



South St. Paul School Board Meeting
Monday, August 23, 2021 6:00 PM
Location: CITY HALL
125 THIRD AVENUE NORTH
South St Paul, Minnesota 55075

Agenda

I.	ROLL CALL and PLEDGE OF ALLEGIANCE	
II.	APPROVAL OF MEETING AGENDA/MINUTES	
	A. School Board Meeting Agenda, August 23, 2021	
	B. Committee-of-the-Whole Meeting Minutes, August 9, 2021	3
	C. School Board Meeting Minutes, August 9, 2021	4
III.	QUALITY-IN-ACTION and REPORTS	
	A. Report: Superintendent Webb will provide a 2021-22 Health and Safety Protocol update. (D. Webb)	6
	B. Report: Chair Linda Diaz will highlight the Public Listening Session submissions. (L. Diaz)	7
	C. Report: Superintendent Webb will provide highlights from around the District. (D. Webb)	8
IV.	CONSENT ITEMS	
	A. Financial Claims: Bills Payable (D. Webb)	9
	B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves (D. Webb)	14
V.	POLICY REVIEW	
	A. Review, the following policies are under review for the second of three readings. (D. Webb)	21
	1. #534 - Wellness	
	2. #214.1 - Central Square Vacancies	
VI.	BUSINESS ITEMS	
	A. Approval, for the South St. Paul School Board to approve the 2022 Health and Dental Insurance Rates (D. Webb)	34

- B. Approval, for the South St. Paul School Board to approve the 2022 and 2023 Self-Insured Health Insurance Contract. (D. Webb) 36

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. SUPPLEMENTAL AGENDA

IX. ADJOURNMENT

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

August 9, 2021

Chair Chris Walker called the August 9, 2021, meeting of the Committee-of-the-Whole to order at 5:00 PM with six Board members present: Inspector Arend, Diaz, Laliberte, Raasch, Walker and Weber. Inspector Felton was absent. Others present included Superintendent of Schools Dave Webb and several other staff members.

Miscellaneous Wages

Annually, miscellaneous wages for various tasks and assignments are recommended to the School Board for approval. The assignments include game workers, officials, community education, substitute rates and other miscellaneous rates.

On June 14, the School Board approved many of the rates for the assignments listed above. Human Resource Director Cathy Miller brought forth additional wage recommendations for various substitutes roles and community education positions that will go before the School Board for approval this evening.

Policy Review

Administration reviewed changes to the Wellness Policy #504 as well as a recommendation to abolish the Central Square Board Vacancy Policy #214.1 as a result of the ending of the City and School District partnership for the Central Square Community Center. These policies will remain on the agenda for three readings.

2021-22 School Year

Superintendent Webb provided an overview of the 2021-22 school year planning.

Board Reorganization Planning

Board Members engaged in a conversation about board leadership structure following Chair Walker's intent to step down as chair this evening due to an increase in his work commitments.

Committee Updates

Board Members provided updates to their various committee assignments.

The August 9, 2021, committee-of-the-whole meeting adjourned at 5:52 PM.

Respectfully submitted by:

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



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

AUGUST 9, 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, August 9, 2021. Chair Chris Walker called the meeting to order at 6:01 PM with six Board members present: Inspectors Arend, Diaz, Laliberte, Raasch, Walker and Weber. Inspector Felton was absent. Superintendent of Schools Dr. Dave Webb and several staff members were also present.

By Inspector Weber

Seconded by Inspector Arend

That the South St. Paul School Board approves the August 9, 2021, School Board meeting agenda and minutes for the following meetings:

- A. School Board Meeting Agenda, August 9, 2021
- B. Committee-of-the-Whole Meeting Minutes, July 26, 2021
- C. Regular Meeting Minutes, July 26, 2021

Motion carried (6-0)

QUALITY-IN-ACTION AND REPORTS

Report – Building leaders provided an update on their 2021-22 school year planning.

Public Listening Session Report – Chair Walker highlighted three public listening session comments.

Superintendent's Update – Superintendent provided highlights from around the district.

By Inspector Laliberte

Seconded by Inspector Weber

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

Motion carried (6-0)

Chair Walker highlighted the Wellness and Central Square Board Vacancy policies that are on the agenda for their first of three readings.

By Inspector Diaz

Seconded by Inspector Arend

Approval, for the South St. Paul School Board to approve the 2021-22 Miscellaneous Wages.

Motion carried (6-0)

By Inspector Weber

Seconded by Inspector Diaz

Approval, for the South St. Paul School Board to approve scheduling a special School Board Work Session for Monday, September 20, 2021 at 5:00 PM.

Motion carried (6-0)

By Inspector Arend
Approval, for the South St. Paul School Board to approve the 2021-22 meal prices.
Motion carried (6-0)

Seconded by Inspector Laliberte

By Inspector Arend
Approval, for the South St. Paul School Board to accept Chris Walker's resignation from the role of School Board Chair.
Motion carried (6-0)

Seconded by Inspector Diaz

By Inspector Laliberte
Approval, for the South St. Paul School Board to accept Linda Diaz's resignation as Board Vice Chair and appoint her to the role of Chair until the first business meeting in January, 2022.
Motion carried (6-0)

Seconded by Inspector Arend

By Inspector Arend
Approval, for the South St. Paul School Board to appoint Chris Walker to the role of Vice Chair until the first business meeting in January, 2022.
Motion carried (6-0)

Seconded by Inspector Weber

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

By Inspector Raasch
Approval, for the South St. Paul School Board to move to a closed session at 6:49 PM per the open meeting law (Minn. Stat. § 13D) for the purpose of a negotiations update.
Motion carried (6-0)

Seconded by Inspector Weber

Members present: Inspectors Raasch, Weber, Laliberte, Arend, Diaz and Walker as well as Superintendent of Schools Dr. Dave Webb, Finance Director Aaron Bushberger, and Human Resource Director Cathy Miller.

By Inspector Weber
Approval, for the South St. Paul School Board to adjourn the August 9, 2021, closed session and open the meeting at 7:40 PM.
Motion carried (6-0)

Seconded by Inspector Walker

By Inspector Weber
Approval, for the South St. Paul School Board to adjourn the August 9, 2021, meeting at 7:40 PM
Motion carried (6-0)

Seconded by Inspector Walker

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

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
Board of Education



SOUTH ST. PAUL PUBLIC SCHOOLS
School Board Agenda Item

Meeting Date: August 23, 2021
Place on Agenda: Committee-of-the-Whole
Action Requested: None. Information Only.
Attachment: None.

