



## South St. Paul School Board - Committee-of-the-Whole

Monday, May 10, 2021 5:00 PM

Location: CITY HALL

125 THIRD AVENUE NORTH

South St Paul, Minnesota 55075

### Agenda

I.	<b>5:00–5:15 PM CITY</b> (D. Webb, Mayor Francis, J. Hanson, K. Halgren)	
	A. Dakota County Library Update	2
II.	<b>5:15–5:20 PM HUMAN RESOURCES</b> (C. Miller)	
	A. Non-Renewal of Long-Term/Limited Contract Substitute Teachers	53
III.	<b>5:20 – 5:30 PM FINANCE</b> (A. Bushberger)	
	A. Budget Planning Update	55
IV.	<b>5:30 - 5:45 PM SCHOOL BOARD</b>	
	A. 2-Year Board Agenda (Administration)	65
	B. Other Items Deemed Necessary by the School Board	



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** Monday, May 10, 2021

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

**Action Requested:** N/A

**Attachment:** Dakota County Library Study Report

<b>Topic:</b> Dakota County Library Study
<b>Presenter(s):</b> Superintendent Dave Webb, Mayor Jimmy Francis, City Administrator Joel Hanson and SSP Library Director Kathy Halgren.
<b>Background:</b>  In November of 2020, the Dakota County Board voted unanimously to conduct a programming study for a potential Dakota County Library in South St. Paul. A design team of county and city staff have been working through the details of the study.  On Monday evening, city leaders will provide the School Board with an update on the possible options being discussed for a Dakota County in South St. Paul. It is important for our School Board to stay informed as the traffic flow and/or parking at the district's secondary building and central square sites may be affected.
<b>Recommendation:</b> None
<b>Alternatives:</b> N/A



**COUNCIL WORKSESSION REPORT**  
**DATE: MAY 10, 2021**  
**DEPARTMENT: LIBRARY**  
**PREPARED BY: Joel Hanson/Kathy Halgren**  
**ADMINISTRATOR: JRH**

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**AGENDA ITEM: County Library Study – Jay Biedny, Dakota County Capital Projects Manager**

**DESIRED MEETING OUTCOMES:**

- ◆ Review Library Study
- ◆ Agree on a Site
- ◆ Discuss Resolutions to be Submitted to County Board to be included in their agenda packet for June 8<sup>th</sup> (Library, City Council, & School Board)
- ◆ Address Other Concerns

**OVERVIEW:**

On November 10, 2020, the Dakota County Board of Commissioners unanimously approved a programming study proposal in light of a possible merger of the South St. Paul Public Library into the County library system. The proposal allowed \$50,000 to study the site of 7<sup>th</sup> and Marie Avenues by the high school with the City conducting a traffic study of the area as well as giving the land to the County if the site was deemed appropriate for further consideration. A joint powers agreement with the City secured \$15,000 for assessment of the library's current site. The construction guidepost authorized for a new or renovated facility and related construction costs was \$6 million.

County staff chose HCM Architects of Minneapolis for the study, and biweekly meetings with the architectural staff, County staff and City staff commenced in January 2021. Tasks included tours of the library's current site as well as the parcels at 7<sup>th</sup> and Marie Aves., various assessments of the current building, zoning implications of the proposed parcel and the City's comprehensive plan, parking requirements, utilities, incorporation of the City's traffic study results, and the School District's intentions for their land.

In terms of programming or design, project team participants focused on visioning what our library could be for the future before getting down to actual space and functional programming considerations such as overall square footage for an optimally sized library. This, in turn, led to square footage for public spaces and community rooms, private study rooms, staff work areas, collections, etc., and the arrangement of these areas within concept plan diagrams.

Concept plans were created for a cruciform-type of building on City-owned property at 7<sup>th</sup> and Marie, a double-entranced building on School District-owned property at 7<sup>th</sup> and Marie, and our current library site.

The general consensus of the team was that a building of 16,146 GSF (gross square feet) would be ideal for our community. However, in 2022 dollars, all projects at this size were estimated well above the County Board's guidelapost of \$6 million for site, construction and soft costs. For the City-owned 7th and Marie site, the site and building construction cost was estimated at \$6.2 million with a total project cost estimate of \$8.266 million. For the School District-owned 7th and Marie site, the site and building construction cost was \$6.7 million with a total project estimate of \$8.931 million. (The additional costs are associated with removal/filling of the amphitheater area including retaining walls.) At our current library site, the site and building construction cost was estimated at \$8.6 million with a total project cost estimate of \$11.463 million. (The higher costs are related to dealing with existing building deficiencies, demolition, incorporating the existing building into the project, the limited site area, and grade stabilization.)

At this point, the project team members were primarily interested in the City-owned property at Marie and 7th and our current library site. Because 16,000 square feet came in higher than the recommended \$6 million by the County, Margaret Stone, Director of Dakota County Library (DCL), and Kathy Halgren, Director of South St. Paul Public Library, were charged with reducing square footage to show just what \$6 million would buy on these two sites. This reduced the 7th and Marie site to just 11,700 GSF, which is slightly smaller than our current building, and further reduced our current site to a mere 8,500 GSF. This produced major reductions in collection areas and meeting room space as well as reductions in other areas.

Because these two options are not desirable and will not meet the needs of residents, a complete gut and remodel of our current building was also programmed out with a cost estimation of around \$6 million, but again, there would be a substantial sacrifice of desired public spaces and collections with no large meeting room.

A net-zero energy option for the proposed library was estimated at an additional \$1.1 million. A geothermal well field could be utilized at the new site, but our current site could not support it due to lack of sufficient area.

In light of all the foregoing information, the project team recommends construction of an approximately 16,000 GSF building on the City-owned property at 7<sup>th</sup> and Marie Aves.

The County Board is scheduled to meet on June 8, 2021, to discuss the study's findings. Pursuant to further County Board, City and Library Board endorsement, and coordination with the School District, the remaining schedule for the project consists of design and bidding by June of 2022 and the completion of a renovation/new building by mid-2023.

Here are some key issues we need to develop consensus on in order to eliminate variables that may jeopardize approval by the County Board:

- ❖ Endorse a specific site – It is unlikely the County Board will approve the \$3,197,000 in additional costs associated with the current library site; especially when the site is limited in terms of any future modifications due to its tight constraints. The County Staff is recommending the City owned 7<sup>th</sup> & Marie site. This site is estimated to cost \$655,000 less than the site south of Central Square due to the need to fill/modify the amphitheater area by increasing the grade for the library while also accommodating exiting from the lower level of Central Square. Another factor favoring the City owned property was the

School District staff's preference for the City owned site in order to preserve the site south of Central Square to accommodate potential expansion of that facility. They also indicated modifications to 7<sup>th</sup> Avenue (a one-way street from Marie to 8<sup>th</sup>) would be workable.

For discussion purposes, it may be worth it to contribute the additional \$655,000 to help address the amphitheater concerns and to lessen any traffic impact on 7<sup>th</sup> to the School District. Placing the library south of Central Square would preserve the City's site for future development and/or more parking for the High School, Central Square, and the Library. However, the School District will have to determine if that makes sense to them in terms of long-term planning. This option also has the double entrance for the new library that is problematic from Library Staff's perspective. However, that might be resolvable during the design process. The key issue with this option is time!

- ❖ Commit to join the Dakota County Library system subject to County Board approval of an acceptable building program (16,000 square foot facility?). We have also been told that if we become part of the DCL system, we will be designated one slot on the County's Library Advisory Board.
- ❖ Address any other concerns that exist at this time to avoid surprises at a later date.

**SOURCE OF FUNDS:**

To Be Determined

**CC: SPECIAL SCHOOL DISTRICT #6**

## Summary of the Programming Study for the possible SSP Library

After working collaboratively with County and City Library staff, the design team created a Base Program (see next page) for a county library in South St. Paul that totals roughly 14,000 sf of local needs. This represents a building of **16,000 gross sf**. That work was then checked against existing county libraries (Farmington, Inver Glen, and Pleasant Hill). The new Base Program compared well with these examples. This program was then applied to both sites under question and yielded the following:

### **Base Program on the Marie & 7<sup>th</sup> City-owned site would need a Project Budget of \$8.3 million.**

+Most building for lowest cost/sf, centrally located, cross programming with School, off street parking.

### **Base Program on the existing SSP Library site would need a Project Budget of \$11.5 million.**

+Renovates existing 1927 building -no off-street parking, major investment in existing building.

If we then apply a \$6 million Project Budget cap to each of these sites, working with two separate estimating teams, it was found that we can afford to construct the following:

### **A building 27% smaller than the Base Program could be built on the new site.**

(10,200 net sf / 11,700 gross sf )

- Smaller Collections: 35% less Adult; 45% less Teens; 30% less Children - Comm. Room smaller by 1/3.

### **The Existing Building (26% of Base Program) could be renovated but not enlarged.**

(10,270 net sf / 11,840 gross sf )

- NO Community Room -Smaller Collections: 30% less Adult; 30% less Teens; 30% less Children's.

