



South St. Paul School Board Meeting
 Monday, February 14, 2022 6:00 PM
 Location: CITY HALL
 125 THIRD AVENUE NORTH
 South St Paul, Minnesota 55075

Agenda

I.	ROLL CALL and PLEDGE OF ALLEGIANCE	
II.	APPROVAL OF MEETING AGENDA/MINUTES	
	A. School Board Meeting Agenda, February 14, 2022	
	B. Committee-of-the-Whole and Regular Meeting Minutes, January 24, 2022	3
	C. Special School Board Meeting Minutes for January 19 and January 26, 2022	6
	D. Personnel Committee Meeting Minutes, January 26, 2022	8
III.	QUALITY-IN-ACTION and REPORTS	
	A. Quality-in-Action: Kelly Tetrick, Director of Special Services will provide an overview of district health services. LSN and COVID Coordinator Shawnee Krueger will join her to provide additional information regarding South St. Paul Schools' health focused support, guidance and management during the COVID-19 pandemic.	
	B. Report: Chair Linda Diaz will provide an update on the Superintendent Search Process. (L. Diaz)	9
	C. Report: Chair Linda Diaz will highlight the Public Listening Session submissions. (L. Diaz)	10
	D. Report: Superintendent Webb will provide highlights from around the District. (D. Webb)	11
IV.	CONSENT ITEMS	
	A. Financial Claims: Bills Payable (D. Webb)	12
	B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves (D. Webb)	25
V.	POLICY REVIEW	

- A. Review, the following policy is under review for the first of three readings. (D. Webb)

1. #702.1 - Fund Balance Policy 28

VI. BUSINESS ITEMS

- A. Approval, for the South St. Paul School Board to approve the 2022-23 Budget Guiding Change Document. (B. Hoffman) 32

- B. Approval, for the South St. Paul School Board to approve the preliminary field trip request for the Secondary Spanish classes to travel to Panama City, Panama, March 25 - April 2, 2023. (D. Webb) 34

- C. Approval, for the South St. Paul School Board to approve the preliminary 2023 IB History field trip request to France and Spain on March 22 - April 1, 2023. (D. Webb)

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 24, 2022

Chair Linda Diaz called the January 24, 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.

Packer Plus: What I Need (WIN) Wednesday Update

High School Principal Chuck Ochocki provided an overview of the Packer Plus: What I Need (WIN) Wednesday program as well as a data update on student results for trimester 1. Packer Plus is a support structure that offers additional one-on-one support for struggling students. It also incorporates more teacher collaboration time in an effort to create a larger safety net for students.

Since the program launched in October, the number of failing grades for 10-12 students in trimester 1 has been reduced by 50%. The results also show the number of failing grades is lower than they were in 2019, pre-pandemic. While the initial launch has seen significant success rates, students and staff are evaluating the program to make necessary modifications that will continue increasing student success rates.

Budget Revisions

Finance Director Brady Hoffman reviewed the 2021-22 budget adjustments that will go before the School Board for approval this evening. The adjustments reflect the following changes that have been made to the budget since its adoption in June of 2021: prior year audit results, enrollment, and updated assumptions for revenues and expenditures.

Enrollment Update

Finance Director Brady Hoffman highlighted a few of the enrollment trends the district continues to track and monitor such as our resident student numbers, open enrollment trends and enrollment projections. Overall enrollment has been on a steady decline since 2016-17 where peak enrollment was 3,525 and declined to 3,102 in the 2020-21 school year. Administration is continuing to track the numbers closely and evaluate the information gathered from families to hopefully provide some context for the decline in enrollment.

Committee Updates

There were no committee reports given.

The committee-of-the-whole meeting adjourned at 5:53 PM.

Respectfully submitted by:

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



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

JANUARY 24, 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 24, 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, students and community members were also present.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

MINUTES

By Inspector Weber

Seconded by Inspector Walker

That the South St. Paul School Board approves the January 24, 2022, School Board meeting agenda and minutes for the following meetings:

- A. School Board Meeting Agenda, January 24, 2022
- B. Committee-of-the-Whole Meeting Minutes, January 10, 2022
- C. Regular Meeting Minutes, January 10, 2022

Motion carried (7-0)

QUALITY-IN-ACTION

Ben Kusch, Lead Designer for the TriDistrict Career and College Readiness (CCR) program provided a brief overview of the Center for Advanced Professional Studies (CAPS) programming. The CAPS program offers 11-12 grade students the opportunity to study and intern in four leading industries: Business and Entrepreneurship, Healthcare Careers and Medicine, Transportation Technologies and Introduction to Urban Education. A fifth career pathway, Computer Science/Information Technology is being introduced in the fall of 2022.

Three SSP high school students shared their experiences and excitement to be participating in the CAPS program that is leading them into their post high school career pathways.

REPORTS

Packer Plus: "What I Need" (WIN) Report – High School Principal Chuck Ochocki provided an overview of the Packer Plus: What I Need (WIN) Wednesday program as well as a data update on student results for trimester 1. Packer Plus is a support structure that offers additional one-on-one support for struggling students. It also incorporates more teacher collaboration time in an effort to create a larger safety net for students.

Since the program launched in October, the number of failing grades for 10-12 students in trimester 1 has been reduced by 50%. The results also show the number of failing grades is lower than they were in 2019, pre-pandemic. While the initial launch has seen significant success

rates, students and staff are evaluating the program to make necessary modifications to continue increasing student success rates.

