



South St. Paul School Board Meeting  
Monday, April 26, 2021 6:00 PM  
Location: CITY HALL  
125 THIRD AVENUE NORTH  
South St Paul, Minnesota 55075

## **Agenda**

<b>I.</b>	<b>ROLL CALL and PLEDGE OF ALLEGIANCE</b>	
<b>II.</b>	<b>APPROVAL OF MEETING AGENDA/MINUTES</b>	
	A. School Board Meeting Agenda, April 26, 2021	
	B. Committee-of-the-Whole Meeting Minutes, April 12, 2021	3
	C. School Board Meeting Minutes, April 12, 2021	5
<b>III.</b>	<b>QUALITY-IN-ACTION and REPORTS</b>	
	A. <b>Quality-in-Action:</b> Athletic and Activities Director Chad Sexauer and the winter season coaches will provide highlights from their seasons. (C. Sexauer)	7
	B. <b>Report:</b> Chair Chris Walker will highlight the Public Listening Session submissions. (C. Walker)	8
	C. <b>Report:</b> Central Square Community Center Update (D. Webb)	9
	D. <b>Report:</b> Superintendent Webb will provide highlights from around the District. (D. Webb)	10
<b>IV.</b>	<b>CONSENT ITEMS</b>	
	A. Financial Claims: Bills Payable (D. Webb)	11
	B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves (D. Webb)	17
<b>V.</b>	<b>POLICY REVIEW</b>	
<b>VI.</b>	<b>BUSINESS ITEMS</b>	
	A. Approval, for the South St. Paul School Board to approve the 2020-21 budget revisions. (A. Bushberger)	21
	B. Approval, for the South St. Paul School Board to approve the Resolution Proposing to Place Individuals with Continuing	38

Contract Rights on Unrequested Leave of Absence. (D. Webb)

- C. Approval, for the South St. Paul School Board to approve the Resolution Relating to the Non-Renewal of Probationary Teachers. (D. Webb) 41

- D. Approval, for the South St. Paul School Board to approve the Agreement for Student Teaching Between University of Northwestern St. Paul and South St. Paul Public Schools for the 2021-22 school year. (D. Webb) 43

- E. Approval, for the South St. Paul School Board to approve the 2020-2022 Custodial and Maintenance Agreement. (D. Webb) 47

**VII. INFORMATIONAL ITEMS**

- A. **Board Members' Reports/Committee Updates/Where Have You Seen a Passion:** Board members will report on recent educational activities/events in which they have participated as well as other informational items.

**VIII. CLOSED SESSION**

- A. Closed Session per the Open Meeting Law (Minn. Stat. § 13D.03) for negotiations. (D. Webb)
- B. Adjourn the Closed Session

**IX. SUPPLEMENTAL AGENDA**

**X. ADJOURNMENT**

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

**April 12, 2021**

Chair Chris Walker called the April 12, 2021, meeting of the Committee-of-the-Whole to order at 5:00 PM with six Board members present: Inspector Arend, Diaz, Felton, Laliberte, Walker and Weber. Inspector Raasch was absent. Others present included Superintendent of Schools Dave Webb and several other staff members.

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**Lease Agreement**

Administration brought before the School Board, a two-year lease extension agreement for Images by Design. The District assumed the lease agreement when the District Office building was purchased in 2013. The proposed agreement will go before the School Board for approval this evening.

**Proposed 2021-22 Budget Adjustments**

Administration reviewed the first round of proposed budget adjustments for 2021-22 that were brought before the School Board on March 22. The proposed adjustments to address the projected \$2 million budget shortfall, will go before the School Board for approval this evening. Superintendent Webb and Finance Director Aaron Bushberger also provided an update on the federal stimulus funding.

**2021-22 Resolution Discontinuing and Reducing Positions**

The budget adjustment recommendations going before the School Board for approval this evening, recommends eliminating one of two 10-month assistant principal positions. If the budget recommendations are approved, the board will be asked to pass a 2021-22 Resolution Discontinuing and Reducing Positions resolution to allow administration to move the staffing process forward.

**American Indian Program Update**

Early Learning and Equity Director Connie Garling-Squire provided an overview of the District's American Indian Education program. American Indian Cultural Liaison Chris Johnson provides strong leadership for the program through meaningful direct student support and family connections. The district also collaboratively maintains an active Parent Advisory Group with the Inver Grove Heights Community Schools.

**Birth-to-8 Joint Powers Agreement Amendment**

In October of 2020, Dakota County Community Services and four Dakota County school districts, South St. Paul Public Schools and Independent School Districts 191, 197 and 199 signed onto a B-8 partnership promoting literacy at grade level by the end of third grade.

The goal of the partnership is to identify very young children who have barriers that will prevent them from developmental and school success. Identified children and families are then connected to various service points in the community such as: food shelves, community service nonprofits, public assistance programs, public health programs, social services, and education programs.

This effort is achieved through the Joint Powers Agreement which creates a path for information sharing that can occur as the child grows. Agencies must be able to facilitate access to services and to learn when services are no longer being used, sharing information seamlessly across systems to ensure children and families are connected to supportive services. An amendment to the original agreement will go before the School Board for approval this evening.

### **School Board Member Handbook**

Superintendent Webb reviewed various components of the School Board member handbook. The handbook serves as a tool for a common understanding of roles and responsibilities, board policy and procedure reference, orientation for new board members and an invaluable tool for educating our community about School Board responsibilities.

### **2-Year Board Agenda**

The 2-year board agenda was developed to guide the board's work over a specific time period. The Board will continue reviewing, discussing and working towards meeting the goals of their 2-year board agenda.

The April 12, 2021, committee-of-the-whole meeting was adjourned at 5:45 PM.

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Respectfully submitted by:

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



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

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APRIL 12, 2021

The regular meeting of the School Board, Special School District No. 6, South St. Paul, was held in the city hall council chambers on Monday, April 12, 2021. Chair Chris Walker called the meeting to order at 6:00 PM with six Board members present: Inspectors Arend, Diaz, Felton, Laliberte, Walker and Weber. Inspector Raasch arrived at 6:07 PM. Others present included Superintendent of Schools Dr. Dave Webb and several staff and community members.

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By Inspector Arend

Seconded by Inspector Diaz

That the South St. Paul School Board approves the April 12, 2021, School Board meeting agenda and minutes for the following meetings:

- A. School Board Meeting Agenda, April 12, 2021
- B. Committee-of-the-Whole Meeting Minutes, March 22, 2021
- C. Regular Meeting Minutes, March 22, 2021

Motion carried (6-0)

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### **QUALITY-IN-ACTION AND REPORTS**

*Quality-in-Action:* The QIA was postponed due to the county curfew that begins at 7:00 PM.

*Superintendent's Update* – Superintendent Webb's update was also postponed.

