



South St. Paul School Board Meeting
Monday, July 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, July 25, 2022	
	B. Committee-of-the-Whole and Regular Meeting Minutes, June 27, 2022	3
	C. School Board Work Session Minutes, July 12, 2022	9
III.	QUALITY-IN-ACTION and REPORTS	
	A. Quality-in-Action: Community Education Director Jeanne Zehnder and Program Coordinator Linda Jacob-Buse will highlight the programming opportunities available at Central Square Community Center. They will also showcase the District's Senior Center programming.	
	B. Report: Chair Linda Diaz will highlight the Public Listening Session submissions. (L. Diaz)	10
	C. Report: School Board members will highlight items from the committee-of-the-whole meeting. (Board)	11
	D. Report: Superintendent Zambreno will provide highlights from around the District. (B. Zambreno)	12
IV.	CONSENT ITEMS	
	A. Financial Claims: Bills Payable	13
	B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves	25
V.	POLICY REVIEW	
VI.	BUSINESS ITEMS	
	A. Approval, for the South St. Paul School Board to approve the Agreement for School District Resource Officer Services	30

between South St. Paul Public Schools, Special School District 6 and the City of South St. Paul effective September 1, 2022 to June 30, 2024. (B. Zambreno)

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**

June 27, 2022

Chair Linda Diaz called the June 27, 2022, committee-of-the-whole meeting to order at 5:02 PM with six Board members present: Inspector Arend, Diaz, Felton, Laliberte, Raasch, and Walker. Inspector Weber arrived at 5:08 PM. Others present included Superintendent Dr. Brian Zambreno and several staff members.

Fiscal Year 23 Budget

Finance Director Brady Hoffman shared that the proposed 2022-23 budget, which includes the anticipated revenue and expenditures for the General Fund, Food Service Fund, Community Service Fund and Debt Service Fund will go before the School Board for approval this evening. Over the last month, Director Hoffman has reviewed the proposed budget with the School Board during our televised/streamed meetings.

The proposed budget incorporates \$1.4 million in budget reductions that were approved by the School Board earlier this year in order to balance the 2002-23 budget. There are several factors like enrollment decline, inflationary costs and a gap in special education funding that are contributing to the District's financial challenges. The district is utilizing their COVID relief funding over the next two years to offset additional budget reductions that otherwise would have been made. The district is also exploring funding options to help offset the significant fiscal cliff that is being projected when the COVID relief funding expires.

Independent Employee Agreements

Director Hoffman brought forth a recommendation for a one-year employment agreement for 2022-23 with employees in the Independent group. The agreement is within the salary and benefits parameters established by the School Board.

Committee Updates

The Board provided updates on their various committees that they serve on.

Minnesota State High School League (MSHSL Resolution)

Each year Minnesota Statute requires individual school boards to authorize membership in the Minnesota State High School League (MSHSL). The resolution confirms the district delegates control of league-sponsored athletic and fine arts activities to the MSHSL and adopts the MSHSL constitution, bylaws and rules and regulations.

School Board Election Resolutions

Two resolutions related to the School Board election this fall will go before the School Board for approval this evening. The first is a Resolution Establishing Dates for Filing Affidavits of Candidacy. This resolution includes the following details for interested and eligible voters to file for the office of School Board member. The second is a Resolution Relating to the Election of School Board Members and Calling the School District General Election. This resolution officially calls for the School District to hold its general election on Tuesday, November 8, 2022, for the purpose of electing four (4) school board members for terms of four (4) years each and directs the School Board Clerk to begin the completing the details legally required for said election.

Education Identity and Access Management Resolution

The Education Identity and Access Management resolution will go before the School Board for approval this evening. The resolution, identifies and authorizes Superintendent Dr. Brian Zambreno as the District's Identified Official with Authority (IOwA). 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. This authorization is done annually.

Handbooks

Superintendent Zambreno reviewed proposed updates to the Student Rights and Responsibilities (SRR) Handbook and the SSPPS Family Handbook. The SRR Handbook, which will go before the School Board for approval this evening, outlines unified, developmentally appropriate behavioral expectations for students across the district and gives common vocabulary to restorative practices and disciplinary responses. The Family Handbook includes information that is common across the district such as data privacy, food/nutrition, school closings, etc. Board members inquired on the collaboration with other stakeholders for the development and review of the SRR Handbook and asked administration to consider involving partners in the process.

Community Survey Results

Peter Leatherman from Morris Leatherman walked the School Board through the results of the District's community survey. The survey, conducted over the last two weeks, gathered feedback from 400 random households across South St. Paul, about the performance of the district, academic programming and school funding. The key findings from the survey will help South St. Paul Public Schools with next steps in short and long-term planning as well as potential future referendums related to school funding.

The committee-of-the-whole meeting recessed at 5:51 PM and reconvened following the regular business meeting at 6:48 PM to allow Peter Leatherman time to complete his presentation noted above.

Respectfully submitted by:

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



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

JUNE 27, 2022

The regular meeting of the School Board, Special School District No. 6, South St. Paul, was held in the conference room at Fleming Field Airport on Monday, June 27, 2022. Chair Linda Diaz called the meeting to order at 6:05 PM with seven Board members present: Inspectors Arend, Diaz, Felton, Laliberte, Raasch, Walker and Weber. Superintendent Dr. Brian Zambreno was also present along with several staff members.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

MINUTES

By Inspector Raasch

Seconded by Inspector Laliberte

That the South St. Paul School Board approves the June 27, 2022, School Board meeting agenda as well as the minutes for the June 13, 2022, committee-of-the-whole and regular board meetings, and the May 12, 2022, Policy Committee Meeting.

Motion carried (7-0)

QUALITY-IN-ACTION

Communications Coordinator Danette Childs highlighted the district's new website that will launch in July.

REPORTS

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

Committee-of-the-Whole Meeting Report – Vice Chair John Raasch highlighted the work and conversations from this evening's committee-of-the-whole meeting.

Superintendent Report – Superintendent Zambreno provided a summary of various end of the school year activities as well as summer programming opportunities.

CONSENT ITEMS

By Inspector Felton

Seconded by Inspector Raasch

A. Financial Claims—Bills Payable

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

Motion carried (7-0)

POLICIES

By Inspector Raasch

Seconded by Inspector Weber

Approval for the South St. Paul School Board to approve the following policies that have been under review and comment for three consecutive meetings:

- #102 Equal Education Opportunity Policy
- #104 School District Mission Statement Policy
- #307 School Closing Policy
- #404 Employee Background Check Policy
- #413 Harassment and Violence Policy
- #418 Drug-Free Workplace/Drug-Free School Policy
- #419 Tobacco-Free Environment Policy
- #437 Student Teaching Policy
- #474 Staff Information Technology Acceptable Use Policy
- #501 School Weapon Policy
- #502 Search of Student Lockers, Desks, Personal Possessions and Student's Person
- #503 Student Attendance Policy
- #504 Student Dress and Appearance Policy
- #505 Distribution of Non-School Sponsored Materials on School Premises by Students and Employees Policy
- #512 School-Sponsored Student Publications and Activities Policy
- #513 Student Promotion, Retention, and Program Design
- #514 Bullying Prohibition Policy
- #515 Protection and Privacy of Pupil Records
- #516 Student Medication Policy
- #518 DNR-DNI Orders Policy
- #521 Student Disability Nondiscrimination Policy
- #522 Student Sex Nondiscrimination Policy
- #26 Hazin Prohibition Policy
- #528 Student Parental, Family and Marital Status Nondiscrimination Policy
- #530 Immunization Requirements Policy
- #531 The Pledge of Allegiance Policy
- #534 Wellness Policy
- #536 Student Information Technology Acceptable Use Policy
- #550 Attendance at State Tournaments Policy
- #608 Instructional Services – Special Education Policy
- #611 Home Schooling Policy
- #613 Graduation Requirements Policy
- #801.1 Naming of Facilities Policy

Motion carried (7-0)

BUSINESS ITEMS

By Inspector Laliberte
Approval for the South St. Paul School Board to approve the Fiscal Year 23 Budget.
Motion carried (7-0)
Seconded by Inspector Arend

By Inspector Felton
Approval for the South St. Paul School Board to approve the Identity and Access Management Resolution.
Motion carried 7 yeas – Laliberte, Arend, Felton, Walker, Raasch, Weber and Chair Diaz
0 nays
Seconded by Inspector Laliberte

