



South St. Paul School Board Meeting
 Monday, March 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, March 28, 2022	
	B. Committee-of-the-Whole Meeting Minutes, March 14, 2022	3
	C. Regular School Board Meeting Minutes, March 14, 2022	4
III.	QUALITY-IN-ACTION AND REPORTS	
	A. Quality-in-Action: Technology Director Paul Brashear will highlight how the Technology team supports the District's mission to "ignite a passion in every learner to inquire, continuously improve and engage in positively changing our world."	
	B. Report: Chair Linda Diaz will highlight the Public Listening Session submissions (L. Diaz)	
	C. Report: Superintendent Brian Zambreno and Finance Director Brady Hoffman will highlight the 2022-23 budget planning and proposed budget adjustments. (B. Zambreno/B. Hoffman)	7
	D. Report: Superintendent Zambreno will provide highlights from around the District. (B. Zambreno)	19
IV.	CONSENT ITEMS	
	A. Financial Claims: Bills Payable (B. Zambreno)	20
	B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves (B. Zambreno)	26
V.	POLICY REVIEW	
VI.	BUSINESS ITEMS	
	A. Approval, for the South St. Paul School Board to approve the 2022-23 proposed budget adjustments as presented. (B.	31

Zambreno/B. Hoffman)

- | | |
|--|----|
| B. Approval, for the South St. Paul School Board to approve the Education Identity and Access Management Resolution. (B. Zambreno) | 43 |
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VII. INFORMATIONAL ITEMS

- A. **Board Members' Reports/Committee Updates:** 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**

March 14, 2022

Chair Linda Diaz called the March 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 Dr. Dave Webb, Dr. Brian Zambreno and several staff and community members.

ESSER Summary

Dr. Dave Webb and Finance Director Brady Hoffman provided a summary of the planning efforts around the one-time ESSER funding for schools that was signed into law last year. The funding has helped safely reopen and sustain safe operations of school as well as address the impact of the COVID pandemic on our students. To help prioritize the use of the ESSER funds, the district completed a comprehensive engagement to solicit insight and input from students, families, staff and the community. Based on the data collected, the following common trends emerged:

- need for enhanced mental and social/emotional health, social interaction/motivation
- need for individualized instruction/more adults per student
- need for family support/parenting/engagement

2022-23 Budget Update

Finance Director Hoffman presented the budget adjustment proposal for the 2022-23 school year that addresses the \$1.4 million shortfall due to insufficient state and federal funding, declining enrollment and other increased costs. The district will use portions of the one-time ESSER funds to maintain low class sizes and address other critical needs that were identified as a part of the comprehensive ESSER engagement plan with students, families, staff and community.

School Board Chair Stipend

The School Board discussed the consideration of a School Board Chair stipend for the many hours invested in leading the superintendent search process, contract negotiations, and the additional ongoing support for a new superintendent. Board members supported the stipend which is in-line with a stipend that was issued to all staff earlier this year.

Committee Updates

There were no committee updates.

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

MARCH 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, March 14, 2022. Chair Linda Diaz called the meeting to order at 6:02 PM with seven Board members present: Inspectors Arend, Diaz, Felton, Laliberte, Raasch Walker and Weber. Dr. Dave Webb, Dr. Brian Zambreno and several staff, students and community members were also present.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

MINUTES

By Inspector Raasch

Seconded by Inspector Arend

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

- Committee-of-the-Whole Meeting Minutes, February 28, 2022
- Regular Meeting Minutes, February 28, 2022

Motion carried (7-0)

QUALITY-IN-ACTION

Lincoln Center Principal Theresa Starkman and Kindergarten Teacher Kristen Spanjers joined three students who shared why their community has been important to their learning. The students highlighted their journal work and some experiences from the school year.

REPORTS

Public Listening Session Report – Chair Diaz highlighted one listening session attendee who spoke about future policy decisions regarding COVID.

Superintendent Report – Superintendent Webb provided highlights from around the district. The School Board recognized and thanked Dr. Webb for his 12 years serving as the superintendent of South St. Paul Public Schools.

CONSENT ITEMS

By Inspector Arend

Seconded by Inspector Webber

- A. Financial Claims—Bills Payable
- B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves.
- C. School Board Chair Stipend

Motion carried (7-0)

POLICY REVIEW

By Inspector Walker

Seconded by Inspector Raasch

Approval, for the South St. Paul School Board to approve the revisions to the Fund Balance Policy #702.1 that has been under review for three consecutive readings since February 14, 2022.

Motion carried (7-0)

BUSINESS ITEMS

There were no business items on the agenda.

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 Walker

Seconded by Inspector Felton

Approval, for the School Board to adjourn the March 14, 2022, meeting at 6:37 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

School Board Agenda Item

Meeting Date: Monday, March 28, 2022

Place on Agenda: Committee-of-the-Whole and Business Item

Action Requested: Approval

Attachment: 2022-23 Proposed Budget Adjustments
PowerPoint

Topic: 2022-23 Budget Adjustments
Presenter(s): Brady Hoffman, Finance Director
Background: <p>Beginning in January 2022, district leadership and the School Board began planning for the 2022-23 budget. At our special work session meeting on January 26th, 2022, the board set parameters for the general fund budget, which included reviewing the two-year budget projections and assumptions. During that meeting, the board also crafted a Guiding Change document, and guidance around 2022-23 budget development. The Board approved the Guiding Change document at its February 14th meeting.</p> <p>The Superintendent's Lead Team has been meeting since January to start preparing for and developing a budget adjustment proposal for 2022-23 that addresses the projected \$1.4 million shortfall. The proposed 2022-23 budget adjustments for the general operating fund are attached.</p>
Recommendation: <p>Administration is recommending the approval of the 2022-23 proposed adjustments. Doing so will allow the next steps of the budget process to proceed, including approving any necessary staffing changes and notification deadlines as required by employment contract or statute. Additionally, approval of the budget adjustments will allow district leaders to develop the comprehensive 2022-23 budget, which is required by statute to be approved by June 30.</p>
Alternatives: <p>Do not approve the proposed budget adjustments and direct administration with next steps.</p>



