



South St. Paul School Board Meeting
Monday, January 25, 2021 6:00 PM
Location: Virtual

Agenda

I.	ROLL CALL	
II.	APPROVAL OF MEETING AGENDA/MINUTES (Strategic Direction 4)	
	A. School Board Meeting Agenda, January 25, 2021	
	B. School Board Meeting Minutes, January 11, 2021	3
	C. Special School Board Meeting Minutes, January 20, 2021	6
III.	QUALITY-IN-ACTION AND REPORTS (Strategic Direction 4)	
	A. <i>Quality-in-Action:</i>	
	1. The TriDistrict Career and College Readiness (CCR) initiative is a unique collaboration between South St. Paul Public Schools, Inver Grove Heights Community Schools and West St. Paul-Mendota Heights-Eagan Area Schools. The CCR program allows students from the three districts to venture off their high school campus and take courses onsite at partner businesses.	7
	 The Quality-in-Action will feature a CCR program overview from Ben Kusch and well as highlights from two of our career pathways, transportation and education. (B. Kusch/T. Kennealy)	
	B. <i>Reports:</i>	
	1. Building Assets, Reducing Risks (BARR) Update (C. Schmidt)	8
	2. Online School Program (D. Webb, P. Brashear and R. O'Reilly)	18
	3. 2021-2022 Budget Planning (A. Bushberger)	19
	4. Public Listening Session (C. Walker)	40
IV.	CONSENT ITEMS (Strategic Direction 3)	
	A. Financial Claims: Bills Payable (D. Webb)	41
	B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves (D. Webb)	47

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

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

A. Approval, for the South St. Paul School Board to approve the revised School Age Care Fees. (J. Zehnder) 51

B. Approval, for the South St. Paul School Board to approve the 2021 Pay Equity Report. (C. Miller) 61

C. Approval, for the South St. Paul School Board to approve the Memorandum of Agreement between South St. Paul Public Schools and the South St. Paul Educational Support Professionals for Insurance Eligibility. (C. Miller) 63

D. Approval, for the South St. Paul School Board to approve the Agreement for Student Teaching Between the University of St. Thomas Education Department and South St. Paul Public Schools. (C. Miller) 65

E. Approval, for the South St. Paul School Board to approve the Resolution Directing Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefor. (A. Bushberger/C. Miller) 69

F. Approval, for the South St. Paul School Board to approve the Resolution for the Safe Routes to School Boost Grant. (D. Webb) 71

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

A. **Superintendent's Update:** Superintendent Dave Webb will provide highlights from around the district. (D. Webb)

B. **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.

VIII. **SUPPLEMENTAL AGENDA**

IX. **ADJOURNMENT**



SOUTH ST. PAUL PUBLIC SCHOOLS

Special School District No. 6

JANUARY 11, 2021

The regular meeting of the School Board, Special School District No. 6, South St. Paul, was held virtually on Monday, January 11, 2021. Vice Chair Linda Diaz called the meeting to order at 6:04 PM with seven Board members present: Inspectors Arend, Felton, Diaz, Raasch, Weber, Laliberte and Walker. Others present included Superintendent of Schools Dr. Dave Webb and several staff.

Reelected School Board member Nikki Laliberte as well as newly elected School Board members John Raasch and Monica Weber recited their oath of office pledge.

By Inspector Arend

Seconded by Inspector Felton

That the South St. Paul School Board approves the January 11, 2021, School Board meeting agenda, supplemental agenda, and the minutes of the following meetings:

- A. Board of Education Meeting Agenda for January 11, 2021
- B. Regular Board Meeting Minutes, December 14, 2020
- C. Special Board Meeting Minutes, December 7, 2020 (revised)
- D. Special Board Meeting Minutes, December 22, 2020
- E. Special Board Meeting Minutes, December 29, 2020

Motion carried 7 yeas – Laliberte, Arend, Felton, Diaz, Raasch, Weber and Walker
0 nays

Inspector Felton nominates Chris Walker as Board Chair for one-year commencing the first business meeting of January, 2021, to the first business meeting in January, 2022.

Motion carried by acclamation

Chair Walker nominates Linda Diaz as Vice Chair for one-year commencing the first business meeting of January, 2021, to the first business meeting in January, 2022.

Motion carried by acclamation

Inspector Felton nominates Nikki Laliberte as Secretary-Clerk for one-year commencing the first business meeting of January, 2021, to the first business meeting in January, 2022.

Motion carried by acclamation

Inspector Diaz Nominates Wendy Felton as Treasurer for one-year commencing the first business meeting of January, 2021, to the first business meeting in January, 2022.

Motion carried by acclamation

By Inspector Laliberte

Seconded by Inspector Arend

That the South St. Paul School Board approve the 2021 School Board meeting schedule.

Motion carried 7 yeas – Arend, Felton, Diaz, Raasch, Weber, Laliberte and Walker

0 nays

By Inspector Diaz
That the South St. Paul School Board approve the 2021 School Board Committee Assignments.

Seconded by Inspector Laliberte

School Board members engaged in discussion on the various committees for 2021.

Motion carried 7 yeas – Laliberte, Arend, Felton, Diaz, Raasch, Weber and Walker
0 nays

By Inspector Felton
That the South St. Paul School Board approves the delegation of Clerk and Treasurer duties for day-to-day business.

Seconded by Inspector Arend

Motion carried 7 yeas – Weber, Laliberte, Arend, Felton, Diaz, Raasch and Walker
0 nays

By Inspector Arend
That the South St. Paul School Board approves authorizing the Finance Director and the Assistant Business Manager to make electronic fund transfers.

Seconded by Inspector Raasch

Motion carried 7 yeas – Raasch, Weber, Laliberte, Arend, Felton, Diaz and Walker
0 nays

By Inspector Diaz
That the South St. Paul School Board approves to designate Bremer Bank, US Bank, Wells Fargo, and Minnesota School District Liquid Asset Fund Plus as the depositories for school funds.

Seconded by Inspector Arend

Motion carried 6 yeas – Diaz, Raasch, Weber, Laliberte, Arend and Felton
0 nays

1 abstain – Chair Walker

By Inspector Arend
That the South St. Paul School Board approves to authorize the Finance Director to invest excess funds in accordance with M.S. § 118A.

Seconded by Inspector Diaz

Motion carried 7 yeas – Felton, Diaz, Raasch, Weber, Laliberte, Arend and Walker
0 nays

By Inspector Laliberte
That the South St. Paul School Board approves to designate Rupp, Anderson, Squires, & Waldspurger, P.A., Knutson, Flynn, & Deans, and District 917 Legal Services as legal counsel for the District.

Seconded by Inspector Diaz

Motion carried 7 yeas – Arend, Felton, Diaz, Raasch, Weber, Laliberte and Walker
0 nays

By Inspector Arend
That the South St. Paul School Board approves to designate the Pioneer Press Newspaper as the official newspaper of the district for the year 2021.

Seconded by Inspector Felton

Motion carried 7 yeas – Laliberte, Arend, Felton, Diaz, Raasch, Weber and Walker
0 nays

By Inspector Diaz
That the South St. Paul School Board approves to authorize continued use of facsimile signatures of the Board officers on all check warrants issued by the School District.

Seconded by Inspector Felton

Motion carried 7 yeas – Weber, Laliberte, Arend, Felton, Diaz, Raasch and Walker
0 nays

By Inspector Laliberte
That the South St. Paul School Board approves to continue roll call and call for votes by rotation, and adopt *Robert's Rules of Order*.
Motion carried 7 yeas – Raasch, Weber, Laliberte, Arend, Felton, Diaz and Walker
0 nays

By Inspector Diaz
A. Financial Claims—Bills Payable
B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves.
Motion carried 7 yeas – Diaz, Raasch, Weber, Laliberte, Arend, Felton and Walker
0 nays

By Inspector Laliberte
Approval, for the South St. Paul School Board to approve the revised COVID-19 Face Covering Policy #808.
Motion carried 7 yeas – Felton, Diaz, Raasch, Weber, Laliberte, Arend and Walker
0 nays

By Inspector Felton
That the South St. Paul School Board approves the 2022-23 Calendar Guiding Change Document.
Motion carried 7 yeas – Arend, Felton, Diaz, Raasch, Weber, Laliberte and Walker
0 nays

By Inspector Diaz
That the South St. Paul School Board approves scheduling a special virtual meeting on Wednesday, January 20, 2021 at 5:00 PM. The meeting will be to conduct a closed session per the Open Meeting Law (Minn. Stat. § 13D.03) for a labor negotiations update.
Motion carried 7 yeas – Laliberte, Arend, Felton, Diaz, Raasch, Weber and Walker
0 nays

Superintendent Webb and School Board members reported on various educational activities/events in which they have participated as well as other informational items.

By Inspector Arend
That the School Board moves to adjourn the January 11, 2021, meeting at 7:25 PM
Motion carried 7 yeas – Weber, Laliberte, Arend, Felton, Diaz, Raasch and Walker
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
Special School District No. 6

JANUARY 20, 2021

A special meeting of the School Board for Special School District No. 6, South St. Paul, was held virtually on Wednesday, January 20, 2021. Chair Chris Walker called the meeting to order at 5:08 PM with seven Board members present: Inspectors Arend, Diaz, Felton, Laliberte, Raasch, Weber and Walker. Superintendent Dave Webb, Human Resource Director Cathy Miller and Finance Director Aaron Bushberger were also present.

By Inspector Felton

Seconded by Inspector Raasch

That the South St. Paul School Board approve the January 20, 2021 special meeting agenda.

Motion carried 7 yeas – Arend, Felton, Diaz, Raasch, Weber, Laliberte and Walker
0 nays

By Inspector Laliberte

Seconded by Inspector Arend

For the School Board to move to a closed session at 5:10 PM per Minn. Stat. Sect. 13D.03 for the purpose of a labor negotiations update.

Motion carried 7 yeas – Laliberte, Arend, Felton, Diaz, Raasch, Weber and Walker
0 nays

Members present: Inspectors Arend, Diaz, Felton, Laliberte, Raasch, Weber and Walker. Superintendent Dave Webb, Human Resource Director Cathy Miller and Finance Director Aaron Bushberger were also present.

By Inspector Arend

Seconded by Inspector Felton

For the School Board to adjourn the closed session at 6:55 PM.

Motion carried 7 yeas – Weber, Laliberte, Arend, Felton, Diaz, Raasch and Walker
0 nays

By Inspector Laliberte

Seconded by Inspector Raasch

That the School Board move to adjourn the January 20, 2021 special meeting at 6:55 PM.