Topic: 2021-22 Health and Safety Protocols
Presenter(s): Dave Webb, Superintendent
<p>Background:</p> <p>On Monday evening, we will report on the Health and Safety Protocols that we have now have in place at SSPPS to help mitigate the spread of COVID-19. We will continue to share these updates to help all of our families understand these updated protocols, to help minimize the disruptions to the education of our students. We will provide brief updates on:</p> <ul style="list-style-type: none"> • Face Coverings • Social Distancing • Cleaning and Sanitizing • Monitoring our Health • COVID Testing • Positive Cases • Quarantines • Vaccinations • Food and Nutrition Services • Field Trips • Athletics and Activities • Visitors <p>As the pandemic continues to evolve and guidance changes, SSPPS will reevaluate and update the following Health and Safety Protocols as needed.</p>
<p>Recommendation:</p> <p>N/A</p>
<p>Alternatives:</p> <p>N/A</p>



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: August 23, 2021

Place on Agenda: Regular Meeting Reports

Action Requested: None

Attachment: None

Topic: School Board Listening Session Report

Presenter(s): Board Chair Linda Diaz

Background:

The South St. Paul School Board provides the following opportunities for community members to address the board:

- **In-Person** on the first meeting date of each month according to the schedule listed on the [district's website](#). Public listening sessions are held at City Hall (125 - 3rd Avenue North) beginning at 4:15 PM in the second floor conference room.
- **Electronic form submissions** are accepted on all meeting dates listed on the [district's website](#). Click [here](#) to submit a Public Listening Session comment.
 - Form submissions will be acknowledged by Board Chair and/or Superintendent on-air during the regular business meeting. The Board Chair and/or Superintendent will also follow-up personally with the individuals submitting a Public Listening Session form.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: August 23, 2021

Place on Agenda: Reports

Action Requested: None

Attachment: None

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



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: August 23, 2021

Place on Agenda: Consent Items

Action Requested: Approval

Attachment: Financials – Bills Payable

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

Check Register 8/6/21 - 8/19/21

197376	27.00	8/12/2021	ALBIN ACQUISITION CORP
197377	401.73	8/12/2021	AMAZON CAPITAL SERVICES
197378	750.00	8/12/2021	BACKUPIFY
197379	297.50	8/12/2021	BIMBO BAKERIES USA
197380	5,287.39	8/12/2021	BLICK ART MATERIALS
197381	780.00	8/12/2021	BUCHAN, CARRIE
197382	149.99	8/12/2021	CATALYST SOURCING SOLUTIONS
197383	101.63	8/12/2021	CULLIGAN-MILBERT COMPANY
197384	673.11	8/12/2021	FLINN SCIENTIFIC, INC
197385	17.77	8/12/2021	HAMMOND, ISABELLE
197386	418.50	8/12/2021	INNOVATIVE OFFICE SOLUTIONS, LLC
197387	6,582.00	8/12/2021	INTEGRATED SYSTEMS CORPORATION
197388	692.00	8/12/2021	LINDENMEYR MUNROE
197389	4,348.75	8/12/2021	LOEWS SOD LLC
197390	20.36	8/12/2021	LOWE'S
197391	4,805.00	8/12/2021	MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO
197392	2,930.00	8/12/2021	MUSIC THEATRE INTERNATIONAL
197393	144.24	8/12/2021	OFFICE DEPOT
197394	8.34	8/12/2021	OFFICE OF MN IT SERVICES
197395	142.17	8/12/2021	QUILL CORPORATION
197396	144.17	8/12/2021	REYNOLDS, BLAIR
197397	692.09	8/12/2021	SCHOOL SPECIALTY, LLC
197398	1,255.50	8/12/2021	TEAM SPORTING GOODS, INC
197399	489.20	8/13/2021	LOCAL #70
197400	1,045.20	8/13/2021	MINNESOTA CHILD SUPPORT PAYMENT CENTER
197401	318.00	8/13/2021	OFFICE AND PROF EMPLOYEES UNION
197402	159.65	8/13/2021	RIVERVIEW LAW OFFICE, PLLC
197403	10.00	8/13/2021	SOUTH ST PAUL OPEN FOUNDATION
197404	151.00	8/13/2021	SOUTH ST PAUL EDUCATION FOUNDATION
197405	10,440.93	8/19/2021	CITY OF SOUTH ST PAUL - UTILITIES
197406	31,966.56	8/19/2021	IND SCHOOL DISTRICT #199
197407	13,541.18	8/19/2021	IND SCHOOL DISTRICT #622
197408	30,075.25	8/19/2021	INTERMEDIATE DISTRICT #917
197409	202.50	8/19/2021	NCS PEARSON EDUCATION
197410	2,700.00	8/19/2021	OVERELL, STEPHANIE
197411	8,255.52	8/19/2021	ROMERO, JEANETTE
197412	6,542.00	8/19/2021	RUPP, ANDERSON, SQUIRES & WALDSPURGER, PA
197413	1,302.00	8/19/2021	SHERMCO INDUSTRIES
197414	1,400.00	8/19/2021	SHI INTERNATIONAL CORP
197415	119.45	8/19/2021	ACE HARDWARE & PAINT
197416	151.50	8/19/2021	ACME TOOLS - PLYMOUTH
197417	17.26	8/19/2021	AMAZON CAPITAL SERVICES
197418	461.28	8/19/2021	AMERICAN TIME
197419	4,386.65	8/19/2021	AMERICAN FLAGPOLE & FLAG CO