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

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By Inspector Laliberte

Seconded by Inspector Diaz

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

Motion carried (6-0)

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By Inspector Felton

Seconded by Inspector Weber

Approval, for the South St. Paul School Board to approve the 2021-22 proposed budget adjustments as presented.

Superintendent Webb and Finance Director Aaron Bushberger reviewed the components of the proposal which includes the budget process and timeline, current reality of our budget and the budget adjustments proposals to address the \$2 million shortfall.

Motion carried (7-0)

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By Inspector Diaz

Seconded by Inspector Felton

Approval, for the South St. Paul School Board to approve the 2021-22 Resolution Discontinuing and Reducing Positions.

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

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By Inspector Laliberte  
Approval, for the South St. Paul School Board to approve the Lease Agreement with Images by Design.  
Motion carried (7-0)

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Seconded by Inspector Arend

By Inspector Diaz  
Approval, for the South St. Paul School Board to approve the First Amendment to the Joint Powers Agreement Between the County of Dakota and Special School District 6 for the Birth to Age 8 Program Services.  
Motion carried (7-0)

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Seconded by Inspector Raasch

School Board member reports were postponed.

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By Inspector Diaz  
For the School Board to move to a closed session at 6:33PM per the open meeting law (Minn. Stat. § 13D.05, Subd. 3(c) with the properties in question identified by Tax Parcel ID 367030019010 known as the Central Square Community Center.  
Motion carried (7-0)

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Seconded by Inspector Felton

Closed Session officially started at 6:43 PM with the following members present: Inspectors Arend, Diaz, Felton, Laliberte, Raasch, Walker and Weber as well as Superintendent of Schools Dr. Dave Webb and Finance Director Aaron Bushberger.

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By Inspector Weber  
For the School Board to adjourn the closed session.  
Motion carried (7-0)

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Seconded by Inspector Laliberte

By Inspector Arend  
That the School Board moves to adjourn the April 12, 2021, meeting at 7:03 PM  
Motion carried (7-0)

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Seconded by Inspector Laliberte

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

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk  
Board of Education



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** April 26, 2021

**Place on Agenda:** Quality-in-Action

**Action Requested:** None

**Attachment:** None

<b>Topic:</b> Quality-in-Action
<b>Presenter(s):</b> Athletic/Activities Director Chad Sexauer
<b>Background:</b>  Athletic and Activities Director Chad Sexauer and the winter season coaches will provide highlights from their seasons.
<b>Recommendation:</b>  N/A
<b>Alternatives:</b>  N/A



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** April 26, 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:** April 26, 2021

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

**Action Requested:** None

**Attachment:** None

**Topic:** Central Square Community Center Update

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

**Background:**

After months of discussion and almost 20 years of operation, the City of South St. Paul and South St. Paul Public Schools (SSPPS) are ending their Joint Management Agreement for the Central Square Community Center (CSCC) effective June 30, 2021.

In July 2004, the City of South St. Paul and SSPPS entered into a Joint Management Agreement to form the CSCC. The core operation of the community center is dependent upon membership and program revenue. Membership hit a peak in 2013 and has since been steadily in decline. With continued membership decline and other financial factors, the CSCC has been operating at a financial loss. With the added financial pressure being placed directly on the city and school district budgets, leaders from both entities made the difficult decision to end their current CSCC partnership agreement.

Beginning July 1, South St. Paul Public Schools, as owners of the Central Square building, will take full responsibility for the management of the site. As SSPPS assumes sole leadership of the site, the district is committed to:

- Maintaining a strong Senior Center Program
- Exploring options to ensure vital programming continues for the SSP community
- Be fiscally responsible to the community taxpayers

While the management and future operation of the CSCC may look a little different, SSPPS is excited to explore options to ensure vital programming continues for the entire South St. Paul community. The district is committed to communicating with current CSCC members and the SSP community as decisions are made and the transition unfolds.



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** April 26, 2021

**Place on Agenda:** Reports

**Action Requested:** None

**Attachment:** None

<b>Topic:</b> Superintendent's Update
<b>Presenter(s):</b> Superintendent Dave Webb
<b>Background:</b>  Superintendent Dave Webb will provide highlights from around the District.
<b>Recommendation:</b>  N/A
<b>Alternatives:</b>  N/A



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** April 26, 2021

**Place on Agenda:** Consent Items

**Action Requested:** Approval

**Attachment:** Financials – Bills Payable

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

<u>CHECK</u>		<u>CHECK</u>	
<u>NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>VENDOR</u>
196157	-900.00	04/15/2021	CHROMEBOOKPARTS.COM
196560	65.00	04/15/2021	EDUCATION MINNESOTA
196561	396.86	04/15/2021	LOCAL #70
196562	1,271.00	04/15/2021	MINNESOTA CHLD SUPP
196563	318.00	04/15/2021	OFFICE AND PROF EMPL
196564	12,470.15	04/15/2021	SOUTH ST PAUL TEACHE
196565	10.00	04/15/2021	SOUTH ST PAUL OPEN F
196566	151.00	04/15/2021	SOUTH ST PAUL EDUCAT
196567	887.68	04/15/2021	SSP EASRP
196568	55.35	04/15/2021	ACE HARDWARE & PAINT
196569	3,131.95	04/15/2021	ACOUSTICS ASSOCIATES
196570	104.00	04/15/2021	ALBIN ACQUISITION CO
196571	4,408.58	04/15/2021	BEVSO
196572	215.00	04/15/2021	BRIH DESIGN
196573	317.60	04/15/2021	BUILDING CONTROLS GR
196574	3,700.00	04/15/2021	CENTER FOR ENERGY &
196575	360.00	04/15/2021	CESO COMMUNICATIONS
196576	2,995.20	04/15/2021	CITY OF SOUTH ST PAU
196577	886.57	04/15/2021	CONVERGINT TECHNOLOG
196578	413.08	04/15/2021	CULLIGAN-MILBERT COM
196579	1,423.00	04/15/2021	DECOR-TEC, INC
196580	25.42	04/15/2021	DEMCO
196581	120.22	04/15/2021	FIRST SUPPLY LLC
196582	276.90	04/15/2021	GERTEN GREENHOUSES &
196583	10.17	04/15/2021	GOODIN COMPANY
196584	225.36	04/15/2021	GRAINGER, INC
196585	50.00	04/15/2021	GUSTAFSON, HANNAH
196586	100.00	04/15/2021	HUEBNER, DAVID
196587	494.72	04/15/2021	INTERMEDIATE DISTRIC
196588	2,156.51	04/15/2021	INTERMEDIATE DISTRIC
196589	9.99	04/15/2021	JW PEPPER & SONS, IN
196590	16,923.26	04/15/2021	LAKETOWN ELECTRIC, I
196591	2,400.00	04/15/2021	LANCE SERVICE, INC
196592	496.84	04/15/2021	LIGHTNING DISPOSAL,
196593	8,771.38	04/15/2021	LOFFLER COMPANIES
196594	505.00	04/15/2021	MARTINEK, MIKE
196595	50.00	04/15/2021	MCCABE, MOLLY
196596	144.36	04/15/2021	MCMASTER-CARR SUPPLY
196597	1,350.00	04/15/2021	MDE - MCIS
196598	1,365.00	04/15/2021	MEI TOTAL ELEVATOR S
196599	2,240.00	04/15/2021	MERIDIAN CONSULTING
196600	129.18	04/15/2021	MINNESOTA LOCKS
196601	35.00	04/15/2021	MINNESOTA DEPARTMENT
196602	100.00	04/15/2021	MN DEPT OF LABOR & I
196603	5,000.00	04/15/2021	MOA ENTERTAINMENT CO
196604	7,332.40	04/15/2021	NAC
196605	79.74	04/15/2021	NAPA AUTO PARTS
196606	5,506.54	04/15/2021	NETWORK SERVICES COM
196607	4,396.54	04/15/2021	NEW DOMINION SCHOOL/
196608	3,033.98	04/15/2021	NITTI SANITATION
196609	2,520.00	04/15/2021	REGION 3AA
196610	555.00	04/15/2021	ROCKET CRANE SERVICE
196611	80,139.76	04/15/2021	SAFEWAY BUS COMPANY
196612	118.29	04/15/2021	SCAN AIR FILTER
196613	205.15	04/15/2021	SHIFFLER EQUIPMENT S
196614	286.12	04/15/2021	SM ENTERPRISE INC

