



South St. Paul School Board - Committee-of-the-Whole

Monday, January 9, 2023 5:00 PM

Location: CITY HALL

125 THIRD AVENUE NORTH

South St Paul, Minnesota 55075

Agenda

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| I. | FINANCE (B. Hoffman) | |
| A. | 2023-2024 Budget Guiding Change | 2 |
| II. | SCHOOL BOARD | |
| A. | 2023 Board Reorganization (Board) | 4 |
| B. | 2023 Board Committees and Liaison Assignments (Board) | 8 |
| C. | Board Evaluation (J. Raasch) | 10 |
| D. | Committee Updates (Board) | 23 |
| | <ul style="list-style-type: none"> • District 917 • AMSD • Community Education • Educational Foundation • Finance, Facilities and Long-Range Planning • Local Issues • Policy • Public Relations/Community Engagement • SSP Open Foundation • Superintendent Executive | |
| E. | | |
| F. | Other Items Deemed Necessary by the School Board | |



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, January 9, 2023

Place on Agenda: COW

Action Requested: Discussion

Attachment: Guiding Change Document – 2023-24 Budget

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| Topic: Guiding Change Document – 2023-24 Budget |
| Presenter(s): Brady Hoffman, Finance Director |
| <p>Background:</p> <p>A Guiding Change Document is a tool used by boards to identify parameters for administration to use while they are preparing a recommendation to go before the school board.</p> <p>The Guiding Change Framework defines three critical components, including:</p> <ul style="list-style-type: none"> • Results (<i>What is our goal?</i>) – define the desired outcomes in terms of vision for the future and benefit to the district. • Current Reality (<i>What are our current conditions?</i>) – define the current conditions of the district and its environment in terms of strategic plan, external/internal influences and trends, and data, facts and perceptions • Unacceptable Means (<i>What will we not do?</i>) – define the few, high-level approaches, behaviors or intentions that the district will not engage in to achieve the desired results. <p>This framework takes an “end-in-view” approach in which a single result is not predetermined therefore promoting the development of a variety of options.</p> <p>Attached is a draft of the Guiding Change Document for the 2023-24 budget cycle. We will review the draft and seek input during the committee of the whole on January 9, 2023. The final version will be brought to the board for approval on January 23, 2023.</p> |
| Recommendation: N/A |
| Alternatives: N/A |

| <p>RESULTS: <i>What is our goal?</i></p> | <p>CURRENT REALITY: <i>What are our current conditions?</i></p> | <p>UNACCEPTABLE MEANS: <i>What will we not do?</i></p> |
|--|---|--|
| <ol style="list-style-type: none"> 1. Align budget to District Mission, Vision, Strategic Directions, and District Goals. 2. Establishing a budget strives to maintain a minimum unrestricted fund balance of 11% of general fund annual expenditures. 3. Provide additional support and opportunities for students to be funded by question 2 of the Nov. 2022 election. 4. Strategically direct budget resources to improving student outcomes and proficiency in grade level standards. 5. Consider additions, reductions and redesign. 6. Deliver high quality programming that attracts and retains students. 7. Efficient and effective use of resources through ongoing evaluation of current services and programs. 8. Strive for equity in all that we do | <ol style="list-style-type: none"> 1. State funding has not kept pace with inflation, and is not projected to keep pace. 2. The academic performance of SSPPS students indicates that less than 50% of students are proficient on grade level standards in math, reading, and/or science. 3. Additional Operating Levy was approved in Nov. 2022 for ten years. The levy generates about \$6.0 million annually. 4. Overall enrollment has decreased over the past 5+ years. The District’s margin of net gain in open enrollment has also been closing. The District is anticipating declining enrollment to continue for the next several years. 5. 80% of costs are salaries and benefits. 6. State and federal funding for programs such as special education and English learners is not keeping pace with program costs. 7. This funding year for the legislature. It is highly unlikely we will know what additional funding the State will provide, if any, before the School Board needs to adopt the budget. 8. The School Board is required to establish the budget by July 1, 2023. | <ol style="list-style-type: none"> 1. Violate law, financial regulations, contracts or agreements. 2. Recommend budget changes that do not address financial sustainability and expected outcomes. 3. The District will not substantially reduce the following programs: <ul style="list-style-type: none"> ● Arts programs ● Athletics/activities |



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

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| 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: Committee-of-the-Whole

Action Requested: None at this time. Review and discussion only.

