



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

Monday, February 14, 2022 5:00 PM

Location: CITY HALL

125 THIRD AVENUE NORTH

South St Paul, Minnesota 55075

### Agenda

I.	<b>5:00 - 5:15 PM COLLABORATIVE</b> (D. Webb and M. Favor)	
A.	Intermediate District 917 Update	2
II.	<b>5:15 - 5:25 PM BUDGET</b> (D. Webb/B. Hoffman)	
A.	2022-23 Budget Guiding Change	15
B.	Fund Balance Policy 702.1	17
III.	<b>5:25 - 5:35 PM FIELD TRIPS</b> (D. Webb)	
A.	Out of Country Field Trip Requests	21
IV.	<b>5:35 PM SCHOOL BOARD</b>	
A.	Board Training with Dennis Cheesebrow (L. Diaz)	24
B.	Public Listening Session Update (L. Diaz)	25
C.	Committee Updates (Board)	26
	<ul style="list-style-type: none"><li>• District 917</li><li>• AMSD</li><li>• Community Education</li><li>• Educational Foundation</li><li>• Equity Alliance</li><li>• Finance, Facilities and Long-Range Planning</li><li>• Policy</li><li>• Public Relations/Community Engagement</li><li>• SSP Open Foundation</li><li>• Superintendent Executive</li></ul>	
D.		
E.	Other Items Deemed Necessary by the School Board	



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** February 14, 2022

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

**Action Requested:** None

**Attachment:** None

**Topic:** Intermediate District 917 Update

**Presenter(s):** SSPPS Superintendent Dave Webb and District 917 Superintendent Dr. Michael Favor

**Background:**

On Monday evening, 917 superintendent, Dr. Michael Favor will be in attendance to provide an overview of the Intermediate School District 917 programs and services. South St. Paul is member district of 917, as are most school districts in Dakota County. We work collaboratively, in partnership together, to support the needs of our students in specialty special education programs and services. Attached you will find the program PowerPoint overview.



Follow us on Twitter and Instagram @intermediate917



#WeAre917

# Intermediate School District 917

# Intermediate school District 917

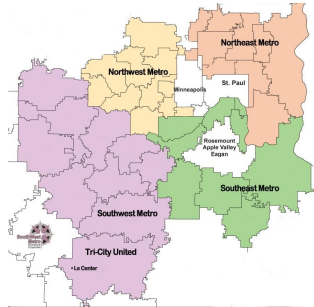


# MN Legislation for Intermediate School Districts

The MN Legislature established Intermediate School Districts in 1969 as:

*“cooperative program[s]...that offer integrated services for secondary, postsecondary, and adult students in the areas of vocational education, special education, and other authorized services.”*

Though we serve students from birth to age 21,  
Intermediate School District legislation is chapter 136D in  
Postsecondary Education legislation



# ISD 917 Member Districts & School Board

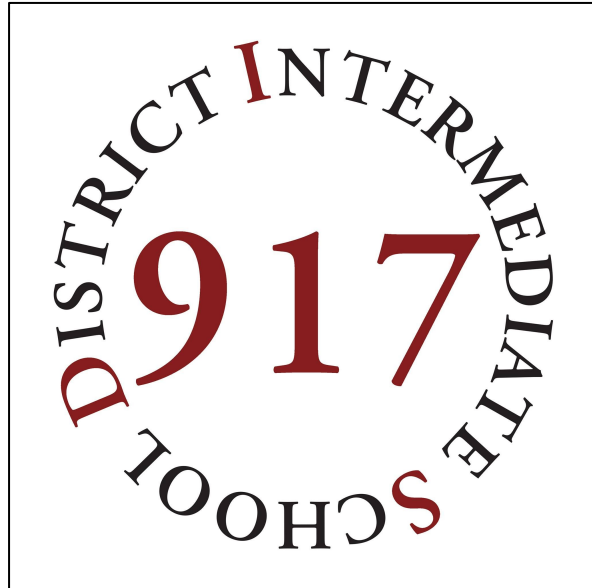
MN Statute 136DD.22 establishes “a joint school board representing the parties to the agreement” that will “adopt bylaws specifying the duties and power of its officers” and board meeting dates