Superintendent Search Update – Board Chair Linda Diaz provided an update on the Superintendent Search process. With the application process now closed for the superintendent position, the SSPPS School Board held a special meeting on Wednesday, January 19 to review and discuss the Superintendent Search Stakeholder Report Summary. This document highlights the trends that emerged from the survey conducted with our staff, families, and community members in December. The School Board will utilize this critical feedback during their next special meeting on February 2, where they will narrow down their list of 19 applicants for the first round of interviews scheduled for February 7 and 8. Representatives from various stakeholder groups will be invited by the Board to provide feedback during a key portion of the second round of interviews on February 16. The full superintendent search timeline and other important search information can be found on the District’s website.

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

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

CONSENT ITEMS

By Inspector Raasch

Seconded by Inspector Felton

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

Motion carried (7-0)

BUSINESS ITEMS

By Inspector Laliberte

Seconded by Inspector Walker

Approval, for the South St. Paul School Board to approve the budget revisions as presented.

Motion carried (7-0)

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 Weber

Seconded by Inspector Walker

Approval, for the South St. Paul School Board to adjourn the January 24, 2022, meeting at 7:23 PM.

Motion carried (7-0)

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

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
Board of Education



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

JANUARY 19, 2022

A special meeting of the School Board for Special School District No. 6, South St. Paul, was held in the SSP Secondary Media Center Classroom on Wednesday, January 19, 2022. Chair Linda Diaz called the meeting to order at 5:06 PM with six Board members present: Inspectors Arend, Diaz, Felton, Raasch, Weber and Walker. Inspector Laliberte was absent. Administrative Assistant Lisa Brandecker, Human Resource Director Nikie Tuescher, MSBA Consultant Barb Dorn and several community members were also present.

By Inspector Weber

Seconded by Inspector Raasch

That the South St. Paul School Board approve the January 19, 2022 special meeting agenda.

Motion carried (6-0)

APPLICATION PROCESS

Barb Dorn from the Minnesota School Boards Association, who is leading the superintendent search for the district, noted the superintendent application process closed with 19 applicants.

STAKEHOLDER REPORT

In December, the South St. Paul School Board conducted a stakeholder survey to determine the personal characteristics, areas of expertise, and specialized skills the next superintendent should possess. This evening, the School Board reviewed and discussed the results that highlights the trends that emerged for each of the areas. Consultant Barb Dorn noted the stakeholder results aligned directly with the survey results from board members.

Board members will use the stakeholder survey results to narrow down their list of 19 applicants for their first round of interviews that are scheduled on February 7 and 8.

INTERVIEW PROCESS AND TRAINING

Barb Dorn provided the School Board with details and training surrounding the upcoming interview process. The School Board also reviewed question themes and language for the first round of interviews.

By Inspector Weber

Seconded by Inspector Raasch

That the School Board move to adjourn the January 19, 2022 special meeting at 7:30 PM.

Motion carried (6-0)

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

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
School Board



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

JANUARY 26, 2022

A School Board work session was called to order at 4:30 PM in the District Office on Wednesday, January 26, 2022. Board members Arend, Diaz, Felton, Laliberte, Raasch, Weber and Walker were present as well as Superintendent Dave Webb, Finance Director Brady Hoffman and Human Resource Director Nikie Tuescher.

Finance Director Brady Hoffman led the School Board through various components of the FY23 budget planning process:

- **Budget Assumptions:** including enrollment, state and federal revenues, salaries, and benefits
- **Budget Projections:** based on the assumptions established
- **2022-23 Budget Guiding Change Document:** that will provide a framework for administrators to work within when creating the budget.
- **Fund Balance Policy:** Reviewed current fund balance policy and discussed potential revisions to be brought to the school board at a future meeting.

The School Board engaged in conversation on the budget projection model and the financial impact of the various budget assumptions.

The special work session adjourned at 5:40 PM.



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

JANUARY 26, 2022

A School Board personnel committee meeting was held in the District Office on Wednesday, January 26, 2022, beginning at 5:45 PM. Board members Diaz, Laliberte and Raasch were present as well as Admin. Asst. Lisa Brandecker and Human Resource Director Nikie Tuescher.

The personnel committee discussed the stakeholder feedback process for the second-round of superintendent interviews scheduled for Wednesday, February 16. Board members believe the voices of our stakeholders is a critical component to the interview process. To engage those voices, the Board will invite representatives from the various employee groups within the district as well as student and parent/guardian representatives to observe the second-round finalist interviews and provide feedback on each candidate.

The committee meeting adjourned at 6:30 PM.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: February 14, 2022

Place on Agenda: Regular Meeting Reports

Action Requested: None

Attachment: None

Topic: Superintendent Search Update

Presenter(s): Board Chair Linda Diaz

Background:

Board Chair Linda Diaz will provide the following update on the Superintendent Search process.

The South St. Paul School Board has been working with the Minnesota Schools Boards Association (MSBA) in selecting a new leader for our District. In December, the MSBA conducted a stakeholder survey where trends emerged highlighting the leadership qualities our students, staff and families would like to see in our next superintendent.

Last Tuesday, the South St. Paul School Board concluded interviews with seven superintendent semi-finalists. They are excited to announce the following candidates selected to move onto the finalist interviews scheduled for Wednesday, February 16 beginning at 4:00 PM in the Secondary Building Media Center Classroom:

- Beth Giese, Superintendent, St. Francis Area Schools
- Eric Schneider, Chief Academic Officer, We Work for Kids, LLC
- Brian Zambreno, Associate Superintendent, Minneapolis Public Schools

Over the last several weeks, the School Board worked with various stakeholder groups to select representatives that will participate in the finalist interviews on February 16. These representatives will provide critical feedback that will help the School Board select the next leader of South St. Paul Public Schools. The full [superintendent search timeline](#) and other important search information can be found on the [District's website](#).