SOUTH ST. PAUL PUBLIC SCHOOLS
2022-23 Proposed Budget Adjustments

BUDGET ADJUSTMENT RECOMMENDATION	AMOUNT
Align Staffing to Enrollment*	\$714,000
Use of ESSER funds to avoid additional staff reductions*	463,000
Redesign Director of Equity and Early Learning	42,835
Additional Draw from OPEB Trust	100,000
Savings from Employee Retirements	100,000
TOTAL PROPOSED ADJUSTMENTS	\$1,419,835

* Note: The district is using one-time federal funding (ESSER funds) to maintain current class size ratios and avoid an additional \$463,000 of staff reductions that would otherwise have been made due to declining enrollment. These one-time ESSER funds allow us to keep more staff in place to address the critical need to have more adults per student for individualized instruction and support opportunities.

FY23 Budget Planning

Brady Hoffman
Director of Finance
March 28, 2022



Agenda

- Guiding Change Document
- FY23 Budget Assumptions
- Proposed Adjustments
- Next Steps



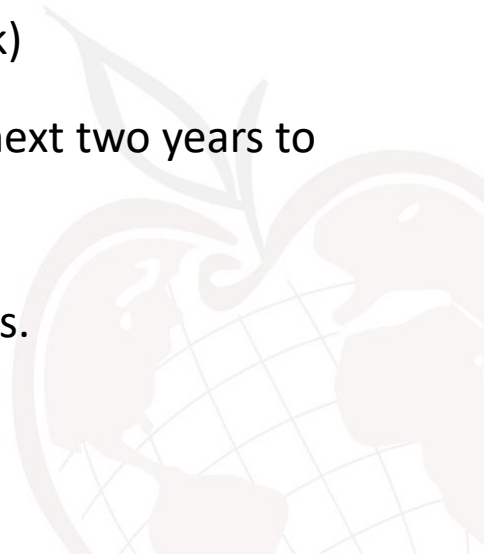
Guiding Change

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

Basic Assumptions

- **Revenue Assumptions:**

- **Basic Formula Allowance** – Increase of 2% (\$6,728 per pupil unit) for FY23
 - Assumed 2% for FY24 (to be determined by next legislative biennium)
- **Compensatory Revenue** - \$3 million (increase of over \$500k)
- **COVID-19 Federal Relief Funding** is being utilized over the next two years to offset potential budget reductions.
- **Jefferson Sale** - \$1 million allocated evenly to next two years.



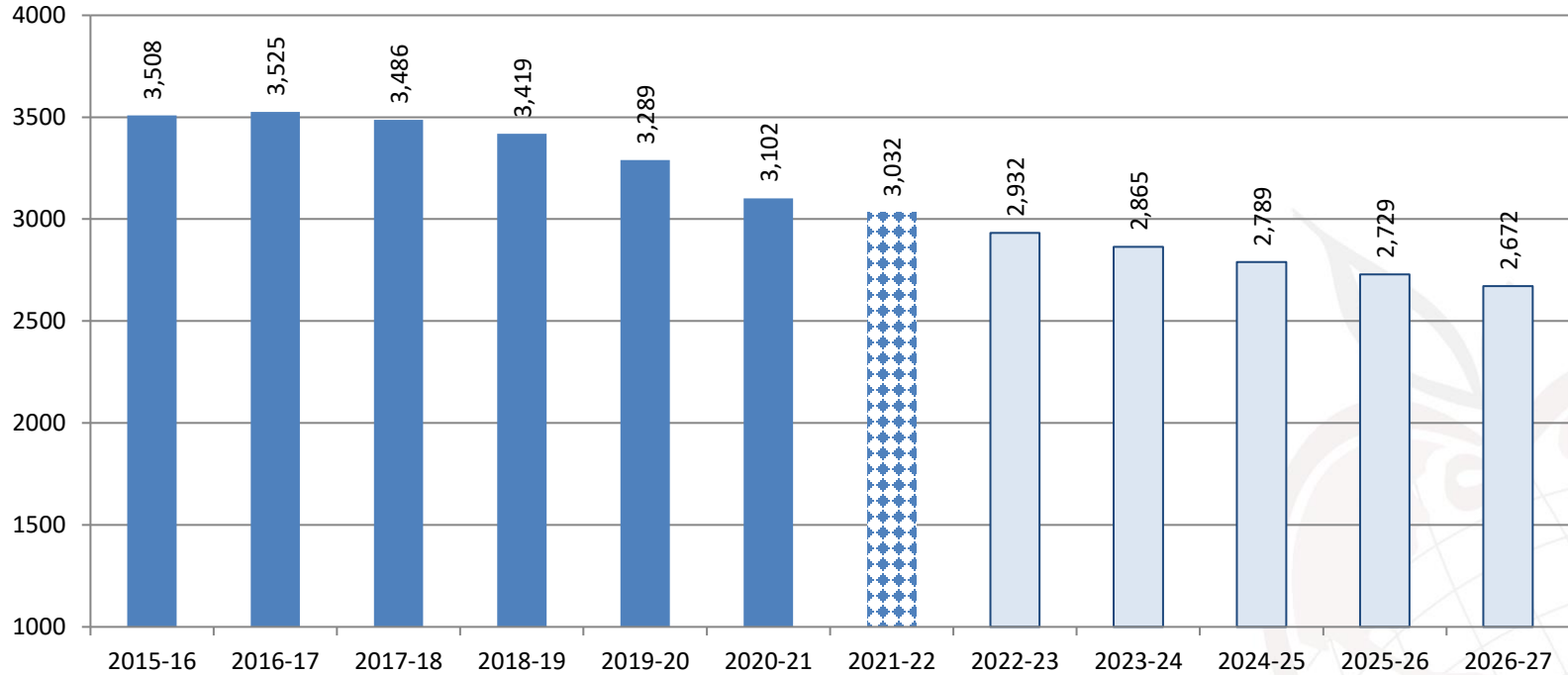
Basic Assumptions (cont'd)

