



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

Monday, October 25, 2021 5:00 PM

Location: CITY HALL

125 THIRD AVENUE NORTH

South St Paul, Minnesota 55075

Agenda

I.	5:00 - 5:05 PM FIELD TRIPS (D. Webb)	
A.	2023 IB History Trip to Europe	2
II.	5:05 - 5:10 PM MISCELLANEOUS WAGES (D. Webb)	
A.	Building Administrator Substitutes	9
III.	5:10 - 5:20 PM ENROLLMENT (D. Webb)	
A.	Enrollment Update	10
IV.	5:20 - 5:35 PM DISTRICT COMMUNICATIONS	
A.	Communications Update	12
V.	5:35 PM - SCHOOL BOARD (Board Members)	
A.	Committee Updates	14
	<ul style="list-style-type: none">• District 917• AMSD• Community Education• Educational Foundation• Equity Alliance• Finance, Facilities and Long-Range Planning• Policy• Public Relations/Community Engagement• SSP Open Foundation• Superintendent Executive	
B.		
C.	2-Year Board Agenda	15
D.	Other Items Deemed Necessary by the School Board	



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: October 25, 2021

Place on Agenda: Committee-of-the-Whole

Action Requested: None. Information only.

Attachment: IB History Field Trip Details

Topic: IB History Field Trip to Europe
Presenter(s): Lisa Brandecker
Background: <p>On Monday evening, Conrad Anderson will provide board members with an overview of a possible IB History Trip for Spring of 2023. We plan to highlight timelines and details of this proposed trip, but we will wait until February, to seek preliminary approval from the school board. During the pandemic, we have found that making decisions closer to the actual required deadline, helps to provide us with the most recent information for best decision-making. We do want board members to be aware that the leaders for the IB History Trip will begin communicating with travel company and families on initial organizational plans and details. Attached, you will find an overview note from Conrad Anderson, along with Travel Protocols and Travel Insurance guidelines from Worldstrides.</p>
Recommendation: None. Information Only.
Alternatives: N/A

To: Superintendent Dr. Dave Webb, Board Members, and Principal Chuck Ochocki
From: Conrad Anderson
Re: Discussion of possible 2023 History Trip to Europe

October 18, 2021

There have been several students and parents that have been inquiring about our next IB History trip to Europe. Typically, we would have gone in March of 2022, but due to Covid we decided last year not to begin the planning process. However, if we plan to continue offering this trip to families, planning for March 2023 would need to begin in November of this year (2021). Success of this trip is dependent on 18 months of planning.

Typically, we would request officially preliminary approval from the School Board at this point in time. However, we believe it is prudent to have an open discussion about offering this trip before we take official steps.

Our plan would be to travel to France and Spain in March 2023 (spring break, + a couple of days before spring break). We would once again be traveling with Worldstrides, a company that we have built a solid relationship with and have used for all of our trips since 2006.

Although we are not asking for “official” approval at this time, we are requesting that we can begin the process of having informational meetings and registering students for the trip so that we can see if we have the interest necessary to run the trip (minimum of 20 students) as well as to spread out the payments for the trip for the families.

We are asking if we can follow the following timeline / process for this trip:

- **November 2021:** Informational meetings and student registration for the trip with Worldstrides.
- **February 2022:** Request officially preliminary approval from the School Board. If the School Board opts to not approve the trip, as long as we communicate this decision to Worldstrides before March 1, 2022, families that register and made payments can get all of their money refunded to them. If the School Board approves, we would then be locked into the trip, and families would continue to pay the balance of their trip expenses.
- **February 2023:** Request final approval from the School Board.

Here is some other additional information about the trip:

1. Countries like France do require a Covid Vaccine to enter the country. Assuming that this does not change, all students will have to be vaccinated in order to go on this trip.
2. I have attached information from Worldstrides regarding their current Covid protocols as well as statistics that they have compiled from the thousands of students that traveled with their programs last summer.
3. Students that register for this trip will be required to purchase the “Ultimate Protection Plan” travel insurance. For past trips, this has only been optional, but for many reasons, it makes sense to require it for this trip. This plan would allow students to be able to cancel for any reason after March 1, 2022 (up to 2 days before we leave in March 2023) and get reimbursed a large portion of their fees. I have attached information about this travel insurance.

I plan on attending the October 25th Committee of the Whole meeting to answer any of your questions and address any of your concerns.