By Inspector Raasch
Approval for the South St. Paul School Board to approve the 2022-23 Minnesota State High School League (MSHSL) Resolution
Motion carried 7 yeas – Weber, Laliberte, Arend, Felton, Walker, Raasch, and Chair Diaz
0 nays
Seconded by Inspector Walker

By Inspector Raasch
Approval for the South St. Paul School Board to approve the Resolution Establishing Dates for Filing Affidavits of Candidacy.
Motion carried 7 yeas – Raasch, Weber, Laliberte, Arend, Felton, Walker, and Chair Diaz
0 nays
Seconded by Inspector Laliberte

By Inspector Weber
Approval for the South St. Paul School Board to approve the Resolution Relating to the Election of School Board Members and Calling the School District General Election.
Motion carried 7 yeas – Walker, Raasch, Weber, Laliberte, Arend, Felton and Chair Diaz
0 nays
Seconded by Inspector Raasch

By Inspector Laliberte
Approval for the South St. Paul School Board to approve the 2022-23 Student Rights and Responsibilities Handbook.
Motion carried (7-0)
Seconded by Inspector Weber

By Inspector Raasch
Approval for the South St. Paul School Board to approve the 2022-23 Independent Employee Agreement.
Motion carried (7-0)
Seconded by Inspector Felton

By Inspector Laliberte
Approval for the South St. Paul School Board to approve the revised 2022-23 school calendar.
Motion carried (7-0)
Seconded by Inspector Walker

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 Raasch

Seconded by Inspector Weber

Approval, for the School Board to adjourn the June 27, 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

JULY 12, 2022

A School Board work session was called to order at 4:04 PM in the District Office on Tuesday, July 12, 2022. Board members Arend, Diaz, Laliberte, Raasch, Weber and Walker were present as well as Superintendent Brian Zambreno and several district cabinet members. Inspector Felton was absent.

Over the last several months, the district has been exploring funding options to help offset the significant fiscal cliff that is being projected when the COVID relief funding expires in 2024. A community survey was conducted in June by Morris-Leatherman to determine the community's appetite for a potential operating levy question on the ballot this fall.

This evening, Superintendent Zambreno reviewed details of the community survey results that were also presented to the School Board at their committee-of-the-whole meeting on Monday, June 27. Finance Director Brady Hoffman then led the School Board through the following:

- **Fiscal Cliff:** Breakdown and components contributing to the fiscal cliff
- **Levy Scenarios:** Various financial operating levy scenarios and the effect of each on the looming fiscal cliff
- **Tax Impact Analysis:** what a potential levy increase would mean for our taxpayers

The School Board engaged in conversation on the information presented.

The special work session adjourned at 5:01 PM.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: July 25, 2022

Place on Agenda: 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: July 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: July 25, 2022

Place on Agenda: Reports

Action Requested: None

Attachment: None

Topic: Superintendent's Update
Presenter(s): Dr. Brian Zambreno, Superintendent
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: July 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

<u>CHECK NUMBER</u>	<u>AMOUNT</u>	<u>CHECK DATE</u>	<u>VENDOR</u>
199910	-1,605.00	06/30/2022	ECKBERG, MARY
199961	-60.99	06/30/2022	DR GLOBALTECH, INC
200107	430.57	06/30/2022	LOCAL #70
200108	312.20	06/30/2022	MESSERLI & KRAMER
200109	1,109.00	06/30/2022	MINNESOTA CHILD SUPP
200110	96.00	06/30/2022	NCPERS GROUP LIFE IN
200111	291.50	06/30/2022	OFFICE AND PROF EMPL
200112	5.00	06/30/2022	SOUTH ST PAUL OPEN F
200113	60.00	06/30/2022	SOUTH ST PAUL EDUCAT
200114	8,100.00	06/30/2022	A+ DRIVING SCHOOL
200115	432.96	06/30/2022	ACADEMY OF HOLY ANGE
200116	40.95	06/30/2022	ACE HARDWARE & PAINT
200117	13,068.00	06/30/2022	ARCHER EXTERIORS
200118	61.29	06/30/2022	ARROW MOWER INC
200119	15.30	06/30/2022	BALSIMO, RINA
200120	162.36	06/30/2022	BUILDING CONTROLS GR
200121	333.81	06/30/2022	CANON FINANCIAL SERV
200122	2,500.00	06/30/2022	CARLSON, NANCY
200123	1,260.00	06/30/2022	CITY OF SOUTH ST PAU
200124	2,755.20	06/30/2022	COMMUNITY OF SAINTS
200125	103.32	06/30/2022	CONCORDIA ACADEMY
200126	384.00	06/30/2022	CONQUER NINJA ST PAU
200127	2,520.00	06/30/2022	CREATIVELY FOCUSED
200128	2,128.72	06/30/2022	CRETIN-DERHAM HALL
200129	1,804.00	06/30/2022	CROWN OF LIFE
200130	19.60	06/30/2022	CULLIGAN-MILBERT COM
200131	4,350.00	06/30/2022	DAKOTA TREE
200132	436.00	06/30/2022	DASH SPORTS, LLC
200133	333.00	06/30/2022	DELL MARKETING L.P.
200134	6,000.00	06/30/2022	DESHAW, NICHOLAS
200135	1,605.00	06/30/2022	ECKBERG, MARY
200136	195.00	06/30/2022	EXCEL AV GROUP LLC
200137	278.80	06/30/2022	FIRST BAPTIST SCHOOL
200138	378.56	06/30/2022	GOPHER SPORT
200139	156.72	06/30/2022	GRAINGER, INC
200140	513.32	06/30/2022	GROVES ACADEMY
200141	1,450.00	06/30/2022	GUTZMAN, DEB
200142	1,877.80	06/30/2022	HILL-MURRAY SCHOOL
200143	81.64	06/30/2022	HOME DEPOT CREDIT SE
200144	4,510.87	06/30/2022	INDEPENDENT SCHOOL D
200145	6,951.98	06/30/2022	INTERMEDIATE DISTRIC
200146	8,195.83	06/30/2022	JOHNSON, CHRISTINE
200147	641.00	06/30/2022	KIDCREATE STUDIO
200148	380.51	06/30/2022	LIGHTNING DISPOSAL,
200149	351.00	06/30/2022	LILY OF THE NIGHT LL
200150	181.00	06/30/2022	LINK INTERPRET
200151	158.26	06/30/2022	MANDLER, SARAH
200152	499.35	06/30/2022	MARK'S PLUMBING PART
200153	84.61	06/30/2022	MCMASTER-CARR SUPPLY
200154	1,199.44	06/30/2022	MI TECHNOLOGIES, INC
200155	5,334.15	06/30/2022	MINNEHAHA ACADEMY
200156	10.74	06/30/2022	MINNESOTA LOCKS
200157	5,161.07	06/30/2022	MINNESOTA SODDING CO
200158	209.92	06/30/2022	MN WALDORF SCHOOL
200159	390.00	06/30/2022	MNSTA TREASURER
200160	1,599.00	06/30/2022	NATIVITY OF OUR LORD

