



South St. Paul School Board Meeting
Monday, November 23, 2020 6:00 PM
Location: Virtual

Agenda

I.	ROLL CALL	
II.	APPROVAL OF MEETING AGENDA/MINUTES (Strategic Direction 4)	
	A. School Board Meeting Agenda, November 23, 2020	
	B. Committee-of-the-Whole Meeting Minutes, November 9, 2020	3
	C. School Board Meeting Minutes, November 9, 2020	4
	D. Special School Board Meeting Minutes, November 12, 2020	6
III.	QUALITY-IN-ACTION AND REPORTS (Strategic Direction 4)	
	A. Quality-in-Action: Kaposia Education Center Principal Terry Bretoi and several students will highlight their distance learning experience. (D. Webb)	
	B. Report: Public Listening Session (J. McClellan)	7
	C. Report: Superintendent's Update (D. Webb)	
IV.	CONSENT ITEMS (Strategic Direction 3)	
	A. Financial Claims: Bills Payable (D. Webb)	8
	B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves (D. Webb)	13
V.	POLICY REVIEW (Strategic Direction 1)	
VI.	BUSINESS ITEMS (Strategic Direction 3)	
	A. Approval, for the South St. Paul School Board to approve the first series of budget revisions for 2020-21. (A. Bushberger)	18
	B. Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Resolution. (D. Webb)	34
VII.	INFORMATIONAL ITEMS (Strategic Direction 4)	
	A. Board Members' Reports/Committee Updates/Discussion: Board members will report on recent educational activities/events/committees in which they have participated as well as other informational items.	
VIII.	SUPPLEMENTAL AGENDA	

IX. ADJOURNMENT

**South St. Paul School Board
Committee-of-the-Whole Meeting Minutes**

November 9, 2020

Chair Jeff McClellan called the November 9, 2020, meeting of the Committee-of-the-Whole to order at 6:05 PM with seven Board members present: Inspector Arend, Bjorklund, Diaz, Felton, Laliberte, Walker (virtual), and McClellan (virtual). Others present included Superintendent of Schools Dave Webb and several other students, staff and community members.

Staffing

Human Resource Director Cathy Miller reviewed the staffing that is on the agenda for approval this evening. School Board members also discussed and agreed to align with guidance from the Minnesota School Boards Association and surrounding districts to limit staffing reports to the consent item of the regular business meeting agenda.

Enrollment Update

In a follow-up to the October 1 enrollment update that was presented to the Board on October 12, finance director Aaron Bushberger provided a more in-depth look at the following three components of our enrollment analysis: home school, non-public and kindergarten enrollment. Administration will continue to analyze additional areas of our enrollment and bring those updates before the board in the coming months.

School Learning Model Update

District administration is continuing to keep an eye on our county, city and school COVID-19 data and prepare for a possible transition in learning models. The 14-day COVID-19 case rate per 10,000 people released on November 5 indicated Dakota County was at 33.4, which is up from 29.08 the week prior. Cases within our school district continue to remain low, but they also slightly increased last week.

On Tuesday morning, district leaders will meet with our Dakota County Regional Support Team, which includes representatives from the Minnesota Department of Health (MDH), Minnesota Department of Education (MDE) and Dakota County Public Health. The meeting will be to review local data, including the 14-day COVID-19 case rate for Dakota County, concentrations of positive COVID-19 cases in our SSP community, projected trends and staffing implications. Following the review of the data, this team will help us make a determination of if and when a learning model switch is needed.

School Board Meeting Transition Plan

School Board members agreed that if our schools transition to full-time distance learning, School Board meetings would also transition back to full virtual as listed in Phase I of their transition plan document.

2-Year Board Agenda

School Board members discussed the need to review their committee assignments for the 2021 calendar year. Administration will work to pull these items together for a discussion at an upcoming meeting.

The November 9, 2020, committee-of-the-whole meeting was adjourned at 6:42 PM.