<u>CHECK</u>		<u>CHECK</u>	
<u>NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>VENDOR</u>
196615	1,835.52	04/15/2021	TEACHERS ON CALL
196616	6,272.49	04/15/2021	TRAFERA, LLC
196617	2,469.34	04/15/2021	TRIO SUPPLY CO
196618	1,111.11	04/15/2021	TSCHIDA, MARY
196619	1,152.31	04/15/2021	TWIN CITY JANITOR SU
196620	5,187.45	04/15/2021	TWIN CITY HARDWARE C
196621	7,560.33	04/15/2021	UNITED REFRIGERATION
196622	7,235.80	04/15/2021	W.L. HALL CO.
196623	74,873.16	04/15/2021	WIDE AREA TRANSPORTA
196624	7,695.00	04/15/2021	XCEL ENERGY
196625	150.50	04/22/2021	ADVANCED SPORTSWEAR,
196626	311.05	04/22/2021	AMAZON CAPITAL SERVI
196627	80.00	04/22/2021	BOVA, EDWARD
196628	72.00	04/22/2021	BOWMAN, DON
196629	50.73	04/22/2021	BROCK WHITE COMPANY
196630	65.00	04/22/2021	CITICARGO & STORAGE
196631	80.28	04/22/2021	DEMCO
196632	50.00	04/22/2021	DOODY, SAMUEL
196633	12.26	04/22/2021	FIRST SUPPLY LLC
196634	66.58	04/22/2021	GERLACH OUTDOOR POWE
196635	79.69	04/22/2021	GERTEN GREENHOUSES &
196636	4,047.00	04/22/2021	GOODIN COMPANY
196637	49.42	04/22/2021	GRAYBAR
196638	50.00	04/22/2021	IND SCHOOL DISTRICT
196639	83,128.71	04/22/2021	INTERMEDIATE DISTRIC
196640	195.24	04/22/2021	INVER GROVE FORD
196641	72.00	04/22/2021	JENSEN, STEVEN
196642	4,806.00	04/22/2021	JOSTENS
196643	1,376.46	04/22/2021	THE LINE UP
196644	80.00	04/22/2021	MADISON, MICHAEL
196645	123.85	04/22/2021	MARBERRY, KAREN
196646	123.12	04/22/2021	MARK'S PLUMBING PART
196647	35.00	04/22/2021	MINNESOTA DEPARTMENT
196648	225.00	04/22/2021	MNIAAA
196649	5.29	04/22/2021	NAPA AUTO PARTS
196650	478.12	04/22/2021	NASSEFF MECHANICAL C
196651	1,737.68	04/22/2021	NETWORK SERVICES COM
196652	260.92	04/22/2021	OHLIN SALES, INC
196653	503.50	04/22/2021	PURCHASE POWER
196654	130.00	04/22/2021	REGION 4AA
196655	80.00	04/22/2021	ROSS, LARRY
196656	447.79	04/22/2021	SCHWAB-VOLLHABER-LUB
196657	381.65	04/22/2021	SYNCB/AMAZON
196658	1,187.55	04/22/2021	TAYLOR PUBLISHING CO
196659	6,929.92	04/22/2021	TEACHERS ON CALL
196660	256.25	04/22/2021	TESSMAN SEED COMPANY
196661	2,895.58	04/22/2021	TRIO SUPPLY CO
196662	1,619.58	04/22/2021	TWIN CITY JANITOR SU
196663	19.90	04/22/2021	TWIN CITY HARDWARE C
196664	2,407.72	04/22/2021	UNITED REFRIGERATION
196665	14,742.29	04/22/2021	UPPER LAKES FOODS
196666	50.00	04/22/2021	VINER, CARTER
196667	62.77	04/22/2021	XCEL ENERGY
196668	72.00	04/22/2021	ZAPPETILLO, DAVID
202000236	42,936.95	04/15/2021	MINNESOTA PAYROLL TA
202000237	258,307.87	04/15/2021	FEDERAL PAYROLL TAXE

<u>CHECK</u>		<u>CHECK</u>	
<u>NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>VENDOR</u>
202000238	40,621.56	04/15/2021	PERA
202000239	56,364.64	04/15/2021	TSA/ACH DEDUCTION
202000240	128,080.33	04/15/2021	TEACHER RETIREMENT A
202000241	0.00	04/15/2021	MINNESOTA PAYROLL TA
202000242	0.00	04/15/2021	FEDERAL PAYROLL TAXE
202100115	122.90	04/13/2021	HOLSEN, ERIC
202100116	24.99	04/13/2021	HOWLETT, SHERIN
202100117	150.00	04/13/2021	LEVINE, SANDRA
202100118	50.00	04/13/2021	MCNEESE, LORI
202100119	49.99	04/13/2021	MEYER, TAMARA
202100120	16.13	04/13/2021	PAWLETZKI, ERICA
202100121	64.00	04/13/2021	ROESKE, ERIN
	951,613.12	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	513,212.04	2,630.00	237,764.01	753,606.05
02	FOOD SERVICE	7,862.55	0.00	25,025.92	32,888.47
04	COMMUNITY EDUCATION	21,580.80	0.00	428.59	22,009.39
05	CAPITAL	0.00	0.00	93,141.64	93,141.64
06	BLDGING CONSTRUCTION	0.00	0.00	43,633.86	43,633.86
50	ACTIVITY ACCOUNT	6,333.71	0.00	0.00	6,333.71
***	Fund Summary Totals ***	548,989.10	2,630.00	399,994.02	951,613.12