197420	86.97	8/19/2021	ARAMARK
197421	4,489.90	8/19/2021	ARVIG
197422	430.54	8/19/2021	BIX PRODUCE COMPANY
197423	100.00	8/19/2021	BRANDECKER, LISA
197424	122.27	8/19/2021	CENTRAL TURF & IRRIGATION SUPPLY
197425	1,019.87	8/19/2021	CONTINENTAL CLAY CO
197426	99.35	8/19/2021	CULLIGAN-MILBERT COMPANY
197427	1,240.00	8/19/2021	DAKOTA UNLIMITED
197428	6,880.00	8/19/2021	DANNER LANDSCAPING & SALES
197429	162.71	8/19/2021	DELUXE
197430	75.00	8/19/2021	DEWALD, RINA
197431	798.00	8/19/2021	EDCLUB INC
197432	1,011.58	8/19/2021	FILTRATION SYSTEMS INC
197433	38,376.26	8/19/2021	FLR SANDERS
197434	1,575.00	8/19/2021	FRATTALONE'S DAWNWAY LLLP
197435	139.00	8/19/2021	GLOBE PRINTING & OFFICE SUPPLIES
197436	1,013.88	8/19/2021	GRAINGER, INC
197437	95.00	8/19/2021	GUTZMAN, DEB
197438	2,707.95	8/19/2021	HASTINGS CREAMERY, LLC
197439	7,950.50	8/19/2021	HILLER COMMERCIAL FLOORS
197440	60.50	8/19/2021	HOHNEKE, MISTY
197441	1,491.80	8/19/2021	HORIZON COMMERCIAL POOL SUPPLY
197442	16,733.00	8/19/2021	INNOVATIVE SURFACES
197443	798.14	8/19/2021	MARK'S PLUMBING PARTS
197444	259.37	8/19/2021	MCMASTER-CARR SUPPLY COMPANY
197445	124.00	8/19/2021	MID CITY INDUSTRIAL LAUNDRY
197446	73.22	8/19/2021	MINNESOTA LOCKS
197447	200.00	8/19/2021	MN DEPT OF LABOR & INDUSTRY
197448	14,100.00	8/19/2021	MOORE, JODY
197449	5,816.24	8/19/2021	MUSEUM OF SCIENCE
197450	4,176.56	8/19/2021	MUSKEGON HEIGHTS SOLAR, LLC
197451	541.13	8/19/2021	NASSEFF MECHANICAL CONTRACTORS
197452	187.50	8/19/2021	NATURE CALLS
197453	1,794.71	8/19/2021	NETWORK SERVICES COMPANY
197454	1,723.07	8/19/2021	NITTI SANITATION
197455	366.75	8/19/2021	PLUNKETT'S PEST CONTROL
197456	100.00	8/19/2021	POSTMASTER, SOUTH ST PAUL
197457	1,008.50	8/19/2021	PURCHASE POWER
197458	63,853.60	8/19/2021	SAFEWAY WISCONSIN, INC
197459	300.00	8/19/2021	SHI INTERNATIONAL CORP
197460	114.70	8/19/2021	SHIFFLER EQUIPMENT SALES, INC
197461	800.00	8/19/2021	SKYWARD ACCOUNTING DEPT
197462	6,183.00	8/19/2021	SOUTHVIEW GARDEN CENTER
197463	171.15	8/19/2021	STATE SUPPLY COMPANY, INC
197464	3,221.00	8/19/2021	THOLE, GORDON
197465	400.00	8/19/2021	TOTAL ENTERTAINMENT/KIDSDANCE
197466	2,319.95	8/19/2021	TRIO SUPPLY CO

197467	49.25	8/19/2021	TWIN CITY JANITOR SUPPLY, INC
197468	1,493.00	8/19/2021	TWIN CITY HARDWARE CO
197469	1,376.08	8/19/2021	UNITED REFRIGERATION INC
197470	8,036.88	8/19/2021	UPPER LAKES FOODS
197471	363.04	8/19/2021	WW GOETSCH
197472	5,117.37	8/19/2021	XCEL ENERGY
202100042	25,023.05	8/13/2021	MINNESOTA PAYROLL TAXES
202100043	150,576.40	8/13/2021	FEDERAL PAYROLL TAXES
202100044	5,912.57	8/13/2021	PERA
202100045	38,461.92	8/13/2021	TSA/ACH DEDUCTION
202100046	97,347.12	8/13/2021	TEACHER RETIREMENT ASSOCIATION
202100047	15,321.46	8/13/2021	MINNESOTA PAYROLL TAXES
202100048	97,429.66	8/13/2021	FEDERAL PAYROLL TAXES
202100049	27,858.32	8/13/2021	PERA
202100050	12,972.67	8/13/2021	TSA/ACH DEDUCTION
202100051	23,274.23	8/13/2021	TEACHER RETIREMENT ASSOCIATION
202100052	0.00	8/13/2021	MINNESOTA PAYROLL TAXES
202100053	0.00	8/13/2021	FEDERAL PAYROLL TAXES
202100054	0.00	8/13/2021	MINNESOTA PAYROLL TAXES
202100055	322.90	8/13/2021	FEDERAL PAYROLL TAXES
212200014	518.01	8/13/2021	EDLEFSEN, DEANNE
212200015	17.14	8/13/2021	HANLEY, KATHLEEN
212200016	954.25	8/13/2021	HOLSEN, ERIC
212200017	1,479.59	8/13/2021	JUNKER, AUSTIN
212200018	65.92	8/13/2021	MOEN, PAUL
212200019	64.96	8/13/2021	PETERSON, JESSICA
212200020	81.14	8/13/2021	PETERFESO JR., ROBERT
212200021	13.55	8/13/2021	RAMIREZ, JENNA
212200022	34.01	8/13/2021	SEXAUER, JENNIFER
212200023	56.30	8/13/2021	TIFFANY, DIANE
212200024	47.88	8/13/2021	VERDUZCO, HEATHER
212200025	10.64	8/13/2021	WOHLERS, DARI

853,975.35

CHECKRUNS

<u>FUND</u>	<u>DESCRIPTION</u>	<u>August 6, 2021 - August 19, 2021</u>
1	GENERAL	\$700,954.88
2	FOOD SERVICE	\$21,470.11
4	COMMUNITY EDUCATION	\$28,588.22
5	CAPITAL	\$99,448.30
6	CONSTRUCTION	
7	DEBT SERVICE	
47	OPEB	
50	ACTIVITY ACCOUNTS	\$3,513.84
	TOTAL	<u>\$853,975.35</u>

Check 197376 - 197472

Employee ACH 212200014-2122000025

Wire Payments 202100042 - 202100055

PAYROLL

8/13/21

Payroll Direct Deposit	900068069 - 900068579	\$722,745.12
Checks	236596	



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: August 23, 2021

Place on Agenda: Consent Items

Action Requested: Approval

Attachment: Staffing

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

Certified

A. Appointments/Reassignments

1. Cassidy Adamson – 1.0 FTE Grade 1 Elementary Teacher, Lincoln Center, BA00, Step 1, effective August 23, 2021.
2. Emma Benson – 1.0 FTE Grade 1 Elementary Teacher, Lincoln Center, BA00, Step 8, effective August 23, 2021. (previously approved as temporary)
3. Stephanie Drow – 1.0 FTE Counselor, Community Learning Center, MA60, Step 9, effective August 23, 2021.
4. Andrew Harrison – 1.0 FTE Humanities Teacher, Middle School, BA00, Step 3, effective August 23, 2021.
5. Rachael Larson – .4 FTE Spanish Teacher, Middle School, BA60, Step 2, effective August 23, 2021.
6. Jeffrey Montes – 1.0 FTE Science Teacher (Temporary), Community Learning Center, MA00, Step 1, effective August 23, 2021.
7. Hannah O'Brien – .6 FTE Language Arts Teacher, High School, BA00, Step 1, effective August 23, 2021.
8. Michelle St. Martin – 1.0 FTE Grade 2 Elementary Teacher, Kaposia Education Center, MA00, Step 4, effective August 23, 2021.
9. Baily Zanish – 1.0 FTE Grade 5 Elementary Teacher, Kaposia Education Center, MA00, Step 6, effective August 23, 2021.