<b>District</b>	<b>Board Member Name</b>	<b>Board Role</b>
Intermediate District 917	Dr. Michael Favor	Ex Officio/ Superintendent
Lakeville Area Public Schools (ISD 194)	Melissa Sauser	Chair
West St. Paul-Mendota Heights-Eagan Area Schools (ISD 197)	Byron Schwab	Vice Chair
Bloomington Public Schools (ISD 271)	Tom Bennett	Treasurer
Inver Grove Heights Community Schools (ISD 199)	Cindy Nordstrom	Clerk
South St. Paul Public Schools (ISD 6)	Wendy Felton	Director
Burnsville-Eagan-Savage School District (ISD 191)	Lesley Chester	Director
Farmington Area Public Schools (ISD 192)	Kathy Lewis	Director
Randolph Public Schools (ISD 195)	Lisa Ehleringer	Director
Hastings Public Schools (ISD 200)	TBD	Director



# ISD 917/DCTC Joint Powers Agreement





# ISD 917 Proposed Mission & Vision



**Mission**  
In partnership with member districts, Intermediate School District 917 provides high quality, equitable and unique programming to meet the needs of all students.

**Vision**  
Intermediate School District 917 models an innovative culture with diverse pathways serving students and families through equitable practices with highly trained staff.





# ISD 917 Student Programs

## Career & Technical Education (CTE)

Students grades 10th to 12th

- Computer Technology
- Construction Trades
- Fundamental Chef
- Graphic Design
- Mechatronics
- Medical Careers
- Transportation

## Dakota County Alternative Learning School (DCALS)

- DCALS Main ALC (10th to 12th)
- DCALS North ALC (10th to 12th)
- DCALS South ALC (8th to 10th)

## Special Education (SPED)

- CASE: Customized Alternative Solutions for Education (ages 5 to 21)
- DASH: Dakota Alternative for Severely Handicapped (ages 5 to 21)
- IDEA: Intra-Dakota Educational Alternative (ages 5 to 21)
- PACES: Program Alternative for Communication, Education, and Socialization (ages 5 to 18)
- SUN: Students with Unique Needs (ages 5 to 21)
- TEA: Therapeutic Education Alternative (ages 5 to 18)
- TEA-ECSE: Therapeutic Education Alternative-Early Childhood Special Education (ages 4 and 5)
- TESA: Transitional Education Service Alternative (ages 18 to 21)
- DHH: Deaf/Hard of Hearing Resource (ages 3 to 21)
- Care & Treatment Educational Services (ages 10 to 18)
- Itinerant Services (birth to 21)

# Strategic Partners



Minnesota  
Humanities  
Center



DAKOTA COUNTY  
TECHNICAL COLLEGE

Intermediate District 287  
RESPONSIVE. INNOVATIVE. SOLUTIONS.



# ISD 6 Participation in Special Education Programs

## Between 2016-2017 and 2021-2022:

- 306 total ISD 6 students in ISD 917 Special Education programs
- 69 - 93 ISD 6 students per year in ISD 917 Special Education programs

## 2021-2022 school year:

- 30 students in center-based programs
  - 1 in Options
  - 5 in TESA
  - 2 in DASH
  - 11 in SUN
  - 7 in IDEA
  - 1 in Riverside
  - 1 in New Chance
  - 2 in TEA
- 40 students receiving itinerant services in ISD 6 schools



# Thank you for your partnership.

To learn more about Intermediate Districts:  
Intermediate School Districts Overview

[www.isd917.org](http://www.isd917.org)

[michael.favor@isd917.org](mailto:michael.favor@isd917.org)

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Dr. Michael Favor  
Superintendent





## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** Monday, February 14, 2022