Respectfully submitted by:

Lisa Brandecker, Acting Secretary-Clerk
South St. Paul Board of Education



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

NOVEMBER 9, 2020

The regular meeting of the School Board for South St. Paul Public Schools, Special School District 6, was held in the council chambers of city hall on Monday, November 9, 2020. Chair Jeff McClellan called the meeting to order at 7:15 PM with seven Board members present: Inspectors Arend, Felton, Diaz, Bjorklund, Walker (virtual), Laliberte and McClellan (virtual). Others present included Superintendent of Schools Dr. Dave Webb and several other district leaders and audience members.

By Inspector Arend

Seconded by Inspector Bjorklund

That the South St. Paul School Board approves the November 9, 2020 School Board meeting agenda, supplemental agenda, and the minutes of the following meetings:

- A. Committee-of-the-Whole Meeting Minutes, October 26, 2020
- B. Regular Meeting Minutes, October 26, 2020

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

REPORTS AND DISCUSSION

Hybrid Learning Experience: High School Principal Chuck Ochocki and two high school students shared their experiences with the hybrid learning model.

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

Superintendent's Update: Superintendent Webb provided highlights from around the district.

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 –Walker, Laliberte, Arend, Felton, Diaz, Bjorklund and McClellan
0 nays

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

By Inspector Felton

Seconded by Inspector Laliberte

That the School Board moves to adjourn the November 9, 2020 meeting at 7:44 PM.

Motion carried 7 yeas –Bjorklund, Walker, Laliberte, Arend, Felton, Diaz 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

NOVEMBER 12, 2020

A special meeting of the School Board, Special School District No. 6, South St. Paul, was held virtually on Thursday, November 12, 2020. Chair Jeff McClellan called the meeting to order at 5:05 PM with five Board members present: Inspectors Arend, Felton, Laliberte, McClellan and Walker. Inspector Bjorklund and Diaz were absent. Superintendent of Schools Dr. Dave Webb was also present.

By Inspector Arend

Seconded by Inspector Walker

For the South St. Paul School Board to approve the Resolution Canvassing Returns of Votes of School District General Election.

Motion carried 5 yeas – Walker, Laliberte, Arend, Felton and McClellan
0 nays

By Inspector Felton

Seconded by Inspector Arend

For the South St. Paul School Board to approve the Resolution Authorizing Issuance of Certificates of Election and Directing the School District Clerk to Perform Other Election Related Duties.

Motion carried 5 yeas – Walker, Laliberte, Arend, Felton and McClellan
0 nays

By Inspector Laliberte

Seconded by Inspector Walker

For the School Board to adjourn the November 12, 2020 special meeting at 5:08 PM.

Motion carried 5 yeas – Walker, Laliberte, Arend, Felton 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
Board of Education



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: November 23, 2020

Place on Agenda: Regular Meeting Reports

Action Requested: None

Attachment: None

Topic: School Board Listening Session Report
Presenter(s): Chair Jeff McClellan
<p>Background:</p> <p>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.</p> <p>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.</p> <p>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.</p>



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: November 23, 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