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<u>NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>VENDOR</u>
200161	4,894.21	06/30/2022	NETWORK SERVICES COM
200162	879.84	06/30/2022	NEW LIFE ACADEMY
200163	308.00	06/30/2022	NEW WAY HYPNOSIS CLI
200164	220.78	06/30/2022	PITNEY BOWES, INC
200165	2,457.80	06/30/2022	POSTMASTER, SOUTH ST
200166	816.72	06/30/2022	PROVIDENCE ACADEMY
200167	370.00	06/30/2022	RENT N SAVE
200168	21,597.87	06/30/2022	RUPP, ANDERSON, SQUI
200169	143.77	06/30/2022	SHERWIN WILLIAMS CO
200170	7,949.08	06/30/2022	ST AGNES SCHOOL
200171	1,466.16	06/30/2022	ST ANNE'S ACADEMY
200172	4,575.60	06/30/2022	ST CROIX LUTHERN ACA
200173	5,252.92	06/30/2022	ST JOSEPH'S SCHOOL
200174	150.40	06/30/2022	ST PAUL ACADEMY
200175	529.72	06/30/2022	ST THOMAS ACADEMY
200176	8,836.29	06/30/2022	STANDARD INSURANCE C
200177	1,717.24	06/30/2022	TAYLOR PUBLISHING CO
200178	156.00	06/30/2022	THE DAVEY TREE EXPER
200179	1,321.20	06/30/2022	TRANSPORTATION & DEL
200180	236.25	06/30/2022	TRIMARK MARLINN LLC
200181	1,876.16	06/30/2022	TRINITY AT RIVER RID
200182	3,663.62	06/30/2022	TRIO SUPPLY CO
200183	109.00	06/30/2022	TWEIL, DANA
200184	4,838.57	06/30/2022	TWIN CITY JANITOR SU
200185	596.75	06/30/2022	TWIN CITY HARDWARE C
200186	104.55	06/30/2022	UNITED REFRIGERATION
200187	4,943.25	06/30/2022	UPPER LAKES FOODS
200188	239.44	06/30/2022	VISITATION SCHOOL
200189	61,037.77	07/01/2022	HEALTH PARTNERS
200190	5,940.00	07/01/2022	ACTIVE INTERNET TECH
200191	10,388.00	07/01/2022	ALLSTREAM
200192	44,887.00	07/01/2022	INFINITE CAMPUS
200193	965.00	07/01/2022	MESPA
200194	1,783.00	07/01/2022	MN ADMINISTRATORS FO
200195	11,335.00	07/01/2022	MN SCHOOL BOARDS ASS
200196	15,960.00	07/01/2022	POWERSCHOOL GROUP, L
200197	36,049.00	07/01/2022	SKYWARD ACCOUNTING D
200198	9,419.03	07/01/2022	SPED FORMS
200199	251.96	07/07/2022	AMAZON CAPITAL SERVI
200200	107.80	07/07/2022	BERRY, AMELIA
200201	866.30	07/07/2022	BIMBO BAKERIES USA
200202	2,315.66	07/07/2022	BIX PRODUCE COMPANY
200203	4,786.43	07/07/2022	CAPITAL ONE TRADE CR
200204	5.74	07/07/2022	CLASSEN, GLORIA
200205	6,186.45	07/07/2022	DAKOTA COUNTY
200206	1,629.00	07/07/2022	DASH SPORTS, LLC
200207	4,009.27	07/07/2022	HASTINGS CREAMERY, L
200208	122,433.35	07/07/2022	INDEPENDENT SCHOOL D
200209	17,986.16	07/07/2022	INDEPENDENT SCHOOL D
200210	122.20	07/07/2022	KUEHN, KIMBERLY
200211	3,400.00	07/07/2022	MERIDIAN CONSULTING
200212	495.85	07/07/2022	MID CITY INDUSTRIAL
200213	6,441.60	07/07/2022	NORTHEAST METRO #916
200214	177.57	07/07/2022	SHERWIN WILLIAMS CO
200215	960.00	07/07/2022	SHIERTS, TINA
200216	160.60	07/07/2022	SPRINT

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<u>NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>VENDOR</u>
200217	377.40	07/07/2022	UNITED REFRIGERATION
200218	852.98	07/07/2022	UPPER LAKES FOODS
200219	36,837.16	07/07/2022	XCEL ENERGY
200220	1,168.30	07/07/2022	BIRCHBARK BOOKS & NA
200221	25,929.20	07/07/2022	INDEPENDENT SCHOOL D
200222	4,844.28	07/07/2022	JOHNSON, CHRISTINE
200223	1,643.24	07/07/2022	KWIK TRIP EXTENDED N
200224	2.55	07/07/2022	THOMPSON, KATHLEEN
200225	480.00	07/07/2022	UNIVERSAL ATHLETIC,
200226	54.96	07/14/2022	ACE HARDWARE & PAINT
200227	8,766.51	07/14/2022	CITY OF SOUTH ST PAU
200228	200.00	07/14/2022	CITY OF MENDOTA HEIG
200229	640.00	07/14/2022	CONQUER NINJA ST PAU
200230	282.68	07/14/2022	CULLIGAN-MILBERT COM
200231	559.67	07/14/2022	DAKOTA SUPPLY GROUP
200232	157.00	07/14/2022	DELL MARKETING L.P.
200233	8,500.78	07/14/2022	EGAN
200234	499.99	07/14/2022	GENERAL PARTS INC
200235	5,543.97	07/14/2022	HORIZON COMMERCIAL P
200236	15,455.87	07/14/2022	IND SCHOOL DISTRICT
200237	965.80	07/14/2022	INNOVATIVE OFFICE SO
200238	60,300.00	07/14/2022	INVER HILLS COMMUNIT
200239	257.03	07/14/2022	JOHNSTONE SUPPLY
200240	13.48	07/14/2022	JOSTENS
200241	772.50	07/14/2022	KENNEDY & GRAVEN SCH
200242	127,489.75	07/14/2022	KRAFT CONTRACTING &
200243	231.81	07/14/2022	MAC ENTERPRISES, LLC
200244	1,976.27	07/14/2022	MACKIN EDUCATIONAL R
200245	642.96	07/14/2022	MARK'S PLUMBING PART
200246	110.00	07/14/2022	MRI SOFTWARE LLC
200247	38.51	07/14/2022	OXYGEN SERVICE CO IN
200248	7,200.00	07/14/2022	PETERSON BROS. ROOFI
200249	215.12	07/14/2022	PLUNKETT'S PEST CONT
200250	680.00	07/14/2022	REBYL SPORTS, INC
200251	1,606.31	07/14/2022	SAM'S CLUB
200252	173.79	07/14/2022	SCHWAB-VOLLHABER-LUB
200253	5,649.00	07/14/2022	SHI INTERNATIONAL CO
200254	106.22	07/14/2022	ST PAUL PIONEER PRES
200255	9,317.03	07/14/2022	TEAMWORKS INTERNATIO
200256	272.24	07/14/2022	TRINITY AT RIVER RID
200257	240.30	07/14/2022	VOSS LIGHTING
200258	361.51	07/14/2022	WOLD ARCHITECTS
200259	15,014.32	07/14/2022	XCEL ENERGY
200260	557.00	07/14/2022	AAA STATE OF PLAY
200261	4,389.90	07/14/2022	ARVIG
200262	8,151.00	07/14/2022	ASSOCIATION OF METRO
200263	750.00	07/14/2022	BACKUPIFY
200264	149.99	07/14/2022	CATALYST SOURCING SO
200265	97.90	07/14/2022	CULLIGAN-MILBERT COM
200266	9,365.00	07/14/2022	CYBERSOFT TECHNOLOGI
200267	1,850.00	07/14/2022	EAST CENTRAL MN EDUC
200268	370.02	07/14/2022	EDUCATORS BENEFIT CO
200269	12,417.79	07/14/2022	FRONTLINE TECHNOLOGI
200270	1,005.00	07/14/2022	GUTZMAN, DEB
200271	9,678.75	07/14/2022	ILLUMINATE EDUCATION
200272	49.69	07/14/2022	INTEREUM, INC