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

**CHECKRUNS**

<b><u>FUND</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>April 9, 2021 - April 22, 2021</u></b>
1	GENERAL	\$753,606.05
2	FOOD SERVICE	\$32,888.47
4	COMMUNITY EDUCATION	\$22,009.39
5	CAPITAL	\$93,141.64
6	CONSTRUCTION	\$43,633.86
7	DEBT SERVICE	\$0.00
47	OPEB	\$0.00
50	ACTIVITY ACCOUNTS	\$6,333.71
	TOTAL	<b><u>\$951,613.12</u></b>

Check 196560 - 196668

Employee ACH 202100115 - 202100121

Wire Payments 202000236 - 2020000242

**PAYROLL**

**4/15/21**

Payroll Direct Deposit	900064227 - 900064705	\$724,254.62
Checks		



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** April 26, 2021

**Place on Agenda:** Consent Items

**Action Requested:** Approval

**Attachment:** Staffing

<b>Topic:</b> Staffing
<b>Presenter(s):</b> Chair
<b>Background:</b>  The staffing report includes the Appointments, Resignations, Transfers, Retirements, Abolishments and Leaves being recommended to the School Board for approval.
<b>Recommendation:</b>  Administration recommends approval of the proposed staffing.
<b>Alternatives:</b>  Amend the motion to remove a certain appointment, resignation, transfer, retirement, abolishment, or leave. Provide administration with directions for next steps.

**Certified**

**A. Appointments/Reassignments**

1. Stephanie Kaltenbrun – 1.0 FTE Long-Term Substitute Grade 3 Elementary Teacher, Kaposia Education Center, BA00, Step 1, effective April 12, 2021, through May 21, 2021.
2. Megan Philipsek – 1.0 FTE Long-Term Substitute Language Arts Teacher-Middle School, Secondary Building, BA00, Step 1, effective April 27, 2021, through June 11, 2021.

Additional Hours – Homebound Instruction (Effective through June 10, 2021; up to 5 hours per week)  
Jesse Arvidson – Special Education Teacher, High School

Change of Assignment – Effective for the 2021-22 school year

Jana Beck – ECFE Teacher, Family Education Center, change from .65 FTE to .59 FTE

Jo Lynn Bucki – ABE Teacher, SSP Education Center, change from .57 FTE to .62 FTE

Patricia Cooper – ECFE Parent Educator, Family Education Center, change from .80 FTE to .71 FTE

Andrew Doran – Change from 1.0 FTE Tech Ed Teacher, Middle and High School, to .80 FTE Tech Ed Teacher, Middle and High School, and .20 FTE Math Teacher, High School

Dana Dvorak – Change from 1.0 FTE TOSA Peer Coach, District, to 1.0 FTE Physical Education Teacher, Kaposia Education Center

Abby Fangel – Change from 1.0 FTE Intervention Teacher to 1.0 FTE Grade 1 Elementary Teacher, Lincoln Center

Thomas Hart – Change from .8 FTE Business Teacher, Middle and High School, and .2 FTE Work Based Learning Teacher, Community Learning Center, to 1.0 FTE Business Teacher, Middle and High School

Austin Junker – 1.0 FTE Humanities Teacher, change from Middle and High School to Middle School

Jeffrey Lagoo – 1.0 FTE Physical Education Teacher, change from Middle and High School to High School

Lynn Maier – Occupational Therapist (ECSE), change from .9 FTE Lincoln Center and .1 FTE District Office, to .6 FTE Lincoln Center and .4 FTE Kaposia Education Center

Donald Nihart – Change from .8 FTE Focus Teacher, Middle School, and .2 FTE Physical Education Teacher, Community Learning Center, to 1.0 FTE Focus Teacher, Middle School

Courtney Nygaard – 1.0 FTE Spanish Teacher, change from Middle and High School to High School

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

Heather Osegard – 1.0 FTE Physical Education Teacher, change from Lincoln Center to .6 FTE Lincoln Center and .4 FTE Middle School

Catherine Rue – 1.0 FTE Speech Language (ECSE), change from Kaposia Education Center to Kaposia Education Center and Lincoln Center

Laura Shubat – Change from 1.0 FTE Grade 1 Elementary Teacher to 1.0 FTE TOSA, Lincoln Center, effective August 30, 2021, through September 13, 2021.

Jessica Splittstoesser – Change from 1.0 FTE Grade 1 Elementary Teacher to 1.0 FTE Kindergarten Teacher, Lincoln Center

Julian Stanke – Change from Assistant Principal (Interim), Middle School, to 1.0 FTE Spanish Teacher, Middle School

Aubrey Wright – Change from 1.0 FTE Intervention Teacher to 1.0 FTE Grade 5 Elementary Teacher, Kaposia Education Center

**2020-21 ECA**

ACTIVITIES

Prom Advisor	Weinfurtner, Kris	\$1,279
Senior All Night Party Coordinator	Macioch, Joleen	\$600

**2021-22 ECA**

VOLLEYBALL

Head Coach	LaRose, Tyler	\$5,177
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B. Resignations/Retirements/Leaves/Reductions/Other

1. Katherine Eighten Amlee – Leave of absence from her position as 1.0 FTE Grade 2 Elementary Teacher, Kaposia Education Center, effective April 19, 2021, through approximately May 20, 2021.
2. Sarah Fischer – Resignation from her ECA position as Girls’ Swimming Head Coach, Secondary Building, effective March 16, 2021.
3. Brenda Miller – Leave of absence from her position as 1.0 FTE Special Education Teacher, Kaposia Education Center, effective May 4, 2021, through approximately May 18, 2021.

Classified

A. Appointments/Reassignments

1. Richard Buhl – Part-Time Cleaner, Lincoln Center, \$16.99 per hour, 20 hours per week, effective April 13, 2021.
2. Elizabeth McCracken – Long-Term Substitute Preschool Instructor, Kaposia Education Center, \$29.34 per hour, 18.75 hours per week, effective April 30, 2021, through June 11, 2021.
3. Jonathan Schulz – Part-Time Cleaner, Secondary Building, \$16.99 per hour, 20 hours per week, effective April 13, 2021.