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

**Action Requested:** Approval

**Attachment:** Guiding Change Document – 2022-23 Budget

<b>Topic:</b> Guiding Change Document – 2022-23 Budget
<b>Presenter(s):</b> Brady Hoffman, Finance Director
<b>Background:</b> <p>A Guiding Change Document is a tool used by boards to identify parameters for administration to use while they are preparing a recommendation to go before the school board.</p> <p>The Guiding Change Framework defines three critical components, including:</p> <ul style="list-style-type: none"><li>• <b>Results</b> (<i>What is our goal?</i>) – define the desired outcomes in terms of vision for the future and benefit to the district.</li><li>• <b>Current Reality</b> (<i>What are our current conditions?</i>) – define the current conditions of the district and its environment in terms of strategic plan, external/internal influences and trends, and data, facts and perceptions</li><li>• <b>Unacceptable Means</b> (<i>What will we not do?</i>) – define the few, high-level approaches, behaviors or intentions that the district will not engage in to achieve the desired results.</li></ul> <p>This framework takes an “end-in-view” approach in which a single result is not predetermined therefore promoting the development of a variety of options.</p> <p>On January 26<sup>th</sup>, the school board reviewed and discussed the Guiding Change Document for the 2022-23 Budget. The attached version will be reviewed during the COW and approved during the regular meeting on February 14, 2022.</p>
<b>Recommendation:</b> Approval
<b>Alternatives:</b> N/A



**GUIDING CHANGE: 2022-23 Budget**

Context & Reality <i>"The Why"</i>	Unacceptable Means <i>"The Not-How"</i>	Results <i>"The What"</i>
<ol style="list-style-type: none"> <li>1. District Mission and Vision.</li> <li>2. State funding has not kept pace with inflation, and is not projected to keep pace.</li> <li>3. Additional Operating Levy was approved in Nov. 2017 for ten years. The levy generates about \$1.3 million annually.</li> <li>4. Despite the District's net gain in open enrollment, overall enrollment has decreased each of the past five years.</li> <li>5. Expenditures are projected to exceed revenues resulting in deficit spending.</li> <li>6. 80% of costs are salaries and benefits.</li> <li>7. State and federal funding for programs such as special education and English learners is not keeping pace with program costs.</li> <li>8. School Board is required to establish budget by July 1, 2022.</li> <li>9. District has completed a school start time study indicating a need for a later secondary start time.</li> </ol>	<ol style="list-style-type: none"> <li>1. Violate law, financial regulations, contracts or agreements.</li> <li>2. Recommend budget changes that do not address financial sustainability and expected outcomes.</li> <li>3. The District will not substantially reduce the following programs:               <ul style="list-style-type: none"> <li>• Arts programs</li> <li>• Athletics/activities</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Align budget to District Mission, Vision, Strategic Directions, and District Goals.</li> <li>2. Establish a budget strives to maintain a minimum unrestricted fund balance of 11% of general fund annual expenditures.</li> <li>3. Maintains quality programming and services.</li> <li>4. Considers additions, reductions and redesign.</li> <li>5. Recruit and retain students.</li> <li>6. Efficient and effective use of resources through ongoing evaluation of current services and programs.</li> <li>7. Implementation of priority actions of District Strategic Roadmap.</li> <li>8. Strive for equity in all that we do</li> <li>9. Consider reinstating Zero Hour</li> <li>10. Consider for school year 2022-2023 taking action regarding implementation of late start for secondary</li> </ol>



# SOUTH ST. PAUL PUBLIC SCHOOLS

## School Board Agenda Item

**Meeting Date:** February 14, 2022

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

**Action Requested:** None. First of three readings.

**Attachment:** Fund Balance Policy 702.1

<b>Topic:</b> Policy Review
<b>Presenter(s):</b> Superintendent Dave Webb and Finance Director Brady Hoffman
<p><b>Background:</b></p> <p>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. Policies will then go before the School Board for approval at the subsequent meeting.</p> <p>The attached Fund Balance policy 702.1 was reviewed by the full school board at their work session on January 26, 2022. Recommended changes to the policy are reflected by highlighting text added to the policy and strikethrough of text to be removed. The School Board will continue to review this policy and receive input from staff and community members prior to going before the board for approval on March 7, 2022.</p>
<p><b>Recommendation:</b></p> <p>None at this time.</p>
<p><b>Alternatives:</b></p> <p>N/A</p>



Adopted: June 14, 2004

Revised: 2/14/05; 8/22/05; 12/10/07; 6/13/11  
1/11/16; 12/11/17; 3/14/22

## 702.1 FUND BALANCES

### I. PURPOSE

~~The purpose of~~ This policy ~~is to~~ creates new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

### II. GENERAL STATEMENT OF POLICY

The ~~policy of this~~ school district ~~is to~~ complies with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement ~~shall~~ prevails.