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: Reports

Action Requested: None

Attachment: None

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



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: February 14, 2022

Place on Agenda: Consent Items

Action Requested: Approval

Attachment: Financials – Bills Payable

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

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
198481	459.87	01/05/2022	KWIK TRIP EXTENDED N
198893	762.72	01/27/2022	ADWEAR SPECIALTIES,
198894	101.00	01/27/2022	ANDERSON, CHRIS
198895	94.00	01/27/2022	ARRIOLA, MARK
198896	101.00	01/27/2022	BARNES, FREDERICK
198897	171.00	01/27/2022	BERTHIAUME, DAVID
198898	64.00	01/27/2022	BREWSTER, GEORGE
198899	333.81	01/27/2022	CANON FINANCIAL SERV
198900	94.00	01/27/2022	CAPOCASA, JOSEPH
198901	65.00	01/27/2022	CITICARGO & STORAGE
198902	13,075.70	01/27/2022	CITY OF SOUTH ST PAU
198903	6,900.89	01/27/2022	CITY OF SOUTH ST PAU
198904	82.00	01/27/2022	COLEMAN, ROBERT
198905	94.00	01/27/2022	COLLER, RONALD
198906	192.00	01/27/2022	COOPET, JULIE
198907	31.68	01/27/2022	CULLIGAN-MILBERT COM
198908	120.00	01/27/2022	DAN GREVAS PHOTOGRAP
198909	25.00	01/27/2022	DOREE, JEAN
198910	82.00	01/27/2022	FAISON, JOHN
198911	171.00	01/27/2022	GARCIA, JOSEPH
198912	82.00	01/27/2022	GARDNER, TRAVIS
198913	82.00	01/27/2022	GERADS, TRAVIS
198914	118.00	01/27/2022	GUERIN, KERRY
198915	154.00	01/27/2022	HANSEN, COLE
198916	59,795.42	01/27/2022	HEALTH PARTNERS
198917	96.00	01/27/2022	HOLT, MICHELLE
198918	2,119.18	01/27/2022	HOUSE OF PRINT
198919	450.00	01/27/2022	INFINITE HEALTH COLL
198920	94.00	01/27/2022	JALLEN, SCOTT
198921	39.25	01/27/2022	JW PEPPER & SONS, IN
198922	94.00	01/27/2022	KAEHLER, MATTHEW
198923	96.00	01/27/2022	KES, HEATHER
198924	171.00	01/27/2022	KUBES, TOM
198925	154.00	01/27/2022	KUHN, JOE
198926	4,469.60	01/27/2022	LINDENMEYR MUNROE
198927	259.58	01/27/2022	MACKIN EDUCATIONAL R
198928	96.00	01/27/2022	MARSHALL, KRISTINA
198929	966.00	01/27/2022	MCEA EXECUTIVE OFFIC
198930	171.00	01/27/2022	MCKINLAY, SHANE
198931	2,560.00	01/27/2022	MERIDIAN CONSULTING
198932	154.00	01/27/2022	MEULEMANS, JASON
198933	816.00	01/27/2022	MN ASSOC OF SCHOOL A
198934	38.00	01/27/2022	MN DEPT OF LABOR & I
198935	264.00	01/27/2022	MUELLER, ANTHONY
198936	283.00	01/27/2022	NICHOLAS-NELSON, TAM
198937	82.00	01/27/2022	PALESH, BRANDON
198938	25.00	01/27/2022	PETERSON, CHRISTINA
198939	82.00	01/27/2022	RETHLAKE, DAYNA
198940	2,000.00	01/27/2022	ROMERO, JEANETTE
198941	118.00	01/27/2022	SCHMIDT, JUSTIN
198942	368.50	01/27/2022	SCHOOL SPECIALTY, LL
198943	171.00	01/27/2022	SCHWANDT, JORDAN
198944	94.00	01/27/2022	SMITH, JAMES
198945	96.00	01/27/2022	SMITH, JENNIFER
198946	87.00	01/27/2022	SMOLEY, CHAD
198947	138.37	01/27/2022	SPRINT