Additional Hours – Cultural Liaison (March 15, 2021; increase from 2 hours to 3.5 hours)  
Shannon Lippke – High School

Additional Hours – Prom (May 1, 2021; up to 4 hours)  
Patrick Bookler – Special Education Assistant, High School

Wellness Project Champion (Effective through May, 2021; \$500 Stipend; up to 30 hours)  
Robert Peterfeso

B. Resignations/Retirements/Leaves/Reductions/Other

1. Carlissa Haflund – Resignation from her position as Student Supervisor, Lincoln Center, effective April 16, 2021.
2. Terri Lambach – Retirement from her position as Special Education Assistant, Kaposia Education Center, effective June 15, 2021.
3. Dawn Rehn – Retirement from her position as Early Learning Coordinator, Family Education Center, effective June 30, 2021.
4. Thomas Rongitsch – Leave of absence from his position as a Kids' Choice Assistant, effective June 11, 2021, through September 30, 2021.
5. Mallory Wakefield – Leave of absence from her position as Preschool Teacher, Kaposia Education Center, effective May 3, 2021, through June 11, 2021.



# SOUTH ST. PAUL PUBLIC SCHOOLS

## School Board Agenda Item

**Meeting Date:** Monday, April 26, 2021

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

**Action Requested:** Approval

**Attachment:** 2nd Budget Revisions – 2020-21 Budget  
Budget Revisions Power Point

<b>Topic:</b> 2nd Budget Revisions – 2020-21 Budget		
<b>Presenter(s):</b> Aaron Bushberger, Finance Director		
<b>Background:</b>		
<p>The school district’s budget process involves the School Board approving an original budget in June, prior to the next fiscal year start of July 1. Routinely throughout the fiscal year, budget revisions will be made based on updated enrollment counts, staffing changes, and other updates. The 2020-21 original budget was approved in June 2020, and a first round of budget revisions were approved by the Board in November 2020. Due to a significant amount of budget changes, a second round of budget revisions are being proposed for approval.</p> <p>The board packet includes the original budget, first revised budget and the second revised budget for the four funds the district is required to have a budget for – general fund, food service fund, community education fund and debt service funds. The documents also include more detailed explanations of the proposed budget revisions.</p> <p>The proposed revisions were reviewed by the Finance Committee at their April 21, 2021 meeting. No changes have been made since that meeting. The revised budget is below:</p>		
	<u>Revenue</u>	<u>Expenditures</u>
General Fund	\$43,696,133	\$44,446,133
Food Service Fund	\$1,141,220	\$1,515,104
Community Ed Fund	\$1,667,270	\$1,710,046
Debt Service Fund	\$3,064,592	\$3,107,838
<b>TOTAL</b>	<b>\$49,569,215</b>	<b>\$50,779,121</b>
<b>Recommendation:</b> Approval		
<b>Alternatives:</b> N/A		

**South St Paul Public Schools  
2020-21 Budget Summary**

	<b>Original Budget 06/22/20</b>	<b>Rev. Budget #1 11/23/20</b>	<b>Rev. Budget #2 04/26/21</b>
<b>GENERAL FUND</b>			
Beginning Fund Balance	\$4,843,309	\$5,977,731	\$5,977,731
Revenue	\$43,461,285	\$43,223,913	\$43,696,133
Expenditures	\$44,451,450	\$44,319,188	\$44,446,133
Net	-\$990,165	-\$1,095,275	-\$750,000
Ending Fund Balance	\$3,853,144	\$4,882,456	\$5,227,731
Total Fund Balance %			11.8%
Fund Balance Policy %			10.0%
<b>FOOD SERVICE FUND</b>			
Beginning Fund Balance	\$688,611	\$657,171	\$657,171
Revenue	\$2,211,757	\$2,211,757	\$1,141,220
Expenditures	\$2,405,169	\$2,405,169	\$1,515,104
Net	-\$193,412	-\$193,412	-\$373,884
Ending Fund Balance	\$495,199	\$463,759	\$283,287
<b>COMMUNITY ED FUND</b>			
Beginning Fund Balance	\$103,019	\$134,009	\$134,009
Revenue	\$2,347,913	\$1,667,270	\$1,667,270
Expenditures	\$2,380,368	\$1,710,046	\$1,710,046
Net	-\$32,455	-\$42,776	-\$42,776
Ending Fund Balance	\$70,564	\$91,233	\$91,233
<b>DEBT SERVICE FUND</b>			
Beginning Fund Balance	\$729,915	\$967,956	\$967,956
Revenue	\$3,064,592	\$3,064,592	\$3,064,592
Expenditures	\$3,107,838	\$3,107,838	\$3,107,838
Net	-\$43,246	-\$43,246	-\$43,246
Ending Fund Balance	\$686,669	\$924,710	\$924,710

**2020-21 Budget  
General Fund**

	<u>Revenues</u>	<u>Expenditures</u>	<u>Net</u>
<b>Original Budget (June 2020)</b>	<b>\$43,461,285</b>	<b>\$44,451,450</b>	<b>-\$990,165</b>
<b>1st Revisions</b>			
Flex spending	\$225,000	\$225,000	
Other state aid	-\$120,000		
Third party billing revenue	-\$100,000		
Staffing / estimate changes		-\$175,547	
General education revenue	-\$94,872		
Athletics/activities revenues	-\$72,500		
Student activities	-\$75,000	-\$75,000	
Increase unemployment budget		\$150,000	
Reduce substitute budgets		-\$100,000	
Reduce part-time cleaner budget		-\$75,000	
Do not fill positions		-\$281,715	
Transfer to Community Ed Fund		\$200,000	
Subtotal	-\$237,372	-\$132,262	
<b>1st Revised Budget (November 2020)</b>	<b>\$43,223,913</b>	<b>\$44,319,188</b>	<b>-\$1,095,275</b>
<b>2nd Revisions</b>			
Adjust flex spending	-\$25,000	-\$25,000	
Adjust School Safety Grant	-\$190,000	-\$190,000	
Adjust Innocent Classroom	\$55,000	\$55,000	
Decrease other state aid	-\$52,526		
Increase in LTFM costs		\$150,000	
Coronavirus Relief Funds (CRF)	\$910,165	\$910,165	
Dakota County CARES Act	\$68,955	\$68,955	
Student activities	-\$50,000	-\$50,000	
General education revenue	-\$244,374		
Change in food service chargeback		\$57,825	
Reduce targeted services budget		-\$50,000	
Reduce VPK budget		-\$50,000	
Reduce transportation budget		-\$500,000	
Reduce utilities budget		-\$75,000	
Reduce substitutes budget		-\$100,000	
Reduce athletics/activities budget		-\$75,000	
Subtotal	\$472,220	\$126,945	
<b>2nd Revised Budget (April 2021)</b>	<b>\$43,696,133</b>	<b>\$44,446,133</b>	<b>-\$750,000</b>

