



South St. Paul School Board Meeting
Monday, April 25, 2022 6:00 PM
Location: Fleming Field Airport
1725 Henry Avenue
South St. Paul, MN 55075

Agenda

I.	ROLL CALL and PLEDGE OF ALLEGIANCE	
II.	APPROVAL OF MEETING AGENDA/MINUTES	
	A. School Board Meeting Agenda, April 25, 2022	
	B. Committee-of-the-Whole Meeting Minutes, April 11, 2022	3
	C. School Board Meeting Minutes, April 11, 2022	4
III.	QUALITY-IN-ACTION and REPORTS	
	A. Quality-in-Action: Middle School staff and students will share the impact of their intradistrict collaborations. (L. Bourg)	
	B. Report: Chair Linda Diaz will highlight the Public Listening Session submissions. (L. Diaz)	6
	C. Report: School Board members will highlight items from the committee-of-the-whole meeting. (Board)	7
	D. Report: Superintendent Zambreno will provide highlights from around the District. (B. Zambreno)	8
IV.	CONSENT ITEMS	
	A. Financial Claims: Bills Payable (B. Hoffman)	9
	B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves (B. Hoffman)	15
	C. Bid Award Proposal: SSP Education Center Boiler Replacement (B. Hoffman, M. Fenton)	18
V.	POLICY REVIEW	
VI.	BUSINESS ITEMS	
	A. Approval, for the South St. Paul School Board to approve the Resolution Proposing to Place Individuals with Continuing Contract Rights on Unrequested Leave of Absence. (B.	21

Zambreno and B. Hoffman)

- | | |
|--|----|
| B. Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Resolution. (B. Hoffman) | 24 |
| C. Approval, for the South St. Paul School Board to approve the 2022-23 Kids' Choice fees. (B. Hoffman and J. Zehnder) | 26 |
| D. Approval, for the South St. Paul School Board to approve the Facility Use Fees, Appendix III of Policy 902. (B. Hoffman and J. Zehnder) | 28 |
| E. Approval, for the South St. Paul School Board to approve Termination of the East Metro Integration District 6067 (dba "Equity Alliance MN") Joint Powers Agreement effective June 30, 2023. Dissolution of organizations on this date is contingent upon approval of the termination by all member districts prior to July 1, 2022. (L. Diaz and B. Zambreno) | 31 |
| F. Approval, for the South St. Paul School Board to approve the Resolution to Amend the Joint Powers Agreement Governing the East Metro Integration District 6067 ("dba Equity Alliance Minnesota"). (L. Diaz and B. Zambreno) | 34 |

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**

April 11, 2022

Chair Linda Diaz called the April 11, 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 Dr. Brian Zambreno and several staff and community members.

Superintendent Employment Agreement Addendum

Finance Director Brady Hoffman brought forth an addendum to the 2022 and 2022-2025 superintendent contracts. The addendums correct an oversight on the life insurance language in the original contracts.

Resolution Relating to the Non-Renewal of Probationary Teachers

Each year the district releases probationary teachers for various reasons including student driven scheduling, changes in enrollment, budget reductions, curriculum changes, licensure issues, mid-year placements and performance issues. The resolution going before the School Board for approval this evening will terminate the contracts for a number of probationary teachers at the end of the 2021-22 school year.

Reducing Educational Positions

The School Board approved a budget guiding change document on February 14, that set the parameters for the 2022-23 general fund budget. On March 28, the School Board approved the recommended 2022-23 budget adjustments based on the parameters set in February. A resolution will go before the School Board this evening acknowledging the district may have to reduce some educational positions in the physical education department as a result of the budget adjustments. The budget adjustments for this area align staffing to the current enrollment that has been steadily declining.

Equity Alliance Update

The Board and district administration engaged in conversation regarding the district's current and future membership in Equity Alliance MN. They also discussed other possible partners to engage with in the important work of collaborative learning and advocacy for systemic educational equity and integration.

Committee Updates

Board members provided updates on their various committees.

The committee-of-the-whole meeting adjourned at 5:50 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

APRIL 11, 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, April 11, 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. Dr. Brian Zambreno was also present along with many students, staff, and community members.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

MINUTES

By Inspector Laliberte

Seconded by Inspector Arend

That the South St. Paul School Board approves the April 11, 2022, School Board meeting agenda and minutes for the following meetings:

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

Motion carried (7-0)

QUALITY-IN-ACTION

Activities Director Chad Sexauer along with coaches and advisors, highlighted each of their winter athletic and activity seasons and celebrated our student's accomplishments both in the classroom and beyond.

REPORTS

Public Listening Session Report – Chair Diaz noted there were no listening session submissions to report.

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

CONSENT ITEMS

By Inspector Felton

Seconded by Inspector Walker

- A. Financial Claims—Bills Payable
- B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves.
- C. Addendum to 2022 Superintendent of Schools Employment Agreement
- D. Addendum to 2022-2025 Superintendent of Schools Employment Agreement.

