



South St. Paul School Board Meeting
Monday, January 9, 2023 6:00 PM
Location: CITY HALL
125 THIRD AVENUE NORTH
South St Paul, Minnesota 55075

Agenda

I. ROLL CALL and PLEDGE OF ALLEGIANCE

II. OATH OF OFFICE

- A. Oath of Office for re-elected member Wendy Felton and newly elected members Bernie Beermann, Anne Clafin and Tim Felton. (B. Zambreno/J. Raasch) 3

III. APPROVAL OF MEETING AGENDA/MINUTES

- A. School Board Meeting Agenda, January 9, 2023
B. Committee-of-the-Whole and Regular Meeting Minutes, December 12, 2022. 7

IV. ELECTION OF OFFICERS

- A. Approval, to elect _____ as Board Chair for one-term commencing the first business meeting in January, 2023, to the first business meeting in January, 2024. (J. Raasch)
- B. Approval, to elect _____ as Board Vice Chair for one-term commencing the first business meeting in January, 2023, to the first business meeting in January, 2024. (Chair)
- C. Approval, to elect _____ as Treasurer for one-term commencing the first business meeting in January, 2023, to the first business meeting in January, 2024. (Chair)
- D. Approval, to elect _____ as Clerk for one-term commencing the first business meeting in January, 2023, to the first business meeting in January, 2024. (Chair)

V. REPORTS

- A. **Report:** Board Chair will highlight the Public Listening Session submissions. (Chair) 11

B. Report: School Board members will highlight items from the committee-of-the-whole meeting. (Board)	12
C. Report: Superintendent Zambreno will provide highlights from around the District. (B. Zambreno)	13
VI. CONSENT ITEMS	
A. Annual Organizational Items	14
B. Financial Claims: Bills Payable	18
C. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves	27
D. Field Trip Requests	31
VII. POLICY REVIEW	
VIII. BUSINESS ITEMS	
A. Approval, for the South St. Paul School Board to approve the Resolution Relating to the Delegation of Clerk and Treasurer Duties to the Finance Director for Day-to-Day Business. (Chair)	34
IX. 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.	
X. ADJOURN	



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: January 9, 2023

Place on Agenda: Oath of Office

Action Requested: Recite the Oath of Office

Attachment: Oath of Office 2023

Topic: Oath of Office – Swearing in Ceremony

Presenter(s): Vice Chair John Raasch and Superintendent Dr. Brian Zambreno

Background:

On Monday evening, we are excited to celebrate with the official swearing in of Tim Felton, Wendy Felton, Anne Claflin and Bernie Beerman for their terms on the SSPPS School Board. All four members were elected during the November 8, 2022 general election and will serve four year terms that expire beginning January of 2027.

OATH OF OFFICE TO SCHOOL BOARD MEMBERS

John Raasch

It is an honor that you were elected to guide the education of our community's children. As you recite the oath of office, you assume a tremendous responsibility as a director of our school district with the duties empowered by the Minnesota Legislature. This power puts you and the other members of our school board in the position of being both morally and legally responsible for equitable, quality education of every student in the district.

In carrying out this responsibility, you will be asked to fulfill the roles of vision, structure, accountability, and advocacy. In providing vision, the board, with extensive participation of the community, envisions the community's educational future and then formulates the goals, defines the outcomes and sets the course for the public schools.

To achieve the vision, the board establishes a structure and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework.

Because as a board we must be accountable to the community, we must ensure a continuous assessment of student achievement and all conditions affecting the education of our children.

As board members, we serve as education's key advocate on behalf of students and our community schools to advance the vision for our schools.

Furthermore, we must strive to work together with the superintendent and staff to lead the district toward fulfilling the vision we have created, fostering excellence for every student in the areas of academic skills and knowledge, citizenship and personal development.

TIM FELTON, having signed the acceptance of office and oath of office, will you please publicly affirm your commitment by raising your right hand and repeating the oath of office after me:

**I swear that I will support the Constitution of the United States and of his state,
and that I will discharge faithfully the duties
of the office of School Board member
of South St. Paul Public Schools, Special School District No. 6
to the best of my judgment and ability.**

Dr. Zambreno

WENDY FELTON, having signed the acceptance of office and oath of office, will you please publicly affirm your commitment by raising your right hand and repeating the oath of office after me:

**I swear that I will support the Constitution of the United States and of his state,
and that I will discharge faithfully the duties
of the office of School Board member
of South St. Paul Public Schools, Special School District No. 6
to the best of my judgment and ability.**

John Raasch

ANNE CLAFLIN, having signed the acceptance of office and oath of office, will you please publicly affirm your commitment by raising your right hand and repeating the oath of office after me:

I swear that I will support the Constitution of the United States and of his state, and that I will discharge faithfully the duties of the office of School Board member of South St. Paul Public Schools, Special School District No. 6 to the best of my judgment and ability.

Dr. Zambreno

BERNIE BEERMANN, having signed the acceptance of office and oath of office, will you please publicly affirm your commitment by raising your right hand and repeating the oath of office after me:

I swear that I will support the Constitution of the United States and of his state, and that I will discharge faithfully the duties of the office of School Board member of South St. Paul Public Schools, Special School District No. 6 to the best of my judgment and ability.

**South St. Paul School Board
Committee-of-the-Whole Meeting Minutes**

December 12, 2022

Chair Linda Diaz called the December 12, 2022, committee-of-the-whole meeting to order at 5:02 PM with seven Board members present: Director Arend, Diaz, Felton, Laliberte, Raasch, Walker, and Weber. Others present included Superintendent Dr. Brian Zambreno and several staff and community members.

Independent Custodial Agreement

Human Resource Director Joel Milteer brought forth a proposed 2022-23 Independent Employee Agreement. This agreement, that falls within the salary parameters set by the School Board, is for part-time cleaners who were previously members of the Custodial and Maintenance Bargaining group, but recently removed during the last negotiation session with that collective bargaining unit.

Student Teacher Agreement

Director Milteer reviewed a proposed student teacher agreement between South St. Paul Public Schools and Augsburg University. This agreement, which aligns with Student Teaching Policy #437, will provide additional support to our students and staff while growing the skills of the future teacher workforce. It will also build relationships with prospective teachers for our district. Director Milteer also shared that the district is teaming up with our TriDistrict partners of ISD 197 and 199 to submit a Grow Your Own Grant through the Minnesota Department of Education. Grow Your Own (GYO) programs are partnerships between educator preparation programs, school districts or charter schools, and community organizations that recruit and prepare local community members (e.g., parents, paraeducators, non-certified school staff, high school students) to enter the teaching profession and teach in their communities. The grant will help reduce barriers for our community members who are interested in entering the teaching profession.