Motion carried 7 yeas – Raasch, Weber, Laliberte, Arend, Felton, Diaz and Walker
0 nays

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

Respectfully Submitted by:

Nikki Laliberte, Secretary-Clerk
School Board

Meeting Date: January 25, 2021
Place on Agenda: Quality-in-Action
Action Requested: None
Attachment: None

Topic: Career and College Readiness
Presenter(s): Lead Designer Ben Kusch and SSP Secondary Teacher Tim Kennealy
<p>Background:</p> <p>The TriDistrict Career and College Readiness (CCR) initiative is a unique collaboration between South St. Paul Public Schools, Inver Grove Heights Community Schools and West St. Paul-Mendota Heights-Eagan Area Schools. Ben Kusch, Lead Designer for the TriDistrict CCR program will provide an overview of the CCR initiative that is redesigning the career exploration and college search process for students. The CCR program allows students from the three districts to venture off their high school campus and take courses onsite at partner businesses through four career pathways:</p> <ul style="list-style-type: none"> • Healthcare Careers and Medicine • Transportation Technologies • Business and Entrepreneurship • Education (new this year) <p>In collaboration with Metropolitan State University and their School of Urban Education, South St. Paul Secondary offers coursework to SSPSS juniors and seniors that introduces students to the careers in the education profession, with a specific focus on teaching. A large part of this goal is to increase and support the diversity within the teaching profession. In addition to potentially earning up to 6 college credits, this year-long experience offers students an opportunity to learn about what is involved in becoming a teacher, as well as other education professionals.</p> <p>South St. Paul Secondary Teacher, Tim Kennealy, works alongside a Metro State professor in a mentorship capacity as students take the equivalent of the first two courses that college students must take to begin their studies to earn their degree and teaching license. This programming is partially funded with a grant from the Minnesota Department of Education.</p> <p>On Monday evening, the Quality-in-Action presentation will feature a CCR program overview from Ben Kusch, as well as highlights from two of our career pathways, transportation and education.</p>
<p>Recommendation:</p> <p>None</p>
<p>Alternatives:</p> <p>N/A</p>



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, January 25, 2021

Place on Agenda: Reports

Action Requested: None

Attachment: BARR Overview Slides

Topic: Building Assets, Reducing Risks (BARR) Overview
Presenter(s): Learning Director Chad Schmidt
<p>Background:</p> <p>South St. Paul High School has been a BARR member school since 2016, focusing their programming and implementation efforts mostly in Grades 9-10. This past summer, they were recognized for their strong work and identified as an “anchor school” in the BARR Center’s networked school improvement efforts, which are funded by the Gates Foundation.</p> <p>This fall, the BARR Center contacted SSPPS to partner with us by expanding the training and support for implementing BARR evidence-based structures and strategies across the K-12 continuum. The attached slides provide an overview of key elements in the Building Assets, Reducing Risks firm, but flexible model and connect this improvement effort to our foundational International Baccalaureate (IB) and Multi-Tiered Systems of Support (MTSS) frameworks.</p>
<p>Recommendation:</p> <p>None</p>
<p>Alternatives:</p> <p>N/A</p>

South St. Paul
Public Schools



BARR: Building Assets, Reducing Risks

Dr. Chad Schmidt, Learning Director

January 25, 2021



Overview

What is BARR?

How does BARR support IB and MTSS?

Key Steps/Timeline



BARR



THE BARR MODEL: GREAT TEACHING BEGINS WITH UNDERSTANDING EACH STUDENT AS A LEARNER — AND AS A PERSON.

- ✔ Better understand and build on students' strengths.
- ✔ Proactively address the non-academic reasons why they may be falling behind in school.
- ✔ Identify what resources they need and steps they can take to thrive.



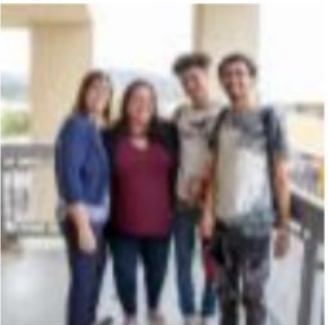
Same students. Same teachers.
BETTER RESULTS.

BARRCenter.org

Two Pillars



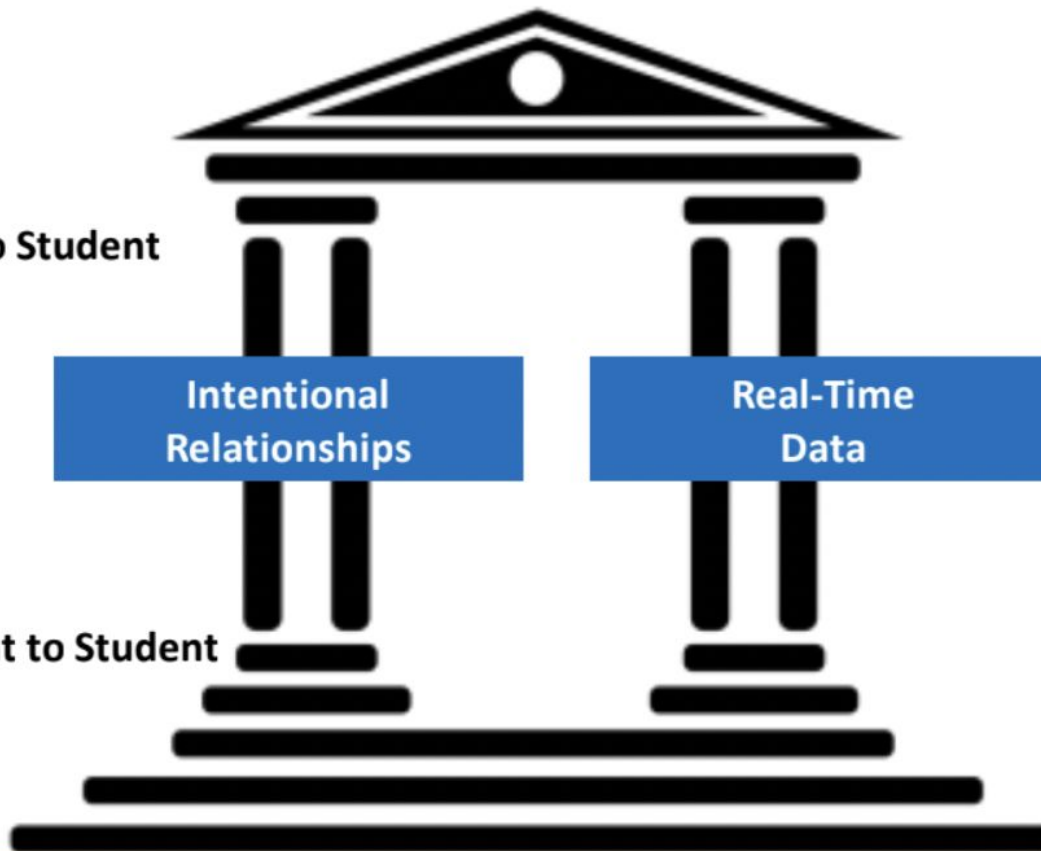
Staff to Staff



Staff to Student



Student to Student



Using Real-Time
Student Level
Performance Data to
Guide Collaborative
Problem Solving and
Instructional Action

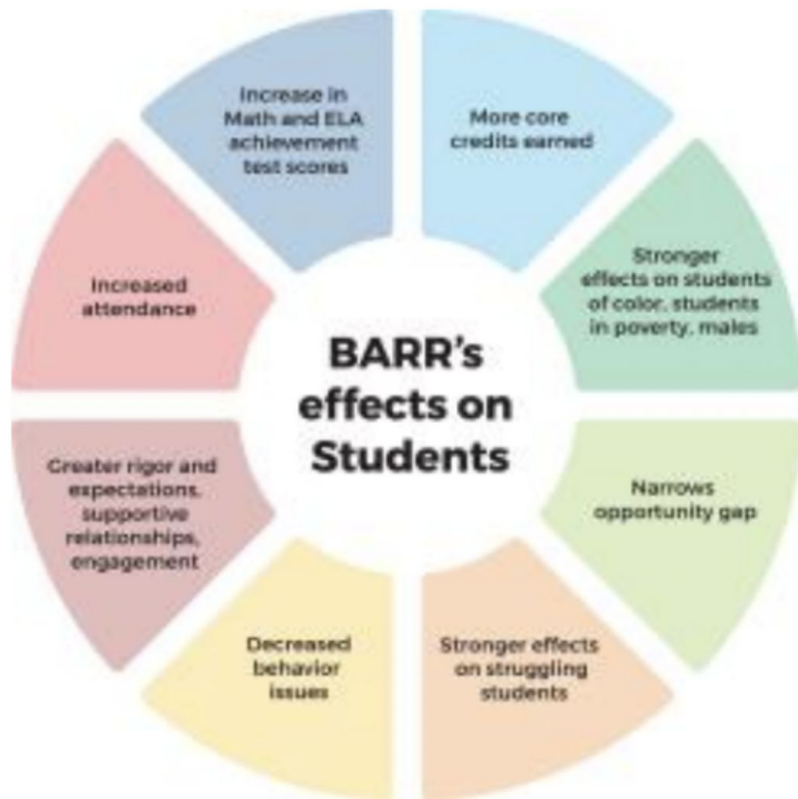
8 Key Strategies



1. Focus on the **whole student**
2. Provide professional development for teachers, counselors & administrators
3. Use BARR's **U-Time Curriculum** to foster a climate for learning
4. Create teams (cohorts) of students and staff
5. Hold regular meetings of the cohort teacher teams
6. Conduct **risk review meetings**
7. Engage families in student learning
8. Engage administrators