Note that all the costs mentioned above are Project Budgets. On a project of this type, construction costs amount to 75% of the Project Budget. The remaining 25% is used for non-construction costs including: professional and municipal fees; Furniture, Fixtures and Equipment (FF&E); library specific technologies including self-check machines, security gates and book handling system; moving and storage; temporary facilities; and other "soft" costs. These Project Budgets do not include cost for books or other lending materials. These costs would be borne by annual operating budgets and include materials already a part of the county system or added to them when merged with the current SSP collection.

In addition to these program outcomes, the Dakota County Board requested the Study to predict the cost premium to move the project from the current county High-Performance Building Standards to a Net Zero condition. "Net Zero" is a phrase used to describe a building which produces, stores and redeploys ALL the energy it requires by generating that energy onsite. This works best when the building already consumes as little energy as possible.

Advancing the Base Program to a Net Zero building would cost \$1.1 million and can only be realistically attained at the new site.

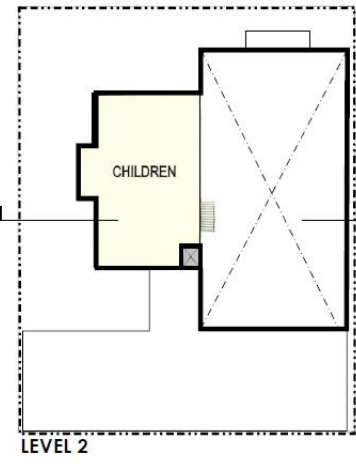
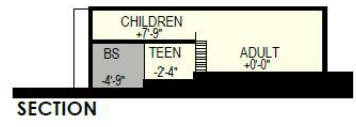
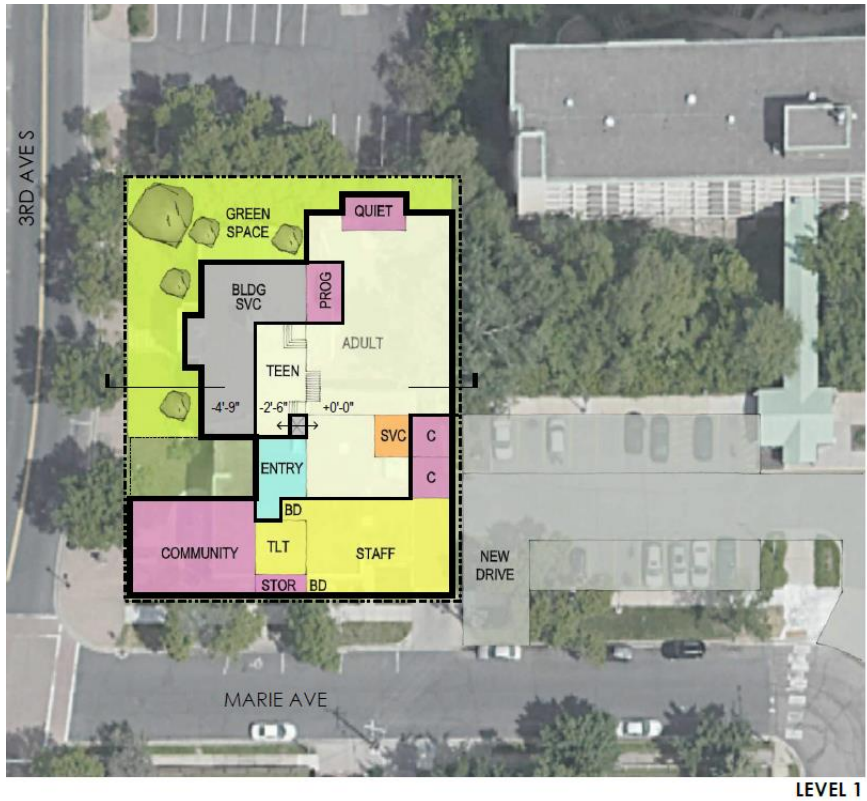
## SSP Library Programming Study Summary

	Base Program		Reduced Program	
	New Site	Existing Site	New Site	Existing Site
<b>Location</b>	7th & Marie	SSP Library	7th & Marie	SSP Library
<b>Project Budget</b>	\$8.3 million	\$11.5 million	\$6 million	\$6 million
<b>Construction type</b>	New	New & Renovation	New	Only Renovation
<b>Net Program sf</b>	14,000 nsf	14,000 nsf	10,200 nsf	10,270 nsf
<b>Building size gsf</b>	16,000 gsf	16,000 gsf	11,700 gsf	11,840 gsf
<b>Percent of Base Program</b>	100%	100%	73%	74%
<b>Key Differences from Base</b>				
<b>Collections</b>				
Adult			35% less	30% less
Teen			45% less	30% less
Children			30% less	30% less
<b>Common Spaces</b>				
Community Rm			33% smaller	none
Conference Rms			Two fewer	Near program
Program Rm			Deleted	Deleted
Quiet Reading Rm			Yes	Deleted
<b>Parking</b>				
On Street	Yes	Yes	Yes	Yes
Off Street	Yes	No	Yes	Staff Only
<b>Net Zero</b>				
Capable of upgrading	Yes	No	Yes	No
Additional Project Cost	\$1.1 million		\$1.1 million	

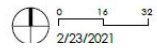
Base Program on the Marie & 7<sup>th</sup> City-owned site would need a Project Budget of \$8.3 million.



Base Program on the existing SSP Library site would need a Project Budget of \$11.5 million.



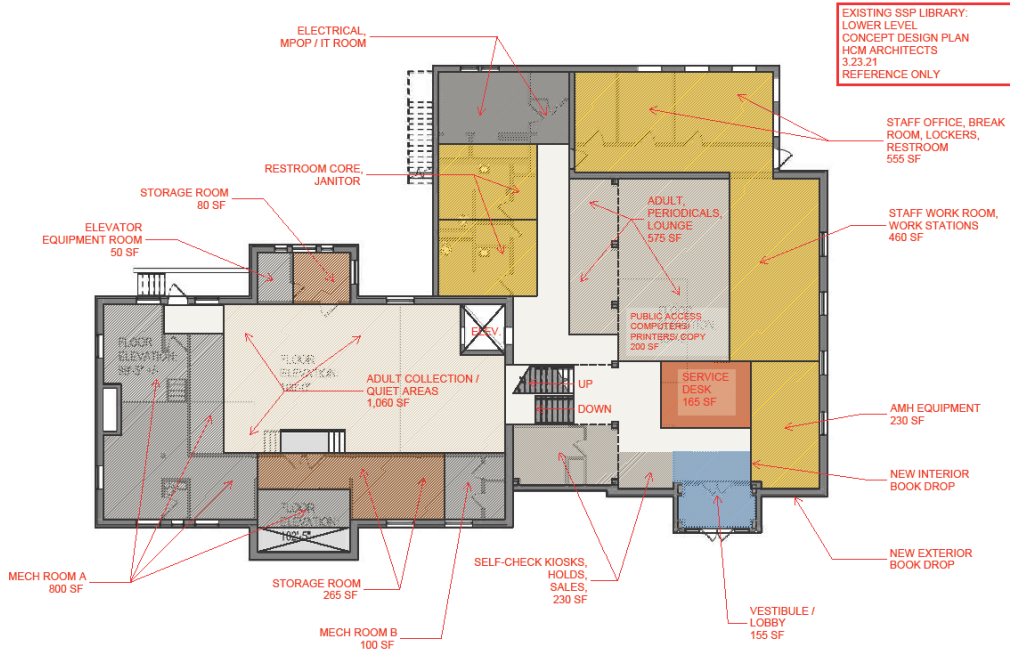
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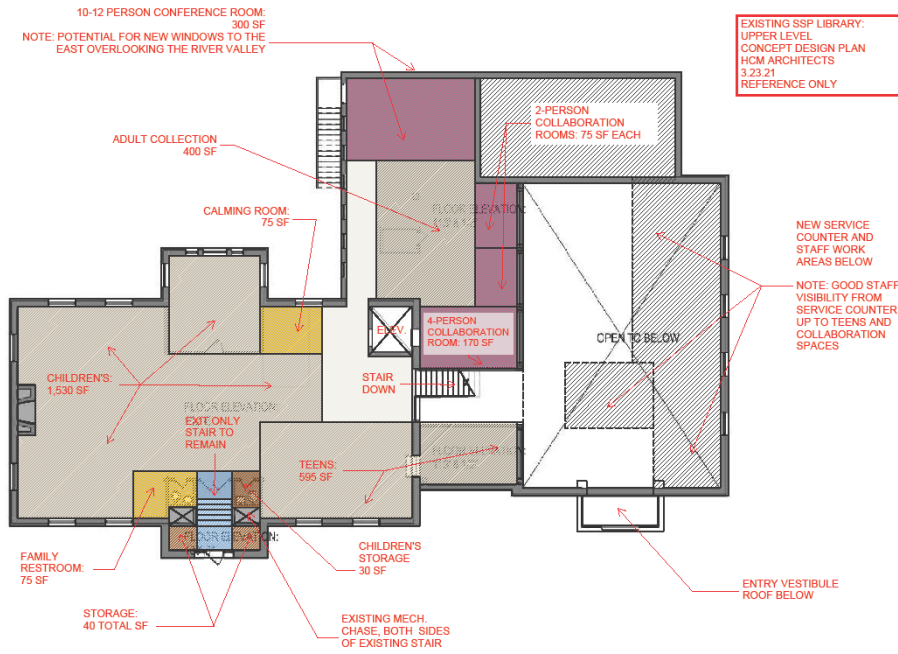
A building 27% smaller than the Base Program could be built on the new site.