Miscellaneous Wages

In order to remain competitive during a time of substitute shortages, administration is recommending pay changes for the following substitute positions for the 2022-23 school year: retired teachers, school nurses, building cleaners, and nutrition services assistants.

Polling Place Designations

Minnesota Statutes 204B.16, Subd 1, states that by December 31 of each year, the governing body of each municipality/school district and of each county with precincts, must designate by ordinance or resolution, a polling place for each election precinct. While the district does not anticipate any elections in 2023, this resolution must be passed in the event a special election is necessary. There are no recommended changes to the polling locations for 2023.

2022 Payable 2023 Final Property Tax Levy

Finance Director Brady Hoffman reviewed the Payable 2023 Property Tax Levy that will go before the School Board for approval this evening. The levy is increasing 35.2% from last year's levy due to the recent passage of the district's operating levy as well as increases to the taxable market value of homes in our community. Director Hoffman will review details of this levy on air at the public hearing this evening.

Budget Guiding Change

With the continuation of ongoing budget conversations, Director Hoffman reviewed a draft of the 2023-24 Budget Guiding Change Document to receive input and ideas from the Board prior to the ending of terms for a few of our members. A Guiding Change Document is a tool used by School Board to identify parameters for administration to use when preparing a recommendation to go before the Board. The 2023 Budget Guiding Change document will be reviewed, discussed and approved in January when the board members elect take office.

2023 Board Reorganization

Per statute M.S. 123B.14, Subd. 1, the South St. Paul School Board is required to hold their yearly organizational meeting on the first Monday in January or as soon as practicable. The purpose of the reorganization meeting is to seat newly elected board members, select a chair, vice chair, clerk, and treasurer, set dates, times and locations for regular business meetings, and conduct other business. The Board asked returning and new members to begin reflecting on which leadership, committee and liaison assignments they may be interested in.

Committee Updates

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

The committee-of-the-whole meeting adjourned at 5:48 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

DECEMBER 12, 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, December 12, 2022. Chair Linda Diaz called the meeting to order at 6:00 PM with seven Board members present for roll call: Arend, Diaz, Felton, Laliberte, Raasch, Walker, and Weber. Superintendent Dr. Brian Zambreno and several staff and community members were also present.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

MINUTES

By Member Walker

Seconded by Member Weber

That the South St. Paul School Board approves the December 12, 2022, School Board meeting agenda as well as the minutes from the November 28, 2022, committee-of-the-whole and regular meetings and the December 5 New School Board Orientation Work Session.

Motion carried (7-0)

QUALITY-IN-ACTION

- Activities Director Brady Krueger and coaches and advisors highlighted the accomplishments our students experienced both in and out of the classroom during the fall activities and athletic season.
- School Board members and Superintendent Dr. Brian Zambreno honored and thanked School Board members Bill Arend, Linda Diaz, and Chris Walker for their work and dedication to the district during their elected terms.

REPORTS

Public Listening Session Report – Chair Diaz reported there was one participant who attended this evening’s listening session.

Committee-of-the-Whole Report – Board member Raasch provided a highlight the School Board’s discussion at their committee-of-the-whole meeting this evening.

Superintendent Report – Superintendent Zambreno provided a summary of various summer programming as well as upcoming school year details.

CONSENT ITEMS

By Member Laliberte

Seconded by Member Felton

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

Motion carried (7-0)

BUSINESS ITEMS

By Member Weber
Approval, for the South St. Paul School Board to certify the Payable 2023 levy at \$15,166,270.46.
Motion carried 7 yeas – Raasch, Weber, Laliberte, Arend, Felton, Walker and Diaz
0 nays

By Member Felton
Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Resolution.
Motion carried 7 yeas – Walker, Raasch, Weber, Laliberte, Arend, Felton, and Diaz
0 nays

By Member Laliberte
Approval, for the South St. Paul School Board to approve the 2022-23 Independent Employee Agreement for part-time cleaners.
Motion carried (7-0)

By Member Raasch
Approval, for the South St. Paul School Board to approve the revised 2022-23 Miscellaneous Wages.
Motion carried (7-0)

By Member Weber
Approval, for the South St. Paul School Board to approve the 2022-23 Student Teacher Agreement with Augsburg University.
Motion carried (7-0)

By Member Felton
Approval, for the South St. Paul School Board to approve the Resolution Designating Polling Places for the 2023 Elections.
Motion carried 7 yeas – Weber, Laliberte, Arend, Felton, Walker, Raasch, and Diaz
0 nays

INFORMATIONAL ITEMS

School Board members reported on various educational activities/events in which they have participated as well as other informational items.

ADJOURN

By Member Weber
Approval, for the School Board to adjourn the December 12, 2022, meeting at 7:42 PM.
Motion carried (7-0)

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

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
Board of Education



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: January 9, 2023

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 City Hall (125 – 3rd Avenue North) 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: January 9, 2023

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: January 9, 2023

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: January 9, 2023

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

Action Requested: Approval

Attachment: 2023 Organizational Items

Topic: 2023 Organizational Items
Presenter(s): Vice Chair John Raasch
Background: Per statute M.S. 123B.14, Subd. 1, the South St. Paul School Board is required to hold their yearly organizational meeting on the first Monday in January or as soon as practicable. The purpose of the reorganization meeting is to seat newly elected board members, select a chair, vice chair, clerk, and treasurer, sets dates, times and locations for regular business meetings, and conduct other business. Attached are the 2023 Organizational Items for the School Board's review, discussion and approval on Monday evening.
Recommendation: Approval of the 2023 Organizational Items
Alternatives: Do not approve and direct administration with next steps.



2023 School Board Meeting Schedule

The South St. Paul School Board typically holds their committee-of-the-whole and regular business meetings on the second and fourth Monday of each month, except for July and December, where these meetings are only held once during those months. Other meetings may be added throughout the year as needed.

Official Newspaper

Minnesota Statute 123.33, Subd. 11 states: "The board shall cause its official proceedings to be published once in the official newspaper of the district. Such publication shall be made within 30 days of the meeting at which such proceedings occurred." In past years, legal notices and minutes have been published in the Pioneer Press, (which under M.S. 31.02 qualifies as the district's official newspaper because it is published within the district). In addition, the full minutes are available on the district's website www.sspps.org. The Pioneer Press has submitted a request to be designated as South St Paul Public School's official newspaper for 2023.