### III. DEFINITIONS

- A. “Assigned” fund balance amounts are comprised of unrestricted funds constrained by the ~~school~~ district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount ~~that is~~ not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the ~~school~~ district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. “Enabling legislation” means legislation that authorizes a ~~school~~ district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.

- D. “Fund balance” means the arithmetic difference between the assets and liabilities reported in a ~~school~~ district fund.
- E. “Nonspendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items ~~that are~~ inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

#### IV. CLASSIFICATION OF FUND BALANCES

The ~~school~~ district ~~shall~~**must** classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

#### V. MINIMUM FUND BALANCE

The ~~school~~ district will strive to maintain a minimum ~~unrestricted~~ **unassigned** general fund balance of ~~12~~ **8** percent of the annual budget.

#### VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the ~~school~~ district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned; **with the exception that restricted, committed, or assigned fund balance spending may be deferred and**

unassigned resources spent first if fund balances need to be preserved to facilitate future expenditure plans.

## VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

## VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Superintendent of Schools. Any assignments so made shall must be reported to the school board on a monthly an annual basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

## IX. REVIEW

~~The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.~~ The finance office will monitor the fund balance. If the fund balance falls below the minimum fund balance policy, the school board will implement procedures to stabilize the district's financial position.

*Legal References:* Statement No. 54 of the Governmental Accounting Standards Board

*Cross References:* MSBA Service Manual, Chapter 7, Education Funding

**Meeting Date:** February 14, 2022

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

**Action Requested:** Approval

**Attachment:** IB History and High School Spanish Field Trip Requests

**Topic:** International Travel Requests

**Presenter(s):** Superintendent Dave Webb, Secondary Spanish Teacher Lindsay Alejandrino and Diploma Coordinator Conrad Anderson

**Background:**

On Monday evening, we have two international student travel requests for your consideration of preliminary approval. Conrad Anderson and Lindsay Alejandrino will be in attendance for questions as we seek this preliminary approval for both our IB History trip and our High School Spanish Class trip for Spring of 2023.

**IB History Trip**

- March 22 – April 1, 2023 (tentative dates)
- Travel to both Spain and France
- Approximately 35 students and 4 chaperones
- IB students will visit sites they have studied over a two-year study of European and World History and provide more depth to their understanding and foster cultural awareness.

**Spanish Classes Trip**

- March 25 – April 2, 2023 (tentative dates)
- Travel to Panama City and surrounding areas
- Approximately 10-15 students and 1-2 chaperones
- Students will spend 6 nights with Spanish speaking Panamanian family to build their Spanish skills and live within the culture of another country.

**Recommendation Rationale**

While we all know the pandemic is not over, I am recommending preliminary approval of both trips. Things I took into consideration as I offer this recommendation:

- Granting preliminary approval will allow our leaders and families to continue planning and preparing for their trips.
- Final approval would come before the board, no less than one month prior to the trip
- Each of these programs have travel insurance and provide families the ability to pull out of the trip, in the event of a resurgence with the pandemic.
- As an International Baccalaureate World Schools District, we recognize the importance of immersing students in the language and experiencing the culture of the countries they are studying.

**Recommendation:** Preliminary approval

**Alternatives:** Do not provide preliminary approval and direct administration with next steps.



## EXTENDED FIELD TRIP APPLICATION

Sponsoring Activity 2023 IB History Trip

Sponsoring Staff Conrad Anderson

Field Trip Date(s) Spring Break 2023 (Tentative...March 22 – April 1)

Number of class days missed 2-3 (depending on flight arrangements)

Destination France and Spain

Estimated # of Students 35 Estimated # of Chaperones 4

Mode of Transportation Planes, Trains, Bus Flight Arrangements (If applicable) TBD

Hotel Accommodations (name/address/phone) Will arrive apx. 30 days before; Information will be given to Principal as soon as it arrives.