**2020-21 Budget**  
**Food Service Fund**

	<u>Revenues</u>	<u>Expenditures</u>	<u>Net</u>
<b>Original Budget (June 2020)</b>	<b>\$2,211,757</b>	<b>\$2,405,169</b>	<b>-\$193,412</b>
<b>1st Revisions</b>			
<hr/>			
No 1st budget revisions			
Subtotal	<hr/>	<hr/>	
	\$0	\$0	
<b>1st Revised Budget (November 2020)</b>	<b>\$2,211,757</b>	<b>\$2,405,169</b>	<b>-\$193,412</b>
<b>2nd Revisions</b>			
<hr/>			
Change in federal revenue	-\$481,162		
Change in state revenue	-\$141,620		
Change in meal sales / other	-\$497,755		
Dakota County CARES Act	\$50,000		
Change in staffing costs		-\$201,050	
Change in other costs		-\$120,915	
Change in food/milk costs		-\$510,275	
Change in general fund chargeback		-\$57,825	
Subtotal	<hr/>	<hr/>	
	-\$1,070,537	-\$890,065	
<b>2nd Revised Budget (April 2021)</b>	<b>\$1,141,220</b>	<b>\$1,515,104</b>	<b>-\$373,884</b>

**2020-21 Budget  
Community Ed Fund**

	<u>Revenues</u>	<u>Expenditures</u>	<u>Net</u>
<b>Original Budget (June 2020)</b>	<b>\$2,347,913</b>	<b>\$2,380,368</b>	<b>-\$32,455</b>
<b>1st Revisions</b>			
Revise School Age Care program	-\$922,000	-\$948,187	
Add Emergency Care program	\$99,357	\$373,896	
Reduction in programming	-\$58,000	-\$96,031	
Transfer from General Fund	\$200,000		
Subtotal	-\$680,643	-\$670,322	
<b>1st Revised Budget (November 2020)</b>	<b>\$1,667,270</b>	<b>\$1,710,046</b>	<b>-\$42,776</b>
<b>2nd Revisions</b>			
Subtotal	\$0	\$0	
<b>2nd Revised Budget (April 2021)</b>	<b>\$1,667,270</b>	<b>\$1,710,046</b>	<b>-\$42,776</b>

## South St Paul Public Schools 2020-21 Budget Revision Summary

### Summary

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South St Paul Public Schools has experienced a number of financial changes during the 2020-21 fiscal year, primarily due to the COVID-19 pandemic and its impact on student enrollment, staffing needs and pandemic related purchases. The original budget was approved in June 2020, and the first budget revisions were approved in November 2020. These first budget revisions reflected the changes known at that time. These second budget revisions are proposed to accurately reflect changes for the entire fiscal year.

### Enrollment Overview

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	2019-20 Actual	2020-21 Original	2020-21 1 <sup>st</sup> Revision	2020-21 2 <sup>nd</sup> Revision
ECSE	45	40	40	<b>29</b>
VPK	101	90	<b>66</b>	68
Grades K-5	1,395	1,307	1,307	1,277
Grades 6-8	766	733	733	730
Grades 9-12	982	977	977	1,006
<b>TOTAL</b>	<b>3,289</b>	<b>3,147</b>	<b>3,123</b>	<b>3,110</b>
<b>Extended Time</b>	49	50	50	<b>25</b>

The 1<sup>st</sup> budget revisions reflect:

- Decrease in VPK enrollment by 24 ADM

The 2<sup>nd</sup> budget revisions reflect:

- Decrease in ECSE enrollment by 11 ADM
- Decrease in all other enrollment by 2 ADM
- Decrease in extended time enrollment by 25 ADM

The overall decrease in budgeted ADM will result in a decrease in revenue of about \$340,000. This amount is reflected in the COVID overview below.

## COVID Overview

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	Revenue	Expenditures
<b>General Fund</b>		
Coronavirus Relief Funds (CRF)	+\$910,165	+\$910,165
Enrollment	-\$339,246	
Third party billing	-\$50,000	
Athletics/activities	-\$72,500	-\$75,000
Unemployment costs		+\$150,000
Substitute budgets		-\$200,000
Do not fill positions (1) (2)		-\$356,715
Emergency Care (Comm. Ed.)		+\$200,000
Transportation (2)		-\$500,000
Voluntary Pre-Kindergarten		-\$50,000
Utilities		-\$75,000
Food Service Chargeback		+\$57,825
<b>General Fund Subtotal</b>	<b>+\$448,419</b>	<b>+\$61,275</b>
<b>Food Service</b>	<b>-\$1,070,537</b>	<b>-\$890,065</b>
<b>Community Education</b>	<b>-\$680,643</b>	<b>-\$670,322</b>
<b>TOTAL</b>	<b>-\$1,302,761</b>	<b>-\$1,499,112</b>

(1): Positions that were not filled due to the district operating in a distance learning and hybrid mode include: special education paraprofessionals, student support assistants, bus assistants and student/security monitors.

(2): Over half of the positions that were not filled are special education positions. The majority of transportation savings is special education related. These reductions in costs may impact the amount of state special education revenue for the 2021-22 fiscal year. State special education funding is reimbursement-based, and the revenue is recognized one fiscal year after the costs are incurred (i.e. costs in the 2020-21 school year generate revenue for 2021-22 school year).

# 2020-2021 2nd Budget Revisions

Aaron Bushberger  
Director of Finance  
April 26, 2021



# 2020-21 Budget

**1<sup>st</sup>  
Original  
Budget**

Approved  
June 2020

**1<sup>st</sup>  
Budget  
Revisions**

Approved  
Nov. 2020

**2<sup>nd</sup>  
Budget  
Revisions**

Proposed  
Apr. 2021

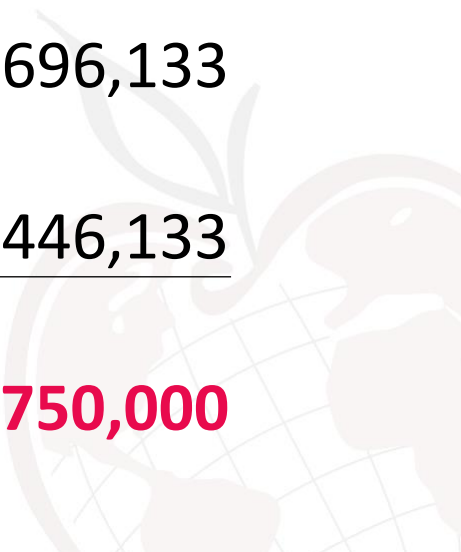
# Budget Revisions Overview

- **General Fund**
  - Majority of changes are pandemic related
  - Overall positive financial change
- **Food Service Fund**
  - Overall negative financial change
- **Community Ed and Debt Service Funds**
  - No budget revisions at this time