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
195303	5,059.70	11/06/2020	ACOUSTICS ASSOCIATES
195304	1,123.11	11/06/2020	ALLSTREAM
195305	1,119.24	11/06/2020	AMAZON CAPITAL SERVI
195306	90.00	11/06/2020	ARRIOLA, MARK
195307	6,270.00	11/06/2020	BERWALD ROOFING COMP
195308	138.82	11/06/2020	BIO CORPORATION
195309	245.64	11/06/2020	BLICK ART MATERIALS
195310	200.53	11/06/2020	BRIESE, RYAN
195311	1,090.71	11/06/2020	CAPITAL ONE COMMERC
195312	71,202.50	11/06/2020	CULINEX
195313	916.75	11/06/2020	CUSTOM DRYWALL
195314	32.14	11/06/2020	DECKER EQUIPMENT
195315	346.21	11/06/2020	EDUCATORS BENEFIT CO
195316	79.00	11/06/2020	GILSON, RYAN
195317	171.18	11/06/2020	GOLD, ANNE
195318	100.00	11/06/2020	GRIFFIN, COLM
195319	7,503.54	11/06/2020	ISD #12 CENTENNIAL
195320	51.00	11/06/2020	JOHNSON, THOMAS
195321	110.00	11/06/2020	KNUTSON, FLYNN & DEA
195322	51.00	11/06/2020	KOSKI, WILLOW
195323	436.00	11/06/2020	KWIK TRIP EXTENDED N
195324	132.98	11/06/2020	LAKESHORE LEARNING M
195325	8,725.75	11/06/2020	LAKETOWN ELECTRIC, I
195326	745.51	11/06/2020	LITERACY RESOURCES,
195327	18,135.50	11/06/2020	MEISINGER CONST. CO.
195328	7,332.40	11/06/2020	NAC
195329	332,224.50	11/06/2020	NASSEFF MECHANICAL C
195330	79.00	11/06/2020	PATTERSON, JAMES
195331	503.50	11/06/2020	PURCHASE POWER
195332	79.00	11/06/2020	RAYMOND, JOHN
195333	50.20	11/06/2020	RITTER, GLEN
195334	891.76	11/06/2020	SAM'S CLUB
195335	2.01	11/06/2020	SCHOOL SPECIALTY
195336	85.59	11/06/2020	SCOTT, JENNIFER
195337	15,840.00	11/06/2020	SECURLY
195338	2,880.00	11/06/2020	SOLIANT HEALTH
195339	8,333.34	11/06/2020	SOUTH ST PAUL EDUCAT
195340	1,110.48	11/06/2020	ST LOUIS PARK SCHOOL
195341	174.12	11/06/2020	ST PAUL PUBLISHING C
195342	171.18	11/06/2020	STATZ, JENNIFER
195343	890.00	11/06/2020	STRATEGIC STAFFING S
195344	1,647.60	11/06/2020	T-MOBILE
195345	1,111.11	11/06/2020	TSCHIDA, MARY
195346	4,241.78	11/06/2020	TWIN CITY HARDWARE C
195347	359.80	11/06/2020	UNIFORM ADVANTAGE
195348	22.40	11/06/2020	VAN HOEVER, DANIELLE
195349	33,630.12	11/06/2020	XCEL ENERGY
195350	100.00	11/06/2020	ZECHMEISTER, THOMAS
195351	65.00	11/13/2020	EDUCATION MINNESOTA
195352	365.98	11/13/2020	LOCAL #70
195353	909.00	11/13/2020	MINNESOTA CHILD SUPP
195354	397.50	11/13/2020	OFFICE AND PROF EMPL
195355	12,699.36	11/13/2020	SOUTH ST PAUL TEACHE
195356	10.00	11/13/2020	SOUTH ST PAUL OPEN F
195357	151.00	11/13/2020	SOUTH ST PAUL EDUCAT
195358	1,002.68	11/13/2020	SSP EASRP