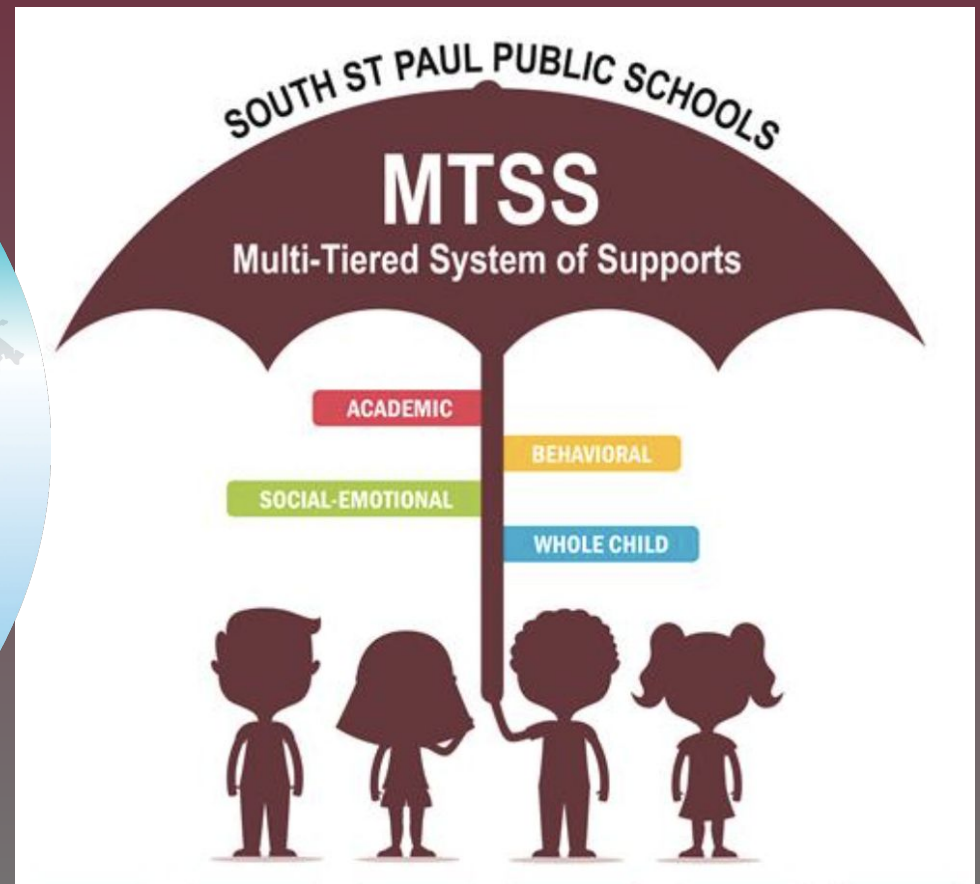
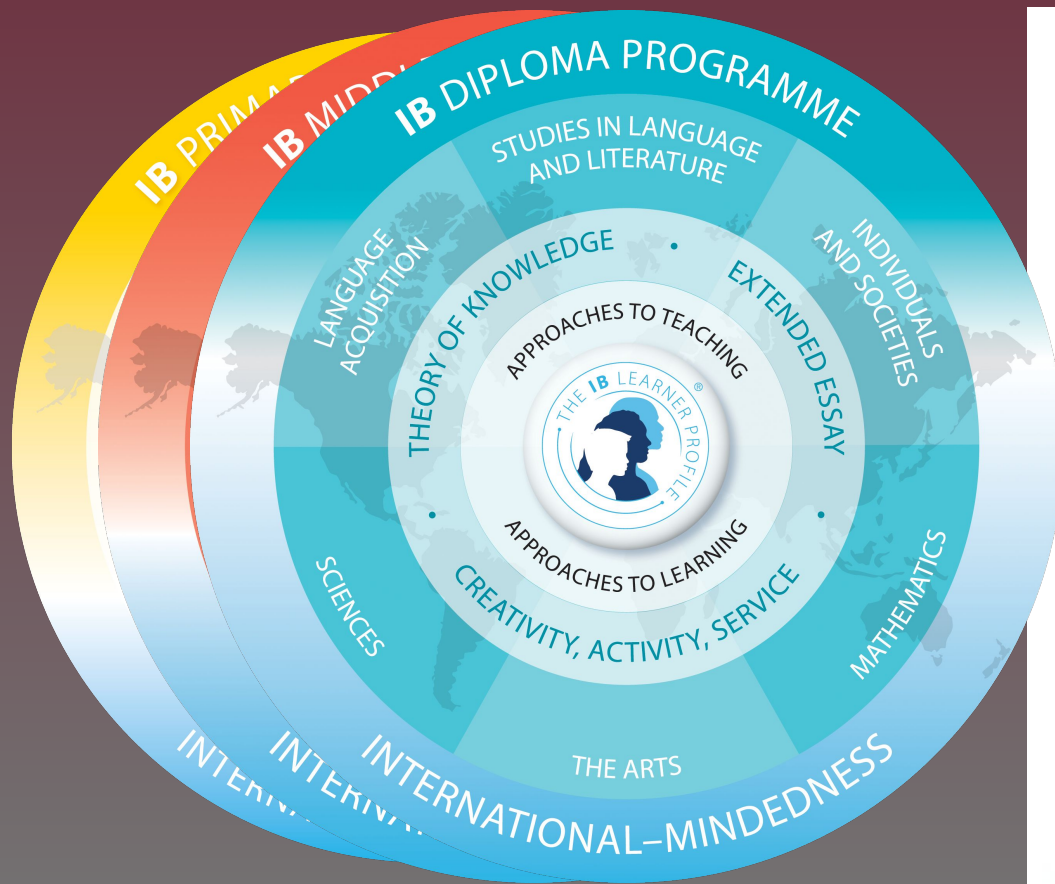
BARR Impact



Research-based

BARR is the first school-improvement initiative to successfully pass through all 3 tiers of the US Dept of Education's **Investing in Innovation (i3)** program.

International Baccalaureate (IB) & Multi-Tiered Systems of Support (MTSS)



Key Steps/Timeline



High School: Began 2016-17

- BARR Anchor School: Spring 2020
- All Staff Training: Summer 2020

Middle School: Late Fall 2020

Elementary School: Winter 2021

Questions?

Dr. Chad Schmidt
Director of Learning

South St. Paul
Public Schools





SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: January 25, 2021

Place on Agenda: Reports

Action Requested: None

Attachment: None

Topic: Online Learning Program
Presenter(s): Superintendent Dave Webb, Technology Director Paul Brashear and CLC Assistant Principal Robin O'Reilly
Background: <p>Purpose: To retain our current enrollment and attract others to our district by presenting additional options and flexibility to families and students.</p> <p>A committee has been exploring options to meet the needs of families and students who may want to continue in an online learning format moving forward. To that end, we would like to communicate with the board and staff that we intend to submit an application this spring to the state for a comprehensive online learning program.</p> <p>The why: Outside of the pandemic, our current program is limited to students 16 and older and only provides online programming for a portion of a student's education. Additionally, we can only provide programming to resident students.</p> <p>We will likely apply for a comprehensive program and grow into it. For example, our application may be for a K-12 comprehensive program and start with high school supplemental offerings, building out over time. We are in the early stages of planning and are building the program based upon anticipated student and family needs.</p>
Recommendation: None at this time.
Alternatives: N/A



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, January 25, 2021

Place on Agenda: Reports

Action Requested: None, review only

Attachment: Budget PowerPoint

Topic: 2021-22 Budget Planning
Presenter(s): Aaron Bushberger, Finance Director
In planning for the development and projection of the 2021-22 budget, we would like to address various parts of the planning process, including: <ul style="list-style-type: none">- Budget assumptions (including State revenue, enrollment and expenditures)- Fund balance policy- OPEB Trust- Budget adjustments- Additional federal funding
Recommendation: N/A
Alternatives: N/A

2021-22 Budget Planning

School Board Meeting
January 25, 2021

Aaron Bushberger, Director of Finance



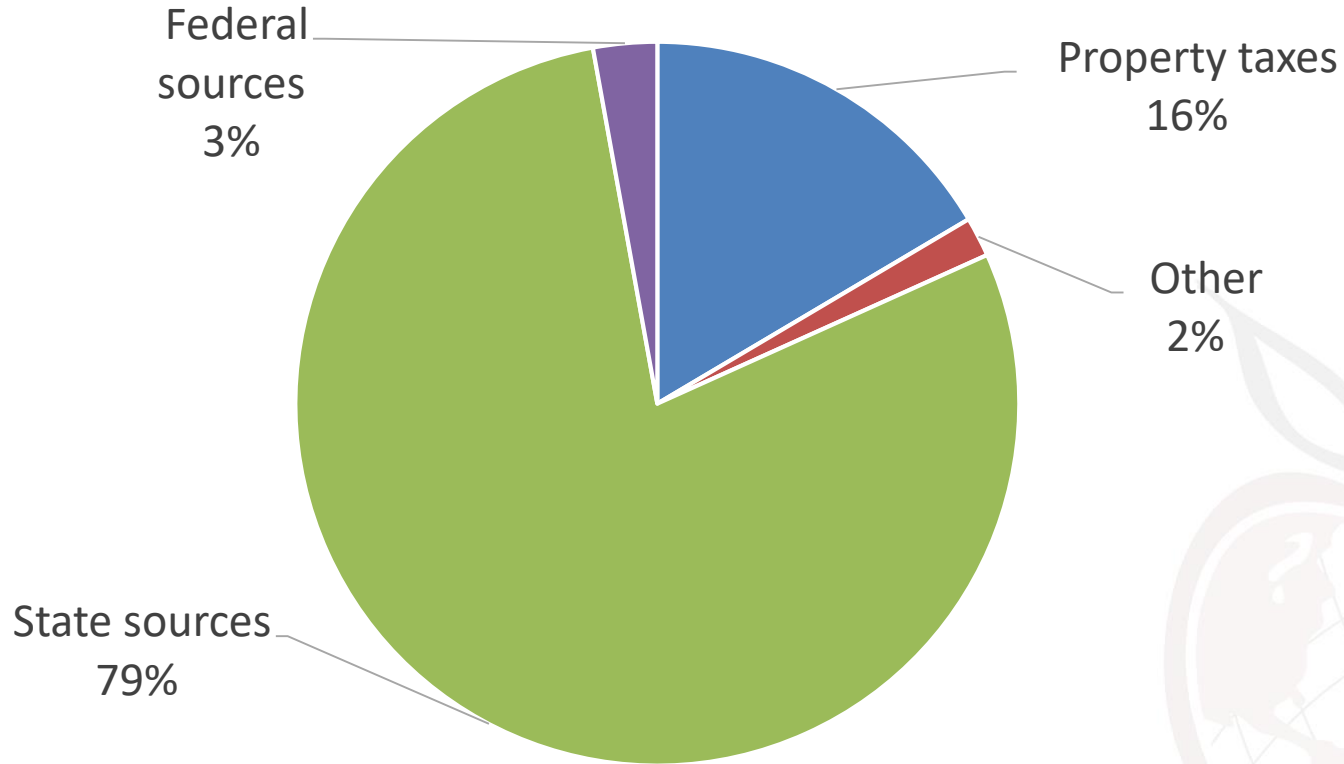
Budget Development



1. Budget assumptions
2. Fund balance policy
3. OPEB Trust
4. Budget adjustments
5. Additional federal funding

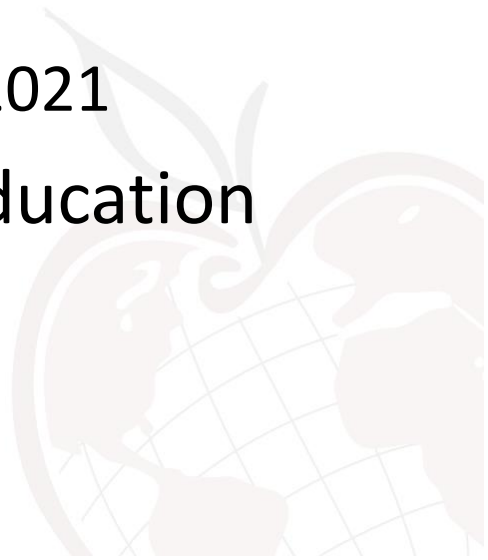


General Fund Revenue



State Revenue Assumption

- State funding is 79% of SSP general fund revenue
- State is currently projecting a \$1.2 billion deficit for the 2022-23 biennium
 - Legislature is scheduled to adjourn May 2021
- Assume **no change** for state general education revenue



Enrollment Assumption



- How do we project enrollment?
 - Birth rate history in South St. Paul
 - Grade progression ratios/trends
 - Open enrollment trends



Enrollment Assumption

- Enrollment
 - **3,032** projected Average Daily Membership (ADM)
 - Decrease of 87 ADM (or 2.9%) from 2020-21

