



South St. Paul School Board Meeting  
Monday, September 13, 2021 6:00 PM  
Location: CITY HALL  
125 THIRD AVENUE NORTH  
South St Paul, Minnesota 55075

## **Agenda**

<b>I.</b>	<b>ROLL CALL and PLEDGE OF ALLEGIANCE</b>	
<b>II.</b>	<b>APPROVAL OF MEETING AGENDA/MINUTES</b>	
	A. School Board Meeting Agenda, September 13, 2021	
	B. Committee-of-the-Whole Meeting Minutes, August 23, 2021	3
	C. School Board Meeting Minutes, August 23, 2021	4
	D. Special School Board Meeting Minutes, August 17, 2021	6
	E. Special School Board Meeting Minutes, September 3, 2021	7
<b>III.</b>	<b>QUALITY-IN-ACTION and REPORTS</b>	
	A. <b>Quality-in-Action:</b> Middle School Principal Leah Bourg and her team will share highlights from the 2021-22 Where Everyone Belongs (WEB) program. (L. Bourg)	
	B. <b>Report:</b> Chair Linda Diaz will highlight the Public Listening Session submissions. (L. Diaz)	8
	C. <b>Report:</b> Superintendent Webb will provide highlights from around the District. (D. Webb)	9
<b>IV.</b>	<b>CONSENT ITEMS</b>	
	A. Financial Claims: Bills Payable (D. Webb)	10
	B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves (D. Webb)	18
<b>V.</b>	<b>POLICY REVIEW</b>	
	A. Approval, of the following policies that have been under review for three consecutive readings: (D. Webb)	21
	1. #534 - Wellness	
	2. #214.1 - Central Square Vacancies - ABOLISH	
<b>VI.</b>	<b>BUSINESS ITEMS</b>	

- A. Approval, of the Resolution Approving Employment of the Board Member as a Substitute in a Classified Position in the School District. (D. Webb)

34

**VII. INFORMATIONAL ITEMS**

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

**VIII. CLOSED SESSION**

- A. Closed Session per the Open Meeting Law (Minn. Stat. § 13D) (C. Miller)
- B. Adjourn the Closed Session

**IX. SUPPLEMENTAL AGENDA**

**X. ADJOURN**

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

**August 23, 2021**

Chair Linda Diaz called the August 23, 2021, meeting of the Committee-of-the-Whole to order at 5:00 PM with six Board members present: Inspector Arend, Diaz, Felton, Laliberte, Raasch, and Walker. Inspector Weber was absent. Others present included Superintendent of Schools Dave Webb and several other staff members.

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**2022 and 2023 Self-Insured Medical Plans**

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. The 2022 and 2023 self-insured health insurance contract with HealthPartners will go before the School Board for approval this evening.

**2022 Health and Dental Insurance Rates**

In 2017, SSPPS moved to a self-insured plan for dental insurance and in 2018 for health insurance. Rates are 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. These rates will go before the School Board for approval this evening.

**2021-22 Enrollment Update**

Superintendent Webb reviewed the current enrollment numbers across the district in comparison to our 2021-22 projected enrollment and our October 1, 2020 enrollment numbers. October 1 is an important date for enrollment reporting that is often used for payment estimates from the State of Minnesota and funding calculations for future years. Currently enrollment is trending higher than projected. District leaders will continue to watch enrollment numbers and provide monthly updates to the School Board.

**Packer Plus “What I Need” Wednesdays**

High School Principal Chuck Ochocki provided an overview of the Packer Plus “What I Need” Wednesdays that is scheduled to begin in October at SSP Secondary. Packer Plus is a support structure that will offer additional one-on-one support for struggling students. It will also incorporate more teacher collaboration time in an effort to create a larger safety net for students. The presentation included a history of the program, goals and outcomes associated with the program and an explanation of what it will look like for students, families and staff.

**New Teacher Week and Opening Days Schedule**

Superintendent Webb reviewed the plans and schedule for new teacher week and opening day’s events.

The August 23, 2021, committee-of-the-whole meeting adjourned at 5:51 PM.