**The Existing Building (26% of Base Program) could be renovated but not enlarged.**



## First Floor



## Second Floor



# Possible South St. Paul Library Programming Study Review

**Jerome (Jay) Biedny, Capital Projects Manager  
Facilities Management, Dakota County**

**South St. Paul combined City Council and Library Board Meeting  
10 May 2021**

- Background
- Study Focus
- Study Process
- Study Outcomes
- Staff Recommendations
- Request for Action
- Questions

- City of South St. Paul (SSP) has run a library since the 1920's
- For decades the SSP Library has shared resources with Dakota County Library (DCL)
- SSP suggested they could join DCL and offered:
  - Option 1 - a new site at Marie and 7<sup>th</sup> Avenues
  - Option 2 - redevelopment of the existing library site

In late 2020, the DC Board authorized a Programming Study which would:

- Outline what could be built on the new site (Option 1) or the existing site (Option 2) given a County Project Budget limit of \$6 million.
- Estimate the cost for upgrading the building and its systems to meet a “Net Zero” energy model.

# Study Process



- Selected Hagen Christensen & McIlwain's (HCM)
- Visited libraries and site in play
- Design Team completed a full Facility Assessment
- Visioning Workshop produced Goals
- Met with Core Team including Facilities and City & County Library staff every other week
- Produced Base Program

# Study Process



Dakota County - South St. Paul Libray   Base Space Program Comparison - Matrix 1																
SPACE CATEGORY	FARMINGTON LIBRARY (Comparative Facility)			PLEASANT HILL LIBRARY (Comparative Facility)			INVER GLEN LIBRARY (Comparative Facility)			BASE PROGRAM NEED (2025)			EXISTING SSP LIBRARY			
Area Description	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	
<b>STAFF WORK AREAS</b>																
Subtotal:			2,421			2,132			2,069			2,144			754	
<b>COLLECTIONS</b> (Seating & Lounge Areas account for 33% of Collection Area Total SF in Dakota County Libraries - Existing SSP Library is approximately 5% of SF)																
Subtotal:			7480			8266			6641			6360			7000	
<b>COMMON USE ROOMS</b>																
Subtotal:			1764			2850			2346			2738			180	
<b>PUBLIC SERVICE FUNCTIONS</b>																
Subtotal:			1208			1914			1340			1295			960	
<b>BUILDING SERVICE FUNCTIONS</b>																
Subtotal:			1,305			1,445			1,560			1,540			1,375	
<b>Total Net Floor Area</b>			<b>14,178</b>			<b>16,607</b>			<b>13,956</b>			<b>14,077</b>			<b>10,269</b>	
Net to Gross Factor			0.176			0.130			0.147			0.147			0.153	
Net to Gross SF			2,499			2,156			2,055			2,069			1,579	
<b>Total Building - GSF</b>			<b>16,677</b>			<b>18,763</b>			<b>16,011</b>			<b>16,146</b>			<b>11,840</b>	

## **New spaces in Base Program, not in existing SSP library:**

- More collections space for Teens
- Large Community Room at front entry
- Secure vestibule with modern toilet rooms
- Mix of smaller conference and meeting rooms
- New public seating areas throughout the building
- Quiet Reading Room & multifunction Program Space
- Dedicated delivery and work rooms with book handler
- Full sized mechanical, electrical and networking rooms

## **Existing SSP library spaces changed in Base Program:**

- Remove dedicated Book Sales area
- Replace General Storage areas under the stairs
- Reduce adult and children's collections with the addition of seating space.

**All DC Library and workplace standards integrated into design**

# Study Process



Dakota County - South St. Paul Libray   Base Space Program Comparison - Matrix 1															
SPACE CATEGORY	FARMINGTON LIBRARY (Comparative Facility)			PLEASANT HILL LIBRARY (Comparative Facility)			INVER GLEN LIBRARY (Comparative Facility)			BASE PROGRAM NEED (2025)			EXISTING SSP LIBRARY		
	Area Description	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF
<b>STAFF WORK AREAS</b>															
Book Return	1	32	32	1	10	10	1	10	10	1	10	10	1	10	10
Receiving / Delivery	1	142	142	1	130	120	1	160	160	1	100	100	1	20	20
Staff Workroom (including AMH Equipment)	1	1,120	1,120	1	960	960	1	800	800	1	800	800	1	115	115
Staff Breakroom	1	156	156	1	180	180	1	200	200	1	200	200	1	200	200
Staff Locker Area	1	32	32	1	30	30	1	70	70	1	70	70	1	10	10
Staff Restroom	1	144	144	1	64	64	1	70	70	1	70	70	0		0
Branch Manager Office	1	135	135	1	120	120	1	135	135	1	110	110	1	110	110
Form / Material Storage (adj. to Service Desk)	1	140	140	2	80	160	1	120	120	1	100	100	0		0
Staff Workstations (dedicated 8x8 stations)	3	64	192	0	64	0	4	64	256	3	64	192	0		0
Staff Workstations (PT staff 6x8 stations)	1	48	48	6	48	288	1	48	48	4	48	192	3	48	144
Service Desk	1	280	280	1	200	200	1	200	200	1	300	300	1	145	145
Subtotal:			2,421			2,132			2,069			2,144			754

# Study Process



Dakota County - South St. Paul Libray   Base Space Program Comparison - Matrix 1																
SPACE CATEGORY	FARMINGTON LIBRARY (Comparative Facility)			PLEASANT HILL LIBRARY (Comparative Facility)			INVER GLEN LIBRARY (Comparative Facility)			BASE PROGRAM NEED (2025)			EXISTING SSP LIBRARY			
	Area Description	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF
<b>COLLECTIONS</b> (Seating & Lounge Areas account for 33% of Collection Area Total SF in Dakota County Libraries - Existing SSP Library is approximately 5% of SF)																
Adult Collection (includes AV, Periodicals & adult collection SF & seating & lounge areas)	1	3,870	3,870	1	4,174	4,174	1	3,450	3,450	1	3,100	3,100	1	4,300	4,300	
Teen Collection Space (includes collection SF & seating in this area)	1	1,050	1,050	1	1,114	1,114	1	664	664	1	850	850	1	370	370	
Children's Collections Space (includes collection SF & seating in this area)	1	2,380	2,380	1	2,768	2,768	1	2,307	2,307	1	2,240	2,240	1	2,295	2,295	
Library Catalogue Stations	2	20	40	2	25	50	3	20	60	3	17	50	1	5	5	
Self-Check Out	2	20	40	3	20	60	3	20	60	3	20	60	2	10	20	
Reserves and Holds	1	100	100	1	100	100	1	100	100	1	60	60	1	10	10	
Subtotal:			7,480			8,266			6,641			6,360			7,000	

# Study Process



Dakota County - South St. Paul Libray   Base Space Program Comparison - Matrix 1															
SPACE CATEGORY	FARMINGTON LIBRARY (Comparative Facility)			PLEASANT HILL LIBRARY (Comparative Facility)			INVER GLEN LIBRARY (Comparative Facility)			BASE PROGRAM NEED (2025)			EXISTING SSP LIBRARY		
	Area Description	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF
<b>COMMON USE ROOMS</b>															
Community Room (w/ Storage Room, Counter)	1	1,320	1,320	1	1,550	1,550	1	1,600	1,600	1	1,650	1,650	0		0
2- Person Collaboration Room	4	56	224	5	48	240	6	56	336	2	54	108	0		0
4-Person Collaboration Room	0	0	0	1	144	144	1	160	160	2	100	200	0		0
10 -12 Person Conference Room	1	220	220	1	216	216	1	250	250	1	220	220	1	180	180
Program Room (10-15 person)	0	0	0	0	0	0	0		0	1	300	300	0		0
Emerging Technology Maker Space *	0	0	0	1	400	400	0		0	0		0	0		0
Quiet Reading Room (10-12 Person)	0	0	0	1	300	300	0		0	1	260	260	0		0
Subtotal:			1,764			2,850			2,346			2,738			180

\* Emerging Technology Maker Space(s) available at Wescott, Galaxie, Heritage & Pleasant Hill locations. Program Space was determined to be able to support technology and space requirements for this need.