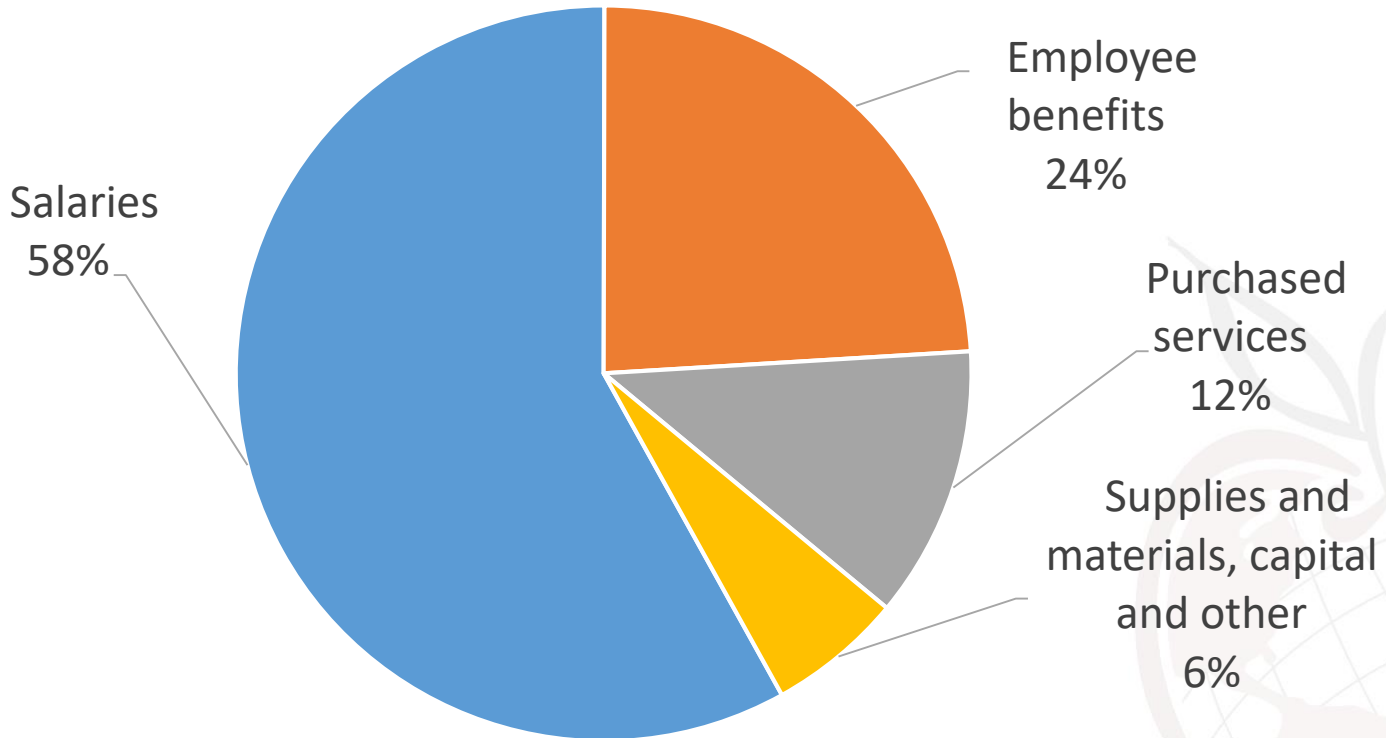


Enrollment Assumption



- Additional factors for 2021-22
 - Voluntary Pre-Kindergarten (VPK) funding
 - Kaposia funding continues
 - Lincoln Center funding expires June 2021
 - Focus on Kindergarten/1st grade

General Fund Expenditures



Salaries and Benefit Assumption

- **Contracts**
 - 7/1/19 – 6/30/21 contracts: Teachers, Principals, Paraprofessionals, Independents
 - 7/1/18 – 6/30/20 contracts: Clerical, Custodian and Maintenance
- **Benefits**
 - Health insurance



Other Costs Assumption

- Hold most other cost budgets constant
- Inflationary factors established for:
 - Transportation: \$1.6 million
 - Utilities: \$600,000
 - Property/Liability/Workers Comp Insurance: \$600,000



Class Size Norms

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

- Elementary class size norms have been at or below the current level since 2010-11
- Secondary class size norms have been at or below the current level since 2013-14
- District will right-size to current norms based on projected enrollment
- Norms may change for 2021-22

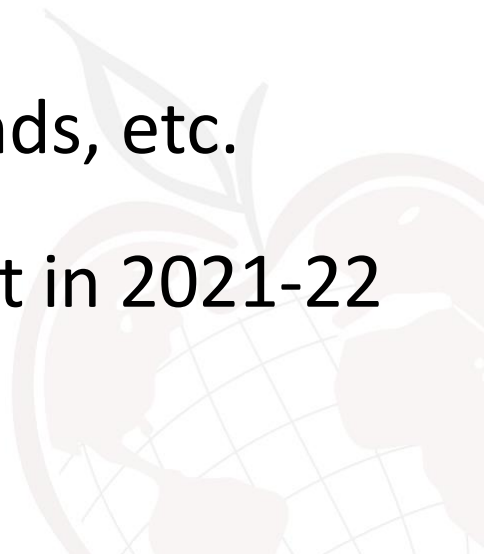
Fund Balance Policy

- SSPPS has a Fund Balance Policy (#702.1) for the General Fund
 - “The school district will strive to maintain a minimum unrestricted general fund balance of 12 percent of the annual budget.”
 - 12% equates to about 1.5 months worth of district operating expenditures
 - District is currently at 11.5% as of June 30, 2020



OPEB Trust Fund

- Fund established to hold assets for future benefit payments
 - Bonds issued in 2009
 - Bonds will be paid off in Feb 2021
- Investments are invested in stocks, bonds, etc.
- Plan for **\$775,000** draw from OPEB Trust in 2021-22



OPEB Trust Fund

Year	Beginning Balance	Investment Returns	Draws	Ending Balance
2010-11 – 2014-15	\$5,053,782	\$1,153,261	-\$1,944,023	\$4,263,020
2015-16 – 2019-20	\$4,263,020	\$1,045,959	-\$375,000	\$4,933,979
2020-21 YTD	\$4,933,979	\$262,956	-\$775,000	\$4,421,935
2021-22 Projected	\$4,421,935	??	-\$775,000	\$3,646,935
Actuarial Liability (Direct Payments) as of July 1, 2021:				\$3,952,352

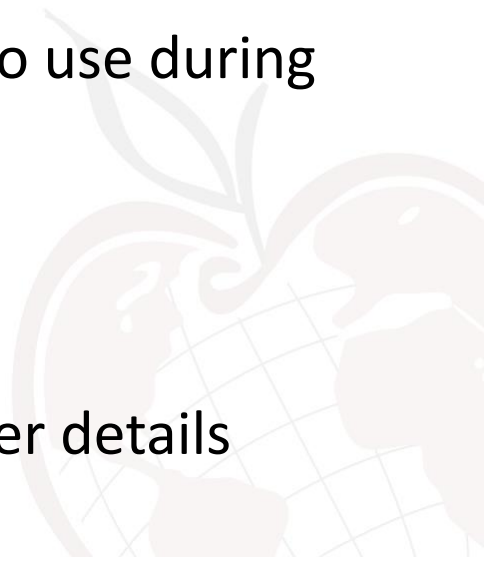
Additional Federal Funding

- Funding received for **2020-21** school year
 1. Coronavirus Relief Funds (CRF)
 - \$1,009,523 to spend between 7/1/20 – 12/30/20
 - All funds have been spent
 2. Dakota County CARES Act
 - \$128,262 to spend between 3/1/20 – 12/30/20
 - All funds have been spent



Additional Federal Funding

- **Future funding**
 1. GEER/ESSER (Round #1)
 - **\$500,000** to spend between 3/13/20 – 9/30/22
 - Have not spent any funds to-date – plan to use during 2021-22 year
 2. GEER/ESSER (Round #2)
 - Announced in Dec 2020
 - Unsure about amount of funding and other details



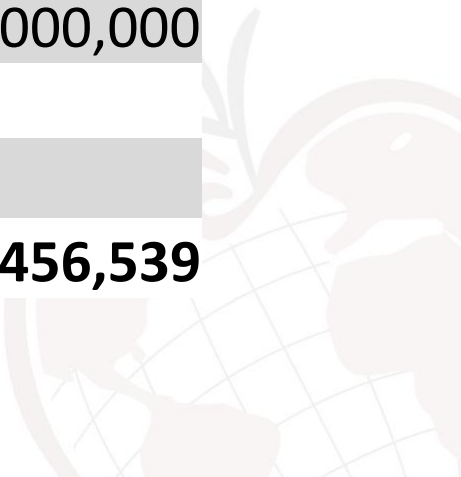
Budget Adjustments

- Administration is currently recommending a budget adjustment target of **\$2 million**
- Recommendation based on the following:
 - Budget assumptions
 - OPEB trust fund
 - Fund balance policy



2021-22 Budget Projections

	Revenues	Expenditures
Original Amount	\$41,787,206	\$46,231,539
OPEB Trust Draw		-\$775,000
GEER/ESSER (Round #1)	\$500,000	
Budget adjustments		-\$2,000,000
GEER/ESSER (Round #2)	???	
Revised Amount	\$42,287,206	\$43,456,539

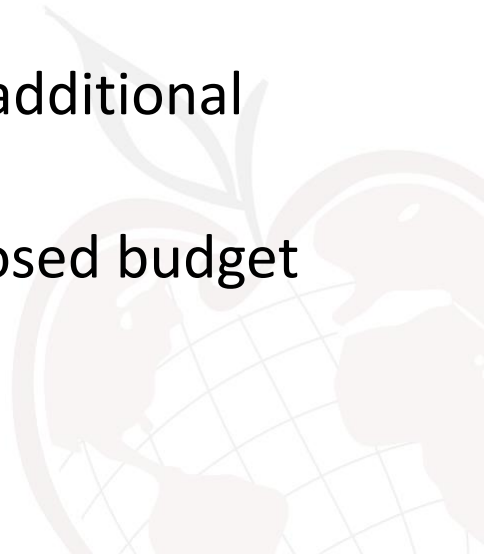


2021-22 Budget Projections

Projected June 30, 2021 Fund Balance	\$4,850,727
Fund Balance Policy %	9%
Projected Revenues	\$42,287,206
Projected Expenditures	\$43,456,539
Net Change	-\$1,169,333
Projected June 30, 2022 Fund Balance	\$3,681,394
Fund Balance Policy %	7%

Next Steps

- **January 25:** Budget presentation to School Board and community
- **Current:** Administration develops proposed list of 2021-22 budget adjustments
- **???:** SSPPS receives allocation and guidance on additional federal funding
- **March/April:** Board reviews and approves proposed budget adjustments





SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: January 25, 2021

Place on Agenda: Regular Meeting Reports

Action Requested: None

Attachment: None

Topic: School Board Listening Session Report

Presenter(s): Board Chair Chris Walker

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: January 25, 2021

Place on Agenda: Consent Items

Action Requested: Approval

Attachment: Financials – Bills Payable

Topic: Financials – Bills Payable
Presenter(s): Chair
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	DATE	CHECK VENDOR
195753	48.89	01/08/2021	ACE HARDWARE & PAINT
195754	64.50	01/08/2021	ADVANCED SPORTSWEAR,
195755	1,357.43	01/08/2021	BIX PRODUCE COMPANY
195756	933.95	01/08/2021	CAPITAL ONE COMMERCI
195757	149.99	01/08/2021	CATALYST SOURCING SO
195758	65.00	01/08/2021	CITICARGO & STORAGE
195759	1,990.25	01/08/2021	CUSTOM DRYWALL
195760	475.00	01/08/2021	DEWALD, RINA
195761	304.04	01/08/2021	DTB SYSTEMS, INC
195762	351.06	01/08/2021	EDUCATORS BENEFIT CO
195763	4,377.50	01/08/2021	EGAN
195764	418.00	01/08/2021	ELLIS, ROBIN
195765	24,880.24	01/08/2021	ENVIROBATE
195766	99.37	01/08/2021	FIRST SUPPLY LLC
195767	318.99	01/08/2021	FOLLETT SCHOOL SOLUT
195768	2,350.19	01/08/2021	FRONTIER AG & TURF
195769	10,607.63	01/08/2021	GEORGE SIEGFRIED CON
195770	123.37	01/08/2021	GRAINGER, INC
195771	508.28	01/08/2021	GRAYBAR
195772	16.94	01/08/2021	HOME DEPOT CREDIT SE
195773	551.25	01/08/2021	KWIK TRIP EXTENDED N
195774	1,732.50	01/08/2021	LOVING GUIDANCE, INC
195775	2,023.21	01/08/2021	MACKIN EDUCATIONAL R
195776	38.97	01/08/2021	MCMASTER-CARR SUPPLY
195777	1,947.00	01/08/2021	MEI TOTAL ELEVATOR S
195778	2,627.50	01/08/2021	MERIDIAN CONSULTING
195779	116.85	01/08/2021	MID CITY INDUSTRIAL
195780	15,447.00	01/08/2021	NAC
195781	15,162.00	01/08/2021	NASSEFF MECHANICAL C
195782	6,256.73	01/08/2021	NETWORK SERVICES COM
195783	117.36	01/08/2021	OFFICE DEPOT
195784	125.20	01/08/2021	PIONEER PRESS
195785	80.74	01/08/2021	PITNEY BOWES, INC
195786	240.73	01/08/2021	PLUNKETT'S PEST CONT
195787	120.78	01/08/2021	PURCHASE POWER
195788	18.99	01/08/2021	QUILL CORPORATION
195789	418.00	01/08/2021	ROHRER, CHANDRA
195790	777.40	01/08/2021	SCAN AIR FILTER
195791	988.98	01/08/2021	SCHWAB-VOLLHABER-LUB
195792	149.32	01/08/2021	SHERWIN WILLIAMS CO
195793	174.12	01/08/2021	ST PAUL PUBLISHING C
195794	801.00	01/08/2021	STRATEGIC STAFFING S
195795	184.30	01/08/2021	SUNBELT RENTALS
195796	2,042.06	01/08/2021	TRIO SUPPLY CO
195797	10,490.10	01/08/2021	UPPER LAKES FOODS
195798	540.60	01/08/2021	VOSS LIGHTING
195799	300.00	01/08/2021	WOJNAR, COLLEEN
195800	43,463.73	01/08/2021	XCEL ENERGY
195801	65.00	01/15/2021	EDUCATION MINNESOTA
195802	365.98	01/15/2021	LOCAL #70
195803	1,399.50	01/15/2021	MINNESOTA CHILD SUPP
195804	344.50	01/15/2021	OFFICE AND PROF EMPL
195805	12,531.25	01/15/2021	SOUTH ST PAUL TEACHE
195806	10.00	01/15/2021	SOUTH ST PAUL OPEN F
195807	151.00	01/15/2021	SOUTH ST PAUL EDUCAT
195808	975.80	01/15/2021	SSP EASRP

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
195809	7,021.00	01/15/2021	ACT
195810	1,123.35	01/15/2021	ALLSTREAM
195811	4,489.90	01/15/2021	ARVIG
195812	378.78	01/15/2021	BIMBO BAKERIES USA
195813	900.50	01/15/2021	BUCKEYE CLEANING CEN
195814	333.81	01/15/2021	CANON FINANCIAL SERV
195815	7,500.00	01/15/2021	CENTER FOR ENERGY &
195816	5,393.76	01/15/2021	CITY OF SOUTH ST PAU
195817	1,709.25	01/15/2021	CONVERGINT TECHNOLOG
195818	357.10	01/15/2021	CULLIGAN-MILBERT COM
195819	249.17	01/15/2021	DAKOTA SUPPLY GROUP
195820	302.25	01/15/2021	DTB SYSTEMS, INC
195821	96.00	01/15/2021	ED'S TROPHIES
195822	841.25	01/15/2021	FIELD ENVIROMENTAL C
195823	128.38	01/15/2021	FIRST SUPPLY LLC
195824	4,226.49	01/15/2021	FRONTLINE TECHNOLOGI
195825	283.68	01/15/2021	GOODIN COMPANY
195826	34.04	01/15/2021	GRAINGER, INC
195827	848.50	01/15/2021	HORIZON COMMERCIAL P
195828	40.00	01/15/2021	HOUGHTON MIFFLIN
195829	6,739.04	01/15/2021	IND SCHOOL DISTRICT
195830	23,954.42	01/15/2021	INDEPENDENT SCHOOL D
195831	18,699.00	01/15/2021	INDEPENDENT SCHOOL D
195832	8,378.71	01/15/2021	INTERMEDIATE DISTRIC
195833	9.80	01/15/2021	LOWE'S
195834	3,544.86	01/15/2021	MACKIN EDUCATIONAL R
195835	4,145.00	01/15/2021	MARTINEK, MIKE
195836	652.80	01/15/2021	MN ASSOC OF SCHOOL A
195837	410.00	01/15/2021	MN SCHOOL BOARDS ASS
195838	376.00	01/15/2021	MN STATE HIGH SCHOOL
195839	117.37	01/15/2021	NATURE CALLS
195840	2,795.00	01/15/2021	NDC4 CABLE COMMISSIO
195841	336.60	01/15/2021	NETWORK SERVICES COM
195842	190.30	01/15/2021	NEVCO INC
195843	7,430.70	01/15/2021	NEW DOMINION SCHOOL/
195844	1,128.54	01/15/2021	NITTI SANITATION
195845	211.00	01/15/2021	RIVER HEIGHTS CHAMBE
195846	1,942.72	01/15/2021	RUPP, ANDERSON, SQUI
195847	62,908.16	01/15/2021	SAFEWAY BUS COMPANY
195848	146.51	01/15/2021	SCHWAB-VOLLHABER-LUB
195849	14,280.00	01/15/2021	SHI INTERNATIONAL CO
195850	13,018.25	01/15/2021	SOURCEWELL TECHNOLOG
195851	206.98	01/15/2021	SPRINT
195852	39.99	01/15/2021	ST PAUL PIONEER PRES
195853	2,321.56	01/15/2021	T-MOBILE
195854	1,896.25	01/15/2021	TSCHIDA, MARY
195855	3,198.39	01/15/2021	WOLD ARCHITECTS
202000189	42,607.64	01/15/2021	MINNESOTA PAYROLL TA
202000190	255,174.29	01/15/2021	FEDERAL PAYROLL TAXE
202000191	37,357.74	01/15/2021	PERA
202000192	55,884.91	01/15/2021	TSA/ACH DEDUCTION
202000193	128,680.69	01/15/2021	TEACHER RETIREMENT A
202000194	0.00	01/15/2021	MINNESOTA PAYROLL TA
202000195	0.00	01/15/2021	FEDERAL PAYROLL TAXE
202000196	0.00	01/15/2021	PERA
202100075	724.00	01/12/2021	MEYER, PEPPER

<u>CHECK</u>	<u>CHECK</u>		
<u>NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>VENDOR</u>
202100076	17.14	01/12/2021	PAWLETZKI, ERICA

908,001.64 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	506,319.20	0.00	215,935.50	722,254.70
02	FOOD SERVICE	7,107.03	0.00	14,663.18	21,770.21
04	COMMUNITY EDUCATION	57,530.49	0.00	9,194.58	66,725.07
05	CAPITAL	0.00	0.00	31,691.69	31,691.69
06	BLDGING CONSTRUCTION	0.00	0.00	63,603.97	63,603.97
50	ACTIVITY ACCOUNT	1,956.00	0.00	0.00	1,956.00
***	Fund Summary Totals ***	572,912.72	0.00	335,088.92	908,001.64

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

CHECKRUNS

<u>FUND</u>	<u>DESCRIPTION</u>	<u>January 8, 2021 - January 21, 2021</u>
1	GENERAL	\$722,254.70
2	FOOD SERVICE	\$21,770.21
4	COMMUNITY EDUCATION	\$66,725.07
5	CAPITAL	\$31,691.69
6	CONSTRUCTION	\$63,603.97
7	DEBT SERVICE	\$0.00
47	OPEB	\$0.00
50	ACTIVITY ACCOUNTS	\$1,956.00
	TOTAL	<u>\$908,001.64</u>

Check 195753 - 195855

Employee ACH 202100075 - 202100076

Wire Payments 202000189 - 2020000196

PAYROLL

1/15/21

Payroll Direct Deposit	900061373 - 900061831	\$713,490.79
Checks	236590 - 236591	



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: January 25, 2021

Place on Agenda: Consent Items

Action Requested: Approval

Attachment: Staffing

Topic: Staffing
Presenter(s): Chair
Background: The staffing report includes the Appointments, Resignations, Transfers, Retirements, Abolishments and Leaves being recommended to the School Board for approval.
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)

1-25-21

Certified

A. Appointments/Reassignments

1. Hannah Chonkan-Urow – 1.0 FTE Long-Term Substitute Math Teacher-Middle School, Secondary Building, BA00, Step 1, effective approximately February 16, 2021, through June 14, 2021. (pending MDE license)
2. Andrew Doran – Math instructional overload, Middle School, Secondary Building, effective December 7, 2020, through February 15, 2021.
3. Steven Forsythe – 1.0 FTE Long-Term Substitute Special Education Teacher-Middle School, Secondary Building, BA00, Step 1, effective approximately February 1, 2021, through April 9, 2021.
4. Tyne Grefe – Math instructional overload, Middle School, Secondary Building, effective December 7, 2020, through February 15, 2021.
5. Gabriel Thompson - Math instructional overload, Middle School, Secondary Building, effective December 7, 2020, through February 15, 2021.