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
195359	13.99	11/13/2020	ACE HARDWARE & PAINT
195360	40.00	11/13/2020	ALBIN ACQUISITION CO
195361	75.00	11/13/2020	ALBRECHT, TIFFANY
195362	662.00	11/13/2020	ALLINA HEALTH
195363	92.18	11/13/2020	AMAZON CAPITAL SERVI
195364	4,489.90	11/13/2020	ARVIG
195365	750.00	11/13/2020	BACKUPIFY
195366	3,868.90	11/13/2020	BEVSO
195367	6,673.09	11/13/2020	BLACKBOARD INC
195368	214.04	11/13/2020	BUILDING CONTROLS GR
195369	79.00	11/13/2020	BURNS, BRIAN
195370	3,608.10	11/13/2020	CAPSTONE /COUGHLAN C
195371	75.00	11/13/2020	CARRERA, DAVID
195372	149.99	11/13/2020	CATALYST SOURCING SO
195373	2,490.23	11/13/2020	CITY OF SOUTH ST PAU
195374	79.00	11/13/2020	CLARK, CORY
195375	490.00	11/13/2020	COL MARKETING
195376	68.00	11/13/2020	COMO LUBE & SUPPLIES
195377	1,128.96	11/13/2020	CONVERGINT TECHNOLOG
195378	59.85	11/13/2020	CULLIGAN-MILBERT COM
195379	183.39	11/13/2020	DECKER EQUIPMENT
195380	500.00	11/13/2020	DEWALD, RINA
195381	456.25	11/13/2020	EXCEL AV GROUP LLC
195382	79.00	11/13/2020	GILSON, RYAN
195383	61.67	11/13/2020	GOODIN COMPANY
195384	75.38	11/13/2020	GRAINGER, INC
195385	404.61	11/13/2020	GROTH MUSIC CO
195386	948.75	11/13/2020	HORIZON COMMERCIAL P
195387	8,910.00	11/13/2020	IMAGINE LEARNING, IN
195388	250.00	11/13/2020	IXL LEARNING
195389	17,109.00	11/13/2020	JB OFFICEWORKS, LLC
195390	3,380.00	11/13/2020	JOHNSON, CHRISTINE
195391	102.00	11/13/2020	JOHNSON, THOMAS
195392	102.00	11/13/2020	KOSKI, WILLOW
195393	250.00	11/13/2020	LOFFLER COMPANIES
195394	821.81	11/13/2020	MARK'S PLUMBING PART
195395	533.72	11/13/2020	MCMASTER-CARR SUPPLY
195396	654.70	11/13/2020	MID CITY INDUSTRIAL
195397	468.64	11/13/2020	MINNESOTA LOCKS
195398	116.08	11/13/2020	MINNESOTA AIR
195399	29,852.31	11/13/2020	MOHAWK USA
195400	4,428.61	11/13/2020	NETWORK SERVICES COM
195401	15,604.47	11/13/2020	NEW DOMINION SCHOOL/
195402	2,097.00	11/13/2020	OFFICE DEPOT
195403	132.00	11/13/2020	PPG ARCHITECTURAL FI
195404	17,500.00	11/13/2020	PREMIER TEST & BALAN
195405	1,140.00	11/13/2020	PRESIDIO NETWORKED S
195406	3,554.92	11/13/2020	PROFESSIONAL WIRELES
195407	461.82	11/13/2020	RED BALLOON BOOKSHOP
195408	1,422.28	11/13/2020	RIVERSIDE INSIGHTS
195409	75,069.85	11/13/2020	SAFEWAY WISCONSIN, I
195410	232.93	11/13/2020	SM ENTERPRISE INC
195411	2,880.00	11/13/2020	SOLIANT HEALTH
195412	25,728.80	11/13/2020	SOURCEWELL TECHNOLOG
195413	569.49	11/13/2020	ST PAUL PIONEER PRES
195414	990.00	11/13/2020	SUNBELT RENTALS

CHECK NUMBER	CHECK AMOUNT	CHECK DATE	CHECK VENDOR
195415	12,229.12	11/13/2020	TEACHERS ON CALL
195416	4,082.25	11/13/2020	TEAM SPORTING GOODS,
195417	98.28	11/13/2020	TRIO SUPPLY CO
195418	1,111.11	11/13/2020	TSCHIDA, MARY
195419	1,359.54	11/13/2020	TWIN CITY JANITOR SU
195420	4,700.00	11/13/2020	TWIN CITY OUTDOOR SE
195421	1,815.60	11/13/2020	TWIN CITY TRANSPORTA
195422	7,367.04	11/13/2020	UPPER LAKES FOODS
195423	404.74	11/13/2020	US FOODS CULINARY EQ
195424	80.30	11/13/2020	WESTERN PSYCHOLOGICA
195425	17,450.00	11/13/2020	WILD CAT CLEANING SE
195426	266.50	11/13/2020	WOLD ARCHITECTS
202000140	43,177.68	11/13/2020	MINNESOTA PAYROLL TA
202000141	259,689.64	11/13/2020	FEDERAL PAYROLL TAXE
202000142	40,678.09	11/13/2020	PERA
202000143	56,400.00	11/13/2020	TSA/ACH DEDUCTION
202000144	129,137.00	11/13/2020	TEACHER RETIREMENT A
202000145	0.00	11/13/2020	MINNESOTA PAYROLL TA
202000146	0.00	11/13/2020	FEDERAL PAYROLL TAXE
202100049	150.00	11/13/2020	BRACKETT, JANESSA
202100050	61.00	11/13/2020	CASALENDA, PAULA
202100051	25.86	11/13/2020	DAHL, LAURA
202100052	186.58	11/13/2020	DIETZ, KELLY
202100053	19.99	11/13/2020	GYSBERS, HEATHER
202100054	11.59	11/13/2020	MOORE, CHRISTOPHER
202100055	104.99	11/13/2020	NYGAARD, LINDA
202100056	75.00	11/13/2020	PETERSON, LORI
202100057	240.00	11/13/2020	PRICE, ANNE
	1,374,537.83		Totals for checks