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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 23, 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 23, 2021. Chair Linda Diaz called the meeting to order at 6:00 PM with six Board members present: Inspectors Arend, Diaz, Felton, Laliberte, Raasch and Walker. Inspector Weber was absent. Superintendent of Schools Dr. Dave Webb and several staff members were also present.

By Inspector Laliberte

Seconded by Inspector Walker

That the South St. Paul School Board approves the August 23, 2021, School Board meeting agenda and minutes for the following meetings:

- A. School Board Meeting Agenda, August 23, 2021
- B. Committee-of-the-Whole Meeting Minutes, August 9, 2021
- C. Regular Meeting Minutes, August 9, 2021

Motion carried (6-0)

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

*Report* – Superintendent Webb provided a review of the 2021-22 Health and Safety Protocols.

*Public Listening Session Report* – Chair Diaz highlighted four public listening session submissions regarding masking requirements and COVID testing.

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

By Inspector Raasch

Seconded by Inspector Walker

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

Motion carried (6-0)

Chair Diaz noted the Wellness and Central Square Board Vacancy policies that are on the agenda for their second reading. These policies will go before the School Board for approval on September 13, 2021.

By Inspector Felton

Seconded by Inspector Laliberte

Approval, for the South St. Paul School Board to approve the 2022 Health and Dental Insurance Rates.

Motion carried (6-0)

By Inspector Raasch

Seconded by Inspector Walker

Approval, for the South St. Paul School Board to approve the 2022 and 2023 Self-Insured Health Insurance Contract with Health Partners.

Motion carried (6-0)

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

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By Inspector Arend

Seconded by Inspector Laliberte

Approval, for the South St. Paul School Board to adjourn the August 23, 2021, meeting at 6:22 PM

Motion carried (6-0)

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

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk  
Board of Education



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

AUGUST 17, 2021

A special meeting of the School Board for Special School District No. 6, South St. Paul, was held in the District Office Conference Room on Tuesday, August 17, 2021. Chair Linda Diaz called the meeting to order at 4:31 PM with six Board members present: Inspectors Arend, Diaz, Felton, Laliberte, Weber and Walker. Inspector Raasch was absent. Superintendent Dave Webb and several district staff members were also present.

By Inspector Weber

Seconded by Inspector Walker

That the South St. Paul School Board approve the August 17, 2021 special meeting agenda.

Motion carried (6-0)

Superintendent Webb reviewed a series of Health and Safety Protocols that were developed as a result of the following policy drafts: COVID-19 Face Covering Policy 808 and COVID-19 Related Quarantines Policy 809.

By Inspector Walker

Seconded by Inspector Arend

For the School Board to add COVID-19 Face Covering Policy 808 to the agenda for consideration of approval.

Motion carried (6-0)

By Inspector Weber

Seconded by Inspector Felton

For the School Board to add COVID-19 Related Quarantines Policy 809 to the agenda for consideration of approval.

Motion carried (6-0)

By Inspector Arend

Seconded by Inspector Laliberte

For the School Board to approve the COVID-19 Face Covering Policy 808.

Motion carried (6-0)

By Inspector Laliberte

Seconded by Inspector Walker

For the School Board to approve the COVID-19 Related Quarantines Policy 809.

Motion carried (6-0)

By Inspector Arend

Seconded by Inspector Weber

That the School Board move to adjourn the August 17, 2021 special meeting at 5:06 PM.

Motion carried (6-0)

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

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk  
School Board



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

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SEPTEMBER 3, 2021

A special meeting of the School Board for Special School District No. 6, South St. Paul, was held in the District Office Conference Room on Friday, September 3, 2021. Chair Linda Diaz called the meeting to order at 4:30 PM with six Board members present: Inspectors Arend, Diaz, Felton, Laliberte, Raasch, and Weber. Inspector Walker was absent. Lisa Brandecker and Superintendent Dave Webb were also present.

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By Inspector Weber

Seconded by Inspector Raasch

That the South St. Paul School Board approve the September 3, 2021 special meeting agenda.

Motion carried (6-0)

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By Inspector Raasch

Seconded by Inspector Felton

For the South St. Paul School Board to approve the Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves report.

Motion carried (6-0)

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Human Resource Director Cathy Miller shared that as a result of the teachers' union not voting in favor of their tentative contract agreement, the School Board will have a closed session during their regular board meeting on Monday, September 13.

