



South St. Paul School Board Meeting  
Monday, January 24, 2022 6:00 PM  
Location: CITY HALL  
125 THIRD AVENUE NORTH  
South St Paul, Minnesota 55075

## Agenda

I.	<b>ROLL CALL and PLEDGE OF ALLEGIANCE</b>	
II.	<b>APPROVAL OF MEETING AGENDA/MINUTES</b>	
	A. School Board Meeting Agenda, January 24, 2022	
	B. Committee-of-the-Whole Meeting Minutes, January 10, 2022	3
	C. School Board Meeting Minutes, January 10, 2022	4
III.	<b>QUALITY-IN-ACTION and REPORTS</b>	
	A. <b>Quality-in-Action:</b> Ben Kusch, Lead Designer for the TriDistrict Career and College Readiness (CCR) program, will provide a brief overview of the Center for Advanced Professional Studies (CAPS) programming. Students in our programs will then share their experiences from the fall, and what they are looking forward to in the spring semester. (C. Schmidt, C. Ochocki and B. Kusch)	
	B. <b>Report:</b> High School Principal Chuck Ochocki will provide an update on the Packer Plus: "What I need" Wednesday Pilot Program. (C. Ochocki)	7
	C. <b>Report:</b> Chair Linda Diaz will provide an update on the Superintendent Search Process. (L. Diaz)	8
	D. <b>Report:</b> Chair Linda Diaz will highlight the Public Listening Session submissions. (L. Diaz)	9
	E. <b>Report:</b> Superintendent Webb will provide highlights from around the District. (D. Webb)	10
IV.	<b>CONSENT ITEMS</b>	
	A. Financial Claims: Bills Payable	11

- B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves (D. Webb) 17

V. **POLICY REVIEW**

VI. **BUSINESS ITEMS**

- A. Approval, for the South St. Paul School Board to approve the budget revisions. (B. Hoffman) 20

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. **ADJOURNMENT**

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

**January 10, 2022**

Chair Linda Diaz called the January 10, 2021, committee-of-the-whole meeting to order at 5:00 PM with seven Board members present: Inspector Arend, Diaz, Felton, Laliberte, Raasch, Walker and Weber. Others present included Superintendent Dave Webb and several staff.

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**School Board Reorganization**

Per statute, the School Board reviewed and discussed the various components of their organization meeting that will go before them for approval at their regular meeting this evening. The board also discussed and agreed to their officers for the 2022 calendar year.

**Jefferson Purchase Agreement Amendment**

In November, the School Board approved a purchase agreement to sell the Jefferson property to the City of South St. Paul. Finance Director Brady Hoffman reviewed some additional clean-up items related to the title of the site, that need School Board approval this evening.

**COVID-19 Vaccination, Testing, Quarantine and Face Covering Policy**

Human Resource Director Nikie Tuescher reviewed a policy recommendation that incorporates face covering, COVID related quarantines and the compliance for OSHA's Emergency Temporary Standards (ETS). Pending the Supreme Court case, the ETS section of the policy is nullified if not legally required. Board members also discussed continuing to follow the Minnesota Department of Health's (MDH) guidance for quarantines, as they have for the last two years, which is currently 10-days. The MDH is revisiting their guidance on Wednesday and may move to a 5-day quarantine to align with the Center for Disease Control (CDC).

**New Secondary Course Proposal for 2022-23**

Learning Director Chad Schmidt and High School Principal Chuck Ochocki brought forth a new secondary course proposal, Computer Science and Information Technologies. This proposed course offering would fall within the TriDistrict Center for Advanced Professional Studies (CAPS) programming which allows students to be immersed in a real professional environment with area businesses.

**Committee Updates**

With the recent winter break, there were no updates to report.

The committee-of-the-whole meeting adjourned at 5:51 PM.

Respectfully submitted by:

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



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

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JANUARY 10, 2022

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, January 10, 2022. Chair Linda Diaz called the meeting to order at 6:00 PM with seven Board members present: Inspectors Arend, Diaz, Felton, Laliberte, Raasch Walker and Weber. Superintendent Dave Webb and several staff members were also present.

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### MINUTES

By Inspector Weber

Seconded by Inspector Raasch

That the South St. Paul School Board approves the January 10, 2022, School Board meeting agenda and minutes for the following meetings:

- A. School Board Meeting Agenda, January 10, 2022
- B. Committee-of-the-Whole Meeting Minutes, December 13, 2021
- C. Regular Meeting Minutes, December 13, 2021

Motion carried (7-0)

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### ANNUAL SELECTION OF OFFICERS

Inspector Raasch nominates Linda Diaz as Board Chair for one-year commencing the first business meeting of January, 2022, to the first business meeting in January, 2023.

