



South St. Paul School Board - Committee-of-the-Whole  
Monday, May 24, 2021 5:00 PM  
Location: CITY HALL  
125 THIRD AVENUE NORTH  
South St Paul, Minnesota 55075

## **Agenda**

|             |   |    |
|-------------|---|----|
| <b>I.</b>   | <b>5:00–5:05 PM HUMAN RESOURCES (C. Miller)</b>   |    |
|             | A. Continuance of Teacher Contracts for 2021-22   | 2  |
|             | B. Unrequested Leave of Absence Resolution  | 4  |
| <b>II.</b>  | <b>5:05–5:15 PM LEARNING</b>  |    |
|             | A. Alternative Teacher Professional Pay System (ATPPS) Update (C.Schmdit/J. Sexauer)            |    |
| <b>III.</b> | <b>5:15–5:35 PM FACILITIES</b>  |    |
|             | A. Central Square Community Center Update (J. Zehnder, M. Fenton, A. Bushberger, D. Webb)       | 7  |
|             | B. Resolution Supporting the City of South St. Paul and Dakota County Library Project (D. Webb) | 18 |
| <b>IV.</b>  | <b>5:35–5:45 PM SCHOOL BOARD</b>  |    |
|             | A. School Board Meeting Structure (Board/D. Webb)   | 20 |
|             | B. Other Items Deemed Necessary by the School Board   |    |



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** Monday, May 24, 2021

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

**Action Requested:** Approval

**Attachment:** **Continuance of Teacher Contracts for 2021-2022**

|  |
|--|
| <b>Topic:</b> Continuance of Teacher Contracts for 2021-2022   |
| <b>Presenter(s):</b> Cathy Miller, Human Resource Director   |
| <b>Background:</b><br><br>As part of the annual staffing process, administration identifies probationary teachers to retain and those who will be granted tenure for the upcoming school year. As a result, the attached resolution reflects probationary teachers who are recommended to be retained and probationary teachers who would be granted tenure for the 2021-2022 school year. |
| <b>Recommendation:</b><br><br>Administration recommends approval of the resolution.  |
| <b>Alternatives:</b><br><br>Do not approve the resolution and direct administration with next steps.   |

## Approval, Continue Teachers' Contracts for 2021-2022

The teachers listed below meet the necessary criteria to qualify for continuance of employment in this District following the close of the 2020-2021 school year, at scheduled salary. The assignments listed are for identification purposes and may be changed for the coming school year.

| <b><u>Granting Tenure (Third year or First Year, if Tenured in Another District)</u></b> |                           | <b><u>FTE</u></b> |
|--|---------------------------|-------------------|
| Jesse Arvidson   | Special Education Teacher | 1.0               |
| Allison Binder   | Language Arts Teacher     | 1.0               |
| Maren Daniels  | Art Teacher               | 1.0               |
| Desirae Demmings   | Language Arts Teacher     | 1.0               |
| Michael Gehlsen  | Science Teacher           | 1.0               |
| Michael Kvalheim   | Science Teacher           | 1.0               |
| Lindsey McNown   | Art Teacher               | 1.0               |
| Heather Mortel   | School Psychologist/MTSS  | 1.0               |
| Anne Price   | Counselor                 | 1.0               |
| Elizabeth Ritzer   | Special Education Teacher | 1.0               |
| Gabriel Thompson   | Math Teacher              | 1.0               |
| Travis Truhler   | Counselor                 | 1.0               |
| Elizabeth Zender   | Language Arts Teacher     | 1.0               |

| <b><u>Probationary</u></b> |                           | <b><u>FTE</u></b> |
|----------------------------|---------------------------|-------------------|
| Janessa Brackett           | Counselor                 | 1.0               |
| Lawrence Britton           | Special Education Teacher | 1.0               |
| Amanda Flandrich           | Spanish Teacher           | 1.0               |
| Shawnee Krueger            | Licensed School Nurse     | 1.0               |
| Jenna Kvalheim             | Counselor                 | 1.0               |
| Nina Riesselman            | FACS Teacher              | 1.0               |
| Steven Rohrich             | Language Arts Teacher     | 0.6               |
| Peggy Severs               | Special Education Teacher | 1.0               |
| Claire Troxel              | Science Teacher           | 1.0               |
| Darii Wohlers              | Occupational Therapist    | 1.0               |
| Alyson Worthington         | Special Education Teacher | 1.0               |



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** Monday, May 24, 2021

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

**Action Requested:** Approval

**Attachment:** **Resolution to Place an Individual with Continuing Contract Rights on Unrequested Leave of Absence**

**Topic:** Resolution to Place an Individual 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.

On April 26, 2021, the School Board approved the resolution proposing to place individuals in the 10-month Assistant Principal position on ULA. Individuals proposed to be placed on ULA may request a hearing before the School Board within fourteen days of placement notice. A hearing was not requested.