<u>CHECK</u>		<u>CHECK</u>	
<u>NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>VENDOR</u>
200273	30,070.00	07/14/2022	MARTINEK, MIKE
200274	865.00	07/14/2022	MASSP
200275	256,281.04	07/14/2022	MINNESOTA INSURANCE
200276	4,524.07	07/14/2022	NITTI SANITATION
200277	4,049.50	07/14/2022	PEAR DECK, INC
200278	503.50	07/14/2022	PITNEY BOWES, INC
200279	102.45	07/14/2022	PLUNKETT'S PEST CONT
200280	7,272.00	07/14/2022	RUBICON WEST LLC
200281	254,292.00	07/14/2022	SFM
200282	600.00	07/14/2022	SLABA, JACLEE
200283	3,390.00	07/14/2022	SOURCEWELL TECHNOLOG
200284	8,333.34	07/14/2022	SOUTH ST PAUL EDUCAT
200285	2,080.00	07/14/2022	T-MOBILE
200286	400.00	07/14/2022	TOTAL ENTERTAINMENT/
200287	479.00	07/15/2022	LOCAL #70
200288	353.09	07/15/2022	MESSERLI & KRAMER
200289	896.00	07/15/2022	MINNESOTA CHILD SUPP
200290	291.50	07/15/2022	OFFICE AND PROF EMPL
200291	5.00	07/15/2022	SOUTH ST PAUL OPEN F
200292	60.00	07/15/2022	SOUTH ST PAUL EDUCAT
200293	4,023.00	07/21/2022	NDC4 CABLE COMMISSIO
200294	499.00	07/21/2022	OLLOM APPLIANCE
200295	17,120.25	07/21/2022	RUPP, ANDERSON, SQUI
200296	102.27	07/21/2022	S & S WORLDWIDE
200297	7,655.94	07/21/2022	SAFEWAY BUS COMPANY
200298	105.98	07/21/2022	SHERWIN WILLIAMS CO
200299	71.18	07/21/2022	TRIO SUPPLY CO
200300	3,634.76	07/21/2022	TWIN CITY TRANSPORTA
200301	6,089.10	07/21/2022	WIDE AREA TRANSPORTA
200302	37.94	07/21/2022	ACE HARDWARE & PAINT
200303	19,500.00	07/21/2022	ARTHUR J. GALLAGHER
200304	89.00	07/21/2022	ASSOC OF SUPERVISION
200305	2,689.20	07/21/2022	CANON FINANCIAL SERV
200306	2,899.25	07/21/2022	CHROMEBOOKPARTS.COM
200307	2,205.00	07/21/2022	EDPUZZLE
200308	950.00	07/21/2022	EHLERS & ASSOCIATES
200309	1,634.41	07/21/2022	FIRST SUPPLY LLC - T
200310	25,370.00	07/21/2022	FLICEK WELDING, LLC
200311	399.73	07/21/2022	FOLLETT SCHOOL SOLUT
200312	2,451.46	07/21/2022	GERTEN GREENHOUSES &
200313	111.94	07/21/2022	GOPHER SPORT
200314	36,084.25	07/21/2022	INTERMEDIATE DISTRIC
200315	27.00	07/21/2022	LOVING GUIDANCE, INC
200316	100.00	07/21/2022	MALLOY, MONTAGUE, KA
200317	865.00	07/21/2022	MASSP
200318	53.98	07/21/2022	MCMASTER-CARR SUPPLY
200319	9,920.00	07/21/2022	MEDICINE LAKE TOURS
200320	1,419.60	07/21/2022	MEI TOTAL ELEVATOR S
200321	199.00	07/21/2022	MN ASSOC OF SCHOOL A
200322	4,496.33	07/21/2022	MUSKEGON HEIGHTS SOL
200323	158.98	07/21/2022	NETWORK SERVICES COM
200324	13,633.58	07/21/2022	PETERSON BROS. ROOFI
200325	11,000.00	07/21/2022	PINE BEND PAVING INC
200326	20,762.56	07/21/2022	RISK PROGRAM ADMINIS
200327	313.19	07/21/2022	SHERWIN WILLIAMS CO
202100275	0.00	06/21/2022	MINNESOTA PAYROLL TA

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202100276	230.91	06/21/2022	FEDERAL PAYROLL TAXE
202100277	175.32	06/21/2022	PERA
202100278	25.04	06/21/2022	TSA/ACH DEDUCTION
202100280	58,537.87	06/30/2022	MINNESOTA PAYROLL TA
202100281	349,714.36	06/30/2022	FEDERAL PAYROLL TAXE
202100282	35,002.10	06/30/2022	PERA
202100283	49,117.57	06/30/2022	TSA/ACH DEDUCTION
202100284	192,283.86	06/30/2022	TEACHER RETIREMENT A
202100285	0.00	06/30/2022	MINNESOTA PAYROLL TA
202100286	0.00	06/30/2022	FEDERAL PAYROLL TAXE
202200009	70.20	07/05/2022	MINNESOTA PAYROLL TA
202200010	756.99	07/05/2022	FEDERAL PAYROLL TAXE
202200011	29.62	07/05/2022	PERA
202200012	415.09	07/05/2022	TEACHER RETIREMENT A
202200013	31,113.21	07/14/2022	MINNESOTA PAYROLL TA
202200014	188,445.19	07/14/2022	FEDERAL PAYROLL TAXE
202200015	16,007.85	07/14/2022	PERA
202200016	37,579.32	07/14/2022	TSA/ACH DEDUCTION
202200017	110,096.36	07/14/2022	TEACHER RETIREMENT A
202200018	10,697.04	07/15/2022	MINNESOTA PAYROLL TA
202200019	61,495.63	07/15/2022	FEDERAL PAYROLL TAXE
202200020	20,943.43	07/15/2022	PERA
202200021	11,367.18	07/15/2022	TSA/ACH DEDUCTION
202200022	16,193.03	07/15/2022	TEACHER RETIREMENT A
202200023	0.00	07/15/2022	MINNESOTA PAYROLL TA
202200024	0.00	07/15/2022	FEDERAL PAYROLL TAXE
202200025	35.59	07/15/2022	MINNESOTA PAYROLL TA
202200026	224.20	07/15/2022	FEDERAL PAYROLL TAXE
202200027	-177.69	07/14/2022	MINNESOTA PAYROLL TA
202200028	-1,009.37	07/14/2022	FEDERAL PAYROLL TAXE
202200029	-594.04	07/14/2022	TEACHER RETIREMENT A
202200030	85.61	07/14/2022	MINNESOTA PAYROLL TA
202200031	510.29	07/14/2022	FEDERAL PAYROLL TAXE
202200032	358.85	07/14/2022	TEACHER RETIREMENT A
212200306	1,218.09	06/28/2022	BAUER, KIMBERLY
212200307	93.39	06/28/2022	BECKER, ASHLEY
212200308	117.64	06/28/2022	BRANDECKER, LISA
212200309	29.84	06/28/2022	DORAN, ANDREW
212200310	143.30	06/28/2022	KORENCHEN, CHARLES
212200311	50.00	06/28/2022	LEFFERTS, KRISTIN
212200312	82.48	06/28/2022	LENARZ, TAMMY
212200313	23.99	06/28/2022	NEU, MEGHAN
212200314	28.08	06/28/2022	OSEGARD, HEATHER
212200315	25.01	06/28/2022	PALMQUIST, DAVID
212200316	214.25	06/28/2022	PURVEY, FAITH
212200317	31.25	06/28/2022	SCHWAB, ROBIN
212200318	75.20	06/28/2022	STARKMAN, THERESA
212200319	55.70	06/28/2022	TROXEL, CLAIRE
212200320	42.12	06/28/2022	WELSH, LYNNE
222300001	36.15	07/14/2022	BOWEN-JEREZ, TERANIQ
222300002	85.12	07/14/2022	EMERY, HEATHER
222300003	183.52	07/14/2022	HABER, CHARLOTTE
222300004	380.00	07/14/2022	MOEN, PAUL
222300005	21.22	07/14/2022	PAWLETZKI, ERICA
222300006	214.97	07/14/2022	STANKE, JULIAN
222300007	41.48	07/14/2022	WOHLERS, DARI

<u>CHECK</u>		<u>CHECK</u>	
<u>NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>VENDOR</u>

2,899,899.60 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	1,200,882.59	0.00	961,851.09	2,162,733.68
02	FOOD SERVICE	12,624.75	0.00	27,199.73	39,824.48
04	COMMUNITY EDUCATION	186,697.78	1,496.00	73,764.59	261,958.37
05	CAPITAL	4,737.22	0.00	426,425.59	431,162.81
07	DEBT RETIREMENT	0.00	0.00	950.00	950.00
50	ACTIVITY ACCOUNT	3,270.26	0.00	0.00	3,270.26
***	Fund Summary Totals ***	1,408,212.60	1,496.00	1,490,191.00	2,899,899.60

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

CHECKRUNS

<u>FUND</u>	<u>DESCRIPTION</u>	<u>June 24, 2022 - July 21, 2022</u>
1	GENERAL	\$2,162,733.68
2	FOOD SERVICE	\$39,824.48
4	COMMUNITY EDUCATION	\$261,958.37
5	CAPITAL	\$431,162.81
7	DEBT SERVICE	\$950.00
47	OPEB	\$0.00
50	ACTIVITY ACCOUNTS	\$3,270.26
	TOTAL	<u>\$2,899,899.60</u>