Motion carried by acclamation

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Inspector Weber nominates John Raasch as Vice Chair for one-year commencing the first business meeting of January, 2022, to the first business meeting in January, 2023.

Motion carried by acclamation

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Inspector Felton nominates Nikki Laliberte as Secretary-Clerk for one-year commencing the first business meeting of January, 2022, to the first business meeting in January, 2023.

Motion carried by acclamation

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Chair Diaz nominates Chris Walker as Treasurer for one-year commencing the first business meeting of January, 2022, to the first business meeting in January, 2023.

Motion carried by acclamation

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### REPORTS

*Public Listening Session Report* – There were no listening session submissions to report.

*Superintendent Report* – Superintendent Webb provided highlights from around the district.

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## **CONSENT ITEMS**

By Inspector Laliberte

Seconded by Inspector Raasch

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

Motion carried (7-0)

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## **POLICY**

By Inspector Laliberte

Seconded by Inspector Felton

Approval, for the South St. Paul School Board to rescind the COVID-19 Face Cover Policy 808 and the COVID-19 Related Quarantine Policy 809 and approve the new COVID-19 Vaccination, Testing, Quarantine and Face Covering Policy 808.

Motion carried (7-0)

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## **BUSINESS ITEMS**

By Inspector Weber

Seconded by Inspector Walker

Approval, for the South St. Paul School Board to approve SSP Secondary's new course proposals for the 2022-23 school year.

Motion carried (7-0)

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By Inspector Raasch

Seconded by Inspector Walker

Approval, for the South St. Paul School Board to approve the Termination of Terms and Conditions Agreement related to the Jefferson property sale.

Motion carried (7-0)

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By Inspector Raasch

Seconded by Inspector Weber

Approval, for the South St. Paul School Board to approve the Termination of License Agreement related to the Jefferson property sale.

Motion carried (7-0)

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By Inspector Felton

Seconded by Inspector Laliberte

Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Resolution.

Motion carried 7 yeas – Walker, Raasch, Weber, Laliberte, Arend, Felton and Diaz  
0 nays

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By Inspector Laliberte

Seconded by Inspector Weber

Approval, for the South St. Paul School Board to approve the Resolution Relating to the Delegation of Clerk and Treasurer Duties to the Finance Director for Day-to-Day Business.

Motion carried 7 yeas – Arend, Felton, Walker, Raasch, Weber, Laliberte and Diaz  
0 nays

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## **INFORMATIONAL ITEMS**

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

**ADJOURN**

By Inspector Raasch

Seconded by Inspector Walker

Approval, for the South St. Paul School Board to adjourn the January 10, 2022, meeting at 6:37 PM.

Motion carried (7-0)

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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

### School Board Agenda Item

**Meeting Date:** January 24, 2022

**Place on Agenda:** Committee-of-the-Whole and Regular Meeting Report

**Action Requested:** None

**Attachment:** None.

<b>Topic:</b> Packer Plus: "What I Need" Wednesday Program Pilot Update
<b>Presenter(s):</b> Chair
<b>Background:</b>  On Monday evening, High School Principal Chuck Ochocki will be in attendance to share updates with the board on the Packer Plus: "What I Need" Wednesday program pilot. Principal Ochocki will provide an overview of the program, provide data updates on the results of our students for trimester 1 and will share changes, based on stakeholder feedback, that were made in the program for trimester 2.
<b>Recommendation:</b>  N/A
<b>Alternatives:</b>  N/A



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** January 24, 2022

**Place on Agenda:** Regular Meeting Reports

**Action Requested:** None

**Attachment:** None

<b>Topic:</b> Superintendent Search Update
<b>Presenter(s):</b> Board Chair
<b>Background:</b> Board Chair Linda Diaz will provide an update on the Superintendent Search process. Additional details can be found on the <a href="#">district's website</a> .



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** January 24, 2022

**Place on Agenda:** Committee-of-the-Whole and Regular Meeting Reports

**Action Requested:** None

**Attachment:** None

**Topic:** School Board Listening Session Report

**Presenter(s):** Board Chair

**Background:**

At the committee-of-the-whole and regular business meetings, the Board Chair will provide an overview of the listening session submissions.