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The Community Learning Center is implementing a block schedule on Wednesdays and Thursdays for the 2021-22 school year. Human Resource Director Cathy Miller provided an overview of the Preparation Time Memorandum of Agreement that was created with the teachers union as a result of CLC's block schedule.

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By Inspector Weber

Seconded by Inspector Laliberte

For the School Board to add the Preparation Time Memorandum of Agreement to the agenda for consideration of approval.

Motion carried (6-0)

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By Inspector Raasch

Seconded by Inspector Arend

For the School Board to approve the Preparation Time Memorandum of Agreement with the South St. Paul Teachers' Association.

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

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By Inspector Weber

Seconded by Inspector Raasch

That the School Board move to adjourn the September 3, 2021 special meeting at 4:41 PM.

Motion carried (6-0)

Respectfully Submitted by:

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

Lisa Brandecker, Acting Secretary-Clerk  
School Board



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** September 13, 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:** September 13, 2021

**Place on Agenda:** Reports

**Action Requested:** None

**Attachment:** None

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



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** September 13, 2021

**Place on Agenda:** Consent Items

**Action Requested:** Approval

**Attachment:** Financials – Bills Payable

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

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
196102	-21.78	09/07/2021	ACE HARDWARE & PAINT
197473	19,500.00	08/26/2021	ARTHUR J. GALLAGHER
197474	208.29	08/26/2021	BACHMAN'S
197475	132.03	08/26/2021	BLICK ART MATERIALS
197476	65.00	08/26/2021	CITICARGO & STORAGE
197477	6,404.70	08/26/2021	DISCOVERY EDUCATION
197478	520.61	08/26/2021	EMI AUDIO
197479	38.80	08/26/2021	FLINN SCIENTIFIC, IN
197480	109.00	08/26/2021	GLOBE PRINTING & OFF
197481	57,673.05	08/26/2021	HEALTH PARTNERS
197482	8,975.00	08/26/2021	HILDI INCORPORATED
197483	222.56	08/26/2021	HOME DEPOT CREDIT SE
197484	462.50	08/26/2021	LIND MARKETING
197485	250.00	08/26/2021	MASPA/STATE NEGOTIAT
197486	1,730.00	08/26/2021	MASSP
197487	765.00	08/26/2021	MN SCHOOL BOARDS ASS
197488	1,394.62	08/26/2021	N2Y
197489	336.77	08/26/2021	NETWORK SERVICES COM
197490	226.08	08/26/2021	PITNEY BOWES, INC
197491	69.16	08/26/2021	QUILL CORPORATION
197492	50,000.00	08/26/2021	REGENTS OF THE UNIVE
197493	1,200.00	08/26/2021	REMBRANDT'S SISTER
197493	-1,200.00	09/07/2021	REMBRANDT'S SISTER
197494	18,000.00	08/26/2021	SCHULTZ, DEBRA
197495	110.48	08/26/2021	SHERWIN WILLIAMS CO
197496	8,531.10	08/26/2021	STANDARD INSURANCE C
197497	1,500.00	08/26/2021	STEVIE RAY'S IMPROV
197498	43.60	08/26/2021	TEAM SPORTING GOODS,
197499	70.97	08/26/2021	TRACTOR SUPPLY CREDI
197500	1,750.10	08/26/2021	UCP SEGUIN - MINNESO
197501	3,164.81	08/26/2021	UPPER LAKES FOODS
197502	63.57	08/26/2021	XCEL ENERGY
197503	430.57	08/30/2021	LOCAL #70
197504	1,040.00	08/30/2021	MINNESOTA CHILD SUPP
197505	80.00	08/30/2021	NCPERS GROUP LIFE IN
197506	318.00	08/30/2021	OFFICE AND PROF EMPL
197507	159.65	08/30/2021	RIVERVIEW LAW OFFICE
197508	10.00	08/30/2021	SOUTH ST PAUL OPEN F
197509	151.00	08/30/2021	SOUTH ST PAUL EDUCAT
197510	25.54	09/02/2021	ACE HARDWARE & PAINT
197511	845.99	09/02/2021	ACME TOOLS - PLYMOUT
197512	41.83	09/02/2021	AMAZON CAPITAL SERVI
197513	253.00	09/02/2021	ANGELO'S PIZZA
197514	3,185.00	09/02/2021	APPAREL LAB
197515	98.00	09/02/2021	BACHMAN'S
197516	710.00	09/02/2021	BRIDGEPOINT GLASS
197517	676.48	09/02/2021	BUILDING CONTROLS GR
197518	3,023.01	09/02/2021	CANON FINANCIAL SERV
197519	180.00	09/02/2021	CHENEY, LAURA
197520	3,927.37	09/02/2021	CONVERGINT TECHNOLOG
197521	180.00	09/02/2021	DWELLE, ERICA
197522	347.00	09/02/2021	EGAN
197523	127.00	09/02/2021	EKEREKE, OTORO
197524	2,762.36	09/02/2021	FILTRATION SYSTEMS I
197525	48.68	09/02/2021	FIRST SUPPLY LLC
197526	1,930.19	09/02/2021	GRAPHIC EDGE