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL	512,691.87	0.00	273,318.32	786,010.19
02	FOOD SERVICE	8,017.31	0.00	84,794.27	92,811.58
04	COMMUNITY EDUCATION	24,118.15	0.00	4,653.27	28,771.42
05	CAPITAL	0.00	0.00	47,184.36	47,184.36
06	BLDGING CONSTRUCTION	0.00	0.00	417,856.38	417,856.38
50	ACTIVITY ACCOUNT	1,903.90	0.00	0.00	1,903.90
***	Fund Summary Totals ***	546,731.23	0.00	827,806.60	1,374,537.83

***** End of report *****



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: November 23, 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 November 23, 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.

Certified

A. Appointments/Reassignments

1. Luke Olson – Math instructional overload-High School, Secondary Building, effective November 16, 2020, through December 4, 2020.
2. Luke Olson – Math instructional overload-High School, Secondary Building, effective December 7, 2020, through approximately March 5, 2021.
3. Ellyn Thompson – 1.0 FTE Humanities Teacher-High School, Secondary Building, MA00, Step 2, effective November 30, 2020, through June 14, 2020.
4. Kris Weinfurter – Math instructional overload-High School, Secondary Building, effective November 16, 2020, through December 4, 2020.
5. Kris Weinfurter – Math instructional overload-High School, Secondary Building, effective December 7, 2020, through approximately March 5, 2021.

Change of Assignment (effective December 7, 2020, through June 14, 2020)

Dylan Olson – Change from 1.0 FTE Humanities Teacher-High School, to 1.0 FTE Student Support Specialist, Secondary Building

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

Packers Pathways to Success – Middle School (November 2, 2020 – March 26, 2021; up to 76.8 hours)

Jesse Arvidson
 Tess Green – Substitute
 Jenna Haack
 Shelly Moland
 Jody Sielski
 Claire Troxel – Substitute

2020-21 ECA

SWIMMING – BOYS

Asst/JV Coach	Bookler, Patrick	\$3,668
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MUSIC

Choreographer	Myatt, J. Dalton*	\$892
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* indicates a non-district employee
 ** indicates a returning non-district employee

B. Resignations/Retirements/Leaves/Reductions/Other

1. Natalie Patrick – Resignation from her ECA assignment as Varsity Assistant Dance Coach, Secondary Building, effective November 9, 2020.

Classified

A. Appointments/Reassignments

1. Byron Anderson – Part-Time Custodial Cleaner, Secondary Building, \$16.99 per hour, 20 hours per week, effective September 24, 2020. (rehire)
2. Lucas Mellen – Part-Time Custodial Cleaner, Kaposia Education Center, \$16.99 per hour, 20 hours per week, effective October 20, 2020. (rehire)
3. Gabrielle Nielsen – Office Assistant-Elementary (Substitute), Lincoln Center, \$21.65 per hour, 40 hours per week, effective November 30, 2020, through approximately February 12, 2021.
4. Julie Ries – Office Assistant-Elementary (Substitute), Kaposia Education Center, \$21.65 per hour, 25 hours per week, effective September 8, 2020, through December 22, 2020. (extension from November 30, 2020)

Change of Assignment

Henry Bailey – Change from Custodian (Step 1; temporary), District-wide, to Day Custodian (Step 5), Secondary Building and Central Square, effective November 17, 2020