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:** January 24, 2022

**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:** January 24, 2022

**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
198295	-199.43	01/13/2022	GENERAL PARTS INC
198648	-325.83	01/18/2022	GURSTEL LAW FIRM PC
198773	31.58	01/13/2022	ACE HARDWARE & PAINT
198774	1,118.99	01/13/2022	ALLSTREAM
198775	57.37	01/13/2022	AMAZON CAPITAL SERVI
198776	101.00	01/13/2022	ANDERSON, CHRIS
198777	750.00	01/13/2022	BACKUPIFY
198778	30,089.25	01/13/2022	BEAUDRY OIL & PROPAN
198779	64.00	01/13/2022	BOWMAN, BRADLEY
198780	390.00	01/13/2022	BROADWAY LICENSING
198781	154.00	01/13/2022	CANEFF, CURT
198782	171.00	01/13/2022	CAPOCASA, JOSEPH
198783	3,632.98	01/13/2022	CAPSTONE /COUGHLAN C
198784	118.00	01/13/2022	CATTRYSSE, JAMES
198785	16,793.34	01/13/2022	CITY OF SOUTH ST PAU
198786	13.97	01/13/2022	CLASSEN, GLORIA
198787	171.00	01/13/2022	COLYER, KERRY
198788	101.00	01/13/2022	CORBETT, CHARLES
198789	162.00	01/13/2022	COURT, MAX
198790	45,760.00	01/13/2022	CREATIVELY FOCUSED
198791	154.00	01/13/2022	DOYLE, GREG
198792	125.10	01/13/2022	DRAMATISTS PLAY SERV
198793	4,509.00	01/13/2022	EGAN
198794	264.00	01/13/2022	FIELD ENVIROMENTAL C
198795	118.00	01/13/2022	GALLAGHER, MATTHEW
198796	199.43	01/13/2022	GENERAL PARTS INC
198797	517.07	01/13/2022	GOLDCOM, INC
198798	253.79	01/13/2022	GRAINGER, INC
198799	1,101.38	01/13/2022	GRAPHIC EDGE
198800	154.00	01/13/2022	GROSKREUTZ, WILL
198801	152.00	01/13/2022	GROTH MUSIC CO
198802	82.00	01/13/2022	GUERIN, KERRY
198803	94.00	01/13/2022	GULENCHYN, MICHAEL
198804	265.00	01/13/2022	HOLCOMB, BRADLEY
198805	137,732.49	01/13/2022	INDEPENDENT SCHOOL D
198806	51,900.07	01/13/2022	INDEPENDENT SCHOOL D
198807	4,130.11	01/13/2022	INTERMEDIATE DISTRIC
198808	28.20	01/13/2022	ISAAK, CAROL
198809	82.00	01/13/2022	KIEMEL, TIM
198810	94.00	01/13/2022	KLEIN, JOHN
198811	56.98	01/13/2022	LAKESHORE LEARNING M
198812	77.00	01/13/2022	LEE, WILLIAM
198813	264.57	01/13/2022	MAC ENTERPRISES, LLC
198814	77.00	01/13/2022	MAHONEY, KATIE LEE
198815	503.66	01/13/2022	MARK'S PLUMBING PART
198816	64.00	01/13/2022	MCGUIRE, NATHAN
198817	913.00	01/13/2022	MEDICINE LAKE TOURS
198818	1,419.60	01/13/2022	MEI TOTAL ELEVATOR S
198819	177.61	01/13/2022	MIDWEST MACHINERY CO
198820	25.25	01/13/2022	MINNESOTA LOCKS
198821	400.00	01/13/2022	MN SCHOOL BOARDS ASS
198822	779.57	01/13/2022	NASSEFF MECHANICAL C
198823	1,522.93	01/13/2022	NETWORK SERVICES COM
198824	94.00	01/13/2022	NEUBECK, TRAVIS
198825	1,109.44	01/13/2022	NEW DOMINION SCHOOL/
198826	82.00	01/13/2022	OLIVE, MATT

