



South St. Paul School Board Meeting
Monday, February 28, 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 28, 2022	
	B. Committee-of-the-Whole and Regular Meeting Minutes, February 14, 2022	3
	C. Special School Board Meeting Minutes for February 2, February 7 and February 16, 2022.	6
III.	QUALITY-IN-ACTION and REPORTS	
	A. Quality-in-Action: Data shows us that many of our kindergarten and first grade students showed a greater literacy need during the pandemic. The challenge has been to implement a system with our youngest learners to give them extra exposure and practice on letter and sound recognition to begin to rebuild their literacy base. Fifth grade students have been tutoring kindergarten and first grade students at Kaposia by implementing a Jan Richardson strategy called Letter Tracing. During the Quality-in-Action presentation, Kaposia will share their experience and progress at utilizing Student Agency at its best. (T. Bretoi)	
	B. Report: Chair Linda Diaz will highlight the Public Listening Session submissions. (L. Diaz)	10
	C. Report: Board Chair Linda Diaz will provide a recap of the Superintendent Search and transition plan update. (L. Diaz)	11
	D. Report: Superintendent Webb will provide highlights from around the District. (D. Webb)	12
IV.	CONSENT ITEMS	
	A. Financial Claims: Bills Payable (D. Webb)	13

B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves (D. Webb)	19
V. POLICY REVIEW	
A. Second Reading Review, Fund Balance Policy #702.1	23
B. Approval, for the South St. Paul School Board to approve rescinding the COVID-19 Vaccination, Testing, Quarantine and Face Covering Policy #808. (D. Webb)	27
VI. BUSINESS ITEMS	
A. Approval, for the South St. Paul School Board to approve the Superintendent of Schools Employment Agreement with Brian Zambreno effective March 14, 2022 - June 30, 2022. (L Diaz)	
B. Approval, for the South St. Paul School Board to approve the Superintendent of Schools Employment Agreement with Brian Zambreno effective July 1, 2022 - June 30, 2025. (L. Diaz)	
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**

February 14, 2022

Chair Linda Diaz called the February 14, 2022, 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, ISD 917 superintendent Dr. Michael Favor and several staff members.

Intermediate District 917 Update

Intermediate District 917's superintendent Dr. Michael Favor provided an overview of the district's specialized services and programs they offer to the nine districts who are members of the collaborative. Currently, District 917 provides services to approximately 70 students from our district.

Budget Guiding Change

Finance Director Brady Hoffman reviewed the 2022-23 budget guiding change document the board developed during their special work session on January 26. The guiding change document identifies the parameters for administration to use when they are preparing the budget recommendations. The guiding change document will go before the School Board for formal approval this evening.

Fund Balance Policy

Finance Director Brady Hoffman highlighted the recommended changes to the district's fund balance policy. These changes reflect the discussions the School Board held during their January 26 work session.

International Field Trips

Superintendent Webb along with high school teachers Conrad Anderson and Lindsay Alejandrino provided a highlight for their proposed trips to Spain/France and Panama City during spring break 2023. As an International Baccalaureate World Schools District, the board and administration understand the importance of immersing students in the language and experiencing the culture of the countries they are studying. Travel insurance is offered to families in the event the trip needs to be canceled due to the ongoing pandemic.

Board Training with Dennis Cheesebrow

With the intensive superintendent search process now complete, the Board discussed restarting their quarterly training sessions with Dennis Cheesebrow. The next session is scheduled for Monday, March 7.

Public Listening Session Update

Chair Diaz shared the request from a staff/parent to end the masking requirements for the students due to ongoing mental health concerns that can be associated with masking.

Committee Updates

Brief committee reports given.

The committee-of-the-whole meeting adjourned at 5:52 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

FEBRUARY 14, 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, February 14, 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 Laliberte

Seconded by Inspector Raasch

That the South St. Paul School Board approves the February 14, 2022, School Board meeting agenda and minutes for the following meetings:

- Committee-of-the-Whole Meeting Minutes, January 24, 2022
- Regular Meeting Minutes, January 24, 2022
- Special School Board Meeting Minutes, January 19 and 26, 2022
- Personnel Committee Meeting Minutes, January 26, 2022

Motion carried (7-0)

QUALITY-IN-ACTION

Special Services Director Kelly Tetrick provided an overview of the district's health services. LSN and COVID Coordinator Shawnee Krueger provided additional information regarding South St. Paul Schools' health focused support, guidance and management during the COVID-19 pandemic.

REPORTS

Superintendent Search Update – Board Chair Linda Diaz shared that the Board is scheduled to interview the following three finalist candidates on Wednesday, February 16: Beth Giese, Eric Schneider and Brian Zambreno.

Public Listening Session Report – Chair Diaz highlighted the concerns of one public listening session attendee that asked for the district to end the masking requirements for students due to ongoing mental health concerns that can be associated with masking.

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

CONSENT ITEMS

By Inspector Walker

Seconded by Inspector Weber

A. Financial Claims—Bills Payable

B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves.

Motion carried (7-0)

POLICY REVIEW

Finance Director Brady Hoffman reviewed the fund balance policy that is before the board for the first of three readings.

BUSINESS ITEMS

By Inspector Raasch

Seconded by Inspector Laliberte

Approval, for the South St. Paul School Board to approve the 2022-23 Budget Guiding Change Document.

Motion carried (7-0)

By Inspector Weber

Seconded by Inspector Felton

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.

Motion carried (7-0)

By Inspector Raasch

Seconded by Inspector Walker

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.

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 Felton

Approval, for the School Board to adjourn the February 14, 2022, meeting at 6:41 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

FEBRUARY 2, 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, February 2, 2022. Chair Linda Diaz called the meeting to order at 5:00 PM with seven Board members present: Inspectors Arend, Diaz, Felton, Laliberte, Raasch, Weber and Walker.

By Inspector Walker

Seconded by Inspector Weber

That the South St. Paul School Board approve the February 2, 2022 special meeting agenda.

