



South St. Paul School Board Meeting
Monday, January 23, 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. APPROVAL OF MEETING AGENDA/MINUTES	
A. School Board Meeting Agenda, January 23, 2023	
B. Committee-of-the-Whole and Regular Business Meeting Minutes, January 9, 2023	3
III. QUALITY-IN-ACTION and REPORTS	
A. Quality-in-Action: Ben Kusch, Lead Designer for the TriDistrict Career and College Readiness Program, along with several students, will provide highlights from their respective programs and discuss their upcoming internship. (C. Schmidt)	
B. Report: Chair John Raasch will highlight the Public Listening Session submissions. (J. Raasch)	6
C. Report: School Board members will highlight items from the committee-of-the-whole meeting. (Board)	7
D. Report: Superintendent Zambreno will provide highlights from around the District. (B. Zambreno)	8
IV. CONSENT ITEMS	
A. Financial Claims: Bills Payable	9
B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves	16
C. Revisions to Superintendent Contract	19
V. POLICY REVIEW	
VI. BUSINESS ITEMS	

A. Approval, for the South St. Paul School Board to approve the 2023-24 Budget Guiding Change document. (B. Hoffman)	20
B. Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Resolution. (B. Hoffman)	22
C. Approval, for the South St. Paul School Board to approve the 2022-23 Student Teacher Agreement with the University of St. Thomas. (C. Schmidt)	24
D. Approval, for the South St. Paul School Board to approve the 2023 School Board Committee and Liaison assignments. (J. Raasch)	29

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**

January 9, 2023

Vice Chair John Raasch called the January 9, 2023, committee-of-the-whole meeting to order at 5:01 PM with seven Board members present: Inspector Beermann, Claflin, T. Felton, W. Felton, Laliberte, Raasch, and Weber. Others present included Superintendent Brian Zambreno and several staff and community members.

2023-2024 Budget Guiding Change

Finance Director Brady Hoffman reviewed a draft of the 2023-24 Budget Guiding Change Document. A Guiding Change Document is a tool used to identify parameters and guidelines for administration to abide by when building a draft budget that will be recommended for approval. Vice Chair Raasch asked administration to engage with stakeholders to hear their voice on priorities for levy question 2 opportunities. The guiding change document will go before the School Board for approval on January 23.

School Board Reorganization

Per statute, the School Board reviewed and discussed the various components of their organization meeting that will go before them for approval at their regular meeting this evening. The board also discussed and agreed to their committee and liaison assignments as well as officers for the 2023 calendar year.

School Board Self-Evaluation

Vice Chair Raasch provided an overview of the importance of the Board conducting a self-evaluation to ensure they are fulfilling their duties and responsibilities for this important work. An evaluation template from Teamworks was provided for the Board to review. An early review will be added to the agenda this summer to make sure the Board is on track and then conduct a final evaluation at the end of the calendar year.

Committee Updates

Board members provided updates to the various committees in which they serve.

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

Respectfully submitted by:

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



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

JANUARY 9, 2023

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, January 9, 2023. Vice Chair John Raasch called the meeting to order at 6:00 PM with seven Board members present for roll call: Beermann, Claflin, T. Felton, W. Felton, Laliberte, Raasch, and Weber. Superintendent Dr. Brian Zambreno and several staff and community members were also present.

OATH OF OFFICE

Reelected School Board member Wendy Felton as well as newly elected School Board members Bernie Beermann, Anne Claflin and Tim Felton recited their oath of office pledge.

APPROVAL OF AGENDA AND MINUTES

By Director Beermann

Seconded by Director Weber

That the South St. Paul School Board approves the January 9, 2023, School Board meeting agenda and the minutes of the December 12, 2022 committee-of-the-whole and regular business meetings. Motion carried (7-0)

ANNUAL SELECTION OF OFFICERS

Director Laliberte nominates John Raasch as Board Chair for one-year commencing the first business meeting of January, 2023, to the first business meeting in January, 2024. Motion carried by acclamation

Chair Raasch nominates Monica Weber for Vice Chair for one-year commencing the first business meeting of January, 2023, to the first business meeting in January, 2024. Motion carried by acclamation

Director Weber nominates Nikki Laliberte for Secretary-Clerk for one-year commencing the first business meeting of January, 2023, to the first business meeting in January, 2024. Motion carried by acclamation

Director Felton nominates Anne Claflin for Treasurer for one-year commencing the first business meeting of January, 2023, to the first business meeting in January, 2024. Motion carried by acclamation

REPORTS

Public Listening Session Report –Chair Raasch reported there were no attendees or submissions for this evening's listening session.