<u>CHECK</u>		<u>CHECK</u>	
<u>NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>VENDOR</u>
198948	7,000.00	01/27/2022	SSP BLUE LINE CLUB
198949	8,859.78	01/27/2022	STANDARD INSURANCE C
198950	154.00	01/27/2022	STERNBERG, ZOE
198951	82.00	01/27/2022	SWAN, JOHN
198952	80.43	01/27/2022	SYNCB/AMAZON
198953	14,735.40	01/27/2022	TEACHERS ON CALL
198954	45.00	01/27/2022	TECH ACADEMY/COMPUTE
198955	530.82	01/27/2022	ULINE
198956	171.00	01/27/2022	VONFANGE, MICHAEL
198957	82.00	01/27/2022	WILLIAMS, ANTHONY
198958	154.00	01/27/2022	WOLD, BRYCE
198959	154.00	01/27/2022	WOLTERS, JOSEPH
198960	5,023.61	01/27/2022	XCEL ENERGY
198961	64.00	01/27/2022	ZECH, GINA
198962	57.00	01/28/2022	EDUCATION MINNESOTA
198963	478.57	01/28/2022	LOCAL #70
198964	1,135.30	01/28/2022	MINNESOTA CHILD SUPP
198965	80.00	01/28/2022	NCPERS GROUP LIFE IN
198966	318.00	01/28/2022	OFFICE AND PROF EMPL
198967	12,071.87	01/28/2022	SOUTH ST PAUL TEACHE
198968	5.00	01/28/2022	SOUTH ST PAUL OPEN F
198969	60.00	01/28/2022	SOUTH ST PAUL EDUCAT
198970	1,015.23	01/28/2022	SSP EASRP
198971	54.98	01/31/2022	SOUTH ST PAUL TEACHE
198972	17.98	02/03/2022	ACE HARDWARE & PAINT
198973	1,099.62	02/03/2022	ALLSTREAM
198974	515.38	02/03/2022	AMAZON CAPITAL SERVI
198975	96.00	02/03/2022	AMIDON, MIKE
198976	750.00	02/03/2022	BACKUPIFY
198977	200.00	02/03/2022	BAUER, SHAD
198978	560.00	02/03/2022	BAYFIELD FRUIT COMPA
198979	11,900.00	02/03/2022	BEAUDRY OIL & PROPAN
198980	101.00	02/03/2022	BELL, ROYCE
198981	82.00	02/03/2022	BERG, JASON
198982	200.00	02/03/2022	BRANDNER, DWAIN
198983	160.00	02/03/2022	BRIDGEPOINT GLASS
198984	2,397.00	02/03/2022	BUCK HILL
198985	284.69	02/03/2022	BUILDING CONTROLS GR
198986	136.57	02/03/2022	CAPITAL ONE TRADE CR
198987	174.00	02/03/2022	COOPER, ROBERT
198988	99.04	02/03/2022	DAKOTA COUNTY ENVIRO
198989	82.00	02/03/2022	DIXON, RALFORD
198990	174.00	02/03/2022	DOBLE, MARK
198991	370.02	02/03/2022	EDUCATORS BENEFIT CO
198992	591.80	02/03/2022	EGAN
198993	68.74	02/03/2022	FIRST SUPPLY LLC - T
198994	64.00	02/03/2022	GLASS, CHRISTEN
198995	30.00	02/03/2022	GOLDCOM, INC
198996	218.16	02/03/2022	GRAINGER, INC
198997	328.60	02/03/2022	GROTH MUSIC CO
198998	96.00	02/03/2022	GUENTHER, LINDA
198999	1,358.75	02/03/2022	HORIZON COMMERCIAL P
199000	75.00	02/03/2022	INDEPENDENT SCHOOL D
199001	34.99	02/03/2022	JW PEPPER & SONS, IN
199002	82.00	02/03/2022	KLINGSPORN, TODD
199003	549.28	02/03/2022	MARK'S PLUMBING PART

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
199004	174.00	02/03/2022	MENA, JUAN
199005	150.00	02/03/2022	MENDEZ, ANGELA
199006	2,976.00	02/03/2022	MIDWEST TENNIS & TRA
199007	64.94	02/03/2022	MINNESOTA GLOVE, INC
199008	11.20	02/03/2022	MINNESOTA LOCKS
199009	214.57	02/03/2022	NAPA AUTO PARTS
199010	1,749.43	02/03/2022	NETWORK SERVICES COM
199011	3,402.64	02/03/2022	NITTI SANITATION
199012	48.45	02/03/2022	PACE, DAVE
199013	259.00	02/03/2022	PETERSON, JAMES
199014	676.20	02/03/2022	POMP'S TIRE SERVICE
199015	150.00	02/03/2022	PURCHASE POWER
199016	6,655.00	02/03/2022	R.M. COTTON COMPANY
199017	2,400.00	02/03/2022	REGENTS OF THE UNIVE
199018	259.00	02/03/2022	ROFF, DANIEL
199019	259.00	02/03/2022	ROFF, MICHAEL
199020	429.77	02/03/2022	SAM'S CLUB
199021	125,668.00	02/03/2022	SHI INTERNATIONAL CO
199022	96.00	02/03/2022	SIKICH, MARK
199023	4,000.00	02/03/2022	SOUTH ST PAUL EDUCAT
199024	220.10	02/03/2022	ST PAUL PUBLISHING C
199025	2,015.84	02/03/2022	T-MOBILE
199026	12,878.48	02/03/2022	TEACHERS ON CALL
199027	259.00	02/03/2022	TOMPERI, LEO
199028	58.91	02/03/2022	TRACTOR SUPPLY CREDI
199029	4,183.80	02/03/2022	TRANSPORTATION & DEL
199030	4,774.80	02/03/2022	TRIO SUPPLY CO
199031	3,697.02	02/03/2022	TURNITIN,LLC
199032	3,130.75	02/03/2022	TWIN CITY JANITOR SU
199033	32,695.73	02/03/2022	UPPER LAKES FOODS
199034	69.09	02/03/2022	WHEELCO TRUCK & TRAI
199035	966.89	02/03/2022	XCEL ENERGY
199036	31.07	02/08/2022	ACE HARDWARE & PAINT
199037	82.00	02/08/2022	ANDERSON, ANTHONY
199038	4,489.90	02/08/2022	ARVIG
199039	560.00	02/08/2022	BAYFIELD FRUIT COMPA
199040	26,106.28	02/08/2022	BEAUDRY OIL & PROPAN
199041	171.00	02/08/2022	BERTHIAUME, DAVID
199042	13,100.00	02/08/2022	BILL RASCHER MECHANI
199043	1,366.90	02/08/2022	BIMBO BAKERIES USA
199044	2,162.65	02/08/2022	BIX PRODUCE COMPANY
199045	82.00	02/08/2022	BROADWAY, SALADIN
199046	1,206.19	02/08/2022	BUILDING CONTROLS GR
199047	122.00	02/08/2022	CLOOS, ISAAC
199048	529.70	02/08/2022	CULLIGAN-MILBERT COM
199049	276.73	02/08/2022	DAKOTA SUPPLY GROUP
199050	72.53	02/08/2022	DECKER EQUIPMENT
199051	201.22	02/08/2022	DECKER TAPE PRODUCTS
199052	94.00	02/08/2022	DIEBOLD, MICHAEL
199053	82.00	02/08/2022	DOOLEY, JESSICA
199054	6,970.00	02/08/2022	DOUG WOOG ARENA
199055	390.00	02/08/2022	DRAMATISTS PLAY SERV
199056	632.81	02/08/2022	ED'S TROPHIES
199057	101.00	02/08/2022	EICHACKER, JOSHUA
199058	64.00	02/08/2022	ESSIEN, FRANK
199059	167.54	02/08/2022	GENERAL PARTS INC