Signature Plate

The Superintendent of Schools recommends that the School Board approve the resolution to authorize the use of facsimile signatures (school district officers) and authorize for surety bond protection and use of the facsimile signature plate of the previous year's School Board Officers until such time a new plate can be purchased.

RESOLUTION RELATING TO THE AUTHORIZATION
AND USE OF FACSIMILE SIGNATURES BY SCHOOL DISTRICT OFFICERS AND
PROVIDING FOR SURETY BOND FOR PROTECTION

Designate Official Depositories

The Superintendent of Schools recommends the School Board approve the identified banks and investment institutions for 2023 and, further, that Director of Finance be authorized to conduct collateral transactions as may be required:

- *Demand Accounts Depositories*
 - US Bank
 - Bremer Bank

- *Investment Depositories*
 - MN School District Liquid Asset Fund Plus
 - TD Ameritrade
 - Wells Fargo
 - Zions Bank

Authorization to Lease, Purchase and Contract for Goods and Services

The Superintendent of Schools recommends the School Board authorize, as permitted by Minnesota Statute 123B.52, the Superintendent of Schools or the Director of Finance to lease, purchase, and contract for goods and services, within the budget as approved by the School

Board, provided that any transaction in an amount exceeding the minimum amount for which bids are required (per Minnesota Statute 471.345) must first be specifically authorized by the School Board and must fulfill all other applicable legal requirements for school district contracts.

Authorization to Make Payments in Advance of School Board Approval

The Superintendent of Schools recommends the School Board authorize the Superintendent of Schools or designee/Director of Finance to make payments between School Board meetings in advance of School Board approval under the following conditions and to include such payments in the next list of bills submitted to the School Board for approval:

- Payments of claims which cannot be deferred until the next School Board meeting without the loss to the district of a discount privilege, or because of contract terms, purchase order terms, or a vendor's standard terms which are part of a contract, in accordance with Minnesota Statute 123B.02, Subd. 18.
- Payments of claims within the standard payment period as defined in Minnesota Statute 471.425.

Authorization of Petty Cash Accounts

The Superintendent of Schools recommends the School Board authorize the use of imprest funds (petty cash accounts), that the Superintendent of Schools or designee/Director of Finance be appointed as custodian of such funds, and that their only uses be for the payment of proper claims against the district, excluding salaries and personal expenses, which it is impractical to pay in any other manner, and for travel expense advances, all as permitted by Minnesota Statute 123B.11.

Professional Services

The Superintendent of Schools recommends the School Board authorize the Superintendent of Schools, his designee/Director of Finance, and other designees, to utilize the following services for 2023 (Services are paid on a time and materials utilized basis):

- *Legal Counsel*
 - The firm of Rupp, Anderson, Squires & Waldspurger, P.A.
 - The firm of Ratwik, Roszak & Maloney
 - The firm of Knutson, Flynn & Deans
- *Architects*
 - Wold
- *District Auditor*
 - Malloy, Montague, Karnowski, Radosevich, and Co. (MMKR)
- *District Financial Advisors*
 - Elhers & Associates
 - PFM



2023 School Board Schedule Committee-of-the-Whole and Regular Business Meetings

January 9 Board Reorganization

January 23 TriDistrict CAPS

February 13 Student Services

February 27 Middle School

March 13 Kaposia

March 27 District-Wide

April 10..... Activities Department

April 24..... High School/CLC

May 8..... Lincoln

May 22 Equity and Learning

June 12 Activities Department

June 26 District-wide

July 24 Kids' Choice

August 14 District-Wide

August 28 Bldg. Principals

September 11 Community Education

September 25 Middle School

October 9..... Kaposia

October 23..... Equity and Learning

November 13..... High School/CLC

November 27 Lincoln

December 11 Activities Department

The South St. Paul School Board typically holds their committee-of-the-whole and regular business meetings on the second and fourth Monday of each month, except for July and December, where these meetings are only held once during those months.

Committee-of-the-Whole

The committee-of-the-whole is intended to provide space for School Board members to hear and discuss district business. The committee-of-the-whole meeting is open to the public and begins at 5:00 PM at City Hall (125 – 3rd Avenue North)

Regular Business Meeting

The regular business meeting is for School Board members to review and approve staffing and other official business. The regular meeting is open to the public and begins at 6:00 PM at City Hall (125 – 3rd Avenue North)

**Schools/programs scheduled for Quality-in-Action at the regular business meetings are listed on their respective dates.*



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: January 9, 2023

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

CHECKRUNS

<u>FUND</u>	<u>DESCRIPTION</u>	<u>December 9, 2022 - January 5, 2023</u>
1	GENERAL	\$1,814,006.49
2	FOOD SERVICE	\$58,909.14
4	COMMUNITY EDUCATION	\$60,571.27
5	CAPITAL	\$68,886.09
7	DEBT SERVICE	\$3,700.00
8	TRUST FUND/FLEX	\$21,433.25
50	ACTIVITY ACCOUNTS	\$3,636.87
	TOTAL	<u>\$2,031,143.11</u>