# General Fund

	<u>Original Budget</u>	<u>2<sup>nd</sup> Revised Budget</u>
Revenues	\$43,461,285	\$43,696,133
Expenditures	<u>\$44,451,450</u>	<u>\$44,446,133</u>
<b>Net</b>	<b>-\$990,165</b>	<b>-\$750,000</b>

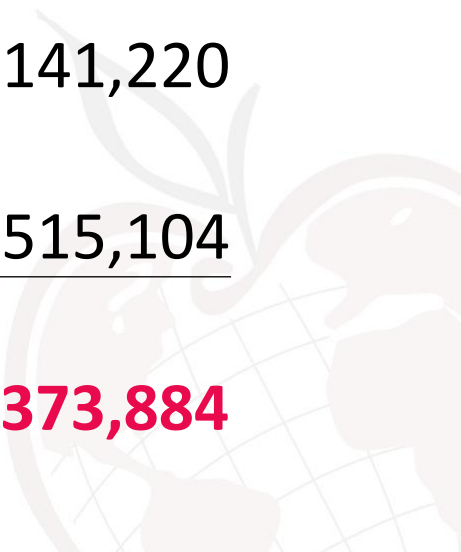


# General Fund Balance

Beginning Fund Balance	\$5,977,731
2020-21 Revenue	\$43,696,133
2020-21 Expenditures	\$44,446,133
2020-21 Net	<hr/> -\$750,000
Projected Ending Fund Balance	\$5,227,731
<b>Fund Balance Policy %</b>	<b>10.0%</b>

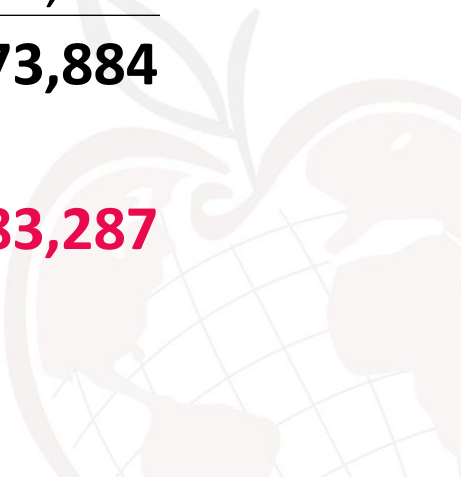
# Food Service Fund

	<u>Original Budget</u>	<u>2<sup>nd</sup> Revised Budget</u>
Revenues	\$2,211,757	\$1,141,220
Expenditures	<u>\$2,405,169</u>	<u>\$1,515,104</u>
<b>Net</b>	<b>-\$193,412</b>	<b>-\$373,884</b>

















# Food Service Fund Balance

Beginning Fund Balance	\$657,171
2020-21 Revenue	\$1,141,220
2020-21 Expenditures	\$1,515,104
<b>2020-21 Net</b>	<b>-\$373,884</b>
<b>Projected Ending Fund Balance</b>	<b>\$283,287</b>



# COVID Financial Impact

Revenues	Expenditures
Coronavirus Relief Funds 	Coronavirus Relief Funds 
ECSE/VPK/TS Enrollment 	Unemployment costs 
Third party billing 	Emergency Care costs 
Athletics/activities 	Staff/substitute costs 
Food Service 	Transportation costs 
Community Ed 	Utility costs 
	Food Service 
	Community Ed 

# COVID Financial Impact

	Revenues	Expenditures
General Fund		
Cor. Relief Funds	+\$910,165	+\$910,165
Enrollment	-\$339,246	
Other	-\$122,500	
Cost Savings (net)		-\$848,890
Food Service Fund	-\$1,070,537	-\$890,065
Community Ed Fund	-\$680,643	-\$670,322
<b>TOTAL</b>	<b>-\$1,302,761</b>	<b>-\$1,499,112</b>

# Next Steps

- **2020-21 Budget**
  - Final budget revisions
- **2020-21 Audit**
  - Scheduled for School Board review/approval in November - December





## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** Monday, April 26, 2021

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

**Action Requested:** Approval

**Attachment:** **Proposal to Place Individuals with Continuing Contract Rights on Unrequested Leave of Absence**

**Topic:** Proposal to Place Individuals with Continuing Contract Rights on Unrequested Leave of Absence (ULA)

**Presenter(s):** Cathy Miller, Human Resource Director

**Background:**

On January 25, 2021, the resolution directing administration to make recommendations for reductions in programs and positions was approved by the School Board. On April 12, 2021, the School Board approved budget adjustments for the 2021-22 school year.

On April 12, 2021, the School Board approved the 2021-22 Resolution Discontinuing and Reducing Positions, which included the elimination of the 10-month Assistant Principal position, which was approved in the budget adjustments.

The attached resolution proposes to place two continuing contract assistant principals on Unrequested Leave of Absence (ULA). The two individuals proposed to be placed on ULA may request a hearing before the School Board, provided the request is submitted in writing within fourteen days of notice.

**Recommendation:**

Administration recommends approval of the resolution.

**Alternatives:**

Do not approve the resolution and direct administration with next steps.

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

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION PROPOSING TO PLACE INDIVIDUALS WITH CONTINUING  
CONTRACT RIGHTS ON UNREQUESTED LEAVE OF ABSENCE**

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

1. That it is proposed that the following individuals, who are teachers of said school district, be placed on unrequested leave of absence without pay or fringe benefits, effective at the end of the 2020-2021 school year on June 30, 2021, pursuant to Minnesota Statutes Section 122A.40, subdivision 10, and the collective bargaining agreement between the District and South St. Paul Principals' Association:

Nicholas Fox  
Angela Ryter

2. That written notice be sent to said teachers regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law and said notice shall be in substantially the following form:

**NOTICE OF PROPOSED PLACEMENT  
ON UNREQUESTED LEAVE OF ABSENCE**

Dear \_\_\_\_\_:

You are hereby notified that at the meeting of the School Board of Special School District No. 6 held on April 26, 2021, consideration was given to your placement on unrequested leave of absence without pay or fringe benefits as a teacher of Special School District No. 6, and a resolution was adopted by a majority vote of the Board, proposing your placement on unrequested leave of absence effective at the end of the 2020-2021 school year on June 30, 2021, pursuant to Minnesota Statutes, Section 122A.40, subdivision 10, upon the grounds described in said statute and which are specifically as follows:

Discontinuance of Position, Financial Limitations

Under the provisions of the law, more specifically Minnesota Statutes Section 122A.40, subdivision 7, you are entitled to a hearing before the School Board provided that you make a request in writing within fourteen (14) days after receipt of this notice. If no hearing is requested within such period, it shall be deemed acquiescence by you to the School Board's proposed action.