# Study Process



Dakota County - South St. Paul Libray   Base Space Program Comparison - Matrix 1																
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	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	
<b>PUBLIC SERVICE FUNCTIONS</b>																
Vestibule / Lobby / Community Information (additional SF included for self-service materials kiosk)	1	470	470	1	1,120	1,120	1	560	560	1	460	460	1	85	85	
Restroom Core (M&W - 2 fixtures each)	1	330	330	1	336	336	1	400	400	1	320	320	2	122	244	
Childrens Restroom(s)	0	0	0	0	0	0	0		0	1	70	70	2	18	36	
Family Restroom	1	72	72	1	64	64	1	80	80	1	70	70	0		0	
Comfort Room / Calming Space	0	0	0	1	54	54	0		0	1	60	60	0		0	
Public Access Computer Area	1	240	240	1	240	240	1	200	200	1	225	225	1	190	190	
Printers and Copiers	1	56	56	1	60	60	1	60	60	1	50	50	2	5	10	
Book Sales Shelving & Display Area	1	40	40	1	40	40	1	40	40	1	40	40	1	245	245	
Elevator & Equipment	0	0	0	0	0	0	0		0	0		0	1	150	150	
Subtotal:			1,208			1,914			1,340			1,295			960	

# Study Process



Dakota County - South St. Paul Libray   Base Space Program Comparison - Matrix 1															
SPACE CATEGORY	FARMINGTON LIBRARY (Comparative Facility)			PLEASANT HILL LIBRARY (Comparative Facility)			INVER GLEN LIBRARY (Comparative Facility)			BASE PROGRAM NEED (2025)			EXISTING SSP LIBRARY		
	Area Description	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF
<b>BUILDING SERVICE FUNCTIONS</b>															
Electrical	1	180	180	1	180	180	1	180	180	1	180	180	1	30	30
Mechanical	1	720	800	1	960	960	1	1,000	1,000	1	900	900	1	455	455
Storage	1	225	225	2	80	160	1	120	120	1	180	180	1	765	765
Janitor	2	23	46	1	45	45	1	80	80	1	80	80	2	20	40
MPOP / IT Room	1	54	54	1	100	100	1	100	100	1	120	120	1	85	85
Yard Maintenance	0	0	0	0	0	0	1	80	80	1	80	80	0		0
Subtotal:			1,305			1,445			1,560			1,540			1,375

Place this BASE PROGRAM on two site:

Option 1 - Marie and 7<sup>th</sup> Avenues

- a. City Owned parcels
- b. School District site

Option 2 - Existing SSP Library

# Study Process

City-  
Owned  
Site at 7<sup>th</sup>  
and Marie  
Avenues



# Study Process

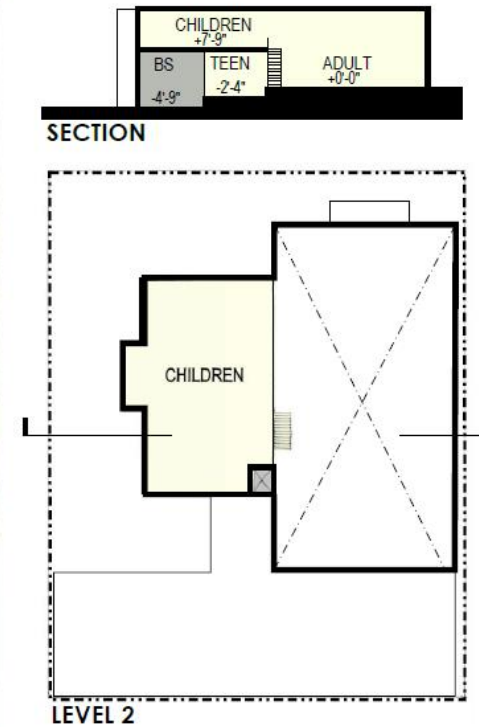
## School- Owned Site at 7<sup>th</sup> and Marie Avenues



1C

# Study Process

## Existing Library Site



# 2A

## Costs for Full Base Program

1B	City Site at Marie	\$6,200,000 constrn	<b>\$8,266,000</b> Project
1C	School District Site	\$6,700,000 constrn	<b>\$8,931,000</b> Project
2A	Existing Site	\$8,600,000 constrn	<b>\$11,463,000</b> Project

Using the full Base Program buildout cost models, the team next scaled each of the three layouts back to meet the Study's \$6 million Project Budget cap

The Outcomes of applying that \$4.5 million construction limit follow

## Program at Reduced Scale (Fits \$6M Budget)

1B	City Site at Marie	10,200 net /	11,700 gr sf
1C	School District site	9,500 net /	10,800 gr sf
2A	Existing site	7,400 net /	8,500 gr sf
.			
	<i>Existing SSP building is</i>	10,270 net /	11,840 gr sf
	<i>Base Program is</i>	14,077 net /	16,146 gr sf