Checks 200107 - 200327

Employee ACH 212200306 - 212200320, 222300001-222300007

Wire Payments 202100275 - 202100286, 202200009-202200032

PAYROLL

6/30/22

Payroll Direct Deposit 900079370-900079843 \$1,027,950.62

7/15/2022

900079844-900080329 \$724,113.75

Special School District #6

South St. Paul, Minnesota

Student Activity Treasurer's Report July 1, 2021 thru June 30, 2022

ACTIVITY ACCOUNT	BEGINNING BALANCE	DISBURSEMENTS	RECEIPTS	ENDING BALANCE
7-8 Student Council	\$ 3,221.45	\$ 1,250.26	\$ 1,449.82	\$ 3,421.01
Device Protection	\$ 79,989.21		\$ 5,371.63	\$ 85,360.84
Robotics	\$ 4,343.24	\$ 5,505.38	\$ 4,000.00	\$ 2,837.86
Business	\$ 62.99			\$ 62.99
HS Random Acts	\$ 138.25	\$ 215.76	\$ 215.76	\$ 138.25
Choir	\$ 287.73			\$ 287.73
SAGA	\$ -			\$ -
Drama	\$ 3,875.48	\$ 11,311.01	\$ 15,354.00	\$ 7,918.47
Jr High Math	\$ 26.72			\$ 26.72
Skills for Tomorrow	\$ 2,426.53			\$ 2,426.53
Memory Book	\$ (747.49)	\$ 819.24	\$ 3,715.76	\$ 2,149.03
4 A day 7th Grade	\$ 2,007.05	\$ 4,192.08	\$ 4,110.00	\$ 1,924.97
Early Childhood	\$ 3,230.88	\$ 6,285.23	\$ 5,467.73	\$ 2,413.38
Black Pride	\$ 364.08			\$ 364.08
Lincoln Library	\$ 1,669.76	\$ 3,057.47	\$ 3,037.00	\$ 1,649.29
Women's Society	\$ -			\$ -
Prom	\$ 441.32	\$ 17,277.50	\$ 17,833.49	\$ 997.31
Senior Council	\$ 5,855.20	\$ 862.89		\$ 4,992.31
4 A Day 8th Grade	\$ 5,119.34	\$ 7,205.45	\$ 6,188.15	\$ 4,102.04
Soccer - Girls	\$ 62.36		\$ 3,241.39	\$ 3,303.75
Swimming - Girls	\$ 402.79	\$ 402.79		\$ -
Tech Car	\$ 128.21			\$ 128.21
Track - Girls	\$ 59.77	\$ 2,953.35	\$ 2,953.35	\$ 59.77
Band Equip Rental	\$ 2,585.27	\$ 612.42	\$ 375.00	\$ 2,347.85
Impact Lives	\$ 1,811.34			\$ 1,811.34
Debate	\$ 5,012.43	\$ 1,078.22	\$ 10.00	\$ 3,944.21
Band	\$ 198.48			\$ 198.48
Speech	\$ 6,405.89	\$ 3,320.96	\$ 2,093.50	\$ 5,178.43
Golf - Boys	\$ 216.45	\$ 25.01		\$ 191.44
Golf - Girls	\$ 1,871.77	\$ 3,194.53	\$ 1,954.00	\$ 631.24
4 A Day 6th Grade	\$ 3,288.91	\$ 4,578.45	\$ 4,056.34	\$ 2,766.80
Yearbook	\$ 2,067.27	\$ 3,542.24	\$ 3,778.00	\$ 2,303.03
Key Club	\$ 678.66	\$ 187.50	\$ 210.00	\$ 701.16
Student Council	\$ 1,295.66	\$ 3,517.63	\$ 6,590.50	\$ 4,368.53

Knowledge Bowl	\$	245.41			\$	245.41		
CLC/PPG	\$	332.09			\$	332.09		
ABE	\$	943.48	\$	69.34	\$	874.14		
JH Knowledge Bowl	\$	532.99			\$	532.99		
SADD	\$	98.81	\$	575.00	\$	507.00	\$	30.81
Basketball - Boys	\$	930.38	\$	970.00	\$	1,587.29	\$	1,547.67
Baseball	\$	596.60					\$	596.60
Basketball - Girls	\$	696.30	\$	2,097.24	\$	4,956.02	\$	3,555.08
CLC Activity Acct	\$	2.39			\$	500.00	\$	502.39
Football	\$	673.71	\$	33.06			\$	640.65
Sr High Math	\$	717.66					\$	717.66
Gymnastics	\$	1,264.58					\$	1,264.58
Hockey - Boys	\$	248.13	\$	9,153.32	\$	9,153.32	\$	248.13
Hockey - Girls	\$	657.36	\$	7,922.51	\$	7,922.51	\$	657.36
Danceline	\$	-					\$	-
Soccer - Boys	\$	364.86	\$	-	\$	100.29	\$	465.15
Softball	\$	2,253.78	\$	1,845.12	\$	3,873.50	\$	4,282.16
Tennis - Girls	\$	2,207.19	\$	2,020.00			\$	187.19
Track Boys	\$	31.32					\$	31.32
Volleyball	\$	836.95	\$	1,570.29	\$	733.34	\$	0.00
Wrestling	\$	240.26	\$	1,030.26	\$	2,144.20	\$	1,354.20
Tennis - Boys	\$	74.20					\$	74.20
Lang Arts 8th Gr	\$	157.08					\$	157.08
CDLU	\$	195.50			\$	273.67	\$	469.17
LC Student Ambassa	\$	212.54					\$	212.54
French	\$	798.03					\$	798.03
Lincoln Center	\$	15,508.18	\$	1,131.15	\$	943.00	\$	15,320.03
Senior Program	\$	943.65	\$	1,089.39	\$	4,749.79	\$	4,604.05
Spanish	\$	601.68	\$	72.04			\$	529.64
Autism	\$	172.76					\$	172.76
KEC PBIS	\$	5,687.86	\$	1,805.53			\$	3,882.33
All Night Sr Party	\$	7,298.33	\$	9,012.97	\$	12,283.67	\$	10,569.03
Kec Student	\$	25,731.83	\$	13,646.08	\$	10,594.84	\$	22,680.59
IB History Trip	\$	1,326.67			\$	2,000.00	\$	3,326.67
LC PBIS	\$	2,871.81	\$	4,141.84	\$	1,550.00	\$	279.97
HS PBIS	\$	3,310.00	\$	350.00			\$	2,960.00
Mistletoe	\$	4,184.38	\$	1,618.43			\$	2,565.95
Senior Program	\$	-	\$	616.20	\$	3,464.40	\$	2,848.20
TOTALS:	\$	221,345.75	\$	141,548.94	\$	159,342.26	\$	238,522.87



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: July 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 (Joel Milteer)**

7-25-22

Certified

A. Appointments/Reassignments

1. Grace Jefferson – 1.0 FTE MTSS Specialist/School Psychologist, District-wide, MA00, Step 1, effective August 22, 2022. (revised contract)
2. Linden Kirscht – .6 FTE Vocal Music Teacher, Middle School, BA00, Step 2, effective August 22, 2022. (rehire)
3. Sarah Klankey – 1.0 FTE French Teacher, Middle School and High School, MA00, Step 3, effective August 22, 2022. (pending MDE license)
4. Jessika Lukes Cuhel – 1.0 FTE Special Education Teacher, High School, MA00, Step 9, effective August 22, 2022.
5. Samuel Mast – 1.0 FTE Music Teacher, Lincoln Center, BA00, Step 1, effective August 22, 2022.
6. Malin Symreng – 1.0 Math Teacher, Middle School, BA00, Step 1, effective August 22, 2022.
7. Molly Zackrison – School Psychologist/MTSS Specialist, District-wide, MA00, Step 1, effective August 22, 2022. (pending MDE license)

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

Jo Lynn Bucki – ABE Teacher, Adult Basic Education, increase from .62 FTE to .73 FTE

Patricia Cooper – ECFE Parent Educator, Family Education Center, decrease from .71 FTE to .70 FTE

Sara Voss – French Teacher, change from .6 FTE High School and .4 FTE Middle School, to 1.0 FTE High School

2022 Summer School (\$31.50 per hour)

Extended School Year (ESY) Programs (July 11 – 28)

Andre Benedict

Kindergarten Camp (August 1-4)

Lincoln

Tina Beeler

Jessica Costello – Substitute

Nicola Derryberry

Lori Shubat – Substitute

Kristen Spanjers

Kaposia

Erin Gross

Mary Molumby

Kristin Sampson

Sarah Wotipka

2022-23 ECA**DANCE TEAM – FALL (Community Education)**

Dance Coach	Childs, Danette	\$2,000
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FOOTBALL

Additional Coach – Varsity	Gehlsen, Mike	\$2,237 (Booster Club)
Additional Coach – Varsity	Ogren, Chris**	\$2,237 (Booster Club)

GAME EVENTS COORDINATOR

Coordinator – Fall	Macioch, Joleen	\$2,739
Coordinator - Winter	Macioch, Joleen	\$2,739