Motion carried (7-0)

SUPERINTENDENT SEARCH PROCESS

The School Board engaged in conversation on the interview questions and procedures for the upcoming superintendent semi-finalist interviews on February 7 and 8, 2022. Barb Dorn from the Minnesota School Boards Association reviewed the interview training materials with the School Board and walked them through the process for selecting their semi-finalist candidates.

MSBA Consultant Barb Dorn highlighted the process her team used when vetting all applications submitted for the South St. Paul Superintendent position. MSBA then reviewed the strengths of the candidates they were recommending for School Board consideration.

The School Board also discussed the strengths of each of their top candidates and only identified the candidates by an assigned letter of the alphabet due to applications being confidential until chosen for semi-finalist interviews.

By Inspector Raasch

Seconded by Inspector Weber

That the School Board move to offer candidates A, F, G, J, N, S, and O semi-finalist interviews on Monday, February 7 and 8, 2022.

Motion carried (7-0)

Superintendent Search Consultant Barb Dorn read the names of the following semi-finalists that will be invited for interviews on Monday, February 7 and 8, 2022: Efe Agbamu, Brenda Damiani, Beth Giese, Troy Miller, Kristine Schaefer, Eric Schneider and Brian Zambreno.

ADJOURNMENT

By Inspector Weber

Seconded by Inspector Arend

That the School Board move to adjourn the February 2, 2022 special meeting at 6:19 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
School Board



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

FEBRUARY 7, 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 Monday, February 7, 2022. Chair Linda Diaz called the meeting to order at 3:56 PM with seven Board members present: Inspectors Arend, Diaz, Felton, Laliberte, Raasch, Weber and Walker.

By Inspector Raasch

Seconded by Inspector Arend

That the South St. Paul School Board approve the February 7, 2022 special meeting agenda.

Motion carried (7-0)

SUPERINTENDENT INTERVIEWS

School Board members conducted semi-finalist interviews with Beth Giese, Kristine Schaefer, Eric Schneider and Efe Agbamu.

Those interviews concluded at 8:54 PM. The remaining candidate interviews will be continued at 3:25 PM on Tuesday, February 8, 2022.

SUPERINTENDENT INTERVIEWS

School Board members conducted semi-finalist interviews with Brenda Damiani, Brian Zambreno and Troy Miller.

SCHOOL BOARD MEMBER DELIBERATIONS

Board members discussed the interviews of the seven semi-finalists and shared the strengths of each candidate.

By Inspector Weber

Seconded by Inspector Felton

That the School Board move to extend an offer for second-round finalist interviews for the South St. Paul Superintendency to the following candidates: Beth Giese, Eric Schneider and Brian Zambreno.

Motion carried (7-0)

ADJOURNMENT

By Inspector Walker

Seconded by Inspector Weber

That the School Board move to adjourn the February 7-8, 2022 special meeting at 8:41 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
School Board



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

FEBRUARY 16, 2022

A special meeting of the School Board for South St. Paul Public Schools was held in the SSP Secondary Media Center Classroom on Wednesday, February 16, 2022. Chair Linda Diaz called the meeting to order at 3:59 PM with seven Board members present: Inspectors Arend, Diaz, Felton, Laliberte, Raasch, Weber and Walker.

By Inspector Weber

Seconded by Inspector Raasch

That the South St. Paul School Board approve the February 16, 2022 special meeting agenda.

Motion carried (7-0)

SUPERINTENDENT FINALIST INTERVIEWS

School Board members conducted finalist interviews with Beth Giese, Brian Zambreno and Eric Schneider.

Stakeholders submitted feedback forms following each candidate's interview.

SCHOOL BOARD DELIBERATES

School Board members took time to carefully review and analyze all the stakeholder feedback submissions. Board members then discussed the interviews of the three finalists and shared the strengths of each candidate as well as specific comments from the stakeholder feedback submissions. Chair Diaz also highlighted the many reference check phone calls she conducted over the past week.

There were many pieces that went into the decision of selecting the district's next superintendent including the application packet, interviews, stakeholder feedback submissions, background checks and the reference checks.

By Inspector Weber

Seconded by Inspector Felton

That the School Board move to extend the offer of an employment contract for the position of South St. Paul Public Schools Superintendent to Brian Zambreno contingent upon the following: that a mutually agreeable employment contract is negotiated and a criminal background check is completed with results acceptable to the School Board.

In the event that the chair determines a mutually agreeable employment contract is not attainable, the chair is authorized to extend the offer of an employment contract for the position of South St. Paul Public Schools Superintendent to Beth Giese contingent upon the following: that a mutually agreeable employment contract is negotiated, and a criminal background check is completed with results acceptable to the School Board.

Motion carried (6-1)

ADJOURNMENT

By Inspector Raasch

Seconded by Inspector Arend

That the School Board move to adjourn the February 16, 2022 special meeting at 8:56 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
School Board



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: February 28, 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 28, 2022

Place on Agenda: Regular Meeting Reports

Action Requested: None

Attachment: None

Topic: Superintendent Search and Transition Plan Update
Presenter(s): Board Chair Linda Diaz
Background: Board Chair Linda Diaz will provide a recap of the Superintendent Search and the transition plan for Dr. Brian Zambreno becoming the next leader of South St. Paul Public Schools.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: February 28, 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 28, 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