CHECK NUMBER	AMOUNT	DATE	CHECK VENDOR
199060	210.35	02/08/2022	GOODIN COMPANY
199061	406.87	02/08/2022	GRAINGER, INC
199062	5,378.50	02/08/2022	GRAPHIC EDGE
199063	8,000.00	02/08/2022	HENDRICKSON FOUNDATI
199064	155,540.08	02/08/2022	INDEPENDENT SCHOOL D
199065	59,442.38	02/08/2022	INDEPENDENT SCHOOL D
199066	77.00	02/08/2022	IVERSON, TANYA
199067	118.00	02/08/2022	KIEMEL, TIM
199068	90.42	02/08/2022	KURITA AMERICA INC
199069	829.45	02/08/2022	KWIK TRIP EXTENDED N
199070	101.00	02/08/2022	LEHNER, KENNETH
199071	259.64	02/08/2022	MAC ENTERPRISES, LLC
199072	77.00	02/08/2022	MAHONEY, KATIE LEE
199073	530.66	02/08/2022	MARK'S PLUMBING PART
199074	2,560.00	02/08/2022	MERIDIAN CONSULTING
199075	145.80	02/08/2022	METZGER BUILDING MAT
199076	690.55	02/08/2022	MID CITY INDUSTRIAL
199077	376.80	02/08/2022	MIDWEST MACHINERY CO
199078	5.60	02/08/2022	MINNESOTA LOCKS
199079	30.00	02/08/2022	MN DEPT OF LABOR & I
199080	170.00	02/08/2022	MN STATE HIGH SCHOOL
199081	82.00	02/08/2022	MRI SOFTWARE LLC
199082	53,023.35	02/08/2022	NEO ELECTRIC SOLUTIO
199083	43.07	02/08/2022	NORTHERN BATTERY
199084	18.20	02/08/2022	O'CONNOR, SUSAN
199085	82.00	02/08/2022	OLIVE, MATT
199086	200.00	02/08/2022	OVERELL, STEPHANIE
199087	411.16	02/08/2022	PLUNKETT'S PEST CONT
199088	500.00	02/08/2022	ROMERO, JEANETTE
199089	64.00	02/08/2022	RYAN, JAMES
199090	80,649.28	02/08/2022	SAFEWAY BUS COMPANY
199091	60.00	02/08/2022	SCHMITT MUSIC
199092	60.00	02/08/2022	SKWIRA, PETER
199093	101.00	02/08/2022	SWAN, JOHN
199094	10,635.94	02/08/2022	TEACHERS ON CALL
199095	182.00	02/08/2022	TOMPERI, LEO
199096	798.57	02/08/2022	TRIO SUPPLY CO
199097	1,345.44	02/08/2022	UNIVERSITY OF ST THO
199098	1,345.44	02/08/2022	UNIVERSITY OF MINNES
199099	12,399.75	02/08/2022	UPPER LAKES FOODS
199100	82.00	02/08/2022	VEITH, DOUGLAS
199101	41,032.77	02/08/2022	XCEL ENERGY
199102	154.00	02/08/2022	YOUNG, TREVOR
199103	1,046.00	02/08/2022	ZARNOTH BRUSH WORKS,
199104	64.00	02/08/2022	ZECH, GINA
202100171	43,641.70	01/28/2022	MINNESOTA PAYROLL TA
202100172	264,691.54	01/28/2022	FEDERAL PAYROLL TAXE
202100173	249.09	01/28/2022	MN DEPT OF REVENUE
202100174	44,266.19	01/28/2022	PERA
202100175	56,196.24	01/28/2022	TSA/ACH DEDUCTION
202100176	131,366.99	01/28/2022	TEACHER RETIREMENT A
202100177	0.00	01/28/2022	MINNESOTA PAYROLL TA
202100178	0.00	01/28/2022	FEDERAL PAYROLL TAXE
202100179	-134.62	01/28/2022	MINNESOTA PAYROLL TA
202100180	-536.86	01/28/2022	FEDERAL PAYROLL TAXE
202100181	-411.05	01/28/2022	TEACHER RETIREMENT A