2020-21 ECA

SWIMMING – BOYS

Head Coach	Kier, Ty	\$5,177
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THEATRE – SPRING

Technical Director	McTier, Brian**	\$1,206
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* indicates a non-district employee

** indicates a returning non-district employee

B. Resignations/Retirements/Leaves/Reductions/Other

1. Jane Cornell – Resignation from her ECA position as Volleyball Head Coach, Secondary Building, effective January 25, 2021.
2. Sarah Fischer – Resignation from her ECA position as Girls Swimming Head Coach, Secondary Building, effective January 19, 2021.
3. Carly Gates – Leave of absence from her position as 1.0 FTE Language Arts Teacher-Middle School, Secondary Building, effective approximately May 13, 2021, through June 14, 2021.
4. Lauren Ryan – Leave of absence from her position as 1.0 FTE Grade 5 Elementary Teacher, Lincoln Center, effective approximately March 4, 2021, through June 2, 2021.

Classified

A. Appointments/Reassignments

1. Nicole Arrigoni – Student Supervisor (Temporary), Lincoln Center, \$15.81 per hour, 17.5 hours per week, effective February 1, 2021, through June 10, 2021. (rehire)
2. Delia Cervantes-Garcia – Student Supervisor (Temporary), Lincoln Center, \$15.81 per hour, 17.5 hours per week, effective February 1, 2021, through June 10, 2021. (rehire)
3. Bridget Contreras – Student Supervisor (Temporary), Lincoln Center, \$15.81 per hour, 17.5 hours per week, effective February 1, 2021, through June 10, 2021. (rehire)
4. Carlissa Haflund – Student Supervisor (Temporary), Lincoln Center, \$15.81 per hour, 17.5 hours per week, effective February 1, 2021, through June 10, 2021. (pending criminal background check)
5. Katherine Tigan – Early Learning Assistant (Temporary), Lincoln Center, \$17.81 per hour, 17.5 hours per week, effective January 25, 2021, through June 10, 2021. (rehire)

Change of Assignment – Effective January 25, 2021 – June 10, 2021

Candice Evanoff – Early Learning Assistant, Kaposia Education Center, increase from 30.5 hours to 33.75 hours per week

Cherie Bauer – Early Learning Assistant, Kaposia Education Center, increase from 30.5 hours to 33.75 hours per week

Michelle Lange – Early Learning Assistant, Kaposia Education Center, increase from 25.5 hours to 33.75 hours per week

Kelly Zellmer – Early Learning Assistant, Kaposia Education Center, increase from 17.5 hours to 27.5 hours per week

Change of Assignment – Effective February 1, 2021 – June 10, 2021

Amanda Hackerson – Preschool Teacher, Lincoln Center, change from 3.75 hours to 7.5 hours per day

Heather Vacura – Preschool Teacher, Lincoln Center, change from 7.5 hours to 3.75 hours per day

Change of Assignment – Effective February 16, 2021 – June 10, 2021

Elizabeth Toeben – Change from Emergency Care Supervisor, \$21.50 per hour, 40 hours per week, to School Age Care Supervisor, Lincoln Center, \$21.93 per hour, 40 hours per week

Teranic Williams – Change from Emergency Care Supervisor, \$21.50 per hour, 40 hours per week, to School Age Care Supervisor, Kaposia Education Center, \$21.93 per hour, 40 hours per week

B. Resignations/Retirements/Leaves/Reductions/Other

1. Leslie Escoto Vega – Layoff from her position as Kids' Choice Program Assistant, Lincoln Center, effective February 12, 2021.
2. Lisa Fulweiler-Marz – Layoff from her position as Kids' Choice Program Assistant, Lincoln Center, effective February 12, 2021.

3. Courtney Gutzman – Layoff from her position as Kids’ Choice Program Assistant, Kaposia Education Center, effective February 12, 2021.
4. Abby Hedquist – Resignation from her position as Early Learning Assistant, Lincoln Center, effective January 8, 2021.
5. Ashley Marz – Layoff from her position as Kids’ Choice Program Assistant, Kaposia Education Center, effective February 12, 2021.
6. Loretta Ohmann – Layoff from her position as Kids’ Choice Program Assistant, Lincoln Center, effective February 12, 2021.
7. Hunter Seaberg – Layoff from his position as Kids’ Choice Program Assistant, Lincoln Center, effective February 12, 2021.
8. Julie Troye – Layoff from her position as Kids’ Choice Program Assistant, Kaposia Education Center, effective February 12, 2021.
9. Louise Vega – Layoff from her position as Kids’ Choice Program Assistant, Kaposia Education Center, effective February 12, 2021.
10. Jordan Wallin – Layoff from his position as Kids’ Choice Program Assistant, Kaposia Education Center, effective February 12, 2021.
11. Christina Zambrano – Layoff from her position as Kids’ Choice Program Assistant, Lincoln Center, effective February 12, 2021.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, January 25, 2021

Place on Agenda: Business Items

Action Requested: Approval

Attachment: None

Topic: 2020-21 School Age Care (SAC) Fees

Presenter(s): Aaron Bushberger, Finance Director and Jeanne Zehnder, Community Education Director

Background:

Starting February 16, the SSP Kids Choice School Age Care program will begin providing before and after school care for Kaposia and Lincoln Center students. The Kids Choice school year program will operate through June 10, 2021.

The district has been offering the required Emergency Care program at no charge for only Tier 1 qualifying families. Now that the district is offering full time, in person learning at the elementary schools, the district will now begin offering the fee-based Kids Choice program to all elementary students that are attending in-person learning.

The program will operate with guidance for child care programs from the Minnesota Department of Health, Centers for Disease Control, the Minnesota Department of Human Services and the SSP Safe. Strong. Prepared plan. Youth and staff will be grouped in small and consistent groups during programming in ratios of 14:1, adjusted as needed to align with any updates to current health and safety recommendations. The program will create as much space between individuals as possible during programming.

In addition, the proposal includes adjusting the rate based on the amount of time a before or after-school program is offered. The current rate does not take the amount of time a program is offered into consideration – all rates are the same. This approach will result in a more fair, and equitable pricing structure.

As an example of the change in the proposed rates, if a child attends both the before and after school program at either Lincoln Center or Kaposia, the daily rate will increase from \$22 per day to \$23 per day. This is an increase of \$1 per day, or about 4.5%.

The request for the fee increase is due to an increase of programming costs. The fees reflect the cost for operating each section of program based on hours of operational expenses. In addition, the fee structure allows families flexible scheduling options to remain competitive in the market of care for families in our community and in line with The Child Care Assistance Program (CCAP) that helps low-income families pay for child care.

The proposed pricing structure, along with a comparison to the 2019-20 rates, is below.

Daily Rates:	# Hours	2019-20 Rate	Proposed 2020-21 Rates		
			Full Time	Part- Time	Drop-In
LC - Before School	2	\$11.00	\$9.00	\$11.25	\$16.25
LC - After School	3.25	\$11.00	\$14.00	\$17.50	\$22.50
KEC - Before School	2.5	\$11.00	\$11.00	\$13.75	\$18.75
KEC - After School	2.75	\$11.00	\$12.00	\$15.00	\$20.00
Non School Day	11.5	\$34.00	\$37.00	-	\$42.00

Recommendation: Approval

Alternatives: Do not approve the School Age Care fees and direct administration with next steps.

South St. Paul
Public Schools



Kids' Choice School Age Care 2021

Jeanne Zehnder, Community Education Director

January 25, 2021

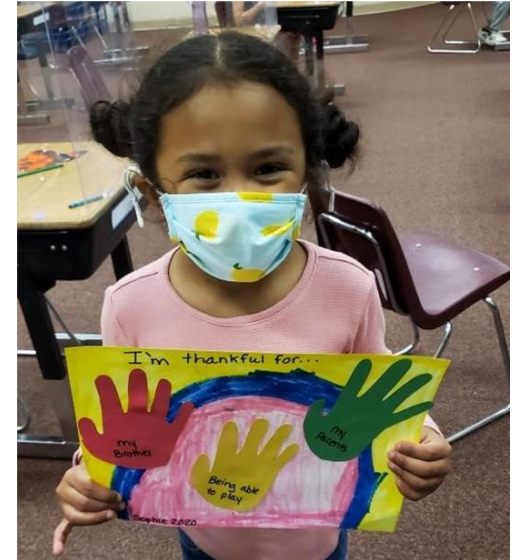
Passionate Learners



Positively Changing Our World

Kids' Choice

- Serving youth in grades K-5 since 1985
- Program Dates: February 16 - June 10, 2021
- Locations: Kaposia Education Center and Lincoln Center
- Program Hours
 - Before School Care: 6:30 am until the start of the school
 - After School Care: end of the school day until 6 pm
 - Non-School Day & Summer Care: 6:30 am - 6 pm



Why Kids' Choice?

- Conveniently located in the elementary buildings
- An atmosphere conducive for learning, developing friendships and fun!
- A place where all are valued and respected!
- Activities designed around youth interest
- Support with academics



A Day at Kids' Choice



- Youth and staff will be grouped in small and consistent groups during programming in ratios of 14:1, adjusted as needed to align with any updates to current health and safety recommendations.
- Staff will lead daily activities based on the youths interest
 - focused on supporting the whole child
 - academic and physical/mental wellbeing
 - community service
 - time and space for youth to complete school work

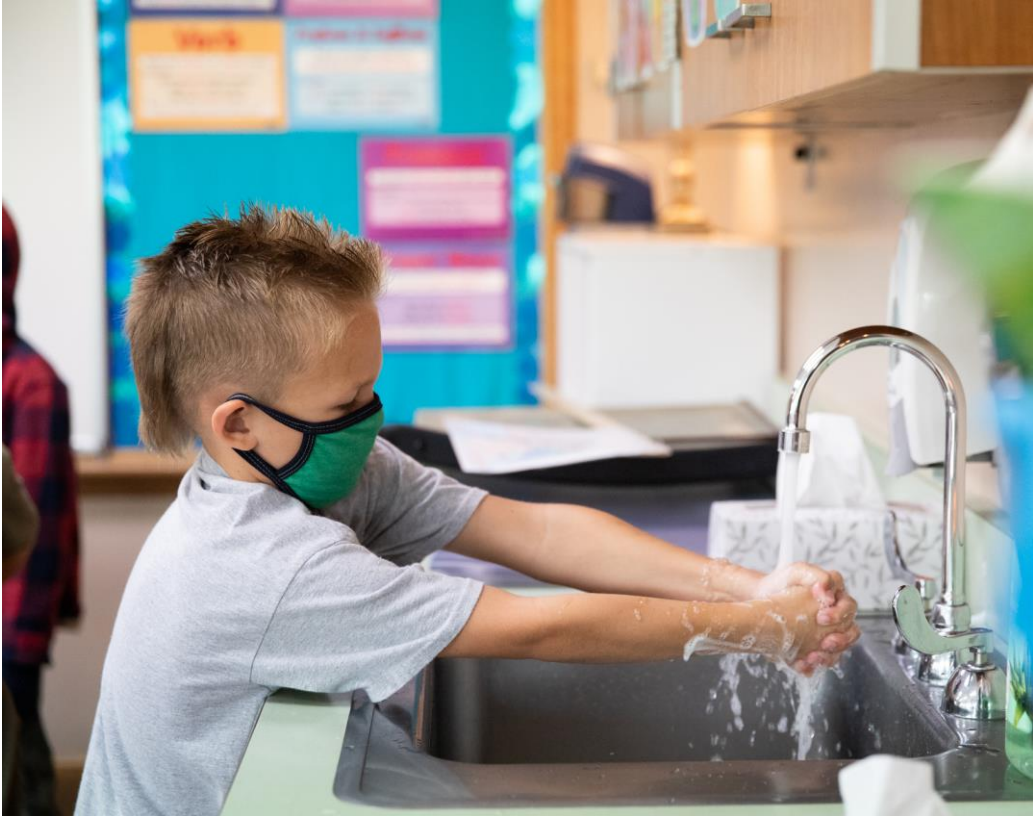


Health and Safety Protocols

- The program will operate with guidance for child care programs from the Minnesota Department of Health, Centers for Disease Control, the Minnesota Department of Human Services and the SSP Safe. Strong. Prepared plan.
- Following the Governor's Executive Order, face coverings are required for all students and staff.
- Youth will have a bin for their own materials while at Kids' Choice.
- Materials that cannot be disinfected between use will not be used.