- **Expenditure Assumptions** – overall 2.5% increase
 - Salary & Benefits - % increases for known settlements and contract changes
 - Non-salary items – Specific line items adjusted based on known changes
- **Enrollment** – Projecting declining enrollment over the next 5 years



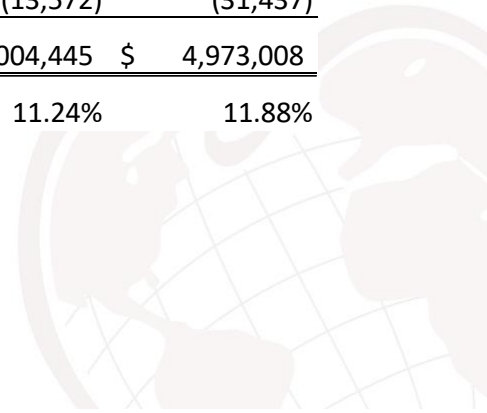
Enrollment Projection

ENROLLMENT HISTORY & PROJECTED TOTAL ENROLLMENT



General Fund Summary

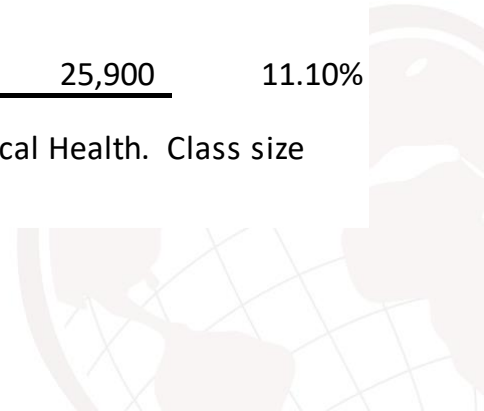
	Actual 2020-21	Revised Budget 2021-22	Projected 2022-23	Projected 2023-24	Projected 2024-25
Total Beginning Fund Balance	\$ 5,516,965	\$ 5,269,705	\$ 5,011,952	\$ 5,018,017	\$ 5,004,445
Revenues	41,307,648	41,842,165	41,758,481	41,382,654	38,899,695
Expenditures	41,554,908	42,099,918	43,152,416	42,796,226	42,431,132
<i>Expenditures Adjustments</i>	-	-	<i>(1,400,000)</i>	<i>(1,400,000)</i>	<i>(3,500,000)</i>
Revised Expenditures	41,554,908	42,099,918	41,752,416	41,396,226	38,931,132
Variance (Revenues - Expenditures)	(247,260)	(257,753)	6,065	(13,572)	(31,437)
Total Ending Fund Balance	\$ 5,269,705	\$ 5,011,952	\$ 5,018,017	\$ 5,004,445	\$ 4,973,008
Unrestricted Fund Balance %	11.91%	11.06%	11.18%	11.24%	11.88%



Budget Adjustments

	<u>Revenues</u>	<u>Expenditures</u>	<u>Net</u>	<u>Fund Balance %</u>
Original Amount	\$ 41,758,481	\$ 43,152,416	\$ (1,393,935)	7.80%
Align Staffing to Enrollment	-	(714,000)		
ESSER Funding	463,000	-		
Redesign Director of Equity/Early Learning	-	(42,835)		
Additional Draw from OPEB Trust	-	(100,000)		
Savings from Employee Retirements	-	(100,000)		
Total Adjustments	<u>463,000</u>	<u>(956,835)</u>		
Revised Amount	<u>\$ 42,221,481</u>	<u>\$ 42,195,581</u>	<u>\$ 25,900</u>	11.10%

*ESSER funds used to maintain class size norms at current levels and support Mental / Chemical Health. Class size norms will increase by 1 when ESSER funds are depleted.



Next Steps

- March 28 - Board Approves Budget Adjustments
- April – June - Administration develops 2022-23 budget details
- June 27 - School Board approval of 2022-23 Budget