# Study Outcomes

City-  
Owned  
Site at 7<sup>th</sup>  
and Marie  
Avenues

\$6 Million



# Study Outcomes

School-  
Owned  
Site at 7<sup>th</sup>  
and Marie  
Avenues

\$6 Million



1C

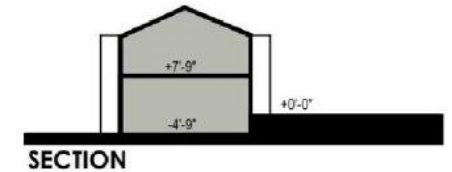
# Study Outcomes

Existing  
Library  
Site

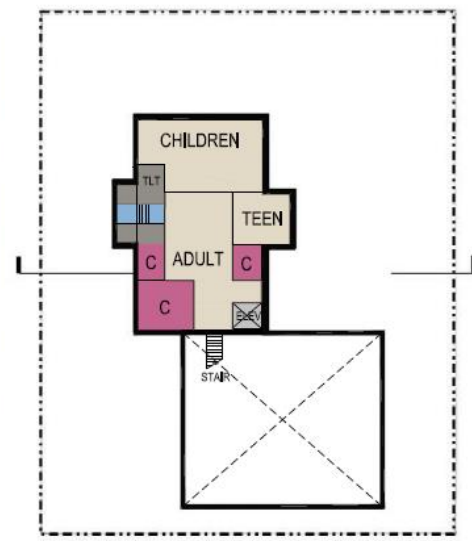
\$6  
Million



LEVEL 1



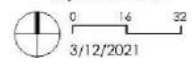
SECTION



LEVEL 2

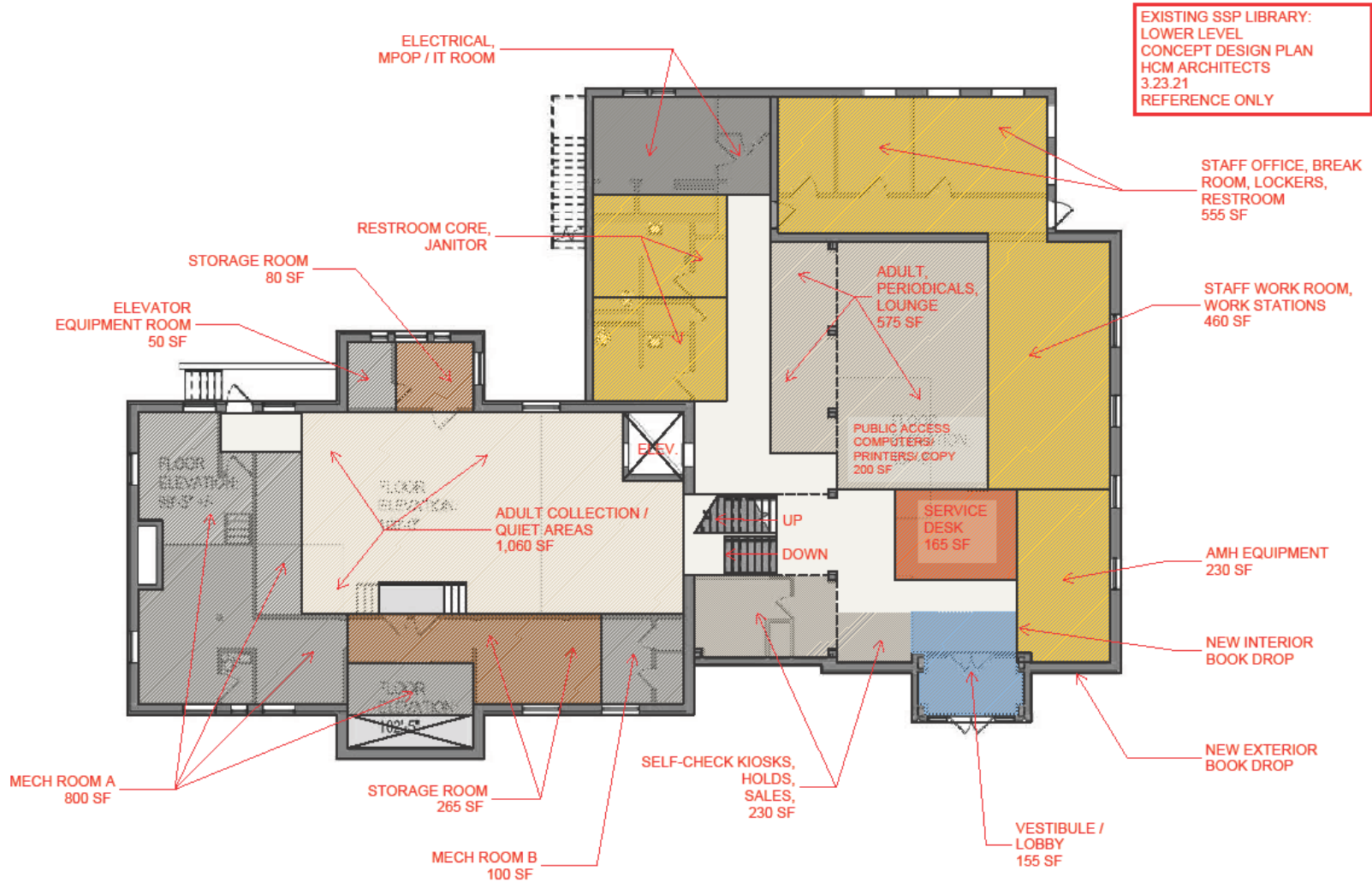
# 2A

8,500 GSF

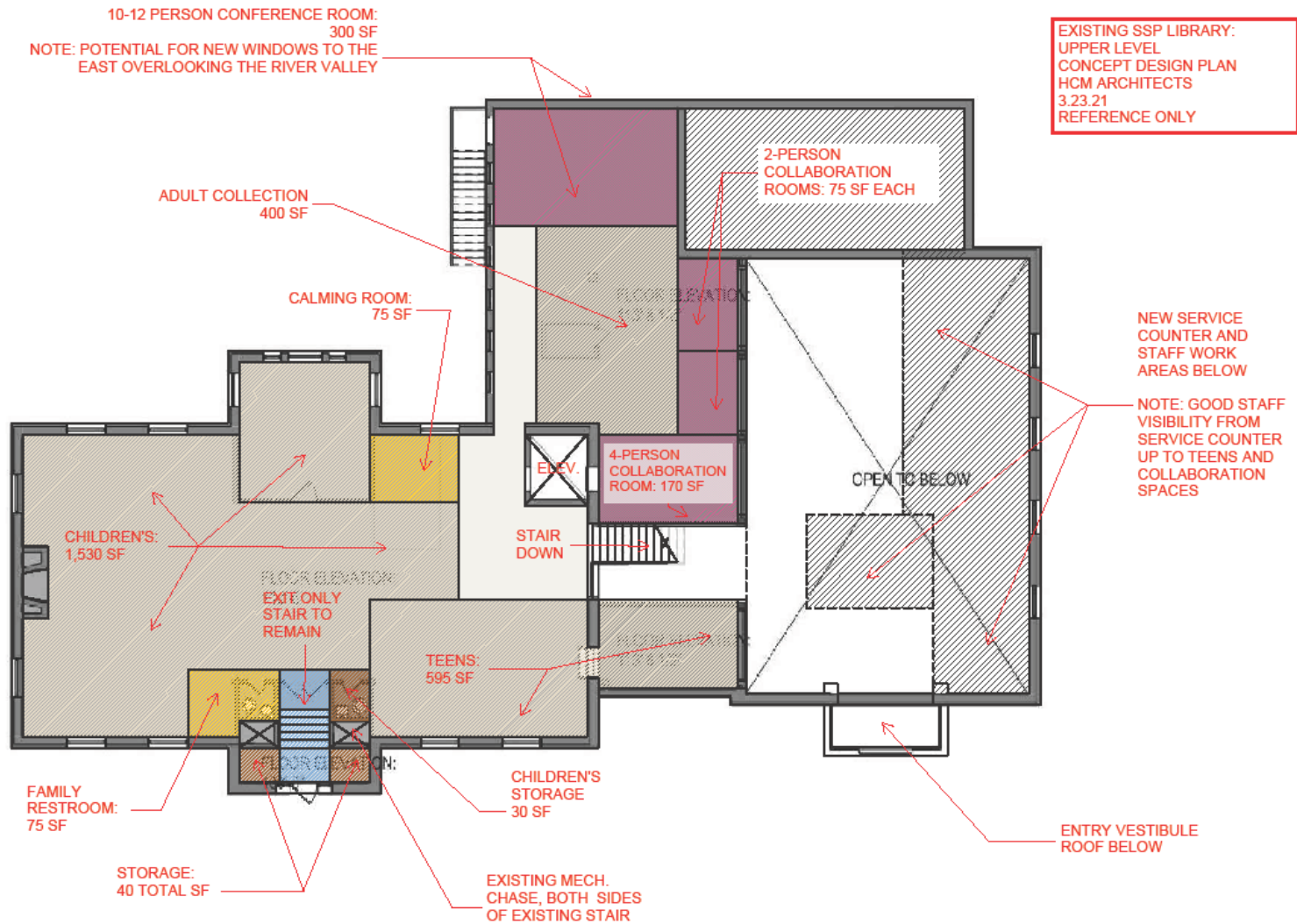


3/12/2021

# Study Outcomes



# Study Outcomes



## Program at Reduced Scale (Fits \$6M Budget)

1B	City Site at Marie	10,200 net /	11,700 gr sf
2A	Existing site	7,400 net /	8,500 gr sf
	Existing SSP remodeling	10,270 net /	11,840 gr sf
	<i>Base Program is</i>	<i>14,077 net /</i>	<i>16,146 gr sf</i>

# Study Outcomes



Dakota County - South St. Paul Libray   Downscaled Programs to meet \$6 million limit- Matrix 2															
SPACE CATEGORY	BASE PROGRAM NEED (2025)			City-owned Marie (Opt 1B) (Reduced program)			Existg Libr w New Addn (Opt 2B) (Greatly Reduced - "Tiny")			Existg Lib w Old Add (Opt 2C) (Reduced - Full Renovation Only)			EXISTING SSP LIBRARY		
	Area Description	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF
<b>STAFF WORK AREAS</b>															
Book Return	1	10	10	1	10	10	1	10	10	1	10	10	1	10	10
Receiving / Delivery	1	100	100	1	100	100	1	90	90	1	100	100	1	20	20
Staff Workroom (including AMH Equipment)	1	800	800	1	700	700	1	700	700	1	600	600	1	115	115
Staff Breakroom	1	200	200	1	175	175	1	170	170	1	160	160	1	200	200
Staff Locker Area	1	70	70	1	50	50	1	50	50	1	50	50	1	10	10
Staff Restroom	1	70	70	1	70	70	0		0	0		0	0		0
Branch Manager Office	1	110	110	1	100	100	1	100	100	1	100	100	1	110	110
Form / Material Storage (adj. to Service Desk)	1	100	100	1	90	90	1	75	75	1	80	80	0		0
Staff Workstations (dedicated 8x8 stations)	3	64	192	3	64	192	3	64	192	3	64	192	0		0
Staff Workstations (PT staff 6x8 stations)	4	48	192	4	48	192	4	48	192	4	48	192	3	48	144
Service Desk	1	300	300	1	170	170	1	160	160	1	165	165	1	145	145
Subtotal:			2,144			1,849			1,739			1,649			754

# Study Outcomes



## Dakota County - South St. Paul Library | Downscaled Programs to meet \$6 million limit- Matrix 2

SPACE CATEGORY Area Description	BASE PROGRAM NEED (2025)			City-owned Marie (Opt 1B)			Existg Libr w New Addn (Opt 2B)			Existg Lib w Old Add (Opt 2C)			EXISTING SSP LIBRARY		
	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF

**COLLECTIONS** (Seating & Lounge Areas account for 33% of Collection Area Total SF in Dakota County Libraries - Existing SSP Library is approximately 5% of SF)

Adult Collection (includes AV, Periodicals & adult collection SF & seating & lounge areas)	1	3,100	3,100	1	2,000	2,000	1	1,200	1,200	1	2,150	2,150	1	4,300	4,300
Teen Collection Space (includes collection SF & seating in this area)	1	850	850	1	460	460	1	286	286	1	600	600	1	370	370
Children's Collections Space (includes collection SF & seating in this area)	1	2,240	2,240	1	1,550	1,550	1	760	760	1	1,600	1,600	1	2,295	2,295
Library Catalogue Stations	3	17	50	3	17	50	2	17	34	3	17	51	1	5	5
Self-Check Out	3	20	60	3	20	60	3	20	60	3	20	60	2	10	20
Reserves and Holds	1	60	60	1	60	60	1	60	60	1	110	110	1	10	10
Subtotal:			6,360			4,180			2,400			4,571			7,000

# Study Outcomes



Dakota County - South St. Paul Library   Downscaled Programs to meet \$6 million limit- Matrix 2																
SPACE CATEGORY	BASE PROGRAM NEED (2025)			City-owned Marie (Opt 1B)			Existg Libr w New Addn (Opt 2B)			Existg Lib w Old Add (Opt 2C)			EXISTING SSP LIBRARY			
Area Description	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	
<b>COMMON USE ROOMS</b>																
Community Room (w/ Storage Room, Counter)	1	1,650	1,650	1	1,100	1,100	1	500	500	0		0	0		0	
2- Person Collaboration Room	2	54	108	2	54	108	2	54	108	2	75	150	0		0	
4-Person Collaboration Room	2	100	200	0		0	0		0	1	170	170	0		0	
10 -12 Person Conference Room	1	220	220	1	190	190	1	160	160	1	300	300	1	180	180	
Program Room (10-15 person)	1	300	300	0		0	0		0	0		0	0		0	
Emerging Technology Maker Space *	0		0	0		0	0		0	0		0	0		0	
Quiet Reading Room (10-12 Person)	1	260	260	1	158	158	0		0	0		0	0		0	
Subtotal:			2,738			1,556			768			620			180	

\* Emerging Technology Maker Space(s) available at Wescott, Galaxie, Heritage & Pleasant Hill locations. Program Space was determined to be able to support technology and space requirements for this need.