Motion carried (7-0)



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: April 25, 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 Fleming Field Airport (1725 Henry Avenue) beginning at 4:15 PM.
- **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: April 25, 2022

Place on Agenda: Reports

Action Requested: None

Attachment: None

Topic: Committee-of-the-Whole Meeting Update
Presenter(s): Board
Background: School Board members will highlight items from the committee-of-the-whole meeting.
Recommendation: N/A
Alternatives: N/A



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: April 25, 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: April 25, 2022

Place on Agenda: Consent Items

Action Requested: Approval

Attachment: Financials – Bills Payable

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

CHECK NUMBER	AMOUNT	DATE	CHECK VENDOR
199499	2,760.00	04/14/2022	AGL CONSULTING
199500	1,123.28	04/14/2022	ALLSTREAM
199501	4,549.70	04/14/2022	ARVIG
199502	5,186.55	04/14/2022	BIX PRODUCE COMPANY
199503	899.70	04/14/2022	CHROMEBOOKPARTS.COM
199504	6,687.96	04/14/2022	CITY OF SOUTH ST PAU
199505	140.53	04/14/2022	CULLIGAN-MILBERT COM
199506	1,230.00	04/14/2022	ECKBERG, MARY
199507	1,410.00	04/14/2022	EXCEL AV GROUP LLC
199508	529.95	04/14/2022	GENERAL PARTS INC
199509	158.26	04/14/2022	GOLD, ANNE
199510	20.54	04/14/2022	GRAINGER, INC
199511	3,726.05	04/14/2022	GRAPHIC EDGE
199512	3,533.82	04/14/2022	HASTINGS BUS COMPANY
199513	7,682.43	04/14/2022	HASTINGS CREAMERY, L
199514	58,050.00	04/14/2022	INVER HILLS COMMUNIT
199515	1,295.83	04/14/2022	JOHNSON, CHRISTINE
199516	4,648.00	04/14/2022	JOSTENS
199517	1,470.00	04/14/2022	LINDENMEYR MUNROE
199518	25.20	04/14/2022	LOWE'S
199519	276.39	04/14/2022	MACKIN EDUCATIONAL R
199520	201.65	04/14/2022	MARK'S PLUMBING PART
199521	3,315.00	04/14/2022	MERIDIAN CONSULTING
199522	565.60	04/14/2022	MID CITY INDUSTRIAL
199523	123.00	04/14/2022	MRI SOFTWARE LLC
199524	2,791.53	04/14/2022	MUSKEGON HEIGHTS SOL
199525	2,748.51	04/14/2022	NEW DOMINION SCHOOL/
199526	6,135.25	04/14/2022	ORIGINAL WORKS YOURS
199527	200.00	04/14/2022	OVERELL, STEPHANIE
199528	317.57	04/14/2022	PLUNKETT'S PEST CONT
199529	5.98	04/14/2022	RITTER, GLEN
199530	500.00	04/14/2022	ROMERO, JEANETTE
199531	3,278.92	04/14/2022	SAFEWAY WISCONSIN, I
199532	28.95	04/14/2022	SCHMITT MUSIC
199533	1,002.25	04/14/2022	SCHOOL TECHNOLOGY AS
199534	4,405.50	04/14/2022	STRATEGIC STAFFING S
199535	2,008.50	04/14/2022	T-MOBILE
199536	345.00	04/14/2022	THE IMAGERY
199537	57.00	04/15/2022	EDUCATION MINNESOTA
199538	478.57	04/15/2022	LOCAL #70
199539	346.44	04/15/2022	MESSERLI & KRAMER
199540	1,519.50	04/15/2022	MINNESOTA CHLD SUPP
199541	291.50	04/15/2022	OFFICE AND PROF EMPL
199542	12,020.62	04/15/2022	SOUTH ST PAUL TEACHE
199543	5.00	04/15/2022	SOUTH ST PAUL OPEN F
199544	60.00	04/15/2022	SOUTH ST PAUL EDUCAT
199545	978.74	04/15/2022	SSP EASRP
199546	51.89	04/21/2022	ACE HARDWARE & PAINT
199547	8,470.00	04/21/2022	ACTIVE INTERNET TECH
199548	79.50	04/21/2022	ADVANCED SPORTSWEAR,
199549	1,231.53	04/21/2022	AMAZON CAPITAL SERVI
199550	637.22	04/21/2022	BEAUDRY OIL & PROPAN
199551	52.40	04/21/2022	BROCK WHITE COMPANY
199552	470.04	04/21/2022	BUILDING CONTROLS GR
199553	3,023.01	04/21/2022	CANON FINANCIAL SERV
199554	720.00	04/21/2022	CITY OF SOUTH ST PAU