Yours very truly,

SCHOOL BOARD OF  
SPECIAL SCHOOL DISTRICT NO. 6

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Clerk of the School Board

3. That said proposed placement on unrequested leave of absence is not the result of the implementation of an education district agreement.
4. That each and all of the foregoing grounds of said notice are within the grounds for unrequested leave placement as set forth in Minnesota Statutes Section 122A.40, subdivision 10, and are hereby adopted as fully as though separately set forth and resolved herein.

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.



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** Monday, April 26, 2021

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

**Action Requested:** Approval

**Attachment:** **Non-Renewal of Probationary Teachers**

<b>Topic:</b> Non-Renewal of Probationary Teachers
<b>Presenter(s):</b> Cathy Miller, Human Resource Director
<b>Background:</b>  Each year, we must release a number of probationary teachers for various reasons, including student driven scheduling, changes in enrollment, budget reductions, curriculum changes, licensure issues, mid-year placements, and performance issues.  Attached is a resolution to terminate the contracts of a number of probationary teachers. This resolution terminates teaching contracts for those listed, at the end of the current 2020-2021 school year, with non-renewal for the 2021-2022 school year.
<b>Recommendation:</b>  Administration recommends approval of the resolution.
<b>Alternatives:</b>  Do not approve the resolution and direct administration with next steps.

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

Inspector \_\_\_\_\_ moved the adoption of the following resolution:

**RESOLUTION RELATING TO THE NON-RENEWAL  
OF PROBATIONARY TEACHERS**

WHEREAS, the following teachers are probationary teachers in Special School District No. 6.

BE IT RESOLVED by the School Board of Special School District No. 6, pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contracts of these probationary teachers in Special School District No. 6, are hereby terminated effective at the end of the 2020 - 2021 school year.

Cassidy Adamson	1.0	Kindergarten Teacher	Kaposia
Melvin Baker	1.0	Student Support Specialist	Middle School
Shelly Chermack	1.0	Science Teacher	Community Learning Center
Ashly Gagner	1.0	Special Ed Teacher	Lincoln
Damon George	1.0	Physical Education Teacher	Middle/High School
Tess Green	1.0	Science Teacher	Middle School
Christopher Gustilo	1.0	Business Teacher	High School
Elizabeth Higgins	1.0	Language Arts Teacher	Middle School
Rachel Hosszu	1.0	Special Ed Teacher	Kaposia
Michelle Jensen	1.0	Kindergarten Teacher	Lincoln
Jessica Johnson	1.0	Special Ed Teacher	High School
Michael Kretschmar	0.9	French/Spanish Teacher	Middle/High School
Sarah Lashomb	1.0	Grade 5 Teacher	Kaposia
Anthony Phillips	1.0	Special Ed Teacher	Kaposia
Faith Purvey	0.8	Art Teacher	High School
Abby Rouster	1.0	Special Ed Teacher	Middle School
Christian Rund	1.0	Humanities Teacher	High School
Ellyn Thompson	1.0	Humanities Teacher	High School
Emily Virant	1.0	Psychologist	Lincoln/Kaposia
Mark Westpfahl	1.0	Humanities Teacher	Middle School
Anne Marie White	1.0	Media and Tech Teacher	Kaposia
Monica Young	.21	ECFE Teacher	Family Education Center

BE IT FURTHER RESOLVED that written notice be sent to said teachers regarding non-renewal of their contracts in accordance with Minnesota law.

The motion for the adoption of the foregoing resolution was duly seconded by Inspector \_\_\_\_\_.

On a roll call vote, the following voted in favor:

Inspectors:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** April 26, 2021

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

**Action Requested:** Approval

**Attachment:** 2021-2022 Student Teacher Agreement – University of Northwestern St. Paul

<b>Topic:</b> Student Teacher Agreement – University of Northwestern-St. Paul
<b>Presenter(s):</b> Cathy Miller, Human Resources Director
<b>Background:</b>  A student teacher placement has been coordinated between the University of Northwestern-St. Paul and South St. Paul School District beginning in October 2021. To finalize the student teacher placement, approval of the agreement between the University of Northwestern-St. Paul and South St. Paul Schools is necessary. This agreement and placement aligns with South St. Paul Schools Student Teaching Policy #437.
<b>Recommendation:</b>  Approval of 2021-22 Student Teacher Agreement with the University of Northwestern-St. Paul
<b>Alternatives:</b>  Do not approve Student Teacher Agreement and direct administration with next steps.

**MUTUAL AGREEMENT FOR STUDENT TEACHING  
BETWEEN  
UNIVERSITY OF NORTHWESTERN  
ST. PAUL, MINNESOTA  
AND  
SOUTH ST. PAUL PUBLIC SCHOOLS  
2021-2022**

This agreement is entered into between South St. Paul Public Schools, South St. Paul, Minnesota (the "District") and University of Northwestern, St. Paul, 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:

**The 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 July 1, 2021, and end on June 30, 2022. 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:**

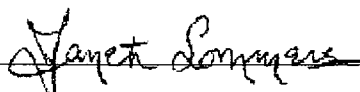
1. Neither the District nor the College/University will assign or transfer any rights or obligations under this agreement without the prior written consent of the other party.
2. Any amendments to this agreement will be in writing and signed by authorized representatives from each party.
3. The parties 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 Northwestern**

Name: Dr. Janet B. Sommers

Title: Provost

Signature: 

Date: 3/29/21

Signed For: **South St. Paul Public Schools**

Signature: \_\_\_\_\_  
School Board Chair

Date: \_\_\_\_\_



# SOUTH ST. PAUL PUBLIC SCHOOLS

## School Board Agenda Item

**Meeting Date:** Monday, April 26, 2021

**Place on Agenda:** Regular Agenda: Business Item

**Action Requested:** Approval

**Attachment:**

<b>Topic:</b> 2020-2022 Custodial and Maintenance Local No. 70 Contract
<b>Presenter(s):</b> Human Resources Director Cathy Miller and Finance Director Aaron Bushberger
<p><b>Background:</b></p> <p>The school district has reached a tentative agreement with South St. Paul Custodial and Maintenance Local No. 70, for the contract period of July 1, 2020 to June 30, 2022. Custodial and Maintenance employees ratified the proposed contract on April 17, 2021. The proposed agreement is within the parameters established by the Board of Education.</p> <p>The components of the settlement have been provided to the School Board and the bargaining unit has ratified this settlement. The Agreement includes a salary increase of 0% in year one and 2.0% in year two, along with a 3.0% increase in year two for the district contribution for health insurance.</p>
<p><b>Recommendation:</b></p> <p>Approve the agreement with South St. Paul Custodial and Maintenance Local No. 70, for the contract period of July 1, 2020 to June 30, 2022.</p>
<p><b>Alternatives:</b></p> <p>Do not approve the contract and direct administration with next steps.</p>