Change of Assignment – Effective for the 2021-22 School Year

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

Shawnee Krueger – Licensed School Nurse, change from Kaposia Education Center to Lincoln Center

Kayla Rogers – Licensed School Nurse, change from Lincoln Center to Kaposia Education Center

Additional Hours – ABE Classroom Prep (\$29.00 per hour; up to 15 hours)

Jo Lynn Bucki

Sara Maldonado

Kori McKibben

Heidi Mogollon

Carolyn Oleson

Additional Hours – CPI Training (\$29.00 per hour; up to 10 hours)

Susan Bergquist

Rebekah Budziszewski

Steven Forsythe

Michael Iverson

Additional Hours – Technology Assistance; New Teacher Week (\$29.00 per hour; up to 15 hours)
Connor Murphy

2021-22 Building & Instructional Leadership Team (BILT) - \$1,200 Stipend

<u>Kaposia</u>	<u>High School</u>	<u>ABE</u>
Jeane Anderson	Kari Aanenson	Kori McKibben
Bridget Farrell	Conrad Anderson	
Rachel Hosszu	Jane Cornell	<u>CLC</u>
Kim Laska	Chris Gustilo	Jessica Peterson
Brea Lorentz	Jessica Johnson	
Dianne Spannbauer	Dylan Olson	<u>ECSE</u>
Michelle Wallace		Amy Litfin
Allyson Winter	<u>Middle School</u>	
Sarah Wotipka	Allison Binder	<u>Peer Coaches</u>
	Austin Junker	Frank Arend
<u>Lincoln</u>	Lindsey McNown	Andrew Doran
Ashley Becker	Shelly Moland	Tammy Lenarz
Jeanine Brown	Bob Peterfeso	Jen Sexauer
Nicola Derryberry Maurer	Meghan Schultz	
LaVonne Francis	Sara Voss	
Marie Hydukovich		
Arlene McAlpine		
Lauren Ryan		
Emily Schmidt		
Kris Thompson		

2021-22 Site Solutions Team (SST) - \$631 Stipend

<u>Lincoln</u>	<u>Kaposia</u>
Brenda Applequist	Diane Boonstra
Ashley Becker	Maren Daniels
Deb Borrell	Stacy Elliott
Julie Casillas	Lisa Gorman
Maggie Costain	Kelly Kopp
Amanda Flandrich	Sara Lucas
Heather Gypers	Kris Minar
Kathleen Hanley	Mary Molumby
Karen Johnson	Kristin Sasse
Emily Schmidt	Travis Truhler
Kristen Spanjers	Michelle Wallace
Robbyn Wincentzen	

2021 Summer Curriculum Writing (\$29.00 per hour)

<u>Secondary</u>	<u>Lincoln</u>
<u>22 hours</u> (increase from 18)	<u>25 hours</u> (increase from 10)
Jane Cornell	Emily Schmidt
Jesse Rock	

2021-22 ECA**FOOTBALL**

Jr. High Coach	Laska, Lucas*	\$2,237
Jr. High Coach	Radunz, Desmond**	\$2,237

SWIMMING – GIRLS

Assist - Diving Coach	Kriewall, Karli**	\$1,834 plus \$1,834 from boosters
Varsity Asst Coach	Grimm, Celeste*	\$3,668

ACADEMICS/OTHER

Geography Club – Lincoln	Gysbers, Heather	\$1,192
Lego League – Lincoln (50%)	Becker, Ashley	\$1,224 @ 50% = \$612
Lego League – Lincoln (50%)	Jensen, Allison	\$1,224 @ 50% = \$612

*indicates a non-district employee

** indicates a returning non-district employee

B. Resignations/Retirements/Leaves/Reductions/Other

1. Desmond Radunz – Rescind, Jr. High Boys’ Soccer Coach, effective for the 2021-22 school year.
2. Meghan Schultz – Rescind, Jr. High Girls’ Soccer Coach, effective for the 2021-22 school year.

Classified

A. Appointments/Reassignments

1. Nicole Arrigoni – Student Supervisor, Lincoln Center, \$16.13 per hour, 17.5 hours per week, effective August 30, 2021. (rehire)
2. Julie Bagwill – Nutrition Services Assistant, Lincoln Center, \$16.55 per hour, 28.75 hours per week, effective September 7, 2021.
3. Kimberly Baker – Kids’ Choice Assistant, Kaposia Education Center, \$18.13 per hour, 5.25 hours per on school days; 5.5 hours per day on non-school days and summer program, effective June 11, 2021, through June 30, 2022. (previously approved through September 30, 2021)
4. Keyla Balmaceda – Part-Cleaner, Lincoln Center, \$17.33 per hour, 20 hours per week, effective September 7, 2021.
5. Nicole Boudreau – Special Education Assistant, Kaposia Education Center, \$19.37 per hour, 32.5 hours per week, effective August 30, 2021.
6. Catherine Budzyn – Student Support Assistant, Kaposia Education Center, \$18.91 per hour, 32.5 hours per week, effective August 30, 2021. (rehire)
7. Laurie Cheney – Early Learning Assistant, Lincoln Center, \$17.81 per hour, **14.75** hours per week, effective August 30, 2021.
8. Lisa Dahle – Nutrition Services Assistant, Kaposia Education Center, \$16.55 per hour, 17.5 hours per week, effective September 7, 2021. (rehire)
9. Courtney Gutzman – School Age Care (SAC) Supervisor, Lincoln Center, \$22.37 per hour, effective August 31, 2021.
10. Tyzashia Holt – Student Support Assistant, Middle School, \$18.91 per hour, 32.5 hours per week, effective August 30, 2021.
11. Matthew McCollister – Student Support Assistant, High School, \$18.91 per hour, 32.5 hours per week, effective August 30, 2021.
12. Kam McPhillips – Health Assistant, Secondary Building, \$22.08 per hour, 15 hours per week, effective August 30, 2021.
13. Kam McPhillips – Health Assistant (Temporary), Lincoln Center, \$22.08 per hour, 12.5 hours per week, effective August 30, 2021, through December 22, 2021.
14. Danielle Nicholson – Student Supervisor, Kaposia Education Center, \$16.13 per hour, 17.5 hours per week, effective August 30, 2021. (rehire)
15. Teresa Ortiz – Nutrition Services Assistant, Lincoln Center, \$16.55 per hour, 17.5 hours per week, effective September 7, 2021.