Question and Comments





SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: March 28, 2022

Place on Agenda: Reports

Action Requested: None

Attachment: None

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



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: March 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 NUMBER</u>	<u>AMOUNT</u>	<u>CHECK DATE</u>	<u>VENDOR</u>
195972	-36.30	03/17/2022	GOETSCH, FRANCINE
197168	-59,880.48	03/16/2022	MTI DISTRIBUTING COM
199329	57.00	03/15/2022	EDUCATION MINNESOTA
199330	478.57	03/15/2022	LOCAL #70
199331	1,567.30	03/15/2022	MINNESOTA CHILD SUPP
199332	318.00	03/15/2022	OFFICE AND PROF EMPL
199333	12,075.60	03/15/2022	SOUTH ST PAUL TEACHE
199334	5.00	03/15/2022	SOUTH ST PAUL OPEN F
199335	60.00	03/15/2022	SOUTH ST PAUL EDUCAT
199336	1,008.88	03/15/2022	SSP EASRP
199338	37.33	03/17/2022	ACE HARDWARE & PAINT
199339	4,363.33	03/17/2022	AMAZON CAPITAL SERVI
199340	370.83	03/17/2022	ARAMARK UNIFORM SERV
199341	65.00	03/17/2022	CITICARGO & STORAGE
199342	9,746.45	03/17/2022	CITY OF SOUTH ST PAU
199343	576.00	03/17/2022	CITY OF SOUTH ST PAU
199344	6,790.00	03/17/2022	CONTINENTAL CLAY CO
199345	850.00	03/17/2022	CONVERGINT TECHNOLOG
199346	878.59	03/17/2022	DECKER EQUIPMENT
199347	428.00	03/17/2022	ED'S TROPHIES
199348	2,820.00	03/17/2022	EGAN
199349	134.88	03/17/2022	FIRST SUPPLY LLC - T
199350	975.00	03/17/2022	FLORIDA LEAGUE OF IB
199351	562.50	03/17/2022	GARLING-SQUIRE, CONN
199352	40.02	03/17/2022	GERLACH OUTDOOR POWE
199353	36.30	03/17/2022	GOETSCH, FRANCINE
199354	1,163.19	03/17/2022	GOODIN COMPANY
199355	180.63	03/17/2022	GRAINGER, INC
199356	182.73	03/17/2022	GRAPHIC EDGE
199357	75.00	03/17/2022	GUTZMAN, DEB
199358	5,550.00	03/17/2022	HANSON, MIRJA
199359	7,070.25	03/17/2022	HASTINGS CREAMERY, L
199360	1,753.00	03/17/2022	HOLY TRINITY SCHOOL
199361	64.31	03/17/2022	HY-VEE ACCOUNTS RECE
199362	4,772.69	03/17/2022	INTERMEDIATE DISTRIC
199363	2,591.66	03/17/2022	JOHNSON, CHRISTINE
199364	1,756.36	03/17/2022	LOWE'S
199365	225.00	03/17/2022	MASPA/STATE NEGOTIAT
199366	2,720.00	03/17/2022	MERIDIAN CONSULTING
199367	14.56	03/17/2022	MINNESOTA LOCKS
199368	120.00	03/17/2022	MN DEPT OF LABOR & I
199369	24.00	03/17/2022	MN DEPT OF LABOR & I
199370	13,690.00	03/17/2022	MN SCHOOL BOARDS ASS
199371	65.00	03/17/2022	MRI SOFTWARE LLC
199372	59,880.48	03/17/2022	MTI DISTRIBUTING COM
199373	1,211.67	03/17/2022	MUSKEGON HEIGHTS SOL
199374	9,359.00	03/17/2022	NAC
199375	5,845.53	03/17/2022	NETWORK SERVICES COM
199376	9,467.09	03/17/2022	NEW DOMINION SCHOOL/
199377	3,626.98	03/17/2022	NITTI SANITATION
199378	200.00	03/17/2022	OVERELL, STEPHANIE
199379	22.12	03/17/2022	OXYGEN SERVICE CO IN
199380	348.00	03/17/2022	PITNEY BOWES, INC
199381	503.50	03/17/2022	PURCHASE POWER
199382	500.00	03/17/2022	ROMERO, JEANETTE
199383	11,917.07	03/17/2022	RUPP, ANDERSON, SQUI

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
199384	9,108.75	03/17/2022	SAFEWAY WISCONSIN, I
199385	1,611.93	03/17/2022	SCAN AIR FILTER
199386	270.00	03/17/2022	SIMPLY STRINGS
199387	25,002.54	03/17/2022	TEACHERS ON CALL
199388	239.00	03/17/2022	TWIN CITY HARDWARE C
199389	53,984.01	03/17/2022	WIDE AREA TRANSPORTA
199390	54,153.56	03/17/2022	XCEL ENERGY
199391	4,725.00	03/24/2022	A+ DRIVING SCHOOL
199392	350.00	03/24/2022	ABACUS COPY SYSTEMS,
199393	5,698.00	03/24/2022	ACT
199394	4,489.90	03/24/2022	ARVIG
199395	2,689.20	03/24/2022	CANON FINANCIAL SERV
199396	400.00	03/24/2022	CHARETTE, MICHAEL
199397	14,736.01	03/24/2022	CITY OF SOUTH ST PAU
199398	15.10	03/24/2022	CULLIGAN-MILBERT COM
199399	194.17	03/24/2022	EXTRON
199400	51.11	03/24/2022	GOLDCOM, INC
199401	328.20	03/24/2022	GROTH MUSIC CO
199402	75.00	03/24/2022	KELLY, NICOLE
199403	96.00	03/24/2022	KIDCREATE STUDIO
199404	1,887.51	03/24/2022	LINDENMEYR MUNROE
199405	390.00	03/24/2022	MNSTA TREASURER
199406	15,207.50	03/24/2022	POWERSCHOOL GROUP, L
199407	278.00	03/24/2022	SHI INTERNATIONAL CO
199408	1,740.28	03/24/2022	SOUTH ST PAUL OPEN F
199409	285.00	03/24/2022	SPEECHWIRE TOURNAMEN
199410	272.89	03/24/2022	SYNCB/AMAZON
199411	777.24	03/24/2022	TAYLOR PUBLISHING CO
199412	18,099.18	03/24/2022	TEACHERS ON CALL
199413	75.00	03/24/2022	WALLACE, DYLAN
202100201	0.00	03/10/2022	MINNESOTA PAYROLL TA
202100202	0.00	03/10/2022	FEDERAL PAYROLL TAXE
202100203	0.00	03/10/2022	TEACHER RETIREMENT A
202100204	0.00	03/10/2022	MINNESOTA PAYROLL TA
202100205	0.00	03/10/2022	FEDERAL PAYROLL TAXE
202100206	0.00	03/10/2022	TEACHER RETIREMENT A
202100207	42,764.08	03/15/2022	MINNESOTA PAYROLL TA
202100208	258,321.71	03/15/2022	FEDERAL PAYROLL TAXE
202100209	42,997.86	03/15/2022	PERA
202100210	55,228.51	03/15/2022	TSA/ACH DEDUCTION
202100211	128,779.23	03/15/2022	TEACHER RETIREMENT A
202100212	0.00	03/15/2022	MINNESOTA PAYROLL TA
202100213	40.28	03/15/2022	FEDERAL PAYROLL TAXE
202100214	0.00	03/15/2022	MINNESOTA PAYROLL TA
202100215	0.00	03/15/2022	FEDERAL PAYROLL TAXE
202100216	0.00	03/15/2022	MINNESOTA PAYROLL TA
202100217	-76.18	03/15/2022	FEDERAL PAYROLL TAXE
202100218	-69.70	03/15/2022	PERA
202100219	0.00	03/15/2022	MINNESOTA PAYROLL TA
202100220	76.18	03/15/2022	FEDERAL PAYROLL TAXE
202100221	69.70	03/15/2022	PERA
212200179	395.00	03/11/2022	ALEJANDRINO, LINDSAY
212200180	80.93	03/11/2022	ARVIDSON, JESSE
212200181	50.87	03/11/2022	BUCKI, JO LYNN
212200182	39.99	03/11/2022	CASALENDA, PAULA
212200183	44.99	03/11/2022	FLORES, MARTA