<u>CHECK</u>		<u>CHECK</u>	
<u>NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>VENDOR</u>
196231	-169.00	02/24/2022	KAEHLER, MICHAEL
199109	57.00	02/15/2022	EDUCATION MINNESOTA
199110	478.57	02/15/2022	LOCAL #70
199111	1,007.25	02/15/2022	MINNESOTA CHILD SUPP
199112	318.00	02/15/2022	OFFICE AND PROF EMPL
199113	12,126.85	02/15/2022	SOUTH ST PAUL TEACHE
199114	5.00	02/15/2022	SOUTH ST PAUL OPEN F
199115	60.00	02/15/2022	SOUTH ST PAUL EDUCAT
199116	1,015.23	02/15/2022	SSP EASRP
199117	443.98	02/24/2022	AMAZON CAPITAL SERVI
199118	101.00	02/24/2022	ANDERSON, CHRIS
199119	306.03	02/24/2022	ASSOC OF SUPERVISION
199120	82.00	02/24/2022	BAUSCHELT, PAT
199121	560.00	02/24/2022	BAYFIELD FRUIT COMPA
199122	94.00	02/24/2022	BEAURLINE, CARL
199123	154.00	02/24/2022	BENNEK, JOSEPH
199124	171.00	02/24/2022	BRADSHAW, NICKOLAS
199125	95.00	02/24/2022	BREAKDOWN SPORTS USA
199126	101.00	02/24/2022	BREWSTER, GEORGE
199127	118.00	02/24/2022	BROADWAY, SALADIN
199128	154.00	02/24/2022	BURKE, JAKE
199129	3,023.01	02/24/2022	CANON FINANCIAL SERV
199130	171.00	02/24/2022	CAPOCASA, JOSEPH
199131	101.00	02/24/2022	CARLSON, JEREMY
199132	1,649.50	02/24/2022	CHROMEBOOKPARTS.COM
199133	2,199.40	02/24/2022	CHROMEBOOKPARTS.COM
199134	6,422.58	02/24/2022	CITY OF SOUTH ST PAU
199135	7,116.89	02/24/2022	CITY OF SOUTH ST PAU
199136	178.45	02/24/2022	CLINICARE CORPORATIO
199137	101.53	02/24/2022	CULLIGAN-MILBERT COM
199138	82.00	02/24/2022	DEISTING, ASHLEY
199139	493.10	02/24/2022	DEMCO
199140	171.00	02/24/2022	DIEBOLD, MICHAEL
199141	1,230.00	02/24/2022	ECKBERG, MARY
199142	1,250.00	02/24/2022	EHLERS & ASSOCIATES
199143	82.00	02/24/2022	FAISON, JOHN
199144	13.14	02/24/2022	FIRST SUPPLY LLC - T
199145	9.83	02/24/2022	GOODIN COMPANY
199146	118.00	02/24/2022	GROCH, MIKE
199147	47.20	02/24/2022	GROTH MUSIC CO
199148	2,867.43	02/24/2022	HASTINGS BUS COMPANY
199149	5,944.96	02/24/2022	HASTINGS CREAMERY, L
199150	61,965.37	02/24/2022	HEALTH PARTNERS
199151	11,977.00	02/24/2022	INDEPENDENT SCHOOL D
199152	570.00	02/24/2022	INFINITE HEALTH COLL
199153	13,934.40	02/24/2022	INTERMEDIATE DISTRIC
199154	171.00	02/24/2022	KAEHLER, MATTHEW
199155	169.00	02/24/2022	KAEHLER, MICHAEL
199156	82.00	02/24/2022	KIEMEL, TIM
199157	94.00	02/24/2022	KILL, MARK
199158	64.00	02/24/2022	KOLTES, GREGORY
199159	118.00	02/24/2022	KOPP, SCOTT
199160	1,329.72	02/24/2022	LAKESHORE LEARNING M
199161	408.00	02/24/2022	LENCOWSKI, LORI
199162	1,117.50	02/24/2022	LINDENMEYR MUNROE
199163	118.00	02/24/2022	LIVINGSTON, TYLER

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
199164	255.95	02/24/2022	MACKIN EDUCATIONAL R
199165	118.00	02/24/2022	MCGOWEN, TIMOTHY
199166	118.00	02/24/2022	MCGUIRE, NATHAN
199167	988.00	02/24/2022	MEDICINE LAKE TOURS
199168	182.00	02/24/2022	MENA, JUAN
199169	118.00	02/24/2022	MENTH, MICHAEL
199170	152.00	02/24/2022	MN SCHOOL BOARDS ASS
199171	160.00	02/24/2022	MN STATE HIGH SCHOOL
199172	370.56	02/24/2022	MUSKEGON HEIGHTS SOL
199173	91.66	02/24/2022	NAPA AUTO PARTS
199174	3,640.56	02/24/2022	NETWORK SERVICES COM
199175	1,032.85	02/24/2022	NEW DOMINION SCHOOL/
199176	118.00	02/24/2022	PALESH, BRANDON
199177	64.00	02/24/2022	PATTERSON, JAMES
199178	269.16	02/24/2022	PBBS EQUIPMENT CORPO
199179	162.00	02/24/2022	PETERSON, JAMES
199180	580.00	02/24/2022	PROFESSIONAL WIRELES
199181	402.00	02/24/2022	PSAT/NMSQT
199182	1,512.00	02/24/2022	PURCHASE POWER
199183	3,178.85	02/24/2022	R.M. COTTON COMPANY
199184	6,598.39	02/24/2022	RED LINE CLUB
199185	50,000.00	02/24/2022	REGENTS OF THE UNIVE
199186	101.00	02/24/2022	RUCKER, HENRY
199187	196.47	02/24/2022	SCHMITT MUSIC
199188	4,965.00	02/24/2022	SHI INTERNATIONAL CO
199189	154.00	02/24/2022	SHIKOWSKY, LOUIS
199190	120.00	02/24/2022	SKWIRA, PETER
199191	9,153.32	02/24/2022	SSP BLUE LINE CLUB
199192	204.00	02/24/2022	SSP/IGH ROTARY CLUB
199193	8,922.95	02/24/2022	STANDARD INSURANCE C
199194	355.63	02/24/2022	STATE SUPPLY COMPANY
199195	94.00	02/24/2022	SVAC, NICHOLAS
199196	32,034.32	02/24/2022	TEACHERS ON CALL
199197	24,840.00	02/24/2022	TRAFERA, LLC
199198	98.00	02/24/2022	TWIN CITY HARDWARE C
199199	7,354.76	02/24/2022	TWIN CITY TRANSPORTA
199200	1,682.42	02/24/2022	ULINE
199201	28,567.05	02/24/2022	UPPER LAKES FOODS
199202	1,800.00	02/24/2022	US BANK
199203	126.00	02/24/2022	US FOODS CULINARY EQ
199204	154.00	02/24/2022	WEBER, ANDREW
199205	84,187.67	02/24/2022	WIDE AREA TRANSPORTA
199206	94.00	02/24/2022	WOLTERS, MICHAEL
199207	30,128.38	02/24/2022	XCEL ENERGY
202100185	43,350.55	02/15/2022	MINNESOTA PAYROLL TA
202100186	263,114.63	02/15/2022	FEDERAL PAYROLL TAXE
202100187	262.11	02/15/2022	MN DEPT OF REVENUE
202100188	44,747.03	02/15/2022	PERA
202100189	55,656.84	02/15/2022	TSA/ACH DEDUCTION
202100190	130,650.45	02/15/2022	TEACHER RETIREMENT A
202100191	0.00	02/15/2022	MINNESOTA PAYROLL TA
202100192	0.00	02/15/2022	FEDERAL PAYROLL TAXE
212200167	31.82	02/24/2022	AREND, FRANCIS
212200168	177.31	02/24/2022	BECK, JANA
212200169	179.90	02/24/2022	BRANDECKER, LISA
212200170	16.02	02/24/2022	COSTAIN, MARY