Committee-of-the-Whole Report – Vice Chair Weber 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 Inspector Beermann
A. Annual Organizational Items
B. Financial Claims—Bills Payable
C. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves.
D. Field Trip Requests

Seconded by Inspector Weber

Motion carried (7-0)

BUSINESS ITEMS

By Inspector Felton
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.
Motion carried 7 yeas – W. Felton, Claflin, Laliberte, T. Felton, Beermann, Weber, and Raasch
0 nays

Seconded by Inspector Weber

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 Beermann
Approval, for the South St. Paul School Board to adjourn the January 9, 2023, meeting at 6:36 PM.
Motion carried (7-0)

Seconded by Inspector T. Felton

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 23, 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 23, 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 23, 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 23, 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

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
201620	-8.50	01/10/2023	LEMAY, MONICA
201784	42,953.97	01/11/2023	HEALTH PARTNERS
201784	-42,953.97	01/10/2023	HEALTH PARTNERS
201785	69.53	01/12/2023	ACE HARDWARE & PAINT
201786	101.00	01/12/2023	ADDISON, DONALD
201787	1,120.03	01/12/2023	ALLSTREAM
201788	64.00	01/12/2023	ANDERSON, CHRIS
201789	4,389.90	01/12/2023	ARVIG
201790	69.26	01/12/2023	BATTERIES PLUS BULBS
201791	1,628.00	01/12/2023	BIMBO BAKERIES USA
201792	183.00	01/12/2023	BRONNER, CHRISTIAN
201793	8.50	01/12/2023	BROOKS, PAULETTE
201794	156.00	01/12/2023	CANEFF, JAKE
201795	40.00	01/12/2023	CAPONI ART PARK
201796	64.00	01/12/2023	CARLSON, JEREMY
201797	1,250.00	01/12/2023	CENTER FOR ENERGY & ENVIROMENT
201798	82.00	01/12/2023	CHARLES, PARNELL
201799	58.50	01/12/2023	CINTAS
201800	23.80	01/12/2023	CLASSEN, GLORIA
201801	162.00	01/12/2023	CLOOS, ISAAC
201802	396.00	01/12/2023	COMMERCIAL KITCHEN SERVICES
201803	3,111.15	01/12/2023	CONVERGINT TECHNOLOGIES LLC
201804	110.23	01/12/2023	CULLIGAN-MILBERT COMPANY
201805	156.00	01/12/2023	DOYLE, GREG
201806	5,046.00	01/12/2023	EGAN
201807	475.00	01/12/2023	EHLERS & ASSOCIATES
201808	4,763.83	01/12/2023	FRONTLINE TECHNOLOGIES GROUP LLC
201809	140.01	01/12/2023	GOODIN COMPANY
201810	138.54	01/12/2023	GRAINGER, INC
201811	33.60	01/12/2023	GROTH MUSIC CO
201812	7,215.10	01/12/2023	HASTINGS BUS COMPANY
201812	-7,215.10	01/12/2023	HASTINGS BUS COMPANY
201813	11,653.74	01/12/2023	HILLER COMMERCIAL FLOORS
201814	560.00	01/12/2023	HOFFMANN, LINDA
201815	82.00	01/12/2023	HOLT, JAMES
201816	1,276.72	01/12/2023	HORIZON COMMERCIAL POOL SUPPLY
201817	166,145.90	01/12/2023	INDEPENDENT SCHOOL DISTRICT 197/COMMUNITY ED
201818	53,635.19	01/12/2023	INDEPENDENT SCHOOL DISTRICT 199/COMMUNITY ED
201819	75.00	01/12/2023	INFINITE HEALTH COLLABORATIVE
201820	77.00	01/12/2023	IVERSON, TANYA
201821	77.00	01/12/2023	JEZORSKI, JEFFREY
201822	173.00	01/12/2023	KAEHLER, MATTHEW
201823	18.26	01/12/2023	KUEHN, KIMBERLY
201824	173.00	01/12/2023	KUHN, JOE
201825	3,585.00	01/12/2023	KURITA AMERICA INC
201826	371.16	01/12/2023	MARK'S PLUMBING PARTS
201827	321.12	01/12/2023	MCMASTER-CARR SUPPLY COMPANY
201828	182.00	01/12/2023	MENA, JUAN
201829	750.00	01/12/2023	MESPA
201830	232.00	01/12/2023	THE MINNESOTA CHEMICAL CO
201831	275.00	01/12/2023	MONTICELLO HIGH SCHOOL
201832	608.00	01/12/2023	MRI SOFTWARE LLC
201833	272.21	01/12/2023	NAPA AUTO PARTS
201834	512.02	01/12/2023	NETWORK SERVICES COMPANY
201835	2,212.00	01/12/2023	NORTHLINE TRANSPORTATION
201836	251.00	01/12/2023	OLSON, PETER