Health and Safety Protocols



- Youth and staff must wash hands or use hand sanitizer prior to entering and exiting each space.
- The program will utilize an ongoing and daily cleaning protocol in each space.
- We are requiring that youth drop off/pick up are done from outside the building. Families are to maintain 6 feet of social distance when dropping off and picking up.



The why we do what we do.....

Kaposia Education Center



Lincoln Center



**We look forward to
welcoming new and
returning families to
Kids' Choice on
February 16!**





SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, January 25, 2021

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

Action Requested: Approval

Attachment: 2021 Pay Equity Compliance Report

Topic: 2021 Pay Equity Report
Presenter(s): Cathy Miller, Human Resource Director
<p>Background: Local government jurisdictions are required to submit a pay equity report to the State of Minnesota every three years. The 2021 pay equity report is due January 31, 2021, which reflects employee compensation data by job class as of December 31, 2020. Based on the data, the attached preliminary test results indicate South St. Paul Schools is in compliance in each of the three tests. A summary of each test is listed below.</p> <p>Statistical Analysis – Are female job classifications of comparable value paid consistently less than male job classifications? The State computer model generates a predicted pay regression line of what it would expect pay to be based on all the job classifications and salaries paid. If the percent of male classifications below the predicted pay line divided by female classifications below predicted pay is greater than 80%, then the district passes. We are in compliance since we are above the 80% requirement.</p> <p>Salary Range – Average number of years for employees in male job classifications to reach the top of the salary range divided by the average number of years it would take employees in female job classifications to reach the top of the salary range. Again, 80% or more is passing, and we are above 80%.</p> <p>Exceptional Service Pay – Percent of male job classifications that receive exceptional service pay (longevity or pay for performance) divided by percent of female job classifications that receive exceptional service pay. Eighty percent or more is passing and we are above 80%.</p> <p>The Minnesota Management and Budget Department will review our report and send formal compliance notification within a year.</p>
<p>Recommendation: Approval of 2021 pay equity report</p>
<p>Alternatives: Do not approve the 2021 pay equity report and direct administration with next steps.</p>

Compliance Report

Jurisdiction: ISD No. 6 - South St. Paul
104 - 5th Avenue South

Report Year: 2021
Case: 2 - 2020 DATA (Private (Jur Only))

South St. Paul, MN 55075

Contact: Cathy Miller

Phone: (651) 457-9473

E-Mail: cmiller@sspps.org

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	18	42	10	70
# Employees	24	390	42	456
Avg. Max Monthly Pay per employee	6981.58	8719.08		8270.09

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 116.6667 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	10	26
b. # Below Predicted Pay	8	16
c. TOTAL	18	42
d. % Below Predicted Pay (b divided by c = d)	44.44	38.10

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 412	Value of T = -6.078
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a. Avg. diff. in pay from predicted pay for male jobs = -34

b. Avg. diff. in pay from predicted pay for female jobs = 1393

III. SALARY RANGE TEST = 0.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 0.00

B. Avg. # of years to max salary for female jobs = 20.00

IV. EXCEPTIONAL SERVICE PAY TEST = 111.43 (Result is B divided by A)

A. % of male classes receiving ESP = 55.56 *

B. % of female classes receiving ESP = 61.90

*(If 20% or less, test result will be 0.00)



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, January 25, 2021

Place on Agenda: 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>In October, the School Board approved a Memorandum of Agreement between the District and Educational Support Professionals stating eligibility for medical, dental, life, and long-term disability insurance for the 2020-21 school year applies to employees regularly employed at least thirty (30) hours per week.</p> <p>Due to the transition from our emergency care program to our school age care program, the Kids’ Choice Assistants, who are recalled to a new assignment beginning in February, will work less than thirty (30) hours per week. This means they would not be eligible for insurance. The proposed Memorandum of Agreement extends eligibility for insurance for Kids Choice Assistants recalled and currently enrolled in insurance through June 30, 2021.</p> <p>Administration recommends approval of the proposed Memorandum of Agreement on insurance eligibility specifically for recalled Kids’ Choice Assistants.</p>
Recommendation: Approval of Memorandum of Agreement on insurance eligibility.
Alternatives: Do not approve the Memorandum of Agreement and direct administration with next steps.

**Memorandum of Agreement
Insurance Eligibility**

The South St. Paul Public Schools and South St. Paul Educational Support Professionals agree to the following, effective February 1, 2021 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.

On October 12, 2020 a Memorandum of Agreement was approved stating 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.

Kids' Choice Assistants who were eligible and enrolled in insurance effective January 1, 2021 and who accept a recall in February 2021 into a Kids' Choice Assignment working less than thirty (30) hours per week will continue to eligible for health, dental, life and long-term disability insurance through June 30, 2021.

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: January 25, 2021

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

Action Requested: Approval

Attachment: 2020-21 Student Teacher Agreement – University of St. Thomas

Topic: Student Teacher Agreement – University of St. Thomas
Presenter(s): Cathy Miller, Human Resources Director
Background: A student teacher placement has been coordinated between the University of St. Thomas and South St. Paul School District beginning in February 2021. To finalize the student teacher placement, approval of the agreement between the University of St. Thomas 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 the University of St. Thomas
Alternatives: Do not approve Student Teacher Agreement and direct administration with next steps.

**MUTUAL AGREEMENT FOR STUDENT TEACHING
BETWEEN
UNIVERSITY OF ST. THOMAS
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 University of St. Thomas, 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 January 8, 2021, 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: University of St. Thomas

Name: Kate Caffrey

Title: Student Teaching & Field Placement Manager

Signature: Katharine D. Caffrey

Date: 1/8/21

Signed For: South St. Paul Public Schools

Signature: _____
School Board Chair

Date: _____



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, January 25, 2021

Place on Agenda: Regular Meeting

Action Requested: Approval

Attachment: Resolution

Topic: Resolution Directing Administration to Make Recommendations for Reductions in Programs and/or Positions

Presenter(s): Aaron Bushberger, Finance Director; Cathy Miller, Director of Human Resources

Background:

We are asking for your approval of the attached resolution. This resolution directs administration to make recommendations for reductions in programs and positions. This resolution also is the initial step in the staffing process as it relates to potential unrequested leaves of absences.

Recommendation: Approval

Alternatives: Do not approve; explore other options



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

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION DIRECTING THE ADMINISTRATION
TO MAKE RECOMMENDATIONS FOR REDUCTIONS
IN PROGRAMS AND POSITIONS AND REASONS
THEREFOR.**

WHEREAS, the financial condition of the school district dictates that the school board must reduce expenditures;

WHEREAS, this reduction in expenditure and must include discontinuance of positions and discontinuance or curtailment of programs; and

WHEREAS, a determination must be made as to which staff contracts must be terminated and not renewed and which staff may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions.

BE IT RESOLVED, by the School Board of Special School District No. 6, as follows:

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to reduce expenditures and make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions, or curtailment of positions.

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 the same:

whereupon said resolution was declared duly passed and adopted.

Meeting Date: January 25, 2021

Place on Agenda: Business Item

Action Requested: Approval

Attachment: Safe Routes to School (SRTS) Boost Grant

- Resolution
- Grant Scope
- Grant Budget

Topic: Safe Routes to School (SRTS) Boost Grant
Presenter(s): Superintendent Dave Webb
<p>Background:</p> <p>Special School District No. 6 has been awarded \$27,700.00 from the Minnesota Department of Transportation (MnDOT) for the Safe Routes to School Boost Funding Grant. The Safe Routes to School Boost Funding Grant is intended to support communities with existing Safe Routes to School Plans or other comprehensive approaches, in advancing non-infrastructure strategies for schools to support making it safe, easy, and fun for students to walk and bicycle to school. SSPPS has prioritized the Walk!Bike!Fun! (WBF) curriculum as a way to build students' skills and, confidence, as well as increase caregivers' comfort with students walking and biking to, at and from school. To further support WBF, SSPPS has applied for a fleet equipped with adaptive gear and appropriately-designed bicycles, coupled with skills training, will provide more students the opportunity to learn to bike. Storage and transport of the fleet is a challenge for SSPPS; a trailer will allow more schools in the district to share in the benefits. We are recommending board approval to receive these funds.</p> <p>Grant Title: Safe Routes to School Boost Funding Grant</p> <p>Name of funding Agency: Minnesota Department of Transportation (MnDOT)</p> <p>Project Title: SSPPS Adaptive Bike Fleet</p> <p>Project Start and End Date: January 2021 - June 2021</p> <p>Total Dollar Amount: \$27,700.00</p>
<p>Recommendation:</p> <p>Administration recommends approval of the attached resolution supporting the SRTS Boost grant through the Minnesota Department of Transportation.</p>
<p>Alternatives:</p> <p>Do not approve the SRTS grant and direct administration with next steps.</p>

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

Pursuant to due call and notice thereof, a regular meeting of the School Board of Special School District No. 6 (South St. Paul Public Schools), State of Minnesota, was duly held on the 25th day of January 2021, at 6:00 o'clock p.m.

Member _____ introduced the following Resolution and moved its adoption:

RESOLUTION FOR SAFE ROUTES TO SCHOOL (SRTS) BOOST GRANT

WHEREAS, the Minnesota Department of Transportation (MnDOT) Safe Routes to School Program assists schools and communities by making it so youth in Minnesota can safely, confidently, and conveniently walk, bike, and roll to school and in daily life.; and

WHEREAS, the MnDOT Safe Routes to School Program solicits applications to enable school and communities to implement Safe Routes to School planning, implementation, and programmatic activities; and

WHEREAS, if Special School District 6 was awarded Boost funds these grant funds would be used to provide implementation activities to local communities to develop Safe Routes to School initiatives that increase safety and encourage more children to walk and bicycle to school; and

WHEREAS, no local match funding is required; and

WHEREAS, SRTS programmatic activities will commence after the grant agreement is fully executed.