<u>CHECK</u>		<u>CHECK</u>	
<u>NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>VENDOR</u>
212200171	34.67	02/24/2022	GUSTILO, CHRISTOPHER
212200172	200.00	02/24/2022	HACKERSON, AMANDA
212200173	155.44	02/24/2022	HOLSEN, ERIC
212200174	8.14	02/24/2022	LAUBY, TANIA
212200175	56.50	02/24/2022	MILLER, SHERRI
212200176	156.84	02/24/2022	PURVEY, FAITH
212200177	18.25	02/24/2022	SEXAUER, JENNIFER
212200178	33.75	02/24/2022	ZEILINGER, JACQUELIN

986,964.12 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	589,677.86	0.00	287,701.67	877,379.53
02	FOOD SERVICE	9,703.27	0.00	36,129.31	45,832.58
04	COMMUNITY EDUCATION	24,557.39	0.00	14,069.13	38,626.52
05	CAPITAL	0.00	0.00	5,903.58	5,903.58
07	DEBT RETIREMENT	0.00	0.00	1,250.00	1,250.00
50	ACTIVITY ACCOUNT	17,971.91	0.00	0.00	17,971.91
***	Fund Summary Totals ***	641,910.43	0.00	345,053.69	986,964.12

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

CHECKRUNS

<u>FUND</u>	<u>DESCRIPTION</u>	<u>February 9, 2022 - February 24, 2022</u>
1	GENERAL	\$877,379.53
2	FOOD SERVICE	\$45,832.58
4	COMMUNITY EDUCATION	\$38,626.52
5	CAPITAL	\$5,903.58
6	CONSTRUCTION	\$0.00
7	DEBT SERVICE	\$1,250.00
47	OPEB	\$0.00
50	ACTIVITY ACCOUNTS	\$17,971.91
	TOTAL	<u>\$986,964.12</u>

Check 199109 - 199207

Employee ACH 212200167 -2122000178

Wire Payments 202100185 - 202100192

PAYROLL

2/15/22

Payroll Direct Deposit	900074676 - 900075212	\$758,674.37
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SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: February 28, 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)

2-28-22

Certified

A. Appointments/Reassignments

1. Graham Judd – .8 FTE Art Teacher, Middle School, and .2 FTE Art Teacher, High School, MA00, Step 2, effective February 28, 2022, through June 10, 2022.

2021-22 ECA

BASEBALL

Freshman Coach	Rund, Christian	\$2,822.00
Additional Coach	Fleury, Josh**	\$1,000.00 (boosters)

SOFTBALL

Head Coach	Binder, Allison	\$5,177.00
Varsity Asst & JV Coach	Grefe, Tyne	\$3,668.00
Varsity & Sophomore Coach	Casalenda, Mike	\$3,668.00
Freshman Coach	Brandner, Dwain**	\$2,821.00

TRACK – BOYS

Head Coach	Spreigl, Manuel	\$6,326.00
Varsity Asst Coach	Bakken, Chris	\$4,231.00
Varsity Asst Coach	Schultz, Meghan	\$4,231.00

TRACK – GIRLS

Head Coach	Hart, Tom	\$6,326.00
Varsity Asst Coach	Bookler, Patrick	\$4,231.00

TRACK – JR. HIGH

Coach, Boys & Girls	Murphy, Conner	\$2,237.00
Coach, Boys & Girls	Haack, Jenna	\$2,237.00
Coach, Boys & Girls	Tonda, Teresa	\$2,237.00

* indicates a non-district employee

** indicates a returning non-district employee

B. Resignations/Retirements/Leaves/Reductions/Other

1. Jeane Anderson – Resignation, Building Instructional Leadership Team (BILT), Kaposia Education Center, effective February 9, 2022.
2. Randall Bjorklund – Extend leave of absence, 1.0 FTE Physical Education Teacher, High School, effective September 29, 2021, through June 10, 2022. (extension from March 11, 2022)
3. Maren Daniels – Leave of absence, 1.0 FTE Art Teacher, Kaposia Education Center, effective August 29, 2022, through December 21, 2022.
4. Jessica Green – Leave of absence, 1.0 FTE Special Education Teacher, Kaposia Education Center, effective February 14, 2022, through approximately March 25, 2022.

5. Jessica Johnson – Leave of absence, 1.0 FTE Special Education Teacher, High School, effective February 28, 2022, through June 10, 2022.
6. Brea Lorentz – Leave of absence, 1.0 FTE Grade 5 Teacher, Kaposia Education Center, effective for the 2022-23 school year.
7. Sara Lucas – Leave of absence, 1.0 FTE Grade 5 Teacher, Kaposia Education Center, effective for the 2022-23 school year.
8. Connor Murphy – Resignation, Freshman Coach, Girls’ Soccer, effective February 10, 2022.
9. Erin Roeske – Extend leave of absence, 1.0 FTE Kindergarten Teacher, Kaposia Education Center, effective February 11, 2022, through approximately April 1, 2022. (extension from March 7, 2022)
10. Tara St. Martin – Resignation, 1.0 FTE Art Teacher, Middle School, effective February 25, 2022.
11. Tara St. Martin – Resignation, Head Coach, Dance Team, effective February 16, 2022.