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
201837	250.00	01/12/2023	OVERELL, STEPHANIE
201838	503.50	01/12/2023	PITNEY BOWES, INC
201839	453.83	01/12/2023	PLUNKETT'S PEST CONTROL
201840	587.88	01/12/2023	QUILL CORPORATION
201841	183.00	01/12/2023	RYAN, JAMES
201842	173.00	01/12/2023	S & S WORLDWIDE
201843	66,236.54	01/12/2023	SAFEWAY WISCONSIN, INC
201844	95.00	01/12/2023	SANKEY, DEVIN
201845	709.54	01/12/2023	SCAN AIR FILTER
201846	82.00	01/12/2023	SCHMIDT, JUSTIN
201847	300.00	01/12/2023	SEVERSON, LAUREL
201848	318.86	01/12/2023	SHERWIN WILLIAMS CO
201849	40.00	01/12/2023	SOUTH ST PAUL EDUCATION FOUNDATION
201850	33.86	01/12/2023	STACK-JOHNSON, SUE
201851	82.00	01/12/2023	SWAN, KEVIN
201852	1,943.66	01/12/2023	T-MOBILE
201853	643.36	01/12/2023	TWIN CITY JANITOR SUPPLY, INC
201854	82.00	01/12/2023	TWOROSKI-WISE, MARCUS
201855	19.84	01/12/2023	UNITED REFRIGERATION INC
201856	12,650.85	01/12/2023	UPPER LAKES FOODS
201857	56.75	01/12/2023	WERNER IMPLEMENT CO, INC
201858	65,200.01	01/12/2023	WIDE AREA TRANSPORTATION SERVICES INT, LLC
201859	6,143.21	01/12/2023	XCEL ENERGY
201860	415.50	01/13/2023	LOCAL #70
201861	139.97	01/13/2023	MIDWEST RESALE SPECIALIST INC
201862	1,418.90	01/13/2023	MINNESOTA CHILD SUPPORT PAYMENT CENTER
201863	185.50	01/13/2023	OFFICE AND PROF EMPLOYEES UNION
201864	11,537.64	01/13/2023	SOUTH ST PAUL TEACHER'S ASSOCIATION
201865	5.00	01/13/2023	SOUTH ST PAUL OPEN FOUNDATION
201866	60.00	01/13/2023	SOUTH ST PAUL EDUCATION FOUNDATION
201867	804.58	01/13/2023	SSP EASRP
201868	118.00	01/19/2023	ADAMS, PAUL
201869	974.80	01/19/2023	ADWEAR SPECIALTIES, INC
201870	36.45	01/19/2023	AMAZON CAPITAL SERVICES
201871	101.00	01/19/2023	ASHENAFI, YOHANES
201872	82.00	01/19/2023	BALZER, NATHAN
201873	11,765.00	01/19/2023	BAUER SERVICES
201874	101.00	01/19/2023	BELL, ROYCE
201875	78.00	01/19/2023	BORGEN, MATT
201876	14,768.22	01/19/2023	CENTER FOR CIVIC ENGAGEMENT
201877	23,889.72	01/19/2023	CITY OF SOUTH ST PAUL - UTILITIES
201878	493.94	01/19/2023	DEMCO
201879	253.00	01/19/2023	EGAN
201880	3,500.00	01/19/2023	EHLERS & ASSOCIATES
201881	27.26	01/19/2023	FIRST SUPPLY LLC - TWIN CITIES
201882	33.24	01/19/2023	GRAINGER, INC
201883	236.00	01/19/2023	GROTH MUSIC CO
201884	82.00	01/19/2023	HANSON, GENE
201885	173.00	01/19/2023	HARRIS, JOSEPH
201886	7,215.10	01/19/2023	HASTINGS CREAMERY, LLC
201887	96.00	01/19/2023	HAYES, ALLYSON
201888	96.00	01/19/2023	HAYES, CARILYN
201889	96.00	01/19/2023	HOLT, MICHELLE
201890	125.00	01/19/2023	HOPKINS HIGH SCHOOL
201891	255.00	01/19/2023	IND SCHOOL DISTRICT #11
201892	73,694.10	01/19/2023	INVER HILLS COMMUNITY COLLEGE