<u>CHECK</u>		<u>CHECK</u>	
<u>NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>VENDOR</u>
197527	2,194.00	09/02/2021	GREAT RIVER PRINTING
197528	300.00	09/02/2021	GUTZMAN, DEB
197529	5,750.00	09/02/2021	HAZELDEN BETTY FORD
197530	2,757.12	09/02/2021	HIRSHFIELD'S
197531	813.35	09/02/2021	INTEGRATED FIRE & SA
197532	23,717.00	09/02/2021	INTERMEDIATE DISTRIC
197533	30,474.21	09/02/2021	INTERMEDIATE DISTRIC
197534	53.00	09/02/2021	JOHNSON, THOMAS
197535	69.65	09/02/2021	KELLY, DAWN
197536	12.34	09/02/2021	LAKESHORE LEARNING M
197537	5,921.45	09/02/2021	LINDENMEYR MUNROE
197538	1,154.00	09/02/2021	MASSP
197539	110.00	09/02/2021	MCDERMOTT, MARTY
197540	1,330.00	09/02/2021	MN ASSOC OF SCHOOL A
197541	40.00	09/02/2021	MN ASSOC OF SECRETAR
197542	127.00	09/02/2021	MOORE, JAY
197543	385.00	09/02/2021	NASSP
197544	203.07	09/02/2021	NORCOSTCO, INC
197545	150.00	09/02/2021	PURCHASE POWER
197546	3,195.00	09/02/2021	REAL SEAL LLC
197547	2,146.47	09/02/2021	SAM'S CLUB
197548	200.40	09/02/2021	SCAN AIR FILTER
197549	27.78	09/02/2021	SCHOOL SPECIALTY, LL
197550	4,155.00	09/02/2021	SHINE WINDOW CLEANIN
197551	20.00	09/02/2021	SMITH, MARGARET
197552	202.04	09/02/2021	SPRINT
197553	188.00	09/02/2021	SSP/IGH ROTARY CLUB
197554	1,424.70	09/02/2021	STATE SUPPLY COMPANY
197555	127.00	09/02/2021	TINUCCI, SAMANTHA
197556	475.05	09/02/2021	TWIN CITY HARDWARE C
197557	50,965.20	09/02/2021	TWIN CITY TRANSPORTA
197558	1,104.68	09/02/2021	ULINE
197559	564.59	09/02/2021	WILLIAM H SADLER, IN
197560	51.15	09/02/2021	WILM-KNAPP, ERIKA
197561	38,777.51	09/02/2021	XCEL ENERGY
197562	1,830.33	09/02/2021	ZANER-BLOSER
197563	1,200.00	09/07/2021	REMBRANDT'S SISTER
197564	30.44	09/09/2021	ACE HARDWARE & PAINT
197565	71.83	09/09/2021	AMAZON CAPITAL SERVI
197566	750.00	09/09/2021	BACKUPIFY
197567	71.00	09/09/2021	BARTCZAK, ANDREW
197568	26.40	09/09/2021	BIMBO BAKERIES USA
197569	354.37	09/09/2021	BIX PRODUCE COMPANY
197570	9,857.64	09/09/2021	BLACKBOARD INC
197571	25.00	09/09/2021	BRAITHWAITE, CHARLES
197572	1,801.00	09/09/2021	BUCKEYE CLEANING CEN
197573	441.50	09/09/2021	CAPITAL ONE TRADE CR
197574	92.00	09/09/2021	CARLSON, JEREMY
197575	51.95	09/09/2021	CULLIGAN-MILBERT COM
197576	92.00	09/09/2021	DEISTING, RANDY
197577	80.00	09/09/2021	DEMCO, TIMOTHY
197578	71.00	09/09/2021	DUGAN, SONER
197579	351.06	09/09/2021	EDUCATORS BENEFIT CO
197580	335.14	09/09/2021	FILTRATION SYSTEMS I
197581	152.82	09/09/2021	FIRST SUPPLY LLC
197582	130.32	09/09/2021	FLINN SCIENTIFIC, IN