Sincerely,

Conrad Anderson
IB History Teacher / IB DP Coordinator
Work: 651.457.9408 ext. 1374
Cell: 651.747.6987
canderson@sspps.org

A Partner You Can Rely On

In 2021 alone, we supported tens of thousands of travelers around the world. For more than 50 years, WorldStrides has been the trusted educational travel partner of more than 9 million travelers, and our industry-leading commitment to health and safety speaks for itself. Expecting the unexpected is where we excel.

Tackling the new normal

Traveling today looks different than it did a few years ago, and that's why working with a trusted organization is more important than ever. Our team is relentlessly committed to providing fun, educational experiences that never sacrifice peace of mind. All aspects of every program are reviewed, from the initial planning stages to the on-tour experience, and the health and safety of our participants is our top priority every step of the way.

Evolving Standards

Our team is continually evaluating and updating our protocols based on current CDC guidance and the recommendations of our Doctors on Call Team from The George Washington University Department of Emergency Medicine. Led by Dr. Neal Sikka, who also serves as WorldStrides' Medical Director, our Doctors on Call Team is an interdisciplinary group with access to experts from public health, infectious disease, and laboratory services (testing).



Check out additional traveler photos and testimonials here:
worldstrides.com/travel-gallery

A Proven Track Record

60,336

Number of 2021 travelers
from July 31 to September 27

0.03%

Percentage of travelers
with confirmed positive
cases on program

0.11%

Percentage of travelers
testing positive during
pre-travel screening

"I was comforted to know that WorldStrides kept on top of all COVID protocols... When our school leader sent group photos, I could tell they were on a trip of a lifetime."

-Claudia, Parent, June 2021

"The trip was highly anticipated... They [the students] had missed out on so much already! This trip was everything! One that will never be forgotten."

-Kelly, Parent, June 2021

We're with you every step of the way

Pre-Tour

All participants are required to provide proof of a negative COVID-19 test in order to travel. If their test is positive, we work with them on options for future travel. A Safety Briefing is conducted for all participants to share travel tips and best practices for staying healthy, and our Top Travel Safety Tips help students learn about safety in a series of short, fun videos.

On-Tour

In addition to supplying basics like masks and hand sanitizer, we've refined every piece of the itinerary from hotel selection and meals to motorcoach protocols and flexible rooming options. If a student experiences symptoms, we safely separate them from the rest of the group and arrange testing. If the test result is positive, we're there every step of the way.

Post-Tour

Our team goes above and beyond by offering support for any group with participants who become ill during the 14 days after returning home. In the event a participant tests positive, our team supports teachers in contact tracing and notifications as needed.

WorldClass Flexibility

Change your tour dates or destination, no questions asked. Up to 60 days prior to departure.

- No change fees, just the difference (if applicable) in the price of the new trip.
- Travelers may transfer their spot to new participants up until 110 days before the new departure date.
- Additional Terms & Conditions apply.

Special COVID-19 Flexibility for Groups and Individuals

If closures, government regulations, or travel restrictions due to COVID-19 prevent the delivery of your tour, the group's Program Leader can postpone or move the tour with no fees associated. Anyone who has to cancel may transfer their spot to a new participant up until 110 days before the new departure date or will pay only a modest cancellation fee of \$399 for international tours, \$289 for domestic air tours, or \$149 for domestic bus tours.

Learn more at worldstrides.com/travel-with-confidence

"I had one of the greatest times of my life. I learned a lot and had a fun time with my friends. I would highly recommend taking the opportunity to participate in this trip experience if you have the chance."

-Nicholas, Student, Traveled May 2021



WorldStrides TRAVEL PROTECTION PLAN BENEFITS

The following benefits apply to both of WorldStrides comprehensive Travel Protection Plans:

TRIP CANCELLATION/INTERRUPTION

If you have to cancel or interrupt your WorldStrides trip prior to departure, or cancel due to an interruption during your WorldStrides trip for a covered injury, sickness, or death (your own or that of a traveling companion or a family member) or for other covered reasons such as: cancellation of arrangements by an airline due to strike or bad weather; a documented theft of passports or visas; or a terrorist incident which occurs in a city which is listed on the itinerary of your trip and within 30 days prior to your scheduled departure date for your trip, as defined, you will be reimbursed up to the trip cost for the unused, non-refundable land or water arrangements and the additional transport charges paid to return home or to rejoin your trip (limited to economy one-way airfare, or first class if your original tickets were first class).