Checks 201556 - 201783

Employee ACH 222300120 - 222300149

Wire Payments 202200168 - 202200197

PAYROLL

12/15/22

Payroll Direct Deposit 900084823 - 900085350 \$755,115.71

12/29/22

Payroll Direct Deposit 900085351 - 900085877 \$755,008.20

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
201556	475.42	12/19/2022	LOCAL #70
201556	-475.42	12/28/2022	LOCAL #70
201557	315.23	12/19/2022	MESSERLI & KRAMER
201558	1,306.40	12/19/2022	MINNESOTA CHILD SUPPORT PAYMENT CENTER
201559	185.50	12/19/2022	OFFICE AND PROF EMPLOYEES UNION
201560	11,648.76	12/19/2022	SOUTH ST PAUL TEACHER'S ASSOCIATION
201561	5.00	12/19/2022	SOUTH ST PAUL OPEN FOUNDATION
201562	60.00	12/19/2022	SOUTH ST PAUL EDUCATION FOUNDATION
201563	877.73	12/19/2022	SSP EASRP
201569	975.00	12/22/2022	A+ DRIVING SCHOOL
201570	95.00	12/22/2022	ABAMATH LLC
201571	7.99	12/22/2022	ACE HARDWARE & PAINT
201572	96.00	12/22/2022	AMIDON, MIKE
201573	200.00	12/22/2022	ANDERSON, FALLON
201574	77.00	12/22/2022	ANDERSON, JULIE
201575	285.00	12/22/2022	ARRIOLA, MARK
201576	64.00	12/22/2022	ASHENAFI, YOHANES
201577	98.00	12/22/2022	AXT, SAMANTHA
201578	96.00	12/22/2022	BERG, ELLIE
201579	1,320.45	12/22/2022	BETTER DESIGN ENTERPRISES LLC
201580	2,185.00	12/22/2022	BRIDGEPOINT GLASS
201581	40.00	12/22/2022	BRIZIUS, JENNIFER
201582	118.00	12/22/2022	BRONNER, CHRISTIAN
201583	41.50	12/22/2022	BUCHHOLZ, MADISON
201584	2,611.05	12/22/2022	BUILDING CONTROLS GROUP
201585	2,293.86	12/22/2022	CANON FINANCIAL SERVICES
201586	4,351.12	12/22/2022	CITY OF SOUTH ST PAUL - UTILITIES
201587	35.98	12/22/2022	CLASSEN, GLORIA
201588	173.00	12/22/2022	COLLER, RONALD
201589	173.00	12/22/2022	COLYER, KERRY
201590	105.00	12/22/2022	CONVERGINT TECHNOLOGIES LLC
201591	413.58	12/22/2022	CULLIGAN-MILBERT COMPANY
201592	156.00	12/22/2022	DAHLSEIDE, EVAN
201593	614.84	12/22/2022	DAKOTA COUNTY
201594	225.00	12/22/2022	DEWALD, RINA
201595	40.00	12/22/2022	EBERT, LORI
201596	253.00	12/22/2022	EGAN
201597	3,700.00	12/22/2022	EHLERS & ASSOCIATES
201598	64.00	12/22/2022	ESSIEN, FRANK
201599	95.00	12/22/2022	ESTES, HALEY
201600	455.70	12/22/2022	GERTEN GREENHOUSES & GARDEN CENTER
201601	82.00	12/22/2022	GILSON, RYAN
201602	130.31	12/22/2022	GRAINGER, INC
201603	100.54	12/22/2022	GRAPHIC EDGE
201604	157.50	12/22/2022	GROTH MUSIC CO
201605	96.00	12/22/2022	GUENTHER, LINDA
201606	173.00	12/22/2022	HANSEN, COLE
201607	150.00	12/22/2022	HARRIS, CATHLEEN
201608	1,563.00	12/22/2022	HEAVY METAL WELDING & FABRICATIONS
201609	1,827.60	12/22/2022	HILLER COMMERCIAL FLOORS
201610	360.00	12/22/2022	HIRTE, DIANA
201611	156.00	12/22/2022	HONSA, WILLIAM
201612	1,947.30	12/22/2022	HORIZON COMMERCIAL POOL SUPPLY
201613	77.00	12/22/2022	HOVEN, MARTIN
201614	6.35	12/22/2022	HUESER, DARLENE
201615	77.00	12/22/2022	HUNTER, MELANIE

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
201616	100.00	12/22/2022	IHRIG, ROBERT
201617	64.00	12/22/2022	JONES, TREMAYNE
201618	80.00	12/22/2022	KAMENOR, MICHELLE
201619	96.00	12/22/2022	KNOPS, MEGAN
201620	8.50	12/22/2022	LEMAY, MONICA
201621	243.00	12/22/2022	LILY OF THE NIGHT LLC
201622	170.62	12/22/2022	LINK INTERPRET
201623	82.00	12/22/2022	LIVINGSTON, TYLER
201624	77.00	12/22/2022	MALISOW, LAUREN
201625	607.08	12/22/2022	MARK'S PLUMBING PARTS
201626	10,480.00	12/22/2022	MARTINEK, MIKE
201627	1,043.00	12/22/2022	MCEA EXECUTIVE OFFICE
201628	100.00	12/22/2022	MCLAUGHLIN, APRIL
201629	185.54	12/22/2022	MCMASTER-CARR SUPPLY COMPANY
201630	1,328.00	12/22/2022	MEDICINE LAKE TOURS
201631	1,446.00	12/22/2022	MESPA
201632	680.00	12/22/2022	METRO DINING CLUB
201633	77.95	12/22/2022	THE MINNESOTA CHEMICAL CO
201634	199.00	12/22/2022	MN DEPT OF EDUCATION
201635	10.00	12/22/2022	MN DEPT OF LABOR & INDUSTRY
201636	3,870.00	12/22/2022	NDC4 CABLE COMMISSION
201637	5,255.43	12/22/2022	NETWORK SERVICES COMPANY
201638	4,789.75	12/22/2022	NITTI SANITATION
201639	173.00	12/22/2022	OLSON, DANIEL
201640	41.51	12/22/2022	OXYGEN SERVICE CO INC
201641	2,957.50	12/22/2022	PBBS EQUIPMENT CORPORATION
201642	944.92	12/22/2022	PETERSON BROS. ROOFING & CONSTRUCTION
201643	2,519.00	12/22/2022	PITNEY BOWES, INC
201644	254.08	12/22/2022	PROFESSIONAL WIRELESS COMMUNICATIONS
201645	140.00	12/22/2022	QUIGGLE, BRAD
201646	22.58	12/22/2022	QUILL CORPORATION
201647	8,596.50	12/22/2022	RUPP, ANDERSON, SQUIRES & WALDSPURGER, PA
201648	312.00	12/22/2022	SANKEY, DEVIN
201649	77.00	12/22/2022	SAVRE, ALEXANDRA
201650	2,319.78	12/22/2022	SCAN AIR FILTER
201651	451.88	12/22/2022	SCHMITT MUSIC
201652	95.00	12/22/2022	SCHWANTES, JUSTIN
201653	157.62	12/22/2022	SHERWIN WILLIAMS CO
201654	96.00	12/22/2022	SIKICH, MARK
201655	850.00	12/22/2022	SITRON, SCOTT
201656	140.00	12/22/2022	SKWIRA, PETER
201657	77.00	12/22/2022	SOLBERG, PARIS
201658	2,000.00	12/22/2022	SOUTH ST PAUL EDUCATION FOUNDATION
201659	2,105.00	12/22/2022	ST CROIX FIRE & SAFETY
201660	17.85	12/22/2022	STACK-JOHNSON, SUE
201661	428.53	12/22/2022	STATE SUPPLY COMPANY, INC
201662	173.00	12/22/2022	STUMPF, DAN
201663	41.50	12/22/2022	SWANSON, DANIELLE
201664	1,956.34	12/22/2022	T-MOBILE
201665	27,963.84	12/22/2022	TEACHERS ON CALL
201666	625.00	12/22/2022	TEAMWORKS INTERNATIONAL, INC
201667	909.89	12/22/2022	TIN'S TAILOR
201668	17,708.56	12/22/2022	TRANSPORTATION & DELIVERY, INC
201669	77.00	12/22/2022	TVEDT, NICOLE
201670	3,772.94	12/22/2022	TWIN CITY JANITOR SUPPLY, INC
201671	594.00	12/22/2022	TWIN CITY HARDWARE CO