Kayla Ganje – Change from Elementary Office Assistant (Class III) to Elementary Principal Administrative Assistant (Class V), Lincoln Center, effective November 30, 2020, through approximately February 12, 2021

Temporary Assignment (Effective October 19 – November 16, 2020)

Henry Bailey – Custodian (Step 1), District-wide, \$21.36 per hour, 8 hours per day

B. Resignations/Retirements/Leaves/Reductions/Other

1. Tammy Christopherson – Extend leave of absence from her position as Office Assistant, Kaposia Education Center, effective August 17, 2020, through December 31, 2020. (extension from November 30, 2020)

Release from Position

Student Supervisor – Effective November 17, 2020

Lincoln Center

Nicole Arrigoni

Delia Cervantes-Garcia

Bridget Contreras

Debra Jung

Kaposia Education Center

Danielle Nicholson

Melissa Pugh

Carla Rakness

Janet Roehlen

Jhovanny Torres Pantaleon

Part-Time Custodian Cleaner – Effective November 23, 2020

Kaposia Education Center

David Kurth
Lucas Mellen
Mary Mooney
Timothy Nelson

Lincoln Center

Delia Cervantes-Garcia
Timothy Goss
Teresa Ortiz
Karen Sevlie
Samuel Sevlie

Secondary Building

Mark Anderberg
Victoria Caraway
Dianna Duchsherer
Christopher Ewald
Russell King
Jennifer Peine
Melissa Pugh
Jhovanny Torres Pantaleon
Benjamin Vesey
Richard Wiita

SSP Education Center

Erika Cossio Coria
Charles Harder

Central Square

Mathew Lindeman



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, November 23, 2020

Place on Agenda: Regular Meeting

Action Requested: Approval

Attachment: 1st Budget Revisions – 2020-21 Budget
Budget Revisions Power Point – [Flipped Video Link](#)

Topic: 1 st Budget Revisions – 2020-21 Budget
Presenter(s): Aaron Bushberger, Finance Director
<p>Background:</p> <p>The board packet includes two pages that incorporate the proposed 1st budget revisions.</p> <p>A flipped presentation has been created to summarize the proposed budget revisions.</p> <p>While all funds are listed, the only proposed budget adjustments at this time are for the general fund and the community education fund. These revisions are a result of updated enrollment, funding and expenditure estimates.</p> <p>The proposed revisions were reviewed by the Finance Committee at their November 18, 2020 meeting. No changes have been made since that meeting.</p>
Recommendation: Approval
Alternatives: N/A

South St Paul Public Schools
2020-21 Budget Summary

	Original Budget June 22, 2020		Revised Budget #1 November 23, 2020		CHANGE	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
GENERAL FUND	43,461,285	44,451,450	43,223,913	44,319,188	-237,372	-132,262
FOOD SERVICE FUND	2,211,757	2,405,169	2,211,757	2,405,169	0	0
COMMUNITY ED FUND	2,347,913	2,380,368	1,667,270	1,710,046	-680,643	-670,322
DEBT SERVICE FUND	3,064,592	3,107,838	3,064,592	3,107,838	0	0
TOTAL BUDGET AMOUNT	51,085,547	52,344,825	50,167,532	51,542,241	-918,015	-802,584