<u>CHECK</u>	<u>CHECK</u>		
<u>NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>VENDOR</u>
212200184	71.84	03/11/2022	HABER, CHARLOTTE
212200185	83.79	03/11/2022	KVALHEIM, MICHAEL
212200186	134.12	03/11/2022	LEVINE, SANDRA
212200187	321.40	03/11/2022	MCDONALD, CEIL
212200188	48.46	03/11/2022	NYGAARD, LINDA
212200189	53.98	03/11/2022	OWENS, CHRISTINA
212200190	64.01	03/11/2022	RAMIREZ, JENNA
212200191	160.35	03/11/2022	TIMMERMAN, MOLLY
212200192	16.00	03/11/2022	VANG, WENDY
212200193	251.76	03/11/2022	WEINFURTNER, MARY
212200194	26.62	03/11/2022	WOHLERS, DARI
212200195	13.58	03/11/2022	WOLDERUFAEL, HAREGEW

876,447.06 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	514,226.66	0.00	247,342.34	761,569.00
02	FOOD SERVICE	9,133.71	0.00	7,405.37	16,539.08
04	COMMUNITY EDUCATION	23,232.63	1,740.28	6,861.40	31,834.31
05	CAPITAL	0.00	0.00	63,049.54	63,049.54
50	ACTIVITY ACCOUNT	3,455.13	0.00	0.00	3,455.13
***	Fund Summary Totals ***	550,048.13	1,740.28	324,658.65	876,447.06

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

CHECKRUNS

<u>FUND</u>	<u>DESCRIPTION</u>	<u>March 11, 2022 - March 24, 2022</u>
1	GENERAL	\$761,569.00
2	FOOD SERVICE	\$16,539.08
4	COMMUNITY EDUCATION	\$31,834.31
5	CAPITAL	\$63,049.54
6	CONSTRUCTION	\$0.00
7	DEBT SERVICE	\$0.00
47	OPEB	\$0.00
50	ACTIVITY ACCOUNTS	\$3,455.13
	TOTAL	<u>\$876,447.06</u>

Check 199329 - 199413

Employee ACH 212200179 - 212200195

Wire Payments 202100201 - 202100221

PAYROLL

3/15/22

Payroll Direct Deposit	900075746- 900076266	\$739,370.41
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SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: March 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

3-28-22

Certified

A. Appointments/Reassignments

1. Conrad Anderson – Instructional overload (Humanities), High School, effective March 15, 2022, through June 8, 2022.
2. Andre Benedict – 1.0 FTE Long-Term Substitute Physical Education Teacher, High School, BA00, Step 1, effective March 16, 2022, through June 10, 2022.
3. Jennifer Sexauer – 1.0 FTE ATPPS/TDE Coordinator/Peer Coach (TOSA), District-wide, effective July 1, 2022. (rehire)
4. Todd Sherrett – 1.0 FTE Science Teacher (Temporary), High School, BA60, Step 9, effective August 23, 2021, through April 15, 2022. (extension from March 15, 2022)

2021-22 Teacher Mentor (\$754 Stipend)

High School

Faith Purvey

2021-22 ECA

BASEBALL

Sophomore Coach

Beyel, Dan*

\$3,668

Volunteer Coach

Craig, Scott*

True Volunteer

TRACK – GIRLS

Varsity Asst Coach

Hart, Jillian*

\$4,231

TRACK – BOYS & GIRLS

Jr. High Coach

Peterfeso, Bob

\$2,237

Jr. High Coach

MacQueen, Kelsey

\$2,237

Additional Coach

Ogren, Chris*

\$2,000 (paid by Boosters)

Additional Coach

Gehlen, Isaiah*

\$2,000 (paid by Boosters)

2022-23 ECA

SOCCER – BOYS

Head Coach

Cuenca, Noe*

\$5,177

* indicates a non-district employee

** indicates a returning non-district employee

B. Resignations/Retirements/Leaves/Reductions/Other

1. Jesse Arvidson – Resignation, Key Club Advisor, Secondary Building, effective June 10, 2022.
2. Carly Gates – Resignation, 1.0 FTE Language Arts Teacher, Middle School, effective June 10, 2022.