Attached is a resolution to place an Assistant Principal on ULA.

**Recommendation:**

Administration recommends approval of the resolution.

**Alternatives:**

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

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

**RESOLUTION PLACING NICHOLAS FOX ON  
UNREQUESTED LEAVE OF ABSENCE**

WHEREAS, on April 26, 2021, the School Board of Special School District No. 6 adopted a resolution proposing placement of **Nicholas Fox** on unrequested leave of absence, pursuant to Minnesota Statutes Section 122A.40, on the grounds of discontinuance of position and financial limitations; and

WHEREAS, said written notice of the proposed placement on unrequested leave was received by **Nicholas Fox** by certified mail (or personal service) on April 27, 2021; and

WHEREAS, said written notice of the proposed placement on unrequested leave contained a statement setting forth the reasons for the proposed placement as well as a statement that he was entitled to a hearing before the school board provided he make a request in writing within fourteen (14) days of receipt of said notice, and that if no hearing was requested within said fourteen day period it constituted acquiescence by him to the school board's proposed action; and

WHEREAS, no written request of any kind was received by the school board or superintendent of schools from **Nicholas Fox** for a hearing as of May 10, 2021; and

WHEREAS, said failure to make written request for a hearing within fourteen days after receipt of notice of proposed placement on unrequested leave constitutes acquiescence by **Nicholas Fox** to his placement on unrequested leave.

BE IT HEREBY RESOLVED, by the School Board of Special School District No. 6 that **Nicholas Fox** be and hereby is placed on unrequested leave of absence as an assistant principal of Special School District No. 6 on the grounds of discontinuance of position and financial limitations effective at the end of the 2020-2021 school year on June 30, 2021, pursuant to Minnesota Statutes, Section 122A.40, subdivision 10, without pay or fringe benefits.

BE IT FURTHER RESOLVED that said placement on unrequested leave of absence is not the result of the implementation of an education district agreement.

BE IT FURTHER RESOLVED, that a notice of placement on unrequested leave, together with a copy of this resolution be forwarded to said assistant principal personally and that an affidavit of same be placed in his file, together with a copy of the notice and resolution.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

**Meeting Date:** May 24, 2021

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

**Action Requested:** None

**Attachment:** PowerPoint

**Topic:** Central Square Community Center Update

**Presenter(s):** Jeanne Zehnder, Aaron Bushberger, Mark Fenton and Dave Webb

**Background:**

In July 2004, the City of South St. Paul and South St. Paul Public Schools (SSPPS) entered into a joint partnership agreement to form the Central Square Community Center (CSCC). The CSCC has been providing services to our community for the past 17 years.

The core operation of the CSCC is dependent upon membership and program revenue. Membership hit a peak in 2013 at 1,002 members and unfortunately has since been steadily in decline. In 2019 memberships were at 692, a 31% decrease in membership from the all-time high. Due to the current pandemic, memberships have continued to decrease. There has also been an increase in competition of local fitness centers, adding to the decrease in CSCS memberships.

With continued membership decline and other financial factors, the CSCC has been operating at a financial loss. Over the past six months, city and school leaders have been working through the financial and program details of their current CSCC partnership agreement to see how they could keep the center financially viable.

With the added financial pressure being placed directly on the city and school district budgets, city and school district leaders have made the difficult decision to end their current CSCC partnership agreement. Beginning July 1, SSPPS, 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 the following guiding values that city and school leaders established:

- 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 operation of the CSCC may look a little different, SSPPS is excited to explore options to ensure vital programming continues for the SSP community.

On Monday evening, district administration will provide an update on the work of the upcoming Central Square Community Center transition.

**Recommendation:**

None

**Alternatives:**

N/A

South St. Paul  
Public Schools



# Central Square Community Center Update

May 24, 2021

*Passionate Learners*



*Positively Changing Our World*

# Highlights

- Our Goal
- Short-Term Planning
- Timeline
- Our Work
- Short-Term Planning
- New This Fall
- Long-Term Planning



# Our Goal

To partner with our community to make the Central Square Community Center a place where we can come together to learn, grow and socialize.