Attachment: School Board Committee and Liaison Assignments

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| Topic: 2023 School Board Committee and Liaison Assignments |
| Presenter(s): Vice Chair John Raasch |
| <p>Background:</p> <p>The roles and responsibilities for Board Members go well beyond the work and attendance for their regular meetings each month. Board members also attend many events and activities around the district throughout the year as well as play active roles in various committee and liaison assignments.</p> <p>Board members should take time to review the attached list of committee and liaison assignments and begin reflecting on which areas they are interested in for the 2023 calendar year. All committees will have three board representatives and the liaison assignments typically only need one board representative.</p> <p>The Board will have time at their committee-of-the-whole meeting on Monday evening to discuss these additional assignments.</p> |
| <p>Recommendation:</p> <p>None at this time. Review and discussion only.</p> |
| <p>Alternatives:</p> <p>N/A</p> |



SOUTH ST. PAUL BOARD OF EDUCATION 2023 Committees

Chair –
Vice Chair –
Treasurer –
Clerk –

| Committees | Description | 2023 |
|--|---|------|
| Finance, Facilities, and Long Range Planning | Meets with the superintendent and Finance Director to discuss key finance items and budget planning. Meets to discuss various building and grounds items and/or planning projects for the District. No recurring schedule. Meet as needed | |
| Policy | Review district policies and recommend necessary policy changes to the Board. No recurring schedule. Meet as needed | |
| Public Relations/Community Engagement | Works with administration to engage community in various planning/projects for the District. No recurring schedule. Meet as needed | |
| Superintendent/Executive | This committee has traditionally been represented by the Chair, Vice Chair and Treasurer. Organizes and prepares Superintendent evaluation and other executive business. No recurring schedule. Meet as needed | |

2023 Liaisons

| Organizations | Description | 2023 |
|---|---|-------|
| AMSD (Association of Metropolitan School Districts) | Meets monthly with area board representatives, superintendents, and local legislators to discuss and advocate for student and district needs. Typically meets the first Friday of each month @ 7:30 AM | |
| Community Education Advisory Committee | Works in part with the Community Education Director to assess community needs, programming, and evaluate program effectiveness. Typically meets the 2nd Tuesday of each month @ 4:15 PM | |
| Intermediate School Dist. 917 | District 917 is an intermediate district, comprised of nine member districts throughout Dakota County, that serves special education, secondary technical, and DCALS (Dakota County Alternative Learning School) students. *ISD 917 offers a \$5,000 stipend for this position. Typically meets on the first Tuesday of each month at 4:30 PM. | |
| MN State High School League | The School Board Chair attends official MSHSL meetings as needed. | Chair |
| SSP Educational Foundation | Raises funds to provide an innovative source of public-school funding to support enrichment initiatives, scholarships, research opportunities, training, intervention, and prevention strategies that extend beyond the normal classroom experience. Typically meets the 2nd Wednesday of every month @ 6:00 PM | |
| SSP Open Foundation | Raises funds to support extra-curricular activities at SSP Secondary. Typically meets the 3rd Wednesday of every month @ 8:00 PM | |
| Local Issues | Meets the fourth Wednesday of each month from 8:00 – 9:00 AM. Local Issues is hosted by the River Heights Chamber of Commerce with the intent to bring local elected officials, city, school and business leaders together to discuss items relevant to SSP. | |



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

- Meeting Date:** January 9, 2023
- Place on Agenda:** Committee-of-the-Whole
- Action Requested:** None. Discussion Only
- Attachment:** School Board Evaluation Template

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| Topic: School Board Evaluation |
| Presenter(s): Vice Chair John Raasch |
| Background: At the January 9 committee-of-the-whole meeting, the School Board will review the attached School Board Evaluation Template and discuss the timeline and next steps. |
| Recommendation: None. Discussion Only |
| Alternatives: N/A. |