Reservations under what name Conrad Anderson / Worldstrides Educational Travel

### Field Trip Information

Program Description Every other year since 1994 (except for Covid delay in 2022), the I.B. History teachers have led a group of I.B. History students to Europe.

Educational Objective To visit sites that I.B. students have studied over their two year study of European and World History; To provide more depth to their understanding of history; To foster cultural awareness.

Arrangements for Non-Participating Students N/A

Method of Payment Cost to Students Program Fee, Taxes, Incidentals = apx. \$4,300 - \$4,400

Cost to District Expense of Substitute Teachers to cover Chaperones  
(specify dept. budget and other funding sources)

Other (specify funding source) \_\_\_\_\_

Signature of Sponsoring Staff 

Signature of Principal/Activities Director 

Signature of Superintendent \_\_\_\_\_

Signature of Board Chair \_\_\_\_\_



## OUT-OF-THE-COUNTRY FIELD TRIP APPLICATION

Sponsoring Activity: **Spring break trip to Panama for students in Spanish- 2023**

Sponsoring Staff: **Lindsay Alejandrino** (Michael Kretschmar)

Field Trip Date(s): Approx: **March 25- April 2, 2023** Number of class days missed: **0-1**

Destination: **Panama City, Panama and surrounding areas- Family stay in Altos de Bethania**

Estimated # of Students **10-15**

Estimated # of Chaperones **1-2 (If more than 12 students)**

Mode of Transportation: **Flight and Bus within Panama** Flight Arrangements (If applicable): **TBD**

Hotel Accommodations (name/address/phone): **We are traveling with a company called Interact. They arrange all hotels & family stay**

Reservations under what name: **Lindsay Alejandrino/Interact**

### Field Trip Information

Program Description: **Students will experience what they have learned in the Spanish classroom by traveling to Panama. They will spend 6 nights with a host family and 1-2 nights in hotels as we tour.**

Educational Objective: **Students will spend 6 nights with a Spanish speaking Panamanian family. This is their opportunity to really practice their Spanish skills. The experience of staying with a family from another country and culture other than your own cannot be matched. What they will explore and learn will never be forgotten. Students will also get to see the natural beauty of Panama as well as the innovation and history of the Panama Canal.**

Arrangements for Non-Participating Students: **A substitute teacher will continue to implement activities in the classroom if we miss a school day.**

### Method of Payment

Cost to Students **\$2,350- \$2,850**

Cost to District **possibility of 1 day of sub for teacher(s) traveling**  
(specify dept. budget and other funding sources)

Other (specify funding source)

Signature of Sponsoring Staff

*Lindsay Alejandrino*

Signature of Principal/Activities Director

*[Signature]*

Signature of Superintendent

*[Signature]*

Signature of Board Chair

\_\_\_\_\_



# SOUTH ST. PAUL PUBLIC SCHOOLS

## School Board Agenda Item

**Meeting Date:** February 14, 2022

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

**Action Requested:** None

**Attachment:** None

<b>Topic:</b> Board Training with Dennis Cheesebrow
<b>Presenter(s):</b> Board Chair Linda Diaz
<p><b>Background:</b></p> <p>In September of 2021, the School Board scheduled the following quarterly board training sessions with Dennis Cheesebrow:</p> <ul style="list-style-type: none"> <li>• Monday, December 6, 2021</li> <li>• Monday, March 7, 2022</li> <li>• Monday, July 18, 2022</li> </ul> <p>With our intensive superintendent search work these last few months, the December 6 session was canceled. As we near the Monday, March 7 session, it's important for the Board to discuss and decide the focus and structure of our upcoming session with Dennis.</p>
<p><b>Recommendation:</b></p> <p>N/A</p>
<p><b>Alternatives:</b></p> <p>N/A</p>



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** February 14, 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:** February 14, 2022

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

**Action Requested:** None. Discussion Only.

**Attachment:** None

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