CHECK NUMBER	AMOUNT	DATE	CHECK VENDOR
201672	1,195.74	12/22/2022	UNITED REFRIGERATION INC
201673	1,021.20	12/22/2022	VOSS LIGHTING
201674	480.00	12/22/2022	WALLACE ELECTRICAL CONSTRUCTION
201675	62,050.98	12/22/2022	WIDE AREA TRANSPORTATION SERVICES INT, LLC
201676	192.00	12/22/2022	WITTE, BETTY
201677	153.65	12/22/2022	WOLD ARCHITECTS
201678	156.00	12/22/2022	WOLTERS, JOSEPH
201679	96.00	12/22/2022	WOODRICH III, WARD
201680	7,677.71	12/22/2022	XCEL ENERGY
201681	4,699.68	12/22/2022	XELLO
201682	96.00	12/22/2022	YOKOSE, EMIKO
201683	447.25	12/28/2022	LOCAL #70
201684	415.50	12/29/2022	LOCAL #70
201685	300.84	12/29/2022	MESSERLI & KRAMER
201686	72.02	12/29/2022	MIDWEST RESALE SPECIALIST INC
201687	1,418.90	12/29/2022	MINNESOTA CHILD SUPPORT PAYMENT CENTER
201688	112.00	12/29/2022	NCPERS GROUP LIFE INS
201689	185.50	12/29/2022	OFFICE AND PROF EMPLOYEES UNION
201690	11,593.20	12/29/2022	SOUTH ST PAUL TEACHER'S ASSOCIATION
201691	5.00	12/29/2022	SOUTH ST PAUL OPEN FOUNDATION
201692	60.00	12/29/2022	SOUTH ST PAUL EDUCATION FOUNDATION
201693	898.44	12/29/2022	SSP EASRP
201694	501.30	12/29/2022	AMAZON CAPITAL SERVICES
201695	1,388.72	12/29/2022	CINTAS
201696	65.00	12/29/2022	CITICARGO & STORAGE
201697	14,301.33	12/29/2022	CITY OF SOUTH ST PAUL
201698	1,040.00	12/29/2022	CONQUER NINJA ST PAUL
201699	687.14	12/29/2022	CUSTOM TRUCK ONE SOURCE
201700	2,876.00	12/29/2022	EGAN
201701	234.96	12/29/2022	FIRST SUPPLY LLC - TWIN CITIES
201702	82.00	12/29/2022	GERADS, TRAVIS
201703	128.84	12/29/2022	GOODIN COMPANY
201704	1,171.52	12/29/2022	GOPHER SPORT
201705	126.00	12/29/2022	GROTH MUSIC CO
201706	50.00	12/29/2022	HASTINGS MIDDLE SCHOOL
201707	63,968.20	12/29/2022	HEALTH PARTNERS
201708	204.00	12/29/2022	HOMELAND HEALTH SPECIALISTS, INC
201709	82.00	12/29/2022	HUOT, JOHN
201710	171.91	12/29/2022	INTEGRATED FIRE & SAFETY
201711	39,508.00	12/29/2022	INTERNATIONAL BACCALAUREATE ORGANIZATION
201712	282.00	12/29/2022	KENNEDY & GRAVEN
201713	144.00	12/29/2022	KIDCREATE STUDIO
201714	118.00	12/29/2022	KOPP, SCOTT
201715	3,784.68	12/29/2022	LINDENMEYR MUNROE
201716	385.00	12/29/2022	LINK INTERPRET
201717	1,542.40	12/29/2022	MACKIN EDUCATIONAL RESOURCES
201718	1,235.00	12/29/2022	MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO
201719	452.22	12/29/2022	MARK'S PLUMBING PARTS
201720	39.91	12/29/2022	MCMASTER-CARR SUPPLY COMPANY
201721	19.77	12/29/2022	MINNESOTA LOCKS
201722	437.57	12/29/2022	NETWORK SERVICES COMPANY
201723	80.00	12/29/2022	PARR-BESEMER, AARON
201724	80.00	12/29/2022	PETERSON, JAMES
201725	2,980.50	12/29/2022	PHOENIX SCHOOL COUNSELING
201726	683.94	12/29/2022	PITNEY BOWES, INC
201727	3,468.00	12/29/2022	PROFESSIONAL WIRELESS COMMUNICATIONS