School Board Annual Evaluation SAMPLE

**XXXXXXX Public Schools
School Board Annual Evaluation Form**

| Area | Standards | Does Not Meet | Meets | Exceeds |
|--|--|---------------|-------|---------|
| <p>1.0 District Governance and Policy</p> <p><i>One of the School Board's primary tools of governance is the development and continuous improvement of District Policy.</i></p> <p><i>These policies may be required by MN Statute or of a local nature, yet together they describe "what is to be provided to whom", while the annual budget and District Long Range Model describe "at what cost".</i></p> <p><i>Through the Board Policy Committee and in partnership with the Office of the Superintendent, The Board allocates time, focus and energy to fulfill its key role in District Policy development and continuous improvement.</i></p> | 1.1 Provided consistent and timely development and continuous improvement of District Policy through the work of the Board Policy Committee | | | |
| | 1.2 Engaged in partnership with the Office of the Superintendent in the work of 1.1 above | | | |
| | 1.3 Engaged legal counsel as deemed reasonable to assist in policy development, interpretation of law and impact as well as the requirements for District Regulations / Procedures aligned to District Policy as managed by the Office of the Superintendent | | | |
| | 1.4 Provided for alignment and consistency between district policy and district regulations, procedures and protocols | | | |
| | 1.5 Provided for consistent and timely communication of District Policy to all employees | | | |
| | 1.6 Provided for consistent and timely communication of District Policy to students and families as appropriate | | | |
| | 1.7 Appropriately dealt with both differences of opinions among Board members as well as public tension / disagreement / feedback with District Policy issues which arose during the year | | | |
| Data and Input for Evaluation | | | | |
| <p>VisionCard-based Reports and other Performance-based Data</p> <p><i>District Provided</i></p> | Data that impacted the development of District Policy | | | |
| <p>District Operational Plan Initiatives, Progress and Challenges</p> <p><i>District Provided</i></p> | Strategic Direction from the District Strategic Roadmap and/or Key Initiatives from District 3 Year Operational Plan and / or Key Items from Board 3 Year Agenda that impacted the development of District Policy | | | |

**Board Member
Narrative Input**

**Office of the Superintendent
Narrative Input**

**XXXXXXX Public Schools
School Board Annual Evaluation Form**

| Area | Standards | Does Not Meet | Meets | Exceeds |
|--|---|---------------|-------|---------|
| <p>2.0 Operational Oversight</p> <p><i>Ongoing oversight of the resource management of the financial, human capital, physical plant and assets of the District is a critical responsibility of the Board of Education.</i></p> <p><i>The ability to see, process and understand the complexity of the parts and the whole District in a complex, public environment with low level of direct control requires emotional intelligence, experience, flexibility, discernment, and political adeptness in partnership with the Office of the Superintendent and key partners</i></p> | 2.1 Approval, and continuous refinement of a Long Range (10 Year) District Model across revenue, expenses, investments, contract agreements, facilities and grounds development, and continuous improvement investments in partnership with the Office of the Superintendent | | | |
| | 2.2 Approval, and continuous refinement of an Annual Budget across revenue, expenses, investments, contract agreements, facilities and grounds development in partnership with the Office of the Superintendent and in accordance with State law regarding public engagement and approval | | | |
| | 2.3 Review and consultation with the Office of the Superintendent on Monitoring Reports on the District VisionCards aligned to the District Strategic Roadmap (governance) and 3 Year Operational Plan (management) | | | |
| | 2.4 Effective oversight, consultation and governance in addressing operational management issues that create either internal (employee) and/or external (students/family/public) organized response, protest or disagreement in partnership with the Office of the Superintendent | | | |
| | 2.5 Effective engagement in the communications protocol between the Board and Office of the Superintendent by individual Board members throughout the year | | | |
| Data and Input for Evaluation | | | | |
| <p>VisionCard-based Reports and other Performance-based Data</p> <p><i>District Provided</i></p> | | | | |
| <p>District Operational Plan Initiatives, Progress and Challenges</p> <p><i>District Provided</i></p> | | | | |

**Board Member
Narrative Input**

**Office of the Superintendent
Narrative Input**

XXXXXXX Public Schools
School Board Annual Evaluation Form

| Area | Standards | Does Not Meet | Meets | Exceeds |
|---|---|---------------|-------|---------|
| 3.0 Board Self-Governance <i>The School Board is solely responsible for its effective, efficient and ethical operations as a Board.</i> <i>The development, use and continuous improvement of its practices, protocols and policies of self-management are critical to the Board and the District's success.</i> | 3.1 Provided consistent and timely development and continuous improvement of Board Governance Policy through the work of the Board Policy Committee and the Board | | | |
| | 3.2 Demonstrated efficiency and effectiveness in Board meetings in completing Agenda work in meetings in a timely, and productive manner | | | |
| | 3.3 Demonstrated continuous improvement in the quality of the Board meetings and its discussions, deliberations and decision making | | | |
| | 3.4 Demonstrated improvement in individual Board member's adherence to governance, single voice after Board action and operating well within the Board Core of Ethics, Policies, and Bylaws | | | |
| | 3.5 Demonstrated improvement in the leadership and meeting management by the Board Officers | | | |
| | 3.6 Demonstrated improvement in the Board handling of professional media in partnership with the Office of the Superintendent | | | |
| | 3.7 Effective engagement in the communications protocol between the Board and Office of the Superintendent by individual Board members throughout the year | | | |
| Data and Input for Evaluation | | | | |
| VisionCard and other Performance-based Data <i>District Provided</i> | | | | |
| Strategic Plan Initiatives, Progress and Challenges <i>District Provided</i> | Board 3 Year Agenda and the % of completion of addressing its Agenda on an annual basis as well as updating and refining bi-annually at Board Retreats | | | |