16. Jennifer Peine – Student Supervisor, Kaposia Education Center, \$16.13 per hour, 17.5 hours per week, effective August 30, 2021. (rehire)
17. Thomas Petrie – Part-Time Cleaner, Secondary Building, \$17.33 per hour, 20 hours per week, effective September 7, 2021.
18. Melissa Pugh – Student Supervisor, Kaposia Education Center, \$16.13 per hour, 17.5 hours per week, effective August 30, 2021. (rehire)
19. Carla Rakness – Student Supervisor, Kaposia Education Center, \$16.13 per hour, 17.5 hours per week, effective August 30, 2021. (rehire)
20. Jennifer Roehlen – Student Supervisor, Kaposia Education Center, \$16.13 per hour, 17.5 hours per week, effective August 30, 2021. (rehire)
21. Gabrielle Salais – Special Education Assistant, Middle School, \$19.37 per hour, 32.5 hours per week, effective August 30, 2021.
22. Kristen Sammartano Weeks – Early Learning Coordinator (12-Month), Family Education Center, effective August 30, 2021. (pending MDE license)
23. Isela Serrano – Part-Time Cleaner, Lincoln Center, \$17.33 per hour, 20 hours per week, effective September 7, 2021.
24. Juan Sosa – Student Support Assistant, Middle School, \$18.91 per hour, 32.5 hours per week, effective August 30, 2021.
25. Katherine Tigan – Early Learning Assistant, Lincoln Center, \$17.81 per hour, 25 hours per week, effective August 30, 2021. (rehire)
26. Megan Tripp – Student Support Assistant, Lincoln Center, \$18.91 per hour, 32.5 hours per week, effective August 30, 2021.
27. Nicole Villafan – Student Supervisor, Lincoln Center, \$16.13 per hour, 17.5 hours per week, effective August 30, 2021. (rehire)
28. Nikole Williams – Preschool Teacher, Lincoln Center, \$29.34 per hour, 18.75 hours per week, effective August 30, 2021.
29. Christine Zambrano – Kids’ Choice Assistant, Lincoln Center, \$18.13 per hour, 5.25 hours per on school days; 5.5 hours per day on non-school days and summer program, effective June 11, 2021, through June 30, 2022. (previously approved through August 27, 2021)
30. Jacqueline Zeilinger – Preschool Teacher, Lincoln Center, \$29.34 per hour, 37.5 hours per week, effective August 30, 2021.

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

Susann Bougie – Early Learning Assistant, Kaposia, decrease from 1,181.75 hours to 1,139 hours

Candice Evanoff – Early Learning Assistant, Kaposia decrease from 1,181.75 hours to 1,165 hours

Nadine Kuntz – Early Learning Assistant, Kaposia, decrease from 1,181.75 hours to 1,139 hours

Michelle Lange – Early Learning Assistant, Kaposia, increase from 925.25 hours to 1,139 hours

Sonia Mercado – Nutrition Services Assistant, Lincoln Center, increase from 17.5 hours to 20 hours per week

Susan Nicholson – Nutrition Services Assistant, Secondary Building, increase from 22.5 hours to 28.75 hours per week

Allison Olson – Early Learning Assistant, change from Kaposia, 925.25 hours, to Lincoln/Kaposia, 1,010.75 hours

Kelly Zellmer – Early Learning Assistant, change from Lincoln, 567 hours, to Kaposia, 852.5 hours

B. Resignations/Retirements/Leaves/Reductions/Other

1. Aaron Bushberger – Resignation, Director of Finance, District Office, effective August 31, 2021. (revised effective date)
2. Cheryl Dietrich – Resignation, Nutrition Services Assistant, Lincoln Center, effective August 2, 2021.
3. Courtney Gutzman – Resignation, Kids’ Choice Assistant, Kaposia Education Center, effective August 30, 2021.
4. Maricel Kurth – Resignation, Part-Time Cleaner, Lincoln Center, effective August 12, 2021. (revised effective date)
5. **Kori McKibben – Resignation, Preschool Teacher, Kaposia Education Center, effective August 20, 2021.**
6. **Kelsey Robbins – Resignation, Special Education Assistant, Middle School, effective July 28, 2021.**
7. Brittany Ruby – Termination, Summer Cleaner, Secondary Building, effective August 16, 2021.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: August 23, 2021

Place on Agenda: Regular Agenda - Policy

Action Requested: None. Second of three readings.

Attachment: Policy 534 – Wellness
Policy 214.1 – Central Square Vacancies

Topic: Policy Review
Presenter(s): Superintendent Dave Webb
Background: School district policy #208 requires policies under review to be placed on two consecutive School Board meeting agendas for review and comment by board members, staff and community members. On the third and subsequent meeting, the policies will go before the School Board for approval. The attached policies were reviewed by the board policy committee on August 4. Recommended changes to the policies are reflected by highlighting text added to the policy and strikethrough of text to be removed. The School Board will continue to review these policies and receive input from staff and community members prior to going before the board for approval on September 13, 2021.
Recommendation: None at this time.
Alternatives: Remove a policy or policies from the agenda for review.



Adopted: September 13, 2010

Revised: June 26, 2017

534 WELLNESS

I. PURPOSE

The purpose of this policy is to assure a school environment in South St. Paul Public Schools (the District) that enhances student attendance and academic performance by supporting healthy eating, physical activity and general wellbeing. The District is committed to providing a culture that supports whole child wellness, encouraging students in collaboration with families and community members, to maintain lifelong healthy eating habits, physical, social and emotional wellness. The policy promotes and encourages students to adopt lifelong healthy behaviors that can promote and protect students' health and wellbeing as well as reduce the risk of chronic disease.