# Study Outcomes



Dakota County - South St. Paul Library   Downscaled Programs to meet \$6 million limit- Matrix 2															
SPACE CATEGORY	BASE PROGRAM NEED (2025)			City-owned Marie (Opt 1B)			Existg Libr w New Addn (Opt 2B)			Existg Lib w Old Add (Opt 2C)			EXISTING SSP LIBRARY		
	Area Description	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF
<b>PUBLIC SERVICE FUNCTIONS</b>															
Vestibule / Lobby / Community Information (addn'l SF included for self-service kiosk)	1	460	460	1	350	350	1	115	115	1	170	170	1	85	85
Restroom Core (M&W - 2 fixtures each)	1	320	320	1	320	320	1	320	320	1	330	330	2	122	244
Childrens Restroom(s)	1	70	70	0		0	0		0	0		0	2	18	36
Family Restroom	1	70	70	1	70	70	1	70	70	1	75	75	0		0
Comfort Room / Calming Space	1	60	60	1	60	60	0		0	1	75	75	0		0
Public Access Computer Area	1	225	225	1	185	185	1	180	180	1	185	185	1	190	190
Printers and Copiers	1	50	50	1	50	51	1	50	50	1	50	50	2	5	10
Book Sales Shelving & Display Area	1	40	40	1	40	40	1	40	40	1	70	70	1	245	245
Elevator & Equipment	0		0	0		0	1	150	150	1	150	150	1	150	150
Subtotal:			1,295			1,076			925			1,105			960

# Study Outcomes



Dakota County - South St. Paul Libray   Downscaled Programs to meet \$6 million limit- Matrix 2															
SPACE CATEGORY	BASE PROGRAM NEED (2025)			City-owned Marie (Opt 1B)			Existg Libr w New Addn (Opt 2B)			Existg Lib w Old Add (Opt 2C)			EXISTING SSP LIBRARY		
Area Description	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF	Qty	Area SF	Total NSF
<b>BUILDING SERVICE FUNCTIONS</b>															
Electrical	1	180	180	1	180	180	1	180	180	1	180	180	1	30	30
Mechanical	1	900	900	1	900	900	1	900	900	1	900	900	1	455	455
Storage	1	180	180	1	180	180	1	180	180	3	Varies	375	1	765	765
Janitor	1	80	80	1	80	80	1	80	80	1	80	80	2	20	40
MPOP / IT Room	1	120	120	1	120	120	1	120	120	1	120	120	1	85	85
Yard Maintenance	1	80	80	1	80	80	1	80	80	1	80	80	0		0
Subtotal:			1,540			1,540			1,540			1,735			1,375

# Study Outcomes



- The largest library of all-new construction is Option 1B on the City-owned parcel because the School-owned parcel is burdened by amphitheater demo.
- In Option 2B, 65% of the construction budget is consumed by the restoration and remodeling of the existing 1927 building. So, very little is left for new construction (8,500 gsf total).
- A better alternative for the money on the existing site is Option 2C, a complete remodel of the 1927/1964 structure.

A building is termed Net Zero when it produces all the energy the building consumes.

To accomplish this the building must first consume relative little energy and contain equipment to produce energy.

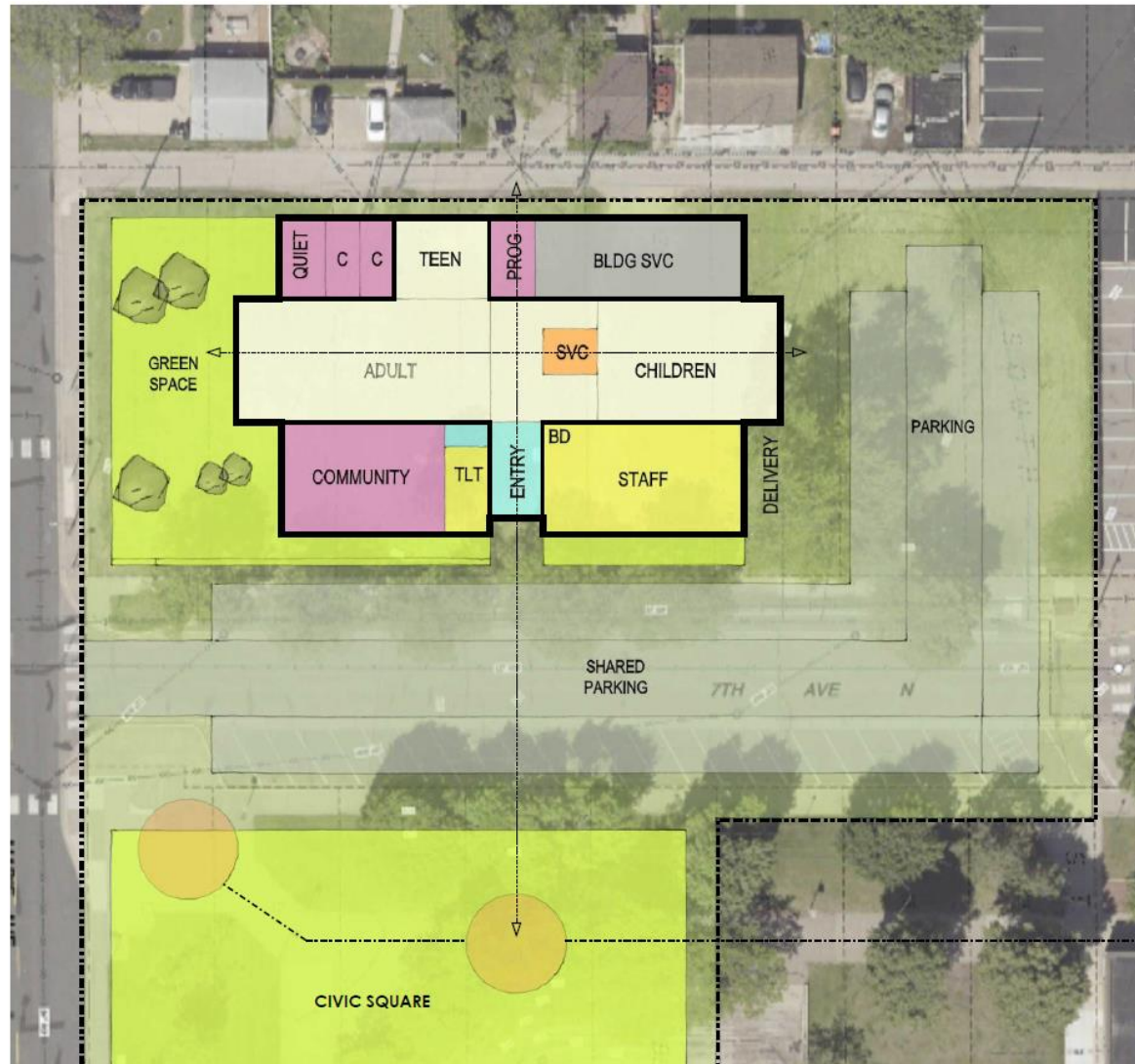
The existing site cannot practically meet Net Zero; the new site can at an addition cost of \$1.1 million.

- Remove School Site from further consideration
  
- If more funds are available, consider full Base Program being implemented at :
  - New Site for \$8.3 million (Option 1B)
  - Existing Site for \$11.5 million (Option 2A)

# Recomendations

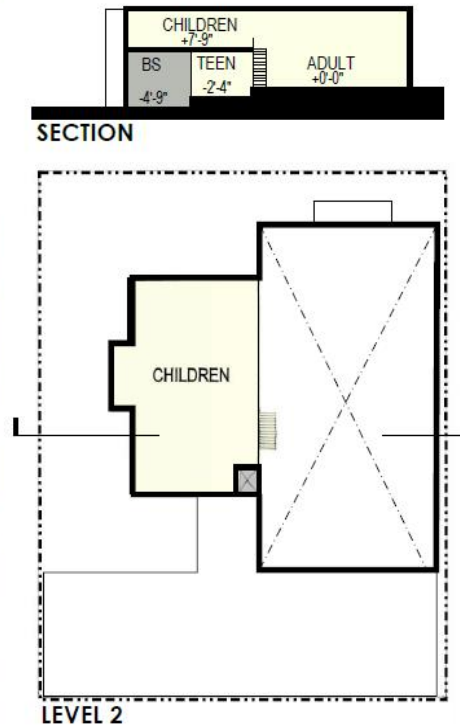
Base Program on City-Owned Site at 7<sup>th</sup> and Marie Avenues

\$8.3 Million



# Study Process

Base Program on Existing Library Site  
\$11.5 Million



# 2A

If \$6 million remains the project limit, consider:

- 11,700 gsf new structure on new SSP City-owned site

OR

- 11,840 gsf total renovated 1927 bldg & 1964 addition

Understand that neither of these provide the Base Program, nor a Program that is fully consistent with County & City Needs.

## Site driven considerations:

- New Site
  - Centrally located, Adjacencies, off street Parking
  
- Existing Site
  - Preserves 1927 building, no off street public parking

# Recommendations



If alternate funding is sought for this building to be considered a Net Zero facility:

The Project Budget must be increased by \$1,100,000

And

Net Zero can only be implemented on the new site

# Request for Action



County Staff request further action after the effects of the Programming Study is considered by the Board.