Classified

A. Appointments/Reassignments

1. Lisa Kraft – Director of Student Services, District Office, effective April 29, 2022.
2. Aimee Linhart – Student Supervisor, Secondary Building, \$16.13 per hour, 17.5 hours per week, effective February 23, 2022.
3. Paul Peterson – Part-Time Cleaner, Kaposia Education Center, \$17.33 per hour, 20 hours per week, effective February 23, 2022. (revised effective date)

B. Resignations/Retirements/Leaves/Reductions/Other

1. Lauren Catlin – Extend leave of absence, Administrative Assistant-Early Learning, Family Education Center, effective February 7, 2022, through March 21, 2022. (extension from February 27, 2022)
2. Lori Engh – Extend leave of absence, Special Education Assistant, High School, effective September 14, 2021, through approximately March 14, 2022. (extension from December 14, 2021)
3. Grace Gerten – Termination, Gymnastics Assistant, Central Square Community Center, effective February 28, 2022.
4. Eileen Loahr – Leave of absence, Assistant Cook Manager, Kaposia Education Center, effective approximately April 4, 2022, through June 8, 2022.
5. Jennifer Peterson – Resignation, Health Assistant, Lincoln Center, effective March 11, 2022.
6. Joanne Schneider – Retirement, Early Childhood Special Education Assistant, Lincoln Center, effective June 8, 2022.
7. **Nicole Tuescher – Resignation, Director of Human Resources, District Office, effective March 14, 2022.**
8. David Webb – Retirement, Superintendent of Schools, District Office, effective March 18, 2022. (revised effective date)



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: February 28, 2022

Place on Agenda: Regular Agenda - Policy

Action Requested: None. Second 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 14, 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 28, 2022

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

Action Requested: Approval

Attachment: Policy 808 – COVID-19 Vaccination, Testing, Quarantine and Face Covering

Topic: Policy 808 – COVID-19 Vaccination, Testing, Quarantine and Face Covering
Presenter(s): Dave Webb, Superintendent, and Nicole Tuescher, Human Resource Director
<p>Background:</p> <p>On Monday evening, we are asking the School Board to rescind Policy 808- COVID-19 Vaccination, Testing, Quarantine, and Face Coverings. Please note that the OSHA’s ETS provisions contained in Section V are not in effect given the withdrawal of the ETS. The two remaining substantive portions of the policy are Section III: Face Covering Mandate and Section IV: Covid-Related Quarantines.</p> <p><u>Section III: Face Covering Mandate</u></p> <p>Given the latest CDC’s recommendations and knowing country and neighboring school districts are moving towards a “masking recommended” status, we suggest the district rescind the “Face Covering Mandate”. The individual program would provide program participants notice of the continued mandate. All federal and state legal mandates remain in place (e.g. TSA’s requirement regarding masking on district transportation).</p> <p><u>Section IV: Covid-Related Quarantines</u></p> <p>The district will continue to adhere to the MDH decision tree guidance for purposes of monitoring, reporting, and community compliance.</p>
<p>Recommendation:</p> <p>Administration recommends rescinding policy 808.</p>
<p>Alternatives:</p> <p>Keep Policy 808 in effect. Request the administration to recommend the rescission of portions of Policy 808, while keeping the remainder in effect. Delay the rescission date of Policy 808.</p>



Adopted: January 10, 2022

Rescind: February 28, 2022

808 COVID-19 VACCINATION, TESTING, QUARANTINE AND FACE COVERINGS

I. PURPOSE

Given the ongoing public health threat caused by the COVID-19 pandemic and federal/state mandates, Special School District No. 6, South St. Paul Schools (“District”) has adopted this policy on vaccination, testing, quarantine, and face coverings.

In adopting Sections III and Section IV of this policy, the District considered and weighed the political, educational, social, health, and safety factors behind state and federal guidance related to face coverings and quarantines and the needs of District students, employees, and community.

Section V is in effect only if the Occupational Safety and Health Administration (“OSHA”) Emergency Temporary Standard on Vaccination and Testing (“ETS”)(29 C.F.R. Part 1910, Subpart U) or similarly adopted mandate by the Minnesota Occupational Safety and Health Administration (“MNOSHA”) is in effect.

II. DEFINITIONS

- A. Any legally applicable federal/state definitions govern this policy. See 29 C.F.R. Part 19010, Subpart U for additional definitions. For convenience of its constituents and compliance with the “readability” component of the ETS mandate, the District has included abbreviated definitions.
- B. **“COVID-19 test”** means a properly administered test for SARS-CoV-2 that is (1) FDA approved, including Emergency Use Authorization (“EUA”), to detect current infection; and (2) not both self-administered and self-read unless observed by the District or authorized telehealth proctor (e.g. tests processed in a laboratory, proctored over-the-counter tests by a telehealth authorized proctor, tests proctored by the district).
- C. **“Face covering”** means a covering that (1) fits snugly and completely covers a person’s nose, mouth, and chin with no large gaps on the outside of the face; (2) is made with two or more layers of a tightly woven, breathable fabric (i.e. fabrics that do not let light pass through when held up to a light source); (3) is a solid piece of material without slits, valves, visible holes, or other openings; and (4) secures to the head with ties, ear loops, or elastic bands that go behind the head.

If gaiters are worn, the gaiters must have two layers of fabric or be folded to make two layers. This definition includes clear face coverings or cloth face coverings

with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet this definition. These clear face coverings may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions.