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
199555	11.46	04/21/2022	CLASSEN, GLORIA
199556	890.00	04/21/2022	CONVERGINT TECHNOLOG
199557	293.80	04/21/2022	CULLIGAN-MILBERT COM
199558	550.00	04/21/2022	DIFFERENTIATED COACH
199559	75.00	04/21/2022	DOBLE, MARK
199560	2,625.00	04/21/2022	DUDLEY, SHAWN
199561	705.00	04/21/2022	ENERVATION, INC
199562	150.97	04/21/2022	FIRST SUPPLY LLC - T
199563	5,919.04	04/21/2022	FOLLETT SCHOOL SOLUT
199564	90.52	04/21/2022	GENERAL PARTS INC
199565	1,118.00	04/21/2022	GERTEN GREENHOUSES &
199566	400.00	04/21/2022	GUTZMAN, DEB
199567	1,027.17	04/21/2022	HORIZON COMMERCIAL P
199568	31.47	04/21/2022	INTEREUM, INC
199569	4,772.69	04/21/2022	INTERMEDIATE DISTRIC
199570	1,064.00	04/21/2022	JOSTENS
199571	120.62	04/21/2022	KUEHN, KIMBERLY
199572	12,428.38	04/21/2022	LOFFLER COMPANIES
199573	4,742.55	04/21/2022	M HOSPITALITY
199574	72.50	04/21/2022	MARK'S PLUMBING PART
199575	1,445.00	04/21/2022	MARTINEK, MIKE
199576	1,039.28	04/21/2022	MCDONOUGH'S SEWER SE
199577	77.47	04/21/2022	MCMASTER-CARR SUPPLY
199578	684.00	04/21/2022	MEDICINE LAKE TOURS
199579	1,419.60	04/21/2022	MEI TOTAL ELEVATOR S
199580	15.76	04/21/2022	MINNESOTA LOCKS
199581	100.00	04/21/2022	MN DEPT OF LABOR & I
199582	53.01	04/21/2022	NAPA AUTO PARTS
199583	245.57	04/21/2022	NETWORK SERVICES COM
199584	3,726.48	04/21/2022	NITTI SANITATION
199585	589.73	04/21/2022	PETERSON BROS. ROOFI
199586	75.00	04/21/2022	PETERSON, WILLIAM
199587	233.00	04/21/2022	PROFESSIONAL WIRELES
199588	75.00	04/21/2022	SERGEANT, ERNEST
199589	221.43	04/21/2022	SHERWIN WILLIAMS CO
199590	64.86	04/21/2022	ST PAUL PIONEER PRES
199591	23,454.94	04/21/2022	TEACHERS ON CALL
199592	963.24	04/21/2022	TEAMWORKS INTERNATIO
199593	4,906.81	04/21/2022	TRIO SUPPLY CO
199594	3,788.40	04/21/2022	TRIPLE SHIFT ENTERTA
199595	2,499.36	04/21/2022	TWIN CITY JANITOR SU
199596	520.00	04/21/2022	UNIVERSAL ATHLETIC,
199597	33,287.04	04/21/2022	US FOODS
199598	537.60	04/21/2022	VOSS LIGHTING
199599	9,372.50	04/21/2022	WOLD ARCHITECTS
199600	6,104.99	04/21/2022	XCEL ENERGY
202100234	47,779.54	04/15/2022	MINNESOTA PAYROLL TA
202100235	288,792.52	04/15/2022	FEDERAL PAYROLL TAXE
202100236	42,156.68	04/15/2022	PERA
202100237	79,805.37	04/15/2022	TSA/ACH DEDUCTION
202100238	128,210.62	04/15/2022	TEACHER RETIREMENT A
202100239	0.00	04/15/2022	MINNESOTA PAYROLL TA
202100240	0.00	04/15/2022	FEDERAL PAYROLL TAXE
212200214	111.67	04/13/2022	ANDERSON, CHAD
212200215	57.39	04/13/2022	AREND, FRANCIS
212200216	22.10	04/13/2022	BREZNIAK, REBECCA

<u>CHECK</u>		<u>CHECK</u>	
<u>NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>VENDOR</u>
212200217	85.30	04/13/2022	DORAN, ANDREW
212200218	14.99	04/13/2022	FLORES, MARTA
212200219	36.70	04/13/2022	GORMAN, LISA
212200220	191.03	04/13/2022	HOLSEN, ERIC
212200221	23.50	04/13/2022	KAWLEWSKI, DAMARA
212200222	125.68	04/13/2022	KVALHEIM, MICHAEL
212200223	70.00	04/13/2022	LEVINE, SANDRA
212200224	105.95	04/13/2022	MCNEESE, LORI
212200225	24.79	04/13/2022	MERCADO, SONIA
212200226	43.88	04/13/2022	RUSSELL, EMILY
212200227	202.49	04/13/2022	SATTLER, MATTHEW
212200228	49.72	04/13/2022	SEXAUER, JENNIFER
212200229	60.00	04/13/2022	TUCCITTO, SANDRA
212200230	68.80	04/13/2022	VERDUZCO, HEATHER

884,497.32 Totals for checks

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL	574,838.33	0.00	171,505.24	746,343.57
02	FOOD SERVICE	9,963.80	0.00	53,220.77	63,184.57
04	COMMUNITY EDUCATION	23,855.22	0.00	2,553.37	26,408.59
05	CAPITAL	0.00	0.00	39,475.09	39,475.09
50	ACTIVITY ACCOUNT	9,085.50	0.00	0.00	9,085.50
***	Fund Summary Totals ***	617,742.85	0.00	266,754.47	884,497.32

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

CHECKRUNS

<u>FUND</u>	<u>DESCRIPTION</u>	<u>April 8, 2022 - April 21 2022</u>
1	GENERAL	\$746,343.57
2	FOOD SERVICE	\$63,184.57
4	COMMUNITY EDUCATION	\$26,408.59
5	CAPITAL	\$39,475.09
6	CONSTRUCTION	\$0.00
7	DEBT SERVICE	\$0.00
47	OPEB	\$0.00
50	ACTIVITY ACCOUNTS	\$9,085.50
	TOTAL	<u>\$884,497.32</u>

Check 199499 - 199600

Employee ACH 212200214 - 212200230

Wire Payments 202100234 - 202100240

PAYROLL

4/15/22

Payroll Direct Deposit	9007676811-900077329	\$812,468.47
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SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: April 25, 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

4-25-22

Certified

A. Appointments/Reassignments

Change of Assignment – Effective for the 2022-23 school year

Lauren Ryan – Change from Grade 5 Elementary Teacher, Lincoln Center, to Peer Coach (TOSA), District-wide