<u>CHECK NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>CHECK VENDOR</u>
197583	249.69	09/09/2021	GOLDCOM, INC
197584	25.00	09/09/2021	GOOSSENS, DAN
197585	566.22	09/09/2021	GRAINGER, INC
197586	451.70	09/09/2021	GRAPHIC EDGE
197587	30.00	09/09/2021	GRIFFIN, COLM
197588	71.00	09/09/2021	HINRICHS, PETER
197589	713.34	09/09/2021	HOUSE OF PRINT
197590	25.00	09/09/2021	HUNTINGTON, JAMES
197591	97,874.30	09/09/2021	INDEPENDENT SCHOOL D
197592	71,822.04	09/09/2021	INDEPENDENT SCHOOL D
197593	625.00	09/09/2021	INNOVATIVE SURFACES
197594	90.62	09/09/2021	INTERNAL REVENUE SER
197595	3,163.00	09/09/2021	IXL LEARNING
197596	53.00	09/09/2021	JOHNSON, THOMAS
197597	841.10	09/09/2021	KWIK TRIP EXTENDED N
197598	71.00	09/09/2021	LASCH, ANDREW
197599	92.00	09/09/2021	LASHOMB, BRIAN
197600	77.00	09/09/2021	LENZ, KELLY
197601	356.40	09/09/2021	LIGHTNING DISPOSAL,
197602	89.51	09/09/2021	MAC ENTERPRISES, LLC
197603	80.00	09/09/2021	MAUER, BRIAN
197604	124.00	09/09/2021	MCDERMOTT, MARTY
197605	25.00	09/09/2021	MCDOWELL, CYNTHIA
197606	6,755.00	09/09/2021	MERIDIAN CONSULTING
197607	1,664.00	09/09/2021	METRO VOLLEYBALL OFF
197608	1,346.00	09/09/2021	MI TECHNOLOGIES, INC
197609	151.40	09/09/2021	MID CITY INDUSTRIAL
197610	150.00	09/09/2021	MN JR HIGH MATH LEAG
197611	8,176.20	09/09/2021	MN STATE HIGH SCHOOL
197612	600.00	09/09/2021	MN STATE HIGH SCHOOL
197613	71.00	09/09/2021	MOORE, JAY
197614	156.97	09/09/2021	NAPA AUTO PARTS
197615	181.23	09/09/2021	NEO ELECTRIC SOLUTIO
197616	34,336.94	09/09/2021	NETWORK SERVICES COM
197617	52.85	09/09/2021	OFEROSKY, ALICIA
197618	80.00	09/09/2021	PFEIFER, TROY
197619	92.00	09/09/2021	RAYMOND, JOHN
197620	50.70	09/09/2021	RUIZ, RUBY
197621	33.19	09/09/2021	SCHOOL SPECIALTY, LL
197622	180.00	09/09/2021	SEIVERT, MALISSA
197623	49.06	09/09/2021	SHERWIN WILLIAMS CO
197624	77.00	09/09/2021	SMOLEY, CHAD
197625	8,333.34	09/09/2021	SOUTH ST PAUL EDUCAT
197626	21.15	09/09/2021	ST PAUL PIONEER PRES
197627	819.21	09/09/2021	STATE SUPPLY COMPANY
197628	92.00	09/09/2021	STRACK, GEOFFREY
197629	900.00	09/09/2021	STRAUSS SKATE & BICY
197630	424.83	09/09/2021	SYNCB/AMAZON
197631	4,100.62	09/09/2021	TEXTBOOK WAREHOUSE
197632	2,143.26	09/09/2021	TRIMARK
197633	1,295.19	09/09/2021	TRIO SUPPLY CO
197634	75.00	09/09/2021	TWIN CITY TRANSPORTA
197635	7,658.25	09/09/2021	XCEL ENERGY
202100056	24,906.52	08/30/2021	MINNESOTA PAYROLL TA
202100057	149,762.35	08/30/2021	FEDERAL PAYROLL TAXE
202100058	5,310.49	08/30/2021	PERA