- D. **“Face shield”** means a clear plastic barrier that covers the face, extends below the chin, and wraps around the sides of the face to the ears. A face shield may not have an exposed gap between the forehead and the shield's headpiece.
- E. **“Fully vaccinated” person** means a person two weeks after properly receiving (1) the second of two doses of an FDA approved vaccination, or (2) one dose of a one dose FDA approved vaccine.

III. FACE COVERING MANDATE

All persons are required to wear a face covering when they are in any building that is owned, leased, used, or operated by or on behalf of the District, regardless of vaccination status, unless an exemption or exception stated in this section applies. Similarly, all persons are required to wear a face covering when they are in any District vehicle or operated on behalf of the District, regardless of vaccination status, unless an exemption or exception stated in this section applies.

A. Mandate Exceptions

1. Children under the age of two.
2. Persons who are incapacitated, unconscious, or otherwise unable to remove the face covering without assistance.
3. Other legally required exemptions or accommodations, including those required because of medical condition, disability or religious belief.

B. Temporary Removal of Face Coverings

A person may remove a face covering when participating in an impracticable activity or while an employee is working alone.

1. **Impracticable Activities.** Activities where a face covering is impracticable include but are not limited to: eating; drinking; communicating with a person who is deaf/hard of hearing or has a disability/medical condition requiring removal of face covering; activities where the face covering would get wet; while engaging in physical activities where exertion makes wearing a face covering difficult or impracticable; while singing; during practices or performances involving acting or public speaking; while playing musical instruments (must try to maintain social distancing of six feet); identification purposes; or receiving a service where the service would be impossible to perform with the face covering worn. The District has full discretion to determine whether the activity is “impracticable.”
2. **Employees working alone.** Employees may remove face coverings when working alone, including alone in an office, district vehicle, or other workspace with walls or other barriers (e.g. plexiglass) that are at least face level.

C. Face Shield Alternative to Face Covering

1. **Students.** A student may use a face shield as an alternative to a face covering when the District determines that (1) the student is unable to tolerate a face covering due to a developmental, behavior, or medical condition; or (2) the face covering would interfere with the student’s sincerely held religious belief.
2. **Employees.** An employee may use a face shield as an alternative to a face covering when the District determines that (1) the employee is unable to tolerate a face covering due to a disability or medical condition; (2) the face covering would interfere with the employee’s sincerely held religious belief; (3) the face covering would impede the educational process for student(s); or (4) the face covering would create a job hazard for the employee or others.
3. **Visitors.** A visitor may use a face shield as an alternative to a face covering when the District determines that (1) the visitor is unable to tolerate a face covering due to a disability or medical condition; or (2) the face covering would interfere with the visitor’s sincerely held religious belief.

D. Procedures for Requesting Exemption or Alternative

A parent/guardian of a student, employee, or visitor may contact the building/program administrator or the Director of Human Resources to request an exemption or alternative to the face covering mandate.

E. **Implementation and Compliance**

1. **Posting.** The District policy is posted on its website. A notice of the face covering mandate will be posted in the entryway of each building. Lack of posted notice does not negate the face covering mandate.
2. To the extent practicable, the District will maintain an extra supply of face coverings for people who forget to bring their face covering. Employees, students, and visitors may choose to wear their own face covering.
3. **Visitors.** If a visitor is not wearing a face covering, an employee will inform the visitor of the face-covering requirement and, if available, offer a face covering and request that the visitor don it. If the visitor refuses to wear a face covering or face shield, the employee will contact a building/program administrator. The building/program administrator may ask the visitor to leave District property. If the visitor refuses to leave, the building/program administrator should contact law enforcement.
4. **Other District policies.** All face coverings must comply with other District policies, including but not limited to meeting the requirements of applicable dress code policies.
5. **Compliance.** Anyone who fails to comply with this policy or the District administration's direction may be subject to discipline and/or exclusion from all District property and activities. In the case of employees, such discipline may be up to and including discharge in accordance with any applicable laws and/or collective bargaining agreement. To the extent allowed by law, students willfully refusing to comply with the face covering requirements may be suspended. A student's subsequent willful refusal to comply with the District face masking procedures could lead to additional discipline up to and including expulsion, consistent with the Pupil Fair Dismissal Act.

IV. **COVID-RELATED QUARANTINES**

The District follows the Minnesota Department of Health's public health guidelines as it relates to quarantining students or employees. Specifically, the District follows the Recommended COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs and related guidance issued by the Minnesota Department of Health ("MDH"), as the Decision Tree and related guidance may be amended.

All students and employees are required to comply with District quarantine procedures and must remain out of any and all District property and activities, wherever located, as directed by District administration consistent with the MDH Decision Tree and related guidance. If there is uncertainty on the application of the MDH Decision Tree and related guidance to particular facts, District administration has the discretion to make necessary decisions.

- A. **Monitoring and Reporting.** All persons entering District property or participating in District activities, wherever located, must self-monitor for symptoms of COVID-19 and are encouraged to stay home if not well. Any person who has tested positive for COVID-19 must report the positive test result to District administration and comply with the quarantine period as directed by District administration prior to entering District property or participating in District activities, wherever located. An employee may use any available leave time for the period of quarantine.
- B. **Vaccinated Student and Employees.** The District will follow the MDH’s Decision Tree and related guidance that may provide for less restrictive quarantine procedures for fully vaccinated people. Proof of vaccination, as deemed appropriate by District administration, will be required. Individuals will be treated as unvaccinated for purposes of applying the quarantine procedures unless proof of vaccination is provided.
- C. **Posting and Compliance.**
1. **Posting.** The District policy and MDH Decision Tree is posted on the District website. Without regard for whether actual notice of amendments/revisions to the MDH Decision Tree has been given or received, the most recent iteration of the Decision Tree and related guidance informs the District administration’s quarantine procedures.
 2. **Compliance.** Anyone who fails to comply with this policy or the District administration’s direction may be subject to discipline and/or exclusion from all District property and activities. In the case of employees, such discipline may be up to and including discharge in accordance with any applicable laws and/or collective bargaining agreement. To the extent allowed by law, students willfully refusing to comply with the quarantine/reporting requirements may be suspended. A student’s subsequent willful refusal to comply with the District’s quarantine/reporting requirements could lead to additional discipline up to and including expulsion, consistent with the Pupil Fair Dismissal Act.
- V. **OSHA’S EMERGENCY TEMPORARY STANDARDS (“ETS”)**
- A. **Only in Effect if Legally Required.** Section V is only in effect if OSHA or MNOSHA is enforcing the ETS and the District could be subject to sanctions for noncompliance with the ETS. This District will not enforce the provisions of Section V if the ETS is expired, subject to a court order staying its implementation, or otherwise not legally binding on the District.
- B. **Application to All Employees.** Section V applies to all District employees, except for employees who do not report to a workplace where other persons are

present; employees while working from home; and employees who work exclusively outdoors.