II. DEFINITIONS

- A. **Healthy, Hunger Free Kids Act:** Legislation that allowed USDA the opportunity to make real reforms to the school lunch and breakfast programs by improving the critical nutrition and hunger safety net for millions of children.
- B. **SHAPE (Society of Health and Physical Educators) National Standards:** Guidelines that define what a student should know and be able to do as a result of a highly effective physical education program.
- C. **USDA Smart Snacks Guidelines:** Standards include limits on portion size, calories, sodium, fat, and sugar. The new standards encourage healthier food and beverage options and limit the access to junk food during the school day. By implementing nutrition standards and promoting healthier options outside the cafeteria, we enhance the learning environment and contribute to the overall health and well-being of the students. National nutrition standards for foods and beverages sold outside of school meal programs during the School Day.
- D. **School Day:** The federally defined school day begins at Midnight through thirty (30) minutes after the school's final daily dismissal bell.
- E. **Safe Routes to School (SRTS):** A collaboration with the department of transportation, local government, local public safety (police department), and school district to promote physical activity by making it safer and easier for students to walk and bike to school.

- F. **United States Department of Agriculture (USDA) Dietary Guidelines for Americans (2020-2025):** Cornerstone for Federal nutrition programs and go-to resources for health professionals nationwide that provides food-based recommendations to promote health, help prevent diet-related chronic diseases, and meet nutrient needs.
- G. **Grab and Go Breakfast:** Breakfasts that are served in to-go containers for consumption in classrooms or other spaces that are not part of the cafeteria.
- H. **Second Chance Breakfast:** Breakfast distributed from mobile serving carts stationed throughout the school between first and second period classes.

III. GENERAL STATEMENT OF POLICY

- A. The school board district recognizes that nutrition promotion and education and physical activity and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and education. School breakfast and lunch is promoted in all schools and families are informed of the link between healthy meals, especially a healthy breakfast, and the ability to learn.
- B. The school environment should promote and protect students' health, well-being, and ability to learn by promoting nutrition education and wellness activities, recognizing these as essential components of the education process, and formation of lifelong healthy behaviors.
- C. The school district encourages the involvement of students, families, staff, teachers, food nutrition service professionals, school health professionals, school board, school administrators, and the public in the development implementation implementing, annual monitoring, periodic review and revising of the Wellness Policy through its the district Wellness committee that meets regularly.
- D. Nutrition education and wellness promotion is supported by teachers, staff, and food nutrition service personnel through participation in worksite wellness opportunities, and role modeling of healthy behaviors. This is communicated and promoted with consistent messaging throughout the district, as well as to families and the community via posters, website, newsletters, and other means.
- E. All students in grades PreK-12 will have opportunities, support, and encouragement for integration of nutrition education, physical activity, and wellness promotion is integrated into every classroom and physical education (PE), as appropriate. It is also linked with the school food environment, afterschool programs, and nutrition-related community services.

- F. **Qualified nutrition** **Food** services personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and provides clean, safe, and pleasant settings and adequate time for students to eat. **When feasible, the Nutrition Services department will procure food from local sources for the school meals program supporting farm to school education. Free drinking water is provided in each cafeteria.**
- G. **Qualified Child Nutrition** **Food service** personnel will provide allergen information, calorie, saturated fat, and sodium content of meals, as well as nutrition education for students, families, and staff, through the website and school cafeterias. Menus are planned offering a variety of nutrient rich fresh fruit and/or vegetables, whole grains and other minimally processed foods while incorporating locally grown foods into the menus. **Farm to school education is promoted.**
- H. **Students and staff shall have unrestricted access to free, safe, fresh drinking water at all times throughout the school day. Supervisory staff will facilitate access to water in the cafeteria during meal periods.**
- I. **The school environment will promote students' emotional and social health by providing safe surroundings for students to grow emotionally and socially.**
- J. **For the safety and health of students with disabilities and health conditions, including food allergies, the District will make reasonable accommodation in the school environment, according to a student's individual plan.**

IV. **WELLNESS GOALS** **GUIDELINES**

- A. Nutrition Education and Promotion
 - 1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a) offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health and ability to learn;
 - b) part of classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate and offered in coordination with nutrition trained school food service staff as applicable; and
 - a) enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, surveys and field trips.

2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores.
3. Schools will discourage the use of foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

B. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. ~~Toward that end~~ Health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers are encouraged to provide short physical activity breaks between lessons or classes, as appropriate. The District will make every effort to provide physical activity training for all teachers.
4. All K-12 students will receive P.E.(at least 50 minutes per week for elementary school students, 50 minutes every other day for middle school students, 50 minutes every other day during a 12 week trimester for 9th and 10th grade high school students, and physical activity electives will be available to 11th and 12th grade high school students) during the school year.
5. ~~Standards based guidelines and equipment that conforms to all applicable safety standards~~ The District will provide physical education classes that meet the Minnesota K-12 Academic Standards and District Priority benchmarks that are based partially on SHAPE, and should be taught by certified Physical Education staff to promote enjoyable lifelong healthy behavior and lifestyle.
6. Withholding physical activity such as recess or Physical Education shall not be used as punishment. Physical activity may not be assigned or withheld to students as a consequence of poor behavior or punishment for any reason.

7. Elementary students shall have a supervised recess break daily, preferably outdoors and before lunch. Elementary students shall have a minimum of 20 minutes for recess each school day.
8. Schools shall make outdoor and indoor physical activity facilities available for community use when not being used for school activities.
9. School age child care programs shall encourage daily physical activities.
10. Safe bicycling and walking to and from school is promoted and encouraged. The District will provide Safe Routes to School support for active transportation. Support includes but is not limited to:
 - a) Encouraging parents, students, and staff to actively commute to and from, and/or at school, when it is safe to do so.
 - b) Coordinating with district departments and other entities that are involved in Safe Routes to School efforts such as local, county and state public works, police, non-profits, and local public health.
 - c) Working with these partners, the school district will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to actively commute to, from, and/or at school.
 - d) Promoting Safe Routes to School program and resources to staff, parents, and students via newsletters and websites and social media.
 - e) Providing secure bike storage (or bike racks) at all schools.
 - f) Support planning/technical assistance to individual schools.

C. Social and Emotional Wellness

1. The District will encourage student understanding of the impact of emotional and social health on overall well-being.
2. The District will promote student wellness through prevention of high-risk behaviors, including but not limited to: e-cigarettes, alcohol, tobacco, unsafe driving practices and aggressive behaviors. The district encourages an environment where students feel safe to disclose issues of abuse.
3. The District will partner with community agencies to assist students and their families to access available health and mental health resources and social services to address healthy eating, physical activity, mental well-being, and related chronic disease prevention.

D. Staff Wellness and Health Promotion

1. The Wellness Committee will have a staff wellness subcommittee that identifies identify and disseminate wellness resources, and perform other functions that support staff wellness in coordination with human resources staff. Schools will implement strategies to support staff in actively promoting and modeling healthy behaviors such as: drinking water,

healthy eating habits, being physically active, and demonstrating healthy social and emotional well-being.