2021-22 Building & Instructional Leadership Team (BILT) (\$1,200 stipend)

Janessa Brackett – Secondary

2021-22 ECA

THEATRE – SUMMER

Choreographer	Kendall, Mikayla**	\$1,206
Costumer	Ebert, Lori**	\$1,206
Technical Director	McTier, Brian **	\$1,206
Vocal Director	Kirscht, Linden	\$1,809

* indicates a non-district employee

** indicates a returning non-district employee

B. Resignations/Retirements/Leaves/Reductions/Other

1. Elizabeth Roszak – Leave of absence, Art Teacher, Lincoln Center, effective May 2, 2022, through May 13, 2022.

2. Sarah Wotipka – Extend leave of absence, 1.0 FTE Kindergarten Teacher, Kaposia Education Center, effective March 3, 2022, through May 25, 2022. (extension from April 18, 2022)

Classified

A. Appointments/Reassignments

1. Nancy Bahena – Special Education Assistant, Lincoln Center, \$19.76 per hour, 32.5 hour per week, effective April 18, 2022.
2. Grace Jefferson – School Psychologist Intern, District-wide, effective August 22, 2022, through June 9, 2023.
3. Allison Olson – Special Education (ECSE) Assistant, Lincoln Center, \$19.76 per hour, 32.5 hours per week, effective April 25, 2022.
4. Kathryn Pressnall – Nutrition Services Assistant, Kaposia Education Center, \$16.55 per hour, 17.5 hours per week, effective April 18, 2022.
5. Molly Zackrison – School Psychologist Intern, District-wide, effective August 22, 2022, through June 9, 2023.

Additional Duties Stipend (March-April, 2022; \$2,000 Stipend)

Shauna Bock

Change of Assignment – Effective April 4, 2022

Kam McPhillips – Health Assistant, Secondary Building, increase from 15 hours to 32.5 hours per week

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 April 15, 2022. (extension from April 1, 2022)
2. Beth Johnson – Extend leave of absence, Preschool Teacher, Kaposia Education Center, effective April 7, 2022, through May 2, 2022. (extension from April 22, 2022)
3. Allison Olson – Resignation, Early Learning Assistant, Kaposia Education Center, effective April 22, 2022.
4. Tracy Ramirez – Termination, Long-Term Substitute Early Learning Assistant, Kaposia Education Center, effective April 15, 2022.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: April 25, 2022

Place on Agenda: COW and Regular Meeting

Action Requested: Approval

Attachment: Bid Award Proposal

Topic: Approval of bid for Boiler Replacement at SSP Education Center
Presenter(s): Brady Hoffman, Finance Director and Mark Fenton, Director of Buildings and Grounds
<p>Background:</p> <p>During the remodel of the SSP Education Center in 2020 the boiler was not replaced due to budget constraints. This project consists of removing the existing old boiler and replacing it with two (2) high efficiency boilers so there is reliability and redundancy with the heating plant. The district will receive a rebate of \$10,500 from Xcel Energy for installing the new boilers. District staff worked the district's architects, Wold, to develop specifications and design for this project.</p> <p>The district published a call for bids for the project. The district opened bids on April 19th at 2:00 in the District Office.</p> <p>Based on the low bid that is included for approval.</p> <p>As a reminder, the funding for this project is from long-term facility maintenance budget (LTFM) and does not impact the general fund operations of the district.</p> <p>This bid award is on the regular meeting agenda for approval.</p>
Recommendation: Approve base bid as listed and reject alternates 1 and 2.
Alternatives: Do not approve bid award, delay project, and instruct district administration on next steps.



April 20, 2022

Board of Education
Special School District #6
104 Fifth Avenue South
South St. Paul, Minnesota 55075

Re: Special School District #6
2022 Community Learning Center Boiler
Commission No. 222027

Dear Board of Education:

On April 19, 2022, at 2:00 p.m., bids were received from seven (7) bidders for the 2022 community learning center boiler project at the District Office. A bid tabulation is attached for your review. Kraft Mechanical, LLC from Woodbury, Minnesota submitted the low base bid in the amount of \$248,700. Selection of alternates does not affect who will be the low bidder.

Alternate No. 1 Replace Chiller Pump **Add \$27,300**
This alternate would be to replace an existing chiller pump. We recommend rejecting this alternate based upon price.

Reject this Alternate

Alternate No. 2 Add Glycol to Heating Loop **Add \$12,000**
This alternate is to add additional glycol to the heating loop. We recommend rejecting this alternate based upon price.

Reject this Alternate

Based on our review of the bids with the Director of Buildings and Grounds, this project can be accomplished within the current budget.

We recommend awarding the contract to Kraft Mechanical, LLC as follows:

Base bid		\$248,700
Alternate No. 1 Replace Chiller Pump	Reject	\$ 0
Alternate No. 2 Added Glycol	Reject	\$ 0
TOTAL CONTRACT		\$248,000

Sincerely,

Wold Architects and Engineers

Ben Beery | AIA
Associate

Enclosures

cc: Mark Fenton, SSD #6
Jacob Windschitl, Wold
Mike Freeman, Wold

TD/SSD_6/222027/crsp/apr22

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldaec.com | 651 227 7773

**PLANNERS
ARCHITECTS
ENGINEERS**



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, April 25, 2022

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

Action Requested: Approval

Attachment: Proposal to Place Individuals with Continuing Contract Rights on Unrequested Leave of Absence

Topic: Proposal to Place Individuals with Continuing Contract Rights on Unrequested Leave of Absence (ULA)

Presenter(s): Brady Hoffman, Finance Director

Background:

On April 11, 2022, the School Board approved the 2022-23 Resolution Discontinuing and Reduction Positions, which included positions in the Physical Education department, which was approved in the budget adjustments.