C. **Not Applicable to Independent Contractors and Volunteers.** Independent contractors and volunteers are not considered District employee for purposes of Section V.

D. **Test Mandate with Fully Vaccinated Exemption**

1. **Employee Choice.** Employees may choose to be vaccinated against COVID-19. The District is not imposing an employee vaccine mandate in order to comply with the requirements of the ETS. But any employee not fully vaccinated by February 9, 2022, is subject to the weekly COVID-19 testing and face covering requirements under Section III of this policy until they become fully vaccinated. Weekly testing requirements set forth in Section V will begin on February 9, 2022, or when the testing requirements set forth in the ETS become legally enforceable against the District, whichever occurs later.
2. **Deadlines.** To be considered fully vaccinated by February 9, 2022, an employee must receive the final dose of an approved COVID-19 vaccination no later than January 26, 2022.
3. **Vaccine Availability.** Employees are responsible for scheduling their own vaccination appointments. Employees may schedule a vaccination appointment through their own medical provider, local pharmacies, mass-vaccination clinics, community vaccination sites, or any other place where COVID-19 vaccines are offered. Information about vaccination locations is available through the Minnesota COVID-19 Response webpage at: <https://mn.gov/covid19/vaccine/find-vaccine/locations/index.jsp>. The District is not responsible for any reimbursement of costs associated with the employee's choice to receive vaccination.
4. **Time to Receive Vaccination and Associated Expenses.** The District will provide a reasonable amount of time to each employee to receive a vaccination dose or doses to become fully vaccinated. An employee may take up to four hours of paid duty time, at the employee's regular rate of pay, per dose to travel to a vaccination site, receive a vaccination, and return to work (i.e. up to eight hours). When an employee spends less time getting the vaccine, only the amount of paid duty time needed for a primary vaccination appointment will be granted. An employee who needs longer than four hours will need to contact the Director of Human Resources to explain such need. The District is not responsible for any reimbursement of costs associated with employee's choice to receive vaccination.
5. **Time for Recovery – Doses to Become Fully Vaccinated.** The District provides reasonable time and paid sick leave to employees who are unable

to work due to side effects experienced following a vaccination dose to become fully vaccinated. The District provides no more than two days of paid leave per vaccination dose for employees who are unable to work due to vaccination side effects. Any request for additional leave will be governed by the District's procedures for requesting a medical leave. Employees who have available accrued sick leave or other time off are required to use their available accrued leave for recovery time. Employees who have no sick leave may be granted up to two days of paid sick leave immediately following each dose when necessary for the employee to recover from side effects.

E. EMPLOYEE VACCINATION STATUS

1. **Obligation to report.** Employees will be required to report their vaccination status and if vaccinated provide proof of vaccination as set forth in this subsection E. Employees must provide truthful and accurate information about their COVID-19 vaccination status. Employees who do not follow this policy may be subject to discipline. Vaccination status information must be reported to the District by the deadline set forth by District administration. In order to comply with this reporting requirement, employees must provide proof of their vaccination status, including whether they are fully or partially vaccinated. Employees who are not vaccinated must also report their vaccination status.
2. **Reporting.** The superintendent, or designee, is responsible for developing a system through which employees will report their vaccination status.
3. **Proof of Vaccination Status.** All vaccinated employees are required to provide proof of vaccination status, regardless of where they received their vaccination. Proof of vaccination generally includes the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine.
 - a) Acceptable "proof of vaccination status" includes:
 - (1) *The record of immunization from a health care provider or pharmacy;*
 - (2) *A copy of a COVID-19 Vaccination Record Card;*
 - (3) *A copy of medical records documenting the vaccination;*
 - (4) *A copy of immunization records from a public health, state, or tribal immunization information system; or*
 - (5) *A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration,*

and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

- b) An employee who does not possess a COVID-19 vaccination record card (e.g. because it was lost or stolen) should contact the vaccination provider to obtain a new copy or other acceptable documentation of vaccination status. If the employee is unable to produce acceptable proof of vaccination after contacting the vaccine provider, then they may attest to their vaccination status. Contact the Director of Human Resources if you need to make this attestation.
- 4. Treated as Unvaccinated if No Proof or Attestation. An employee who does not provide acceptable proof of vaccination status, or an attestation, is treated as not fully vaccinated for purposes of Section V.
- 5. Penalty for Providing False Information. Employees are prohibited from knowingly supplying false statements or documentation regarding their vaccination status under 18 U.S.C. § 1001 and section 17(g) of OSHA. Employees who violate those laws may be subject to criminal penalties.
- 6. Recordkeeping. The District will maintain employees' vaccination status and maintain records of acceptable proof of vaccination for each employee.

F. COVID-19 TESTING FOR THOSE WITHOUT THE VACCINE EXEMPTION

- 1. Testing Requirement. Beginning February 9, 2022, or the date on which the mandatory testing requirement in the ETS becomes legally enforceable against the District, whichever occurs later, an employee who is not fully vaccinated must participate in weekly COVID-19 testing. An employee who is not fully vaccinated and who reports to the workplace at least once every seven days:
 - a) Must be tested for COVID-19 at least once every seven days; and
 - b) Must provide documentation of the most recent COVID-19 test result to the District no later than the seventh day following the date on which the employee last provided a test result.