- **Questions?**





## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** Monday, May 10, 2021

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

**Action Requested:** Approval

**Attachment:** **Non-Renewal of Long-Term/Limited Contract Substitute Teachers**

<b>Topic:</b> Non-Renewal of Long-Term/Limited Contract Substitute Teachers
<b>Presenter(s):</b> Cathy Miller, Human Resource Director
<b>Background:</b>  In compliance with Minnesota statutes, we are required to terminate the teaching contracts of the District's long-term/limited contract substitute teachers.  A long-term substitute by definition is one who worked all or part of the school year replacing a specific teacher who has return rights to his or her position. The contracts of the long-term substitutes must be terminated. Failure to terminate these contracts could result in the district allocating two teachers in each affected position as the regular teachers exercise their right to return from leave.  Attached is a resolution to non-renew the teaching contracts of the District's long-term/limited contract substitute teachers.
<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 LIMITED CONTRACT / LONG-TERM SUBSTITUTE TEACHERS**

WHEREAS, the following teachers are limited contract/long-term substitute 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 limited contract/long-term substitute teachers in Special School District No. 6, are hereby terminated effective at the end of the 2020 – 2021 school year.

Cassidy Adamson	Long-Term Substitute	Elementary
Hannah Chonkan-Urow	Long-Term Substitute	Middle School
Steven Forsythe	Long-Term Substitute	Middle School
Stephanie Kaltenbrun	Long-Term Substitute	Elementary
Christian Messier	Long-Term Substitute	Middle/High School
Megan Philipsek	Long-Term Substitute	Middle School
Jason Welke	Long-Term Substitute	Elementary

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:** Monday, May 10, 2021

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

**Action Requested:** N/A

**Attachment:** Budget Planning Update Power Point

<b>Topic:</b> Budget Planning Update
<b>Presenter(s):</b> Aaron Bushberger, Finance Director
<p><b>Background:</b></p> <p>Since January, district administration has been working with the School Board on the development of the 2021-22 budget. This has included the budget adjustments that were approved by the School Board at their April 12, 2021 meeting.</p> <p>As we get closer to the budget approval in June, there are still some important budget factors that are unknown. These factors include state funding for the 2021-22 school year (and beyond) and the allocation and implementation of additional federal funding. An update will be provided on the most recent information regarding future state and federal funding, preliminary budget projections for the next three years, and proposed next steps in the budget development process.</p> <p>While the task of developing the 2021-22 budget is the priority, the focus will begin to shift to a multi-year budget plan to ensure the financial stability of the district moving forward.</p>
<b>Recommendation:</b> None
<b>Alternatives:</b> N/A

# Budget Planning Update

Aaron Bushberger  
Director of Finance  
May 10, 2021



# Budget Planning Update

1. State Funding Status
2. Federal Funding Status
3. Budget Projections
4. Next Steps



# State Funding Status

	Governor	House	Senate
Total additional E-12 funding	\$745 million	\$725 million	\$152 million
General ed. revenue increase	1% / 2.5%	2% / 2%	0% / 0%
VPK continuation	Yes	Yes	No
Other program increases	\$133 million	\$99 million	\$76 million*
Equalization improvement	\$95 million	-	\$24 million

\*\$60 million is one-time funding

# Federal Funding Status

	<b>GEER/ESSER I</b>	<b>ESSER II</b>	<b>ESSER III</b>
Legislation	CARES Act	CRRSA Act	ARP Act
Announced	Mar. 2020	Dec. 2020	Mar. 2021
Federal Allocation	\$16.5 billion	\$58.3 billion	\$123 billion
SSP Allocation	\$533,000	\$1.7 million	\$3.8 million
Supplant?	Yes	Yes	Yes
Spend Dates	Sept 2022	Sept 2023	Sept 2024

# Budget Planning Update

- Budget Projections
  - Three year projections
  - Assume additional federal funding (ESSER I, II, III) is spread out over allowable timeframe
  - Assume 2% increase in state general education funding
  - Assume inflationary increases in expenditures



# Budget Projections

	2021-22	2022-23	2023-24	2024-25
Revenues	\$42.8	\$42.8	\$43.3	\$43.8
Expenditures	\$44.7	\$46.2	\$47.2	\$48.2
Net	-\$1.9	-\$3.4	-\$3.9	-\$4.4
Ending Fund Balance	\$3.3	-\$0.1	-\$4.0	-\$8.4
Fund Balance Policy %	7.4%	-0.2%	-8.5%	-17.4%

# Budget Projections

	2021-22	2022-23	2023-24	2024-25
Revenues	\$42.8	\$42.8	\$43.3	\$43.8
GEER/ESSER/Jefferson Funds	\$1.7	\$2.4	\$2.4	-
Expenditures	\$44.7	\$46.2	\$47.2	\$48.2
Net	-\$0.2	-\$1.0	-\$1.5	-\$4.4
Ending Fund Balance	\$5.0	\$4.0	\$2.5	-\$1.9
Fund Balance Policy %	9.5%	6.9%	3.6%	-2.2%

# Budget Projections

	2021-22	2022-23	2023-24	2024-25
Revenues	\$42.8	\$42.8	\$43.3	\$43.8
GEER/ESSER/Jefferson Funds	\$1.7	\$2.4	\$2.4	-
Expenditures	\$44.7	\$46.2	\$46.2	\$46.7
Budget adjustments	-	-\$1.0	-\$0.5	-\$2.9
Net	-\$0.2	\$0.0	\$0.0	\$0.0
Ending Fund Balance	\$5.0	\$5.0	\$5.0	\$5.0
Fund Balance Policy %	9.5%	9.2%	9.1%	9.6%

# Next Steps (Revised Plan)

- May 10/24
  - No recommendation for additional \$500,000 in 2021-22 budget adjustments
  - Begin to evaluate short-term and long-term financial impact of federal funds
- June 14/28
  - Review and approve 2021-22 budgets





## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** May 10, 2021

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

**Action Requested:** None

**Attachment:** 2-Year Board Agenda

<b>Topic:</b> 2-Year School Board Agenda
<b>Presenter(s):</b> Administration
<b>Background:</b>  On Monday evening, Human Resource Director Cathy Miller, Finance Director Aaron Bushberger and Learning Director Chad Schmidt will provide highlights of their 2-year board agenda work.
<b>Recommendation:</b>  N/A
<b>Alternatives:</b>  N/A



## SOUTH ST PAUL PUBLIC SCHOOLS 2-Year School Board Agenda

**Mission:** Ignite a passion in every learner to inquire, continuously improve and engage in positively changing our world.

**Vision:** By 2020, we will

- **Prepare** each and every student for their next step
- **Provide** high quality, individualized programs, services and personalized learning for all ages and stages of a learner’s life
- **Build** capacity in our learners to exemplify the IB Learner Profile
- **Partner** with our families and community to develop shared ownership of student outcomes and family learning needs
- **Ensure** students and families have reliable and regular access to technology for accelerated learning

**Key Drivers:**

- International Baccalaureate (IB)
- Multi-Tiered Systems of Support: Social-Emotional Learning

Key Board Roles	2021 – 22 SY
<b>Board Self-Governance</b>	<ul style="list-style-type: none"> <li>● Review and Set Board <a href="#">2-Year Agenda</a> (June/ongoing)</li> <li>● Review, <a href="#">School Board Handbook</a> (January/February)</li> <li>● <a href="#">Recruit candidates for BoE election</a></li> <li>● Training with Dennis Cheesebrow for <a href="#">Development of Board Best Practices in Governance</a> (Quarterly)</li> <li>● <a href="#">School Board Reorganization</a> (December/January)</li> <li>● <a href="#">Board/officer transition planning</a> (December)</li> <li>● <a href="#">Conduct, BoE evaluation</a> (January)</li> <li>● Review/Discuss “More and Less of” from Dennis Cheesebrow training (<a href="#">September</a>) (ongoing)               <ul style="list-style-type: none"> <li>○ More of Partnerships: discussion, authenticity, naming/solution, communication</li> <li>○ Less of Isolation: Low level communication, disorder, negativity, mistrust</li> </ul> </li> </ul>
<b>District Policy</b>	<ul style="list-style-type: none"> <li>● Review/approve the <a href="#">policies required to be reviewed annually</a></li> <li>● Review/approve District <a href="#">Policies once every five years</a> or as needed</li> </ul>
<b>Superintendent Relations</b>	<ul style="list-style-type: none"> <li>● <a href="#">Set Superintendent goals</a> (September)</li> <li>● <a href="#">Mid-year check-in on Superintendent goals</a> (January/February)</li> <li>● <a href="#">Conduct/Report, Superintendent evaluation</a> (June)</li> <li>● <a href="#">Short and Long-Term Succession planning</a> (ongoing)</li> </ul>
<b>Public Engagement</b>	<ul style="list-style-type: none"> <li>● Create/Maintain a sustainable public engagement committee</li> <li>● Establish a calendar of events for the public engagement committee</li> <li>● Conduct State of the District with Staff, Parents, and Public</li> <li>● Inform SSPPS community about equalization and advocate at legislature for fair funding</li> <li>● Expand Partnerships with City, Community and Businesses</li> </ul>