3. Michael Gehlsen – Extend leave of absence, 1.0 FTE Science Teacher, High School, effective August 30, 2021, through April 15, 2022. (extension from March 15, 2022)
4. Jessica Green – Extend leave of absence, 1.0 FTE Special Education Teacher, Kaposia Education Center, effective February 14, 2022, through June 10, 2022. (extension from March 25, 2022)
5. Timothy Kennealy – .2 FTE leave of absence, Humanities Teacher, High School, effective for the 2022-23 school year.
6. Erin Roeske – Extend leave of absence, 1.0 FTE Kindergarten Teacher, Kaposia Education Center, effective February 11, 2022, through approximately May 2, 2022. (extension from April 1, 2022)
7. Edwin Rosas – Resignation. .5 FTE Building Substitute, High School, effective March 15, 2022.
8. Elizabeth Rozendaal – Resignation, 1.0 FTE Elementary Teacher, effective June 10, 2022.
9. John Skog – Retirement, 1.0 FTE Math Teacher, Community Learning Center, effective June 10, 2022.
10. Cassandra Webb – Leave of absence, 1.0 FTE Special Education Teacher, Lincoln Center, effective May 6, 2022, through June 10, 2022. (revised from June 8, 2022)

Classified

A. Appointments/Reassignments

1. Shelby Abdul-Khalek – Special Education Assistant, Kaposia Education Center, \$19.76 per hour, 32.5 hours per week, effective March 7, 2022.
2. Elizabeth Craig – Student Supervisor, Lincoln Center, \$16.13 per hour, 17.5 hours per week, effective March 22, 2022.
3. Joel Milteer – Director of Human Resources, District Office, effective April 25, 2022.
4. Stephen Olsen – Special Education Assistant, High School, \$19.76 per hour, 32.5 hours per week, effective April 4, 2022.
5. Kaia Tautges – Lead Gymnastics Instructor, Central Square Community Center, \$20.00 per hour, up to 20 hours per week, effective March 19, 2022.
6. Princeton Walker – Student/Security Monitor, Secondary Building, \$18.05 per hour, 32.5 hours per week, effective March 21, 2022.

Change of Assignment – Effective March 15, 2022

Jennifer Schloesser – Health Assistant, change from Secondary Building to Lincoln Center

B. Resignations/Retirements/Leaves/Reductions/Other

1. Byron Anderson – Retirement, Part-Time Cleaner, Secondary Building, effective March 10, 2022.
2. Lauren Catlin – Extend leave of absence, Administrative Assistant-Early Learning, Family Education Center, effective February 7, 2022, through April 1, 2022. (extension from March 18, 2022)
3. Rachael Hundley – Resignation, Student Supervisor, Lincoln Center, effective March 24, 2022.
4. Beth Johnson – Leave of absence, Preschool Teacher, Kaposia Education Center, effective April 7, 2022, through approximately April 25, 2022.
5. Jodi Johnson – Resignation, Special Education Assistant, Kaposia Education Center, effective March 25, 2022.
6. Theresa Lubich – Termination, Part-Time Cleaner, Secondary Building, effective March 21, 2022.
7. Lori McNeese – Extend leave of absence, Nutrition Services Assistant, Secondary Building, effective December 7, 2021, through May 9, 2022. (extension from March 21, 2022)

8. Eileen O'Rourke – Leave of absence, Administrative Assistant-Special Services, District Office, effective May 4, 2022, through July 26, 2022.
9. Princeton Walker – Resignation, Part-Time Cleaner, Secondary Building, effective March 18, 2022.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, March 28, 2022

Place on Agenda: Committee-of-the-Whole and Business Item

Action Requested: Approval

Attachment: 2022-23 Proposed Budget Adjustments
PowerPoint

Topic: 2022-23 Budget Adjustments
Presenter(s): Brady Hoffman, Finance Director
Background: <p>Beginning in January 2022, district leadership and the School Board began planning for the 2022-23 budget. At our special work session meeting on January 26th, 2022, the board set parameters for the general fund budget, which included reviewing the two-year budget projections and assumptions. During that meeting, the board also crafted a Guiding Change document, and guidance around 2022-23 budget development. The Board approved the Guiding Change document at its February 14th meeting.</p> <p>The Superintendent's Lead Team has been meeting since January to start preparing for and developing a budget adjustment proposal for 2022-23 that addresses the projected \$1.4 million shortfall. The proposed 2022-23 budget adjustments for the general operating fund are attached.</p>
Recommendation: <p>Administration is recommending the approval of the 2022-23 proposed adjustments. Doing so will allow the next steps of the budget process to proceed, including approving any necessary staffing changes and notification deadlines as required by employment contract or statute. Additionally, approval of the budget adjustments will allow district leaders to develop the comprehensive 2022-23 budget, which is required by statute to be approved by June 30.</p>
Alternatives: <p>Do not approve the proposed budget adjustments and direct administration with next steps.</p>



SOUTH ST. PAUL PUBLIC SCHOOLS
2022-23 Proposed Budget Adjustments

BUDGET ADJUSTMENT RECOMMENDATION	AMOUNT
Align Staffing to Enrollment*	\$714,000
Use of ESSER funds to avoid additional staff reductions*	463,000
Redesign Director of Equity and Early Learning	42,835
Additional Draw from OPEB Trust	100,000
Savings from Employee Retirements	100,000
TOTAL PROPOSED ADJUSTMENTS	\$1,419,835

* Note: The district is using one-time federal funding (ESSER funds) to maintain current class size ratios and avoid an additional \$463,000 of staff reductions that would otherwise have been made due to declining enrollment. These one-time ESSER funds allow us to keep more staff in place to address the critical need to have more adults per student for individualized instruction and support opportunities.