CHECK NUMBER	AMOUNT	CHECK DATE	VENDOR
201893	1,170.00	01/19/2023	ITHAKA
201894	7.99	01/19/2023	JW PEPPER & SONS, INC
201895	95.00	01/19/2023	KILL, MARK
201896	118.00	01/19/2023	KOCKELMAN, DEAN
201897	95.00	01/19/2023	KOEMPTGEN, CODY
201898	156.00	01/19/2023	LAFAVE, NICK
201899	64.00	01/19/2023	LANGVIN, JOSEPH
201900	462.00	01/19/2023	MAHTOMEDI BAND ACTIVITY ACCOUNT
201901	320.00	01/19/2023	MAHTOMEDI HIGH SCHOOL
201902	1,200.00	01/19/2023	MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO
201903	230.00	01/19/2023	MATH MASTERS
201904	1,504.79	01/19/2023	MEI TOTAL ELEVATOR SOLUTIONS
201905	295.09	01/19/2023	MUSKEGON HEIGHTS SOLAR, LLC
201906	2,927.11	01/19/2023	NETWORK SERVICES COMPANY
201907	101.00	01/19/2023	NICHOLAS-NELSON, TAMRA
201908	41.93	01/19/2023	OXYGEN SERVICE CO INC
201909	64.00	01/19/2023	ROBERTS, DEONTE
201910	8,778.99	01/19/2023	SAFEWAY WISCONSIN, INC
201911	82.00	01/19/2023	SCHNEIDER, STEVE
201912	589.48	01/19/2023	SCHOOL SPECIALTY
201913	19,383.88	01/19/2023	SHI INTERNATIONAL CORP
201914	125.00	01/19/2023	SIMLEY HIGH SCHOOL
201915	11,175.00	01/19/2023	SOURCEWELL TECHNOLOGY
201916	98.70	01/19/2023	ST PAUL PIONEER PRESS
201917	95.00	01/19/2023	SVAC, NICHOLAS
201918	205.00	01/19/2023	TARTAN HIGH SCHOOL
201919	6,594.39	01/19/2023	TEACHERS ON CALL
201920	4,325.00	01/19/2023	TEAMWORKS INTERNATIONAL, INC
201921	13,510.41	01/19/2023	TRANSPORTATION & DELIVERY, INC
201922	325.00	01/19/2023	TRIFECTA SPED REVENUE SOLUTIONS
201923	8,176.58	01/19/2023	TRIO SUPPLY CO
201924	82.00	01/19/2023	WILLHAUS, ROGER
201925	48,044.88	01/19/2023	XCEL ENERGY
202200198	42,953.97	01/10/2023	HEALTH PARTNERS
202200200	42,239.54	01/13/2023	MINNESOTA PAYROLL TAXES
202200201	250,287.01	01/13/2023	FEDERAL PAYROLL TAXES
202200202	44,821.90	01/13/2023	PERA
202200203	52,670.81	01/13/2023	TSA/ACH DEDUCTION
202200204	126,343.57	01/13/2023	TEACHER RETIREMENT ASSOCIATION
202200205	0.00	01/13/2023	MINNESOTA PAYROLL TAXES
202200206	0.00	01/13/2023	FEDERAL PAYROLL TAXES
202200207	103.00	01/13/2023	MN DEPT OF REVENUE
202200208	0.00	01/13/2023	MINNESOTA PAYROLL TAXES
202200210	0.00	01/13/2023	PERA
202200211	1,193.00	01/11/2023	MEDSURETY
202200212	85,197.95	01/17/2023	HEALTH PARTNERS
202200213	242.00	01/17/2023	HEALTH PARTNERS
202200246	161.77	01/18/2023	MN UNEMPLOYMENT
222300150	76.25	01/11/2023	DEVINE, JOHN
222300151	152.05	01/11/2023	KRUEGER, SHAWNEE
222300152	1,708.41	01/11/2023	LAMBERT, BRANDON
222300153	95.00	01/11/2023	LENARZ, TAMMY
222300154	21.25	01/11/2023	OSEGARD, HEATHER
222300155	65.67	01/11/2023	PLETSCHER, EMILY
222300156	15.62	01/11/2023	SEXAUER, JENNIFER
222300157	60.41	01/11/2023	TIFFANY, DIANE