CHECK NUMBER	CHECK AMOUNT	CHECK DATE	VENDOR
202100059	38,305.42	08/30/2021	TSA/ACH DEDUCTION
202100060	97,343.35	08/30/2021	TEACHER RETIREMENT A
202100061	12,004.17	08/30/2021	MINNESOTA PAYROLL TA
202100062	73,377.09	08/30/2021	FEDERAL PAYROLL TAXE
202100063	26,234.99	08/30/2021	PERA
202100064	13,371.24	08/30/2021	TSA/ACH DEDUCTION
202100065	19,512.36	08/30/2021	TEACHER RETIREMENT A
202100066	-175.65	08/30/2021	MINNESOTA PAYROLL TA
202100067	-1,223.94	08/30/2021	FEDERAL PAYROLL TAXE
202100068	-208.34	08/30/2021	TSA/ACH DEDUCTION
202100069	-821.80	08/30/2021	TEACHER RETIREMENT A
202100070	172.82	08/30/2021	MINNESOTA PAYROLL TA
202100071	1,207.88	08/30/2021	FEDERAL PAYROLL TAXE
202100072	208.34	08/30/2021	TSA/ACH DEDUCTION
202100073	814.68	08/30/2021	TEACHER RETIREMENT A
202100074	0.00	08/30/2021	MINNESOTA PAYROLL TA
202100075	0.00	08/30/2021	FEDERAL PAYROLL TAXE
202100076	11.79	08/30/2021	MINNESOTA PAYROLL TA
202100077	95.61	08/30/2021	FEDERAL PAYROLL TAXE
202100078	84.00	08/30/2021	PERA
212200026	99.77	08/26/2021	BECKER, CARISSA
212200027	445.46	08/26/2021	FREDERICK, CLAIRE
212200028	85.80	08/26/2021	HACKERSON, AMANDA
212200029	64.98	08/26/2021	NYGAARD, LINDA
212200030	12.87	08/26/2021	ROESKE, ERIN
212200031	21.95	08/26/2021	TETRICK, KELLY

1,118,454.76 Totals for checks

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL	611,235.23	90.62	230,763.91	842,089.76
02	FOOD SERVICE	6,187.85	0.00	8,914.86	15,102.71
04	COMMUNITY EDUCATION	185,714.42	0.00	9,035.16	194,749.58
05	CAPITAL	0.00	0.00	64,759.84	64,759.84
50	ACTIVITY ACCOUNT	1,752.87	0.00	0.00	1,752.87
***	Fund Summary Totals ***	804,890.37	90.62	313,473.77	1,118,454.76

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

**CHECKRUNS**

<b><u>FUND</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>August 20, 2021 - September 9, 2021</u></b>
1	GENERAL	\$842,089.76
2	FOOD SERVICE	\$15,102.71
4	COMMUNITY EDUCATION	\$194,749.58
5	CAPITAL	\$64,759.84
6	CONSTRUCTION	\$0.00
7	DEBT SERVICE	\$0.00
47	OPEB	\$0.00
50	ACTIVITY ACCOUNTS	\$1,752.87
	TOTAL	<b><u>\$1,118,454.76</u></b>

