- **Committee-of-the-Whole meeting** begins at 6:00 PM at City Hall
 - Same as Phase III
- **Regular Business meeting** begins at 7:15 PM at City Hall
 - Same as Phase III
- **Public Listening Session**
 - Allow for in-person public listening sessions.
 - Form submission also available and will follow same process as Phase I-III

Phase V – Full In-Person

- Full in-person with no accommodations or limitations
- **Committee-of-the-Whole meeting** begins at 6:00 PM at City Hall
 - Staff/Public attendance allowed
- **Regular Business meeting** begins at 7:15 PM at City Hall
 - Meeting televised live through Town Square TV on the Educational Access Channel 20 with playbacks of meetings broadcast every Wednesday at 1:00 PM and 7:00 PM.
 - Meeting [livestreamed](#)
 - A recorded version of the meeting will be placed on the District's [website](#)
- **Public Listening Session**
 - Allow for in-person public listening sessions.
 - Form submission also available and will follow same process as Phase I-IV