<u>CHECK</u>		<u>CHECK</u>	
<u>NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>VENDOR</u>
198827	171.00	01/13/2022	OLSON, DANIEL
198828	11.62	01/13/2022	OXYGEN SERVICE CO IN
198829	82.00	01/13/2022	PATTERSON, JAMES
198830	101.00	01/13/2022	PEASE, STEVEN
198831	162.00	01/13/2022	PETERSON, JAMES
198832	430.33	01/13/2022	POMP'S TIRE SERVICE
198833	310.00	01/13/2022	R.M. COTTON COMPANY
198834	122.23	01/13/2022	SCHMITT MUSIC
198835	300.00	01/13/2022	SEVERSON, LAUREL
198836	126.00	01/13/2022	SMOLEY, CHAD
198837	2,050.50	01/13/2022	ST CROIX FIRE & SAFE
198838	82.30	01/13/2022	STACK-JOHNSON, SUE
198839	1,945.66	01/13/2022	T-MOBILE
198840	105.00	01/13/2022	TUFTE, JON
198841	811.47	01/13/2022	TWIN CITY JANITOR SU
198842	118.08	01/13/2022	VIKING ELECTRIC SUPP
198843	1,264.50	01/13/2022	VOSS LIGHTING
198844	33,473.81	01/13/2022	WIDE AREA TRANSPORTA
198845	154.00	01/13/2022	WILGREN, JON
198846	57.00	01/14/2022	EDUCATION MINNESOTA
198847	478.57	01/14/2022	LOCAL #70
198848	1,135.30	01/14/2022	MINNESOTA CHILD SUPP
198849	318.00	01/14/2022	OFFICE AND PROF EMPL
198850	12,071.87	01/14/2022	SOUTH ST PAUL TEACHE
198851	5.00	01/14/2022	SOUTH ST PAUL OPEN F
198852	81.00	01/14/2022	SOUTH ST PAUL EDUCAT
198853	1,013.17	01/14/2022	SSP EASRP
198854	3,120.00	01/20/2022	A TOUCH OF MAGIC
198855	50.00	01/20/2022	ADVANCED SPORTSWEAR,
198856	137.00	01/20/2022	ALBIN ACQUISITION CO
198857	39.78	01/20/2022	AMAZON CAPITAL SERVI
198858	4,549.70	01/20/2022	ARVIG
198859	675.95	01/20/2022	BIX PRODUCE COMPANY
198860	2,689.20	01/20/2022	CANON FINANCIAL SERV
198861	1,062.67	01/20/2022	CARPER, ROB
198862	127.70	01/20/2022	CULLIGAN-MILBERT COM
198863	1,500.00	01/20/2022	EHLERS & ASSOCIATES
198864	11,295.26	01/20/2022	EQUITY ALLIANCE MN
198865	162.00	01/20/2022	FITE, SONNY
198866	101.00	01/20/2022	GLASS, CHRISTEN
198867	47.99	01/20/2022	GOODIN COMPANY
198868	69.57	01/20/2022	GRAINGER, INC
198869	224.00	01/20/2022	IND SCHOOL DISTRICT
198870	126.00	01/20/2022	JEZORSKI, JOSEPH
198871	2,591.66	01/20/2022	JOHNSON, CHRISTINE
198872	64.00	01/20/2022	JOHNSON, JAY
198873	701.22	01/20/2022	JOSTENS
198874	82.00	01/20/2022	KELTON, ASSANTE
198875	77.00	01/20/2022	LEE, WILLIAM
198876	765.00	01/20/2022	LESSON PIX, INC
198877	13,014.64	01/20/2022	LOFFLER COMPANIES
198878	50.10	01/20/2022	LUNDQUIST, TROY
198879	77.00	01/20/2022	MAHONEY, KATIE LEE
198880	182.00	01/20/2022	MENA, JUAN
198881	3,740.52	01/20/2022	NASSEFF MECHANICAL C
198882	905.00	01/20/2022	NORTH SHORE GYM SALE

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
198883	82.00	01/20/2022	PFEIFER, TROY
198884	50.00	01/20/2022	PRATHER, PAM
198885	1,057.41	01/20/2022	PURCHASE POWER
198886	7,000.00	01/20/2022	RED LINE CLUB
198887	200.00	01/20/2022	SCHMITT MUSIC
198888	64.00	01/20/2022	SCOTT, RYAN
198889	101.00	01/20/2022	STORLIE, ALAN
198890	11,820.74	01/20/2022	TEACHERS ON CALL
198891	15,980.75	01/20/2022	UPPER LAKES FOODS
198892	82.00	01/20/2022	WILSON, SCOTT
202100163	43,179.73	01/14/2022	MINNESOTA PAYROLL TA
202100164	260,917.74	01/14/2022	FEDERAL PAYROLL TAXE
202100165	247.09	01/14/2022	MN DEPT OF REVENUE
202100166	43,346.49	01/14/2022	PERA
202100167	56,123.70	01/14/2022	TSA/ACH DEDUCTION
202100168	128,740.57	01/14/2022	TEACHER RETIREMENT A
202100169	0.00	01/14/2022	MINNESOTA PAYROLL TA
202100170	0.00	01/14/2022	FEDERAL PAYROLL TAXE
212200144	65.30	01/12/2022	AREND, FRANCIS
212200145	167.33	01/12/2022	CALLIES, LAURA
212200146	1,032.96	01/12/2022	FIELDS, TOM
212200147	65.80	01/12/2022	FINN, JULIA
212200148	18.70	01/12/2022	LENARZ, TAMMY
212200149	38.22	01/12/2022	MOEN, PAUL
212200150	20.16	01/12/2022	NEU, MEGHAN
212200151	19.32	01/12/2022	OSEGARD, HEATHER
212200152	24.19	01/12/2022	PAWLETZKI, ERICA
212200153	8.06	01/12/2022	PLETSCHER, EMILY
212200154	105.36	01/12/2022	RAMIREZ, JENNA
212200155	58.86	01/12/2022	VERDUZCO, HEATHER