SOCCER – BOYS

Head Coach	Cuenca, Noe*	\$5,177
Varsity Asst & JV Coach	Sarmiento, Alex*	\$3,668
Freshman Coach	Mendez, Ray*	\$2,821

SOCCER – GIRLS

Varsity & Sophomore Coach	Bookler, Patrick	\$3,668
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VOLLEYBALL

Varsity & Sophomore Coach	Reeves, Zoey*	\$3,668
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MUSIC

Show Choir Choreographer	Wold, Mason*	\$892
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*indicates a non-district employee

** indicates a returning non-district employee

B. Resignations/Retirements/Leaves/Reductions/Other

1. Barbara Bodette – Retirement, 1.0 FTE Family & Consumer Science Teacher, Middle School and High School, effective August 31, 2022.
2. Maren Daniels – Leave of absence, 1.0 FTE Art Teacher, Kaposia Education Center, effective August 29, 2022, through November 30, 2022. (revised return date)
3. Kimberly Laska – Leave of absence, 1.0 FTE Grade 2 Elementary Teacher, Kaposia Education Center, effective for the 2022-23 school year.
4. Christopher Moore – Resignation, .6 FTE Science Teacher, High School, and .4 FTE Union President, effective June 30, 2022.
5. Robert Murphy – Resignation, 1.0 FTE Special Education Teacher, High School, effective July 13, 2022.
6. Anne Price – Resignation, 1.0 FTE School Counselor, High School, effective August 12, 2022.

7. Jenna Ramirez – Leave of absence, 1.0 FTE Science Teacher, Middle School, effective January 2, 2023, through approximately February 17, 2023.
8. Daniel Riley – Resignation, Assistant Principal, Kaposia Education Center, effective July 29, 2022.
9. Erin Roeske – Leave of absence, 1. FTE Grade 5 Elementary Teacher, Kaposia Education Center, effective for the 2022-23 school year.
10. Jody Sielski – Resignation, Memory Book Advisor, Middle School, effective June 30, 2022.

Classified

A. Appointments/Reassignments

1. Kimberly Laska – IB-PYP Curriculum Coordinator, Kaposia Education Center, effective July 18, 2022

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

Sandra Tuccitto – Change from Nutrition Services Assistant, 37.5 hours per week, to Cashier, 40 hours per week, Secondary Building

2022 Summer School

Educational Assistant – Kindergarten Camp (August 1-4; \$18.53 per hour)

Patrick Griffith

B. Resignations/Retirements/Leaves/Reductions/Other

1. Lauren Catlin – Resignation, Early Learning Administrative Assistant, Family Education Center, effective July 29, 2022.
2. **Dianna Duchsherer – Leave of absence, Part-Time Cleaner, Secondary Building, effective August 3, 2022, through approximately September 28, 2022.**
3. Min-Szu (Cilia) Market – Resignation, Student Supervisor, Lincoln Center, effective July 13, 2022.
4. **Emily Overland – Resignation, Part-Time Cleaner, Lincoln Center, effective August 25, 2022.**
5. Nicholas Palodichuk – Resignation, Part-Time Cleaner, District Office, effective July 28, 2022.
6. Lori Peterson – Leave of absence, Technology Integration Coordinator, District-wide, effective June 17, 2022, through July 1, 2022.
7. Nellyda Ross – Resignation, Cultural Liaison, Secondary Building, Lincoln Center, effective July 19, 2022.
8. Maria Schmit – Resignation, Special Education Assistant, Kaposia Education Center, effective June 8, 2022.
9. **Jodie Schwantes – Resignation, Academic Support Specialist (Class IV), Secondary Building, effective July 22, 2022.**
10. Molly Zackrison – Resignation, School Psychologist Intern, District-wide, effective June 30, 2022.



SOUTH ST. PAUL PUBLIC SCHOOLS
 School Board Agenda Item

Meeting Date: July 25, 2022

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

Action Requested: Approval

Attachment: Agreement

Topic: Agreement for School Resource Officer Services
Presenter(s): Superintendent Brian Zambreno
<p>Background:</p> <p>This summer, leaders from South St. Paul Public Schools and the SSP Police Department met to review and revise the agreement for School Resource Officer (SRO) services. Both entities believe the SRO is an integral partner for creating a safe school environment and building positive relationships with our students, staff, families, and SSP community.</p> <p>The attached draft agreement will be reviewed and discussed at the committee-of-the-whole meeting before going before the Board for formal approval at their regular business meeting.</p>
<p>Recommendation:</p> <p>Administration recommends the approval of the agreement for School Resource Officer Services Between South St. Paul Public Schools, Special School District 6 and the City of South St. Paul.</p>
<p>Alternatives:</p> <p>Do not approve the agreement and direct administration with next steps.</p>

**AGREEMENT FOR SCHOOL RESOURCE OFFICER SERVICES
BETWEEN SPECIAL SCHOOL DISTRICT NO. 6 AND
THE CITY OF SOUTH ST. PAUL**

This Agreement (“Agreement”) is made and effective as of the 1st day of September, 2022, by and between the City of South St. Paul, a Minnesota municipal corporation (hereafter referred to as “City”), and Special School District No. 6, a Minnesota public school corporation (hereafter referred to as “District”). Subject to the terms and conditions hereafter stated and based on the representations, covenants, agreements and recitals of the parties herein contained, the parties do hereby agree as follows:

SECTION 1
RECITALS

RECITAL NO. 1. The City and District wish to address the need for the presence of police officers in District schools to coordinate activities between the District, the criminal justice system and social services and to promote the prevention and investigation of crime within District schools. These are the goals of the City and the District.

RECITAL NO. 2. By use of School Resource Officers, the City and District seek to establish a cooperative approach among the District (its students, faculty, and employees), the City and community members to achieve these goals.

RECITAL NO. 3. The City and District desire to have School Resource Officers assigned to District schools as a liaison between District and the City.

SECTION 2
AGREEMENT

2.1 OFFICER EMPLOYED BY CITY. City shall employ and temporarily assign, in accordance with applicable state statutes, two licensed peace officers to serve as School Resource Officers. The School Resource Officers shall serve at the various District schools identified in Section 2.9.

The parties agree and acknowledge the School Resource Officers shall be employees of the City. The School Resource Officers shall not be considered employees of District for any purpose, including, but not limited to, salaries, wages, other compensation or benefits, worker’s compensation, unemployment, PERA, Social Security, withholding, liability insurance, personnel records, termination of employment, individual contracts, or other contractual rights.

2.2 HOLD HARMLESS. The parties shall each indemnify, defend and hold the other party harmless against and in respect of any and all claims, demands, actions, suits, proceedings, losses, costs, expenses, obligations, liabilities, damages, recoveries and deficiencies, including interest, penalties and attorneys’ fees, that the other party incurs or suffers as a result of the

indemnifying party's fault, which relate to claims of third parties, arising out of, resulting from or relating to the services provided in this Agreement.

Nothing contained herein shall be deemed a waiver by the City or District of any governmental immunity defenses, statutory or otherwise. Further, to the maximum extent allowed by law, any and all claims brought by a third party shall be subject to any governmental immunity defenses of the City and District and the maximum liability limits provided by Minnesota Statute, Chapter 466.

2.3 SELECTION AND ASSIGNMENT OF OFFICER. The selection of the officer shall be the decision of the City's Police Chief ("Police Chief") after discussion with District Administration. Should a School Resource Officer retire, resign, be reassigned, be discharged or otherwise be unable to perform his or her assignment, the Police Chief will select a replacement after discussion and agreement with District Administration. The continued assignment of such officer shall be at the discretion of the Police Chief and City Administrator, in consultation with the District Administration.

2.4 ADMINISTRATIVE RESPONSIBILITIES. The type, scope and manner of law enforcement services rendered to District shall be at the sole direction of City. Standards of performance, personnel policies, discipline of the School Resource Officers and other internal matters shall be under the authority of City. District may provide City with an evaluation of the services received. District shall immediately notify the City in writing of any purported deficient performance or inappropriate conduct by the School Resource Officers.

2.5 SHARED PROFESSIONAL DEVELOPMENT. The District and the City desire to have a more positive approach for School Resource Officers and student and community interactions in the schools. Areas of focus to achieve this goal will include the following:

- a. Shared professional development including de-escalation and crisis training, implicit bias and anti-racism training, trauma and mental health information and response and child development information.
- b. Expansion of classroom presentations and intentional relationship building at the elementary buildings.
- c. Enhanced chemical health support and presentations.
- d. Establishing clear guidelines regarding roles in responding to youth behaviors.