<u>CHECK</u>		<u>CHECK</u>	
<u>NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>VENDOR</u>
202100182	134.62	01/28/2022	MINNESOTA PAYROLL TA
202100183	536.86	01/28/2022	FEDERAL PAYROLL TAXE
202100184	411.05	01/28/2022	TEACHER RETIREMENT A
212200156	175.00	01/26/2022	MCNOWN, LINDSEY
212200157	56.85	01/26/2022	MOEN, NICOLE
212200158	12.98	01/26/2022	RIESELNAN, NINA
212200159	132.52	02/08/2022	BAUER, KIMBERLY
212200160	19.18	02/08/2022	CLEMENT, THERESA
212200161	361.16	02/08/2022	HOLSEN, ERIC
212200162	167.09	02/08/2022	MCKIBBEN, KORI
212200163	17.87	02/08/2022	MOORE, CHRISTOPHER
212200164	41.99	02/08/2022	TRETTEL, CALVIN
212200165	44.95	02/08/2022	TUCCITTO, SANDRA
212200166	81.55	02/08/2022	WOHLERS, DARI

1,429,811.27 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	592,351.03	24,660.88	416,556.38	1,033,568.29
02	FOOD SERVICE	11,582.58	0.00	57,101.29	68,683.87
04	COMMUNITY EDUCATION	241,506.05	0.00	6,606.55	248,112.60
05	CAPITAL	0.00	0.00	73,575.07	73,575.07
50	ACTIVITY ACCOUNT	5,871.44	0.00	0.00	5,871.44
***	Fund Summary Totals ***	851,311.10	24,660.88	553,839.29	1,429,811.27

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

CHECKRUNS

<u>FUND</u>	<u>DESCRIPTION</u>	<u>January 21, 2022 - February 8, 2022</u>
1	GENERAL	\$1,033,568.29
2	FOOD SERVICE	\$68,683.87
4	COMMUNITY EDUCATION	\$248,112.60
5	CAPITAL	\$73,575.07
6	CONSTRUCTION	\$0.00
7	DEBT SERVICE	\$0.00
47	OPEB	\$0.00
50	ACTIVITY ACCOUNTS	\$5,871.44
	TOTAL	<u>\$1,429,811.27</u>

Check 198893 - 199104

Employee ACH 212200156 -2122000166

Wire Payments 202100171 - 202100184

PAYROLL

1/28/22

Payroll Direct Deposit	900074142 - 900074675	\$764,811.31
Check	236603	

	<u>Debt Service Fund</u>	<u>DESCRIPTION</u>	<u>1/26/2022</u>
Series 2015A	Bond Trust Services	Capital Facilities Bonds	\$161,400.00
Series 2014A	Bond Trust Services	School Building Bonds	\$186,000.00
Series 2013A	Bond Trust Services	School Refunding Bonds	
Series 2013B	Bond Trust Services	School Building Bonds	\$2,132,768.75
Series 2010A	Bond Trust Services	School Refunding Bonds	
	Bond Trust Services	School Refunding Bonds	\$14,685,000.00
		TOTAL WIRE	<u>\$17,165,168.75</u>

All Funds Financial Update For 2021-22 July 1, 2021 - January 31, 2022

EXPENDITURES YEAR-TO-DATE

	<u>Adopted/Revised Budget</u>	<u>Spent Year-to-Date</u>	%	<u>Difference</u>
<u>General Fund</u>				
01-General funds	40,499,160	19,621,614	48%	20,877,546
01-Transportation funds	1,586,500	630,393	40%	956,107
05-Capital funds/Health & Safety	2,449,169	1,235,449	50%	1,213,720
Total General Fund	<u>44,534,829</u>	<u>21,487,456</u>	48%	<u>23,047,373</u>
<u>Food Service Fund</u>	1,988,646	767,596	39%	1,221,050
<u>Community Service Fund</u>				
04-Community Ed/E.C.F.E./ABE	1,967,805	1,124,315	57%	843,490
<u>Construction Fund</u>	0	0	#DIV/0!	0
<u>Debt Service Fund</u>	2,991,338	17,776,949	594%	(14,785,611)
TOTAL ALL FUNDS	<u>\$51,482,618</u>	<u>\$41,156,316</u>	80%	10,326,302

REVENUES YEAR-TO-DATE

	<u>Adopted/Revised Budget</u>	<u>Received Year-to-Date</u>	%	<u>Difference</u>
<u>General Fund</u>				
General funds/Trans/Capital/H & S	41,807,281	19,708,940	47%	22,098,341
Rent/Capital	2,532,383	11,914	0%	2,520,469
<u>Food Service Fund</u>	2,094,100	936,740	45%	1,157,360
<u>Community Service Fund</u>				
04-Community Ed/E.C.F.E/A.B.E	2,006,364	1,324,952	66%	681,412
<u>Construction Fund</u>	0	0	#DIV/0!	0
<u>Debt Service Fund</u>	2,985,491	16,569,493	555%	(13,584,002)
TOTAL ALL FUNDS	<u>\$51,425,619</u>	<u>\$38,552,039</u>	75%	12,873,580