<b>Excellence in Management</b>	<ul style="list-style-type: none"> <li>● <a href="#">Finance</a></li> <li>● <a href="#">Human Resources</a></li> <li>● <a href="#">Learning</a></li> </ul>
<b>2022-23 and beyond planning</b>	<p><u>Public Engagement</u></p> <ul style="list-style-type: none"> <li>● Possible Levy pending equalization tax levy <ul style="list-style-type: none"> <li>Public Engagement</li> <li>Organize neighborhood information sessions</li> <li>Manage Election Data</li> </ul> </li> </ul>

**Acronyms**

**ADSIS** - Alternative Delivery of Specialized Instruction Services

**ATPPS** - Alternative Teacher Professional Pay System

**BoE** - Board of Education

**B-8** - Birth to Age 8

**CCR** - Career and College Readiness

**CSCC** - Central Square Community Center

**LTD** - Long-Term Disability

**MCA** - Minnesota Common Assessment

**MSBA** - Minnesota School Boards Association

**OPEB** - Other Post-Employment Benefits

**SSPPS** - South St. Paul Public Schools

**TDE** - Teacher Development Evaluation

**TRA** - Teachers Retirement Association

**WBWF** - World's Best Workforce



**SOUTH ST PAUL PUBLIC SCHOOLS**  
**2-Year School Board Agenda**

<b>Key Board Roles</b>	<b>2021 – 22 SY</b>
<b>Operational Oversight</b>	<p><b>Finance</b></p> <ul style="list-style-type: none"><li>● Review/Approve, <a href="#">Central Square CC Budget</a> - (September)</li><li>● Review/Approve, <a href="#">Preliminary Property Tax Levy</a> - (September)</li><li>● Review, <a href="#">October 1 Enrollment Update</a> - (October)</li><li>● Review, <a href="#">Other Post Employment Benefits</a> (OPEB) Report (November)</li><li>● Review/Approve, <a href="#">Audit report</a> (November)</li><li>● Approve, <a href="#">Final Property Tax Levy</a> (December)</li><li>● Review/Approve, <a href="#">Budget Setting Guiding Change Document</a> (January)</li><li>● Review, <a href="#">Enrollment Update on Enrollment Options</a> (January)</li><li>● Review/Approve, <a href="#">Proposed Budget Adjustments</a> (March)</li><li>● Review, <a href="#">Enrollment Update on Demographics</a> (April)</li><li>● Review, <a href="#">Food Service/Community Ed/Capital Budgets</a> (May)</li><li>● Review/Approve, <a href="#">2022-23 Final Budgets</a> (June)</li><li>● Review/Approve, Long-Term Facilities Maintenance 10-Year Plan SSPPS and District 917 (June)</li></ul>
<b>2022-23 and beyond planning</b>	<p><b>Finance</b></p>



**SOUTH ST PAUL PUBLIC SCHOOLS**  
**2-Year School Board Agenda**

Key Board Roles	2021 – 22 SY
<b>Operational Oversight</b>	<p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>● Review/Approve, 2021-22 <a href="#">Independent Group Employment Agreements</a> (June)</li> <li>● Review/Approve, <a href="#">Miscellaneous Wage/Substitute Rates</a> (July Report)</li> <li>● Review/Approve, <a href="#">Student Teacher Agreement</a> (As needed)</li> <li>● Approve, <a href="#">Resolution for Board Member(s) as substitute</a> (August - if necessary)</li> <li>● Review/Approve, 2021-23 <a href="#">Teachers Collective Bargaining Agreement</a> (August)</li> <li>● Review/Approve, <a href="#">Health Insurance Contract</a> (between June-September)</li> <li>● Review/Approve, <a href="#">Health and Dental rates</a> (August/September)</li> <li>● Review/Approve, <a href="#">TRA Part-Time Teacher Program</a> (September - if necessary)</li> <li>● Review/Approve, 2021-23 <a href="#">Educational Support Professionals Collective Bargaining Agreement</a></li> <li>● Review/Approve, 2021-23 <a href="#">Principals' Collective Bargaining Agreement</a></li> <li>● Review, <a href="#">Negotiation Parameters</a> (January and as needed)</li> <li>● Approve, <a href="#">Resolution Directing Administration to Make Recommendations for Reductions in Programs and Positions</a> (January/February)</li> <li>● Approve, <a href="#">Discontinuing and Reducing Educational Programs and Positions</a> (February/March)</li> <li>● Review/Approve, <a href="#">Probationary, Limited Contract, and Long-Term Substitutes Releases</a> (April)</li> <li>● Review/Approve, <a href="#">Continuing Teacher Contracts for Tenure and Probationary</a> (May)</li> </ul>
<b>2022-23 and beyond planning</b>	<p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>● 2022-23 Review/Approve, <a href="#">Health and Dental rates</a> (August/September)</li> <li>● 2022-23 <a href="#">Independent Group Employment Agreements</a></li> <li>● 2022-24 <a href="#">Office and Professional Collective Bargaining Agreement</a></li> <li>● 2022-24 <a href="#">Maintenance and Custodial Collective Bargaining Agreement</a></li> <li>● 2022-23 <a href="#">Ancillary Insurance Contract</a> (August/September 2022)</li> <li>● 2023-24 Approve, <a href="#">Pay Equity 2023</a> (every three years - due January 2024)</li> <li>● 2025-26 <a href="#">Dental Insurance Plan</a> (August/September 2025)</li> </ul>

**Acronyms**

**TRA** - Teachers Retirement Association



**SOUTH ST PAUL PUBLIC SCHOOLS**  
**2-Year School Board Agenda**

Key Board Roles	2021-22 SY
<b>Operational Oversight</b>	<p><b>Learning</b></p> <ul style="list-style-type: none"> <li>● <b>Review</b>, WBWF: 21-22 District Improvement Plan (July)</li> <li>● <b>Highlight</b>, MTSS: Overview &amp; Updates (August)</li> <li>● <b>Highlight</b>, IB: Continuum Overview - PYP, MYP &amp; DP (September)</li> <li>● <b>Review</b>, WBWF: 20-21 <a href="#">Student Achievement Results</a> (September)</li> <li>● <b>Highlight</b>, MTSS: PBIS Overview &amp; Updates (October)</li> <li>● <b>Highlight</b>, IB: Diploma Program Updates &amp; Internal Assessments (October)</li> <li>● <b>Highlight</b>, IB: Middle Years Program Overview &amp; Updates (November)</li> <li>● <b>Review</b>, CCR: TriDistrict CAPS Programs Overview &amp; Updates (November)</li> <li>● <b>Review &amp; Approve</b>, Middle School &amp; High School 22-23 <a href="#">Course Proposals</a> (November)</li> <li>● <b>Review &amp; Approve</b>, WBWF: 20-21 <a href="#">Summary Report</a> (December)</li> <li>● <b>Highlight</b>, IB: Primary Years Program Overview &amp; Updates (December)</li> <li>● <b>Review &amp; Approve</b>, 23-24 District <a href="#">Calendar Guiding Change</a> (January)</li> <li>● <b>Review</b>, WBWF: 21-22 District &amp; <a href="#">Site Improvement Plans</a> (January)</li> <li>● <b>Highlight</b>, MTSS: BARR Overview &amp; Updates (February)</li> <li>● <b>Highlight</b>, IB: <a href="#">Middle Years Program Personal Project</a> Highlights (March)</li> <li>● <b>Review &amp; Approve</b>, 23-24 <a href="#">District Calendar</a> (April)</li> <li>● <b>Highlight</b>, IB: <a href="#">Diploma Program</a> Candidates/Extended Essay/CAS Highlights (April)</li> <li>● <b>Highlight</b>, IB: <a href="#">Primary Years Program Exhibition</a> Highlights (June)</li> </ul>
<b>2022-23 &amp; Beyond</b>	<p><b>Learning</b></p> <ul style="list-style-type: none"> <li>● <b>Review</b>, 5-year IB PYP/MYP/DP Program Review &amp; Evaluation Site Visits (Fall 2022)</li> <li>● <b>Review/Approve</b>, <a href="#">ATPPS</a> and TDE Plans (Spring 2023)</li> </ul>

**Acronyms**

**ADSI** - Alternative Delivery of Specialized Instruction Services  
**ATPPS** - Alternative Teacher Professional Pay System  
**BARR** - Building Assets, Reducing Risks  
**BILT** - Building & Instructional Leadership Team  
**CAPS** - Center for Advanced Professional Studies  
**CCR** - Career and College Readiness  
**CEU** - Continuing Education Unit  
**DP** - IB Diploma Program

**ESSA** - Every Student Succeeds Act (formerly NCLB: No Child Left Behind)  
**IB** - International Baccalaureate  
**IC Map** - Innovation Configuration Map  
**MCA** - Minnesota Comprehensive Assessments  
**MDE** - Minnesota Department of Education  
**MTAS** - Minnesota Test of Academic Skills  
**MTSS** - Multi-Tiered System of Supports  
**MYP** - IB Middle Years Program

**PBIS** - Positive Behavioral Interventions & Supports  
**PSM** - Priority Standards Mastery  
**PYP** - IB Primary Years Program  
**SCIP** - Site Continuous Improvement Plan  
**TDE** - Teacher Development & Evaluation  
**WBWF** - World's Best Workforce