<u>CHECK</u>	<u>CHECK</u>		
<u>NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>VENDOR</u>
222300158	10.10	01/11/2023	WINTER, ALLYSON
222300159	30.56	01/11/2023	WOHLERS, DARI
	1,355,888.37	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	621,775.42	0.00	385,069.78	1,006,845.20
02	FOOD SERVICE	8,070.11	0.00	30,910.21	38,980.32
04	COMMUNITY EDUCATION	244,715.43	0.00	9,346.98	254,062.41
05	CAPITAL	4,791.02	0.00	34,772.48	39,563.50
07	DEBT RETIREMENT	0.00	0.00	475.00	475.00
50	ACTIVITY ACCOUNT	15,961.94	0.00	0.00	15,961.94
***	Fund Summary Totals ***	895,313.92	0.00	460,574.45	1,355,888.37

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

CHECKRUNS

<u>FUND</u>	<u>DESCRIPTION</u>	<u>January 6, 2023 - January 19, 2023</u>
1	GENERAL	\$1,006,845.20
2	FOOD SERVICE	\$38,980.32
4	COMMUNITY EDUCATION	\$254,062.41
5	CAPITAL	\$39,563.50
7	DEBT SERVICE	\$475.00
8	TRUST FUND/FLEX	\$0.00
50	ACTIVITY ACCOUNTS	\$15,961.94
	TOTAL	<u>\$1,355,888.37</u>

Checks 201784 - 201925

Employee ACH 222300150 - 222300159

Wire Payments 202200198 - 202200246

PAYROLL

1/13/2023

Payroll Direct Deposit	900085878 - 900086400	\$742,626.01
------------------------	-----------------------	--------------



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: January 23, 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)

1-23-23

Certified

A. Appointments/Reassignments

1. Caitlin Carlson – 1.0 FTE School Counselor, Kaposia Education Center, MA00, Step 1, effective January 20, 2023. (revised effective date)

2022-23 Teacher Mentor (\$754 Stipend)
Amber Remackel – Kaposia

2022-23 ECA

BASKETBALL – BOYS

Middle School Coach	Walker, Princeton	\$2,013.30
---------------------	-------------------	------------

(Prorate salary amount based on start date of January 12, 2023)

THEATRE

Spring Technical Director	McTier, Brian**	\$1,206
Spring Costumer	Ebert, Lori**	\$1,206

ACADEMICS/OTHER

Art Club – Middle School	Eggerstedt, Shane	\$1,192
--------------------------	-------------------	---------

*indicates a non-district employee

** indicates a returning non-district employee

B. Resignations/Retirements/Leaves/Reductions/Other

1. Brenda Johnson – Leave of absence, 1.0 FTE Physical Education Teacher, Kaposia Education Center, effective February 1, 2023, through approximately March 21, 2023.
2. Matthew Sattler – Resignation, Assistant Varsity Coach, Football, effective January 13, 2023.
3. Matthew Sattler – Resignation, Head Coach, Girls’ Golf, effective June 8, 2023.
4. Scott Youdas – Resignation, Middle School Coach, Boys’ Basketball, effective January 11, 2023.
5. Molly Zackrison – Resignation, 1.0 FTE MTSS Specialist/School Psychologist, Kaposia Education Center, effective January 27, 2023.