2. When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school.
3. Professional learning will promote District staff's understanding of the connections between academics and health.

E. Communications with Families

1. The school district recognizes that families have a primary and fundamental role in promoting and protecting their children's health and emotional and social well-being. The District will promote educational opportunities for students and families to learn about the impact positive emotional well-being has on one's health.
2. The school district will support families' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages families to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value. The school district will encourage families to send only healthy classroom snacks that meet the Smart Snack Guidelines, as outlined in the Family Handbook.
4. The district discourages students from bringing food/drink items for birthday celebrations.
5. The school district will provide information about physical education and other school-based physical activity opportunities and will support families' efforts to provide their children with opportunities to be physically active outside of school.
6. The district will provide opportunities for parents/guardians to view online what students are purchasing with their lunch money, as well as the nutritional content of foods on the menus, which will enable parents/guardians to encourage their students to make healthy food choices. The school menu will be posted online.

V. STANDARDS AND NUTRITION GUIDELINES

- A. School Meals ~~Foods and Beverages~~
1. All schools within the district will participate in USDA child nutrition programs which may include the National School Lunch Program

(NSLP), the School Breakfast Program (SBP), Afterschool Care Snack Service, Fresh Fruit & Vegetable Program (FFVP), Special Milk Program (SMP), Seamless Summer Option (SSO), and the Summer Food Service Program (SFSP). All programs will meet or exceed all applicable federal, state, and local laws, rules, and regulations.

2. Qualified nutrition services personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Menu planning will accommodate the religious, ethnic, and cultural diversity of the student body to the best of its ability.
4. Nutrition services personnel will provide clean, safe, and pleasant settings.
5. The district will make free, safe and unflavored drinking water available to all students during mealtimes at every site.
6. Food Nutrition service personnel shall adhere to all applicable federal (USDA), state, and local food safety and security guidelines and school breakfast and lunch guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of students and families who are eligible for free and reduced-price school meals by using computerized meal accounts and promoting online application completion and encouraging ALL households to complete applications for Educational Benefits. The negative meal balance procedures will be communicated to all families at the beginning of each school year through the Family Handbook. for free/reduced meals.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down (10 minutes to eat breakfast and a minimum of 20 minutes to each lunch) for school meals and will schedule meal periods at appropriate times during the school day. The school district will make every effort to offer recess before lunch at elementary schools to increase student nutrient intake and reduce food waste. Every effort will be made to offer grab and go breakfasts.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.
11. The district will provide elementary students a place to hang outerwear prior to coming into the cafeteria when recess is scheduled immediately before or after the lunch period.
12. Grab and Go Breakfasts will be provided at all schools for students that arrive after the regular breakfast period. Second Chance Breakfast will be offered at the secondary school level.

B. School Food Nutrition Service Program/Personnel

1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.
2. The school district shall designate a Nutrition Services Director appropriate person to be responsible for the school district's food nutrition services program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Healthy Hunger Free Kids Act guidelines for all elementary and middle school foods offered at the high school will be consistent with the USDA Guidelines for Americans.
3. All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals.
 1. The school district will provide continuing professional development for all food service personnel in schools.

C. Competitive Foods and Beverages

1. The school district will recommend require that all foods and beverages made available on campus during the regular school day be consistent with the current will meet USDA Child Nutrition Standards (Smart Snacks). This includes but is not limited to concessions, school stores, beverage contracts and all other instances where food or beverages are provided or sold. No foods and beverages containing caffeine will be sold during the school day. guidelines and a closed campus is used to encourage healthy eating.
2. Before and Aftercare (childcare) programs are encouraged to comply with the district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards. The school district will encourage that elementary after school programs serve healthy snacks.
3. The school district will encourage concession areas and after school functions to include healthy food and beverage options.

D. Other School-Based Activities

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
 - a) Celebrations and parties. Classroom celebrations are encouraged to focus on physical activities rather than food. Healthy food choices (in compliance with USDA Smart Snacks nutrition standards) will

be encouraged. Caution will be exercised when offering foods and materials that may cause allergic reactions.

- b) Classroom snacks brought by parents. The school district will provide parents a list of suggested foods and beverages that meet USDA Smart Snacks nutrition standards posted on the school district's website or otherwise made available to the public. Non-food items will be strongly encouraged.
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
3. Fundraising. The school district will encourage only have non-food fundraising. Catering through the district Nutrition Services Department is allowed. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas on the school district's website and in the Family Handbook.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.
2. The school district will only market and advertise for Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the USDA Smart Snacks nutrition standards.

V. IMPLEMENTATION AND MONITORING

- A. After approval by the school board, the wellness policy will be implemented throughout the school district. The Wellness Committee will share the wellness policy with district staff at the beginning of each school year.
- B. The Wellness Committee will have a minimum of four meetings per year to help ensure monitoring of the policy.
- C. Monitoring and an in-house assessment will be repeated annually by the Wellness Committee to help review Wellness Policy compliance, assess progress, and determine areas in need of improvement and/or revision. Measurable outcomes will be determined by the wellness committee.
- D. The school district's Nutrition Services Director food service program administrator or designee will ensure compliance in food service area and provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available through the school food service program as well as the most recent MDE review, findings and updates.

- E. The Superintendent shall designate appropriate staff, parents, students, and community members to serve on the Wellness Committee that will have the responsibility to ensure the or designee shall execute administrative district level and site-based staff responsible for policy implementation and compliance of the wellness policy. The Wellness Committee designated staff will ensure compliance with the policy and measure progress towards district goals. to the nutrition guidelines of all foods made available and provide an annual report to the superintendent.
- F. The Wellness Committee will support monitoring and evaluation of the Wellness Policy, and will make recommendations regarding the policy to the superintendent and School Board. superintendent or designee will ensure compliance with the wellness policy and will provide an annual update and summary report of the school district's compliance with the policy to the school board and communicate to school staff, families, and the public through school website, newsletter or other means.
- G. The committee district will conduct an assessment of the wellness policy every three years to assess compliance with the wellness policy, compare the district wellness policy with model wellness policies, and assess progress in attaining the goals of the wellness policy. Documentation will be kept on file on who and how committee members participated in the annual updates.
- B. The report of the triennial assessment will be given to the School Board in addition to being kept on file, and posted on the district website. The report will include an assessment on compliance, the extent to which our wellness policy compares to model wellness policies, and progress made in achieving goals.
1. The school district will encourage families to send only healthy classroom snacks with their students to enhance their student's learning and health. Classroom celebrations are encouraged to focus on physical activities rather than food.