**South St Paul Public Schools
1st Budget Revision Details**

	Beginning Fund Bal	Revenue	Expenditures	Ending Fund Bal
GENERAL FUND				
ORIGINAL BUDGET	4,843,309	43,461,285	44,451,450	3,853,144
Coronavirus Relief Funds (CRF)		910,165	910,165	
Enrollment adjustment		-144,872		
Change in other revenues		-317,500		
Staffing costs			-557,262	
Transfer to Community Ed Fund			200,000	
Flex Spending		225,000	225,000	
TOTAL REVISIONS		-237,372	-132,262	
REVISED BUDGET	4,843,309	43,223,913	44,319,188	3,748,034
FOOD SERVICE FUND				
ORIGINAL BUDGET	688,611	2,211,757	2,405,169	495,199
No revisions				
TOTAL REVISIONS		0	0	
REVISED BUDGET	688,611	2,211,757	2,405,169	495,199
COMMUNITY ED FUND				
ORIGINAL BUDGET	103,019	2,347,913	2,380,368	70,564
No School Age Care program		-922,000	-948,187	
Emergency Care program		99,357	373,896	
Reduction in programming		-58,000	-96,031	
Transfer from General Fund		200,000		
TOTAL REVISIONS		-680,643	-670,322	
REVISED BUDGET	103,019	1,667,270	1,710,046	60,243
DEBT SERVICE FUND				
ORIGINAL BUDGET	729,915	3,064,592	3,107,838	686,669
No revisions				
TOTAL REVISIONS		0	0	
REVISED BUDGET	729,915	3,064,592	3,107,838	686,669

2020-2021 1st Budget Revisions

Aaron Bushberger, Director of Finance
November 23, 2020



Budget Process / Planning

**2019-20
Audit**

Present to
Board at
12/14
meeting

**2020-21
Budget**

Present to
Board at
11/23
meeting

**2021-22
Budget**

Planning to
start in
January
2021

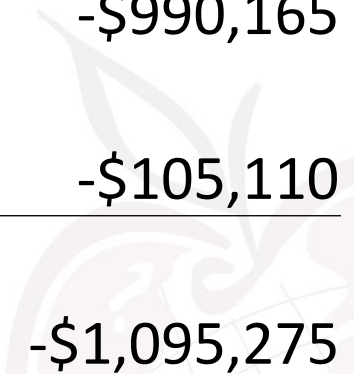
2020-21 1st Budget Revisions

- **General Fund** – 1st budget revisions are being proposed
- **Community Ed Fund** – 1st budget revisions are being proposed
- **Food Service Fund** – no budget revisions at this time, future revisions are expected
- **Debt Service Fund** – no revisions



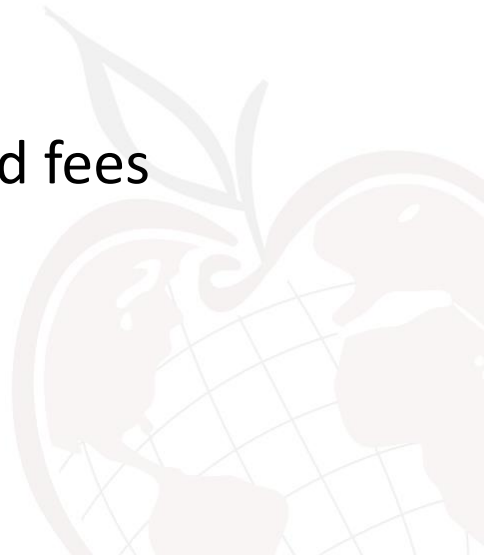
General Fund

	<u>Revenue</u>	<u>Expenditures</u>	<u>Net</u>
Original Budget	\$43,461,285	\$44,451,450	-\$990,165
1st Budget Revisions	<u>-\$237,372</u>	<u>-\$132,262</u>	<u>-\$105,110</u>
Revised Budget	\$43,223,913	\$44,319,188	-\$1,095,275



General Fund Budget Revisions

- Decrease in enrollment (-\$144,872):
 - Overall K-12 enrollment is consistent with budget
 - VPK enrollment has decreased
- Decrease in revenue (-\$317,500)
 - Decrease in student activities, admissions and fees revenue
 - Decrease in Medical Assistance revenue



General Fund Budget Revisions

- Decrease in expenditures (-\$557,262):
 - ‘Normal’ changes in current staffing costs
 - Decrease in overall staffing costs
 - Decrease in substitute costs
 - Increase in unemployment costs



General Fund Budget Revisions

- Other changes (+\$200,000):
 - Transfer to Community Education Fund to support Emergency Care programming
- Coronavirus Relief Funds (CRF) (no change)
 - Federal funding is provided to pay for additional COVID related expenses
 - No change to bottom line