Check 197473 - 197635

Employee ACH 212200026-2122000031

Wire Payments 202100056 - 202100078

**PAYROLL**

**8/30/21**

Payroll Direct Deposit	900068580 - 900069050	\$642,960.10
Checks	236597	





## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** September 13, 2021

**Place on Agenda:** Consent Items

**Action Requested:** Approval

**Attachment:** Staffing

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

**VII.A.1 Staff Appointments, Resignations, Retirements, Terminations and Leaves (Cathy Miller)**

9-13-21

**Certified**

A. Appointments/Reassignments

- Ricardo Rivera – .6 FTE Tech Ed Teacher, Middle School, .2 FTE Tech Ed Teacher, High School, and .2 FTE Spanish Teacher (Temporary), High School, BA15, Step 6, effective September 13, 2021. (pending MDE license)**

2021-22 Virtual Teachers – SSP Education Center (\$31.50 per hour)

Jessica Kohanek  
 Christopher Marquis  
 Melissa Miller  
 Luke Olson  
 Benjamin Peake

2021 Summer Curriculum Writing (\$29.00 per hour)

District (Up to 4 hours)	Middle School
Steven Forsythe	<u>Up to 48 hours</u> (increase from 40 hours)
Rebecca Spreigl	Andy Doram
High School	<u>Up to 39 hours</u> (increase from 27 hours)
<u>Up to 36 hours</u> (increase from 31 hours)	Jody Sielski
Joe Burk	
	<u>Up to 33 hours</u> (increase from 21 hours)
<u>Up to 13 hours</u> (increase from 9 hours)	Garbriel Thompson
Lisa Kaufman	
	<u>Up to 27 hours</u> (increase from 15 hours)
	Jon Gustafson

**2021-22 ECA**

**THEATRE – FALL**

Costumer	Ebert, Lori*	\$1,206
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**SAFETY PATROL**

Safety Patrol – Lincoln (50%)	Flandrich, Amanda	\$1,582 @ 50% = \$791
Safety Patrol – Lincoln (50%)	Griffith, Patrick	\$1,582 @ 50% = \$791

**YEARBOOK**

Junior High Memory Book	Sielski, Jody	\$1,120
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\*indicates a non-district employee  
 \*\* indicates a returning non-district employee

B. Resignations/Retirements/Leaves/Reductions/Other

- Heather Mortel – Leave of absence, 1.0 FTE MTSS Specialist/School Psychologist, High School, effective August 30, 2021, through approximately November 30, 2021.

**Classified**

A. Appointments/Reassignments

1. Shauna Bock – Assistant Director of Special Services and Learning, District Office, effective September 20, 2021.
2. Bridget Contreras – Student/Security Monitor, Secondary Building, \$18.05 per hour, 30 hours per week, effective September 8, 2021. (revised effective date)
3. **Dina Hana – Nutrition Services Assistant, Secondary Building, \$16.55 per hour, 20 hours per week, effective September 15, 2021. (pending criminal background check)**
4. Desmond Radunz – Student/Security Monitor, Secondary Building, \$18.05 per hour, 30 hours per week, effective September 8, 2021. (revised effective date)
5. Haregewoin Wolderufael – Nutrition Assistant, Secondary Building, \$16.55 per hour, 20 hours per week, effective September 13, 2021. (revised effective date)

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

Zelda Prentice – Nutrition Assistant, Secondary Building, increase from 17.5 hours to 20 hours per week

B. Resignations/Retirements/Leaves/Reductions/Other

1. Charmaine Coleman – Leave of absence, Nutrition Services Assistant, Secondary Building, effective approximately November 3, 2021, through November 21, 2021.
2. Jesse Linn – Resignation, Part-Time Cleaner, Lincoln Center, effective June 10, 2021.
3. Cathy Miller – Leave of absence, Director of Human Resources, District Office, effective September 29, 2021, through approximately October 15, 2021.
4. Tamara Meyer – Resignation, Part-Time Cleaner, Lincoln Center, effective August 23, 2021.



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** September 13, 2021

**Place on Agenda:** Regular Agenda - Policy

**Action Requested:** Approval

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

<b>Topic:</b> Policy Review
<b>Presenter(s):</b> Superintendent Dave Webb
<b>Background:</b>  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 board policy committee reviewed policies 534 and 214.1 on August 4 with recommendations being brought before the full School Board on August 9 and 23.
<b>Recommendation:</b>  Approve recommended changes to policy 534 and the abolishment of policy 214.1.
<b>Alternatives:</b>  Remove a policy or policies from the agenda for continued review.