**Board Member
Narrative Input**

**Office of the
Superintendent
Narrative Input**

XXXXXX Public Schools
School Board Annual Evaluation Form

| Area | Standards | Does Not Meet | Meets | Exceeds |
|---|---|---------------|-------|---------|
| 4.0 Superintendent Relations <i>The relations between a School Board and their sole employee, the Superintendent and CEO, is critical and empowered by professional and timely communications, trust, competence, transparency and the capacity for ambiguity, complexity, and the political dynamics in district and community</i> | 4.1 Demonstrated partnership as a Board and Superintendent in operating out of earned trust, assumption of competence, and commitment to constantly assess and operate within distinct roles of governance and management | | | |
| | 4.2 Long Range Planning: development and improvement of an integrated resource management plan in partnership with Board for achievement of the district strategic plan | | | |
| | 4.3 Provided consistent and timely communications and direction to the Board on overall District matters pertaining to vision, strategic directions and implementation of the district 3 Year Operational Plan | | | |
| | 4.4 Provided consistent and timely information and analysis to the Board on management issues with governance questions identified and background | | | |
| | 4.5 Provided for alignment and consistency between district policy and district regulations, procedures and protocols | | | |
| | 4.6 Proactively engaged in professional development aligned to annual Superintendent appraisal | | | |
| | 4.7 Proactively supported the work of the Board throughout the continuous issues, opportunities, successes and disappointments that arose during the year | | | |
| Data and Input for Evaluation | | | | |
| VisionCard and other Performance-based Data <i>District Provided</i> | | | | |
| Strategic Plan Initiatives, Progress and Challenges <i>District Provided</i> | | | | |

**Board Member
Narrative Input**

**Office of the
Superintendent
Narrative Input**

XXXXX Public Schools
School Board Annual Evaluation Form

| Area | Standards | Does Not Meet | Meets | Exceeds |
|---|---|---------------|-------|---------|
| <p>5.0 Public Engagement</p> <p><i>As a public institution, engagement is both a fundamental need for the district and capacity and skill of the School Board.</i></p> <p><i>Public leadership is more complex and demanding than private leadership. The institution requires capacity and skill to see, know, understand and navigate across a widely diverse array of interests, cultures, needs, entities and groups in partnership with the Superintendent.</i></p> | 5.1 Demonstrated understanding of local and national issues and trends affecting public education and the district | | | |
| | 5.2 Clear, consistent and effective engagement of community leaders and State educational leaders on issues and opportunities to improve and advance public education | | | |
| | 5.3 Clear, consistent and effective partnership with the Superintendent on issues of policy, decision making and crisis management | | | |
| | 5.4 Development and improvement of community engagement, consultation, communications and satisfaction | | | |
| | 5.5 Development and improvement of local and state educational entities engagement, consultation, communications and satisfaction | | | |
| | 5.6 Demonstration of multi-cultural awareness and adeptness at bridging the differences within our community and families with insight, leadership, and resiliency without high levels of dissonance or distraction | | | |
| | 5.7 Demonstration of skill and capacity to interact effectively with all forms of professional media in both planned and un-planned exchanges | | | |
| Data and Input for Evaluation | | | | |
| <p>VisionCard and other Performance-based Data</p> <p><i>District Provided</i></p> | | | | |
| <p>Strategic Plan Initiatives, Progress and Challenges</p> <p><i>District Provided</i></p> | | | | |

**Board Member
Narrative Input**

**Office of the Superintendent
Narrative Input**



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: January 9, 2023

Place on Agenda: Committee-of-the-Whole

Action Requested: None. Discussion Only.

Attachment: None

| |
|---|
| Topic: Committee Updates |
| Presenter(s): School Board Members |
| Background: School Board members will provide an update for the following committees that they serve on: <ul style="list-style-type: none">• District 917• Association for Metropolitan School Districts (AMSD)• Community Education• SSP Educational Foundation• Finance, Facilities and Long-Range Planning• Local Issues• SSP Open Foundation• District Policy• District Community Engagement and Public Relations• District Superintendent/Executive |
| Recommendation: N/A |
| Alternatives: N/A |