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

1-23-23

Classified

A. Appointments/Reassignments

Change of Assignment – effective January 23 through June 8, 2023

Denise Geldernick – Early Learning Assistant, Family Education Center, decrease from 20.25 hours to 15 hours per week

B. Resignations/Retirements/Leaves/Reductions/Other

1. Patrick Bookler – Resignation, Special Education Assistant, High School, effective January 31, 2023.
2. Erika Cossio Coria – Resignation, Part-Time Cleaner, SSP Education Center, effective June 8, 2022. (verbal)
3. Janet Roehlen – Resignation, Special Education Assistant, Kaposia Education Center, effective December 31, 2022. (revised effective date)
4. Samuel Sevlie – Leave of absence, Night Supervisor/Engineer, Lincoln Center, effective December 13, 2022, through January 20, 2023.
5. Melanee Taylor Minor – Leave of absence, User Support Specialist, Secondary Building, effective February 13, 2023, through approximately March 13, 2023.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, January 23, 2023

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

Action Requested: Approval

Topic: Revisions to Superintendent Contract
Presenter(s): Joel Milteer, Human Resource Director and John Raasch, School Board Chair
Background: Revisions have been made to the superintendent's contract to align some language with the previous superintendent's contract.
Recommendation: Termination of the original superintendent contract for 2022-2025, and approval of the revised superintendent contract for 2022-2025.
Alternatives: Do not approve the revised superintendent contract and direct administration with next steps.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, January 23, 2023

Place on Agenda: Regular Meeting

Action Requested: Approval

Attachment: Guiding Change Document – 2023-24 Budget

Topic: Guiding Change Document – 2023-24 Budget
Presenter(s): Brady Hoffman, Finance Director
Background: <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 final version of the Guiding Change Document for the 2023-24 budget cycle. The Guiding Change was discussed and reviewed during the committee of the whole on January 9 and January 23, 2023.</p>
Recommendation: Approval
Alternatives: Do not approve and direct administration with next steps.

<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 23, 2023

Place on Agenda: Regular Agenda/Business Items

Action Requested: Approval

Attachment: Acceptance of Gifts Resolution

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



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

**ACCEPTANCE OF GIFTS
RESOLUTION**

Board Meeting Date: **January 23, 2023**

Member _____ introduced the following resolution and moved its adoption:

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

MONETARY

Donation Amount	Designated To	Donation From	Purpose
\$1,250	Kaposia Education Center	John and Nikki Laliberte	Ninja Warrior Course
\$500	Varsity Softball	Southwinds of Minnesota Inc.	As Needed
\$200	Varsity Wrestling	Kathleen Hanzlik and Eugene Zilberg	As Needed

VALUE IN KIND

Donation Item	Designated To	Donation From	Purpose

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

And the following voted against:

Whereupon said resolution was declared duly passed and adopted



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, January 23, 2023

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

Action Requested: Approval

Attachment: 2022-2023 Student Teacher Agreement – St. Thomas University

Topic: Student Teacher Agreement – St. Thomas University
Presenter(s): Joel Milteer, Human Resources Director, and Brian Zambreno
Background: <p>A student teacher placement has been coordinated between St. Thomas University and South St. Paul School District beginning in January 2023. To finalize the student teacher placement, approval of the agreement between St. Thomas University and South St. Paul Schools is necessary. This agreement and placement aligns with South St. Paul Schools Student Teaching Policy #437.</p>
Recommendation: <p>Approval of 2022-23 Student Teacher Agreement with St. Thomas University.</p>
Alternatives: <p>Do not approve Student Teacher Agreement and direct administration with next steps.</p>

**MUTUAL AGREEMENT FOR STUDENT TEACHING
BETWEEN
UNIVERSITY OF ST. THOMAS
ST. PAUL, MINNESOTA
AND
SOUTH ST. PAUL PUBLIC SCHOOLS
2022-23**

This agreement is entered into between South St. Paul Public Schools, South St. Paul, Minnesota (the “District”) and University of St. Thomas, St. Paul, Minnesota (the “College/University”). The purpose of this Agreement is to outline the terms of the training/student teaching experience for the student of the College/University and to identify the responsibilities of the College/University and the District.