TRAVEL DELAY

Reimburses up to \$150 per day (maximum of \$750) for reasonable accommodation and traveling expenses until travel becomes possible if you are delayed for 12 hours or more due to a covered reason such as a common carrier delay; injury, sickness, or death of you or your traveling companion; quarantine; loss of passport, travel documents, or money; or natural disaster.

MEDICAL EXPENSE/EMERGENCY ASSISTANCE

Provides reimbursement up to \$57,500 for reasonable and customary medical expenses incurred while on your trip; emergency dental treatment received during your trip, up to \$750; the costs for emergency transport to home or an appropriate hospital, including escort expense (both, if deemed necessary by the attending physician), for a covered injury or sickness which occurs while on your trip; or the cost of homeward carriage if deceased, up to \$100,000.

BAGGAGE & PERSONAL EFFECTS

Coverage up to \$3,000 for direct physical loss or damage to your baggage, passports, or visas while on your trip. A \$600 maximum limit applies to jewelry, gems, watches, cameras and camera equipment, and furs; a \$1,500 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, we will reimburse you up to \$300 for the purchase of necessary additional clothing and personal articles.

ACCIDENTAL DEATH & DISMEMBERMENT

Benefit of \$35,000 paid if loss occurs within 180 days of a covered Injury that occurs while on your WorldStrides Trip.

CONDITIONS & LIMITATIONS

Certain exclusions and limitations apply and are detailed in the "Description of Coverage" brochure. For example, coverage does not apply to: any sickness or condition of you, a Traveling Companion or Family Member traveling with you that existed during the 60 days prior to the effective date of the coverages (this

worldstrides.com



exclusion is waived if your premium is received at or before final payment for your Trip), suicide, normal pregnancy, war or any act of war. Unforeseen events, as defined, includes the following events or their consequences: Cancellation or Interruption of your Trip due to: Inclement Weather or unannounced Strike that causes complete cessation of services of Your Common Carrier for at least 12 consecutive hours, a documented traffic accident while en route to departure; being hijacked or quarantined; jury duty; destruction of your home or destination by fire, flood, burglary or natural disaster within 10 days of departure; being called to the emergency service of government to provide aid or relief in the event of a natural disaster; a documented theft of passports or visas; a transfer of employment; involuntary job termination (must be employed with same employer for 1 year); a politically motivated Terrorist Attack occurs within the territorial limits of the City listed on Your itinerary (within 30 days of Your departure). The Terrorist Attack must occur after the Effective Date of Your Trip Cancellation coverage; or revocation of military leave.

A “Description of Coverage” which provides complete details of the plan, including conditions, exclusions, and limitations, is available to you on our website terms and conditions or is available to you at any time by request.

For the Description of Coverage online, you can view the policy details at <http://www.tripmate.com/wpuf380h>.

Note: The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit/payment for your trip. This plan may not be purchased after you have made final payment for your trip.

What's the difference between the Travel Protection Plan and the Ultimate Travel Protection Plan?

Along with providing you the same benefits as our standard Travel Protection Plan (including cancellation for a covered reason, trip delay and interruption, enhanced medical, and more), the Ultimate Travel Protection Plan Plus also includes a Cancel For Any Reason benefit.

If you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided payment for this plan is received by WorldStrides within 14 days of your initial deposit/payment of your trip and the participant cancels 48 hours (2 days) or more before your scheduled trip departure date.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, October 25, 2021

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

Action Requested: Approval

Attachment:

Topic: 2021-22 Miscellaneous Wages
Presenter(s): Cathy Miller, Human Resource Director
Background: <p>Annually, miscellaneous wages for various tasks or assignments are recommended to the School Board approval. The assignments included are game workers, officials, community education, substitute rates and other miscellaneous rates. The School Board approved some rates on June 14, 2021 and the remainder of the rates on August 9, 2021.</p> <p>Administration is requesting approval for a building administrator substitute rate of \$150 per day for internal teaching staff, with a current principal license, to include on 2021-22 Miscellaneous Wages.</p>
Recommendation: <p>Approval of the 2021-22 internal administrator substitute rate.</p>
Alternatives: <p>Do not approve the 2021-22 internal administrator substitute rate and direct administration with next steps.</p>



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: October 25, 2021

Place on Agenda: Committee-of-the-Whole

Action Requested: None. Information only.