Special School District #6 South St. Paul, Minnesota

Student Activity Treasurer's Report July 1, 2021 thru January 31, 2021

ACTIVITY ACCOUNT	BEGINNING BALANCE	DISBURSEMENTS	RECEIPTS	ENDING BALANCE
7-8 Student Council	\$ 3,221.45			\$ 3,221.45
Device Protection	\$ 79,989.21		\$ 1,300.54	\$ 81,289.75
Robotics	\$ 4,343.24	\$ 405.74		\$ 3,937.50
Business	\$ 62.99			\$ 62.99
HS Random Acts	\$ 138.25			\$ 138.25
Choir	\$ 287.73			\$ 287.73
SAGA	\$ -			\$ -
Drama	\$ 3,875.48	\$ 5,793.22	\$ 10,949.00	\$ 9,031.26
Jr High Math	\$ 26.72			\$ 26.72
Skills for Tomorrow	\$ 2,426.53			\$ 2,426.53
Memory Book	\$ (747.49)		\$ 1,659.36	\$ 911.87
4 A day 7th Grade	\$ 2,007.05			\$ 2,007.05
Early Childhood	\$ 3,230.88	\$ 1,796.26	\$ 5,190.00	\$ 6,624.62
Black Pride	\$ 364.08			\$ 364.08
Lincoln Library	\$ 1,669.76	\$ 1,344.12	\$ 1,350.15	\$ 1,675.79
Women's Society	\$ -			\$ -
Prom	\$ 441.32			\$ 441.32
Senior Council	\$ 5,855.20			\$ 5,855.20
4 A Day 8th Grade	\$ 5,119.34	\$ 230.00	\$ 3,892.15	\$ 8,781.49
Soccer - Girls	\$ 62.36			\$ 62.36
Swimming - Girls	\$ 402.79	\$ 402.79		\$ -
Tech Car	\$ 128.21			\$ 128.21
Track - Girls	\$ 59.77			\$ 59.77
Band Equip Rental	\$ 2,585.27	\$ 200.00	\$ 375.00	\$ 2,760.27
Impact Lives	\$ 1,811.34			\$ 1,811.34
Debate	\$ 5,012.43	\$ 958.22		\$ 4,054.21
Band	\$ 198.48			\$ 198.48
Speech	\$ 6,405.89	\$ 582.00		\$ 5,823.89
Golf - Boys	\$ 216.45			\$ 216.45
Golf - Girls	\$ 1,871.77			\$ 1,871.77
4 A Day 6th Grade	\$ 3,288.91			\$ 3,288.91
Yearbook	\$ 2,067.27		\$ 833.00	\$ 2,900.27
Key Club	\$ 678.66	\$ 187.50	\$ 210.00	\$ 701.16
Student Council	\$ 1,295.66	\$ 2,155.85	\$ 6,590.50	\$ 5,730.31

Knowledge Bowl	\$	245.41			\$	245.41		
CLC/PPG	\$	332.09			\$	332.09		
ABE	\$	943.48			\$	943.48		
JH Knowledge Bowl	\$	532.99			\$	532.99		
SADD	\$	98.81			\$	98.81		
Basketball - Boys	\$	930.38		\$	120.45	\$	1,050.83	
Baseball	\$	596.60				\$	596.60	
Basketball - Girls	\$	696.30	\$	1,479.59	\$	1,560.30	\$	777.01
CLC Activity Acct	\$	2.39				\$	2.39	
Football	\$	673.71	\$	15.06			\$	658.65
Sr High Math	\$	717.66				\$	717.66	
Gymnastics	\$	1,264.58				\$	1,264.58	
Hockey - Boys	\$	248.13			\$	7,521.33	\$	7,769.46
Hockey - Girls	\$	657.36			\$	2,106.97	\$	2,764.33
Danceline	\$	-				\$	-	
Soccer - Boys	\$	364.86				\$	364.86	
Softball	\$	2,253.78	\$	780.00	\$	450.00	\$	1,923.78
Tennis - Girls	\$	2,207.19	\$	420.00			\$	1,787.19
Track Boys	\$	31.32				\$	31.32	
Volleyball	\$	836.95	\$	304.11	\$	100.25	\$	633.09
Wrestling	\$	240.26	\$	283.98	\$	200.00	\$	156.28
Tennis - Boys	\$	74.20				\$	74.20	
Lang Arts 8th Gr	\$	157.08				\$	157.08	
CDLU	\$	195.50			\$	43.67	\$	239.17
LC Student Ambassa	\$	212.54				\$	212.54	
French	\$	798.03				\$	798.03	
Lincoln Center	\$	15,508.18				\$	15,508.18	
Senior Program	\$	943.65	\$	467.04	\$	3,886.43	\$	4,363.04
Spanish	\$	601.68	\$	72.04			\$	529.64
Autism	\$	172.76				\$	172.76	
KEC PBIS	\$	5,687.86	\$	1,311.06			\$	4,376.80
All Night Sr Party	\$	7,298.33	\$	614.88	\$	4,676.88	\$	11,360.33
Kec Student	\$	25,731.83	\$	8,247.57	\$	4,324.98	\$	21,809.24
IB History Trip	\$	1,326.67				\$	1,326.67	
LC PBIS	\$	2,871.81	\$	4,141.84	\$	1,550.00	\$	279.97
HS PBIS	\$	3,310.00	\$	350.00			\$	2,960.00
Mistletoe	\$	4,184.38	\$	1,618.43			\$	2,565.95
Senior Program	\$	-	\$	267.09	\$	3,335.40	\$	3,068.31
TOTALS:	\$	221,345.75	\$	34,161.30	\$	62,226.36	\$	249,143.72



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: February 14, 2022

Place on Agenda: Consent Items

Action Requested: Approval

Attachment: Staffing

Topic: Staffing
Presenter(s): Chair
Background: The staffing report includes the Appointments, Resignations, Transfers, Retirements, Abolishments and Leaves being recommended to the School Board for approval.
Recommendation: Administration recommends approval of the proposed staffing and supplemental staffing as presented.
Alternatives: 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)**

2-14-22

Certified

A. Appointments/Reassignments

1. Edwin Rosas – .5 FTE ELL Teacher and .5 FTE Building Substitute, High School, MA00, Step 5, effective February 1, 2022, through June 10, 2022.