2.6 DUTIES OF OFFICER. The services to be provided under this Agreement are identified, but are not limited to, the services on the attached Exhibit A, and shall include the duties, responsibilities and work schedule of the School Resource Officers. Such services shall be developed cooperatively between City and District.

During the regular school year, the School Resource Officers' shifts shall be determined by the City and District consisting of an average of 40 hours per week, as required by the current LELS contract. The School Resource Officers shall meet and communicate with District Administration as needed to assure the goals of the District and City are being met.

2.7 ABSENCES. During the school day, while serving as School Resource Officers, the Officers will be available for and may respond to emergency calls and other assistance required by the City, and may attend police training and special duties as assigned by City. The City is not responsible to provide a replacement during such absences and the amount owed by the District under paragraph 2.11 is not reduced because of the absences. The City will use reasonable efforts to schedule training and any assignments to special duties for days that are not regular school days. When possible, the School Resource Officers shall notify the secretary of the District in advance as to when they will be absent.

From time to time, the School Resource Officers may be absent due to vacation, illness, personal leave days, holidays and other authorized leaves under the LELS contract. The City is not responsible to provide a replacement during such absences unless the School Resource Officer is on a leave of absence under the Minnesota Family Medical Leave Act. The amount owed by the District under paragraph 2.11 is not reduced because of the absences. To the extent the LELS contract allows, the City will use reasonable efforts to schedule vacation and authorized leaves (excluding absences for illness, personal leave days and holidays) for days that are not regular school days. If such absences described in this paragraph are for more than three (3) consecutive regular school days, the City, after consultation with District, will, in good faith, endeavor to make-up the time lost above the three (3) day absence, or the City, after consultation with the District, will, in good faith, endeavor to provide an alternate School Resource Officer for the time above the three (3) day absence.

2.7 OVERTIME. Overtime work by the School Resource Officers in excess of eight (8) hours per day shall be paid by the City according to the LELS contract, provided such additional time, on a case by case basis, has been approved in advance by City.

2.8 SCHOOL CALENDAR. School Resource Officer Services will be provided during the regular school year, approximately nine months, from the first day of the school calendar until the end of the school year. District shall provide City with a school calendar.

The City's Police Department shall have exclusive use of the employees assigned as the School Resource Officers from the end of the school year until the first day of the school year. The City shall pay all employee-related expenses for this summer period.

2.9 SERVICE LOCATIONS. The School Resource Officers may be assigned to the following District schools: South St. Paul High School, South St. Paul Middle School, Lincoln Elementary, Kaposia Elementary and South St. Paul Community Learning Center. The assignment of the School Resource Officers to a particular school shall be determined by the District after consultation with the Police Chief.

2.10 CLOTHING, EQUIPMENT, AND SUPPLIES. Without cost to District, City shall provide any required clothing, uniforms, training, vehicle, vehicle maintenance, vehicle fuel, weapons, necessary equipment and supplies for the School Resource Officers to perform their law enforcement duties.

Without cost to City, District shall provide School Resource Officers with one reserved parking space, a private secure lockable office, a "land-line" telephone and secure internet access

necessary for the School Resource Officers to perform required duties as specified in paragraph 2.5 of this Agreement.

2.11 COST. For and in consideration of the City providing School Resource Officers' services in accordance with the terms of this Agreement, District shall pay City the following amounts:

- a. An amount not to exceed the sum of \$128,712 (\$64,356 per officer) in nine equal monthly installments with each installment due on the first of each month, beginning September 1, 2022 and ending May 1, 2023.
- b. An amount not to exceed the sum of \$133,178 (\$66,589 per officer) in nine equal monthly installments with each installment due on the first of each month, beginning September 1, 2023, and ending May 1, 2024.
- c. The payments made by the School District shall include one School Resource Officer, if available, or one police officer at up to ten (10) school events per calendar school year. Those events will be determined by the District. Any additional events requested by the District will be billed at the off-duty officer rate established in City's fee schedule.

2.12 PRIVACY OF PUPIL RECORDS. Pursuant to District's Protection and Privacy of Pupil Records Policy (Policy) and consistent with requirements of the Family Educational Rights and Privacy Act (Privacy Act) and the Minnesota Government Data Practices Act (Data Practices Act), the School Resource Officers for purposes of the Policy, the Privacy Act and the Data Practices Act shall be deemed to be school officials when performing the duties and responsibilities under this Agreement. As such, the City certifies and agrees that all data created, collected, received, stored, used, maintained or disseminated by the School Resource Officers must comply with the Privacy Act and the Data Practices Act.

SECTION 3 **TERM OF AGREEMENT**

3.1 TERM OF AGREEMENT. Unless terminated by either party in accordance with paragraph 3.2, the term of this Agreement shall be from September 1, 2022 to June 30, 2024.

3.2 TERMINATION/SUSPENSION/MODIFICATION.

- a. Either party may terminate this Agreement upon six (6) months advanced written notice of such termination without cause.
- b. Either party reserves the right to immediately suspend or modify this Agreement to reduce the number of School Resource Officers for the duration of an Unforeseen Disaster or terminate this Agreement in the event of a natural disaster or other disasters such as civil unrest, terrorism, war, pandemic, or any similar unforeseen disaster event ("Unforeseen Disaster"). Both parties agree that the other party's failure to perform or delay in the performance of the specified duties in this Agreement will not constitute a breach of contract if the failure to perform or delay is due to or caused by an Unforeseen Disaster.

- c. City may suspend, modify, or terminate this Agreement on thirty (30) days advanced written notice in the event staffing shortages threaten City's ability to provide adequate policing services to the community ("Critical Shortage"). City will communicate reasonably promptly with the District regarding any anticipated Critical Shortage. The existence of a Critical Shortage will be determined solely in the discretion of City. In the event of a Critical Shortage, City will act in good faith to modify or suspend, rather than terminate, this Agreement if/when reasonably practical in the judgment of the City. Any reduction or suspension of School Resource Officer services due to a Critical Shortage will result in a corresponding reduction in costs the District pays to City.

SECTION 4 **MISCELLANEOUS**

4.1 NOTICE. Any notice, demand, or communication to the District shall be addressed to the Superintendent at:

Superintendent of Schools
Special School District Number 6
South St. Paul, MN 55075

Any notice, demand, or communication to City shall be addressed to the City Administrator at:

City Administrator
City of South St. Paul
125 3rd Avenue North
South St. Paul, MN 55075

4.2 SCOPE. It is agreed that the entire agreement of the parties is contained herein and this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof. This Agreement may not be altered, changed, or amended except by an instrument in writing, signed by all parties.

4.3 BINDING AGREEMENT. The parties mutually recognize and agree that all terms and conditions of this Agreement shall be binding upon the parties and the successors and assigns of the parties.

4.4 GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

4.5 COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, District and City have executed this Agreement effective as of the day and year first stated above. This Agreement shall not become effective unless and until it is approved by the City Council and the School Board and is signed by the representatives listed below.

[remainder of page intentionally blank]

CITY OF SOUTH ST. PAUL

James P. Francis, Mayor

ATTEST:

Deanna Werner, City Clerk

SPECIAL SCHOOL DISTRICT NUMBER 6

Linda Diaz , School Board Chair

Nikki Laliberte, School Board Clerk

EXHIBIT A

SOUTH ST. PAUL POLICE DEPARTMENT POSITION DESCRIPTION

Civil Service Classification:	Classification V -- Police Officer
Position Title:	School Resource Officer
Department:	Police
Reports To:	Police Commander and Chief of Police
Revised:	October 2002 May 2008

The mission of the South St Paul Police Department is to ensure public safety and provide assistance to the community through prompt response, thorough investigation, pro-active policing and community involvement. We are committed to the values of integrity, professionalism and courtesy.

Primary Purpose of the Position:

The School Resource Officer (SRO) assists in carrying out the mission of the Police Department (Department) by employing community policing strategies to foster effective working relationships with educational staff, students, parents and other community members in order to help provide a safer and more orderly school environment in which educators are free to devote their time to teaching and students have greater opportunities to learn. As an on-site public safety specialist trained to not only provide an immediate response to life-threatening situations but also to ensure that laws are enforced when illegal activities occur, the SRO helps provide for the day-to-day safety and security of the school community. The SRO addresses crime and disorder problems and focuses attention on gangs and drug activities occurring in and around the schools. The SRO takes action with students, intruders and unwanted visitors to maintain safety and order.