# CSCC Transition Timeline

- **May 18:** Mailing to Senior Center and CSCC members
- **May 24:** Presentation to School Board
- **June 14:** Detailed plan presented to School Board
- **July 1:** School District takes over management of site
- **July 1 - July 9:** CSCC Closed
- **July 12:** Summer programming begins
- **September 7:** Fall programming begins



# Things we're working on

- **Communication**
  - Detailed program brochure
  - New CSCC website
  - Additional city-wide advertising
- **Technology**
  - Phone/Internet/Cable
- **Staffing**
- **Financials**
- **Program Partners**



# Short-Term Planning: Summer

While our community will see many of the same things they have come to know and love, we are excited to also be working on some expanded programming opportunities.

- **SSP Senior Center:** socialization, recreation, education and health
- **Aquatics:** Adult lap swim, water exercise classes and activities



# Short-Term Planning: Summer Programming

- **Adult Fitness Classes:** A variety of group exercises and specialty classes for every ability and interest.
- **55+ Fitness Classes (formerly named senior classes):** Classes designed to build core strength and improving muscle coordination and balance.



# New This Fall!

Beginning  
September 12

## Adult Enrichment Opportunities

- Health, Wellness and Safety
- Fitness
- Culinary Arts
- Creative Arts
- Hobbies
- Dance
- Home



# New This Fall!

## Youth Enrichment Opportunities

- After school activities
- Youth enrichment
- ACT Prep
- Drivers Education
- Babysitter Training
- CPR for Babysitters
- And so much more!



# Long-Term Planning

- Be the best community center
- Become financially viable
- Facility Study





# SOUTH ST. PAUL PUBLIC SCHOOLS

## School Board Agenda Item

**Meeting Date:** May 24, 2021

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

**Action Requested:** Discussion. The School Board has the option to add to the regular meeting agenda for approval.

**Attachment:** Resolution Supporting the City of South St. Paul and Dakota County Library Project

|   |
|---|
| <b>Topic:</b> Resolution Supporting the City of South St. Paul and Dakota County Library Project  |
| <b>Presenter(s):</b> Board Chair Chris Walker and Superintendent Dave Webb  |
| <p><b>Background:</b></p> <p>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. At our last board meeting, city leaders provided the School Board with an update on the possible options being discussed for a Dakota County in South St. Paul.</p> <p>At the SSP City Council meeting on May 17, 2021, the council voted unanimously to support the recommendation for the Library being built at the 7<sup>th</sup> and Marie location. While this plan is still under consideration by the county board, before they make their final decision in June, the city has requested the school board to consider supporting a possible resolution for the library to be built at the 7<sup>th</sup> and Marie location. As the traffic flow and/or parking at the district’s secondary building and central square sites may be affected, we wanted to bring the resolution option to the full board for consideration and discussion.</p> |
| <p><b>Recommendation:</b></p> <p>None.</p>  |
| <p><b>Alternatives:</b></p> <p>N/A</p>  |



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

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Pursuant to due call and notice thereof, a regular meeting of the School Board of Special School District No. 6 (South St. Paul Public Schools), State of Minnesota, was duly held in said school district on the 24<sup>th</sup> day of May, 2021, at 6:00 o'clock p.m.

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

**RESOLUTION SUPPORTING THE CITY OF SOUTH ST. PAUL AND DAKOTA COUNTY LIBRARY PROJECT**

**WHEREAS**, the City of South St. Paul submitted a proposal to the Dakota County Board of Commissioners for the South St. Paul Library to become part of the Dakota County Library system;

**WHEREAS**, the South St. Paul Library Board and Dakota County Board began studying various possibilities for an improved library facility to provide better public service;

**WHEREAS**, the study concluded that the best option for a new library is on the city-owned property at 7<sup>th</sup> and Marie Avenues;

**WHEREAS**, the proposed site for the new library is directly across the street from South St. Paul Public Schools, Special School District 6's Central Square Community Center site;

**NOW, THEREFORE, BE IT RESOLVED**, that the School Board for South St. Paul Public Schools, Special School District 6 hereby supports the Dakota County Programming Study recommendation regarding the construction of a new library on the City-owned property of 7<sup>th</sup> and Marie Avenues.

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

And the following voted against the resolution:

Whereupon this Resolution passed/failed on this 24<sup>th</sup> day of May, 2021.