984,503.32 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	513,816.66	7,000.00	179,110.09	699,926.75
02	FOOD SERVICE	8,666.34	0.00	18,065.55	26,731.89
04	COMMUNITY EDUCATION	214,639.06	0.00	1,335.71	215,974.77
05	CAPITAL	0.00	0.00	38,184.47	38,184.47
50	ACTIVITY ACCOUNT	3,685.44	0.00	0.00	3,685.44
***	Fund Summary Totals ***	740,807.50	7,000.00	236,695.82	984,503.32

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

**CHECKRUNS**

<b><u>FUND</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>January 7, 2022 - January 20, 2022</u></b>
1	GENERAL	\$699,926.75
2	FOOD SERVICE	\$26,731.89
4	COMMUNITY EDUCATION	\$215,974.77
5	CAPITAL	\$38,184.47
6	CONSTRUCTION	\$0.00
7	DEBT SERVICE	\$0.00
47	OPEB	\$0.00
50	ACTIVITY ACCOUNTS	\$3,685.44
	TOTAL	<b><u>\$984,503.32</u></b>

Check 198773 - 198892

Employee ACH 212200144 -2122000155

Wire Payments 202100163 - 202100170

**PAYROLL**

**1/14/2022**

Payroll Direct Deposit	900073614 - 900074141	\$745,917.41
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## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** January 24, 2022

**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 and supplemental staffing as presented.
<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 (Nicole Tuescher)**

**1-24-22**

**Certified**

A. Appointments/Reassignments

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

Middle School

Kelsey MacQueen

Jenna Ramirez

2021-22 Curriculum Writing (\$29.00 per hour; up to 30 hours)

Jo Lynn Bucki – ABE

**2021-22 ECA**

BASKETBALL – BOYS (effective January 12, 2022)

Head Coach (Interim)	Edward, Darrin**	\$2,485.50
JV Assistant Coach	King, Adam**	\$1,699.50
Assistant Coach	Miller, Paul**	\$1,699.50

MS ATHLETIC SITE SUPERVISOR

January – February	Binder, Allison	\$2,200
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\*indicates a non-district employee

\*\* indicates a returning non-district employee

B. Resignations/Retirements/Leaves/Reductions/Other

1. Randall Bjorklund – Extend leave of absence, 1.0 FTE Physical Education Teacher, High School, effective September 29, 2021, through March 11, 2022. (extension from January 27, 2022)
2. Matthew McCollister – Resignation, Head Coach, Boys' Basketball, effective January 12, 2022.

**Classified**

**A. Appointments/Reassignments**

1. Theresa Lubich – Part-Time Cleaner, Secondary Building, \$17.33 per hour, 20 hours per week, effective January 19, 2022.
2. Sherri Miller – Nutrition Services Assistant, Kaposia Education Center, \$16.55 per hour, 25 hours per week, effective January 18, 2022.
3. Andrew Suman – Part-Time Cleaner, Central Square Community Center, \$17.33 per hour, 15 hours per week, effective January 18, 2022.
4. Kayla Thomas – Special Education Assistant, High School, \$19.76 per hours, 32.5 hours per week, effective January 31, 2022. (pending criminal background check)
5. Megan Tulia – Part-Time Cleaner, Central Square Community Center, \$17.33 per hour, 15 hours per week, effective January 18, 2022.
6. Jemmy Vasquez Ermeno – Special Education Assistant, Kaposia Education Center, \$19.76 per hour, 32.5 hours per week, effective January 27, 2022.