Major Position Functions:

- Responds on or off duty to police calls and emergencies as directed.
- The School Resource Officer is an employee of the City of South St. Paul and acts in accordance with all police department policies and procedures. The SRO reports to a police department supervisor and is subject to the Department's chain of command.

- The SRO is first and foremost a police officer and as such assumes primary responsibility for handling all calls for service from South St. Paul High School and coordinates the response of other police resources to the school.
- Investigates and takes enforcement action on crimes and disorder problems, gangs, and drug activities affecting or occurring in and around South St. Paul High School and the surrounding neighborhood.
- Works to assure a safe and orderly school climate by also paying attention to and targeting lower profile issues such as “put-downs”, “trash talk”, bullying, insults and other forms of intimidation.
- Acts as a liaison between the school and the Department providing information to students and school personnel about law enforcement matters. Provides information to the appropriate investigative units about crimes or leads that come to his or her attention.
- Works closely with school officials to foster a solid working relationship and maintains a regular line of communication with the designated on-site school official having authority over the SRO on non-law enforcement issues.
- Supports, encourages and participates in activities already in existence in the school community including, but not limited to:
 - < Takes an active role in the *Restorative Justice Council* operating in the schools repairing harm, providing conflict mediation and support to victims and offenders alike. Serves as the *Council’s* liaison with law enforcement.
 - < Assists the *Community Action Council* Family Support Workers as appropriate.
 - < Assists in the establishment and encouragement of *Peer Court*.
 - < Actively participates in the mentorship program at the junior/senior high and helps recruit other members of law enforcement interested in becoming mentors.
 - < Serves as a resource to such student organizations as *Key Club* and student government.
- Works closely with Dakota County Community Corrections on supervision and truancy concerns to ensure that troubled youth get the kind of intensive supervision they need.
- Responsible for working closely with school officials on the development and maintenance of school crisis and emergency management plans.
- Since the SRO is likely to be a first responder in the case of critical incidents occurring at the high school and has knowledge of the operation and layout of the school, he or she is expected to play a central role in the development and coordination of interagency plans for critical incident management involving law enforcement, fire, rescue and EMS.

- Uses crime prevention strategies to identify factors in the physical environment of the school that may contribute to crime or disruptive behavior and suggests and develops plans to deal with those factors.
- Develops and implements crime and violence prevention programs and strategies for students and staff.
- Develops and expands crime prevention efforts for students. Provides students with opportunities to get involved in crime prevention activities and take a meaningful role in addressing problems in their community and school.
- Collaborates with teachers to develop a wide variety of classroom presentations that support the educational mission and provide opportunities for the SRO to interact with a broad spectrum of students in a setting conducive to building positive relationships.
- Serves as a resource and referral point between students, parents, teachers and staff and the criminal justice system.
- As the Department's representative in the high school, the SRO maintains high visibility in the school and is aware of his or her standing as a role model. The SRO seeks opportunities for positive interactions with students and is available as a mentor and counselor.
- Becomes involved in school and outside youth activities in order to understand special problems of youth and how they may be positively addressed. The SRO participates in community events, as requested and authorized by the Department, and is available for presentations to school and community groups.
- Provides services to other schools in the district (including the teaching of D.A.R.E.) as requested and authorized by the Department.
- Checks in daily with his or her Department supervisor and keeps superior officers advised of developments and of all unusual or sensitive occurrences.
- Improves and maintains individual police skills, including physical conditioning. Stays current with all required training and maintains all required certifications (e.g. firearms qualification, first aid, use of force, etc.) Stays abreast of developments in the police fields and changes in related statutes, ordinances and case law.
- Conducts and carries himself or herself in a professional manner. Maintains a neat and well-groomed appearance. Copes with difficult situations in a courteous and tactful manner.
- Prepares and submits a daily activity log and submits all required reports, citations, forms and other paperwork in a timely manner.

- When school is not in session the SRO is assigned to other duties as needed and performs the Major Position Functions required by the nature of that assignment.
- Performs the duties of the Police Officer Position assigned to patrol as needed.
- Must be able to act appropriately in threatening situations and must be prepared to use force, including deadly force, when justified.
- Exercises care in the use of Department and school facilities and equipment. Returns equipment to its designated location after use. Reports damage, loss or improperly operating equipment to an immediate supervisor. Monitors and reports on vehicle condition and appearance. Requests necessary repairs. Restocks vehicle with supplies as needed. Drives with due regard for safety and wear and damage to vehicle.
- Performs all other duties and assumes all other responsibilities as are assigned or delegated by a superior officer.

Extent Of Supervision Or Guidance Provided:

- Under the direct supervision of a Police Commander but subject to the chain of command.
- Takes direction from the designated on-site school official for non-law enforcement school-related issues.

Responsibility For Public Contact:

- Daily and continuous, requiring a high degree of tact, courtesy and sound judgment.

Directly Supervises:

- No regular supervisory responsibilities.

Knowledge, Skills and Abilities:

- Able to perform the major job functions and possess the knowledge, skills and abilities required of the Police Officer assigned to patrol.
- Working knowledge of city ordinances and state and federal laws and rules of evidence as applicable to law enforcement.
- Technical knowledge and ability to perform standard operating procedures required in daily law enforcement operations.

- Familiarity with advancements, types and uses of firearms, communication and computer equipment, automotive and other types of equipment used in police work.
- Familiarity with scientific methods of crime detection, criminal identification, the use of police records and their applications.
- Ability to effectively utilize human relations skills and abilities in resolving disputes and problems through verbal and non-verbal communication.
- Ability to work professionally with other employees and to deal with the public in a courteous, tactful manner.
- Ability to communicate ideas and explanations clearly in English, both orally and in writing.
- Ability to write clear and concise reports.
- Ability to evaluate situations, innovate, improvise as necessary, and adapt rapidly to changing circumstances.
- Ability to sit and stand for long periods of time.
- Ability to walk or run on slippery surfaces.
- Ability to chase suspects on foot over all types of ground conditions and over fences and walls.
- Ability to climb stairs and ladders and climb over or crawl under objects.
- Possess the necessary cardiovascular capability for rapid stair climbing and other strenuous activity, in all weather conditions, while wearing body armor and other equipment.
- Ability to make arrests if an offender is resisting.
- Ability to administer first aid and assist the Fire Department as necessary.
- Ability to assist in lifting and carrying a stretcher with a person on it.
- Ability to have sufficient grip strength to handle equipment, weapons and suspects.
- Ability to drive a squad car for long periods of time, at high speeds, in congested traffic, day and night, in all environmental conditions.
- Ability to enter and exit a squad car frequently during the course of a shift, often with speed of movement.

- Ability to balance self while handling weighted equipment.
- Ability to lift or carry equipment from floor to overhead.
- Ability to kneel and to crouch balanced without support.
- Ability to crawl about on hands and knees with weight on his or her back.
- Ability to push and pull objects using total body movements.
- Ability to walk long distances.
- Ability to move around with a combination of weighted gear and equipment and with the weight of an injured person.
- Ability to acquire skill in the use and care of firearms sufficient to meet qualification standards.
- Ability to hear within normal hearing range with capability to hear and understand spoken English delivered at a normal conversational level.
- Ability to read road signs, house numbers, license plates, etc. day and night. Possess visual acuity correctable to read common documents and allow the accurate aiming of firearms.
- Ability to work under stress and pressure.

Working Conditions:

- Work takes place primarily in an office or classroom setting.
- Approximately 25% of the work may take place in the field.
- Subject to all of the working conditions of the Police Officer position.

Minimum Qualifications:

- Member of the South St. Paul Police Civil Service.
- Citizen of the United States of America.
- Possess a valid Minnesota Peace Officer License.
- Possess a driver's license valid in the State of Minnesota.
- Authorized to carry firearms while on duty.
- Able to meet all of the standards and requirements and perform all of the duties of the classification of Police Officer.

Desirable Qualifications:

- Ability to effectively interact with school professional staff, parents and students.
- Ability to effectively communicate with all sorts of people on a personal level and in a public speaking setting.
- Experience investigating criminal cases, particularly those dealing with juveniles
- Experience and interest in crime prevention strategies.
- Experience in Restorative Justice Process, Family Group Conferencing or similar resources.
- Certified as a D.A.R.E instructor.