FY23 Budget Planning

Brady Hoffman
Director of Finance
March 28, 2022



Agenda

- Guiding Change Document
- FY23 Budget Assumptions
- Proposed Adjustments
- Next Steps



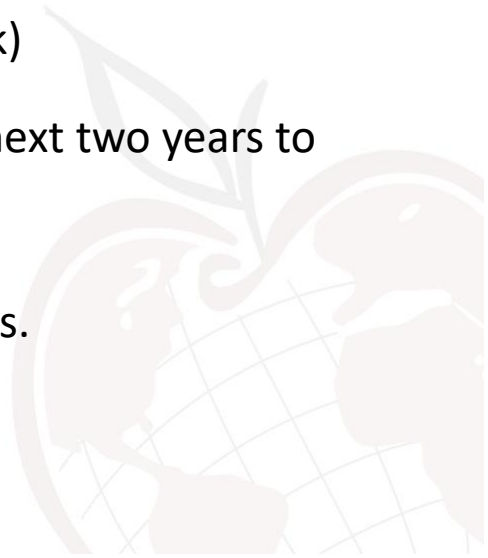
Guiding Change

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

Basic Assumptions

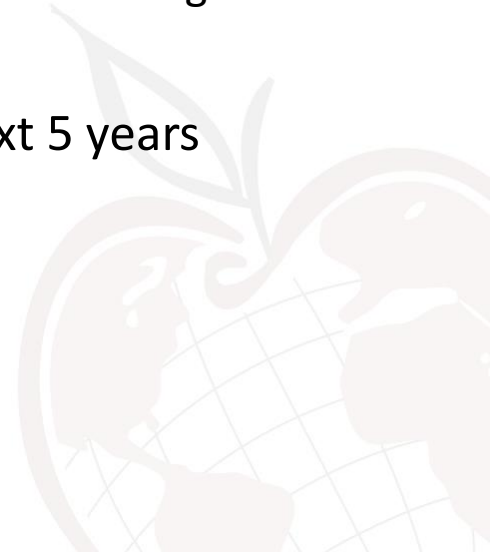
- **Revenue Assumptions:**

- **Basic Formula Allowance** – Increase of 2% (\$6,728 per pupil unit) for FY23
 - Assumed 2% for FY24 (to be determined by next legislative biennium)
- **Compensatory Revenue** - \$3 million (increase of over \$500k)
- **COVID-19 Federal Relief Funding** is being utilized over the next two years to offset potential budget reductions.
- **Jefferson Sale** - \$1 million allocated evenly to next two years.



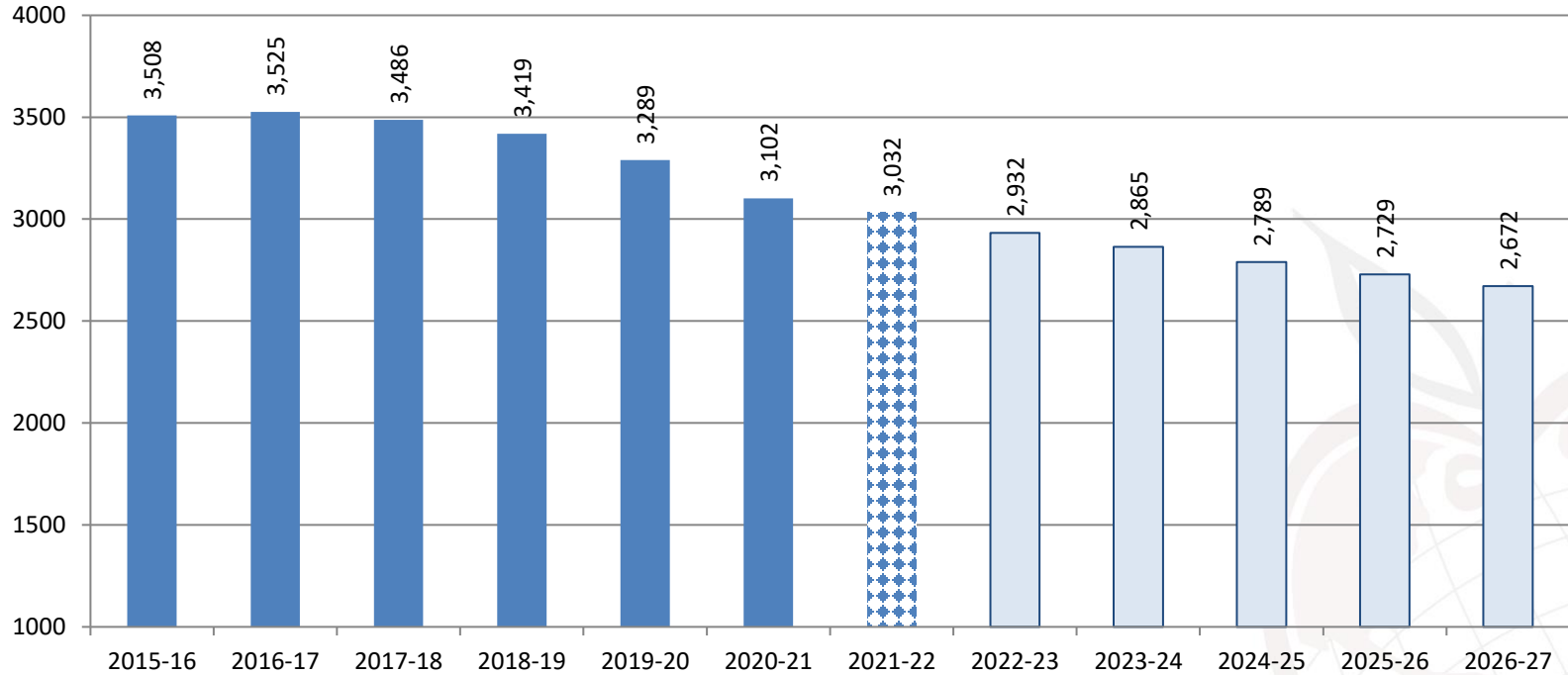
Basic Assumptions (cont'd)