The attached resolution proposes to place one continuing contract Physical Education teacher on Unrequested Leave of Absence (ULA). The individual proposed to be placed on ULA may requested a hearing before the School Board, provided the request is submitted in writing within fourteen days of notice.

Recommendation: Administration is recommending the approval of the resolution.

Alternatives: Do not approve the resolution and direct administration with next steps.

**Special School District No. 6
(South St. Paul Public Schools)
State of Minnesota**

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION PROPOSING TO PLACE INDIVIDUALS WITH CONTINUING
CONTRACT RIGHTS ON UNREQUESTED LEAVE OF ABSENCE**

BE IT RESOLVED by the School Board of Special School District No. 6, South St. Paul, as follows:

1. That it is proposed that the following individual, who is a teacher of said school district, be placed on unrequested leave of absence without pay or fringe benefits, effective at the end of the 2021-2022 school year on June 30, 2022, pursuant to Minnesota Statutes Section 122A.40, subdivision 10, and the collective bargaining agreement between the District and South St. Paul Principals' Association:

Dana Dvorak

2. That written notice be sent to said teacher regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law and said notice shall be in substantially the following form:

**NOTICE OF PROPOSED PLACEMENT
ON UNREQUESTED LEAVE OF ABSENCE**

Dear _____:

You are hereby notified that at the meeting of the School Board of Special School District No. 6 held on April 25, 2022, consideration was given to your placement on unrequested leave of absence without pay or fringe benefits as a teacher of Special School District No. 6, and a resolution was adopted by a majority vote of the Board, proposing your placement on unrequested leave of absence effective at the end of the 2021-2022 school year on June 30, 2022, pursuant to Minnesota Statutes, Section 122A.40, subdivision 10, upon the grounds described in said statute and which are specifically as follows:

Discontinuance of Position, Financial Limitations

Under the provisions of the law, more specifically Minnesota Statutes Section 122A.40, subdivision 7, you are entitled to a hearing before the School Board provided that you make a request in writing within fourteen (14) days after receipt of this notice. If no hearing is requested within such period, it shall be deemed acquiescence by you to the School Board's proposed action.

Yours very truly,

SCHOOL BOARD OF
SPECIAL SCHOOL DISTRICT NO. 6

Clerk of the School Board

3. That said proposed placement on unrequested leave of absence is not the result of the implementation of an education district agreement.
4. That each and all of the foregoing grounds of said notice are within the grounds for unrequested leave placement as set forth in Minnesota Statutes Section 122A.40, subdivision 10, and are hereby adopted as fully as though separately set forth and resolved herein.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: April 25, 2022

Place on Agenda: Regular Agenda/Business Items

Action Requested: Approval

Attachment: Acceptance of Gifts Resolution

Topic: Acceptance of Gifts
Presenter(s): Brady Hoffman, Finance Director
Background: Per school board policy, the School Board may receive and accept, for the benefit of the school district, bequests, donations or gifts for any proper purpose. All gifts received by the District must comply with applicable fire codes, health guidelines, and safety regulations (i.e. furniture, technology, and appliances). Gifts may only be accepted by the adoption of a resolution approved by two-thirds of its members.
Recommendation: Administration recommends the approval of the Acceptance of Gifts Resolution.
Alternatives: Do not approve the Acceptance of Gifts Resolution and direct administration with next steps.

Special School District No. 6
(South St. Paul Public Schools)
State of Minnesota

**ACCEPTANCE OF GIFTS
RESOLUTION**

Board Meeting Date: **April 25, 2022**

Member _____ introduced the following resolution and moved its adoption:

Be it Resolved, that the School Board of South St. Paul Public Schools, Special School District No 6, accept the following donations as indicated in the detailed background listed below:

MONETARY

Donation Amount	Designated To	Donation From	Purpose
\$500	Secondary Robotics	Mathias Die Company	As needed
\$1,554	Girls' Golf Team	Croatian Hall	As needed
\$2,090	Secondary Theater	SSP Lion's Club	Storage boxes and costume racks

VALUE IN KIND

Donation Item	Designated To	Donation From	Purpose

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, April 25, 2022

Place on Agenda: COW and Regular Meeting

Action Requested: Approval

Attachment: Fee Schedule

Topic: Kids' Choice Fees for 2022-2023
Presenter(s): Brady Hoffman, Finance Director, and Jeanne Zehnder, Community Education Director
Background: We are asking for your approval of an increase in Kids' Choice programming fees for the 2022-2023 fiscal year. The proposed fees are listed in the attached fee schedule document. Below are some notes regarding the proposed changes: <ul style="list-style-type: none">• There have been no changes in Kids' Choice fees since the 2019-20 fiscal year• The proposed programming rates will increase by 2-3%• The proposed rates, if approved for 2022-23, will still be at the low end of other comparable school districts programming (IGH/WSP) rates.
Recommendation: Approval
Alternatives: Do not approve and direct administration with next steps.