Change of Assignment – effective July 1, 2021

Jeanne Zehnder – Change from .4 FTE Director of Community Education and .6 FTE Community Education Program Coordinator, to 1.0 FTE Director of Community Education

**B. Resignations/Retirements/Leaves/Reductions/Other**

1. Khalid Abdullah – Resignation, Nutrition Services Assistant, Secondary Building, effective January 12, 2021.
2. Nancy Carlson – Retirement, Payroll Coordinator, District Office, effective March 31, 2022.
3. Charmaine Coleman – Leave of absence, Nutrition Services Assistant, Secondary Building, effective February 14, 2022, through approximately March 31, 2022.
4. Lisa Fulweiler-Marz – Leave of absence, Kids' Choice Program Assistant, Kaposia Education Center, effective January 3, 2022, through January 18, 2022.
5. Connie Garling-Squire – Retirement, Director of Early Learning/Equity, Family Education Center, effective March 4, 2022.
6. Matthew McCollister – Resignation, Student Support Assistant, High School, effective January 12, 2022.
7. Lori McNeese – Extend leave of absence, Nutrition Services Assistant, Secondary Building, effective December 7, 2021, through January 31, 2022. (extension from January 2, 2022)



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** Monday, January 24, 2022

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

**Action Requested:** Approval

**Attachment:** 1<sup>st</sup> Budget Revisions – 2021-22 Budget  
Budget Revisions Power Point

**Topic:** 1<sup>st</sup> Budget Revisions – 2021-22 Budget

**Presenter(s):** Brady Hoffman, Finance Director

**Background:**

The board packet includes two pages that incorporate the proposed 1st budget revisions.

While all funds are listed, the only proposed budget adjustments at this time are for the general fund and the debt service fund. These revisions are a result of prior year audit results, enrollment, and updated assumptions for revenues and expenditures.

**Recommendation:** Approval

**Alternatives:** N/A

South St Paul Public Schools  
2021-22 Budget Summary

	Original Budget June 28, 2021		Revised Budget #1 January 24, 2022		CHANGE	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
<b>GENERAL FUND</b>	44,514,664	44,709,829	45,138,287	45,319,924	623,623	610,095
<b>FOOD SERVICE FUND</b>	2,094,100	1,988,646	2,094,100	1,988,646	0	0
<b>COMMUNITY ED FUND</b>	2,006,364	1,967,805	2,006,364	1,967,805	0	0
<b>DEBT SERVICE FUND</b>	<u>2,985,491</u>	<u>2,991,338</u>	<u>17,772,535</u>	<u>17,778,224</u>	<u>14,787,044</u>	<u>14,786,886</u>
<b>TOTAL BUDGET AMOUNT</b>	<u><b>51,600,619</b></u>	<u><b>51,657,618</b></u>	<u><b>67,011,286</b></u>	<u><b>67,054,599</b></u>	<u><b>15,410,667</b></u>	<u><b>15,396,981</b></u>

**South St Paul Public Schools  
1st Budget Revision Details**

	Beginning Fund Bal	Revenue	Expenditures	Ending Fund Bal
<b>GENERAL FUND</b>				
<b>ORIGINAL BUDGET</b>	<b>5,227,731</b>	<b>44,514,664</b>	<b>44,709,829</b>	<b>5,032,566</b>
Final Audit Results	912,693	-	-	
Enrollment adjustment	-	211,773	-	
Adjust Federal Allocations	-	161,850	161,850	
Change in other revenues	-	250,000	-	
Staffing costs	-	-	206,399	
One-time Retention Stipend	-	-	248,640	
Other Non-salary costs	-	-	(6,794)	
<b>TOTAL REVISIONS</b>	<b>912,693</b>	<b>623,623</b>	<b>610,095</b>	
<b>REVISED BUDGET</b>	<b>6,140,424</b>	<b>45,138,287</b>	<b>45,319,924</b>	<b>5,958,787</b>
<b>FOOD SERVICE FUND</b>				
<b>ORIGINAL BUDGET</b>	<b>283,287</b>	<b>2,094,100</b>	<b>1,988,646</b>	<b>388,741</b>
Final Audit Results	240,048	-	-	
<b>TOTAL REVISIONS</b>	<b>240,048</b>	<b>-</b>	<b>-</b>	
<b>REVISED BUDGET</b>	<b>523,335</b>	<b>2,094,100</b>	<b>1,988,646</b>	<b>628,789</b>
<b>COMMUNITY ED FUND</b>				
<b>ORIGINAL BUDGET</b>	<b>91,233</b>	<b>2,006,364</b>	<b>1,967,805</b>	<b>129,792</b>
Final Audit Results	230,556	-	-	
<b>TOTAL REVISIONS</b>	<b>230,556</b>	<b>-</b>	<b>-</b>	
<b>REVISED BUDGET</b>	<b>321,789</b>	<b>2,006,364</b>	<b>1,967,805</b>	<b>360,348</b>
<b>DEBT SERVICE FUND</b>				
<b>ORIGINAL BUDGET</b>	<b>924,710</b>	<b>2,985,491</b>	<b>2,991,338</b>	<b>918,863</b>
Final Audit Results	(201,375)	-	-	
2021A Bond Refunding	-	14,787,044	14,786,886	
<b>TOTAL REVISIONS</b>	<b>(201,375)</b>	<b>14,787,044</b>	<b>14,786,886</b>	
<b>REVISED BUDGET</b>	<b>723,335</b>	<b>17,772,535</b>	<b>17,778,224</b>	<b>717,646</b>