2021-22 Curriculum Writing – ABE (\$29.00 per hour)

Jo Lynn Bucki – 60 hours (increase from 30)

Sara Maldonado – 20 hours

Kori McKibbon – 30 hours

Heidi Mogollon – 20 hours

B. Resignations/Retirements/Leaves/Reductions/Other

1. Courtney Nygaard – Leave of absence, 1.0 FTE Spanish Teacher, High School, effective approximately May 2, 2022, through June 10, 2022.
2. Erin Roeske – Leave of absence, 1.0 FTE Kindergarten Teacher, Kaposia Education Center, effective February 1, 2022, through March 7, 2022.
3. Sarah Wotipka – Leave of absence, 1.0 FTE Kindergarten Teacher, Kaposia Education Center, effective March 3, 2022, through April 18, 2022.

Classified

A. Appointments/Reassignments

1. Marlene Alanis Quezada – Part-Time Cleaner, Secondary Building, \$17.33 per hour, 20 hours per week, effective February 15, 2022.
2. Darren Edwards – Student Support Assistant, High School, \$19.29 per hour, 32.5 hours per week, effective February 7, 2022.
3. Theresa May – Building Supervisor, Central Square Community Center, \$14.00 per hour, up to 20 hours per week, effective February 1, 2022.
4. Lawrence Nitti – Part-Time Cleaner, Lincoln Center, \$17.33 per hour, 20 hours per week, effective February 2, 2022.
5. Paul Peterson – Part-Time Cleaner, Kaposia Education Center, \$17.33 per hour, 20 hours per week, effective February 22, 2022.
6. Kayla Thomas – Special Education Assistant, Middle School, \$19.76 per hours, 32.5 hours per week, effective February 1, 2022. (revised effective date)

B. Resignations/Retirements/Leaves/Reductions/Other

1. Lauren Catlin – Leave of absence, Administrative Assistant-Early Learning, Family Education Center, effective February 7, 2022, through February 27, 2022.
2. Emily Jones – Resignation, Part-Time Cleaner, Kaposia Education Center, effective January 24, 2022.
3. Jena Joseph – Resignation, Special Education Assistant, Kaposia Education Center, effective February 18, 2022.
4. Lori McNeese – Extend leave of absence, Nutrition Services Assistant, Secondary Building, effective December 7, 2021, through March 21, 2022. (extension from January 31, 2022)
5. Desmond Radunz – Resignation, Student/Security Monitor, Secondary Building, effective February 18, 2022.
6. Deborah Schultz – Retirement, Cashier, Secondary Building, effective June 8, 2022.
7. Nathan Scott – Termination, Part-Time Cleaner, Lincoln Center, effective January 24, 2022.
8. Christina Zambrano – Resignation, Kids' Choice Assistant, Lincoln Center, effective February 9, 2022.



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

Topic: Policy Review
Presenter(s): Superintendent Dave Webb and Finance Director Brady Hoffman
<p>Background:</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>Recommendation:</p> <p>None at this time.</p>
<p>Alternatives:</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



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

Topic: Guiding Change Document – 2022-23 Budget
Presenter(s): Brady Hoffman, Finance Director
Background: <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">• Results (<i>What is our goal?</i>) – define the desired outcomes in terms of vision for the future and benefit to the district.• Current Reality (<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• Unacceptable Means (<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. <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 26th, 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>
Recommendation: Approval
Alternatives: 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"> 1. District Mission and Vision. 2. State funding has not kept pace with inflation, and is not projected to keep pace. 3. Additional Operating Levy was approved in Nov. 2017 for ten years. The levy generates about \$1.3 million annually. 4. Despite the District's net gain in open enrollment, overall enrollment has decreased each of the past five years. 5. Expenditures are projected to exceed revenues resulting in deficit spending. 6. 80% of costs are salaries and benefits. 7. State and federal funding for programs such as special education and English learners is not keeping pace with program costs. 8. School Board is required to establish budget by July 1, 2022. 9. District has completed a school start time study indicating a need for a later secondary start time. 	<ol style="list-style-type: none"> 1. Violate law, financial regulations, contracts or agreements. 2. Recommend budget changes that do not address financial sustainability and expected outcomes. 3. The District will not substantially reduce the following programs: <ul style="list-style-type: none"> • Arts programs • Athletics/activities 	<ol style="list-style-type: none"> 1. Align budget to District Mission, Vision, Strategic Directions, and District Goals. 2. Establish a budget strives to maintain a minimum unrestricted fund balance of 11% of general fund annual expenditures. 3. Maintains quality programming and services. 4. Considers additions, reductions and redesign. 5. Recruit and retain students. 6. Efficient and effective use of resources through ongoing evaluation of current services and programs. 7. Implementation of priority actions of District Strategic Roadmap. 8. Strive for equity in all that we do 9. Consider reinstating Zero Hour 10. Consider for school year 2022-2023 taking action regarding implementation of late start for secondary

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
<p>Background:</p> <p>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.</p> <p>IB History Trip</p> <ul style="list-style-type: none"> • 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. <p>Spanish Classes Trip</p> <ul style="list-style-type: none"> • 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. <p>Recommendation Rationale</p> <p>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:</p> <ul style="list-style-type: none"> • 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

Signature of Principal/Activities Director

Signature of Superintendent

Signature of Board Chair