*Adopted: September 13, 2010*

*Revised: June 26, 2017; September 13, 2021*

## 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.

### 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 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 district encourages the involvement of students, families, staff, teachers, nutrition service professionals, school health professionals, school board, school administrators, and the public in the development implementation, annual monitoring, periodic review and revising of the Wellness Policy through the district Wellness committee that meets regularly.
- D. Teachers, staff, and nutrition service personnel through participation in worksite wellness opportunities, and role modeling of healthy behaviors support nutrition education and wellness promotion. 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 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 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.

- G. Qualified Child Nutrition 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.
- 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**

- 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
    - c) 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, 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. 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. 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 childcare programs shall encourage daily physical activities.
10. 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 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 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**

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. Nutrition service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines
7. The 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.
8. The district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The 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 district will make every effort to offer recess before lunch at elementary schools to increase student nutrient intake and reduce food waste.
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 Nutrition Service Program/Personnel**

1. The district shall designate a Nutrition Services Director to be responsible for the 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.
2. 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.

C. Competitive Foods and Beverages

1. The district will require that all foods and beverages made available on campus during the regular school day 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.
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.

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 district will 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. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the USDA Smart Snacks nutrition standards.

## VI. 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 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 implementation and compliance of the wellness policy. The Wellness Committee will ensure compliance with the policy and measure progress towards district goals.
- 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.
- G. The committee 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.
- 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.

**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](http://www.education.state.mn.us)  
Minnesota Department of Health, [www.health.state.mn.us](http://www.health.state.mn.us)  
County Health Departments  
Action for Healthy Kids Minnesota, [www.actionforhealthykids.org](http://www.actionforhealthykids.org)  
United States Department of Agriculture, [www.fns.usda.gov](http://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 9/13/21*

## **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, September 13, 2021

**Place on Agenda:** Regular Agenda

**Action Requested:** Approval

**Attachment:** **Employment of School Board Member as a Substitute**

<b>Topic:</b> Employment of School Board member as a Substitute
<b>Presenter(s):</b> Cathy Miller, Human Resource Director
<b>Background:</b>  According to MN Statute 123B.195, School Board members may be employed by the school district as an employee as long as the amount earned does not exceed \$8,000 in a fiscal year. Additionally, employment must receive majority approval at a meeting in which all board members are present. The Board Member has been a substitute in the past and would like to continue as a substitute for the 2021-22 school year. Majority approval by the School Board is necessary.
<b>Recommendation:</b>  Approve Board Member as a classified substitute for the district.
<b>Alternatives:</b>  Not approve Board Member as a classified substitute for the district.

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

**RESOLUTION APPROVING EMPLOYMENT OF THE BOARD MEMBER AS A SUBSTITUTE IN A CLASSIFIED POSITION IN THE SCHOOL DISTRICT**

WHEREAS, Minnesota Statutes sections 123B.195 and 471.88, subdivision 5, grant the School District the authority to hire board members for employment;

WHEREAS, Wendy Felton, board member of the South St. Paul Board of Education, is duly qualified for employment as a substitute in a classified position; and

WHEREAS, the School District wishes to employ Ms. Felton as a substitute in a classified position.

NOW THEREFORE BE IT RESOLVED by the South St. Paul Board of Education as follows:

1. The Board hereby approves Ms. Felton for employment as a substitute in a classified position in the School District. In accordance with Minnesota Statutes section 123B.195, Ms. Felton's compensation as a result of this employment relationship with the School District must not exceed \$8,000 per fiscal year.
2. Ms. Felton will be paid no more than the 2021-22 rate of pay listed below for the designated classified substitute assignment:
  - Nutrition Services substitute - \$15.00/hour
  - Student Supervision substitute - \$15.00/hour
  - Clerical substitute - \$16.00/hour

These are the same rates paid to all substitute in classified positions in the School District and is as low as the price of obtaining substitute services from someone other than Ms. Felton.

The motion for the adoption of this Resolution was made at the South St. Paul School Board Meeting on September 13, 2021, by \_\_\_\_\_, duly seconded by \_\_\_\_\_, and upon a vote being taken thereon, the following voted in favor of the Resolution:

And the following voted against the Resolution:

Whereupon this Resolution was declared duly passed and adopted