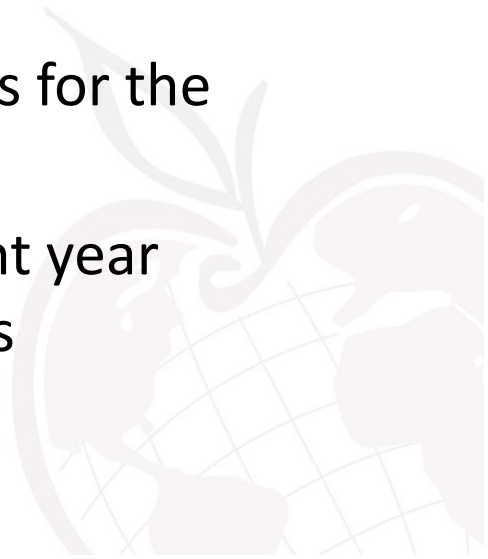
# 2021-2022 1<sup>st</sup> Budget Revisions

Brady Hoffman  
Director of Finance  
January 24, 2022



# 2021-22 1<sup>st</sup> Budget Revisions

- The Original Budget was adopted on June 28<sup>th</sup>, 2021
- Since that time
  - We completed our FY21 Audit
  - Onboarded new staff and welcomed students for the 2021-2022 school year
  - Analyzed enrollment trends, reviewed current year projections, analyzed budget to actual results



# Changes in Budget Assumptions

- Revenue Assumptions:
  - Updated State General Education Aid Formula to amount approved by the legislature (increase from 2% to 2.45% increase)
  - No change in enrollment assumptions (3032 ADM's)
  - Adjusted federal revenues for updated allocations
  - Adjusted other state aids (i.e. Special Education) based on audit results and updated calculations
- Expenditure Assumptions:
  - Took into account variances in the prior year audit.
  - Revised salary and benefit expenses based on known staffing changes
- Debt Service
  - Incorporated the issuance of the 2021A Refunding Bonds

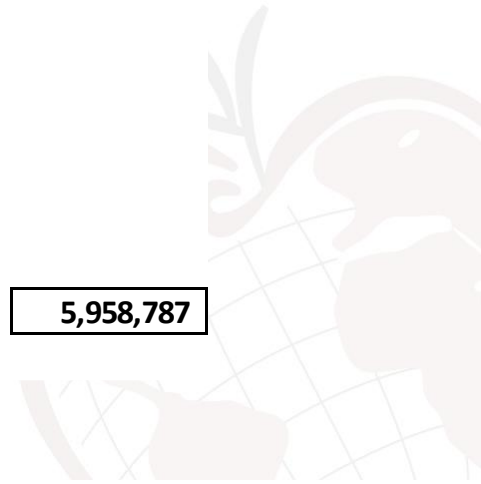


# Budget Summary

	Original Budget June 28, 2021		Revised Budget #1 January 24, 2022		CHANGE	
	<u>Revenue</u>	<u>Expenditures</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>Revenue</u>	<u>Expenditures</u>
<b>GENERAL FUND</b>	44,514,664	44,709,829	45,138,287	45,319,924	623,623	610,095
<b>FOOD SERVICE FUND</b>	2,094,100	1,988,646	2,094,100	1,988,646	0	0
<b>COMMUNITY ED FUND</b>	2,006,364	1,967,805	2,006,364	1,967,805	0	0
<b>DEBT SERVICE FUND</b>	<u>2,985,491</u>	<u>2,991,338</u>	<u>17,772,535</u>	<u>17,778,224</u>	<u>14,787,044</u>	<u>14,786,886</u>
<b>TOTAL BUDGET AMOUNT</b>	<u><b>51,600,619</b></u>	<u><b>51,657,618</b></u>	<u><b>67,011,286</b></u>	<u><b>67,054,599</b></u>	<u><b>15,410,667</b></u>	<u><b>15,396,981</b></u>