Attachment: Enrollment Report

Topic: Enrollment Update	
Presenter(s): Dave Webb	
Background:	
<p>On Monday evening, we will take time with board members to review the most recent South St. Paul student enrollment data for October. Our commitment is to share this high-level enrollment summary, every month, with SSP board members. October is always an important month for enrollment data reporting with the state for funding purposes.</p> <p>We have been working behind the scenes to gather a more complete picture from families of why they may choose to withdraw from our schools. We want to truly hear their story, and ask a few follow-up questions, to discover any area that we could improve upon as a district.</p> <p>The following data points are helpful as a reference, when reading through the attached enrollment report:</p>	
2021-22 Projected Enrollment	2,975
October 19, 2021 Enrollment	2,951
October 1, 2021 Enrollment	2,969
October 1, 2020 Enrollment	3,066
Recommendation:	
None. Information Only.	
Alternatives:	
N/A	



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Place on Agenda: Committee-of-the-Whole

Action Requested: None. Information only.

Attachment: Communications Update

Topic: Communications Update
Presenter(s): Lisa Brandecker
Background: District communications is an important piece of keeping our students, staff, families and community engaged and involved in all that aspects of SSPPS. On Monday evening, the School Board will have the opportunity to hear about a few of the key tools the communication team utilizes to inform the SSPPS learning community.
Recommendation: None. Information Only.
Alternatives: N/A

Social Media

The communications team manages four social media sites (Facebook, Twitter, Instagram, and YouTube) to provide our students, staff, families and SSP community with highlights of all the great things happening inside/outside of our buildings as well as other important information.



Follow [SSPPS on Facebook](#)



Follow [SSPPS on Instagram](#)



Follow [SSPPS on Twitter](#)



Follow [SSPPS on YouTube](#)

Website

The communications and technology teams are currently engaging with several vendors for a website redesign with the hopes of launching a new website in the summer of 2022.

- [Back to School Website](#)
 - [Health and Safety Protocols](#)
 - [Central Square](#)
 - [Enrollment Center](#)
 - Welcome folder
 - [Rolling video](#)
-

Other Communication Tools

- The [SSPPS Fact Sheet](#) provides a quick snapshot of our district.
 - mission/vision/core values
 - IB and other program/support offerings
 - district demographics
 - student enrollment
- The **Annual Report** is a more in-depth look at SSPPS. This document is currently in draft form with the hopes of a January 2022 release.
- The [SixTimes](#) is the District's quarterly (fall, winter, spring and summer) newsletter that is mailed to all homes and businesses in South St. Paul.
- The communication's team partners with program directors and principals to design and publish their **Program Brochures and Handbooks**.
 - [Central Square](#) – mailed to all homes/businesses in SSP
 - [Early Childhood Family Education \(ECFE\)](#)
 - [Handbooks](#)
- [Peachjar](#) is a digital flyer management system to send school-approved e-flyers directly to the inbox of our families as well as post on our [website](#) for future reference.
- **BlackBoard Connect** is the District's mass notification system to send emails, text messages and voice messages to staff and families.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: October 25, 2021

Place on Agenda: Committee-of-the-Whole

Action Requested: None. Discussion Only.

Attachment: None

Topic: Committee Updates
Presenter(s): School Board Members
Background: School Board members will provide an update for the following committees that they serve on: <ul style="list-style-type: none">• District 917• Association for Metropolitan School Districts (AMSD)• Community Education• SSP Educational Foundation• Equity Alliance MN• Finance, Facilities and Long-Range Planning• SSP Open Foundation• District Policy• District Community Engagement and Public Relations• District Superintendent/Executive
Recommendation: N/A
Alternatives: N/A



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: October 25, 2021

Place on Agenda: Committee-of-the-Whole

Action Requested: None. Discussion only.

Attachment: [2-year Board Agenda](#)

Topic: 2-Year Board Agenda
Presenter(s): School Board Members
<p>Background:</p> <p>On Monday evening, the school board will continue their discussion of the 2-Year Board Agenda. The goal of these planning conversations is to allow board members time to engage in discussion and reach consensus on strategic direction for the school district, in the key areas of governance. Board collaboration to build a solid 2-Year Board Agenda ensures greater follow-through and commitment to the work deemed most important, for the district. In governance, the board focuses on three main priorities setting district policy, maintaining oversight of high-level budget priorities, and fully engaging with the community to build relationships. This year, governance also includes succession planning and preparing for the position of superintendent.</p>
<p>Recommendation:</p> <p>None. Discussion only.</p>
<p>Alternatives:</p> <p>N/A</p>