The superintendent, or designee, is responsible for developing a protocol for employees to report COVID-19 test results and will communicate the protocol to employees.

- 2. Testing Following Longer Absences. An employee who is not fully vaccinated and who does not report to the workplace during a period of seven or more days:

- a) Must be tested for COVID-19 within seven days prior to returning to the workplace; and
 - b) Must provide documentation of that COVID-19 test result to the District in the manner to be determined by the superintendent upon return to the workplace.
3. Failure to Provide Test Result. If an employee who is not fully vaccinated does not provide documentation of a COVID-19 test result as required by this policy, the employee will be removed from the workplace until the test result is provided.
 4. Exemption for Recent Infection. Employees who are not fully vaccinated and who have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.
 5. Record of Testing. The District will maintain a record of each test result provided by each employee under this section.
 6. Cost of Testing. The District will not pay or reimburse employees for any costs associated with COVID-19 testing.
 7. Availability of Testing. Employees may schedule their own testing appointments. Information about testing locations is available online at: <https://mn.gov/covid19/get-tested/testing-locations/index.jsp>.

G. MANDATORY REPORTING OF COVID-19 DIAGNOSIS OR POSITIVE TEST

1. Reporting and Removal from Workplace Following Positive Test. Nothing in Subsection V.G, negates the District’s quarantine procedures noted in Section IV of this policy. Regardless of an employee’s vaccination status:
 - a) The District requires all employees to promptly notify the COVID Health Coordinator, or designee, when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider; and
 - b) The District will remove any employee from the workplace who receives a positive COVID-19 test or is diagnosed with COVID-19 by a licensed healthcare provider. The District will keep the employee removed until the employee:
 - (1) Receives a negative result on a COVID-19 nucleic acid amplification test (“NAAT”) following a positive result on a COVID-19 antigen test if the employee chooses to use a NAAT test for confirmatory testing;

- (2) Meets the return-to-work criteria in CDC’s “Isolation Guidance” or as specified in Section IV of this policy, whichever is longer; or
- (3) Receives a recommendation to return to work from a licensed healthcare provider.

2. **Status of Leave After Positive Test.** Employees may use accrued paid leave to receive pay for COVID-related absences. The District does not provide any additional paid time off to an employee who is removed from the workplace as a result of a positive COVID-19 test or diagnosis of COVID-19.

H. **NEW EMPLOYEES**

New employees are required to follow the vaccination, testing, and face covering requirements outlined in Section V as of the start date of their employment. Candidates for employment will be notified of the requirements of this policy following a job offer and prior to the start of employment.

New employees must provide acceptable proof of vaccination prior to their start date of their employment. A new employee who cannot provide acceptable proof of vaccination must submit results from a COVID-19 test taken within the previous seven days prior to the employee’s first day of work.

I. **EXEMPTIONS**

1. **Accommodations.** An employee may be entitled to a reasonable accommodation if the employee is unable to comply with the requirements of this section because of a medical condition, disability, or a sincerely held religious belief, practice or observance.
2. **Requests for Accommodation.** Requests for reasonable accommodations must be initiated by the individual employee and submitted in writing to the Director of Human Resources at ntuescher@sspps.org
3. **Determination of Reasonable Accommodation.** Requests for reasonable accommodations will be addressed on a case-by-case basis by District administration.

J. **QUESTIONS**

Questions regarding Section V of this policy should be directed to: Nicole Tuescher, Director of Human Resources, ntuescher@sspps.org.

K. **DISSEMINATION OF THIS POLICY AND INFORMATION TO EMPLOYEES**

1. **Dissemination of Policy.** The District will email this policy to employees following its adoption.
2. **Other Disclosures to Employees.** By sending this policy to its employees, the District has distributed the following information:
 - a) The full text of OSHA’s ETS is available online at:
<https://www.federalregister.gov/documents/2021/11/05/2021-23643/covid-19-vaccination-and-testing-emergency-temporary-standard>.
 - b) The CDC has published information about COVID-19 vaccine efficacy, safety, and the benefits of being vaccinated. This information can be accessed by visiting:
<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html>.
 - c) Federal regulation, specifically 29 CFR § 1904.35(b)(1)(iv), prohibits the District from discharging or in any manner discriminating against an employee for reporting a work-related injury or illness.
 - d) Section 11(c) of OSHA prohibits the District from discriminating against an employee for exercising rights under, or as a result of actions required by, the ETS. Section 11(c) also protects the employee from retaliation for filing an occupational safety or health complaint, reporting a work-related injury or illness, or otherwise exercising any rights under OSHA.
 - e) Federal law, specifically 18 U.S.C. § 1001 and of section 17(g) of OSHA, prohibits employees from knowingly supplying false statements or documentation in accordance with this policy. Anyone who violates those provisions may be subject to criminal penalties.

Legal References:

CRC January 29, 2021 Order: Requirement for Persons to Wear Masks While on Conveyances and at Transportation Hubs
Pupil Fair Dismissal Act, Minnesota Statutes Sections 121A.40 to 121A.56

Cross References:

Board Policy 403 (Discipline, Suspension, and Dismissal of School Employees)
Board Policy 504 (Student Dress and Appearance)
Board Policy 506 (Student Discipline)

Other References:

CDC Guidance for COVID-19 Prevention in K-12 Schools: Contact Tracing in Combination with Isolation and Quarantine
CDC Public Health Recommendations for Fully Vaccinated People
CDC Guidance: Vaccination Efficacy <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html>

CDC Your Guide to Masks

MDE Best Practice Recommendations for COVID-19 Prevention in Schools for the 2021-22 School Year

MDH Recommendations for Wearing Masks

MDH Masking Recommendations for Child Care: COVID-19

MDH Recommended COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs:

<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>

OSHA Emergency Temporary Standard <https://www.federalregister.gov/documents/2021/11/05/2021-23643/covid-19-vaccination-and-testing-emergency-temporary-standard>

Rescinding