The following conditions are made a part of the agreement:

The College/University agrees to:

1. Place at the District only student teachers who are eligible for such placement under state and College/University rules, and School Board regulations. All student teacher placements will be initiated through and approved by the District through its department of human resources.
2. Inform its faculty and students of the District’s policies and regulations that relate to the placement at the District.
3. Provide District with College/University student teaching expectations/requirements.
4. Pay stipend to the cooperating teacher of the District based on College/University policy for each student teacher placed, subject to timely receipt by College/University of properly completed Form W-9s from the District or cooperating teacher, as applicable..
5. Provide regular student teaching supervision by a qualified designee(s) of the College/University.
6. Cooperate with the District in the development and implementation of the District’s Student Teaching Program.
7. Notify the District in the event a student teacher placed at the District is no longer enrolled in the College/University’s program.

The District agrees to:

1. Supply to the student teacher so placed by College/University an opportunity to work in a teaching learning situation under the supervision of a practicing teacher who holds a continuing license and has at least three years total teaching experience.

2. Cooperate with College/University in the development and implementation of the District's Student Teaching Program.
3. Ensure that all student teachers placed at the District complete a criminal background check, at the expense of the student teacher or College/University, prior to the student teacher beginning at the District.
4. Provide appropriate supervision of the student teacher while at the District pursuant to rules promulgated by its Board. Such rules may not conflict with any minimum requirements established by the State or College/University with regard to the Student Teaching Program.
5. Immediately notify College/University if there is a change in the licensure status of any cooperating teacher providing supervision to any student teacher assigned hereunder.
6. Not replace any of its employees nor fill any vacancies normally filled by an employee with a student teacher assigned under this agreement. Therefore, a student teacher will not act as a substitute teacher.
7. Provide the College/University with copies of all policies and regulations applicable to student teachers.
8. Provide emergency medical care to the student teacher or College/University faculty member, at the District (if available) in case of injury or illness, or obtain other appropriate treatment as they choose. Any hospital or medical costs arising from such injury or illness will be the sole responsibility of the College/University faculty member or student teacher who received the treatment and not the District.
9. Reserve the right to deny a student teaching opportunity to an applicant and to terminate a student teaching assignment at any time, due to a lack of funding or for any other non-discriminatory reason. In addition, a student teacher's participation in the program may be terminated at any time (a) with the mutual consent of both parties, or (b) unilaterally by College/University for any non-discriminatory reason. District will consult with College/University prior to terminating a student teacher's participation in the program. College/University will promptly notify District of any termination of a student teacher's participation in the program.
10. Recognize that it is the policy of both the District and the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The District agrees to adhere to this policy in implementing this agreement.

Liability:

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and will not be responsible for the acts of the other party and the results thereof. The District's liability will be governed by Minnesota Statutes Section 466.04, as amended.

Term of Agreement:

This agreement will commence on January 9, 2023, and end on June 30, 2023. This Agreement may be terminated by either party at any time upon 60 days' written notice to the other party. Termination by the District will not automatically become effective with respect to student teachers then participating in the learning experience program, and said student teachers may be allowed to continue at the sole option of the District.