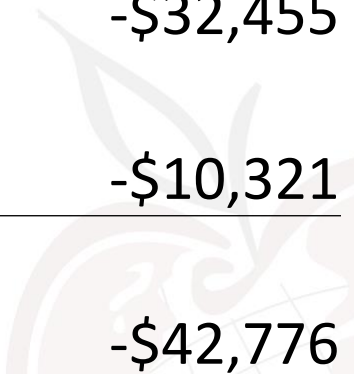


General Fund Balance

Projected Beginning Fund Balance	\$4,843,309
2020-21 Revenue	\$43,223,913
2020-21 Expenditures	\$44,319,188
2020-21 Net	-\$1,095,275
Projected Ending Fund Balance	\$3,748,034
Fund Balance %	8.5%

Community Ed Fund

	<u>Revenue</u>	<u>Expenditures</u>	<u>Net</u>
Original Budget	\$2,347,913	\$2,380,368	-\$32,455
1st Budget Revisions	<u>-\$680,643</u>	<u>-\$670,322</u>	<u>-\$10,321</u>
Revised Budget	\$1,667,270	\$1,710,046	-\$42,776



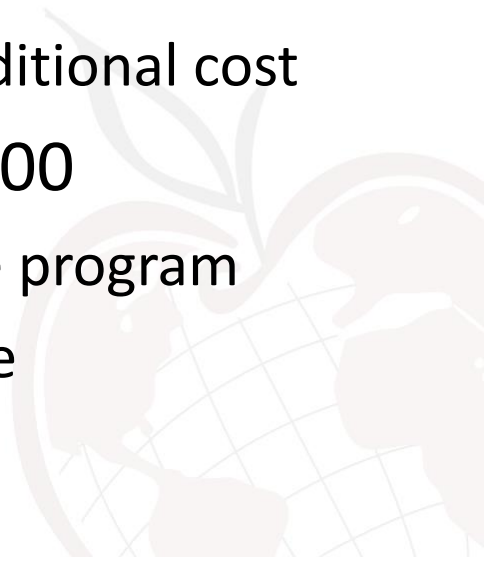
Community Ed Budget Revisions

- Elimination or reduction of Kids Choice and other CE programming:
 - Decrease in revenue of \$980,000
 - Decrease in expenditures of \$1,044,218



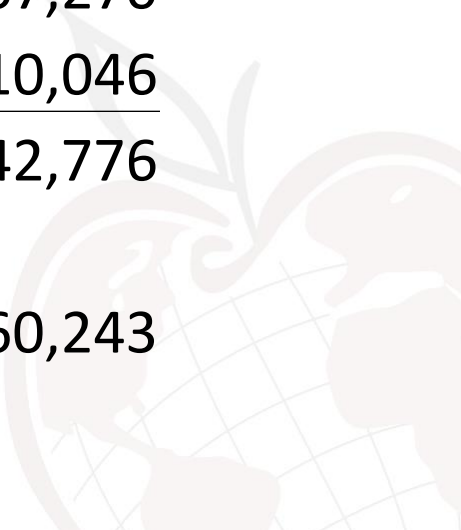
Community Ed Budget Revisions

- Requirement to provide Emergency Care programming:
 - Additional cost of \$373,896
 - Additional revenue of \$99,357
 - Able to use some CRF dollars to offset additional cost
 - Transfer from General Fund for \$200,000
 - Offset additional costs of Emergency Care program
 - Keep Community Ed fund balance positive



Community Ed Fund Balance

Projected Beginning Fund Balance	\$103,019
2020-21 Revenue	\$1,667,270
2020-21 Expenditures	<u>\$1,710,046</u>
2020-21 Net	-\$42,776
Projected Ending Fund Balance	\$60,243



Next Steps

- December 14, 2020 School Board Meeting
 - Review and approve 2019-20 audit results
 - Review and approve Pay 2021 levy (revenue for 2021-22)
- January 2021
 - Establish budget assumptions and parameters for 2021-22 fiscal year





SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, November 23, 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: **November 23, 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

VALUE IN KIND

Donation Item	Designated To	Donation From	Purpose
iPad	ABE program	Francine Cosgrove Anderson	Classroom use

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