South St. Paul**Proposed*

SAC School Year 2022-2023	Kaposia Education Center	Lincoln Center
Registration Fee	\$36 per child	\$36 per child
Before School Full-Time	\$11.25 per day	\$9.25 per day
Before School Part-Time	\$14.25 per day	\$11.50 per day
After School Full-Time	\$12.25 per day	\$14.25 per day
After School Part-Time	\$15.50 per day	\$18 per day
School Release Day Before Deadline	\$38 per day	\$38 per day
School Release Day After Deadline	\$43 per day	\$43 per day
Before School Drop-In	\$19.25 per day	\$16.75 per day
After School Drop-In	\$20.50 per day	\$23 per day

SAC Summer 2022	
Registration Fee	\$36 per child
Half Day Morning	\$27 per day (3 days per week minimum)
Summer Academy AM	N/A
Full Day	\$43 per day (3 days per week) \$43 per day (4 days per week) \$38 per day (5 days per week)
Half Day Afternoon	\$27 per day (3 days per week minimum)
Summer Academy PM	N/A
Half Day Morning Drop-In	\$27 per day
Full Day Drop-In	\$48 per day
Half Day Afternoon Drop-In	\$27 per day



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, April 25, 2022

Place on Agenda: Cow and Regular Meeting

Action Requested: Approval

Attachment: Facility Use Fee Schedule

Topic: Facility Use Fees
Presenter(s): Brady Hoffman, Finance Director, and Jeanne Zehnder, Community Education Director
Background: We are asking for your approval of the proposed Facility Use Fees, Appendix III of Policy 902. The proposed fees are listed in the attached fee schedule document. This information was brought to the Finance Committee at their April 20, 2022 meeting. Below are some notes regarding the proposed changes. <ul style="list-style-type: none">● There has been no change in facility fees since 2006.● The proposed rates, if approved, will still be at the low end of the other comparable school district programming rates.<ul style="list-style-type: none">○ A fair market analysis was conducted for the metro area.● Classifications were approved by the Board June 28, 2021 and are in line with other comparable school districts (IGH & WSP).● Youth Associations were notified of the change in classifications and proposed fee schedule August 2021.● Facility users will incur actual costs for custodial and food service, when applicable.
Recommendation: Approval
Alternatives: Do not approve, and direct administration with next steps.

Policy 902 - Appendix III

Facility Rental Charges (per Hour)

Class A	Class B	Class C	Class D
SSPPS sponsored activities, including all community education, athletic and extracurricular activities SSPPS Support organizations meetings, including, but not limited to, PTA/PTO, SSP Educational Foundation and SSP booster club meetings and activities Special meetings sponsored by local civic and tax supported agencies which are of general interest, educational, open to the public and no administration fee is charge Due to communiy education office by June 30	Elections*, local public hearings, local caucuses* (except when required by statute, in which case they will move to Class A Scouts, and 4-H when 90% of members are SSPPS residents/students Business meetings and recreational use held by non-profit community organizations and informal community groups when at least 90% of participants are SSPPS residents/students Applications are accepted on or after Sept. 30	Business meeting and recreations use by non-profit (Youth related, community organizations such as athletic activity associations to include Parks and Recreation**) and religious community organizations and informal community groups and service organizations when fewer then 90% of the participants are SSPPS residents/students Activities, such as performances, fund raisers and conferences by non-profit organizations and informal community groups and service organizations when fewer than 90% of participants are SSPPS residents/students	Religious organizations For profit commercial and business organizations fund raising activities hosted or sponsored by religious organizations Applications accepted on or after Nov. 1

Secondary

	2020-2022	July 1 2022-2023	July 1 2020-2022	July 1 2022-2023	July 1 2020-2022	July 1, 2022-2023
Gym-Senior High Main Gym	\$0.00	\$6	\$33	\$34	\$99.00	\$100.00
Locker Room	\$0.00	\$8.00	\$13.50	\$14.50	\$40.00	\$41.00
Cafeteria	\$0.00	\$15.00	\$33.50	\$34.50	\$85.00	\$86.00
Auditorium*	\$0.00	\$15	\$34	\$35	\$100.00	\$101.00
Classrooms	\$0.00	\$8.00	\$8.50	\$9.50	\$25.00	\$26.00
Media Center	\$0.00	\$8.00	\$8.50	\$9.50	\$25.00	\$26.00
Lecture Hall	\$0.00	\$10.00	\$13.50	\$14.50	\$40.00	\$41.00
Athletic Field Football/Soccer Field	\$0.00	\$15.00	\$30.00	\$31.00	\$90.00	\$91.00
North Field /Softball/Baseball Field	\$0.00	\$5.00	\$10.00	\$11.00	\$45.00	\$46.00
PAC Per Station*	\$0.00	\$25.00	\$45.00	\$46.00	\$135.00	\$136.00

Elementary

	2020-2022	2022-2023	2020-2022	2022-2023	2020-2022	2022-2023
Gym	\$0.00	\$2.00	\$15.00	\$16.00	\$45.00	\$46.00
Classroom	\$0.00	\$5.00	\$8.50	\$9.50	\$25.00	\$26.00



Permit & Administrative Fees Charged to Class C & D

Class C & D 2021	July 1, 2020-2022	July 1, 2022-2023	
Permit Fee	\$0.00	\$20.00	Per Event
Quick permit fee (Less than 7 days prior to event)	\$0.00	\$25.00	Per Event
Permit change fee	\$0.00	\$5.00	Per Request
Late Payment Fee	\$0.00	\$30.00	each month in arrears after 31 days