THEREFORE, BE IT RESOLVED:

That **SPECIAL SCHOOL DISTRICT NO. 6** authorizes the **Safe Routes to School Coordinator** to enter into a grant agreement with the Minnesota Department of Transportation for financial assistance to fund a Safe Routes to School Boost Grant and eligible expenses.

That the **Safe Routes to School Coordinator**, in consultation with the Superintendent of Schools, is authorized to execute such Agreement and any amendment(s) without further approval by the South St. Paul School Board.

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

And the following voted against the resolution:

Whereupon this Resolution was declared duly passed and adopted this 25th day of January, 2021.

Safe Routes to School (SRTS) Boost Grant: “SSPPS Adaptive Bike Fleet” - South Saint Paul Public Schools (SSPPS)

Scope of Work and Deliverables

The scope of work and deliverables below outline the priority actions necessary to complete the project outlined in the original SRTS boost application:

Problem statement:

The SRTS planning process completed in 2018 showed that one of the biggest challenges for SSPPS students to comfortably walk or bike to school was a lack of skills, including understanding safety equipment and confidence needed to cross roadways. As a result, SSPPS has prioritized the Walk!Bike!Fun! (WBF) curriculum as a way to build students' skills and, confidence, as well as increase caregivers' comfort with students walking and biking to, at and from school. To further support WBF, SSPPS has prioritized creating a bicycle fleet equipped with traditional-style bicycles .

Providing equitable access to biking is still a large gap for this program. Many students are not able to engage with traditional bicycles due to unique needs. In the spring of 2020, SSPPS had (11) Students with Unique Needs, (6) students with Autism Spectrum Disorder, and (2) students with cerebral palsy. These students require assistance with balance and stability in order to ride safely. A fleet equipped with adaptive gear and appropriately-designed bicycles, coupled with skills training, will provide more students the opportunity to learn to bike. Storage and transport of the fleet is a challenge for SSPPS; a trailer will allow more schools in the district to share in the benefits.

Proposed solution:

The Adaptive Fleet proposes to build off of existing efforts by SSPPS to create a bicycle fleet and integrate WBF curriculum at three schools, increasing the district's capacity to equitably provide bike/walk education for all students. The proposal includes the procurement of the following:

- Adaptive bike fleet including (5) adult bikes, (3) tricycles, (1) extra support tricycle, (3) recumbent bikes, and (5) balance bikes
- Bike trailer to store and transport traditional bike fleet and adaptive bike fleet
- (30) Walking Kits to include reflective gear, lights, educational material, intended to be lent out to students to encourage walking to/from school
- Safety equipment to be used with the WBF curriculum, including helmets, reflective vests, and supplies for sanitizing the fleet
- (4) sets of the Walk! Bike! Fun! Adaptive Bike Fleet Training curriculum for in-class use

The SRTS Coordinator will provide oversight and management to create and implement the adaptive bike fleet and will coordinate with the SSPPS SRTS Team to develop a communication plan to guide the roll-out of the fleet and the WBF curriculum at the (3) participating schools. An additional 'champion' at Lincoln Center will be tasked with organizing day-to-day operations of the bike fleet, where it will be stationed.

Outcomes:

The following will be accomplished by June 2021 with the SSPPS Adaptive Bike Fleet:

- Procurement of the adaptive bike fleet, including all additional equipment
- Procurement of the bike trailer
- Procurement of educational and supportive materials for the Walk!Bike!Fun! curriculum
- Development of a communications plan, including a plan for sharing success stories and program achievements with the wider SSPPS community of students, staff, and caregivers
- Collaborative effort by the SRTS Team to implement project activities and coordinate fleet schedule and transport

Within 2 years, the following outcomes are anticipated:

- Training and supportive materials will be provided for educators to use in school programs, community education classes, and with the Parks department
- Students with disabilities and special needs will have the opportunity to learn to ride a bicycle safely and comfortably with appropriate equipment
- Walking Kits will be provided to students and caregivers with instructions communicated widely
- Documented and communicated program understanding across a wide spectrum of stakeholders
- Increased comfort and confidence by students of all abilities to walk, ride, or roll safely on a regular basis
- More students will choose to walk or bike to school, as documented through future hand tally counts with a goal of a 10% increase.

Scope of Work

The following list outlines the tasks and suggested timeline of the SSP Adaptive Bike Fleet, SRTS Boost project:

Objective A: Build improvements to SRTS bike fleet and develop protocol for use of the fleet***Task A1: Order/purchase items for fleet improvement***

- Deliverables: All items will be purchased; invoices and receipts will be provided.
- Evaluation: Success will mean that the trailer is ready to be built out for the fleet

Start Date: February 2021

End Date: June 2021

Task A2: Complete the trailer build out and fleet

- Deliverables: The SRTS committee will work collaboratively with community partners and SSPPS building and grounds to build out the trailer to include the wall mounts for the bicycles and all necessary tools and equipment, present bikes and new bikes will be put into the trailer, and the trailer will be stored on school grounds.

- Evaluation: A representative from the local bicycle shop and SSD6 will look over the trailer and fleet to help ensure it is completed properly.

Start Date: February 2021

End Date: June 2021

Task A3:: Develop protocol and forms necessary to use the fleet in the community

- Deliverables: protocol document, use agreement, feedback form
- Evaluation: The SRTS committee will work with partners who already have SRTS bike fleets to ensure all necessary waiver, information and safety precautions are included.

Start Date: February 2021

End Date: June 2021 and on-going

Task A4: Fleet promotion and education

- Deliverables: Copies press releases, radio interviews, social media and/or other media releases about the improvements to the fleet, the addition of the trailer and the increased opportunities for students in the community.
- Evaluation: Number of times the fleet was used, number of students participating, miles traveled, comments to help improve the use of the fleet.

Start Date: January 2021

End Date: June 2021 and on-going

Objective B: Develop and implement Adaptive Bike Fleet program

Task B1: Order/purchase adaptive bike fleet

- Deliverables: All items will be purchased; invoices and receipts will be provided.
- Evaluation: Success will mean that the bicycles are ready to be built out for the fleet

Start Date: February 2021

End Date: June 2021

Task B2: Provide school staff training on Walk! Bike! Fun! Curriculum, with emphasis on the adaptive bike fleet materials.

- Deliverables: list of school staff attending training
- Evaluation: Success will mean teachers will have completed the WBF training and can implement curriculum with students. Other measures may be determined in partnership with MnDOT.

Start Date: February 2021
End Date: June 2021

Task B3: Develop protocol and forms necessary for use of adaptive bike fleet

- Deliverables: Protocol document, use agreement, feedback form
- Evaluation: The SRTS committee will work with partners who already have adaptive bike fleets to ensure all necessary waiver, information and safety precautions are included.

Start Date: February 2021
End Date: June 2021

Objective C: Expand engagement in the Walk! Bike! Fun! Curriculum

Task C1: Order/purchase Walking Kits

- *Deliverables:* All items will be purchased; invoices and receipts will be provided.
- *Evaluation:* Success will mean when the kits are ready for distribution to students.

Start Date: February 2021
End Date: June 2021

Task C2: Develop protocol and forms necessary for distribution of walking kits

- Deliverables: Protocol document, use agreement, feedback form
- Evaluation: The SRTS committee will work with partners who already have walking programs to ensure all necessary waiver, information and safety precautions are included.

Start Date: February 2021
End Date: June 2021

Task C3: Order/purchase educational and supportive materials

- Deliverables: All bike & ped education materials sets purchased; invoices and receipts will be provided.
- Evaluation: number of teachers implementing bike & ped educational sets, success story teachers on the integration of bike & ped educational materials sets in classroom

Start Date: February 2021
End Date: June 2021

Task C4: Develop and implement communication plan to wider SSPPS community on Safe Routes to School Efforts

- Deliverables: Copies press releases, radio interviews, social media and/or other media releases about the Safe Routes to School efforts in SSPPS, success stories and the addition of the bike fleets + trailer and the increased opportunities for students in the community.
- Evaluation: Communication plan, tracking promotion of SSPPS SRTS program in other media outlets / newsletters. And other measures may be determined in partnership with MnDOT.

Start Date: January 2021

End Date: June 2021 and on-going

Item	Qty (# or Hours)	Unit (e.g., hours, each)	Unit Price or Rate	Total	Justification
Personnel – Internal				\$ -	
Project Champion	2	Roles	\$0	In-kind	(1) staff person at Lincoln Center and (1) staff person at Kaposia will be a part of SRTS team as "project champion". Support will go towards project coordination during the implementation of the Adaptive Bike Fleet project and recruitment of teacher for the
South St. Paul Public Schools (SPPS) SRTS Team	5	Hours	\$0	In-kind	SPPPS SRTS Team to develop communication plan in partnership with Kaposia Elementary and Lincoln Center Project Champions to promote Walking Program to school communities.
Sophie Olson, Local Safe Routes to School Coordinator	20	Hours	\$0	In-kind	Will provide overall grant management (including contracting, invoicing, reporting), provide technical support and serve as a liaison between schools and BikeMN team for WBF. Estimated at 5 hours /
Personnel - External /Contractual Services				\$ -	
Equipment and Supplies				\$ 27,700.00	
Bike Trailer	1	Each	\$ 15,000	\$ 15,000	Purchase of bike trailer for the storage of the bike fleet. Also includes purchase of items to equip the trailer (hooks, screws, hardware for small) for storage
Adult Bikes	5	Each	\$ 600	\$ 3,000	Purchase of adult bikes for teacher/support staff; will be used to provide on-bike support and to be used for the adaptive bike fleet (2) and to include with the traditional bike fleet (3)
Tricycles	3	Each	\$800	\$2,400	for users
Extra Support Tricycle	1	Each	\$1,500	\$1,500	Extra Support Tricycle will provide equitable experience for students who need extra support. Includes foot holders, waist
Recumbent Bike	3	Each	\$800	\$2,400	Small/Medium sizes; (2) to be used for the adaptive fleet, (1) to include with the traditional bike fleet. Students will benefit with additional structural support and a frame that is lower to the ground assists with mounting/dismounting. Students who may not
Balance bikes	5	Each	\$200	\$1,000	3 for adaptive fleet, 2 to add on traditional bike fleet; these are for students who are beginners on bikes, the stridder doesn't have pedals but provides the balance and structure of a 'normal' bike.

Walking Kits	30	Each	\$30	\$900	Kits to include reflective gear, safety slap bracelets, bike lights, stickers, zipper pulls, & educational material on walking/biking benefits. The intent of the kits is to encourage students to participate in walking to and from school with fun gear that
Safety Equipment	1	Lump Sum	\$1,000	\$1,000	Helmets, reflective vests, and hand-held signs to accompany WBF safety curriculum. Equipment also includes cleaning/sanitation
Bike & Ped Educational Materials Sets	4	Each	\$125	\$500	(4) sets of bicycle and pedestrian education books/materials for in-class use to increase engagement and education on walking and
Printing/Promotion/Advertising				\$	-
Total Project Budget				\$ 27,700.00	