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
201728	602.40	12/29/2022	QUILL CORPORATION
201729	64.00	12/29/2022	ROBERTS, DEONTE
201730	138.00	12/29/2022	SCHMITT MUSIC
201731	385.00	12/29/2022	SCHOOLHOUSE EDUCATIONAL SERVICES
201732	80.00	12/29/2022	SMITH, ZACHARY
201733	9,044.56	12/29/2022	STANDARD INSURANCE COMPANY
201734	1,430.00	12/29/2022	STOCKTON, STEPHANIE
201735	10,619.74	12/29/2022	TEACHERS ON CALL
201736	37,509.11	12/29/2022	UPPER LAKES FOODS
201737	2,311.00	12/29/2022	XELLO
201738	64.00	01/05/2023	AGUILERA, TERRYN
201739	388.34	01/05/2023	AMAZON CAPITAL SERVICES
201740	164.00	01/05/2023	BINNS, GARY
201741	64.00	01/05/2023	BOWMAN, BRADLEY
201742	333.81	01/05/2023	CANON FINANCIAL SERVICES
201743	177.80	01/05/2023	CAPITAL ONE TRADE CREDIT
201744	1,959.54	01/05/2023	CAPSTONE /COUGHLAN COMPANIES
201745	150.00	01/05/2023	CARLSON, NANCY
201746	149.99	01/05/2023	CATALYST SOURCING SOLUTIONS
201747	21,187.50	01/05/2023	CITY OF SOUTH ST PAUL
201748	2,287.28	01/05/2023	DEMCO
201749	629.00	01/05/2023	DEPT OF HUMAN SERVICES
201750	175.00	01/05/2023	DEWALD, RINA
201751	400.36	01/05/2023	EDUCATORS BENEFIT CONSULTANTS, LLC
201752	64.00	01/05/2023	FIELDS, QUANTRELL
201753	163.00	01/05/2023	FRANCIS, MACIEK
201754	164.00	01/05/2023	GLYNN, THOMAS
201755	82.00	01/05/2023	HANSON, GENE
201756	82.00	01/05/2023	HUOT, JOHN
201757	43.06	01/05/2023	INNOVATIVE OFFICE SOLUTIONS, LLC
201758	1,224.90	01/05/2023	KWIK TRIP EXTENDED NETWORK
201759	235.00	01/05/2023	LAKEVILLE NORTH HIGH SCHOOL
201760	82.00	01/05/2023	LANGVIN, JOSEPH
201761	765.00	01/05/2023	LESSON PIX, INC
201762	514.75	01/05/2023	LOFFLER COMPANIES
201763	481.35	01/05/2023	MAC ENTERPRISES, LLC
201764	718.94	01/05/2023	MACKIN EDUCATIONAL RESOURCES
201765	82.00	01/05/2023	MCNAUGHTON, NATHAN
201766	2,790.00	01/05/2023	MERIDIAN CONSULTING GROUP DAVID SLOMKOWSKI
201767	600.00	01/05/2023	MN STATE HIGH SCHOOL MATH LEAGUE
201768	64.00	01/05/2023	MOORE, MICHAEL
201769	82.00	01/05/2023	MUELLER, ANTHONY
201770	339.99	01/05/2023	ODP BUSINESS SOLUTIONS
201771	250.00	01/05/2023	PARK CENTER WRESTLING
201772	120.78	01/05/2023	PITNEY BOWES, INC
201773	101.00	01/05/2023	RAMIERZ, EDWARD
201774	234.00	01/05/2023	RIVER HEIGHTS CHAMBER OF COMMERCE
201775	470.19	01/05/2023	SAM'S CLUB
201776	73.95	01/05/2023	SCHOOL SPECIALTY, LLC
201777	6,780.00	01/05/2023	SOURCEWELL TECHNOLOGY
201778	8,333.34	01/05/2023	SOUTH ST PAUL EDUCATION FOUNDATION
201779	161.10	01/05/2023	SPRINT
201780	790.08	01/05/2023	ST PAUL PUBLISHING COMPANY
201781	11,022.90	01/05/2023	TEACHERS ON CALL
201782	82.00	01/05/2023	VOIT, TAYLOR
201783	101.00	01/05/2023	WILSON, ANTHONY

<u>CHECK</u>		<u>CHECK</u>	
<u>NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>VENDOR</u>
202200168	1,154.00	12/09/2022	MEDSURETY
202200169	43,725.41	12/15/2022	MINNESOTA PAYROLL TAXES
202200170	262,866.48	12/15/2022	FEDERAL PAYROLL TAXES
202200171	145.44	12/15/2022	MN DEPT OF REVENUE
202200172	46,327.48	12/15/2022	PERA
202200173	50,717.00	12/15/2022	TSA/ACH DEDUCTION
202200174	128,685.63	12/15/2022	TEACHER RETIREMENT ASSOCIATION
202200177	-169.98	12/15/2022	TSA/ACH DEDUCTION
202200178	-279.30	12/15/2022	TSA/ACH DEDUCTION
202200179	0.00	12/20/2022	MINNESOTA PAYROLL TAXES
202200180	3.88	12/20/2022	FEDERAL PAYROLL TAXES
202200181	3.54	12/20/2022	PERA
202200182	125,337.46	12/21/2022	HEALTH PARTNERS
202200183	107,030.92	12/21/2022	HEALTH PARTNERS
202200184	242.00	12/21/2022	HEALTH PARTNERS
202200186	63,973.37	12/27/2022	HEALTH PARTNERS
202200187	43,520.21	12/29/2022	MINNESOTA PAYROLL TAXES
202200188	260,565.77	12/29/2022	FEDERAL PAYROLL TAXES
202200189	73.42	12/29/2022	MN DEPT OF REVENUE
202200190	45,469.57	12/29/2022	PERA
202200191	49,191.10	12/29/2022	TSA/ACH DEDUCTION
202200192	128,602.88	12/29/2022	TEACHER RETIREMENT ASSOCIATION
202200194	0.00	12/29/2022	MINNESOTA PAYROLL TAXES
202200195	0.00	12/29/2022	FEDERAL PAYROLL TAXES
202200196	21,433.25	12/30/2022	MEDSURETY
202200197	132,774.22	01/03/2023	HEALTH PARTNERS
222300120	25.00	12/09/2022	ADIANI, GEETA
222300121	226.49	12/09/2022	ANDERSON, CONRAD
222300122	4.70	12/09/2022	CONTRERAS, BRIDGET
222300123	73.88	12/09/2022	EMERY, HEATHER
222300124	162.12	12/09/2022	HABER, CHARLOTTE
222300125	87.67	12/09/2022	LEVINE, SANDRA
222300126	34.82	12/09/2022	MCNEESE, LORI
222300127	83.99	12/09/2022	OWENS, CHRISTINA
222300128	36.25	12/09/2022	PAWLETZKI, ERICA
222300129	100.00	12/09/2022	RITTER, TRACY
222300130	42.74	12/09/2022	TUCCITTO, SANDRA
222300131	10.63	12/09/2022	WINTER, ALLYSON
222300132	236.52	12/27/2022	BINDER, ALLISON
222300133	182.94	12/27/2022	DORAN, ANDREW
222300134	78.63	12/27/2022	EDLEFSEN, DEANNE
222300135	53.63	12/27/2022	EMERY, HEATHER
222300136	20.00	12/27/2022	GAMEZ, LESLY
222300137	440.84	12/27/2022	GUSTILO, CHRISTOPHER
222300138	57.32	12/27/2022	HABER, CHARLOTTE
222300139	150.00	12/27/2022	JEFFERSON, GRACE
222300140	25.00	12/27/2022	JERNEY, CAROL
222300141	23.71	12/27/2022	KIRSCHT, LINDEN
222300142	65.02	12/27/2022	MEDINA CUENCA, DAISY
222300143	45.00	12/27/2022	MILTEER, JOEL
222300144	47.50	12/27/2022	NEU, MEGHAN
222300145	114.75	12/27/2022	PURVEY, FAITH
222300146	59.31	12/27/2022	RYAN, LAUREN
222300147	56.06	12/27/2022	SEXAUER, JENNIFER
222300148	39.38	12/27/2022	WELSH, LYNNE
222300149	1,752.20	12/27/2022	WESTPFAHL, MARK