Additional Fees/Services Assessed to Class B, C & D

	July 1, 2020-22	July 1, 2022-23	
Custodian	Actual cost occurred by the district	Actual cost occurred by the district	Per Hour
Custodian OT	Actual cost occurred by the district	Actual cost occurred by the district	Per Hour
Custodial 2X	Actual cost occurred by the district	Actual cost occurred by the district	Per Hour
Auditorium Director	Actual cost occurred by the district	Actual cost occurred by the district	Per Hour
Over Time	Actual cost occurred by the district	Actual cost occurred by the district	Per Hour
Double Time	Actual cost occurred by the district	Actual cost occurred by the district	Per Hour
Kitchen Manager	Actual cost occurred by the district	Actual cost occurred by the district	Per Hour
Over Time	Actual cost occurred by the district	Actual cost occurred by the district	Per Hour

	2020-2022	July 1 2022-2023	July 1 2020-2022	July 1 2022-2023	July 1 2020-2022	July 1, 2022-2023
Cafeteria*	\$0.00	\$6.00	\$27.00	\$28.00	\$80.00	\$81.00
Locker Room Lincoln Center Only	\$0.00	\$8.00	\$13.50	\$14.50	\$40.00	\$41.00
KEC Performance Area	\$0.00	\$7.00	\$17.00	\$18.00	\$50.00	\$51.00
Central Square						
Classroom 1, 2, 3 (formerly Activity room 1,2,3) per room	\$0.00	\$8.00	\$8.50	\$9.50	\$25.00	\$26.00
Activity Room Pool Side	\$0.00	\$17.00	\$18.50	\$19.50	\$21.43	\$22.50
Centennial Room North/South per side Resident Centennial Room North/South Non-Resident	\$0.00	\$8.00	\$8.50	\$9.50	\$25.00	\$26.00
Kitchen	\$0.00	\$8.00	\$8.50	\$9.50	\$25.00	\$26.00
Pool Rental per hour	\$120.00	\$125.00	\$150.00	\$150.00	\$160.00	\$160.00
Amphitheater	\$0.00	\$8.00	\$8.50	\$9.50	\$25.00	\$26.00
District Wide						
Kitchen* (LC/KEC/HS)	\$15.00	\$15.00	\$25.00	\$26.00	\$50.00	\$51.00
Tennis Courts (8 courts) (per court)	\$2.00	\$3.00	\$3.00	\$4.00	\$4.00	\$5.00
Rossvelt Field	\$0.00	\$15.00	\$30.00	\$31.00	\$90.00	\$91.00

PAC rentals-Pool rental required a lifeguard

*** All Fees are per hour

Class C & D 2021	July 1, 2020-2022	July 1, 2022-2023	
Double Time	Actual cost occurred by the district	Actual cost occurred by the district	Per Hour
Building Attendant	Actual cost occurred by the district	Actual cost occurred by the district	Per Hour
Lifeguards	Actual cost occurred by the district	Actual cost occurred by the district	Per Hour
Life Guards fees for Classification B, C, & D			
0-30 persons	2 Life Guards		
31-60 persons	3 Life Guards		
61-90 persons	4 Life Guards		
91-120 persons	5 Life Guards		
If a group is scheduled for 0-30 persons in attendance, no exceptions will be made to allow anyone in over the number indicated by his or her payment			
Grass/Field Set up	\$150.00	\$155.00	Each Event
Bleachers	\$15.00	\$15.00	set-up/take down
Tournament	\$125.00	\$135.00	Per Day
Dragging of Field	\$19.00	\$20.00	Each Event
Lining of a Field	\$19.00	\$20.00	Each Event



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: April 25, 2022

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

Action Requested: Approval

Attachment: Equity Alliance Resolution

Topic: Termination of East Metro Integration District 6067 (dba “Equity Alliance Minnesota” Joint Powers Agreement

Presenter(s): Board Chair Linda Diaz and Superintendent Dr. Brian Zambreno

Background:

The Equity Alliance Minnesota (EAMN) is a collaboration governed via a Joint Powers Agreement among the five-member school districts, including Roseville Area Schools, Forest Lake Area Schools, Inver Grove Heights Schools, South St. Paul Schools and White Bear Lake Schools. The EAMN board is made up of one representative from each district.

Over the last several years, the financial model at EAMN has not been self-sustaining. As a result, the organization is projected to exhaust its remaining fund balance no later than June 2023.

Recommendation: Due to the uncertainty surrounding the future of Equity Alliance MN, district administration recommends taking the following two motions:

1. Termination of the East Metro Integration District 6067 (dba “Equity Alliance MN”) Joint Powers Agreement effective June 30, 2023. Dissolution of the organizations on this date is contingent upon approval of the termination by all member districts prior to July 1, 2022.
2. Adopt the attached resolution to amend the current Joint Powers Agreement governing the East Metro Integration District 6067. The suggested amendment to the JPA is intended to protect against interpretations of the existing language that could cause issues with a district that has also submitted a notice of withdrawal.

SSPPS will continue to look for other educational equity partners that provide opportunities for our students and staff while meeting the state integration funding requirements.

Alternatives: Do not approve the resolution and direct administration with next steps.