- **Expenditure Assumptions** – overall 2.5% increase
 - Salary & Benefits - % increases for known settlements and contract changes
 - Non-salary items – Specific line items adjusted based on known changes
- **Enrollment** – Projecting declining enrollment over the next 5 years



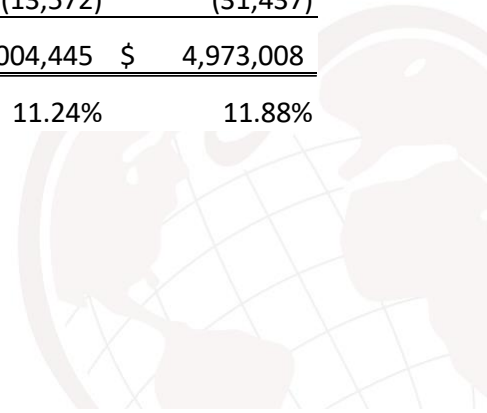
Enrollment Projection

ENROLLMENT HISTORY & PROJECTED TOTAL ENROLLMENT



General Fund Summary

	Actual 2020-21	Revised Budget 2021-22	Projected 2022-23	Projected 2023-24	Projected 2024-25
Total Beginning Fund Balance	\$ 5,516,965	\$ 5,269,705	\$ 5,011,952	\$ 5,018,017	\$ 5,004,445
Revenues	41,307,648	41,842,165	41,758,481	41,382,654	38,899,695
Expenditures	41,554,908	42,099,918	43,152,416	42,796,226	42,431,132
<i>Expenditures Adjustments</i>	-	-	<i>(1,400,000)</i>	<i>(1,400,000)</i>	<i>(3,500,000)</i>
Revised Expenditures	41,554,908	42,099,918	41,752,416	41,396,226	38,931,132
Variance (Revenues - Expenditures)	(247,260)	(257,753)	6,065	(13,572)	(31,437)
Total Ending Fund Balance	\$ 5,269,705	\$ 5,011,952	\$ 5,018,017	\$ 5,004,445	\$ 4,973,008
Unrestricted Fund Balance %	11.91%	11.06%	11.18%	11.24%	11.88%



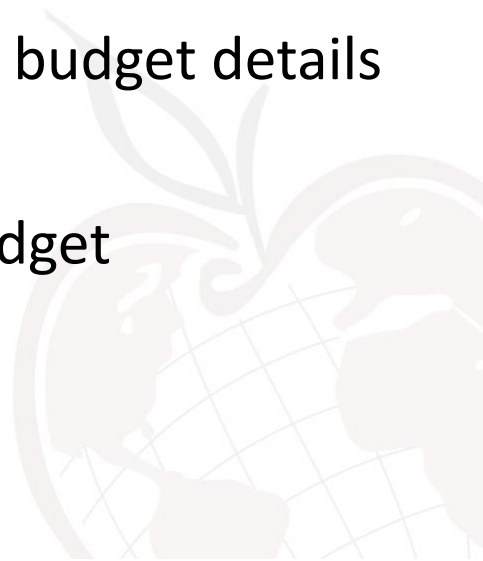
Budget Adjustments

	<u>Revenues</u>	<u>Expenditures</u>	<u>Net</u>	<u>Fund Balance %</u>
Original Amount	\$ 41,758,481	\$ 43,152,416	\$ (1,393,935)	7.80%
Align Staffing to Enrollment	-	(714,000)		
ESSER Funding	463,000	-		
Redesign Director of Equity/Early Learning	-	(42,835)		
Additional Draw from OPEB Trust	-	(100,000)		
Savings from Employee Retirements	-	(100,000)		
Total Adjustments	<u>463,000</u>	<u>(956,835)</u>		
Revised Amount	<u>\$ 42,221,481</u>	<u>\$ 42,195,581</u>	<u>\$ 25,900</u>	11.10%

*ESSER funds used to maintain class size norms at current levels and support Mental / Chemical Health. Class size norms will increase by 1 when ESSER funds are depleted.

Next Steps

- March 28 - Board Approves Budget Adjustments
- April – June - Administration develops 2022-23 budget details
- June 27 - School Board approval of 2022-23 Budget



Question and Comments





SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: March 28, 2022

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

Action Requested: Approval

Attachment: Education Identity and Access Management Board Resolution

Topic: Identified Official with Authority (IOwA) designation
Presenter(s): Dr. Brian Zambreno, Superintendent of Schools
<p>Background:</p> <p>The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user’s assigned job duties, and will revoke that user’s access when it is no longer needed to perform their job duties.</p>
<p>Recommendation:</p> <p>Recommendation to approve the <i>Education Identity and Access Management Board Resolution</i> that designates Dr. Brian Zambreno as the Identified Official with Authority for Education Identity Access Management for South St. Paul Public School Dist. 0006-03.</p>
<p>Alternatives:</p> <p>N/A</p>



Minnesota's First K-12 IB World Schools District

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March 28, 2022

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s). Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: South St. Paul Public Schools

Digit or 9-Digit Organization Number: 0006-03

The Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: Dr. Brian Zambreno

Title: Superintendent of Schools

Board Member Signature: _____

Name: Linda Diaz

Date: March 28, 2022

Once the EDIAM Board Resolution is completed, scan and email it to:
useraccess.mde@state.mn.us