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Secretary-Clerk  
South St. Paul School Board



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** May 24, 2021

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

**Action Requested:** None

**Attachment:** **School Board Meeting Transition Plan**

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|--|
| <b>Topic:</b> School Board Meeting Transition Plan   |
| <b>Presenter(s):</b> Superintendent Dave Webb  |
| <b>Background:</b><br><p>On Monday evening, we will review our current board meeting structures and systems and begin our discussions about any possible board model shifts for the upcoming summer months. Over the past month, as more of our Minnesota residents are vaccinated, the number of positive cases have been declining. Due to this, the Governor issued new state mask guidance, and yet, the Governor's executive order remains in effect for schools through June 13<sup>th</sup>.</p> <p>As a helpful starting point in our planning, we have attached our School Board Meeting Transition Plan to review the different board meeting structures. On Monday evening, we plan to discuss board meeting times for COW and Regular Meetings, listening session options, and any other necessary meeting structure details regarding our bi-monthly school board meetings.</p> |
| <b>Recommendation:</b><br><p>None.</p>   |
| <b>Alternatives:</b><br><p>N/A</p>   |

## BACKGROUND

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

There are five phases to the transition process:

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

Difference between phases:

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

## TRANSITION PLAN

### Phase I – Full Virtual

- School Board members and leadership team attend virtually
- **Committee-of-the-Whole and Regular Business meetings** are combined for a 6:00 PM start
  - Meeting is televised live through Town Square TV on the Educational Access Channel 20 with playbacks of meetings broadcast every Wednesday at 1:00 PM and 7:00 PM.
  - A recorded version of the meeting will be placed on the District's [website](#)
  - Meeting [livestreamed](#)
- **Public Listening Session**
  - No in-person attendance; form submission only
  - School Board members notified of submissions prior to each School Board meeting
  - Submission acknowledged by Board Chair and/or Superintendent on-air during meeting
  - Board Chair and/or Superintendent follow-up with individual(s) who submitted a Public Listening Session form

## Phase II – Mostly Virtual

- **Logistics**
  - School Board members, Superintendent and admin assistant attend in-person
  - Leadership team members attend virtually if they have an item on the agenda
    - Presentations flipped when possible
  - School Board members and staff in attendance must complete [Daily Health Assessment](#) prior to attending in-person
  - Any School Board member feeling ill or uncomfortable with attending in-person can attend virtually.
  - Face coverings required for everyone on site. May lower or remove mask when speaking.
  - The council chambers has plexiglass partitions between each School Board member
  - School Board member/staff [seating chart](#)
  
- **Committee-of-the-Whole meeting** begins at 5:00 PM at City Hall
  - No staff/public attendance allowed
  
- **Regular Business meeting** begins at 6:00 PM at City Hall
  - No staff/public attendance allowed
  - Meeting televised live through Town Square TV on the Educational Access Channel 20 with playbacks of meetings broadcast every Wednesday at 1:00 PM and 7:00 PM.
  - Meeting [livestreamed](#)
  - A recorded version of the meeting will be placed on the District's [website](#)
  
- **Public Listening Session**
  - Same as Phase I

## Phase III – Hybrid

- **Logistics**
  - Same as Phase II
  
- **Committee-of-the-Whole meeting** begins at 5:00 PM at City Hall
  - Staff/Public attendance allowed – Limited to 12 audience members
  - Sign-up process for attendance - [Guidelines and sign-up](#)
  - Audience seats spaced per health guidelines
  
- **Regular Business meeting** begins at 6:00 PM at City Hall
  - Staff/Public attendance allowed – Limited to 12 audience members
  - Sign-up process for attendance – [Guidelines and sign-up](#)
  - Meeting is televised live through Town Square TV on the Educational Access Channel 20 with playbacks of meetings broadcast every Wednesday at 1:00 PM and 7:00 PM.
  - Meeting [livestreamed](#)
  - A recorded version of the meeting will be placed on the District's [website](#)
  
- **Public Listening Session**
  - Same as Phase I and II

#### Phase IV – Mostly In-Person

- **Logistics**
  - Same as Phase II and III
- **Committee-of-the-Whole meeting** begins at 5:00 PM at City Hall
  - Same as Phase III
- **Regular Business meeting** begins at 6:00 PM at City Hall
  - Same as Phase III
- **Public Listening Session**
  - Allow for in-person public listening sessions.
  - Form submission also available and will follow same process as Phase I-III

#### Phase V – Full In-Person

- Full in-person with no accommodations or limitations
- **Committee-of-the-Whole meeting** begins at 5:00 PM at City Hall
  - Staff/Public attendance allowed
- **Regular Business meeting** begins at 6:00 PM at City Hall
  - Meeting televised live through Town Square TV on the Educational Access Channel 20 with playbacks of meetings broadcast every Wednesday at 1:00 PM and 7:00 PM.
  - Meeting [livestreamed](#)
  - A recorded version of the meeting will be placed on the District's [website](#)
- **Public Listening Session**
  - Allow for in-person public listening sessions.
  - Form submission also available and will follow same process as Phase I-IV