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

2,031,143.11 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	1,514,927.02	0.00	299,079.47	1,814,006.49
02	FOOD SERVICE	19,725.84	0.00	39,183.30	58,909.14
04	COMMUNITY EDUCATION	49,405.69	0.00	11,165.58	60,571.27
05	CAPITAL	10,523.98	0.00	58,362.11	68,886.09
07	DEBT RETIREMENT	0.00	0.00	3,700.00	3,700.00
08	TRUST FUND	0.00	0.00	21,433.25	21,433.25
50	ACTIVITY ACCOUNT	3,636.87	0.00	0.00	3,636.87
***	Fund Summary Totals ***	1,598,219.40	0.00	432,923.71	2,031,143.11

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



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: January 9, 2023

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)

1-9-23

Certified

A. Appointments/Reassignments

1. Caitlin Carlson – 1.0 FTE School Counselor, Kaposia Education Center, MA00, Step 1, effective January 3, 2023.
2. Dawn Kelly – 1.0 FTE Long-Term Substitute Science Teacher, Middle School, BA00, Step 1, effective December 19, 2022, through February 17, 2023.

Additional Assignment – effective December 14, 2022, through June 8, 2023
Melissa Hinkle – .2 FTE Building Substitute Teacher, Middle School

Change of Assignment – effective December 5, 2022, through June 12, 2023
Jessica Oftedahl – change from 1.0 FTE Language Arts Teacher to .6 FTE Language Arts Teacher and .4 FTE Student Support Specialist, Community Learning Center
Chris Sikoroski – change from .8 FTE Language Arts Teacher to .6 FTE Student Support Specialist and .4 FTE Language Arts Teacher, Community Learning Center

2022-23 ECA

BASKETBALL – BOYS

Middle School Coach	Youdas, Scott	\$2,237 (flex position)
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STUDENT COUNCIL

Advisor – Middle School (50%) <i>(previously approved at 100%)</i>	Timmerman, Molly	\$1,337
Advisor – Middle School (50%)	Mark Westphal	\$1,337

MUSIC

Show Choir Asst. Coach	Brady, Shelby**	\$2,500
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(previously approved \$1,152; additional amount of \$1,348 from boosters for total of \$2,500)

*indicates a non-district employee

** indicates a returning non-district employee

B. Resignations/Retirements/Leaves/Reductions/Other

1. Beth Johnson – Leave of absence, 1.0 FTE Special Education Teacher, High School, effective February 13, 2023, through approximately April 7, 2023.

**VII.A.2 Staff Appointments, Resignations, Retirements, Terminations
and Leaves (Joel Milteer)**

1-9-23

Classified

A. Appointments/Reassignments

1. Meghan Adkins – Early Childhood Special Education Assistant, Lincoln Center, \$20.16 per hour, 32.5 hours per week, effective December 19, 2022.
2. Bridget Contreras – Student/Security Monitor, Secondary Building, \$18.41 per hour, 30 hours per week, effective January 3, 2023. (rehire)
3. Alexandra Glass – Special Education Assistant, Lincoln Center, \$20.16 per hour, 32.5 hours per week, effective January 9, 2023.
4. Kaelea Jones – Special Education Assistant, High School, \$20.16 per hour, 32.5 hours per week, effective January 3, 2023.
5. Kaylee Leko – Part-Time Cleaner, Secondary Building, \$18.13 per hour, 20 hours per week, effective January 9, 2023.
6. Diane McKeever – Part-Time Cleaner, Lincoln Center, \$18.13 per hour, 20 hours per week, effective January 11, 2023.
7. Ariel Morales – Special Education Assistant, Lincoln Center, \$20.16 per hour, 32.5 hours per week, effective January 9, 2023.
8. Wilfredo Ortiz – Early Childhood Special Education Assistant, Lincoln Center, \$20.16 per hours, 32.5 hours per week, effective December 19, 2022.
9. Vidmarie Pumarejo-Torrens – Special Education Assistant, Lincoln Center, \$20.16 per hour, effective January 17, 2023. (rehire)
10. Monserrat Valdepena – Kids’ Choice Assistant, Lincoln Center/Kaposia Education Center, \$18.86 per hour, 5.25 hours on school days, 5.5 hours on non-school days and summer program, effective January 3, 2023.

Change of Assignment

Jillian Monsour – Change from Early Childhood Special Education Assistant to Special Education Assistant, Lincoln Center, effective December 19, 2022.

Janet Roehlen – Change from Special Education Assistant, Lincoln Center, to Early Childhood Special Education Assistant, Kaposia Education Center, effective December 12, 2022.

B. Resignations/Retirements/Leaves/Reductions/Other

1. Hafsiba Adeniyi – Termination, Part-Time Cleaner, Secondary Building, effective December 9, 2022.

2. Jamie Berchtold – Leave of absence, User Support Specialist, Secondary Building, effective January 12, 2023, through January 27, 2023.
3. Rosemarie Carlson – Resignation, Special Education Assistant, High School, effective **January 5, 2023**.
4. Diane Czeck – Retirement, Early Learning Assistant, Family Education Center, effective January 20, 2023.
5. Lori Engh – Resignation, Special Education Assistant, Secondary Building, effective December 21, 2022.
6. Cristina Flores Lopez – Resignation, Nutrition Services Assistant, Secondary Building, effective December 12, 2022.
7. Joel Milteer – Leave of absence, Director of Human Resources, District Office, effective January 6, 2023, through approximately January 20, 2023.
8. Melissa Pugh – Resignation, Part-Time Cleaner, Secondary Building, effective December 16, 2022.
9. Janet Roehlen – Resignation, Early Childhood Special Education Assistant, Kaposia Education Center, effective January 2, 2023.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: January 9, 2023

Place on Agenda: Regular Meeting Consent Item

Action Requested: Approval

Attachment: Final Field Trip Request – IB Trip to France and Spain
Preliminary Field Trip Request – Spanish Class to Costa Rica

Topic: Field Trips
Presenter(s): Dr. Brian Zambreno, Superintendent of Schools
<p>Background:</p> <p>Per District policy #610, preliminary School Board approval is needed one-year in advance for field trips that involve a trip to another country for instructional or supplementary purposes. Final School Board approval is then required within one-month of the planned trip. The following two trips are on the January 9 agenda for approval:</p> <ul style="list-style-type: none"> • Final Field Trip Request: IB History Trip to France and Spain on March 22-31, 2023. The trip will visit sites the students have studied over their two-year study of European and World History. The trip will provide more depth to their understanding of history and foster cultural awareness. • Preliminary Field Trip Request: High School Spanish Class field trip to Costa Rica, Monteverde, and Sarapiquí on March 23-30, 2024. The trip will all students to practice their Spanish skills and learn about Costa Rica customs, culture and lifestyle.
<p>Recommendation:</p> <p>Administration recommends approval of both field trip requests.</p>
<p>Alternatives:</p> <p>Do not approve the attached field trip requests and direct administration with next steps.</p>



For Final Approval...