Legal References: Minn. Stat. § 121A.215 (Local School District Wellness Policy)
 42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
 42 U.S.C. § 1758b (Local School Wellness Policy)
 42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
 7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
 7 C.F.R. § 210.10 (School Lunch Program Regulations)
 7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
 Minnesota Department of Health, www.health.state.mn.us
 County Health Departments
 Action for Healthy Kids Minnesota, www.actionforhealthykids.org
 United States Department of Agriculture, www.fns.usda.gov



Adopted: July 30, 2007

*Revised: 9/6/07, 5/12/08; 2/9/09; 5/11/09; 6/23/14
8/24/15; 3/13/17; Abolished on 9/13/2*

214.1 CENTRAL SQUARE BOARD VACANCIES

I. PURPOSE

The purpose of this policy is to provide governing rules for the filling of vacancies on the Central Square Board.

II. GENERAL STATEMENT OF POLICY

A vacancy on the Central Square Board (CSB), Special School District No. 6, shall be posted and filled subject and pursuant to South St. Paul School Board Policy and City of South St. Paul Ordinance.

III. GENERAL PROVISIONS

A vacancy on the Central Square Board shall occur at the expiration of a 3-year term or when a member resigns. Any vacancy shall be filled by the Board of Education at any regular or special meeting following the completion of the procedures for filling of vacancies in section IV. of this policy

If a member appointed by the Board of Education is unable to serve on the CSB and attend its meetings for ninety (90) days or more because of illness or prolonged absence, the Board of Education may, at any regular or special meeting thereof, declare a vacancy to exist. After the Board of Education has, declared such vacancy to exist, the vacancy shall be filled by the Board of Education at a regular or special meeting thereof until the end of that current term or until such ill absent member is again able to resume his/her duties as a member of such CSB whichever date is earliest. When such ill or absent member is again able to resume his/her duties as a member of the CSB, the Board shall, so deem and declare such person to again be a member of the CSB, and the member appointed by the Board of Education in his/her place would no longer be a member thereof.

The qualifications required of applicants for appointment to fill a vacancy are then same as for election to that position. If at least one qualified person applies by the end of the open period for applicants, the requirements of this section shall be deemed to be satisfied.

IV. PROCEDURES FOR FILLING OF VACANCIES

- A. Declare or announce a vacancy at a Central Square Board meeting.
- B. Publicize vacancy in the newspaper of the city or district by advertisement and official notice, and by other formal and informal methods as it shall deem advisable.
- C. Receive applications from interested citizens. Applications must be accepted for a period of at least two weeks from the date of first publication.
- D. If no qualifying applications are received, the Board will reopen the application process and publicize the vacancy again. This process will continue until at least one application from an eligible candidate is received.
- E. Interviews with applicants shall take place with an interview committee comprised of the Director of Community Education and a member of the Board of Education. Interview questions will be developed by the Interview committee prior to the interviews. Each candidate will be asked the same set of questions. The questions will not be shared with the candidates before the interviews.
- F. Appointment or replacement of Board members shall be made, using the following voting procedure:
 - 1. If there is only one qualified applicant, that applicant will automatically be approved and recorded as a unanimous vote of the members voting favoring selection.
 - 2. If there are two or more applicants, the Director of Community Education and member of the Board of Education shall make a recommendation, based on qualifications and the interview, to the full Board of Education at their next regular business meeting
 - 3. The Board of Education will appoint a candidate to the CSB for a three year term.

Legal References: Minn. Stat. § 123.33

Cross References:



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, August 23, 2021

Place on Agenda: Committee-of-the-Whole (discussion)
Regular Agenda (action)

Action Requested: Approval

Attachment: Proposed 2022 Health & Dental Insurance Rates

Topic: Proposed 2022 Health & Dental Insurance Rates

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

Background:

In 2017 we moved to a self-insured plan for dental insurance and in 2018 for health insurance, with rates determined annually by the district. An important component of a self-insured plan is to build and maintain an adequate reserve to ensure funds are available to offset fluctuating costs.

Based on analysis of claims history, expected future claims and the need to continue to maintain our reserve account for payment of claims; administration recommends no change in rates and approval of the proposed 2022 health and dental insurance rates presented. Additional information regarding this recommendation is listed below:

- The goal is to have approximately 6-9 months' worth of expense in reserve.
- The chart below illustrates health & dental rate changes since moving to self-insured plans.

Year	Health Self-Insured % of Rate Change	Dental Self-Insured % of Rate Change
2017	--	0%
2018	8%	0%
2019	8%	0%
2020	8%	0%
2021	0%	0%
2022 Proposed	0%	0%

- The proposed 2022 health insurance rates are attached.

The recommendation for the 2022 health & dental insurance rates was shared with the district's insurance committee.

Recommendation:

Administration recommends approval of the proposed 2022 health and dental insurance premium rates

Alternatives:

Do not approve and direct administration with next steps

South St. Paul Schools

Proposed 2022 Health and Dental Insurance Rates (8/23/21)

Health Insurance

Coverage Type	\$500-\$35 Deductible Plan Annual Rate	\$1500-\$35 Deductible Plan Annual Rate	\$2800-80% HSA Plan Annual Rate
Single	\$10,383.68	\$9,367.88	\$7,717.94
Single + One	\$21,878.16	\$19,737.95	\$16,261.43
Family	\$29,541.28	\$26,651.46	\$21,957.22

Dental Insurance

Coverage Type	Annual Rate
Single	\$612.00
Family	\$1,587.12



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, August 23, 2021

Place on Agenda: Committee-of-the-Whole (discussion)
Regular Agenda (action)

Action Requested: Approval

Attachment:

Topic: 2022 & 2023 Self-insured Health Insurance Contract
Presenter(s): Cathy Miller, Director of Human Resources and Aaron Bushberger, Director of Finance
<p>Background: As required by HITA (Health Insurance Transparency Act), the District solicited bids for a self-insured health insurance plan effective January 1, 2022 and received responses from six carriers. The lowest and competitive bid was from our current health insurance carrier, HealthPartners. HealthPartners’ overall fixed costs (administrative fees) are 4.4% lower than the current plan.</p> <p>Administration recommends accepting the two-year (2022 & 2023) self-insured health insurance contract with HealthPartners. This recommendation was shared with the district’s insurance committee.</p>
<p>Recommendation: Administration recommends approval of the two-year self-insured contract with HealthPartners for 2022 and 2023.</p>
<p>Alternatives: Do not approve and direct administration with next steps</p>