General Provisions:

1. Neither the District nor the College/University will assign or transfer any rights or obligations under this agreement without the prior written consent of the other party.
2. Any amendments to this agreement will be in writing and signed by authorized representatives from each party.
3. The parties agree that in fulfilling the duties of this agreement, they are responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated by the Act.
4. Student teachers are participants in an educational program, and for purposes of this agreement, shall not be considered employees of either the College/University or the District, except as provided for in Minnesota Statutes Section 122A.69. Student teachers shall not be entitled or eligible to participate in any benefits or privileges given or extended to employees of the College/University or the District, except as provided by Minnesota Statutes Section 122A.69.
5. Except as otherwise provided in law or College/University policy, data on students is private and may not be shared with any other party. If the District receives a request from a third party for any data provided to the District by the College/University, the District agrees to immediately notify the College/University. The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and 34 C.F.R. § 99, apply to the use and disclosure of education records that are created or maintained under this agreement. Specifically, each party agrees that to the extent that it maintains Education Records of the other party's students (the "receiving party"), it shall maintain such Education Records in accordance with the requirements of the Family Educational Rights and Privacy Act, as amended ("FERPA"), and any other applicable U.S. or state laws, regulations or accrediting agency standards applicable to the privacy or confidentiality of such Education Records. Without limiting the foregoing, the receiving party agrees that with respect to such records, (a) the receiving party is subject to the requirements of 34 C.F.R. § 99.33(a) governing the use and redisclosure of personally identifiable information from Education Records of the other party's ("disclosing party") students; (b) it shall not disclose or allow access to personally identifiable information from an Education Record of the disclosing party's students without the prior written consent of the eligible student (or parent/guardian, as the case may be) as defined in 34 C.F.R. § 99.3, except as permitted by law; and (c) to the extent that the disclosing party discloses personally

identifiable information from Education Records to the receiving party, the receiving party's officers, employees and agents will use and have access to the information only for the purposes for which disclosure is made. Pursuant to FERPA requirements, all Education Records of College/University's student teachers, regardless of whether maintained directly by College/University, District or by other entities, remain the property of the disclosing party. The receiving party agrees to access and use Education Records of the disclosing party's students only for legitimate and lawful educational purposes, pursuant to the disclosing party's FERPA policy, and further agrees to return or destroy such Education Records immediately upon the written request of the disclosing party. As used herein, "Education Records" means all such records described by 34 C.F.R. § 99.3 maintained by, for or on behalf of the disclosing party, including without limitation, any record, file, data or other information concerning any student's financial information protected under the Gramm-Leach-Bliley Act.

6. Student teachers assigned to the learning experience program at the District under this agreement will be required to sign a Student Teaching Program Agreement before the student teacher begins the Student Teaching Program at the District.

Approved:

Signed For: **University of St. Thomas**

Name: _____ Name: _____

Title: _____ Title: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Signed For: **South St. Paul Public Schools**

Signature: _____
School Board Chair

Date: _____



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: January 23, 2023

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

Action Requested: Approval

Attachment: 2023 School Board Committee and Liaison Assignments

Topic: 2023 School Board Committee and Liaison Assignments
Presenter(s): Chair John Raasch
Background: Attached is a draft of the 2023 Board Committee and Liaison assignments. On Monday evening, the Board will review and finalize the assignments for approval at the regular business meeting.
Recommendation: Approval
Alternatives: N/A



SOUTH ST. PAUL SCHOOL BOARD

Chair – John Raasch
Vice Chair – Monica Weber
Treasurer – Anne Claflin
Clerk – Nikki Laliberte

2023 Committee Assignments

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	Anne Claflin Monica Weber
Policy	Review district policies and recommend necessary policy changes to the Board. No recurring schedule. Meet as needed	Bernie Beermann Tim Felton John Raasch
Public Relations/Community Engagement	Works with administration to engage community in various planning/projects for the District. No recurring schedule. Meet as needed	Tim Felton Wendy Felton Nikki Laliberte
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	Anne Claflin John Raasch Monica Weber

2023 Liaison Assignments

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	Monica Weber
Community Education Advisory Committee	Works in part with the Community Education Director to assess community needs, programming, and evaluate program effectiveness. Typically meets the 2 nd Tuesday of each month @ 4:15 PM	Bernie Beermann Monica Weber (A)
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.	Wendy Felton
MN State High School League	The School Board Chair attends official MSHSL meetings as needed.	John Raasch
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 2 nd Wednesday of every month @ 6:00 PM	Wendy Felton Anne Claflin (A)
SSP Open Foundation	Raises funds to support extra-curricular activities at SSP Secondary. Typically meets the 3 rd Wednesday of every month @ 8:00 PM	Tim Felton
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.	Anne Claflin