South St. Paul Public Schools
Special School District #6

EXTENDED FIELD TRIP APPLICATION

Sponsoring Activity 2023 IB History Trip to Europe

Sponsoring Staff Conrad Anderson

Field Trip Date(s) Spring Break 2023 (Tentative Dates...Dependent on Travel Company Arrangements...Right now it is March 22-31)

Number of class days missed 2 (unless flight / travel arrangements change)

Destination France and Spain

Estimated # of Students 35 Estimated # of Chaperones 4

Mode of Transportation Planes, Trains, Bus Flight Arrangements (If applicable) TBD

Hotel Accommodations (name/address/phone) Will arrive apx. 30 days before; Information will be given to Principal as soon as it arrives.

Reservations under what name Conrad Anderson / Worldstrides Educational Travel

Field Trip Information

Program Description Every other year since 1994, the I.B. History teachers have led a group of I.B. History students to Europe.

Educational Objective To visit sites that I.B. students have studied over their two year study of European and World History; To provide more depth to their understanding of history; To foster cultural awareness.

Arrangements for Non-Participating Students N/A

Method of Payment
Cost to Students Program Fee, Taxes, Incidentals = apx. \$4,600
Cost to District Expense of Substitute Teachers to cover Chaperones
(specify dept. budget and other funding sources)
Other (specify funding source) _____

Signature of Sponsoring Staff [Signature]

Signature of Principal/Activities Director [Signature]

Signature of Superintendent [Signature]

Signature of Board Chair _____



OUT-OF-THE-COUNTRY FIELD TRIP APPLICATION

Sponsoring Activity: **Spring break trip to Costa Rica (2024)**

Sponsoring Staff: **Jesse Rock & Lindsay Alejandrino (Tyler LaRose & Philip Alejandrino)**

Field Trip Date(s): Approx: **March 23 - March 30th, 2024**

Number of class days missed: **0**

Destination: **Monteverde, Sarapiqui and other surrounding cities in Costa Rica**

Estimated # of Students **10-15** Estimated # of Chaperones **2 (3 if more than 17 students)**

Mode of Transportation: **Flight and Bus within Costa Rica** Flight Arrangements (If applicable): **TBD**

Hotel Accommodations (name/address/phone): **We are traveling with a company called ACIS. They arrange all hotels & family stay**

Reservations under what name: **Jesse Rock/ACIS**

Field Trip Information

Program Description: **Students will have the opportunity to practice their Spanish while learning about the biodiversity within the Costa Rican Jungles.**

Educational Objective: **We will fly into San Jose and travel to Monteverde (by bus) in the Northeast part of the country. Students will begin the trip by spending 2 days / nights in Monteverde where they will be able to tour the Doka Estate coffee plantation as well as explore the famous Cloud Forest through a canopy tour. Then we will travel to San Carlos where students will hike through Arenal Volcano National Park. From there students will have the opportunity to visit a local high school and practice their Spanish skills and learn about Costa Rica customs, culture and lifestyle. Next, we will travel to Sarapiqui for two days where students will be able to learn about a Reforestation Service project at a local farm, take part in a native Costa Rican cooking lesson and finish with a Wildlife viewing where students will be able to see white-faced capuchin monkeys, toucans, quetzals and other wildlife. Finally, we will travel back to San Jose to depart back home.**

Arrangements for Non-Participating Students: **N/A**

Method of Payment Cost to Students **\$3,164 (estimated)**

Cost to District - The teacher chaperone is paid for by ACIS if 5 students sign up, then the expense of an additional chaperone is covered with every 6 additional students that sign up

Signature of Sponsoring Staff _____

Signature of Principal/Activities Director _____

Signature of Superintendent _____

Signature of Board Chair _____



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: January 9, 2023

Place on Agenda: Regular Business Meeting

Action Requested: Approval

Attachment: RESOLUTION RELATING TO THE DELEGATION OF CLERK AND TREASURER DUTIES TO THE FINANCE DIRECTOR FOR DAY-TO-DAY BUSINESS

Topic: Delegation of Day-to-Day Clerk and Treasurer Duties
Presenter(s): Chair
<p>Background:</p> <p>State law requires boards to select from its members a chair, clerk, and treasurer. The law also provides boards the opportunity to delegate, by resolution, the duties of the clerk and treasurer, to a person employed by the district to perform the day-to-day operations of the clerk and treasure (i.e. deposit funds in the official depository, make and transmit certified reports to the commissioner, etc.).</p>
<p>Recommendation:</p> <p>Approve, RESOLUTION RELATING TO THE DELEGATION OF CLERK AND TREASURER DUTIES TO THE FINANCE DIRECTOR FOR DAY-TO-DAY BUSINESS</p>
<p>Alternatives:</p> <p>Do not approve and direct administration with next steps.</p>



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

Pursuant to due call and notice thereof, a regular meeting of the School Board of Special School District No. 6 (South St. Paul Public Schools), State of Minnesota, was duly held in said school district on the 9th day of January 2023, at 6:00 o'clock p.m.

Member _____ introduced the following Resolution and moved its adoption:

RESOLUTION RELATING TO THE DELEGATION OF CLERK AND TREASURER DUTIES TO THE FINANCE DIRECTOR FOR DAY-TO-DAY BUSINESS

WHEREAS Minnesota Statutes 123B.414., Subd. 1, empowers the School Board to combine the duties of the offices of Clerk and Treasurer of the School Board in one person in the Finance Office of the School District.

WHEREAS, the School District has decided to combine the duties of the Clerk and Treasurer in one person in the Finance Office.

NOW, THEREFORE, BE IT RESOLVED, that the **Finance Director** of South St. Paul Public Schools is designated by the School Board of Special School District 6 to perform the duties of the Clerk and Treasurer of the District.

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

And the following voted against the resolution:

Whereupon this Resolution was declared duly passed and adopted this 9th day of January 2023.

Secretary-Clerk, School Board