**Special School District No. 6
(South St. Paul Public Schools)
State of Minnesota**

Inspector _____ introduced the following resolution and moved its adoption at the Monday, April 25, 2022 School Board meeting:

RESOLUTION TO AMEND THE JOINT POWERS AGREEMENT GOVERNING THE EAST METRO INTEGRATION DISTRICT 6067 (“DBA EQUITY ALLIANCE MINNESOTA”)

WHEREAS, South St. Paul Public Schools, Special School District is a member of East Metro Integration District 6067 (DBA “Equity Alliance Minnesota”); and

BE IT RESOLVED, that the Joint Powers Agreement (JPA) among members governing the East Metro Integration District 6067 (dba “Equity Alliance Minnesota”) hereby amends the JPA as follows:

Article Ten – Membership, Section E – Withdrawal of Members, Paragraph 2, shall be amended such that the current sentence, “*A withdrawing Member shall not be eligible to participate in any distribution of assets of EMID.*”, is extended to include the phrase: “*..., except if all Member districts have approved the termination of the JPA with such termination to be effective on a date which occurs between a Member submitting a notice of withdrawal and the Withdrawal Date indicated in that notice.*”

BE IT FURTHER RESOLVED, Notice of approval on this resolution and the date of approval shall be communicated to the Equity Alliance Minnesota (EA-MN) Board chair and to other member district school boards. Once the EA-MN board chair has received notice of approval from all Member districts, the board chair shall cause the amendment to be recorded in the JPA, and then shall distribute copies of the amended JPA to administrators of each Member district for their signature and retention. However, the amendment will become effective immediately upon approval of the final Member district board and shall not depend upon any distribution of documents or signatures thereon. All communication and distribution of documents pertaining to this amendment may be by electronic mail.

Member _____ seconded the foregoing Resolution and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted on _____, 2022.

CERTIFICATION

I, the undersigned, being the duly qualified and acting Clerk of South St. Paul Public Schools, Special School District 6, State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to the Resolution to Amend the Joint Powers Agreement Governing the East Metro Integration District 6067 (DBA “Equity Alliance Minnesota”), and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 25th day of April, 2022.

School District Clerk



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: April 25, 2022

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

Action Requested: Approval

Attachment: Equity Alliance Resolution

Topic: Termination of East Metro Integration District 6067 (dba “Equity Alliance Minnesota” Joint Powers Agreement

Presenter(s): Board Chair Linda Diaz and Superintendent Dr. Brian Zambreno

Background:

The Equity Alliance Minnesota (EAMN) is a collaboration governed via a Joint Powers Agreement among the five-member school districts, including Roseville Area Schools, Forest Lake Area Schools, Inver Grove Heights Schools, South St. Paul Schools and White Bear Lake Schools. The EAMN board is made up of one representative from each district.

Over the last several years, the financial model at EAMN has not been self-sustaining. As a result, the organization is projected to exhaust its remaining fund balance no later than June 2023.

Recommendation: Due to the uncertainty surrounding the future of Equity Alliance MN, district administration recommends taking the following two motions:

1. Termination of the East Metro Integration District 6067 (dba “Equity Alliance MN”) Joint Powers Agreement effective June 30, 2023. Dissolution of the organizations on this date is contingent upon approval of the termination by all member districts prior to July 1, 2022.
2. Adopt the attached resolution to amend the current Joint Powers Agreement governing the East Metro Integration District 6067. The suggested amendment to the JPA is intended to protect against interpretations of the existing language that could cause issues with a district that has also submitted a notice of withdrawal.

SSPPS will continue to look for other educational equity partners that provide opportunities for our students and staff while meeting the state integration funding requirements.

Alternatives: Do not approve the resolution and direct administration with next steps.

**Special School District No. 6
(South St. Paul Public Schools)
State of Minnesota**

Inspector _____ introduced the following resolution and moved its adoption at the Monday, April 25, 2022 School Board meeting:

RESOLUTION TO AMEND THE JOINT POWERS AGREEMENT GOVERNING THE EAST METRO INTEGRATION DISTRICT 6067 (“DBA EQUITY ALLIANCE MINNESOTA”)

WHEREAS, South St. Paul Public Schools, Special School District is a member of East Metro Integration District 6067 (DBA “Equity Alliance Minnesota”); and

BE IT RESOLVED, that the Joint Powers Agreement (JPA) among members governing the East Metro Integration District 6067 (dba “Equity Alliance Minnesota”) hereby amends the JPA as follows:

Article Ten – Membership, Section E – Withdrawal of Members, Paragraph 2, shall be amended such that the current sentence, “*A withdrawing Member shall not be eligible to participate in any distribution of assets of EMID.*”, is extended to include the phrase: “*..., except if all Member districts have approved the termination of the JPA with such termination to be effective on a date which occurs between a Member submitting a notice of withdrawal and the Withdrawal Date indicated in that notice.*”

BE IT FURTHER RESOLVED, Notice of approval on this resolution and the date of approval shall be communicated to the Equity Alliance Minnesota (EA-MN) Board chair and to other member district school boards. Once the EA-MN board chair has received notice of approval from all Member districts, the board chair shall cause the amendment to be recorded in the JPA, and then shall distribute copies of the amended JPA to administrators of each Member district for their signature and retention. However, the amendment will become effective immediately upon approval of the final Member district board and shall not depend upon any distribution of documents or signatures thereon. All communication and distribution of documents pertaining to this amendment may be by electronic mail.

Member _____ seconded the foregoing Resolution and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted on _____, 2022.

CERTIFICATION

I, the undersigned, being the duly qualified and acting Clerk of South St. Paul Public Schools, Special School District 6, State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to the Resolution to Amend the Joint Powers Agreement Governing the East Metro Integration District 6067 (DBA “Equity Alliance Minnesota”), and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 25th day of April, 2022.

School District Clerk