# General Fund

	Beginning Fund Bal	Revenue	Expenditures	Ending Fund Bal
<b>GENERAL FUND</b>				
<b>ORIGINAL BUDGET</b>	<b>5,227,731</b>	<b>44,514,664</b>	<b>44,709,829</b>	<b>5,032,566</b>
Final Audit Results	912,693	-	-	
Enrollment adjustment	-	211,773	-	
Adjust Federal Allocations	-	161,850	161,850	
Change in other revenues	-	250,000	-	
Staffing costs	-	-	206,399	
One-time Retention Stipend	-	-	248,640	
Other Non-salary costs	-	-	(6,794)	
<b>TOTAL REVISIONS</b>	<b>912,693</b>	<b>623,623</b>	<b>610,095</b>	
<b>REVISED BUDGET</b>	<b>6,140,424</b>	<b>45,138,287</b>	<b>45,319,924</b>	<b>5,958,787</b>

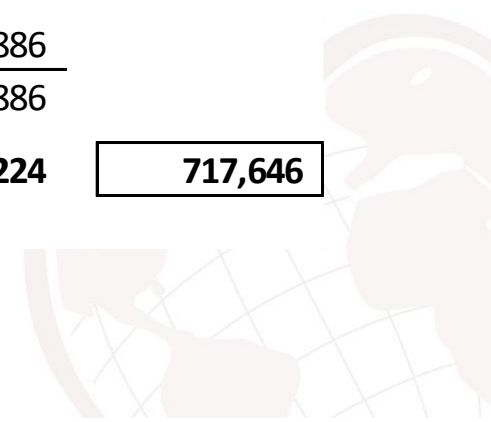


# General Fund Balance

	6/30/2021 Beginning Fund Balance	Revised Budget		Fund Balance Buildup/(Usage)	6/30/2022 Ending Fund Balance
		2020-2021 Revenues	2020-2021 Expenditures		
<b>General Fund</b>					
<b>Unassigned</b>	<b>3,924,141</b>	<b>37,385,800</b>	<b>37,653,680</b>	<b>(267,880)</b>	<b>3,656,261</b>
<b>Assigned</b>	<b>1,345,563</b>	-	-	-	<b>1,345,563</b>
<b>Restricted:</b>					
Student Activities	222,409	175,000	175,000	-	222,409
Gifted & Talented	138,196	43,217	106,265	(63,048)	75,148
Career & Tech Program	-	52,691	-	52,691	52,691
Learning & Development	-	637,146	637,146	-	-
Basic Skills	-	2,681,827	2,681,827	-	-
Medical Assistance	90,976	100,000	140,000	(40,000)	50,976
Staff Development	105,046	453,327	446,000	7,327	112,373
Safe Schools	175,049	114,406	60,000	54,406	229,455
Operating Capital	8,683	1,268,233	1,301,551	(33,318)	(24,635)
Long-Term Facilities Maintenance	(109,590)	1,227,472	1,147,618	79,854	(29,736)
Capital Projects Levy	-	770,836	770,837	(1)	(1)
Debt Reduction	194,839	28,332	-	28,332	223,171
Flexible Benefits	45,111	200,000	200,000	-	45,111
<b>Total Restricted</b>	<b>870,719</b>	<b>7,752,487</b>	<b>7,666,244</b>	<b>86,243</b>	<b>956,962</b>
<b>Total General Fund</b>	<b>6,140,424</b>	<b>45,138,287</b>	<b>45,319,924</b>	<b>(181,637)</b>	<b>5,958,787</b>
<i>Unrestricted Fund Balance %</i>	<i>11.91%</i>				<i>11.04%</i>

# Debt Service Fund

	<u>Beginning Fund Bal</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>Ending Fund Bal</u>
<b>DEBT SERVICE FUND</b>				
<b>ORIGINAL BUDGET</b>	<b>924,710</b>	<b>2,985,491</b>	<b>2,991,338</b>	<b>918,863</b>
Final Audit Results	(201,375)	-	-	
2021A Bond Refunding	-	14,787,044	14,786,886	
<b>TOTAL REVISIONS</b>	<b>(201,375)</b>	<b>14,787,044</b>	<b>14,786,886</b>	
<b>REVISED BUDGET</b>	<b>723,335</b>	<b>17,772,535</b>	<b>17,778,224</b>	<b>717,646</b>



# Next Steps

- January 2022
  - Establish budget assumptions and parameters for 2022-23 fiscal year
- Question / Comments

